



中国国际消费品博览会  
CHINA INTERNATIONAL CONSUMER PRODUCTS EXPO

2023 ———— 中国·海南·海口  
China Hainan Haikou  
04.11 TUE — 04.15 SAT

# 2023 年中国国际消费品博览会

CHINA INTERNATIONAL  
CONSUMER PRODUCTS EXPO 2023

## 搭建须知手册

**展会时间:** 2023 年 4 月 11 日-15 日

**Date:** April 11 -15, 2023

**展会地点:** 海南国际会展中心 (海口)

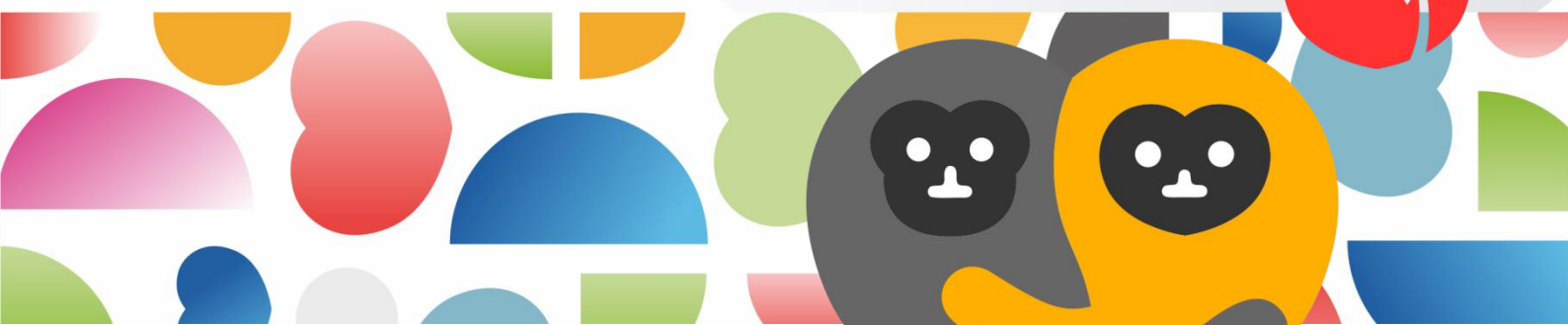
**Location:** Hainan International Convention  
and Exhibition Center (Haikou)

**主办单位:** 商务部、海南省人民政府

**Sponsors:** Ministry of Commerce of PRC and  
the People's Government Province

**承办单位:** 商务部外贸发展局、海南国际经济发展局

**Organizers:** Trade Development Bureau of the Ministry of Commerce and  
Hainan Provincial Bureau of International Economic Development



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## 前言 Introduction

尊敬的参展商：

Dear exhibitors,

经批准，商务部和海南省人民政府将于**2023年4月11日至15日**在海南共同举办**2023中国国际消费品博览会（以下简称消博会）**。这是全国首个以消费精品为主题的国家级展会。

The Ministry of Commerce and the People's Government of Hainan Province will jointly host the 2023 China International Consumer Products Expo (hereinafter "Hainan Expo") in Hainan from April 11 to 15, 2023 with the approval. This is the first national exhibition with the theme of consumer products in China.

举办消博会是落实习近平总书记“4.13”重要讲话、中央12号文件和《海南自由贸易港建设总体方案》精神的重要举措，是建设国际旅游消费中心和扩大对外开放、提升海南自贸港国际影响力的重要抓手。目前，各方正致力于将消博会打造成为构建以国内大循环为主体、国内国际双循环相互促进新发展格局的重要国家级开放平台，打造成优化国内消费领域供给侧改革、促进境外消费回流和推动国内消费转型升级的重要载体。

The Hainan Expo is an important move to follow the guidelines of General Secretary Xi Jinping's important speech made on Apr. 13, the No. 12 Central Document and the Overall Plan for the Construction of Hainan Free Trade Port. It is also an important measure to build an international tourist consumption center, open wider to the world, and raise the global visibility of Hainan Free Trade Port. At present, all parties are working to make the Hainan Expo as an important national open platform that promotes a dual-cycle development pattern relying on both domestic and international economic cycles, with the domestic cycle being the mainstay, and as an important vehicle to optimize the supply-side reform of the domestic consumption field, facilitate the return of overseas consumption to China, and drive the transformation and upgrading of domestic consumption.

消博会聚焦“新、特、优”消费精品，汇聚全球消费领域优质资源和知名企业，打造全球消费精品展示、交流和交易的平台，为全球参展参会客商分享海南自贸港未来发展机遇提供服务。

Focusing on “new, featured and excellent” consumer products, Hainan Expo brings together high-quality resources and well-known companies in the global consumer sector, builds a platform for display, exchanges and transactions of global consumer products, and serves global exhibitors and merchants in sharing the future development opportunities presented by Hainan Free Trade Port.

诚挚感谢您参加消博会，我们将在海口市欢迎您的到来！

Thank you for participating in Hainan Expo. We await your presence in Haikou City!

**海南国际经济发展局**  
**Hainan Provincial Bureau of**  
**International Economic Development**

## 展前提示

### Pre-exhibition Tips

#### 尊敬的参展商：

Dear exhibitors,

为了帮助您了解展馆设施与展会的各项要求，顺利做好展前准备工作，我们提供本《搭建须知手册》，以便您更为简便、高效地办理所需参展手续。

To help you learn about the facilities of the exhibition hall and the exhibition requirements, and prepare for the exhibition, we provide this Building Instructions Manual for your convenient and efficient processing of participation procedures.

#### 一、填写表格 Fill out forms

各类所需填写的表单均已在本《搭建须知手册》的《附表》中列明，请您仔细阅读后，在本手册及表单分别注明的回传截止日期前提交；同时，建议您在表单填妥回传前做好备份。

The forms to be filled out are listed in "Attached Tables" of this Building Instructions Manual. Please read the forms carefully, and fill out and submit them before the closing dates indicated in this Manual and forms respectively. It is recommended to make a copy of the forms before submission.

#### 二、安全提醒 Safety tips

请参展商仔细阅读本《搭建须知手册》中有关安全生产、消防安全、文明参展等规定并督促您委托的服务商严格遵守上述规定。

Exhibitors are requested to carefully read the regulations of this Building Instructions Manual regarding work safety, fire safety, and orderly participation in exhibition, and to urge your service providers to observe the above regulations.

#### 三、免责提醒 Disclaimer

中国国际消费品博览会承办单位将尽全力提供各方面的优质服务，以求达到参展商的要求。下列情况下，承办单位恕不承担任何责任：

The organizer of China International Consumer Products Expo will spare no effort to provide stellar services in all aspects in line with the requirements of exhibitors. The organizer shall not bear any responsibility under the circumstances described below:

(一) 逾期回传表格引起的延误或因此未能提供部分或全部服务；

Delay in or failure to provide part or all of the services caused by the overdue submission of forms;

(二) 逾期申请而导致的附加费用或因此未能提供部分或全部服务；

Additional fees or failure to provide part or all of the services caused by overdue application;

(三) 未遵守展会规定及相关法规而导致的延误、赔偿、损失等；

Delays, compensation, losses, and so on caused by non-compliance with the regulations of the exhibition and relevant laws and regulations;

(四) 未使用展会指定服务商而造成的延误、损失、纠纷等;

Delays, losses, disputes, and so on caused by not engaging service providers designated by the exhibition;

(五) 由参展商、搭建商自行提交的刊登资料的准确性与及时性。

The accuracy and timeliness of published materials submitted by exhibitors and booth builders

## 一、展会综合服务信息

### Comprehensive service information on exhibition

#### 1. 主场服务商 Home court service provider

承办单位 undertake unit	厦门国贸凤凰国际展览有限公司
地址 Add	海南省海口市国兴大道 5 号农信大厦 2 楼 2nd Floor, Nongxin Building, No.5 guoxing Avenue, Haikou city, Hainan Province

#### 2. 日程安排 The schedule

展会名称 Name of exhibition	2023 中国国际消费品博览会 2022 China International Consumer Products Expo				
展馆名称 Name of exhibition venue	海南国际会展中心 (地址: 海南省海口市秀英区滨海大道 258 号) Hainan International Convention & Exhibition Center (Address: 258 Binhai Avenue, Xiuying District, Haikou City, Hainan Province)				
展会日程 Exhibition calendar	展商报到布展时间 Time for exhibitor sign-up and exhibition arrangement	特装展位搭建 Construction of special booth	4月2日-4月6日 April 2-April 6	08:30-17:30	
		展品进场 Entry of exhibits	4月7日-4月8日 April 7-April 8	08:30-17:30	
		安全检查 Security check	4月9日-4月10日 April 9-April 10	08:30-17:30	
	开幕式 Opening Ceremony	4月10日晚 On the evening of April 10	(待定) (To be confirmed)		
	开展展期 Exhibition period	4月11日 April 11	09:00-17:00 (16:30 只出不进) 展商 08:30 进馆 09:00-17:00 (no admission after 16:30); exhibitors enter at 08:30		
		4月12日 April 12			
		4月13日 April 13			
		4月14日 April 14			
		4月15日 April 15			



			package 16:00)
撤展时间 及注意事项 Dismantling time and matters for attention		4月16日 April 16	08:30-18:00
		4月17日 April 17	08:30-18:00
	<b>注意:</b> 1.展览会闭幕时间为 4月15日 下午 16:00, 此时间后电源将被切断,所有租用的家具等物品将被回收。 2.请参展商将放置于展位中的物品于 4月15日 22:00 前清理干净, 在此时间后遗留在展览馆内的物品将按废弃物处理。 Notes: 1. The closing time of the exhibition is 16:00 pm on April 15. The power will be cut off and all rented items such as furniture will be taken back after the indicated time. 2. Exhibitors are requested to clean the booth of any items before 22:00 on April 15. Items left in the exhibition hall after the indicated time will be treated as waste.		
<b>搭建商报到 Exhibitors registration</b>	请搭建商于3月30日-4月1日至海南国际会展中心“搭建商服务处”报到。 Exhibitors are requested to sign up at the “Exhibitor Service Office” at Hainan International Convention & Exhibition Center from March 30 to April 16 Documents (tbc)		
<b>加班申请 Application for overtime work</b>	<b>布展期间加班收费标准</b> Rates for overtime work during the exhibition arrangement period		
	4月2日-4月6日 April 2-April 6	展位面积 Booth area	费用 Fees
		展位≤300 m <sup>2</sup> (17: 30-24:00) Booth ≤300m <sup>2</sup> (17:30-24:00)	600 元/小时 600 yuan/hour
		展位超出 300 m <sup>2</sup> 的面积 (17: 30-24:00) Booth exceeding 300m <sup>2</sup> (17:30-24:00)	5 元/小时/m <sup>2</sup> 5 yuan/hour/m <sup>2</sup>
		展位≤300 m <sup>2</sup> (24: 00-08:00) Booth ≤300m <sup>2</sup> (24:00-08:00)	1000 元/小时 1,000 yuan/hour
		展位超出 300 m <sup>2</sup> 的面积 (24: 00-08:00) Booth exceeding 300 m <sup>2</sup> (24:00-08:00)	6 元/小时/m <sup>2</sup> 6 yuan/hour/m <sup>2</sup>
1. 布展期间加班申请务必于当日 16:00 前向组委会展务组申请, 过时无法受理您的加班需求, 逾期申报按照展馆规定将加收 100%。 1. Application for overtime work during the exhibition arrangement period must be filed with the exhibition affairs team of the organizing committee before 16:00 on the current			

day. Demand for overtime work will be refused after the indicated time. A fee for additional 100% will be charged for overdue application according to the regulations of the exhibition hall.

2. 根据展馆的相关规定，展会布、撤展期间，每日作业时间最晚至 17 时 30 分，若当日 17 时 30 分以后需继续施工的展台，须在规定的申请时间内向组委会展务组申请，经组委会展务组审核通过后方可延长工作时间，加班申请不足 1 小时按照 1 小时计算，请大家合理安排施工时间。

2. According to the regulations of the exhibition hall, the exhibition arrangement and dismantling work is not allowed after 17:30. If construction is required after 17:30 on the current day, exhibitions must apply to the organizing committee within the specified application period. The construction period is only extended after the exhibition affairs team of the organizing committee reviews and approves the application. Overtime work will be calculated as 1 hour for a period of less than 1 hour. Please make proper arrangement for construction.

**友情提醒：**

4 月 2 日-15 日，组委会正常工作时间为早上 8:30 至下午 17:30；

4 月 16—17 日，工作时间为上午 8:30 至下午 18:00；

为了更好的服务，请您在规定时间内提交需求。

Notes: From April 2 to 15, the normal working hours of the Organizing Committee are from 8:30 to 17:30; From April 16 to 17, the working hours are from 8:30 to 18:00;

To get better services, please submit your requirements within the specified time.

### 3. 搭建相关服务联系人 Liaisons for Booth Set-up Services

工作岗位 Post	联系人 Contact	联系电话 Contact number
1-5号馆搭建咨询 Booth set-up consultation for Halls 1-5	康 乐 Manager Kang	18595757088
6-8号馆及户外展区 搭建咨询 Booth set-up consultation for Halls 6-8 and outdoor exhibition area	陶旭辉 Manager Tao	15137178535
证件咨询 Consultation for credentials	慕廷丽 Manager Mu	13592422324
电子邮箱 E-mail	expo.service@investhainan.cn	
参展商手册下载地址 Address to download the Exhibitors' Manual	中国国际消费品博览会官网>报名>下载中心 China International Consumer Products Expo website>Registration>Download Center	
官方网站 Official website	www.hainanexpo.org.cn	
微信公众号 WeChat official account	中国国际消费品博览会 China International Consumer Products Expo (CICPE)	

## 4. 展馆及配套信息

### Information on exhibition hall and supporting facilities

#### 4.1 展馆介绍 Introduction to the exhibition hall

海南国际会展中心是海南省人民政府确定的重点项目，集会议、展览、酒店、大型商业、住宅为一体的多功能综合体，为海口市发展现代服务业的重要平台和载体。海南国际会展中心可承办展览面积达12万㎡的国际大型展会，可以举办1万人的会议和多种形式的节庆宴会活动，成为海南省举办国际化公务和商务活动的高端服务平台，同时也是海口独具特色的“城市名片”。

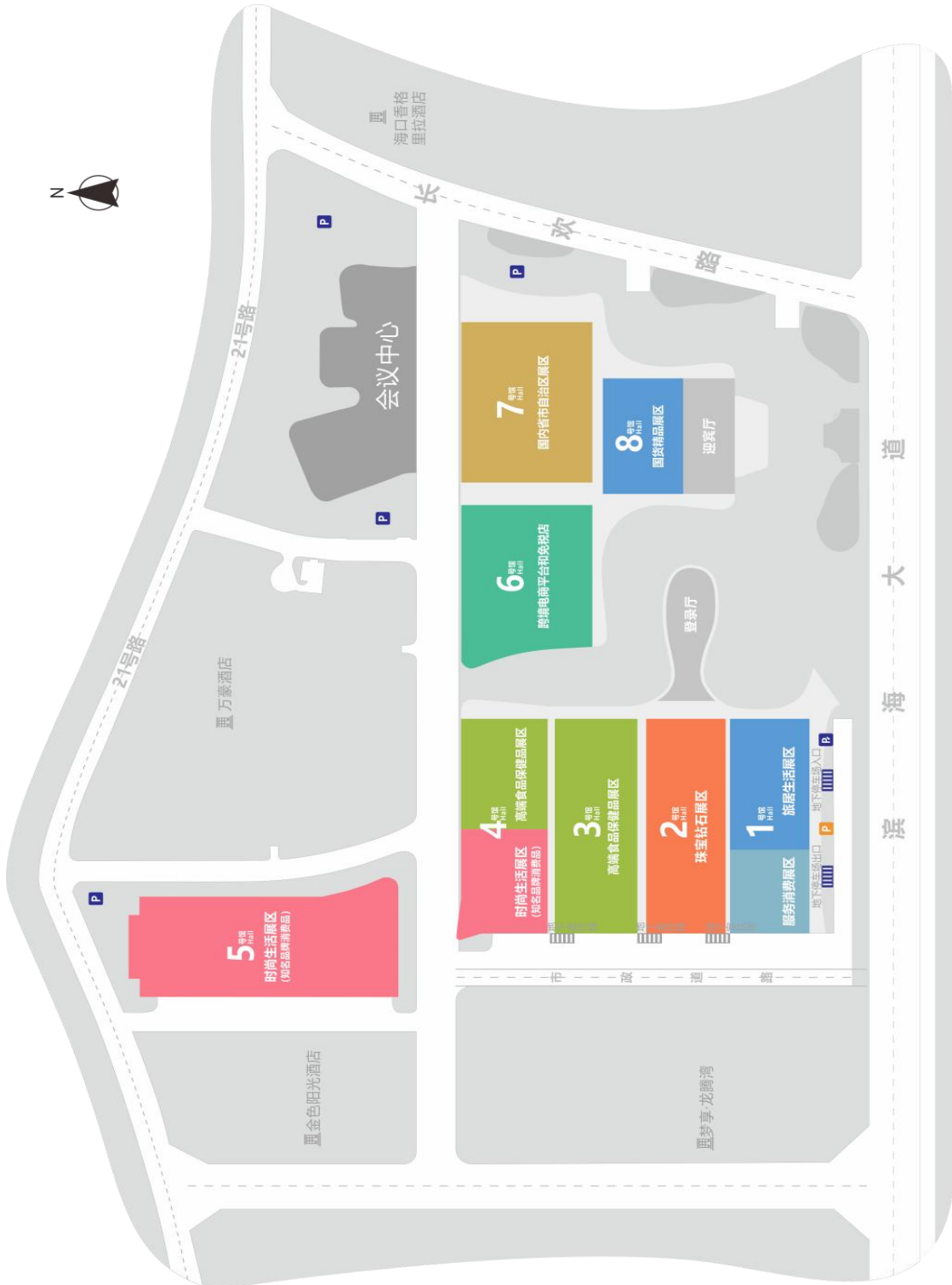
The Hainan International Convention & Exhibition Center, a key project under the Hainan Provincial People's Government, is a multifunctional complex integrating convention, exhibition, hotel, and large-scale commercial and residential buildings. It is an important platform and vehicle for developing the modern service industry in Haikou. The Center can host large-scale international exhibitions with an exhibition area of 120,000 m<sup>2</sup>, and 10,000-person conventions and various forms of banquets. It serves as a high-end service platform for Hainan Province to hold international government and business activities, and is also the distinctive “ambassador” of Haikou.



展馆俯瞰图 (Aerial view of the hall)

## 4.2 展馆技术数据 Technical data of the exhibition hall

### 4.2.1 展馆展区总平面图 General Layout of the exhibition



### 4.2.2 基础设施 Technical parameters of the hall

海南国际会展中心展馆技术参数											
展馆	登录厅	1馆	2馆	3馆	4馆	5馆	6馆(B)	7馆(C)	8馆(A)	迎宾厅	
层数	一层	一层	一层	一层	一层	一层	一层	一层	一层	一层	
展馆面积 (m <sup>2</sup> )	5130m <sup>2</sup> H:15.41m至17.02m	12620m <sup>2</sup> L:202m W:62.48m H:14.73m至21.82m	12250m <sup>2</sup> L:202m W:60.65m H:16.43m至24.72m	12250m <sup>2</sup> L:202m W:60.65m H:16.86m至22.23m	12980m <sup>2</sup> L:202m W:64.26m H:16.93m至20.14m	13206m <sup>2</sup> L:186m W:71m H:高区26.4m至22.9m 低区12.45m	13230m <sup>2</sup> L:147m W:90m H:15m至20m	13950m <sup>2</sup> L:155m W:90m H:15m至20m	5830m <sup>2</sup> L:88m W:67m H:15m至20m	4850m <sup>2</sup> L:111m W:43.7m H:9m	
限高 (m)	6m									有吊灯处限高4m, 其它限高5m	
展馆承重 (t/m <sup>2</sup> )	10kN/m <sup>2</sup> (风管盖板2kN/m <sup>2</sup> )	3.5kN/m <sup>2</sup>	3.5kN/m <sup>2</sup>	3.5kN/m <sup>2</sup>	3.5kN/m <sup>2</sup>	3.5kN/m <sup>2</sup>	2kN/m <sup>2</sup>	2kN/m <sup>2</sup>	2kN/m <sup>2</sup>		
货运入口 (W*h)	1个 (1号展厅开向前厅)	1-2-3-4号馆货运入口6道门宽4.8m*高5.2m				3个门宽4.6m*高5m	B1门: 5m*5m*2扇; B13门: 5m*5m	C1门: 5m*5m*2扇; C17门: 5m*5m; C18门: 3.7m*5m*2扇	A5-A6门: 5.2m*4.9m	正前门: 4.4m*4.8m	
货运互通门		1-2-3-4号南至北门宽5m*高4.8m									
防火卷帘门		1-2-3-4号南至北门宽17m*高6m									
展馆地坪	大理石	金刚砂耐磨								混凝土 (漆面)	混凝土 (大理石面)
排水 (地漏)	1个	52个	53个	52个	54个	40个	无	无	无	无	
广播系统	46	39	36	36	40	30					
通信网络设备	24	25	18	18	19	27					
VIP贵宾休息室面积	东侧VIP:66m <sup>2</sup> L:12m W:5.5m H:3.8m 西侧VIP: 75m <sup>2</sup> L:13m W:5.77m H:3.8m	VIP1:91m <sup>2</sup> L:11.07m W:8.19m H:4.3m	VIP2:69m <sup>2</sup> L:9.75m W:7.07m H:4.3m	VIP3:74m <sup>2</sup> L:8.14m W:9.08m H:4.3m	VIP4:45m <sup>2</sup> L:8.08m W:5.59m H:4.3m						
二层会议室面积		2-1会议室:44m <sup>2</sup> (L:8.3m,W:5.3m,H:3.8m) 2-2会议室: 44m <sup>2</sup> (L:8.3m,W:5.3m,H:高3.8m) 2-3会议室:44m <sup>2</sup> (L:8.3m,W:5.3m,H:3.8m) 2-4会议室:89m <sup>2</sup> (L:10.8m,W:8.25m,H:3.8m) 2-5会议室:46m <sup>2</sup> (L:8.3m,W:5.54m,H:3.7m) 2-6会议室:82m <sup>2</sup> (L:8.4m,W:9.76m,H:3.7m) 2-7会议室:103m <sup>2</sup> (L:10.5m,W:9.81m,H:3.7m) 2-8会议室:102m <sup>2</sup> (L:10.5m,W:9.71m,H:3.7m) 2-9会议室:107m <sup>2</sup> (L:10.9m,W:9.81m,H:3.7m)									
柱子 (根)							17	18	6	无	
柱间距 (m)							20(柱心距21)	20(柱心距21)	20(柱心距21)	全无柱	
柱子直径 (m)							1.2m至1.3m	1.2m至1.3m	1.2m至1.3m		

### 4.2.3 供水量 Water supply

展馆提供展位特殊用水、非生活用水，不提供排水。

Water is provided for special and non-domestic use at the exhibition hall, but drainage is not provided.

### 4.2.4 移动通讯及网络 Mobile communication and network

展馆各区域全面覆盖了4G、5G网络信号，建成了高性能交换网络平台，网络综合布线覆盖全面，可提供包含普通宽带、高速专线宽带、有线固话等服务。（如有网络需求，需在线上报馆截止时间前申报，现场不接受申报。

The entire exhibition hall is served by 4G and 5G network signals. It has a high-performance switching network platform and network generic cabling, and provides services such as general broadband, high-speed dedicated line broadband, and cable landline. (For use of network service, apply before the deadline for online registration. Application will not be processed on site.)

### 4.3 货车车辆路线 Trucks routes

布撤展展车辆进馆路线、流程详情见《展品物流》手册

For details on the vehicle entry route and process, refer to the manual of Exhibits & Logistics.



## 二、展会规定 Exhibition Regulations

### 1. 总则 General principles

1.1 根据中华人民共和国法律法规、海口市人民政府及各有关机构的相关规定，本《展会规定》对包括但不限于安全生产、消防安全、证件管理等相关条款及要求作出了全新的修订，请参展商、搭建商及服务商严格遵守。

1.1 Pursuant to the laws and regulations of the People's Republic of China, and the relevant regulations set forth by the Haikou Municipal People's Government and relevant agencies, the Exhibition Regulations have made amendments to relevant clauses and requirements including but not limited to work safety, fire safety, and certificate management. Exhibitors, booth builders and service providers are required to observe the Exhibition Regulations.

1.2 本《展会规定》是承办单位与参展商之间签订的《参展合同》不可分割的组成部分；参展商、搭建商及服务商须遵守本《展会规定》，包括由承办单位推出的任何修订文本。

1.2 The Exhibition Regulations is an integral part of the Exhibition Contract signed between the organizer and exhibitors; exhibitors, booth builders and service providers must observe the Exhibition Regulations, including any amendments promulgated by the organizer.

1.3 请参展商仔细阅读本《搭建手册》中有关安全生产、消防安全、文明参展等规定。如有任何不明或疑问，可在展会筹备阶段或展会现场向承办单位、展会指定服务商进行咨询。

1.3 Exhibitors are requested to carefully read the regulations of this Exhibitor Manual regarding work safety, fire safety, and orderly participation in exhibition. If you have any doubts or questions, please consult the organizer and the designated service provider during the exhibition preparation stage or at the exhibition site.

1.4 参展商、搭建商及服务商在本届展会期间必须严格遵守承办单位印发或通知的各项规定及要求，包括但不限于《搭建手册》、《展前通知》、《进馆须知》、《安全须知》、《现场通告》等。

1.4 Exhibitors, booth builders and service providers must abide by the regulations and requirements issued or notified by the organizer during this exhibition, including but not limited to Building Manual, Pre-exhibition Notice, Instructions for Entry into Exhibition Hall, Safety Instructions, and Site Notice.



## 2. 证件管理 Document management

为加强中国国际消费品博览会（以下简称“消博会”）各类证件管理，确保消博会安全、有序进行，特制定本管理办法。

To tighten the management of certificates required for the first China International Consumer Products Expo (hereinafter “Hainan Expo”) and ensure the safe and orderly Hainan Expo, management measures are hereby formulated.

### 2.1 管理原则 Management principles

为确保消博会证件严肃性和使用安全性，证件按照“谁邀请、谁申报、谁负责”原则进行管理，严禁“一人多证、一证多用”。

To ensure the serious and safe use of certificates for Hainan Expo, the certificates are managed under the principle of “accountability for inviters and applicants”. “One person holding multiple certificates, or one certificate for multiple purposes” are strictly prohibited.

### 2.2 组委会证件组工作职责

#### Job responsibilities of the document management team of the Organizing Committee

负责消博会人员证件、车证的设计、制作、管理工作，组织协调制证工作人员及相关技术人员，负责证件终审，收集汇总申办证件人员和车证的信息，指导场地证件查验、处置，并做好有关协调联络等相关工作。

To be responsible for the design, production and management of personnel certificates and vehicle certificates for Hainan Expo; organize and coordinate certificate production staff and related technical personnel; be responsible for the final review of certificates, collect information on applicants and vehicle certificates; guide the on-site inspection and disposal of certificates; and ensure relevant coordination and liaison.

### 2.3 证件种类及使用对象 Types of certificates and holders

搭建商证件：证件信息包括含人员身份，是进入消博会所有会场、展馆的身份证明，须佩戴。Constructor pass: is the identity certificate required for entry into the venues and exhibition halls of Hainan Expo.

序号 No.	证件类型 Types of Passes	办理时间 Processing date	使用时间 Use period	内容 Description
1	施工布撤展证 Construction and dismantling pass	2023年3月14日前 Before March 14, 2023,	4月2日-4月6日; 4月16日-4月17日 April 2- 6; April 16- 17	由搭建商申请办理, 供布、撤展施工人员使用。 the booth builder shall apply for the permit, which is used by construction and dismantling workers.

2	展期维保证 Maintenance and repair pass	2023年3月14日前 Before March 14, 2023	4月11日-4月15日 April 11- 15	由搭建商申请办理，供展会期间维护人员使用。 The booth builder shall apply for the permit, which is used by maintenance personnel during the Expo.
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施工布撤展证件办理方式：线上办理

How to apply for the booth constructor's pass:

详细办证流程以后续通知为准，请关注消博会官网信息。

Detailed informations are to be confirmed. Please pay attention to the website of China International Consumer Products Expo (<https://www.hainanexpo.org.cn/>)

如遇问题请联系以下联系人：

In case of any problem, please contact the following contact person:

联系人 Contact person	手机号 Phone number	邮箱 E-mail address
慕延丽Mr. Mu	13592422324	expo.service@investhainan.cn

### 3. 车证管理 Vehical pass

为加强中国国际消费品博览会（以下简称“消博会”）各类证件管理，确保消博会安全、有序进行，特制定本管理办法。

In order to strengthen the management of various passes of the China International Consumer Products Expo (hereinafter referred to as the "Hainan Expo") and ensure the safe and orderly progress of the Hainan Expo, these management measures are formulated.

搭建商车辆证件 Booth builder's vehicle pass:

序号 No	证件类型 Types of Passes	办理时间 Processing date	使用时间 Use period	内容 Description
1	跨海运输车辆通行证 (仅提供给搭建商和主场运输的货车)	2023年3月22日前 Before March 22, 2023	3月30日-4月1日 March 30-April 1	由搭建商申请办理，搭建商布、撤展期间优先保障搭建车辆跨海摆渡。 Applied by constructors. With this pass, contractors' trucks are given priority on cross-sea ferrying during the booth building and move-out period.

2	施工车辆进馆证 Construction truck permit	2023年3月30-4月1日 March 30-April 5, 2023	4月1日-4月6日; 4月16日-4月17日 April 2- 6; April 16- 17	五源河中转站车辆停放区现场办理, 由搭建商申请办理, 搭建商布、撤展期间可进入指定管制区域。 Applied by constructors on the booth construction application system. With this pass, constructors' trucks can enter the designated restricted area and park in the parking lot area.
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搭建商车证办理方式: 邮箱办理及现场办理

How to apply for the booth constructor's passes:

联系人 Contact person	手机号 Phone number	邮箱 E-mail address
		expo.service@investhainan.cn

### 3.1 进馆细则 Entry regulations

(一) 消杀: 对于进馆车辆需在五源河体育场车辆中转站进行车辆消杀后方可进入。

I Disinfection: vehicles must be disinfected at a designated place before entry

(二) 轮候: 车辆行驶至21号路车辆临时待停区轮候进场。

II Rotating waiting: The vehicles go to the temporary parking area of No. 21 road to wait for the entrance.

(三) 进场: 进场车辆及随车人员现场登记相关信息, APP 小程序系统登记, 其包括: 身份证、行驶证、车牌号、300.00元押金、100 元/车/证次序维护费等信息。

III On-site registration of relevant information of vehicles and accompanying personnel, APP small program system registration, including: ID card, vehicle license, plate number, 300.00 yuan deposit, 100 yuan/car/license sequence maintenance fee and other information.

(四) 出场: 严格规范指挥语言和手势, 一次性出场15至20辆车 (以车辆大小而定数量), 通过换取《会展中心车辆进馆证》后方可放行出场。

IV Release: the instruction gestures will remain consistent. 15 to 20 vehicles (depending on the size of the vehicles) will be released at one time. Vehicles should exchange for Exhibition Center Vehicle Entry Card to get released.

(五) 治安: 听从现场安保护指挥。

V Order: Please follow the instructions of security onsite.

### 3.2 卸货 Unloading

按照1-4号馆、5号馆、6-8号馆不同行驶路线至卸货通道、卸货、进馆搭建。

Following different driving routes of Pavilion No.1-4, Pavilion No. 5 and Pavilion No. 6-8 to arrive at the unloading channel for unloading before entry into the pavilion for construction.

### 3.3 离馆 Exit

卸货完毕，听从现场工作人员指挥，按指定方向及导示行驶到各自退证点，进行退证、退押金，离场；退证点设为3个：（退证点待定）。

After unloading exhibits, you should follow the instruction of personnel onsite and drive towards the designated direction according to road signs to the card withdrawal point to return the card and get back the deposit. There are 3 card withdrawal points (TBD)

### 3.4 证件办理与领取 Card application and collection

消博会证件均通过组委会进行统一制作和办理。

Cards and certificates are uniformly made and issued by the expo organizing committee.

布撤展证：各搭建单位于**2023年3月30日- 2023年4月1日 (9:00-17:30)** 至海南国际会展中心“**搭建商服务处**”报到，凭“汇款回执单、展会责任险单据”领取证件及其他资料。

Move-in and Move-out certificates: set-up companies should check in the Exhibitor Service Office of Hainan International Convention and Exhibition Center from March 30, 2023 to April 1, 2023 (office time 9:00-17:30) to obtain the certificates and other documents with the remittance receipt and exhibition liability insurance documents.

## 4. 现场管理 On-site administration

布展单位和参展单位：为了您和他人的安全，在现场施工期间，请按场馆管理规定进行安全施工。

Booth builders and exhibitors: For the safety of you and others, please carry out safe construction in accordance with the regulations on venue management.

(1) 禁止未办理手续擅自进馆施工。

(1) It is forbidden to enter the exhibition hall for construction without going through the procedures.

(2) 禁止人员、货物未按要求时间、通道进入展馆。

(2) It is forbidden for people and cargo to enter the exhibition hall without observing the requirements on time and routes.

(3) 禁止货车未经允许随意停靠。

(3) It is forbidden for trucks to park at undesignated areas without permission.

- (4) 禁止证件转借他人或无证人员入馆。
- (4) It is forbidden to loan certificates to others or for persons to enter the exhibition hall without certificates.
- (5) 禁止未做好展位地板防护措施就进行搭建。
- (5) It is forbidden to build booth without taking protective measures for the booth floor.
- (6) 禁止搭建期间不佩戴安全帽，穿拖鞋，穿短裤，打赤膊。
- (6) It is forbidden to carry out construction work without wearing helmets, or while wearing slippers, shorts, and being stripped to the waist.
- (7) 禁止未经消防报备，禁止展台搭建高度超过展馆限高。
- (7) It is forbidden to build a booth higher than the height limit without filing with the firefight authorities.
- (8) 禁止使用易燃材料制作展台，且布展物品必须使用防火材料或经过阻燃处理。
- (8) It is forbidden to use flammable materials to build booths, and the exhibits must use fireproof materials or undergo flame-retardant treatment.
- (9) 禁止高空作业不系带安全绳或不做好相关保护措施。
- (9) It is forbidden to work high above the ground without wearing safety ropes or taking relevant protective measures.
- (10) 禁止入馆施工未配备灭火器，搭建必须以每 50 m<sup>2</sup>配备2具水基型灭火器 (2kg或以上)。
- (10) It is forbidden to enter the exhibition hall for construction work without fire extinguishers. Two type water-based fire extinguishers (2kg or above) must be equipped for each area of 50 m<sup>2</sup>.
- (11) 禁止阻塞通道妨碍他人布展。
- (11) It is forbidden to block the channels and interfere with others.
- (12) 禁止擅自拆改展馆内任何设施。
- (12) It is prohibited to dismantle and transform any facilities in the exhibition hall without permission.
- (13) 禁止未经允许在馆内使用压缩机、电焊机、电锯、电刨、砂轮、角磨机等设备。
- (13) It is prohibited to use air compressors, electric welders, electric saws, electric planers, grinding wheels, angle grinders, etc. in the exhibition hall without permission.

(14) 禁止无专人指挥，使用特种车辆作业。

(14) It is forbidden to use special vehicles for construction purposes without the guidance of dedicated staff.

(15) 禁止在展馆内进行大面积喷漆作业，小面积作业需要做好防护措施及得到允许。

(15) It is forbidden to perform large-area painting in the exhibition hall. Protective measures and permission are required for small-area painting.

(16) 禁止在展具、展架、展椅、墙壁、柱子及地面上直接使用双面胶、502 胶水，强力粘合剂等难清理的粘胶剂。

(16) It is forbidden to directly use two-sided tape, 502 super glue, strong adhesives and other adhesives that are hard to remove on exhibition appliance, display shelves, chairs, walls, columns and the ground.

(17) 禁止在墙面上钉钉、凿洞、黏贴、涂色。

(17) It is forbidden to drive nails, drill, paste or color on the walls.

(18) 禁止在展馆内吸烟。

(18) Smoking is prohibited in the exhibition hall.

(19) 禁止使用馆内消防水作业。

(19) It is forbidden to use water from firefighting facilities in the hall for construction purposes.

(20) 禁止将有所损坏的货箱、垃圾遗留在展馆或周边。

(20) It is forbidden to leave damaged cargo boxes and waste in or near the exhibition hall.

(21) 禁止在展馆指定用餐区外就餐。

(21) It is forbidden to eat outside the designated dining area in the exhibition hall.

(22) 禁止私自电力安装。

(22) It is forbidden to install electricity facilities without permission.

(23) 禁止使用电料（霓虹灯、高温碘钨灯、高温石英灯、平行线、麻花线等）。

(23) It is forbidden to use electrical materials (neon lights, high-temperature iodine-tungsten lamps, high-temperature quartz lamps, parallel wires, twisted wires, etc.).

(24) 禁止使用的电器功率，超过电箱总功率。

(24) It is forbidden to use electrical appliances that require power in excess of the total power of the electric box.

(25) 禁止挪用其他展位桌椅、设备等物品。

(25) It is forbidden to misappropriate tables, chairs, equipment and other items in other booths.

(26) 禁止车辆未经展馆方认可私自进馆。

(26) It is forbidden for vehicles to enter the exhibition hall without authorization.

(27) 禁止布展公司员工在会展中心区域睡觉，打闹，嬉戏，同时拒绝施工人员滞留或进入会展中心客用区域。

(27) It is forbidden for the employees of the booth construction company to sleep or play around in the exhibition hall. Construction personnel are not allowed to stay behind or enter the areas designated for guests and visitors.

(28) 禁止施工人员在洗手盆内清洗带有涂料工具以及丢烟蒂垃圾等物品。

(28) It is forbidden for construction workers to clean painting tools, litter cigarette butts, etc. in the wash basin.

(29) 禁止将线路暴露在外。

(29) Exposed circuit is forbidden.

(30) 禁止未经报备在会展中心燃放烟花（包括冷烟花或电子烟花）。

(30) It is prohibited to set off fireworks (including cold fireworks or electronic fireworks) in the Convention & Exhibition Center without filing with the organizer.

(31) 禁止私自带离会展中心物品。

(31) It is forbidden to take away the items of the exhibition center without permission.

(32) 禁止暴力撤展。

(32) Violent booth dismantling is prohibited.

## 5. 施工管理违规处罚标准

### Penalty standards for violation of construction management

序号 No.	违反施工管理规定事项 Violations of construction management regulations	扣除标准 Deduction standards
1	未办手续擅自入馆施工 Entry and construction without going through procedures	扣除一半押金，并补缴两倍施工押金 Deduct half of the deposit and pay an amount twice the construction deposit

2	人员、货物未按要求时间、通道进入展馆 Personnel and cargo enter the exhibition hall without observing requirements on the time and routes	禁止入馆, 扣除 200 元押金 Refuse entry, and deduct 200 yuan from the deposit
3	货车未经允许随意停靠 Trucks stop at undesignated areas without permission	扣除 500 元押金 Deduct 500 yuan from the deposit
4	证件转借他人或无证人员入馆 Loan documents to others or persons enter the exhibition hall without certificates	证件转借他人, 没收证件, 扣除 100 元押金; 无证件人员禁止入馆, 补办证件收取20元工费 If documents are loaned to others, documents are confiscated, and 100 yuan is deducted from the deposit; for persons without certificates, refuse entry and charge 20 yuan for production cost for a replacement
5	未做好展位地板防护措施就进行搭建 Build booth without protective measures for the floor	扣除一半押金, 并要求整改 Deduct half of the deposit and require rectification
6	搭建期间不佩戴安全帽, 穿拖鞋, 穿短裤, 打赤膊 Do not wear helmets; or wear slippers, shorts, and be stripped to the waist during the construction period	扣除 200 元押金, 屡次不听劝告, 将劝离展馆 Deduct 200 yuan form the deposit. Those who disobey reputedly will be ordered to leave the exhibition hall
7	未经消防报备, 展台搭建高度超过展馆限高 Build booth higher than the height limit without filing with the firefighting authorities	扣除 1000 - 5000 元押金, 并要求整改 Deduct 1,000-5,000 yuan from the deposit, and require rectification
8	使用易燃材料制作展台 Use flammable materials to build booth	扣除 2000 - 5000 元押金, 并要求整改 Deduct 1,000-5,000 yuan from the deposit, and require rectification
9	高空作业不系带安全绳或不做好相关保护措施 Do not wear safety ropes or take relevant protective measures while working high above the ground	扣除 200 元押金, 屡次不佩戴者, 劝离展馆 Deduct 200 yuan from the deposit. Those who disobey reputedly will be ordered to leave the exhibition hall
10	入馆施工未配备灭火器 Enter the exhibition hall for construction without fire extinguisher	扣除 1000-2000 元押金, 并要求整改 Deduct 1,000-2,000 yuan from the deposit, and require rectification



11	阻塞通道妨碍他人布展 Obstruct the passage and interfere with others	扣除 2000-5000 元押金, 并要求整改 Deduct 2,000-5,000 yuan from the deposit, and require rectification
12	擅自拆改展馆内任何设施 Dismantle or transform any facilities in the exhibition hall without permission	扣除 1000 元押金起, 不能恢复原样照价赔偿 Deduct at least 1,000 yuan from the deposit. Compensation at cost if it cannot be restored to original status
13	未经允许在馆内使用压缩机、电焊机、电锯、电刨、砂轮、角磨机等设备 Use air compressors, electric welders, electric saws, electric planers, grinding wheels, angle grinders, etc. in the exhibition hall without permission	扣除 2000 元押金起 Deduct at least 2,000 yuan from the deposit
14	无专人指挥, 使用特种车辆作业 Use special vehicles without the guidance of dedicated staff	扣除 2000 元押金, 并要求整改 Deduct 2,000 yuan from the deposit, and require rectification
15	在展馆内进行大面积喷漆作业 Perform large-area painting in the exhibition hall	扣除一半押金, 并要求整改 Deduct half of the deposit, and require rectification
16	在展具、展架、座椅、墙壁、柱子及地面上直接使用双面胶、502 胶水, 强力粘合剂等难清理的粘胶剂 Directly use two-sided tape, 502 super glue, strong adhesives and other adhesives that are hard to remove on exhibition appliances, display shelves, seats, walls, columns and the ground	扣除 500 元押金, 并要求恢复原状, 如不能恢复则看照价赔偿 Deduct 500 yuan from the deposit and require restoration to the original status. Compensation at cost if it cannot be restored to original status
17	在墙面或地面上钉钉、凿洞、黏贴、涂色 Drive nails, drill, paste, and color on the wall or floor	扣除 500 元押金, 并要求恢复原状, 如不能恢复则照价赔偿 Deduct 500 yuan from the deposit and require restoration to the original status. Compensation at cost if it cannot be restored to original status
18	在展馆内吸烟 Smoking in the exhibition hall	扣除 500 元押金/次 Deduct 500 yuan from the deposit each time
19	使用馆内消防水作业 Use the water from the firefighting facilities in the hall for construction purposes	扣除所有押金 Deduct the full deposit

20	将有所损坏的货厢、 垃圾遗留在展馆或周边 Leave the damaged cargo boxes and waste in or near the exhibition hall	扣除所有押金 Deduct the full deposit
21	在展馆指定用餐区外就餐 Dining outside the designated dining area of the exhibition hall	扣除 50 元押金/次 Deduct 50 yuan from the deposit each time
22	私自电力安装 Make electrical installation without permission	扣除 1000 元押金, 并要求整改 Deduct 1,000 yuan from the deposit, and require rectification
23	使用电料 (霓虹灯、高温碘钨灯、高温石英 灯、平行线、麻花线等) Use electrical materials (neon lights, high-temperature iodine-tungsten lamps, high-temperature quartz lamps, parallel wires, twisted wires, etc.)	扣除 1000-2000 元押金, 并要求整改 Deduct 1,000-2,000 yuan from the deposit and require rectification
24	使用的电器功率, 超过电箱总功率 Use electrical appliances that require power in excess of the total power of the electric box	扣除 500 元押金, 并要求整改 Deduct 500 yuan from the deposit, and require rectification
25	挪用其他展位桌椅、设备等物品 Misappropriate tables, chairs, equipment and other items in other booths	扣除 500 元押金, 并要求整改 Deduct 500 yuan from the deposit, and require rectification
26	车辆未经展馆方认可私自进馆 Vehicles enter the exhibition hall without permission	扣除 1000 元押金, 并要求整改 Deduct 1,000 yuan from the deposit and require rectification
27	员工在会展中心区域睡觉, 打闹, 嬉戏, 施工人员滞留或进入会展中心客用区域 Employees of the booth construction company sleep or play around in the exhibition hall, or construction personnel stay behind or enter the areas designated for guests and visitors	扣除 500 元押金, 并要求整改 Deduct 500 yuan from the deposit and require rectification
28	施工人员在洗手盆内清洗带有涂料工 具以及丢烟蒂垃圾等物品。 Construction workers clean painting tools, litter cigarette butts, etc. in the wash basin	扣除 500 元押金, 并要求整改 Deduct 500 yuan from the deposit and require rectification
29	将线路暴露在外 Leave the wires exposed	扣除 1000 元押金, 并要求整改 Deduct 1,000 yuan from the deposit and require rectification

30	<p>未经报备在会展中心燃放烟花 Set off fireworks in the Convention &amp; Exhibition Center without filing with the organizer</p>	<p>扣除 1000 元押金及承担相应法律责任 Deduct 1,000 yuan from the deposit and bear corresponding legal liability</p>
31	<p>禁止私自带离会展中心物品 Take items away from the exhibition center without permission</p>	<p>扣除所有押金, 情节严重移送派出所 Deduct the full deposit, and, if the circumstances are severe, hand over the perpetrators to the police station</p>
32	<p>暴力撤展 Violent booth dismantling</p>	<p>扣除所有押金 Deduct the full deposit</p>
33	<p>其他违反组委会或展馆规定 Other violations of the regulations of the Organizing Committee or the venue</p>	<p>按照大会要求扣除相应押金 Corresponding security deposits shall be deducted as per the requirements of the event</p>

### 三、特装展台设计、搭建及报馆

#### Design, construction and application for special booth

##### 1. 配套设施租赁 Lease of supporting facilities

###### 1.1 水、电、设施租赁 Water, electricity and facilities leasing

(1) 展台如需配套用水、电、设施租赁的，参展商须在 **2023 年 3 月 14 日**之前向组委会展务组提交申请。为确保展台用电安全，防止电气火灾事故发生，由展馆方统一提供智慧安全电箱租赁服务（展台搭建商自带二级电箱及**超出部分电缆线**），并负责该电箱的拆装工作。请详见报馆系统提交下单。

(1) If water, electricity, and facility leasing is required for the booth, the exhibitor must file an application with the exhibition affairs team of the Organizing Committee before **March 14, 2023**. To ensure the safe use of electricity and prevent electrical fire accidents at the booths, the exhibition authorities provide unified smart and safe electric box leasing service (booth builder provides their own secondary distribution box and the excess part of the cable), and are responsible for the dismantling and installation of the distribution box. For details, please refer to the online product reservation during the online booth construction application.

(2) 展台如需 24 小时供电的，搭建商须在 **2023 年 3 月 14 日**之前向组委会展务组提交申请。请详见报馆系统提交下单。

(2) If the booth requires 24-hour power supply, the exhibitor must file an application with the exhibition affairs team before **March 14, 2023**.

(3) 搭建商申请动力箱时，须在 **2023 年 3 月 14 日**之前向组委会展务组提交申请。请详见报馆系统提交下单。

(3) For application for power control box, exhibitors must file an application with the exhibition affairs team before **March 14, 2023**.

(4) 如搭建商对压缩空气有特殊要求或超过  $1.6\text{m}^3/\text{min}$  的，建议搭建商自带空压机并在 **2023 年 3 月 14 日**之前向组委会展务组提交申请。具体请详见附表：《特殊物品进馆申请表》。

(4) If exhibit producer have special requirements or over  $1.6\text{m}^3/\text{min}$  for compressed air, it is recommended that exhibitors bring their own air compressor and file an application with the exhibition affairs team before **March 14, 2023**. For details, please refer to the attached table: Application Form for Entry of Special Items.

###### 1.2 网络、电话租赁 Internet access and telephone leasing

展台如需配套用网络、电话设施租赁的，搭建商须在 **2023 年 3 月 14 日**之前向组委会展务组提交申请，现场不接受申报。为进一步加强展会网络安全工作，承办单位特拟定网络安全管理须知，请详见报馆系统提交下单。

If the booth requires internet access and telephone facilities, the exhibitor must file an application with the exhibition affairs team before **March 14, 2023**. On-site application is not processed. To ensure the network security during the exhibition, the organizer specially formulates the instructions on network security management. For details, please refer to the online product reservation during the online booth construction application.

### 1.3 展具租赁 Exhibition appliance leasing

(展具类别、收费标准详情见搭建报馆系统)

(The type of exhibition tools and charge are detailed in the booth construction application system)

### 1.4临时保洁 Temporary cleaning service

如需保洁相关服务，请自行联系以下公司，商定相关业务

If you need cleaning services, please contact the following companies to negotiate relevant business

序号 No.	公司名称 Company' s name	联系人 Contact	手机 Mobile
1	东方环球(海南)国际会展中心运营管理有限公司	陈柏翰 Chen Bohan	86-13322022400

### 1.5临时保安 Temporary security

如需安保相关服务，请自行联系以下公司，商定相关业务

If you need security related services, please contact the following companies to negotiate relevant business.

序号 No.	公司名称 Company' s name	联系人 Contact	手机 Mobile
1	东方保安服务有限公司	王经理 Manager Wang	86-18889537666

## 2. 特装展台设计及搭建 Design and construction of special booth

### 2.1 安全责任承诺书 Letter on Liability for Construction Safety

为进一步加强展会安全工作，承办单位特拟定搭建施工安全责任书，所有特装展台的搭建商须签署并在 **2023 年 3 月 14 日**之前提交给组委会展务组。具体请详见附表：《搭建施工

安全责任书》。

To ensure safety during the exhibition, the organizer has specially prepared the letter on liability for building safety. All the booth builders using special booths must sign and submit it to the exhibition affairs team before **March 14, 2023**. For details, please refer to the attached table Letter on Liability for Construction Safety.

## 2.2 推荐特装施工服务商 Recommended construction providers of special booths

为全面加强展会特装展台的安全生产管理工作，确保展台搭建、拆除及展期维护严格遵守承办单位及展馆的相关安全生产的规定与要求，承办单位特别推荐了多家资质良好、经验丰富、管理严格的特装施工服务商，以供展商自行选用，承办单位不负责为参展单位推荐具体的特装施工服务商。具体请详见消博会官方网站。

To comprehensively ensure the safety of special booths during the exhibition, and ensure compliance with the relevant work safety regulations and requirements of the organizer and the exhibition hall authorities during booth construction, dismantling and exhibition maintenance, the organizer recommends several qualified, experienced and well-trained special booth construction service providers for exhibitors to choose from. The organizer is not responsible for recommending specific construction service providers for exhibitors. For details, please refer to the annex Special Booth Service.

如需自带特装施工服务商，参展商须在 **2023 年 3 月 4 日**之前向承办单位提出书面申请，具体请详见附表：《自带特装展台搭建申请表》。若申请通过，参展商或其自带特装施工服务商须签署搭建施工安全责任书，并在 **2023 年 3 月 14 日**之前向所在展区的组委会展务组提交。具体请详见附表：《搭建施工安全责任书》。另在接到申请通过通知后 10 日内，由参展商或其自带的特装施工服务商向承办单位缴纳 15 万元（人民币）诚信保证金。

If exhibition engage their own special booth construction service provider, the exhibitor must file a written application with the organizer before **March 14, 2023**. For details, please refer to the attached table Application Form for Self-designated Special Booth Construction Service Provider. If the application is approved, the exhibitor or their special booth builder must sign and submit the letter on liability for construction safety to the respective exhibition affairs team before **March 14, 2023**. For details, please refer to the attached table Letter on Liability for Construction Safety. Moreover, the exhibitor or their own special booth builder shall pay an integrity deposit of 150,000 yuan (RMB) to the organizer within 10 days upon receiving the notification on approved application.

### 2.3 特装展台展商须知 Instructions for exhibitors using special booths

(1) 根据消防安全规定，为确保展台的安全性，所有展台的搭建必须由专业的具有资格认证的搭建商完成。

(1) To ensure the booth safety, building of all booths must be carried out by a professional and certified booth builder according to the firefighting regulations.

(2) 展厅主通道只允许搭建单层展台，限高 6 米。主通道展台原则上须确保四个面无遮挡，不得对同一视觉面上的相邻展台造成视线阻碍，搭建结构不得超过展台深度的 1/2。

(2) In principle, the four sides of booths along the main passage must not obstruct views so that the adjacent booths on the same visual plane can be seen. The booth structure must not exceed 1/2 of the booth height.

(3) 展位搭建不得超出规定的相应功能区域，超出规定边界的违规搭建将被要求拆除，由此产生的后果由参展商、搭建商自行承担。

(3) The booths built shall not exceed the specified corresponding functional areas. The booths exceeding the specified boundaries will be required to be dismantled, with the resulting consequences borne by the exhibitors and booth builders.

(4) 展位搭建的设计须符合各相关专业技术准则的要求（如安全用电、消防、结构、给排水等）。

(4) The design of booth must meet the requirements of relevant specialized technical standards (such as safe use of electricity, fire protection, structure, water supply and drainage).

**(5) 展位的总体结构展台限高6米（包括地台高度和悬挑造型等）。**

(5) The overall structure of a single-layered booth is limited to six meters in height (including platform height and overhang structures);

**(6) 搭建双层结构展台须提前 20 日报组委会展务组审图，审核通过后方可进场搭建。如因特殊原因超过6米（二层展台限高7米，字体最高不超过7.5米），须先书面征得组委会展务组和消防安全部门同意，并采用展会应急管理、消防安全部门认为适当的安全措施（注：迎宾厅限高5米，灯下限高4米）。**

to set up a double-layered booth, the drawing must be submitted to the Exhibition Affairs Team of the Organizing Committee 20 days in advance for review. If the height exceeds six meters for special reasons (The height of the main structure of double-decker exhibition booths shall not exceed 7 meters, and the position of Text shall not be higher than 7.5 meters), prior consent from the Exhibition Affairs Team of the Organizing Committee and competent fire safety department

must be obtained in writing first and the safety measures deemed appropriate by the Emergency Management Department of the venue and competent fire safety departments must be taken. (Note: maximum height of the Entrance Hall is five meters and maximum height under the light is four meters)

(7) 原则上，二层展台面积不得超过一层展台面积的 1/3,如有特殊要求（最大不能超过一层展台面积的 1/2），须先书面征得组委会展务组和消防安全部门同意，并采用展会消防安全部门认为适当的安全措施。需向组委会递交国家一级结构工程师审核通过的盖章文件并提供**计算书**。二层展台结构设计必须稳固安全，防止出现坍塌等事故。原则上，100 m<sup>2</sup>以下不允许搭建双层展台。

(7) In principle, the area of the second floor of the booth shall not exceed that of the first floor by 1/3. For special requirements (shall not exceed the area of the first floor by 1/2 at the most), exhibitors must obtain prior written consent from the exhibition affairs team and the fire safety department and adopt safety measures deemed appropriate by the exhibition fire safety department. the booth-constructing contractor shall submit the stamped documents approved by national Class 1 registered structural engineer together with the calculation sheet to the Organizing Committee. The second floor must be of a stable and safe structure to prevent accidents such as collapse. In principle, a two-storey booth less than 100m<sup>2</sup> is not allowed.

(8) 展位木质结构单跨跨度限制在 4 米以内，钢结构和钢木混合结构（包括内衬钢质方筒、铁架）单跨结构限制在 6 米以内，成型钢网架跨度可根据其截面可适当放宽，但最大不得超过 10 米。

(8) The single span of the wooden structure of the booth is limited to less than 4 meters, and the single span of steel structure and steel-wood structure (including the inner steel square tube and iron support) is limited to less than 6 meters. The span of the formed steel truss can be appropriately widened according to the cross profile, but should not exceed 10 meters at the most.

(9) 相邻展台之间若背板高度在限高范围内但高度不统一情况下，不允许搭建结构外露，需用洁净的白色物料进行覆盖遮掩。

(9) If the back panels between adjoining booths are within the height limit but vary in height, the structure is not allowed to be exposed. It shall be covered with clean white materials.

(10) 特装展台施工或大型展品摆放时需对展馆设施（电箱、供气、供水）出线口的地井盖做预留活口处理，以便展馆设施出现问题时展馆技术人员可进行作业，如背景墙或地台无法避开出线口所在地井盖的，需到服务台申请设施移位服务。

(10) During the construction of special booths or the installation of large-scale exhibits, it is necessary to keep open the manhole covers of the outlets of exhibition hall facilities (distribution



box, gas supply, water supply), so that the exhibition hall's technical staff can carry out maintenance in case of problems. If the manhole covers interfere with the background wall or platform installation, exhibitors shall apply for facility relocation services at the service desk;

(11) 不得损坏、污染或以其他方式破坏展馆的主体建筑及配套设施设备。包括不得在展馆内地面或墙体使用钉子、打桩等方式固定物件，不得在地面或墙体使用油脂、油漆、胶类等不易清除的材料，不得靠、压、拉、挂展馆的墙体、天花和各种专用设施设备（如管道、预埋件等），不得在展馆设施上私自吊挂结构性承重物。

(11) It is not allowed to damage, pollute or destroy in other ways the main building and supporting facilities and equipment at the exhibition hall, such as using nails, pilings, etc. to fasten objects on the ground or walls, using grease, paint, glue and other materials that are hard to remove on the ground or walls, leaning on, putting pressure on, pulling or hanging on the walls, ceilings or dedicated facilities (such as pipeline and embedded parts), or hanging structural load-bearing objects on the facilities.

(12) 在公共区域、通道及展位铺设的地毯，其质量应该满足国家相关环保、防火、阻燃的标准。

(12) The carpets laid in public areas, corridors and booths should meet the relevant national standards on environmental protection, fire prevention and flame retarding.

(13) 搭建展位所使用的玻璃必须为钢化玻璃、夹胶玻璃等安全性能高的玻璃。单块玻璃限制在 2 平方（2\*1 米）展位结构，3 米以上不得使用玻璃做为装饰材料，建议采用替代品亚克力透明有机玻璃等材料。（报图及现场违反上述要求的必须立刻整改及更换合格的材料。）

(13) The glass used for building the booth must be glass with high safety performance such as tempered glass and laminated glass. A single piece of glass is limited to 2m<sup>2</sup> (2\*1 meters). Glass is not allowed as a decorative material for an area over 3 m<sup>2</sup>. It is recommended to use alternatives such as transparent acrylic plexiglass. (if the drawing and on-site construction violate the above requirements, exhibitors must immediately rectify the problem and use qualified materials)

(14) 搭建装修后形成锐角的硬物、地面上突出或低凹的装饰结构、拖放于地上的绳索或线缆、容易造成砸伤、撞伤的物品，在可能导致人员伤害的高度或平面范围内的，必须采取防护措施和醒目警示，以免意外伤人。

(14) For sharp hard objects that remain after construction, protruding or hollowed decorative structures on the ground, ropes or cables on the ground, and objects that are prone to cause injury, protective measures and eye-catching signs must be made to avoid accidental injury.

(15) 在施工操作中, 对未获批准、不符合技术规范或相关规定以及存在其他不安全因素的展位搭建, 主办方有权制止其施工行为, 搭建服务商必须按照要求进行整改。

(15) During the construction process, the organizer has the right to stop the construction of booths that are not approved, do not meet technical specifications or relevant regulations, or cause potential hazards, and the construction service provider must rectify the problems as required.

(16) 布展期间搭建服务商不得私自揭开展馆地沟盖板, 利用地沟作为本展位的走线路径, 应在展位内按规定自行解决走线路径。

(16) Without permission, construction service providers are not allowed to uncover the trench cover for the purposes of wiring routes. They shall set the wiring routes according to the regulations.

(17) 展位施工单位必须为其施工人员办理施工证件及相关个人保险, 在施工作业中, 所有施工人员必须佩戴有效的施工证件, 并服从施工管理人员管理。如不按要求佩戴证件或不服从现场人员管理, 现场管理人员有权取消违章施工人员进场施工资格。

(17) The booth builder must apply for construction certificates and take out personal insurance for construction personnel. During construction operations, all construction personnel must wear valid construction certificates and follow the instructions of the construction management personnel. If construction personnel do not wear certificates as required or refuse to obey the instructions of on-site working staff, the on-site working staff has the right to disqualify the construction personnel from entering the exhibition hall.

(18) 展品及其他大件物品运出展馆后, 应当及时运离红线范围, 禁止在红线范围内堆放。违反本规定造成堵塞的物品, 将被强制清走, 违反者将承担由此产生的一切相关费用。

(18) Exhibits and other bulk items should be kept far away from the red lines in a timely manner after leaving the exhibition hall. Items that block the roads in violation of this regulation will be removed, with all related expenses borne by the violator.

(19) 参展商、搭建服务商必须依据国家相关法律、法规, 采取必要的安全防范措施, 配置必要的劳动防护用品, 保障展位施工人员人身安全。

(19) Exhibitors and building service providers must take necessary safety measures in accordance with relevant national laws and regulations, and provide necessary labor protection supplies to ensure the personal safety of construction personnel.

(20) 特装展位结构性不可以做全封顶设计。

(20) The structure of special booths shall not contain a full-coverage ceiling.

## 2.4 图纸审核 Review of drawings

为确保特装展台的搭建结构安全、稳固，避免各类可能存在的风险及隐患，本次展会规定展台的最高搭建高度为：**单层展台结构限高 6 米，双层展台结构限高7米（字体最高不超过 7.5米）**。所有特装展台须向组委会展务组提交相关资料进行审核，参展商需缴纳审图费。

To ensure the safe and stable structure of special booths and avoid any possible risks and hazards, the maximum height of the booth stipulated for this exhibition: the structure one floor height limit is 6 meters., The height of the main structure of double-decker exhibition booths shall not exceed 7 meters, and the position of Text shall not be higher than 7.5 meters. Relevant materials on special booths must be submitted to the exhibition affairs team for review; exhibitors are required to pay the drawing review fees.

## 2.5 单层特装展位图纸审批:

### Examination and approval of drawings for single-storey special booths:

展台结构限高 6 米。**未经组委会展务组批准**，不得搭建双层展台。此外，搭建方案应在 **2023 年 3 月 14 日**之前提交至组委会展务组。

The height limit of the overall structure is 6 meters. It is not allowed to build two-storey booth without the approval of the exhibition affairs team /national first-level registered structural engineer. Moreover, the construction plan should be submitted to the exhibition affairs team before **March 14, 2022**.

## 2.6 双层特装展位图纸审批:

### Examination and approval of drawings for double-storey booths:

**搭建双层结构展台须提前 20 日报组委会展务组审图。双层展台结构限高7米，字体高度不超过7.5米；**

**搭建商需向组委会递交国家一级注册结构工程师审核通过的盖章文件并提供计算书。双层展台结构设计必须稳固安全，防止出现坍塌等事故。原则上，100㎡以下不允许搭建双层展台。；**

**二层展台面积不得超过一层展台面积的1/3，如有特殊要求（最大不能超过一层展台面积的1/2），须先书面征得组委会展务组和消防安全部门同意，并采用展会消防安全部门认为适当的安全措施。**

To build the double-layer structure booth, it is required to submit the drawing to the exhibition Affairs team of the Organizing committee 20 days in advance. The height of the main structure of double-decker exhibition booths shall not exceed 7 meters, and the position of Text shall not be higher than 7.5 meters; the booth-constructing contractor shall submit the stamped documents approved by national Class 1 registered structural engineer together with the calculation sheet to the Organizing Committee. The structural design of the second deck booth must be stable and safe enough to prevent collapse and other accidents. In principle, its not allowed to build double-decker

booth if the booth area is below 100m<sup>2</sup>.

3. The booth area of the second deck shall not exceed 1/3 of the booth area of the first deck. If there is any special requirement (the maximum area shall not exceed 1/2 of the booth area of the first deck), it's recommended to obtain the written consents from the Exhibition Affairs Team and the Fire Safety Department of the Organizing Committee in the first place, and then adopt the safety measures that the Fire Safety Department of the Exhibition Hall thinks are appropriate.

## 2.7 审图费标准 Drawing review fee standard

单层展台审图费为 17 元/m<sup>2</sup>，双层展台审图费为 21 元/m<sup>2</sup>。

Rates of drawing review: The review fee is 17 yuan/m<sup>2</sup> for a single-storey booth, and 21yuan/m<sup>2</sup> for a double-storey booth.

### 组委会展务组搭建咨询联系人：

**Contacts for booth set-up consultation of Exhibition Affairs Team of the Organizing Committee:**

联系人 Contact	手机号 Mobile phone No.	邮箱 E-mail
康乐 (1-5号馆) Manager kang	18595757088	expo.service@investhainan.cn
陶旭辉(6-8号馆) Manager Tao	15137178535	

## 2.8 特装展位施工管理 Administration of special booth construction

(1)特殊工种施工人员需持有国家或地方劳动部门颁发的相关工种上岗资格证书。

(1) Construction workers carrying out special types of work are required to have qualification certificates for relevant type of work issued by the national or local labor department.

(2) 特装搭建商布撤展期间必须保证施工安全，主办单位在布撤展期间应组织开展施工搭建安全检查。

(2) Special booth builders must ensure construction safety during the installation and dismantling period. The organizer shall organize safety inspections on construction work during the installation and dismantling period.

(3) 会展中心现场管理人员，不定期对展位搭建工作进行督查，在检查中有权制止未经批准或达不到技术性规范和安全施工管理规定的施工，特装搭建服务商应该及时整改，杜绝施工中安全隐患。

(3) On-site management personnel will supervise the booth construction work from time to time. The personnel have the right to stop construction work that is not approved or fails to meet the technical specifications or safe construction regulations during the inspection. Special booth builders should remove the safety hazards immediately.

(3) 特装搭建服务商必须按实际施工面积和施工人数如实申报办理入场施工手续,并缴纳管理费用,严禁面积不符和一证多用;施工人员在现场必须佩戴施工证件,服从会展中心管理人员的管理,并配合其工作。

(4) Special booth builders must truthfully state the actual construction area and number of construction workers when going through procedures for construction, and pay management fees. Inconsistency in construction area and multiple use of one certificate are strictly prohibited. Construction personnel are required to wear construction certificates at the construction site and follow the instructions of the on-site management personnel.

(5) 特装搭建服务商在施工现场必须设有现场负责人,在办理施工手续时一并登记备案。现场负责人有义务对其管辖的施工人员进行文明和法制教育,如发生违法或安全事故,会展中心及有关部门将追究特装搭建服务商的责任。

(5) Special booth builders must designate on-site personnel, who shall be registered at the time of going through the construction procedures. The on-site person in charge is obliged to educate the construction personnel under their charge. In the event of violation of law or safety accident, the Convention and Exhibition Center and relevant government bodies will hold the special booth builders accountable.

(6) 特装搭建商在施工过程中,必须爱护展馆的各种设施,如有损坏须负责赔偿。

(6) Special booth builders must take care of the facilities in the exhibition hall during the construction process, and shall be responsible for compensation for any damage caused.

(7) 特装搭建服务商必须按展位设计工艺规范施工,施工单位不得在施工过程中偷工减料或随意更改设计。施工单位对因材料达不到设计要求或施工工艺不符合设计工艺造成的所有后果负责。

(7) Special booth builders must build booths according to the booth design specifications. The construction party are not allowed to cut corners or change the design without permission. The construction party shall be responsible for any consequences caused if the materials fail to meet the design requirements or the construction process does not comply with the design process.

(8) 特装展位承重构件材料,如角钢、槽钢、方通等材料必须为国标产品,特装展位承

重构件不得采用装饰用柔性金属材料或脆性材料（如玻璃）。

(8) The load-bearing structures of special booths, such as angle steel, channel steel, and square tubes must conform to the national standards. Decorative flexible metal materials or fragile materials (such as glass) are not allowed to be used as load-bearing components of special booths.

(9) 特装展位木质承重柱梁应采用连续实体材料，保证结构完整，结合部位应保持连接牢固。

(9) The wooden load-bearing pillars and beams of special booths should be made of continuous solid materials to ensure an integral structure. The joints should be connected securely.

**(10) 无框架结构特装展位，木质墙体厚度不得小于 30 厘米；框架结构特装展位，木质墙体厚度不得小于 20 厘米，承重木质墙必须有钢架内撑。**

**(10) For special booths without a frame structure, the wooden wall shall not be less than 30 cm thick; for special booths with a frame structure, the wooden wall shall not be less than 20 cm thick. Wooden load-bearing wall must be internally buttressed by a steel frame.**

(11) 特装展位结构安全，必须依靠展位本身构件，特装展位施工中不得压、拉、挂展馆墙体、天花、展馆附属设施及临近展位。

(11) The structural safety of special booths must rely on the components. During the construction of special booths, it is not allowed to squeeze, pull or put objects on the walls, ceilings, supporting facilities or adjoining booths.

(12) 特装搭建服务商严禁从事与本特装展位施工无关的其他活动，一经发现，将取消其进场施工资格，情节特别严重者，会展中心有权对其实施禁入处置。

(12) Special booth builders are strictly forbidden to carry out other activities unrelated to the construction of special booths. They will be disqualified once found. In case of severe circumstances, the Convention and Exhibition Center has the right to impose an exclusion order on them.

(13) 组委会展务组有权对参展商及特装搭建服务商的卫生状况进行监督管理。

(13) The exhibition affairs team has the right to supervise the sanitation status of exhibitors and special booth builders.

(14) 参展商及其委托的搭建服务商须按合同约定的租馆时间完成展位的清理工作，展场内的垃圾及物品必须清理带走，撤展结束后 72 小时，会展中心工作人员与主办单位及组委会展务组共同对周边的环境进行确认后退还清洁押金。

(14) Exhibitors and their commissioned booth construction service providers must clear up their booths within the lease time specified in the contract, and remove waste and articles in the exhibition hall. The

working staff of the exhibition center, the organizer and the exhibition affairs team of the Organizing Committee will refund the cleaning deposit after inspecting the surrounding environment 72 hours after booth dismantling.

(15)特装展位的拆除实行“谁搭建、谁拆除”的原则，展位即拆即装，清理人员需持有准入证件，为保证市容环境和人员的人身安全，禁止使用人力板车清运展位垃圾出馆。

(15) The principle of “booth shall be dismantled by the installation contractor” applies to the dismantling of special booths. Booths are dismantled and collected immediately. Cleaning staff must hold access certificates. To ensure the urban appearance and the personal safety, it is forbidden to use manual rickshaw to remove the garbage from the booths.

(16)特装展位的垃圾清理实行“谁产生、谁清运”的原则，须将展位特装垃圾清运至合法的填埋场或废品回收站，严禁将展位垃圾丢弃在展馆红线范围内其他区域，否则组委会将根据押金扣除标准对参展商、搭建商作出扣除相应押金。

(16) The principle of “garbage shall be removed by those who leave behind” applies to the cleaning of special booths. The special booth garbage must be transported to designated landfill or waste recycling stations. It is strictly forbidden to dump garbage in other areas within the red lines in the exhibition hall. Otherwise, the Organizing Committee will deduct a corresponding amount from the deposit of exhibitors and booth builders according to the deposit deduction criteria.

(17)为保证展馆周边的市容市貌，严禁将展位垃圾丢弃在展馆红线外市政区域内，如有发现 违规丢弃，将按政府有关规定予以重罚，并承担相关责任。

(17) To ensure the urban appearance, it is strictly forbidden to dump the booth garbage in the municipal areas outside the red lines of the exhibition hall. In violation of regulations, violators will be punished heavily according to relevant government regulations and bear related liability.

### **3. 展会资料审核及安全保障服务 Review of exhibition information and security services**

为降低搭建特装展位责任风险，提供现场施工人员安全保障。组委会展务组将派管理人员进行逐展位安全巡视及隐患整改，各搭建单位应服从组委会、展馆施工管理部门的施工管理和监督检查，保证展台和人身安全。

To lower the risk of special booths for liability and provide safety support for on-site construction personnel, the exhibition affairs team will send management personnel to inspect each booth for safety hazards and require rectification. Each construction party shall obey the management, supervision and inspection by the Organizing Committee and the exhibition hall's construction management department to ensure the safety of booths and personnel.

组委会展务组将提前初审并汇总每家搭建单位图纸和报馆资料打印、装订后报展馆，经审批

通过的展台，现场需按图施工，未经组委会展务组批准，不得擅自改动。

The exhibition affairs team will make preliminary review and gather the drawings and materials on booth construction application from each construction party. The booths approved shall be built according to the drawings and shall not be changed without the approval of the exhibition affairs team.

施工现场的安全和防火由施工单位负责，施工单位应确定一名施工现场安全负责人，佩戴安全员袖标，全面负责施工现场的安全防火工作。

The construction party is responsible for the safety and fire prevention at the construction site. The construction party shall designate a person who wears the safety officer's armband and is responsible for safety and fire prevention at the construction site.

组委会展务组将严格检查现场安全，所有人员进入施工现场必须佩戴检测合格的安全帽，不得穿拖鞋，穿短裤，打赤膊，超过 2 米以上的施工视为高空作业，施工人员必须佩戴安全帽、安全带，升降车须设有防护栏，梯子需安排专人看护。

The exhibition affairs team will strictly inspect construction site safety. All personnel at the construction site must wear qualified safety helmets. It is not allowed to wear slippers, shorts, and to be stripped to the waist. It is regarded as working at height if it exceeds 2 meters. Construction personnel must wear safety helmets and safety belts. Lift trucks must be equipped with guard railings and the ladders must be supervised by dedicated staff.

开展期间，组委会展务组将派人定期或不定期巡视电气安全，施工单位须留电工、木工等工种人员值班，发现问题及时处理。

During the exhibition period, the exhibition affairs team will send the staff to inspect electrical safety regularly or from time to time. The construction party must designate on-duty electricians, carpenters and workers in other types of work to deal with problems in a timely manner.

#### **4. 展商/搭建商特装展位快速报馆 Quick application for special booth by exhibitors/ booth builders**

本届活动展位报馆将采取线上系统报馆的方式，由企业自行上传报馆资料，资料审核周期约 3 个工作日，诚信保证金退还周期为活动结束后 30 个工作日后陆续退还。

The method of online booth application is adopted for booths at this exhibition. Exhibitors upload the booth construction application information. The data review takes about 3 working days. The integrity deposit will be refunded within 30 working days after the end of the exhibition.

互联网在线报馆：将收取线上系统使用技术服务费 100 元/展位，技术服务费：包含软件使



用、数据存储、资料审核、打印、装订等服务，报馆订单生成即平台对报馆企业的服务已完成，后续如企业原因修改订单不再另行收取费用。

Online booth construction application: an amount of 100 yuan per booth will be charged for the technical service fee for use of online system. Technical service fee covers software use, data storage, data review, printing, binding, etc. The generation of application order means the completion of booth construction application. No additional fees will be charged if the order is revised for the reason of exhibitors.

类型 Type	名称 Name	金额 Amount	单位 Unit	简介 Brief introduction
特装 (施工押金) special decoration (construction deposit)	面积≤100平方米 Area ≤100 m <sup>2</sup>	20,000	期 Exhibition period	面积≤100m <sup>2</sup> 米, 不足100m <sup>2</sup> 按 100m <sup>2</sup> 计算 Area ≤100 m <sup>2</sup> (less than 100 m <sup>2</sup> is deemed as 100 m <sup>2</sup> )
	100m <sup>2</sup> < 面积≤200m <sup>2</sup> 100m <sup>2</sup> < Area ≤200 m <sup>2</sup>	40,000	期 Exhibition period	100m <sup>2</sup> < 面积≤200m <sup>2</sup> 100m <sup>2</sup> < Area ≤200 m <sup>2</sup>
	200m <sup>2</sup> < 面积≤500m <sup>2</sup> 200m <sup>2</sup> < Area ≤500 m <sup>2</sup>	60,000	期 Exhibition period	200m <sup>2</sup> < 面积≤500m <sup>2</sup> 200m <sup>2</sup> < Area ≤500 m <sup>2</sup>
	面积>500平方米 Area >500 m <sup>2</sup>	80,000	期 Exhibition period	面积> m <sup>2</sup> Area >500 m <sup>2</sup>

# 报馆流程示意图



## 5. 费用开票须知 Notes for invoice

所有报馆费用均以公对公电汇方式进行，每个展位只开具一张费用发票。

All fees for booth application shall be paid by business-to-business telegraphic transfer, and only one invoice will be issued for each booth.

### 对公汇款账户

**Entity remittance account**

**公司名称：海南国际经济发展局**

**Entity name: Hainan Provincial Bureau of International Economic Development**

**公司账户：461899991013000963949**

**Entity account: 461899991013000963949**

**开户行：交通银行海口海府路支行**

**Account Bank: Bank of Communications Haikou Haifu Road Sub-branch**

所有现场产生的费用只能交纳现金或者微信支付（手续费 1%）。

All fees incurred at the exhibition venue can only be paid in cash or via WeChat (1% will be added for handling fee).

报馆单位应提前提供开票信息，发票抬头须与汇款单位一致，所有增值税发票均为“快递到付”或“邮箱收取”方式发放。

The booth construction applicant should provide the invoice information in advance, and the invoice title must be consistent with the name of the payer. All VAT invoices are sent by “cash on delivery via express delivery” or “email” .

发票申请流程：

Application process for invoice:

于展商/搭建商特装展位快速报馆系统中，线上商品下单汇款后，上传汇款凭证与开票信息 EXCEL 表格。

Upload the remittance voucher and the invoice information as an Office excel document in the exhibitor' s/ booth builder' s special booth construction application system after placing an online order for product and making remittance.

## 6. 展会主场物流服务 Logistics services at the main venue

### 6.1 机力租赁、搭建仓储服务 Leasing of mechanical devices, warehouse construction services

展馆物流为展会提供布撤展车辆交通管控、装卸、机力租赁等现场服务。为使您的搭建物料能安全、顺利、及时的进行布展工作，请提前联系对应负责单位

The pavilion logistics provides on-site services such as traffic control, loading and unloading, and leasing of mechanical devices for the exhibition. In order to ensure the safe, smooth and timely arrangement of your building materials, please contact the corresponding responsible units in advance.

展馆物流部 Logistics Department	联系人 Contact	电话 Telephone	联系电话 Mobile	邮箱 E-mail
总负责 Overall responsibility	张涛 Zhang Tao	0898-68651517	18582466889	zhangt@ues-scm.com
现场负责人 (叉、吊车及其他机力) Site manager (forklift, crane and other mechanical devices)	张双 Zhang Shuang	0898-68651517	18117885597	zhangs@ues-scm.com
搭建仓储 Warehouse construction	郑君国 Zheng Junguo	0898-68651517	18117885583	zhengjg@ues-scm.com
客服 Customer service	宋芹 Song Qin	0898-68651517	18825327760	songq@ues-scm.com
服务投诉电话 Complaint hotline		028-65186699	18180810110	

## 7. 特装展位报馆所需文件

### Documents required for special booth construction application

序号 SN.	项目名称 Item	子项说明 Sub-item Description	备注 Remarks	是否必交 项 Required or not
1	施工单位营业执照复印件 Photocopy of business license of the constructor	营业执照复印件（加盖施工单位公章） 注： 1.单层展台所委托的搭建公司注册 资金不少于人民币100 万元，注册 时间须 3 年以上。 双层展台所委托的搭建公司注册资 金不少于人民币 300 万元。 Photocopy of business license (bearing common seal of the constructor) Note: 1. The registered capital of the company entrusted for the construction of a single-storey booth shall not be less than RMB 1 million, and the constructor shall be registered at least 3 years ago. 2.The registered capital of the company entrusted for the construction of a double-storey booth shall not be less than RMB 3 million.	上传电子版扫描件 (JPG 格式) 不符合规定的资质不允 许报馆 Upload electronic version of scanned copy (JPG) Constructors without required qualifications are not allowed to apply for the exhibition	是 Y
2	施工单位法人身份证复 印件 Photocopy of the ID card of the constructor' s legal representative	提供施工单位法人身份证正、反两 面复印件（加盖施工单位公章） Provide photocopies of both sides of the ID card of the constructor' s legal representative	上传电子版扫描件 (JPG 格式) Upload the electronic version of scanned copy (JPG), which must be submitted to ensure the interest of the exhibitor	是 Y
3	搭建委托书或搭建合同 复印件 Copy of Authorization Letter for Construction or Construction Contract	参展商、搭建商双方签字（加盖参 展单位、施工单位公章） Signatures of exhibitor and booth builder (with common seals of both sides)	上传电子版扫描件 (JPG 格式) 为保证展商权益，必须提 交 Upload the electronic version of scanned copy (JPG)	是 Y
4	搭建施工安全责任书 Construction Safety Responsibility Statement	授权代表签字（加盖施工单位公章） Signature of authorized representative (with common seal of constructor)	上传电子版扫描件 (JPG 格式) Upload the electronic version of	是 Y

			scanned copy (JPG)	
5	展台报馆资料 Application Info of the Booth	效果图需提供彩色图纸（加盖施工单位公章） 1. The effect drawing shall be provided with color drawings (with common seal of constructor) 平面图（加盖施工单位公章） 2. Floor plan (with common seal of constructor) 立面图（包括平面尺寸，立面高度尺寸） （加盖施工单位公章） 3. Elevation plan (including planar dimensions and elevation dimensions) (with common seal of constructor) 材料说明图（加盖施工单位公章） 4. Material info drawing (with common seal of constructor) 剖面图（加盖施工单位公章） 5. Section plan (with common seal of constructor) 6. 配电系统图（说明用电总功率，总开关额定电流/电压采用电线规格型号和敷设方式及展位用电量计算方式） 展台电路分布图（加盖施工单位公章） 6. Power distribution system diagram (indicating total power consumption, rated current/voltage of main switch, wire specifications and laying method, and calculation method of booth power consumption) circuit diagram of the booth (with common seal of constructor)	上传电子版渲染图纸 (PDF 格式) Upload the electronic version of scanned copy (JPG),	是 Y
6	保险承诺书 Insurance Binder	负责人签字（加盖施工单位公章） Signature of authorized representative (with common seal of constructor)	上传电子版扫描件 (JPG 格式) Upload the electronic version of scanned copy (JPG)	是 Y
7	展位用电安全承诺书 Power Safety Commitment of Booth	参展商、搭建商双方签字（加盖参展单位、施工单位公章） Signatures of exhibitor and constructor (with common seals of both sides)	上传电子版扫描件 (JPG 格式) 盖章上传系统，必须提交 Upload the electronic version of scanned copy (JPG),	是 Y

			which must be uploaded to the system with seal	
8	现场工人相关技术资格复印件 Photocopies of relevant technical qualifications of on-site workers	必须提供: 1.电工证 3. 高空作业证 选择提供: 1.木工证 2.电焊证 (以上加盖参展单位、施工单位公章) Mandatory: 1. Occupational Qualification Certificate for Electricians 2. Permit for Working at Heights Optional: 1. Occupational Qualification Certificate for Carpenters 2. Occupational Qualification Certificate for Welders (Common seals of the exhibitor and the constructor required for the above certificates)	上传电子版扫描件 (JPG 格式) 假证件按照海口市安监局规定处罚人民币3000元 Upload the electronic version of scanned copy (JPG) Provision of fake certificates is subject to a penalty of RMB3,000 as stipulated by the Haikou Administration for Working Safety	是 Y
9	现场负责人职责承诺书 Photocopies of relevant technical qualifications of on-site workers	含现场负责人的身份证正、反两面复印件 (加盖参展单位或施工单位公章) Including photocopies of both sides of the ID card of the constructor's legal representative	上传电子版扫描件 (JPG 格式) Upload the electronic version of scanned copy (JPG)	是 Y
10	材质检测报告 Material Inspection Report	搭建装饰材料防火等级证书、电气设备 (3C 认证) 标准合格证 Fire Resistance Rating Certificates for Construction and Decoration Materials, Standard Compliance Certificates (China Compulsory Certification) for Electrical Equipment	上传电子文件 (PDF 格式) Upload the electronic file (PDF)	是 Y
11	搭建商证件申报 Certificate Declaration of the Booth Builder	施工人员证件申报 Certificate declaration of construction personnel 展期维保人员证件申报 Certificate declaration of maintenance personnel during the exhibition period	系统上直接上传, 详情见证据申报流程 (Uploading directly via the system, for more details, please refer to the procedures of the Certificate Declaration)	是 Y

		<p>施工货车证申报</p> <p>Certificate declaration of construction trucks personnel</p>		
12	<p>双层特装展台补充提交材料</p> <p>Supplementary Materials for Double-storey Special Booths</p>	<p>100 m<sup>2</sup>以下不允许搭建双层展台, 如是双层特装展台需补充提交 (加盖施工单位公章) 的资料包括:</p> <p>A double-storey booth is not allowed to be built within an area of less than 100 square meters. For a double-storey special booth, the following supplementary materials must be submitted (bearing common seal):</p> <ol style="list-style-type: none"> <li>1.首层展台平面图 (标明尺寸及材料)</li> <li>2.二层展台平面图 (标明尺寸及材料)</li> <li>3.层展梁柱楼板结合之构造大样</li> <li>4.剖面图</li> <li>5.静载测试报告或静载计算书</li> <li>6.材质说明书</li> </ol> <p>1. Floor plan of the first storey (indicating dimensions and materials)</p> <p>2. Floor plan of the second storey (indicating dimensions and materials)</p> <p>3. Structural details on the joints of floor slabs and pillars</p> <p>4. Section plans</p> <p>5. Static load test report or static load calculation sheet</p> <p>注: 以上资料需甲级以上&lt;含甲级&gt;设计院盖章, 国家一级注册结构师盖章。</p> <p>Note: all the above materials need to bear seals of design institutes above Grade A (inclusive) and seals of Grade A national certified constructors.</p>	<p>上传电子版扫描件 (JPG 或PDF 格式)</p> <p>Upload the electronic version of scanned copy (JPG or PDF)</p>	否 N
13	<p>自带特装展台搭建申请表</p> <p>Application Form for Independent Constructor of Special Booths</p>	<p>如有需要, 填写后打印后, 加盖公章扫描上传</p> <p>If required, please fill in and print the form, and scan and upload the same bearing the common seal</p>	<p>上传电子版 (JPG 格式)</p> <p>Upload the electronic version (JPG)</p>	否 N
14	<p>特殊物品进馆申请表</p> <p>Application Form For Admission of Special</p>	<p>如有需要, 填写后打印后, 加盖公章扫描上传</p> <p>If required, please fill in and print the form, and scan and</p>	<p>上传电子版 (JPG 格式)</p> <p>Upload the electronic version (JPG)</p>	否 N



	Articles to the Venue	upload the same bearing the common seal		
15	展台 24 小时用电申请表 Application Form for 24-Hour Power Consumption of the Booth	如有需要, 填写后打印后, 加盖公章扫描上传 If required, please fill in and print the form, and scan and upload the same bearing the common seal	上传电子版 (JPG 格式) Upload the electronic version (JPG)	否 N
16	展台提前进场申请表 Application Form for Early Supply of Water and Power to the Booth	如有需要, 填写后打印后, 加盖公章扫描上传 If required, please fill in and print the form, and scan and upload the same bearing the common seal	上传电子版 (JPG 格式) Upload the electronic version (JPG)	否 N
17	禁限带物品入场申报登记表 Registration Form for Admission of Prohibited and Restricted Articles	如有需要, 填写后打印后, 加盖公章扫描上传 If required, please fill in and print the form, and scan and upload the same bearing the common seal	上传电子版 (JPG 格式) Upload the electronic version (JPG)	否 N

## 四、展馆现场服务 On-site Services at the Venue

### 1. 保险方案 Insurance scheme

方案 Scheme	A	B	C
<b>展台面积 Booth area</b>	200平方米及以下 (包含200平方米) 200 m <sup>2</sup> and below (including 200 m <sup>2</sup> )	200平方米以上至400 平方米(包含400平方 米) 200 m <sup>2</sup> to 400 m <sup>2</sup> (including 400 m <sup>2</sup> )	400平方米以上 Above 400 m <sup>2</sup>
<b>保障额度 Insurance coverage (人民币) (RMB)</b>	场地责任: 100万元 Venue liability: RMB 1 million 雇员责任: 400万元 Employee liability: RMB 4 million 第三者人员责任: 400万元 Third-party personnel liability: RMB 4 million	场地责任: 200万雇员 责任: 500万元 Venue liability: RMB 2 million Employee liability: RMB 5 million 第三者人员责任: 500 万元 Third-party personnel liability: RMB 5 million	场地责任: 300 万元 Venue liability: RMB 3 million 雇员责任: 600 万元 Employee liability: RMB 6 million 第三者人员责 任: 600万元 Third-party personnel liability: RMB 6 million

注: 本保单雇员责任及第三者人员责任部分每人赔偿限额为200万元

Note: The indemnity limit for the employee liability and third-party personnel liability under this insurance policy is RMB 2 million per person.

### 2. 保险责任描述 Description of insured liability

在保险险责期任间描内述, 由于被保险人或其雇请人员在展览场所进行展出工作、装卸展品、运转机器以及过失行为造成下列损失和费用, 依照中华人民共和国法律应由被保险人承担的经济赔偿责任, 保险人按照本合同的约定负责赔偿:

During the period of insured liability, the insurer is responsible for making compensation in accordance with this contract for the following losses and expenses that are caused by the insured or its hired personnel who do exhibition jobs, load and unload exhibits, operate machines and act negligently in the exhibition venue and for which the insured should make economic compensation in accordance with the laws of the People's Republic of China:

- (1) 展览场所的建筑物、各种固定设备及地面、地基的损失;
- (1) Loss of buildings, various fixed equipment, ground and foundation in the exhibition venue;
- (2) 雇请工作人员的人身损害, 所引起的抚恤金、医疗费和其他有关费用;

(2) Personal damage to hired workers and the pension, medical expenses and other related expenses arising therefrom; and

(3) 第三者的人身损害，所引起的抚恤金、医疗费和其他有关费用。

(3) Personal damage to the third party and the pension, medical expenses and other related expenses arising therefrom.

(4) 保险事故发生后，被保险人因保险事故而被提起仲裁或者诉讼的，对应由被保险人支付的仲裁或诉讼费用以及事先经保险人书面同意支付的其他必要的、合理的费用，保险人按照本合同的约定也负责赔偿。

(4) If after an insurance accident happens, the insured is subject to arbitration or litigation as a result of the insurance accident, the insurer should also make compensation in accordance with this contract for the arbitration or litigation expenses payable by the insured and other necessary and reasonable expenses paid with the prior written consent of the insurer.

### 3. 投保方式 Insurance Application

**太平财产保险有限公司海南分公司 夏广鑫 13359555666**

**Taiping Property insurance Co., LTD. Hainan Branch**

所有特装展台必须购买**展览会责任险**方可进场施工。

All special decoration booth must buy Exhibition liability insurance

## 五、商品租赁服务 Commodity Rent Service

以下商品均可在报馆系统中进行下单订购，截止日期**3月14日**，逾期申请时将收取额外的服务费（100%）：

The following items can be ordered in the venue application system, Deadline Date March 14 and an additional service fee will be charged in case of overdue application (100%):

### 1. 特装管理服务类 Special decoration management services

类型	规格	价格	单位	简介
特装施工押金 Special decoration construction deposit	展位面积 $\leq 100\text{m}^2$ Booth area $\leq 100\text{m}^2$	20000	元/展台/期 Yuan/Booth/Period	面积 $\leq 100\text{m}^2$ ,不足 $100\text{m}^2$ 按 $100\text{m}^2$ 计算
	$100\text{m}^2 < \text{展位面积} \leq 200\text{m}^2$ $100\text{m}^2 < \text{Booth area} \leq 200\text{m}^2$	40000	元/展台/期 Yuan/Booth/Period	$100\text{m}^2 < \text{展位面积} \leq 200\text{m}^2$
	$200\text{m}^2 < \text{展位面积} \leq 500\text{m}^2$ $200\text{m}^2 < \text{Booth area} \leq 500\text{m}^2$	60000	元/展台/期 Yuan/Booth/Period	$200\text{m}^2 < \text{展位面积} \leq 500\text{m}^2$
	展位面积 $> 500\text{m}^2$ Booth area $> 500\text{m}^2$	80000	元/展台/期 Yuan/Booth/Period	面积 $> 500\text{m}^2$
线上系统使用 Online system use	线上系统使用技术服务费 Technical service fees for online system use	100	元/个	100元/展位
审图费 Review fee	单层展台审图费 Single-layer booth review fees	17	元/ $\text{m}^2$	17元/ $\text{m}^2$
	双层展台审图加收费 Double-layer booth review fees	4	元/ $\text{m}^2$	双层展台审图费, 加收4元/ $\text{m}^2$
施工管理管理 Construction management	特装布展施工管理费 Management fees for special booth construction	60	元/ $\text{m}^2$	60元/ $\text{m}^2$
加班 Overtime	展位 $\leq 300\text{m}^2$ 加班 (17:30-24:00) Booth ( $\leq 300\text{m}^2$ ) overtime work (17:30-24:00)	600	小时	$\leq 300\text{m}^2$ 按600元/时计; 超出 $300\text{m}^2$ 的面积按5元/ $\text{m}^2$ /时计
	超出部分每平方加班1小时 (17:30-24:00) One hour of overtime work per square meter of the	5	$\text{m}^2$ /1小时	

	extra area (17:30-24:00)			
	展位≤300㎡加班 (24:00-08:00) Booth (≤300 m2) overtime work (24:00-08:00)	1000	小时	≤300㎡按1000元/时计; 超出300㎡的面积按6元/ ㎡/时计
	超出部分每平方加班1小 时 (24:00—08:00) One hour of overtime work per square meter of the extra area (24:00— 08:00)	6	㎡/1小时	
提前进场 Early construction	提前1天进场放物料 (8:30-17:30) Putting materials into the venue 1 day in advance (8:30-17:30)	20	元/㎡/天	20元/㎡, 只允许存放物料 (2号前进场)
	提前1天进场搭建 (8:30-17:30) Setting up the booth 1 day in advance (8:30-17:30)	30	元/㎡/天	30元/㎡/天, 允许搭建 (2 号前进场)
	提前2天进场搭建 (8:30-17:30) Setting up the booth 2 days in advance (8:30-17:30)	60	元/㎡/2天	30元/㎡/天, 允许搭建 (1 号前进场)

## 2. 证件服务类 Credential Services

类型 Type	名称 Name	价格 Price	单位(元) Unit (RMB)	简介 Brief introduction
证件服务类 Credential services	施工布撤展证 Booth Set-up and Take-down Permit	20	张 Piece	以实物为准 Subject to the material object

证件服务类 Credential services	展期维保证 Exhibition-Period Maintenance Certificate	0	张 Piece	额度内免费申报, 超出数量经核定后收取证件服务费200元每张 Free declaration within the quota, and the certificate service fee of 200 yuan will be charged after the excess quantity is verified
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### 3. 水电服务类 Water and Electricity Supply Services

类型 Type	名称 Name	价格 Price	单位(元) Unit (RMB)	简介 Brief introduction
展期电费+智慧安全电箱 Exhibition-period electricity charge + Intelligent safe electricity box	电箱押金 electricity box deposit	2,000	个/期 Piece/exhibition period	押金2000元/个/期。 The deposit is RMB 2000/piece/exhibition period.
	16A/380V租金 16A/380V rent	1,200	个/期 Piece/exhibition period	1、展位动力用电费用结算周期为开展期间加布展最后一天。 1. The settlement period for booth three-phase electricity is the exhibition period plus the last day of booth set-up. 2、每个电箱含10米电缆线, 如丢失或损坏, 按电箱组件损坏, 照价赔偿。 2. A 10-m cable is provided along with each electricity box. If it is lost or damaged, the electricity box' s components will be deemed to have been damaged. Compensation shall be required according to the price of the damaged component.
	32A/380V租金 32A/380V rent	2,400	个/期 Piece/exhibition period	
	63A/380V 租金 63A/380V rent	4,200	个/期 Piece/exhibition period	
	100A/380V 租金 100A/380V rent	6,100	个/期 Piece/exhibition period	
	160A/380V租金 160A/380V rent	9,000	个/期 Piece/exhibition period	
	250A/380V租金 250A/380V rent	13,500	个/期 Piece/exhibition period	
	400A/380V租金 400A/380V rent	20,400	个/期 Piece/exhibition period	
布展电费 Booth set-up	(面积<100m <sup>2</sup> ) (Booth area < 100 m <sup>2</sup> )	250	期 Exhibition period	

electricity charge	100m <sup>2</sup> ≤ 面积 < 200m <sup>2</sup> 100 m <sup>2</sup> ≤ area < 200 m <sup>2</sup>	350	期 Exhibition period	同标题 Same as the heading
	(200m <sup>2</sup> ≤ 面积 < 300m <sup>2</sup> ) (200 m <sup>2</sup> ≤ area < 300 m <sup>2</sup> )	450	期 Exhibition period	同标题 Same as the heading
	面积 ≥ 300m <sup>2</sup> (area ≥ 300 m <sup>2</sup> ) DF	550	期 Exhibition period	同标题 Same as the heading
增项电费 Additional electricity charge	24小时用电 24-hour power supply	240	期 Exhibition period	2000W内240元/展期, 超过按照240元/2000W/展期递增 240 yuans charged for 2000w and less per exhibition period, and rate of 240 yuans/2000w/exhibition period for 2000w being exceeded

备注：1-5 馆电井沟单个电箱最大功率为 160A/380V，请合理分配用电需求，将超 160A

的电箱拆分为两个小功率电箱；

6-8 馆电井沟单个电箱最大功率为 63A/380V，申请超过 63A/380V 电箱需自备电缆线，从

馆内配电房中配置，详情请咨询主场服务人员。

Note: The maximum power of a single electric box in the electric well trench of showroom No.1-5 is 160A/380V. Please distribute the power demand reasonably and divide the electric box exceeding 160A into two small power electric boxes.

The maximum power of a single electric box in the electric well trench of showroom No.6-8 is 63A/380V. It's recommended to self-prepare cables to configure from the distribution room in the Exhibition Hall. For more details, please consult the official service staff.

## 4. 通讯服务类 Communication Services

类型 Type	名称 Name	价格 Price	单位(元) Unit(RMB)	简介 Brief introduction
商务专线 Business line	200M商务专线 200M Super-value dedicated business line service charge	1,200	条/期 Piece/exhibition period	1.超值光纤需提前申请,不接受临时申请; 1. Super-value optical fiber communication service should be applied in advance. Temporary application is not acceptable. 2.配10米网线,超出10米,按6元/米计算,不含终极设备。 2. A 10-m network cable is provided. For a length beyond 10 m, the price is RMB 6/m, excluding terminal equipment.
	500M商务专线 500M Super-value dedicated business line service charge	1,500	条/期 Piece/exhibition period	
	100M商务专线 100M Super-value dedicated business line service charge	2000	条/期 Piece/exhibition period	
网络押金 Network deposit	网络押金 fiber network deposit	3,600	条/期 Piece/exhibition period	
独立光纤 Independent optical fiber	30兆线 30M cable	4,600	条/期 Piece/exhibition period	1.光纤需提前申请,不接受临时申请; 1. Optical fiber communication service should be applied in advance. Temporary application is not acceptable. 2.配10米网线,不含终极设备。 2. A 10-m network cable is provided, excluding terminal equipment.
	50兆线 50M cable	7,000		
	100兆线 100M cable	11,000		
	150兆线 100M cable	15000		
	200兆线 100M cable	19000		
路由器 Router	押金 deposit	600	个/期 Piece/exhibition period	600元/展期 RMB 600/exhibition period



	租金 rent	400	个/期 Piece/exhibition period	可供20人左右使用。 (for use by about 20 people ).
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\*注：现场缴费如果变化将另行通知。

\*Note: In case of a change in on-site payment, a notice will be given additionally.

## 六、附件 Annexes

### 附件 1 《展馆消防安全管理要求》（重要必读）

#### Annex 1: Fire Control Management Requirements for Exhibition Hall (must read)

##### 1、参展商、搭建商须遵守和履行的消防安全职责

##### 1.Fire control responsibilities to be observed and delivered by exhibitors and booth builders

(1)各参展商、搭建商必须遵守本规定，并有权利和义务积极主动配合主办方和展馆工作人员做好展会的各项消防安全工作；

(1) All exhibitors and booth builders must abide by this regulation, and have the right and obligation to actively cooperate with the organizers and exhibition staff to ensure fire safety of the exhibition;

(2)各参展商、搭建商不得携带易燃、易爆和危险品（如汽油、柴油、充气煤气罐、氧气瓶等）参展，有特殊情况必须提前向主办方和展馆申请，并报公安消防机关批准后方入馆，否则由此造成的一切后果由参展商承担全部责任；

(2) All exhibitors and booth builders are prohibited to bring inflammable, explosive and dangerous goods (such as gasoline, diesel oil, inflatable gas tank, oxygen cylinder, etc.) to the exhibition. In case of special circumstances, exhibitors and booth builders must apply to the organizer and the exhibition hall in advance and report to the public security and fire control organ for approval before entering the exhibition hall. Otherwise, the exhibitors shall bear all responsibilities for all consequences caused thereby;

(3) 各参展商是在各自租用的展位范围内的消防安全责任人，有权利和义务对在本责任区域范围内违反消防安全管理规定的行为进行制止；

(3) Each exhibitor is the responsible person for fire safety within its rental booth area, and has the right and obligation to stop any action in violation of fire control regulations within this area;

(4) 各参展商在参展时严禁将参展物品摆放在展位区域范围之外或占用通道经营，以免出现造成堵塞公共消防通道的现象；

(4) It is strictly prohibited for exhibitors to place the exhibits outside the booth area or occupy the passage for operation during the exhibition, so as to avoid blocking public fire exits;

(5) 需要进行施工的参展商必须派专人在现场督促搭建商做好展位搭建的消防安全工作。展位搭建和拆卸必须由具有施工资质、营业执照和有相应岗位操作资格证的专业人员和搭建商来进行，并自觉接受展会现场工作人员的监督检查管理工作。

(5) Exhibitors who need to carry out construction must send dedicated personnel on-site to oversee the fire control work of the booth builder. Booth building and disassembling work must be carried out by professionals and booth builders with construction qualification, business license and corresponding operation qualification certificate, subject to the supervision and inspection of exhibition staff.

## **2、展位搭建施工和展览会现场的消防安全管理规定**

### **2. Fire control regulations for booth construction in the exhibition**

(1) 展位搭建消防规定：根据海口市消防局规定，建筑高度在3米以上的单层有顶展位（有顶指顶部装有覆盖面积超过展位面积50%的结构性覆盖构件），须由消防部门认可的具有消防施工资质的搭建商安装自动喷淋灭火装置和烟感报警系统，并接驳到展馆的消防系统进行联网，只有在消防部门验收合格后方可开展；

(1) Fire control regulations for booth construction: according to the regulations of Hainan Fire Department, for a single-storey booth with a roof (roof means that the booth is equipped with structural material covering more than 50% of the booth area) which is more than 3 m high, the booth builder with fire control construction qualification approved by the fire department shall install automatic spraying fire-extinguishing device and smoke alarm system, and connect to the fire control system of the exhibition hall, after receiving the approval of the fire department;

(2) 根据国家《消防法》第二章第二十条，电器产品的质量必须符合国家标准或安装、使用和线路、管路的设计、敷计，必须符合国家有关消防安全技术规定；

(2) According to Article 20, Chapter II of the Fire Prevention Law of China, the quality of electrical products must conform to the national standards, or the installation, use, design and layout of circuits and pipelines must conform to the relevant national technical regulations on fire prevention;

(3) 以下物品和作业方式，由于容易引起火灾、短路、中毒等不安全事故，在展馆内被严格禁止：

(3) The following objects and operation methods are strictly prohibited in the exhibition hall in case of safety accidents such as fire, short circuit, poisoning and the like:

使用碘钨灯、霓虹灯、花线、未加护套线的电源线、台式电锯、喷漆作业等；

- Use iodine-tungsten lamp, neon lamp, flexible wire, unsheathed power line desk motor saw, painting tool, etc.
- 超负荷使用大功率电器、电线过载和私接电线、乱拉电源线；电源线走公共过道未作防护处理；镇流器、电箱、灯箱和高温灯具等电器未作防火隔离保护和散热处理；
- Overload use of high-power electrical appliances, wire overload, unauthorized connection of wires, random pulling of power lines; power lines passing through public passages without extra protection; ballasts, electric boxes, light boxes, high-temperature lamps and other electrical appliances without fire isolation and heat dissipation;
- 灯具等发热物体离易燃材料太近（距离难燃物体不少于50厘米）；
- Lamps and other heating objects stay too close to flammable materials (not less than 50 cm away from flammable objects);
- 在电线开关接头处，必须连接牢靠，采用国家标准接线盒接驳，杜绝因接线不牢而产生发热、打火、跳闸的事故。380V自行分接的三相负载尽量保持三相平衡，实际负载不超过设计容量的80%；
- Wire switch must be connected firmly, with national standard junction box, so as to prevent the accidents of heating, igniting or tripping caused by poor wiring. 380V self-tapping three-phase load shall keep three-phase balance as far as possible, and the actual load shall not exceed 80% of the designed capacity;
- 在展馆内使用的各种电器产品必须符合国家标准或行业标准，禁止使用各种伪造伪劣电器产品。否则，一经查出将当场责令拆除；
- All kinds of electrical products used in the exhibition hall must conform to national standards or industrial standards, and the use of all kinds of forged and shoddy electrical products is prohibited. Otherwise, once found out, it must be disassembled on the spot;
- 申请用电负载必须符合实际用电量，严禁虚报、不报或擅自临时增加各种用电设备等造成电源线高温发热现象；
- The applied electricity consumption load must conform to the actual electricity consumption, and it is strictly prohibited to make a false report, fail to report or temporarily add various electric devices without authorization which would cause heating of the power line;

(4) 根据《消防法》第二章第十一条，展位装修、装饰应当使用不燃、难燃材料，确因需要使用易燃材料（如木料）搭建展位的，首先需消防部门批准，然后搭建材料必须作阻燃处理。搭建木材须**使用难燃（B1级或以上级）板材**；装饰布幔须使用阻燃布幔或充分浸泡阻燃水达到难燃B1级或以上（要求覆盖双面喷射次数不少于二遍），需在施工申报时提供材料样

品及产品检验报告, 证明其燃烧性能达到B1级(难燃);

(4) According to Article 11, Chapter II of the Fire Prevention Law, non-flammable materials shall be used for booth construction. If it is really necessary to use flammable materials (such as wood) to build booths, the approval of the fire control department shall be required first, and then the materials must be protected with fire retardant. Only non-flammable (Grade B1 or above) materials, and the dosage for each time shall not be less than 500g/m<sup>2</sup>; only fire-retardant cloth curtain or those fully soaked in fire-retardants to reach Grade B1 or above (both sides shall be sprayed not less than two times) shall be used for decoration, and material samples and product test reports shall be provided during construction application to prove that the flammability reaches Grade B1 (non-flammable);

(5) 根据《消防法》第二章第十八条和公安部 61号令第三章第二十条, 展览馆作为具有火灾、爆炸等高度危险性的公共场所, 禁止在馆内动用明火作业(如明火、电焊、气焊、气割等)和携带易燃易爆物品(如汽油、煤气、柴油、乙炔、天那水、酒精等)进馆;

(5) According to Article 18, Chapter II of the Fire Prevention Law and Article 20 of Chapter III of Order No. 61 of the Ministry of Public Security, the exhibition hall, as a public place with high risk of fire and explosion, is prohibited to use naked fire in operation (such as naked fire, electric welding, gas welding, gas cutting, etc.) and carry inflammable and explosive objects (such as gasoline, gas, diesel oil, acetylene, thinner, alcohol, etc.) into the exhibition hall;

(6) 施工现场必须配置水基型灭火器(2KG及以上), 灭火器必须具有检测合格标志, 展台面积小于50m<sup>2</sup>平方米的需配置2具, 展台面积超过50m<sup>2</sup>平方米的, 每增加50m<sup>2</sup>平方米加配2具, 不足50m<sup>2</sup>平方米的部分按50m<sup>2</sup>平方米计算;

(6) The construction site must be equipped with type water-based fire extinguishers (2kg and above) with test qualification mark. If the booth area is less than 50m<sup>2</sup>, two fire extinguishers shall be equipped. If the booth area exceeds 50m<sup>2</sup>, two fire extinguishers shall be equipped for each additional 50m<sup>2</sup>, and booth area less than 50m<sup>2</sup> shall be calculated as 50m<sup>2</sup>;

(7) 根据《消防法》第四章第三十二条, 如有任何人在展馆发现火警都应及时报警(火警电话: 119 和展馆消防中心火警电话), 并服从公安消防机关工作人员、主办方和展馆现场工作人员的统一指挥灭火和把人员疏散到馆外;

(7) According to Article 32, Chapter IV of the Fire Prevention Law, anyone who finds a fire in the exhibition hall shall report to the police in time (fire alarm telephone number:119 and fire alarm telephone number of the fire protection center of the exhibition hall), and obey the unified command of the staff of the public security fire control organ, the organizer and the on-site staff of the exhibition hall to extinguish the fire and evacuate the personnel in the exhibition hall;

(8) 安全出口和疏散出口前1.5米范围内, 不得有任何形式的遮挡。

(8) There shall be no shelter in any form within 1.5 m in front of the safety exit and the

evacuation exit.

### 3、在展期（包括布展、开展、撤展）内，必须满足消防安全管理以下规定：

#### 3. During the exhibition period (including exhibition move-in, ongoing and move-out period), the following provisions on fire control must be met:

- (1) 禁止在公共消防疏散通道和非规定范围内堆放材料、展品及其他物品；  
(1) It is prohibited to stack materials, exhibits and other objects in public fire evacuation passage and non-specified areas;
- (2) 禁止遮挡、埋压、圈占及堵塞展馆内的消防设备设施。此类设施设备包括：灭火器、消火栓、红外线探测对射、自动灭火系统及其管道、防火门、各种隔离门、安全紧急出口门等；  
(2) It is prohibited to block, bury, occupy or block the fire control facilities in the exhibition hall. Such facilities include: fire extinguishers, fire hydrants, infrared detector, automatic fire extinguishing system and its pipelines, fire doors, isolation doors, emergency exit doors, etc.
- (3) 禁止在展期中，于展馆内进行明火、切割、打磨、电焊、气焊、喷漆、使用台式电锯等危险作业；  
(3) During the exhibition period, it is prohibited to carry out dangerous operations such as naked fire, cutting, grinding, electric welding, gas welding, painting, use of desk motor saw and so on in the exhibition hall;
- (4) 禁止在展馆内燃放烟火和冷烟花；  
(4) It is prohibited to set off fireworks and cold fireworks in the exhibition hall;
- (5) 禁止将汽油、香蕉水、酒精、氢气瓶、氧气瓶等易燃、易爆品带入展馆。汽车、摩托车等内燃机车或其他燃油设备展出时，不得维修、启动；机械展品如内燃机车、汽车、拖拉机等及各类汽油、柴油发动机等，油箱内的燃油不应超过油箱总量的5%；  
(5) It is prohibited to bring gasoline, banana oil, alcohol, hydrogen cylinders, oxygen cylinders and other inflammable and explosive objects into the exhibition hall. Vehicles, motorcycles and other diesel locomotives or other fuel-consuming equipment shall not be maintained or started when displayed; for mechanical exhibits such as diesel locomotives, vehicles, tractors and other gasoline and diesel engines, the fuel in the fuel tank shall not exceed 5% of the total capacity;
- (6) 禁止在展馆非指定区域吸烟；  
(6) Smoking is prohibited in non-designated areas of the exhibition hall;
- (7) 禁止在展位搭建时使用其他公安消防部门明令禁止的搭建材料；  
(7) It is prohibited to use other building materials explicitly prohibited by the public security fire control department during booth construction;
- (8) 禁止在展位内使用碘钨灯（太阳灯）、霓虹灯及带触发器发热量大的高温高压有安全隐患的灯具；

(8) It is prohibited to use iodine-tungsten lamp (solar lamp), neon lamp and high-temperature and high-pressure heating lamps with trigger and potential safety hazards in the booth;

(9) 禁止使用无漏电保护的开关、无护套保护的塑料双股绞线和花线;

(9) It is prohibited to use switches without leakage protection, plastic twisted twin wires and flexible wires without sheath protection;

(10) 禁止使用电阻发热式 (电炉、烤箱) 等高耗能大功率电器 (展品除外) ;

(10) It is prohibited to use high-energy-consumption and high-power electrical appliances with resistance heating (electric furnace and oven, except exhibits);

(11) 禁止在标准展位内违规加装灯具、大功率电器等用电设备;

(11) It is prohibited to install lamps, high-power electrical appliances and other electrical equipment in violation of regulations in the standard booth;

(12) 禁止在未经防火处理或未做隔离保护的易燃物体上安装灯具等用电设备; 易发热的电器设备、大功率灯具等须经展馆书面同意后方可使用, 大功率灯具周围 (0.5 米范围内) 不得有可燃、易燃物品等;

(12) It is prohibited to install electric equipment such as lamps on inflammable objects without fire prevention or isolation protection; electric equipment and high-power lamps that are easy to generate heat can be used only with the written consent of the exhibition hall, and there shall be no inflammable objects around the high-power lamps (within 0.5 m);

(13) 禁止将聚光灯和其他发热装置对准或靠近消防喷淋装置;

(13) It is prohibited to aim spotlights and other heating devices at or near fire sprinkler devices;

(14) 禁止任何妨碍火警警铃触点、消防栓、灭火器、安全门等消防安全以及监控设施正常运行的行为;

(14) It is prohibited to hamper the normal operation of fire alarm bell contacts, fire hydrants, fire extinguishers, safety doors and other fire control and monitoring facilities;

(15) 敷设在隐蔽场内的电气线路应穿金属管或阻燃性PVC管保护, 封闭的灯箱安装应有足以散热的通风口;

(15) The electrical circuits laid in the hidden field shall be protected by metal pipes or fire-retardant PVC pipes, and the closed light box shall be installed with ventilators sufficient for heat dissipation;

(16) 展馆内禁止使用氢气球。未获得展馆方的书面批准, 禁止将任何气球带进展馆, 一经发现, 展馆方有权予以清除。清除费用由参展商承担;

(16) Hydrogen balloons are prohibited in the exhibition hall. No balloon shall be brought into the exhibition hall without the written approval of the exhibition hall, and the exhibition hall shall

have the right to clear it once found. The clearing cost shall be borne by the exhibitor;

(17) 严格执行《海口经济特区消防条例》关于搭建材料的相关规定;

(17) Strictly implement the relevant provisions on building materials in the Regulations on Fire Control of Haikou Special Economic Zone;

(18) 布展期间内使用的包装箱、纸屑等杂物应在大会开幕前及时清理出馆，严禁将其堆放在展位内、柜顶或展位板壁背后。

(18) Packing boxes, paper scraps and other sundries used during the exhibition period shall be cleaned out of the hall in time before the opening of the conference, and it is strictly prohibited to stack them in the booth, on the top of the cabinet or behind the wall of the booth.

## 附件 2 《水电管理规定》

### Annex 2: Water and Electricity Management Regulations

1. 电气设施安装必须符合国家电力行业的规范规程，严格按照国家《大型群众性活动安全管理条例》、消防安全法规《低压配电设计规范（GB50054-2011）》、《施工现场临时用电安全技术规范（JGJ46—2005）》、《建筑电气工程施工质量验收规范（GB50303—2015）》、《通用用电设备配电设计规范（GB50055 - 2011）》，以及展馆有关消防安全规定和本规定的具体要求实施。

1. The installation of electrical facilities must conform to the regulations of the national electric power industry, and shall be implemented in strict accordance with the Provisions on Safety Management of Large-scale Mass Activities, Code for Design of Low Voltage Electrical Installations (GB50054-2011), Safety Technique Code for Temporary Using Electricity in Construction Site (JGJ46-2005), Code for Acceptance of Construction Quality of Building Electrical Engineering (GB50303-2015), Code for Design of Electrical Installations of General Electric Equipment (GB50055 - 2011), and other regulations, as well as the relevant fire control regulations of the exhibition hall and the specific requirements of this regulation.

2. 操作人员规定：电工操作人员必需持有有效低压电工或高压电工证件；

2. Requirements for operators: electrician operators must have valid low-voltage electrician or high-voltage electrician certificates;

3. 材质要求：电气材料必须具备充足的安全载流量。电线应使用 ZR-BVV（难燃双塑铜芯电线）、ZR-RVVB 护套线或 ZR-VV 电缆，禁止使用双绞线（花线和铝芯电线）；

3. Requirements for materials: electrical materials must have sufficient safe current carrying capacity. ZR-BVV (fire-retardant double-plastic copper core wire), ZR-RVVB sheath wire or ZR-VV cable shall be used for wires, and twisted twin wires (flexible wire and aluminum core wire) are not allowed;

- 4.灯具整流器和触发器须选用消防部门检验合格产品;
4. Lamp rectifier and trigger shall be qualified products inspected by fire control department;
- 5.安装要求:照明配电每一保护回路的用电设备(包括灯具、插座)数量不得超过25具,总容量小于3KW 或16A电流;
5. Requirements for installation: the number of electrical facilities (including lamp sockets) in each protection circuit shall not exceed 25, and the total capacity shall be less than 3KW or 16A current;
- 6.三相非机械动力用电负荷大于或等于20A电流的,必须设空气断路器分级保护。单相负荷大于16A电流的,应采用三相电源配电,平均分配用电负荷,达到三相用电分布平衡;
6. If the electric load of three-phase non-mechanical power is greater than or equal to 20A current, graded protection of air circuit breaker must be set. If the single-phase load is greater than 16A current, three-phase power distributor shall be adopted to evenly distribute the power load, so as to achieve balance in three-phase power distribution;
- 7.展位必须自备展位用电总控制电箱,按规范配备安全可靠的空气断路器和漏电保护器(30mA,动作时间小于0.1S),安装在安全、明显、方便操作和检查的位置;
7. The booth must be equipped with a main control box for booth electricity consumption, and equipped with safe and reliable air circuit breaker and leakage protector (30mA, action time less than 0.1s) according to the regulation, which shall be installed in a safe and obvious position convenient for operation and inspection;
- 8.展位用电总控制电箱的总开关保护整定值应低于或等于接入展馆固定电源箱开关保护整定值的80%,确保展馆供电系统的安全运行。如展位开关保护整定值不能适配,参展商或搭建商应自行调整用电,直至符合此要求;
8. The protection setting value of the main switch of the main control electric box for booth electricity consumption shall be less than or equal to 80% of the protection setting value of the switch connected to the fixed electric box of the exhibition hall, so as to ensure the safe operation of the electricity supply system of the exhibition hall. If the booth switch protection setting value cannot be adapted, the exhibitor or booth builder shall adjust the electricity consumption until the requirements are met;
- 9.普通照明类,机械动力类,变频设备、可控硅控制设备、舞台调光设备类,扩音设备类和24小时用电设备应按分类设立独立回路,严禁共用同一回路。重要的电气设备和重要场合、位置用电应安装一主一备双回路供电;
9. Independent circuits shall be set for common lighting equipment, equipment using mechanical power, frequency conversion equipment, silicon-controlled equipment, stage dimming equipment, sound amplification equipment and 24-hour electric equipment according to classification, and it



is strictly prohibited to share the same circuit. One main and one standby double-circuit electricity supply shall be installed for important electrical equipment and in important occasions and positions;

10.用电故障应急处理：展位的故障处理由参展商或搭建商负责。

10. Trouble shooting of power failure: the exhibitor or booth builder shall take care of the power failure of its booth.

11.活动（展会）期间，展位用电发生故障时，搭建商的展位值班电工应及时处理，排除故障，严禁带故障合电闸；

11. During the activity (exhibition), in case of booth power failure, the booth electrician on duty of the booth builder shall timely handle and eliminate the trouble, and it is strictly prohibited to turn on the faulty power switch;

12.若展馆固定配电设施开关保护跳闸引致展位停电，搭建商的展位值班电工应先自查电气设备和线路是否有故障并排除，同时立即通知展馆电工到场处理，严禁未查明原因而擅自重新合闸送电。因擅自合闸而造成事故和经济损失的，将追究相关人员和单位的责任；

12. If the power failure of the booth is caused by the switch protector tripping of the fixed power distribution facilities in the exhibition hall, the booth electrician on duty of the booth builder shall first check whether the electrical equipment and lines are faulty, and immediately notify the electrician of the exhibition hall to handle it. It is strictly prohibited to re-start the electricity supply without finding out the cause. In case of accidents and economic losses caused by unauthorized switching-on, relevant personnel and units will be held accountable;

13.活动（展会）期间若展位出现用电故障，为保证活动（展会）用电安全,展馆有权调整活动（展会）用电线路和负荷，参展商和搭建商必须配合；

13. In case of power failure during the activity (exhibition), the exhibition hall has the right to adjust the power lines and loads for the activity (exhibition) in order to ensure the safety of using electricity in the activity (exhibition), and the exhibitor and the booth builder must cooperate;

14.展馆发现展位用电的安全隐患，通知搭建商的展位值班电工到场处理，亦可采取如切断电源等强制措施以保证安全。如发现严重的安全隐患或违反规定的行为，为确保安全，展馆有权在不通知的情况下停止供电；

14. If the exhibition hall finds any potential safety hazard of booth electricity consumption, it shall notify the booth electrician on duty of the booth builder to handle it onsite, and compulsory measures such as cutting off the electricity supply may also be taken to ensure safety. In case of serious potential safety hazard or violation of regulations, the exhibition hall has the right to cut off electricity supply without notice to ensure safety;

15.展位用电设备需要 24 小时供电的，应填写《展台 24 小时用电申请表》向展馆服务点

提出申请, 两种申请表格到展馆服务点领取, 按展馆批复意见办理。24 小时用电设备应配置独立用电回路, 配置合适可靠的保护开关, 确保 24 小时供电设备无故障隐患, 并保证展馆用电安全;

15.If the booth electric equipment needs 24-hour electricity supply, it shall fill in the 24-hour Electricity Supply Application Form for Activities (Exhibitions) and submit an application to the service center of the exhibition hall. The two application forms shall be collected from the service center and handled according to the replies of the exhibition hall. The 24-hour electricity supply equipment shall be equipped with independent electricity supply circuit and appropriate and reliable protection switch to make sure that the 24-hour electricity supply equipment has no potential fault, so as to guarantee electricity supply safety of the exhibition hall;

16.机械动力用电和硅控舞台调光设备等特殊用电的配电线路如不允许(或不合适)安装30mA漏电保护器, 参展商或搭建商要通过主办单位批准后向展馆服务点申请批准, 并签署《特殊用电安全承诺书》, 承担由此产生的任何责任。在实施过程中, 参展商或搭建商要采取严格和充分的保护措施, 确保供电系统和人身安全;

16. If it is not allowed (or inappropriate) to install 30mA leakage protector on the power distribution lines for special use such as mechanical power and silicon-controlled stage dimming equipment, the exhibitor or booth builder shall, after approval by the host, apply to the service center of the exhibition hall for approval, and sign the Letter of Commitment for Safety for Special Use of Electricity and undertake any responsibilities arising therefrom. During the implementation, exhibitors or booth builders shall take strict and adequate protection measures to ensure the safety of electricity supply system and related persons;

17.计算机、精密仪器等设备应加装不间断电源加以保护, 因供电中断造成计算机、精密仪器等设备数据丢失和损坏, 展馆不负责赔偿;

17. Computers, precision instruments and other equipment shall be equipped with uninterruptible electricity supply for protection. If the data of computers, precision instruments and other equipment is lost or damaged due to electricity supply interruption, the exhibition hall does not take any responsibility for compensation;

18.不得使用大功率电热设备(如电水壶、电炉、电烫斗), 展品演示除外。

18. High-power electric heating equipment (such as electric kettle, electric stove, electric iron) shall not be used, except exhibit demonstration.

19.出现下列情况, 参展商或搭建商承担一切责任:

19. The exhibitor or booth builder shall bear all responsibilities in case of:

展位的设备和电气线路故障导致展馆电源开关保护动作断电而造成的损失;

- Losses caused by power failure of power switch protection action of exhibition hall due to failure in equipment and electrical circuit of booth;

- 不按规定、规范设计和安装的配电线路，在使用过程中出现供电故障所造成的损失；
- Losses caused by electricity supply failure in the use of distribution lines that are not designed and installed in accordance with the regulations;
- 不按申报获批准的图纸施工、与申报审核不符的配电线路和负荷，在使用过程出现供电故障所造成的损失；
- Losses caused by electricity supply failure during use of power distribution lines and loads that are not set according to the declared and approved drawings;
- 无参展商或搭建商电工值班，不能及时处理断电故障所造成的损失；
- No electrician of exhibitor or booth builder is on duty, for which the loss caused by power failure cannot be handled in time;
- 发现严重的安全隐患或违反规定行为，为确保安全，展馆采取切断电源等强制措施所造成的损失；
- In case of serious potential safety hazards or violations of regulations, the exhibition hall takes compulsory measures such as cutting off the electricity supply to ensure safety;
- 未采取特别保护措施（如自备应急电源装置等）的重要的、昂贵的、有特殊要求的用电设备和展品遇断电所造成的损失；
- Losses caused by power failure of important, expensive, specially required electric equipment and facilities, and exhibits without special protection measures (such as self-provided emergency electricity supply device);
- 其他因参展商或搭建商的过失而导致的损失；
- Other losses caused by the fault of the exhibitor or builder;
- 因地震、洪水、台风、海啸等自然灾害，市电网停电，政府紧急状态等不可抗拒因素导致的损失，展馆和参展商、搭建商互相免责；
- Losses caused by earthquake, flood, typhoon, tsunami and other natural disasters, blackout of municipal grid, political emergency and other irresistible factors, the exhibition hall, exhibitors and booth builders shall be exempted from liability for each other;
- 活动（展会）每天闭馆时段和活动（展会）闭幕撤展时，展馆将对展位采取停电的安全措施，在此期间如要临时保留用电的，应提前向展馆现场服务点书面提出用电申请；
- During the closing period of each day of the activity (exhibition), and the booth move-out period of the activity (exhibition), the exhibition hall will cut off the electricity supply for safety concerns. If temporary electricity supply is needed during this period, a written application for consumption shall be submitted to the service center of the exhibition hall in advance;
- 参展商委托组委会展务组搭建标准展位的用电管理，由组委会展务组负责。涉及展位增加用电服务项目(如插座、灯具等)，应向组委会展务组申请,并由其提供服务、调配和控制用电负

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- The exhibition group of the organizing committee, entrusted by the exhibitor to set up the standard booth, shall be responsible for power management of the booth. If additional electricity service (such as sockets, lamps, etc.) is needed in the booth, an application shall be made to the exhibition group of the organizing committee, which shall provide services, allocate and control the electricity load;
- 展馆对搭建商施工进行现场管理和检查, 并监督其执行本规定, 搭建商要自觉接受展馆的管理和检查, 发现隐患要配合整改, 不得拒绝检查或拒不整改。
- The exhibition hall shall conduct on-site inspection on the booth construction, and supervise the implementation of this regulation. The booth builder shall consciously accept the supervision of the exhibition hall, take corrective measures if any hidden danger is found, and shall not refuse to do so.
- 20. 违规处理:  
20. Violation Handling:
- 展位配电安装不符合国家有关规范、标准和本规定要求或存在用电安全隐患的, 展馆有权责令其立即整改, 参展商或搭建商如拒不整改, 展馆不予供电或采取断电措施, 由此造成一切后果由参展商和搭建商负责。已造成事故和经济损失将按有关规定追究参展商和搭建商的责任。
- If the power distributor of the booth is not installed according to the requirements of relevant national regulations, standards and this regulation, or there is potential safety hazard in electricity consumption, the exhibition hall has the right to order the exhibitor and booth builder to rectify immediately. If they refuse to do so, the exhibition hall will not supply electricity or cut off electricity, and all consequences caused thereby shall be borne by the exhibitor and booth builder. The exhibitor and booth builder will be held accountable for the accidents and economic losses caused thereby according to relevant regulations.
- 不通过正常流程办理用电申请, 私自接装用电、乱接乱拉的展台, 大会给予停止该展位用电并按相应标准处罚。
- If the exhibitor and booth builder, failing to apply for electricity consumption through the normal process, connects and uses electricity without permission, the exhibition hall will cut off the electricity supply of the booth and punish such behaviors according to corresponding standards.
- 损坏展馆电气设备设施者, 按相应标准赔偿。由此给展馆造成其他经济损失的, 由损坏者负责赔偿。
- Those who damage the electrical equipment and facilities of the exhibition hall shall make compensation according to corresponding standards. If other economic losses are caused to the exhibition hall as a result, the person who did it shall make compensation.

- 不如实申报用电量或少报多用者，若现场经测量实际用电量超出申报用电量，其超出申报部分，展馆将按相应惩罚性收费并要求整改。
- If the actual electricity consumption measured onsite exceeds the declared electricity consumption, the exhibition hall will charge corresponding punitive fees for the exceeding part, and require corrective measures.
- 严禁带故障合闸送电，因擅自合闸而造成事故和经济损失的，将追究相关单位和人员事故责任和经济赔偿责任。
- It is strictly prohibited to switch on faulty electricity supply. In case of accident and economic losses caused by unauthorized switching-on, relevant units and personnel shall be held accountable for the accident and economic compensation.
- 参展商擅自拆改或搭建标准展位的配置灯具或线路，私自移动灯具和展位配电箱的，展馆有权要求主办单位责令主场搭建电工将其恢复原状，因此产生的费用由参展商或主办单位负责。造成灯具、线路和配电箱损坏、遗失的，按展馆赔偿规定处理。
- If the exhibitor removes or sets up the lamps or lines of the standard booth without authorization, or moves the lamps and power distribution box without authorization, the exhibition hall has the right to request the host to ask the building electrician of the main venue to put it back into place, and the expenses incurred therefrom shall be borne by the exhibitor or the host. Damage or loss of lamps, lines and distribution boxes shall be dealt with in accordance with the provisions on loss and compensation of the exhibition hall.

21.在展馆使用计算机网络必须严格遵守国家相关法律、法规。

21. The use of computer network in the exhibition hall must strictly abide by the relevant national laws and regulations.

22.对利用计算机网络从事危害国家安全、泄露国家秘密及违反国家有关法律法规的活动，将根据相关的法律法规配合公安机关进行调查取证。

22. For activities that endanger national security, disclose national secrets and violate relevant national laws and regulations through computer networks, the exhibition hall will cooperate with public security organs to investigate and collect evidence in accordance with relevant laws and regulations.

23.严格遵守网络礼仪和道德规范，自觉抵制不良信息，不得利用计算机网络之便进行各类非法和违规活动。

23. The exhibitor shall strictly abide by network rituals and moral norms, consciously resist malicious information, and shall not use computer networks to carry out all kinds of illegal activities in violation of regulations.

24.根据国家相关规定，为严格管理 WiFi 网络，保证 WiFi 网络的安全，对接入 WiFi 网

络实行实名制登记。

24. To strictly manage the WiFi network and ensure the security of it, real-name registration is applied in application for access to WiFi network.

25. 用户必须妥善保管好账号和密码，严禁将账号转借他人使用。用户将账号转借给他人使用，由此造成的一切责任由用户自行承担。

25. The user must properly keep the account and password, and it is strictly prohibited to lend the account to others. If the user lends the account to others, all consequences arising therefrom shall be borne by the user himself or herself.

## 附件 3 《网络安全管理须知》

### Annex: Instructions on Cybersecurity Management

#### 1. 总体要求 General Requirements

参展商、搭建商或服务商须认真贯彻中华人民共和国、海南省有关网络安全管理的方针及政策，严格执行各项法规、条例和规定，包括《中华人民共和国网络安全法》《中华人民共和国电信条例》《全国人民代表大会常务委员会关于维护互联网安全的决定》《计算机信息网络国际联网安全保护管理办法》《互联网安全保护技术措施规定》及有关法律、法规和行政规章制度、文件规定。

Exhibitors, booth builders or service providers shall conscientiously implement the principles and policies of the people's republic of China and Hainan province on cybersecurity management, and strictly implement various laws, regulations and provisions, including the Cybersecurity Law of the People's Republic of China, the Regulation of the People's Republic of China on Telecommunications, the Decision of the Standing Committee of the National People's Congress on Maintaining Internet Security, the Protection and Management Regulations on Computer Information Network and Internet Security, the Provisions on Technical Measures for the Protection of Internet Security, and the provisions of relevant laws, regulations, administrative rules, and documents.

#### 2. 接入须知 Instructions on Access to Network

2.1 展会现场提供有线网络宽带和免费公共无线Wi-Fi接入两种上网方式，用户自备网络接入设备（如路由器、电脑、智能手机等）。

2.1 The exhibition hall provides access to wired network broadband, and users shall bring their own network access equipment (such as routers, computers, smart phones, etc.).

2.2 展会现场有线网络宽带应按照承办单位互联网申请流程办理网络开通相关事宜，不得自行从其他途径申请互联网接入服务。未经报备从非官方途径接入互联网，承办单位有权暂停该用户的互联网接入。对于情节严重者，承办单位将配合有关部门依法对相关责任人进行查处。

2.2 Access to the cable network broadband at the exhibition hall shall be provided through the online application process of the organizer, and the exhibitor shall not apply for Internet access service from other channels by himself or herself. If the user accesses the internet through unofficial channels without reporting, the organizer has the right to suspend the user's Internet access. For those causing serious consequences, the organizer will cooperate with relevant departments to hold relevant persons accountable according to law.

2.3 承办单位有权采用技术手段监控网络的使用情况。如未经批准，利用所申请的网络资源开展经营性活动（如有线宽带跨摊位组网、有线宽带转无线信号组网等），承办单位有权追

缴相关网络费用并采取断网、禁止接入等相关措施。

2.3 The organizer has the right to monitor the use of the network by technical means. In case of unauthorized use of the applied network resources to carry out business activities (such as wired broadband cross-booth networking, wired broadband to wireless signal networking, etc.), the organizer has the right to recharge relevant network fees and take measures such as disconnecting the network and suspend the access.

2.4 参展商、搭建商或服务商不得损坏展馆内的网络设施或租赁设备；如有损坏，须承担相关赔偿责任。

2.4 Exhibitors, booth builders or service providers shall not damage the network facilities or rental equipment in the exhibition hall; in case of any damage, they shall be held accountable for compensation.

### **3.安全管理 Security management**

3.1 遵守中华人民共和国有关网络安全的法律法规、公共秩序及社会公德，不得危害网络安全；不得利用网络从事危害中华人民共和国国家安全、荣誉和利益，煽动颠覆中华人民共和国国家政权，推翻社会主义制度，煽动分裂、破坏中华人民共和国国家统一的活动。

3.1 Party concerned shall abide by the laws and regulations of the People' s Republic of China on cybersecurity, public order and social morality, and shall not endanger cybersecurity; shall not use the network to engage in activities that undermine the national security, pride and interests of the People' s Republic of China, incite others to subvert the state power of the People' s Republic of China, overthrow the socialist system, or incite others to undermine the national unity of the People' s Republic of China.

3.2 不得利用网络宣扬恐怖主义、极端主义，宣扬民族仇恨、民族歧视，传播暴力、淫秽色情信息；不得编造、传播虚假信息扰乱经济秩序和社会秩序，非法获取个人信息以及侵害他人名誉、隐私、知识产权和其他合法权益。

3.2 Party concerned shall not use the network to publicize terrorism, extremism, national hatred and discrimination, or spread violent, obscene and pornographic information; it shall not fabricate or spread false information to disturb economic and social order, illegally obtain personal information, or infringe on the reputation, privacy, intellectual property rights and other legitimate rights and interests of others.

3.3 根据中华人民共和国有关网络安全的法律法规，参展商、搭建商或服务商工作人员需要联网的，需身份验证登录，留存用户注册信息，并在必要时配合政府有关单位，提供相关数据。

3.3 According to the laws and regulations of the People' s Republic of China on cybersecurity, if the staff of exhibitors, booth builders or service providers needs access to the network, they shall verify their identities to log in, keep a backup of the registration information, and cooperate with



relevant government units to provide relevant data when necessary.

3.4 参展商、搭建商或服务商须合理使用网络服务，不得私自对外提供Wi-Fi热点；如存在影响网络安全及正常运营的情况，承办单位有权终止使用网络。

3.4 Exhibitors, booth builders or service providers shall use the network services properly, and shall not provide Wi-Fi hotspot to the outside without permission; in case of any situation threatening network security and normal operation, the organizer has the right to suspend their access to network.

3.5 网络具有一定的开放性，参展商应自行做好计算机安全防护，打好系统补丁，安装安全管理及防病毒软件，以防止个人信息的泄露。因个人信息泄露而导致的一切后果须自行承担。

3.5 The network is open to some extent. Exhibitors shall ensure computer security on their own, patch the system, and install security management and anti-virus software to avoid leak of personal information. All consequences arising from the leak of personal information shall be borne by the exhibitors alone.

3.6 如果参展商自行搭建电子大屏对外进行展示的，应安排专业人员进行管理；电子大屏需要连接互联网的，应当做好防侵入、防篡改、防干扰、防未经授权的设置。

3.6 If the exhibitor sets up its own electronic large screen for public display, professional personnel shall be arranged for management; if the electronic large screen needs access to the Internet, the anti-intrusion, anti-tampering, anti-interference and anti-unauthorized settings shall be made.

3.7 为确保网络服务安全、平稳运行，承办单位有权在未经提前告知的情况下，在部分时段对部分区域进行网络管制，调整或禁止部分网络访问端口（如证券、BT、迅雷、游戏等）的访问权。

3.7 In order to ensure the safe and smooth operation of network services, the organizer has the right to control the network within some areas in some periods of time, and adjust or ban some network access ports (such as securities, BT, Thunder, games, etc.) without prior notification.

## 附件4 《展位使用管理及违规处理办法》

### Annex 4 Measures for Booth Management and Violation Handling

为加强中国国际消费品博览会（以下称消博会）展位使用管理，打击违规转让或转租（卖）展位以及在展馆内无正式参展证明或游动式销售涉嫌三无、假冒伪劣商品的行为，规范展览秩序，特制定本办法。

These measures are formulated to strengthen the management of booths at the China International Consumer Products Expo (hereinafter referred to as Hainan Expo), crack down on illegal transfer or re-lease (sale) of booths, as well as acts of selling fake and shoddy commodities and those without production date, quality certification or manufacturer in the exhibition hall without a formal certificate of participation or in a mobile way, and maintain order in the exhibition hall.

#### 1. 展位使用的要求 Requirements for the Use of Booths

1.1 展区划分为：旅居生活、服务消费、时尚珠宝、高端食品保健品、时尚生活、国货精品、双循环买全球、国际综合以及各省市自治区展区。

1.1 The exhibition area is divided into: sojourn life, service consumption, jewelry and diamonds, high-end food and health products, fashion life, Chinese top-grade products, double-cycle global buying, international comprehensive products and exhibition areas of various provinces, cities and autonomous regions.

1.2 消博会展位仅限审核通过，并获得当届《消博会展位确认书》的企业（以下简称“参展企业”）使用。

1.2 The booth of Hainan Expo can only be used by enterprises that have gained the approval and obtained the Confirmation Letter for Using the Booth of Hainan Expo (hereinafter referred to as the “exhibitors” ).

1.3 参展企业须按参展实名制，以实际使用者的名义如实在消博会相关管理系统进行备案登记，按消博会规定使用展位，并承担相应的责任。

1.3 The exhibitors shall, in accordance with the real-name registration system, truthfully record and register in the relevant management system of Hainan Expo in the name of the actual users, use the booths in accordance with the regulations of Hainan Expo, and bear the corresponding responsibilities.

1.4 消博会严禁违规转让或转租（卖）展位。实际使用者须与展位楣板标明的参展企业一致。参展企业保证严格遵守本办法，不得以任何形式转让或转租（卖）展位，对因违规转让或转租（卖）展位引起的一切后果负完全责任。

1.4 It is strictly prohibited to transfer or re-lease (sell) booths in violation of regulations. The actual users must be consistent with the exhibitors indicated on the booth sign board. The exhibitors pledge to strictly abide by these measures, not to transfer or re-lease (sell) the booth in

any form, and take full responsibility for all consequences caused hereby if they do so.

1.5 参展企业指定专人负责展位的使用。各参展企业在展会期间须带《消博会展位确认书》原件，以备消博会展位检查组现场查验。

1.5 Exhibitors shall designate a person to take charge of using the booths. During the exhibition, all exhibitors shall bring the original Confirmation Letter for Using the Booth of Hainan Expo for on-site inspection by the booth inspection team of Hainan Expo.

1.6 展位负责人须为该展位参展企业正式工作人员，并具有消博会核发的当届参展商证。

1.6 The person in charge of the booth shall be a full-time employee of the exhibitor, and shall have the valid exhibitor certificate issued by Hainan Expo.

1.7 展览期间参展企业展位负责人在岗，并配合展位检查组对展位使用情况进行检查。

1.7 During the exhibition, the person in charge of the booth of the exhibitor shall be on duty and cooperate with the booth inspection team in booth inspection.

1.8 联营参展时，展位楣板上只列明参展企业名称，同时必须具备包括联营（供货）单位信息的参展证明。参展企业不得以任何名义向联营（供货）单位收取超出正常展位费的任何费用。

1.8 If associates participate in the exhibition, only the name of the exhibitor shall be listed on the booth sign board, and the participating certificate including the information of the associate (supplier) shall be provided. The exhibitors shall not charge any fees exceeding the normal booth fees from the associate (supplier) in any name.

1.9 严禁参展商在大会规定的展览期间（4月11日-4月15日，每天9:00开馆至17:00闭馆）提前撤展；如有特殊情况需提前撤展的，须向展位检查组提前申报、审核备案，并办理相关展品放行。

1.9 Exhibitors are strictly prohibited from taking down their booths in advance during the exhibition period of the event (open at 9:00 and close at 17:00 from July 26 to July 30).

1.10 参展商展样品必须符合所在展区设定的展品范围，不得展出与本展区无关联的商品。

1.10 The exhibits must be within the specific scope set by the exhibition venue where they are displayed, and any exhibit irrelevant to the exhibition venue shall not be displayed.

1.11 消博会展务会务部牵头组成消博会展位检查组，负责对违规转让或转租（卖）展位情况进行现场检查；参展企业须完全接受由展位检查组实施的对展位使用管理情况的现场检查和监管。

1.11 The exhibition affairs department of Hainan Expo shall take the lead in forming a booth inspection team, which shall be responsible for on-site inspection of the illegal transfer or re-lease (sale) of booths; the exhibitors shall fully accept the on-site inspection and supervision on the use of booths by the booth inspection team.

## 2、违规使用展位的认定 Violations in Using the Booths

### 2.1 存在以下情况的，视为违规转让、转租（卖）展位的行为（以下简称“倒卖展位”）。

2.1 Any of the following circumstances shall be deemed as an act of illegal transfer or re-lease (sale) of booths (hereinafter referred to as “reselling booths”).

2.1.1 以非参展商单位的名义对外签约。

2.1.1 Sign contracts in the name of non-exhibitor units.

2.1.2 在展位内派发非参展单位名称的名片、宣传资料。

2.1.2 Distribute business cards and publicity materials with the names of non-exhibitors in the booths.

2.1.3 展位内参展人员无正式参展证。

2.1.3 There is no formal exhibition certificate for exhibitors of the booths.

2.1.4 参展企业无法提供与消博会备案登记企业信息资料相符的参展证明或其他证明材料。

2.1.4 The exhibitor cannot provide the exhibitor certificate or other certifications consistent with the enterprise information registered in the Hainan Expo system.

2.1.5 展位实际使用与参展证明或楣板不符。

2.1.5 The booth is not used the way consistent with the participating certificate or the lintel.

2.1.6 参展商展样品不符合所在展区设定的展品范围或展出与本展区无关联的商品。

2.1.6 The exhibits of the exhibitors are not included in the specific scope of exhibits set by the exhibition venue or the exhibits displayed are irrelevant to the exhibition venue.

2.1.7 以任何方式将展位转让、转租（卖）。

2.1.7 Transfer, re-lease (sell) the booth in any way.

2.1.8 经消博会展位检查组确认的其他违规转让或转租（卖）展位行为。

2.1.8 Other illegal transfer or re-lease (sale) of booths confirmed by the booth inspection team of Hainan Expo.

### 2.2 存在以下情况的，视为在展馆内无正式参展证明或游动式销售涉嫌三无、假冒伪劣商品的行为（以下简称“展虫”）。

2.2 Any of the following circumstances shall be deemed as act of selling fake and shoddy commodities and those without production date, quality certification or manufacturer in the exhibition hall without a formal participating certificate or in a mobile way (hereinafter referred to as “exhibition worm”).

2.2.1 展位内无法出示参展证明。

2.2.1 No participating certificate in the booth.

2.2.2 未经大会确认、许可,占用室内、外展场公共区域进行游动售卖的行为。

2.2.2 Occupy the public area of the indoor and outdoor exhibition venues for mobile sales without the confirmation and permission of Hainan Expo.

2.2.3 涉嫌出售、展出三无产品和假冒伪劣商品。

2.2.3 date, quality certification or manufacturer.

### **2.3 存在以下情况的，视为扰乱展览秩序的行为。**

**2.3 Any of the following circumstances shall be deemed as acts of disturbing the order of the exhibition.**

2.3.1 未向消博会展务组申请占道派发非大会正式宣传品或流动群体性宣传行为。

2.3.1 Occupy the passage to distribute non-official publicity materials or conduct group publicity in a mobile way without applying to the exhibition affairs group of the Hainan Expo.

2.3.2 展位内音响设备在宣传时超过60分贝以上，影响其他展位正常洽谈的行为。

2.3.2 The sound equipment in the booth exceeds 60 dB during publicity, which affects the normal negotiation of other exhibits.

2.3.3 展品超展位区域范围的摆放行为。

2.3.3 Place exhibits outside the exhibition area.

## **3、违规使用展位的处理流程 Measures for Violations in Use of Booths**

### **3.1 对倒卖展位的处理 Measures for Handling Acts of Reselling Booths**

3.1.1 经展位检查组现场确认，填写《消博会违规展位查处确认单》（以下简称《违规查处确认单》），并报展位检查组负责人核准签字后，没收相关参展企业人员参展证件。

3.1.1 Confiscate the exhibition certificates of relevant exhibitors upon on-site confirmation by the booth inspection team, completion of the Confirmation Form of Penalties for Violations in Using the Booths of Hainan Expo (hereinafter referred to as the Confirmation Form) with approval and signature of the head of the booth inspection team.

3.1.2 由展位检查组将《违规查处确认单》报展务会务部主管领导审批后：

3.1.2 After the booth inspection team submits the Confirmation Form to the competent leader of the exhibition affairs department for approval:

(1) 通知相关违规展位参展企业于当日闭馆后，进馆自行将展位内展品清出展馆。

(1) Notify the relevant exhibitors to clear the exhibits in the booth out of the exhibition hall by themselves after the exhibition is closed that day.

(2) 通知违规企业所属交易团（或组展机构）到场监督该展位内展品清理工作。

(2) Notify the trading group (or exhibition organization) to which the relevant exhibitors belong to attend the exhibition hall to see about the cleaning of the exhibits in the booth.

(3) 通知所在区域主场承建单位以展板围蔽的方式封闭展位。

(3) Notify the main contractor in the venue to enclose the booth with exhibition board.

3.1.3 首次违规倒卖展位的参展企业记入违规准黑名单，违规企业处罚结果通知其所属交易团（或组展机构）。

3.1.3 The exhibitors that illegally resell booths for the first time shall be recorded in the blacklist-to-be, and the penalties of these exhibitors shall be notified to the trading group (or exhibition organization) to which they belong.

3.1.4 累计两届违规倒卖展位的参展企业，取消其自下届消博会起连续两届的参展资格，列入违规黑名单，报大会证件中心在处罚期内不予办理参展证件。处罚结果通知其所属交易团（或组展机构），并在消博会官方网站通报。

3.1.3 The exhibitors who have illegally reselling booths for two consecutive sessions will be disqualified from participating in the exhibition for two consecutive sessions since the next Hainan Expo, listed in the blacklist of violations, and reported to the certificate center of Hainan Expo which will not give exhibition certificates to them within the suspension period. The penalties will be notified to the trading group (or exhibition organization) to which it belongs, and shall be reported on the official website of Hainan Expo.

3.2 对“展虫”的处理经展位检查组现场确认，填写《违规展位查处确认单》，并报展位检查组负责人核准签字后：

Measures for Eliminating “Exhibition Worms”

经展位检查组现场确认，填写《违规展位查处确认单》，并报展位检查组负责人核准签字后：

Upon on-site confirmation by the booth inspection team, completion of the Confirmation Form with approval and signature of the head of the booth inspection team:

3.2.1 没收相关人员参展证件，登记身份证件信息，相关违规人员由保安人员护送出场馆，并将其身份信息报大会证件中心，取消其进出本届消博会展馆的资格。

3.2.1 The exhibition certificates of relevant exhibitors will be confiscated, and their ID information will be registered. These violators will be escorted off the venue by security staff, and their ID information will be reported to the certificate center of Hainan Expo, and they are disqualified to enter the exhibition hall of Hainan Expo.

3.2.2 暂扣其现场售卖、展出商品。

3.2.2 Temporarily detain their exhibits and commodities for sale.

3.2.3 对相关违规销售、展出涉嫌三无、假冒伪劣商品的，由展位检查组移交有关工商部门处理。

3.2.3 Those who illegally sell fake and shoddy commodities and those without production date, quality certification or manufacturer shall be handed over by the booth inspection team to the relevant industrial and commercial departments.

### **3.3 对扰乱展览秩序的处理 Measures for Disturbance of Exhibition Order**

3.3.1 对首次违规行为，给予口头和书面警告，并责令其停止违规行为。

3.3.1 Verbal and written warnings shall be given to the first-time violator who shall observe the order to stop the violation.

3.3.2 对再次违规行为，暂扣其相关参展证件，责令展位负责人到大会展位检查组办公室，作出书面检查，保证不再发生类似违规行为。

3.3.2 In case of any further violation, the relevant exhibition certificates shall be temporarily withheld, and the person in charge of the booth shall go to the office of the booth inspection team to write a self-review to ensure that no similar violation will occur again.

#### **4、加强参展源头管理，建立监控机制**

##### **Reinforce the Management of Exhibitors and Establish a Monitoring Mechanism**

4.1 参展企业在展览现场，须持《消博会展位确认书》原件，以备展位检查组在展览期间随时查验。

4.1 At the exhibition hall, the exhibitors shall carry the original Confirmation Letter for Using the Booth of Hainan Expo for on-site inspection by the booth inspection team of Hainan Expo at any time during the exhibition.

4.2 参展商展样品开展后原则上不得运进展馆。确有特殊情况的，须到消博会展务组开具《消博会展览期间展样品进馆证明》，经消博会展务组审核盖章后，报展馆门禁放行。

4.2 In principle, the exhibits shall not be transported into the exhibition hall after the exhibition is opened. In case of any special circumstances, the exhibitors shall apply to the exhibition affairs group of Hainan Expo for the Entry Certificate of Exhibits During the Exhibition Period of Hainan Expo. Upon approval by the exhibition affairs group, they shall show the sealed certificates to the entrance guard to enter the exhibition hall.

4.3 由展位检查组会同会展中心共同监管展馆仓储区，对展览期间相关参展企业大量展样品进出仓储区的，实行严格监管放行制。

4.3 The booth inspection team shall jointly supervise the storage area of the exhibition hall with the convention and exhibition center, and reinforce supervision on exhibits entering and leaving the storage area in a large scale during the exhibition period.

4.4 本办法具体问题由展务会务部负责解释。

4.4 All rights reserved with the exhibition affairs department of Hainan Expo.

4.5 本办法自公布之日起执行。

4.5 These measures shall be implemented as of the date of issue.

## 附件5 《绿色中国国际消费品博览会标准》

### Annex 5: Green China International Consumer Products Expo Standards

本标准规定了绿色展台、绿色运营、绿色物流方面的要求，具体标准如下：

This standards guideline stipulates the requirements for green booth, green operation, green logistics and green catering during the China International Consumer Products Expo. The specific standards are as follows:

#### 1、绿色设计 Green Design

1) 简化设计。在展台的空间构造、隔断的体量设计上实行简化，在简约中追求材质肌理色彩的细腻变化，节省材料和做工。

1) Simplified designs. The spatial structure and partition volume for the exhibition booth shall follow a simplified design approach, pursuing a delicate change in the material's texture and color, to save materials and processes.

2) 可循环展示设计。对展示企业进行特有的展示形象识别系统设计，并通过设计该公司的专用标准展具和可多次使用的展览系统，实现几年内长期稳定的重复实施，既可创造统一的公司品牌形象，又能诠释现代绿色企业的内涵所在。

2) Recyclable display designs. It is recommended to conduct visual identity system designs specific to an exhibitor and design dedicated standard exhibition appliances and reusable exhibition systems for the exhibitor to realize years-long recyclable design application, which can both create a unified corporate brand image and convey the connotation of modern green enterprises.

3) 环保材料利用设计。展示设计所用材料须为环保材料，包括天然材料、人工生产的生物降解材料、循环与再生材料净化材料。

3) Use and design of environmental-friendly materials. The materials used for display design shall be environmental-friendly, including natural materials, artificially manufactured biodegradable materials, recycled, renewable and scavenging materials.

4) 可拆装展具设计。多选用可拆卸性强、装卸难度小、便于运输的展具。

4) Detachable furniture exhibition design. It is preferred to select highly detachable furniture that can be easily loaded, unloaded and transported.

5) 模块化设计。设计单位在可拆装展具的基础上，针对不同的展出环境、展厅面积和造价范围，设计出多种风格的组装模块，供客户选择或修改重组，以获得最快捷的服务，提高效率，节省前期工耗。

5) Modular designs. On the basis of detachable exhibition appliances, design organizations shall design assembly modules with diverse styles, suitable for different exhibition environments, exhibition hall areas and cost ranges, for customers to choose or modify and reorganize, so as to maximize the service efficiency and save early construction consumption.



6) 安全设计。所有设计须通过相关消防、结构、用电等安全审核。

6) Safety designs. All designs must pass the fire protection, structure, electricity and other safety approval.

7) 其他设计。设计单位还可参照仿生设计、绿色景观设计和情感体验设计。请各设计单位以高度的社会责任感和创新精神去完成绿色设计。

7) Other designs. Design organizations can also refer to bionic design, green landscape design and emotional experience design. All design organizations shall complete green designs with a high sense of social responsibility and a spirit of innovation.

## 2、绿色选材 Green material

1) 展台搭建采用再生和可循环利用、无毒无害的环保材料或可回收材料，且符合 A 或 B 标准：

1) The booth shall be built with renewable and reusable, non-toxic and harmless environmental-friendly materials or recyclable materials, and in line with A or B standards.

A.纯金属型材结构：装饰性材料使用量低于搭建材料总量的 10%（按体积计算），且全部为非木质材料，搭建材料回收率达到 100%。

A. Pure metal profile structure: The use of decorative materials is less than 10% (by volume) of the total building materials, and all of them are non-wood materials, with a recovery rate reaching 100%.

B.混合型材结构：木质材料使用量低于搭建材料总量的 30%（按体积计算），搭建材料回收率达到 100%。

B. Hybrid profile structure: The use of wood materials is less than 30% (by volume) of the total building materials, with a recovery rate reaching 100%.

2) 轻质，可拆卸性强，装卸难度小，便于运输。

2) Light weight, highly detachable, easy to load and unload, easy to transport.

3) 节能灯具使用率不低于 80%。

3) The utilization rate of energy-saving lamps and lanterns is no less than 80%.

## 3、绿色安全施工 Green and Safe Construction

1) 现场拼装模块化、构件化，搭建和拆除有序、可控、方便、安全快捷。

1) On-site assembly shall be modular and component-based, realizing orderly, controllable, convenient safe and fast construction and dismantling.

2) 不对人员、展览场地及设备设施等造成损伤。

2) No damage to personnel, exhibition hall, equipment and facilities

3) 施工现场无大面积灰尘, 灰尘扩散控制在在本展台内部; 施工噪音控制在 75 分贝以内; 施工现场严禁打磨、滚涂料或喷漆, 禁止使用切割机、电锯。

3) There shall be no large area of dust on the construction site, and the dust diffusion is controlled inside the booth. Construction noise is controlled within 75 dB. It is forbidden to polish, roll paint or spray paint on the construction site, or to use cutting machines and electric saws.

4) 施工现场没有违规施工现象。

4) No illegal construction is allowed at the construction site.

#### 4. 绿色运营标准 Green Operation Standards

##### 展区无污染

##### Pollution-free Exhibition Area

1) 光污染。展台灯光使用应合理布置, 防止过量的光辐射对人和环境造成不良影响。

1) Light pollution. The use of booth lights should be reasonably arranged to prevent excessive optical radiation to people and the environment.

2) 噪声污染。展会规定各展台进行展品演示时的设备运转音量 最大为 60 分贝, 允许在短时间内超过上限 10-20 分贝; 获得承办单位批准的特别演出, 允许在短时间内超过上限 20 分贝, 承办单位有权根据该展台特殊情况规定其展品的演示时间段及时长。

2) Noise pollution. According to the regulations of the Expo, the maximum operating volume of equipment allowed in each booth is 60 dB, and 10-20 dB above the upper limit is allowed in a short time. For special performances approved by the organizer, 20 dB above the upper limit is allowed in a short period of time. The organizer has the right to stipulate the demonstration period and duration for its exhibits based on the special circumstances of the booth.

3) 废气污染。严禁各类展品或其他物品排出有毒有害气体。

3) Waste gas pollution. All kinds of exhibits or other articles are strictly prohibited from discharging poisonous and harmful gases

4) 视觉污染。倡导文明生态宣传, 宣传资料电子类覆盖率 100%。

4) Visual pollution. We call on exhibitors to conduct publicity in a civilized and ecological manner and the electronic coverage of publicity materials shall reach 100%.

参展商展会期间的宣传材料, 应以 LED 屏幕、移动设备、二维码等电子渠道宣传为主, 纸质版为辅, 纸质版宣传材料每天发放量控制在23500 份以下。禁止各类环境污染在人视觉上的体现。

The publicity materials of exhibitors during the Expo shall be mainly distributed through electronic channels such as LED screens, mobile devices and QR codes, supplemented by paper versions, and the daily distribution of paper versions of publicity materials shall be controlled below 23,500 copies. All kinds of visual representation of environmental pollution are prohibited.

5) 固体废弃物污染。展区固体废弃物无公害分类处理率达到100%。

5) Solid waste pollution. The pollution-free classification and treatment rate of solid waste in the exhibition area shall reach 100%.

6.本标准倡导所有参展商和搭建商积极认真采用，树立良好企业形象，共同提升展会整体影响力。

6. This standards guideline encourages all exhibitors and booth builders to adopt it actively and conscientiously to establish a good corporate image and enhance the overall influence of the Expo together.

## 附件6 《中国国际消费品博览会知识产权保护方案》

### Annex: Intellectual Property Protection Program of China International Consumer Products Expo

为确保中国国际消费品博览会知识产权保护工作的顺利进行, 根据我国《展会知识产权保护办法》及《知识产权海关保护条例》的相关规定, 现制订中国国际消费品博览会知识产权保护方案如下:

In order to ensure the smooth progress of intellectual property protection of China International Consumer Products Expo, and in accordance with the relevant provisions of Measures for the Protection of Intellectual Property Rights During Exhibitions and Regulations on Customs Protection of Intellectual Property Rights, the intellectual property protection program of China International Consumer Products Expo is hereby formulated as follows:

#### 1、总则 General Principles

1.1 展会依法维护知识产权权利人的合法权益。展会有关部门在招商招展时, 加强对参展方有关知识产权的保护和对参展项目(包括展品、展板及有关宣传资料等)的知识产权状况的审查。

1.1 The Expo protects the legitimate rights and interests of intellectual property rights holders according to law. The relevant departments of the Expo will strengthen the protection of intellectual property rights of exhibitors and the review of intellectual property rights of participating projects (including exhibits, exhibition boards and related publicity materials) when inviting investment and inviting exhibitions.

1.2 参展方应当合法参展, 不得侵犯他人知识产权, 并应对知识产权保护部门或司法部门的调查予以配合。

1.2 Exhibitors shall participate in the Expo legally, shall not infringe upon the intellectual property rights of others, and shall cooperate with the investigation by the intellectual property protection department or judicial department.

#### 2、投诉机构 Complaint Organization

2.1 展会设立知识产权保护和法律服务部门, 作为展会知识产权投诉机构, 由展会主办方、知识产权、市场监管及海口海关等部门人员组成, 负责对展会期间知识产权保护的协调、监督、检查、维护展会的正常交易秩序。

2.1 An Intellectual Property Protection and Legal Service Department is set up at the Expo. As an intellectual property complaint organization, it is composed of exhibition organizers and personnel from intellectual property, market supervision, Haikou Customs and other departments, and is responsible for coordinating, supervising and inspecting intellectual property protection and maintaining the normal transaction order during the Expo.

2.2 知识产权保护和法律服务部将请海南省当地相关知识产权保护部门派人员进驻展会现场，依法对侵权案件进行处理。同时，海口海关将派员进驻展会现场监管、抽查知识产权状况。

2.2 The Intellectual Property Protection and Legal Services Department will invite relevant local intellectual property protection departments in Hainan Province to send personnel to the exhibition site to handle infringement cases according to law. At the same time, Haikou Customs will send personnel to the exhibition site to supervise and spot check the status of intellectual property rights.

2.3 展会知识产权投诉机构主要职责：

2.3 Main Responsibilities of the Intellectual Property Complaint Organization

1.接受知识产权权利人的投诉，暂停涉嫌侵犯知识产权的展品在展会期间展出；

2.3.1 Accept complaints from intellectual property rights holders and suspend exhibits suspected of infringing intellectual property rights during the Expo;

2.3.2 将有关投诉材料移交相关知识产权保护部门；对于尚未办结海关手续的货物物品，移交海口海关办理。

2.3.2 Transfer the complaint materials to the relevant intellectual property protection department; hand over the goods that have not completed customs formalities to Haikou Customs for handling;

2.3.3 协调和督促投诉的处理；

2.3.3 Coordinate and supervise the response to complaints;

2.3.4 对展会知识产权保护信息进行统计和分析。

2.3.4 Conduct statistics and analysis on the intellectual property protection information of the Expo.

### **3、投诉处理 Response to Complaints**

3.1 知识产权权利人可以向展会知识产权投诉机构投诉，也可直接向知识产权保护部门投诉。权利人向投诉机构投诉的，应当提交以下材料：

3.1 Intellectual property rights holders may file a complaint to the Expo' s intellectual property complaint organization or directly to the intellectual property protection department. Where a right holder files a complaint to the complaint organization, the following materials shall be submitted:

3.1.1 合法有效的知识产权权属证明；

3.1.1 Legal and valid intellectual property ownership certificate;

3.1.2 涉嫌侵权当事人的基本信息；

3.1.2 Basic information of the suspected infringing party;

3.1.3 涉嫌侵权的理由和证据；

3.1.3 Reasons and evidence for suspected infringement;

3.1.4 委托代理人投诉的，应提交授权委托书。

3.1.4 If an agent is authorized to file the complaint, a power of attorney shall be submitted.

3.2 投诉人提交虚假投诉材料或其他因投诉不实给被投诉人带来损失的，应当承担相应法律责任。

3.2 If the complainant submits false complaint materials or causes losses to the complainee due to false complaints, the complainant shall bear the corresponding legal liabilities.

3.3 展会知识产权投诉机构在收到符合规定的投诉材料后，应于24小时内将其移交至知识产权行保护部门。

3.3 After receiving the complaint materials in compliance with the regulations, the Expo's intellectual property complaint organization shall hand them over to the intellectual property protection department within 24 hours.

3.4 地方知识产权保护部门受理投诉或者处理请求的，应当通知展会主办方，并及时通知被投诉人或者被请求人。

3.4 When accepting a complaint or handling a request, the local intellectual property protection department shall notify the exhibition organizer and notify the complainee or respondent in time.

3.5 在处理侵犯知识产权的投诉或者请求程序中，地方知识产权保护部门可以根据展会的展期指定被投诉人或者被请求人的答辩期限。

3.5 In the process of handling complaints or requests for infringement of intellectual property rights, the local intellectual property protection department may designate the complainee or respondent's reply deadline according to the exhibition period.

3.6 被投诉人或者被请求人提交答辩书后，除非有必要作进一步调查，地方知识产权保护部门应当及时作出决定并送交双方当事人；被投诉人或者被请求人逾期未提交答辩书的，不影响地方知识产权保护部门作出决定。

3.6 After the complainee or the respondent submits the reply, unless it is necessary to make further investigation, the local intellectual property protection department shall make a decision in time and deliver it to both parties. If the complainee or the respondent fails to submit the reply within the time limit, it will not affect the decision of the local intellectual property protection department.

3.7 展会结束后，知识产权保护部门应当及时将有关处理结果通告展会主办方。展会主办方应当做好展会知识产权保护的统计分析工作，并将有关情况及时报展会管理部门。

3.7 After the exhibition, the intellectual property protection department shall notify the exhibition organizer of the relevant results in response to the complaint. The exhibition organizer shall conduct a statistical analysis of intellectual property protection properly and report the relevant situation to the exhibition management department in time.

#### 4、法律责任 Legal Liability

4.1 对涉嫌侵犯知识产权的投诉，地方知识产权保护部门认定侵权成立的，应会同会展管理部门依法对参展方进行处理。

4.1 In respect of a complaint involving suspected infringement of intellectual property rights, if the local intellectual property protection department determines that the infringement is established, it shall, in conjunction with the exhibition management department, deal with the involved exhibitor according to law.

4.2 对涉嫌侵犯发明或者实用新型专利权的处理请求，地方知识产权保护部门认定侵权成立的，应当依据专利法第十一条第一款关于禁止许诺销售行为的规定以及专利法第五十七条关于责令侵权人立即停止侵权行为的规定作出处理决定，责令被请求人从展会上撤出侵权展品，销毁介绍侵权展品的宣传材料，更换介绍侵权项目的展板。

4.2 In respect of a request for response to suspected infringement of the patent right for invention or utility model, if the local intellectual property protection department determines that the infringement is established, it shall make a decision in accordance with paragraph 1 under Article 11 of the Patent Law on prohibited offering for sales and Article 57 of the Patent Law on ordering the infringing party to stop the infringement immediately, and order the respondent to withdraw the infringing exhibits from the exhibition, destroy the publicity materials introducing the infringing exhibits and replace the display boards introducing the infringing items.

4.3 对涉嫌侵犯外观设计专利权的处理请求，被请求人在展会上销售其展品，地方知识产权保护部门认定侵权成立的，应当依据专利法第十一条第二款关于禁止销售行为的规定以及第五十七条关于责令侵权人立即停止侵权行为的规定作出处理决定，责令被请求人从展会上撤出侵权展品。

4.3 In respect of a request for response to suspected infringement of the design patent right, if the local intellectual property protection department determines that the infringement is established when the respondent sells the concerned exhibits at the exhibition, it shall make a decision in accordance with paragraph 2 under Article 11 of the Patent Law on prohibited sales and Article 57 on ordering the infringing party to stop the infringement immediately, and order the respondent to withdraw the infringing exhibits from the exhibition.

4.4 在展会期间假冒他人专利或以非专利产品冒充专利产品，以非专利方法冒充专利方法的，地方知识产权保护部门应当依据专利法第五十八条和第五十九条规定进行处罚。

4.4 The local intellectual property protection department shall impose penalties on those who pass off others' patents or pass off non-patented products as patented products or pass off non-patented methods as patented methods during the exhibition in accordance with the provisions of Article 58 and Article 59 of the Patent Law.

4.5 对有关商标案件的处理请求，地方工商行政管理部门认定侵权成立的，应当根据《商标法》《商标法实施条例》等相关规定进行处罚。

4.5 In respect of a request for response to a trademark case, if the local administrative department for industry and commerce determines that the infringement is established, it shall impose penalties in accordance with the Trademark Law, the Regulations for the Implementation of the Trademark Law and other relevant provisions.

4.6 对侵犯著作权及相关权利的处理请求，地方著作权行政管理部门认定侵权成立的，应当根据著作权法第四十七条的规定进行处罚，没收、销毁侵权展品及介绍侵权展品的宣传材料，更换介绍展出项目的展板。

4.6 In respect of a request for response to the infringement of copyright and other relevant rights, if the local copyright administration department determines the infringement is established, it shall, in accordance with the provisions of Article 47 of the Copyright Law, impose penalties, confiscate and destroy the infringing exhibits and the publicity materials introducing the infringing exhibits, and replace the display boards introducing the exhibited items.

4.7 请求人除请求制止被请求人的侵权展出行为之外，还请求制止同一被请求人的其他侵犯知识产权行为的，地方知识产权保护部门对发生在其管辖地域之内的涉嫌侵权行为，可以依照相关知识产权法律法规以及规章的规定进行处理。

4.7 Where the claimant requests putting a stop to the infringing exhibition of the respondent as well as other intellectual property infringements by the same respondent, the local intellectual property protection department may deal with the suspected infringements within its jurisdiction in accordance with relevant intellectual property laws, regulations and rules.

4.8 参展方侵权成立的，展会管理部门可依法对有关参展方予以公告。参展方连续两次以上侵权行为成立的，展会主办方应禁止其参加下一届展会。

4.8 If an infringement by an exhibitor is established, the exhibition management department may make an announcement to the exhibitor concerned according to law. If an exhibitor commits more than two consecutive infringements, the organizer shall ban the exhibitor concerned from the next exhibition.



## 附件 7 《中国国际消费品博览会商事纠纷防范与投诉处理办法》

### Annex 7: Measures for Prevention of Commercial Disputes and Handling of Complaints of China International Consumer Products Expo

1. 为协调解决中国国际消费品博览会（以下称“消博会”）参展单位与采购商之间产生的商事纠纷，维护展会秩序，保护交易各方的合法权益，根据中华人民共和国相关法律法规和消博会相关管理规定，制定本办法。

1. These Measures are formulated in accordance with the relevant laws and regulations of the People's Republic of China and the relevant regulations on the administration of China International Consumer Products Expo (hereinafter referred to as "Hainan Expo") for the purpose of coordinating and resolving the commercial disputes between exhibitors and purchasers, maintaining the order of the exhibition and protecting the legitimate rights and interests of all parties involved in the transaction.

2. 本办法适用于消博会企业商业展的参展单位与采购商之间产生的商事纠纷（以下称“商事纠纷”）的防范及投诉与处理。

2. These Measures apply to the prevention of commercial disputes and handling of complaints between exhibitors and purchasers in the trade and business exhibition of the Hainan Expo.

3. 消博会的参展单位和采购商在协商达成交易意向及订立、履行合同时，应当遵循公平、自愿、平等和诚实信用原则。

3. Exhibitors and purchasers attending the Hainan Expo shall follow the principles of fairness, voluntariness, equality and good faith when reaching a transaction intention and concluding and performing the contract through negotiation.

4. 展会方建议参展单位与采购商达成交易意向后应签订书面合同，明确合同标的、数量、质量、价款或报酬、履行期限、地点和方式、违约责任以及争议解决方法等条款内容。合同内容应明确、具体、完整，以防范风险，及时解决纠纷。

4. The exhibition organizer suggests that exhibitors and purchasers should sign a written contract after reaching a transaction intention, specifying the contract object, quantity, quality, price or remuneration, the time limit, place and method of performance, liability for breach of contract and method of dispute resolution. The contents of the contract should be clear, specific and complete to prevent risks and solve disputes in time.

5. 参展单位与采购商出现商事纠纷的，展会方鼓励双方通过友好协商的方式解决。双方经协商仍无法解决的，可按照本办法规定提出投诉并请求处理，或依照双方约定的争议解决方法处理。

5. If there is any commercial dispute between exhibitors and purchasers, the exhibition organizer encourages both parties to solve it through friendly negotiation. If the dispute fails to be solved

through negotiation between both parties, they may file a complaint and request settlement in accordance with the provisions of these Measures, or resolve the dispute by the settlement method agreed by the parties.

6. 展会方在消博会期间设立知识产权保护与商事纠纷处理服务中心(以下称“服务中心”),受理商事纠纷投诉。展会方与中国国际经济贸易仲裁委员会等单位共同派出工作人员,在服务中心负责商事纠纷投诉的接受与处理,提供有关商事法律咨询服务供咨询人参考。

6. During the Hainan Expo, the exhibition organizer will set up a Service Center for Intellectual Property Protection and Commercial Disputes Settling (hereinafter referred to as the “Service Center”) to accept complaints of commercial disputes. The exhibition organizer, together with China International Economic and Trade Arbitration Commission (CIETAC) and other units, will send staff to be responsible for accepting and handling commercial disputes and complaints in the Service Center, and provide commercial legal consulting services for inquirers.

7.服务中心可以公布和发放有关咨询材料,提供中国对外贸易法律法规、国际贸易法律风险防范、商事仲裁等方面的信息,帮助参展单位与采购商更好地了解中国法律政策环境。

7. The Service Center can publish and distribute relevant consulting materials, provide information on China’s foreign trade laws and regulations, legal risk prevention in international trade, commercial arbitration, etc., to help exhibitors and purchasers better understand China’s legal and policy environment.

8.结合参展单位与采购商需求,服务中心可以开展多种形式的商事法律咨询服务活动,增强参展单位与采购商的法律意识,引导规范交易。

8. In response to the needs of exhibitors and purchasers, the Service Center can carry out various forms of commercial legal consulting services, to enhance the legal awareness of exhibitors and purchasers, and guide and regulate transactions.

9.提起商事纠纷投诉应同时具备以下条件:

9. The following conditions should be met at the same time when filing a commercial dispute complaint:

(1) 投诉人和被投诉人应为消博会的参展单位或采购商,且均在展馆现场;

(1) The complainant and the complainees should be the exhibitors or purchasers of the Hainan Expo, and both of them are on site at the exhibition hall;

(2) 投诉人应向服务中心现场投诉,服务中心不接受电话或电子邮件等其他形式的投诉;

(2) The complainant shall file a complaint to the Service Center on the spot, and the Service Center will not accept complaints in other forms such as via telephone or email;

(3) 投诉人应提供本办法第十条规定的材料。被投诉人不在展馆现场的,服务中心可协助投诉人联系相关部门或机构协调处理。

(3) The complainant shall provide the materials specified in Article 10 of these Measures. If the complainee is not on site at the exhibition hall, the Service Center can assist the complainant to contact relevant departments or agencies for coordination.

10. 投诉人投诉时应提供以下材料:

10. The complainant shall provide the following materials when lodging a complaint:

(1) 投诉申请书 (附件) ;

(1) Application for Complaint (Appendix);

(2) 投诉人参加当届消博会的有效证件及相关身份证明文件;

(2) The complainant's valid certificate and relevant identification documents for attending the current Hainan Expo;

(3) 与纠纷相关的证据材料, 包括但不限于交易合同、付款凭证、来往函件等;

(3) Evidence materials related to the dispute, including but not limited to transaction contracts, payment vouchers, correspondences, etc.

(4) 委托代理人投诉的, 应当提交授权委托书及代理人身份证明文件。授权委托书应当由委托人签名或盖章, 并记载委托事项和权限;

(4) If an agent is authorized to make a complaint, the power of attorney and the identity certificate of the agent shall be submitted. The power of attorney shall be signed or sealed by the principal, and shall record the entrusted matters and limits of authority;

(5) 服务中心认为应提交的其他材料。

(5) Other materials that the Service Center deems necessary for submission.

11. 投诉人提交的所有材料应当真实、合法、有效。材料是外文的, 应当附中文译本。

11. All the materials submitted by the complainant shall be true, legal and valid. If the materials are in a foreign language, a Chinese translation shall be attached.

12. 服务中心接到投诉后, 认为符合本办法第九条和第十条规定的, 应予以受理, 并根据投诉人提供的被投诉人联络方式通知被投诉人。

12. The Service Center shall accept the complaint and notify the complainee according to the contact information of the complainee provided by the complainant if it deems that the complaint complies with the provisions of Article 9 and Article 10 of these Measures.

13. 服务中心受理投诉后, 应向投诉人与被投诉人了解情况, 对双方进行调解。

13. After accepting a complaint, the Service Center shall inquire about the situation from the complainant and the complainee and conduct mediation between them.

14. 调解成功的, 服务中心可以制作调解协议, 由双方当事人或其代理人在调解协议上盖章或签字; 双方当事人也可以自行签订和解协议。

14. If the mediation is successful, the Service Center may make a reconciliation agreement, which

shall be stamped or signed by both parties or their agents. Both parties concerned may also sign a settlement agreement on their own.

- 双方当事人签订调解协议或和解协议的, 可以根据双方达成的仲裁协议, 请求中国国际经济贸易仲裁委员会按照调解协议或和解协议的内容作出仲裁裁决。
- Where the parties have concluded a reconciliation agreement or a settlement agreement, they may, in accordance with the arbitration agreement reached between the parties, request the China International Economic and Trade Arbitration Commission to make an arbitration award in accordance with the contents of the reconciliation agreement or settlement agreement.
- 仲裁裁决具有强制执行力, 双方当事人应及时、全面履行仲裁裁决。一方当事人不履行仲裁裁决的, 另一方当事人可以依法向有管辖权的法院申请执行。
- The arbitration award is enforceable, and the parties shall promptly and fully perform the arbitration award. If one party fails to perform the arbitration award, the other party may apply to the court having jurisdiction for enforcement according to law.

15. 调解不成功的, 双方可按照约定的争议解决方式处理; 没有约定的, 建议就争议解决方式做出具体约定。

15. If the mediation fails, the parties may settle the dispute according to the agreed method. If there is no such an agreement, it is suggested that a specific agreement be made on the method of dispute settlement.

16. 参展单位和采购商应配合服务中心工作, 遵守展会秩序管理相关规定, 不得因纠纷问题影响展会秩序。对影响展会秩序的, 依照展会秩序管理相关规定处理。

16. Exhibitors and purchasers shall cooperate with the Service Center, abide by the relevant regulations for the exhibition order management, and shall not affect the exhibition order due to disputes. Those that affect the exhibition order shall be dealt with in accordance with the relevant regulations for the exhibition order management.

17. 服务中心建立投诉档案制度, 应及时整理投诉和处理情况并进行统计分析, 相关信息可作为下届消博会参展资格评审的参考。

17. The Service Center shall establish a complaint archiving system, and shall sort out and respond to the complaints in a timely manner and conduct statistical analyses. The relevant information can be used as a reference for the exhibition qualification assessment in the next Hainan Expo.

18. 本办法由消博会组委会负责解释。

18. The Hainan Expo Organizing Committee is responsible for the interpretation of these Measures.

19. 办法自发布之日起施行。有关附件请至消博会官方网站下载。

19. The Measures shall go into effect as of the date of publication. Please download the relevant appendices from the Hainan Expo' s official website.

## 附件 8 《禁限带物品须知》

### Annex 8: Notice on Prohibited and Restricted Items

为确保博览会期间海南国际会展中心安全有序,海口市公安局已制定下发消费品博览会期间物品管控相关指导意见,明确了禁限带物品清单,现提醒参展商及其搭建商和工作人员,要自觉遵守禁限带物品规定,确保博览会现场安全有序。

To ensure the safety and order of Hainan International Convention and Exhibition Center during the Expo, Haikou Public Security Bureau has developed and issued relevant instructions on items control during the Hainan Expo, providing a list of prohibited and restricted items. We would like to kindly remind all exhibitors, their booth builders and staff to consciously abide by the regulations on prohibited and restricted items to ensure the safety and order on the Expo site.

#### 1. 禁带物品 Prohibited Items

禁带物品是指违反中国法律法规的物品。安检、安保人员发现禁带物品的,根据法律规定予以收缴,或立即实施应急处置,并对携带人和相关人员予以扣留,依法进行审查处理。禁止人员带入海南国际会展中心的物品包括:

Forbidden items refer to goods or articles that violate Chinese laws and regulations. In case of prohibited items found by security inspection or security guard personnel, such items shall be confiscated according to the law, or emergency response will be activated immediately, and the carrier and related personnel shall be detained, investigated and dealt with according to the law. Items prohibited from being brought into Hainan International Convention and Exhibition Center include:

- (1) 枪支、弹药、爆炸物品。  
(1) Guns, ammunition and explosives.
- (2) 仿枪及弩、弓箭、匕首等管制器具。  
(2) Simulation guns and crossbows, bows and arrows, daggers and other control instruments.
- (3) 烟花爆竹、汽油、酒精等易燃、易爆危险物品。  
(3) Fireworks, gasoline, alcohol and other flammable and explosive dangerous goods.
- (4) 剧毒、腐蚀性等危险化学品及放射性物品,包括但不限于强酸、放射性同位素等危险物品。  
(4) Highly toxic, corrosive and other hazardous chemicals and radioactive substances, including but not limited to strong acids, radioactive isotopes and other hazardous substances.
- (5) 有害生物制剂、传染病病原体等危险物质。  
(5) Harmful biological agents, pathogens of infectious diseases and other dangerous substances.
- (6) 海洛因、可卡因、大麻、冰毒等各类毒品。  
(6) Heroin, cocaine, marijuana, methamphetamine and other drugs.

(7) 中国法律法规明令禁止的其它物品。

(7) Other items expressly prohibited by Chinese laws and regulations.

## 2. 限带物品 Restricted Items

限带物品是指虽然不违反中国法律法规，但可能影响海南国际会展中心安全和运营秩序，不得带入的物品。安检、安保人员发现限带物品的，应要求携带人将限带物品丢弃于指定容器，或寄（暂）存，或采取其他方式自行处理。

Restricted items refer to goods or articles that may affect the security and operation order of Hainan International Convention and Exhibition Center, although they do not violate Chinese laws and regulations. If the security inspection or security guard personnel find any restricted items, the carrier will be asked to discard the restricted items in the designated container, or register them for (temporary) storage, or take other measures to dispose of such items.

限制人员带入海南国际会展中心的物品包括：

Items restricted from being brought into the Hainan International Convention and Exhibition Center include:

(1) 自带的各类软硬包装饮料，包括但不限于水、茶水、饮料（特别是含酒精饮料）等。

(1) All kinds of soft and hard packaged drinks, including but not limited to water, tea, beverages (especially alcoholic beverages), etc.

(2) 带有政治、种族、宗教、商业和违反中国法律法规的横幅、标语、广告牌以及其它用于宣传的物品。

(2) Banners, slogans, billboards and other propaganda articles featuring political, racial, religious or commercial tones and in violation of Chinese laws and regulations

(3) 除婴儿车与轮椅之外的任何代步工具，包括但不限于助动车、电动自行车、摩托车（包括轻便摩托车）、踏板车、自行车、滑板、旱冰鞋等。

(3) Any means of transportation other than baby carriages and wheelchairs, including but not limited to convertible cars, electric bicycles, motorcycles (including mopeds), scooters, bicycles, skateboards, roller skates, etc.

(4) 无人机等“低慢小”航空器。

(4) Drones and other “low-altitude, slow and small” aircraft.

(5) 动物（导盲犬等服务类动物除外）。

(5) Animals (other than service animals such as guide dogs).

(6) 球棒、长棍、长柄伞、尖锐物等易造成人身伤害的物品。

(6) Bats, sticks, long-handle umbrellas, sharp objects and other objects liable to cause personal injury.

(7) 球、球拍、飞碟及类似物品。

(7) Balls, rackets, flying saucers and similar objects.

- (8) 体积较大、不适宜带入海南国际会展中心和场馆的箱包等。  
(8) Large bags and suitcases that are not suitable for being brought into Hainan International Convention and Exhibition Center and Halls.
- (9) 展开面积超过2米×1米的旗帜、长度超过1米的旗杆。  
(9) Flags with an extended area exceeding 2m×1m and flagpoles with a length of more than 1 meter.
- (10) 干扰海南国际会展中心无线通讯电子信号、集群信号或妨碍他人参观的未经授权物品, 包括但不限于激光装置、扩音设备、对讲机、无线电设备等。  
(10) Unauthorized items that interfere with the wireless electronic signals or cluster signals of Hainan International Convention and Exhibition Center or interfere with others' visits, including but not limited to laser devices, loudspeakers, walkie-talkies, radio equipment, etc.
- (11) 打火机、火柴等点火器具。  
(11) Lighters, matches and other ignition equipment.
- (12) 其他可能影响安全或违反中国法律法规的物品, 如注射器、药剂、风筝等。  
(12) Other items that may affect safety or violate Chinese laws and regulations, such as syringes, potions, kites, etc.

### 3. 特别说明 Special Instructions

- (1) 进馆物品中如有刀具等涉及禁、限带物品的, 请在相关物品进入海南国际会展中心前以书面形式向承办单位申请备案。申请人应该负责其物品的安全, 具体请详见附表:《禁限带物品报备登记表》。  
(1) If there are knives and other prohibited or restricted items among the items entering the exhibition hall, please apply in writing to the organizer for registration before the relevant items enter Hainan International Convention and Exhibition Center. The applicant shall be responsible for the safety of the items. For details, please refer to the attached table: Registration Form of Prohibited and Restricted Items.
- (2) 持证车辆禁限带物品清单: 持证车辆禁限带物品政策按照人员禁限带物品政策执行。允许随车携带必备的维修工具和应急逃生设备, 包括但不限于千斤顶、灭火器、逃生锤和扳手、螺丝刀等。  
(2) List of prohibited and restricted items in licensed vehicles: the policy of prohibited and restricted items in licensed vehicles shall be implemented in accordance with the policy of prohibited and restricted items carried by personnel. It is allowed to carry in the vehicle necessary maintenance tools and emergency escape equipment, including but not limited to jacks, fire extinguishers, escape hammers, wrenches, screwdrivers, etc.
- (3) 媒体等专门工作人员可携带必备的器材或用品进入海南国际会展中心, 接受安检后准予

带入，但需由其所属主管部门严格管理。

(3) Media and other specialized staff, after receiving security checks, can bring necessary equipment or supplies into Hainan International Convention and Exhibition Center, but such items are subject to strict management by the competent departments.

(4) 维保、技术服务人员可携带必备维修工具和必备物品进入海南国际会展中心，接受安检后准予带入，但需由其所属主管部门严格管理。

(4) Maintenance and technical service personnel, after receiving security checks, can bring necessary maintenance tools and articles into Hainan International Convention and Exhibition Center, but such items are subject to strict management by the competent departments.

(5) 专业礼仪、演职人员可携带少量的、必备的摩丝、发胶等化妆品，但必须由其所在部门提供人员名单，并作出责任担保承诺，经查验证件后准予带入。

(5) Professional etiquette and cast members can carry a small amount of essential cosmetics such as mousse and styling gel, but their departments must provide a list of personnel and make a commitment of liability guarantee, and they are allowed to bring such items into the hall after their certificates are verified.

(6) 残疾人随身携带的、必备的轮椅以及拐杖、助行架等较长的残疾人用具不列入限带物品清单；乘坐轮椅的残疾人随身携带的、必要的维修工具不列入限带物品清单。

(6) Wheelchairs, crutches, walking frames and other long paraphernalia that are essential to and carried by persons with disabilities are not included in the list of restricted items; necessary maintenance tools carried by persons with disabilities in wheelchairs are not included in the list of restricted items.

(7) 残疾人随身携带的、必备的、少量的急救药品和必需的医用品等不列入限带物品清单，但须经残疾人服务工作人员确认后方可带入。

(7) A small quantity of first aid medicines and medical supplies essential to and carried by persons with disabilities are not included in the list of restricted goods, but such items can only be brought in after being confirmed by the service staff for persons with disabilities.

(8) 特殊人群携带的特殊饮品，如婴儿牛奶、糖尿病人饮料等，可向受检人员说明相关规定，经现场试用和登记后，允许其携带，并告知其作为特例处理。

(8) Special drinks carried by special people, such as baby milk and drinks for diabetics, after the inspected person is informed of relevant regulations, plus on-site trial and registration, can be brought into the exhibition hall as special cases.

(9) 对于固态药品并在合理范围内的，允许其携带；对于水剂药品，原则上不允许其携带，确保实际需要的，经现场试用和登记，允许其携带，并告知其作为特例处理。

(9) Solid medicines that are within a reasonable range are allowed to be carried. In principle, liquid medicines are not allowed to be carried, but if such medicines are needed in practice, they



are allowed to be carried after on-site trial and registration, and the inspected person shall be informed of this treatment as a special case.

(10) 对于笔记本电脑试用X光机进行单独检查。

(10) Laptops shall receive a separate inspection by the X-ray machine.

(11) 受检人携带鲜花等装饰物品的,原则上进行X光机检查,对于大型花束由安检人员进行手工检查。

(11) In principle, flowers or other decorative items carried by an inspected person shall receive inspections by the X-ray machine. Large bouquets of flowers shall receive manual inspections by the security personnel.

(12) 受检人声明系孕妇或携带心脏起搏器的,安检人员应告知安检设备对其无不良影响,可以接受安全检查。如果受检人坚持不接受安全门和仪器设备检查的,可对其进行徒手检查。

(12) If an inspected person declares to be a pregnant woman or he/she carries a pacemaker, the security personnel shall inform the inspected person that the security inspection equipment have no adverse effects on him/her and he/she can accept the security inspection. If the inspected person insists on not accepting the inspection by safety doors and instruments and equipment, he/she can be inspected manually.

(13) 对于受检人丢弃的可疑密闭物品或包裹,安检人员应当令其迅速捡拾并接受开包或开罐检查,必要时放至X光机接受检查。检查时携带人要在现场,确认安全后方可放行。

(13) For suspicious sealed articles or packages discarded by an inspected person, the security personnel shall order the inspected person to pick up such items quickly, which shall be opened for inspection or be put on the X-ray machine for inspection, if necessary. When such inspections are in process, the carrier should be at the scene, and the carrier can be released only after the items are confirmed to be safe.

#### **4. 申报流程 Registration Procedures**

##### **4.1 线上登记报备流程 Online Registration and Filing Procedures**

(1) 参展商、搭建商根据本须知中禁限带物品进馆要求,登录线上展务系统填写附表《禁限带物品报备登记表》提交。

(1) According to the requirements of this Notice, exhibitors and booth builders shall log into the online exhibition service system and fill in the attached Registration Form of Prohibited and Restricted Items for submission.

(2) **2023年3月14日表单回传截止后**,将由大会承办单位进行统一审核,通过审核的表单可由参展商、搭建商自行在线上展务系统中下载、打印。

(2) After the submission deadline for the registration form on **March 14, 2023**, the organizer will review the form in a unified way. The approved form can be downloaded and printed by the exhibitors and booth builders themselves from the online exhibition service system.

(3) 进馆时，参展商、搭建商须持有上述通过审核的纸质盖章表单，在安检时交于安检点查验人员，经现场核对后协同物品进入。

(3) When entering the exhibition hall, exhibitors and booth builders shall hold the approved paper stamped form mentioned above and hand it over to the inspection personnel at the security checkpoint during security checks. After on-site verification, they can enter the exhibition hall with the items concerned.

(4) 对于确实无法通过线上申请的，大会将适时开通邮箱申请渠道，具体申报流程及回传方式后续公布。

(4) For those who cannot file an application via the online system, email application channels will be opened in due course. The detailed application procedures and return methods will be announced later.

#### 4.2 现场登记报备流程 On-site Registration and Filing Procedures

(1) 大会将会在展会现场服务点设置填表服务台；参展商、搭建商现场填写《禁限带物品报备登记表》纸质三联单。

(1) A form filling service desk will be set up at the on-site service point of the exhibition. Exhibitors and booth builders shall fill in the paper triplicate Registration Form of Prohibited and Restricted Items on site.

(2) 现场填写完毕后，交现场工作人员审核，审核通过后大会工作人员留存一联备案，另外两联将返还给现场填表人员（即参展商、搭建商），便于在安检时交于安检点查验人员（一联），经现场核对后协同物品进入。

(2) The form completed on site shall be handed over to the on-site staff for review. After the form passes the review, the organizer will keep one copy for registration, and the other two copies will be returned to the persons who filled in the form (i.e., exhibitors and booth builders), so that they can hand one copy over to the inspection staff at the security checkpoint during the security check. After on-site verification, they will enter the exhibition hall together with the items concerned.

## 附件 9 《中国国际消费品博览会参展商现场制作与派送食品安全指南》

### Annex: Guidelines for Ensuring the Safety of On-site Produced and Giveaway Foods for Exhibitors of China International Consumer Products Expo

为确保第三届中国国际消费品博览会成功举办,保证各国参展商现场制作与派送食品的安全,现将食品安全管理指南告知如下:

In order to ensure the success of the first China International Consumer Products Expo and ensure the safety of foods produced and offered by exhibitors from all over the world, this Food Safety Management Guidelines is hereby notified as follows:

1.用于试吃、免费派送的食品未加贴中文标签的,参展商应在展品旁边以中文注明品名、保质期、禁忌、食用方法等事项。同时,参展商应做好试吃、派送的记录。

1. If a sample or giveaway food is not labeled in Chinese, the exhibitor shall indicate the name, shelf life, taboos and eating methods in Chinese beside the exhibit. At the same time, exhibitors should keep records of food sampling and giveaway.

2.对需要冷藏、冷冻的食品,应按照标签说明书采用冰箱、冰柜等设备设施贮存食品。贮存食品应有防尘材料遮盖,设置隔离设施以确保食品不被参观者直接接触。

2. For foods that need to be refrigerated or frozen, refrigerators, freezers and other equipment and facilities shall be used to store the foods according to the label specifications. Stored foods should be covered with dust-proof materials and protected by isolation facilities to ensure that the foods are not directly touched by visitors.

3.需要拆除包装用于试吃和派送食品,建议采用少量多次方式拆除包装。已拆除食品内外包装,用于试吃和派送的,一般存放时间不超过2小时,超过2小时的应予以废弃处理。

3. For foods that need to be removed of packaging before being tasted and given away, it is recommended to remove the packaging by a small amount each time and by multiple times. For foods already removed of packaging to be used for tasting and giveaway, in general, they shall be stored for no more than 2 hours. Foods that have been stored for more than 2 hours shall be discarded.

4.超过保质期、腐败变质、油脂酸败、霉变、生虫、污秽不洁、有异物或者其他感官性状异常的食品,不得用于试吃和派送。废弃食品应在展馆场所内就地以捣碎等破坏性处理销毁。

4. It is forbidden to provide or give away foods that have exceeded the shelf life, or are rotten, spoiled, rancid, moldy, insect-borne or filthy, or have foreign matters or other sensory abnormalities. Discarded foods should be destroyed by crushing and other destructive treatment on the spot in the exhibition hall.

5.现场加工食品（如煎烤食品、现场榨果汁、食品分切等活动）的原料应清洗干净、保持新鲜。不使用腐败变质、生虫、发霉等不安全食品原料。食品加工用水应符合饮用水卫生要求。

5. The raw materials of on-site processed foods (such as frying and baking food, on-site juicing, food slicing, etc.) should be cleaned and kept fresh. Do not use rotten or spoiled, insect-borne, moldy or other unsafe food raw materials. The water used for food processing shall meet the sanitary requirements of drinking water.

6.接触食品的各种机械设备、工具、容器、包装材料必须符合食品安全标准和要求，使用后应当及时洗净，保持清洁，必要时使用前进行消毒。用于试吃的容器和餐具，建议使用一次性可降解的环保餐盒、餐袋、餐盘、餐叉。

6. All kinds of machinery, equipment, tools, containers and packaging materials in contact with food must meet the food safety standards and requirements. They should be washed in time after use, kept clean and disinfected before use if necessary. For containers and tableware used for sample tasting, it is recommended to use disposable degradable environment-friendly lunch boxes, bags, plates and forks.

7.从事食品现场加工和派送活动的工作人员应事前洗手，并佩戴口罩、手套和帽子。

7. Staff engaged in on-site food processing and delivery activities should wash their hands in advance, and wear masks, gloves and hats.

## 附件 10 《各展馆展品安全保护方案》

### Annex: Safety Protection Plan for Exhibits in Each Exhibition Hall

为了确保首届消博会展览期间展品安全，贯彻“预防为主，确保重点”的方针，建立健全人防、物防、技防三道安全网，切实加强安全防范工作，制定安全保障方案如下：

In order to ensure the safety of exhibits during the first Hainan Expo, implement the policy of “prevention first, priority areas guaranteed”, establish and improve the safety nets guaranteed by personnel, materials and technology, and effectively strengthen the safety prevention efforts, this safety protection plan is developed as follows:

#### 1. 规章制度 Rules and Regulations

建立健全的各项规章制度，做到制度完善配套齐全，程序规范可行。

Various rules and regulations shall be established and improved so that feasible standardized procedures can be set up for personnel to follow.

#### 2. 监控系统 Monitoring System

完善展馆内各区域及周围附属区域的电子监控系统，确保监控摄像头、入侵报警探测器等设备安全可靠。将电视监视技术与报警技术相结合，实现完善的监控管理。

The electronic monitoring system in each area of the exhibition hall and its surrounding ancillary areas shall be improved to ensure the safety and reliability of surveillance cameras, intrusion alarm detectors and other equipment. TV monitoring technology and alarm technology shall be combined to achieve perfect monitoring management.

#### 3. 门禁系统 Access Control System

在场馆重要入口及重要区域安装门禁系统。重点部位实行24小时保安和保卫人员值班执勤及巡逻岗巡查等制度，实时掌握安全动态。

Access control system shall be installed at important entrances and areas of the exhibition hall. A 24-hour security duty and patrol system shall be set up for key parts of the exhibition hall to ensure real-time grasp of the safety dynamics.

#### 4. 值班制度 Duty System

实行人防、物防、技防的有机结合。监控室实行24小时值班，密切关注馆内各区域，特别是展厅、库房等重点部位的动向，及时处理安全隐患和突发事件，发现可疑迹象及时报告，并做好详细记录。

Safety monitoring and control guaranteed by personnel, materials and technology shall be implemented. There should be personnel put on duty 24 hours a day in the monitoring room to pay close attention to the dynamics of various areas in the exhibition hall, especially the exhibition hall, warehouse and other key parts, so as to respond to potential safety hazards and emergencies in time. Any suspicious signs identified should be reported in time and be recorded in detail.

#### 5. 开馆、闭馆检查

#### Inspections Before the Opening and After the Closing of the Exhibition Hall

保安和保卫人员每天开馆前、闭馆后对展馆展品状况进行认真核查,发现情况及时汇报。清场时认真核实展柜、出入口是否关好,电源是否切断,门禁系统是否工作正常等,并认真做好当班记录方可离场。

Security personnel shall check the exhibits before the opening and after the closing of the exhibition hall every day, and report identified suspicious situation in time. When the exhibition hall is cleared, security personnel shall carefully check whether the showcases, entrances and exits are closed, whether the power supply is cut off, whether the access control system is working normally, etc., and make a proper duty record before leaving the exhibition hall.

## **6. 消防安全 Fire Safety**

展馆内要害部位配备灭火器和报警设施,定期进行安全防火检查,消除火灾隐患。对工作人员进行消防知识培训,通过实际操作演练,使员工们对灭火器等消防设施性能有进一步了解。

展馆及其附近区域严禁存放易燃易爆物品、腐蚀性物品及其他有碍展品安全的物品。

The key parts of the exhibition hall shall be equipped with fire extinguishers and alarm facilities, and regular safety and fire prevention checks shall be carried out to eliminate fire hazards. It is required that staff be provided with fire prevention training and participate in practical drills so as to fully understand the properties of fire extinguishers and other fire fighting facilities. Flammable, explosive, corrosive and other articles that will endanger the safety of exhibits are strictly prohibited in the exhibition hall and its adjacent areas.

## **7. 独立仓储专区 Independent Storage Area**

**在独立仓储专区放置保险柜,可供展商存储贵重展品,保险柜密码由展商自身设置,保险柜钥匙由展商自身保管。并且本专区提供24小时专业人员值守及监控、巡查。**

A safe is placed in the independent storage area for the exhibitors to store valuable exhibits. The password of the safe is set by the exhibitors themselves, and the key of the safe is kept by the exhibitors themselves. Professional personnel is put on duty 24 hours a day to monitor and make patrol inspections of this area.

## 附表 Attached Table

序号 serial number	项目名称 Table	说明 Note	是否必交项 necessity	提交截止日期 deadline
附表 1	《搭建委托书》 Construction Authorization Letter	参展商、搭建商双方签字 (加盖参展单位、施工单位公章) Signed by both exhibitors and contractors (Affixed with the official seal of the exhibitor and construction unit)	是 yes	2023.3.14
附表 2	《搭建施工安全责任书》 Construction Safety Responsibility Statement		是 yes	2023.3.14
附表 3	《保险承诺书》 Insurance Binder	需购买展会责任险方可进馆施工 Must have Insurance	是 yes	2023.3.14
附表 4	《展位用电安全承诺书》 Letter of Commitment on Power Consumption of the Booth	参展商、搭建商双方签字 (加盖参展单位、施工单位公章) Signed by both exhibitors and contractors (Affixed with the official seal of the exhibitor and construction unit)	是 yes	2023.3.14
附表 5	《现场负责人职责承诺书》 Letter of Commitment for On-site Representative		是 yes	2023.3.14
附表 6	《自带特装展台搭建申请表》 Application Form for Independent Constructor of Special		否 no	2023.3.4
附表 7	《特殊物品进馆申请表》 Application Form for Admission of Special Articles to the Venue		否 no	2023.3.14
附表 8	《展台 24 小时用电申请表》 Application Form for 24-Hour Power Consumption of the Stand		否 no	2023.3.14
附表 9	《展台提前进场申请表》 Application Form for Early Construction of Booth		否 no	2023.3.14
附表 10	《禁限带物品申请表》 Registration Form for Admission of Prohibited and Restricted Articles		否 no	2023.3.14
附表 11	《跨海运输通行证申请表》 Application Form for Cross-Sea Transportation Pass		是 yes	2023.3.22

**附表 1 《搭建委托书》****Attached Table 1 Construction Authorization Letter**表单回传截止日期: **2023.3.14**Faxed back by: **2023.3.14**

参展商信息 Exhibitor Information	
公司名称: Company:	
展台负责人: Contact:	展台号: Booth No.:
电话: Tel:	邮箱: E-mail:
受委托施工单位信息 Information of Authorized Constructor	
公司名称: Company:	
展台负责人: Contact:	邮箱: E-mail:
电话: Tel:	移动电话: Mobile:
基本情况 Overview	
展台总面积:                    m <sup>2</sup> Total Area of Booth:                    m <sup>2</sup>	展台总高度:                    M Total Height of Booth:                    M
是否双层展位: <input type="checkbox"/> 是 <input type="checkbox"/> 否 Double-storey or not: <input type="checkbox"/> Y <input type="checkbox"/> N	
双层展台填写 For Double-storey Booths	
上层面积:                    m <sup>2</sup> Upper Deck Area:                    m <sup>2</sup>	底层面积:                    m <sup>2</sup> Lower Deck Area:                    m <sup>2</sup>
上层高度:                    M Upper Deck Height:                    M	底层高度:                    M Lower Deck Height:                    M
允许参观者入内的上层展台面积:                    m <sup>2</sup> Area of upper storey allowing entry of visitors:                    m <sup>2</sup>	
预计二层展台人数限额:                    名 Estimated upper limit of people on the second storey:	
备注: 1. 特装展台递交材料需提交至组委会展务组。 2. 图纸尺寸必须用阿拉伯数字具体标识, 切忌只用网格线标明; 如有违反, 图纸将会被退还; 若因此而造成的延误, 后果由参展商及搭建商承担。 3. 电子版图纸通过快速报馆系统一并提交。	



<p>1. Materials of special booths shall be submitted to the Exhibition Affairs Team of the Organizing Committee.</p> <p>2. The dimensions on the drawings must be indicated with Arabic numerals, and shall not be indicated only with grid lines. If there is any violation, the drawings will be returned; Exhibitors and constructors shall bear the consequences of any delay.</p> <p>3. The electronic drawings shall be submitted through the rapid reporting system.</p>	
<p>展商盖章: Seal of Exhibitor:</p>	<p>施工单位盖章: Seal of Constructor:</p>
<p>日期:     年     月     日 Date:</p>	<p>日期:     年     月     日 Date:</p>

**附表 2 《搭建施工安全责任书》****Attached Table 2 Construction Safety Responsibility Statement****表单回传截止日期: 2023.3.14****Faxed back by: 2023.3.14****展会日期:** \_\_\_\_\_**Date of Exhibition:** \_\_\_\_\_**展位号:** \_\_\_\_\_ **参展单位:** \_\_\_\_\_**Booth No.:** \_\_\_\_\_ **Exhibitor:** \_\_\_\_\_**施工单位:** \_\_\_\_\_**Constructor:** \_\_\_\_\_

一、严格遵守海口市展览展销活动及消防施工安全管理规定和海口国际会议展览中心相关规章制度, 接受海口市相关职能部门、组委会和场馆施工管理人员的监督检查, 保证展台在施工、展出和拆展过程中的人身及财产安全。

I. It is required to strictly abide by the safety management regulations on exhibition and sales activities and fire protection in Haikou City and the relevant rules and regulations of Hainan International Convention And Exhibition Center, and accept the supervision and inspection of relevant functional departments, organizing committees and venue construction management personnel in Haikou City to ensure the personal and property safety in the booth during construction, exhibition and breakdown.

二、施工现场的安全和防火由施工单位负责, 施工单位应确定施工现场安全负责人, 组建施工安全管理小组, 全面负责施工现场的安全、防火工作及施工队伍的管理。严格、认真执行《中华人民共和国消防法》《大型群众性活动安全管理条例、国务院 505 号令》《安全生产法》等有关消防、安全工作规定, 落实各项防火、安全责任和措施, 明确防火、安全负责人, 并认真履行职责。

II. The constructor shall be responsible for the safety and fire prevention of the construction site. The constructor shall appoint a person in charge of the construction site safety, set up a construction safety management team, and be fully responsible for the safety and fire prevention of the construction site and the management of the construction team. It is required to strictly and conscientiously implement the regulations on fire protection and working safety in such laws and regulations as the Fire Protection Law of the People's Republic of China, Regulations on the Safety Management of Large-scale Mass Activities, Order No.505 of the State Council, and the Safety Production Law, effectively implement various fire and safety responsibilities and measures, and assign specific personnel responsible for fire control and safety to earnestly perform their duties

三、进入施工现场必须正确佩戴经相关单位检测合格的安全帽, 不得穿拖鞋, 穿短裤, 打赤膊, 未正确按照转账标准施工一经发现, 将给予警告、整改、扣除施工押金, 如不听取警告及整改, 情节严重的, 将加重处理。

III. Personnel entering the construction site must wear safety helmets passing inspections by relevant authorities. Failure to properly wear safety helmets, if detected, will be warned, asked to make rectification and subject to deduction of the construction deposit. Failure to obey the warning or make rectification that causes series consequence will be subject to more strict punishment.

四、施工人员禁止在展馆内吸烟，如有违规者一经发现，无须取证即可扣除 100-500 元施工押金。

IV. The construction personnel are prohibited from smoking in the exhibition hall. Any violator being found will be subject to the deduction of the construction deposit by RMB 100-500 without obtaining any evidence.

五、展台施工人员需佩戴本展览会核发的施工证件，一人一证，定人定岗，严禁证件与展位不符和倒证现象的发生。

V. Construction personnel of the booth shall wear the construction permits issued by the Expo, with one permit and one fixed post for each person. Inconsistence of certificates with the booth or illegal transfer of certificates are strictly prohibited.

六、展台结构必须牢固、安全，墙体及横梁中间必须加有钢结构连接、固定。搭建材料应使用难燃或经过阻燃处理的材料符合环保要求。如场馆及组委会发现有不符合施工安全规范的展台，将视情节轻重给予警告、限期整改及停工处理，存在重大安全隐患的，将给予停工及清场等相应处理。

VI. The structure of the booth must be firm and safe, and steel structures must be used for connection and fixture between the walls and beams. The building materials shall be flame-retardant materials or materials receiving flame-retardant treatment meeting environmental protection requirements. If the venue or the organizing committees find any booth that does not meet the construction safety standards, the booth will be warned, asked to make rectification or stop construction within a period of time according to the severity of the case. If there are major potential safety hazards, punishments like shutdown and moving out of the venue will be given.

七、展厅内严禁大面积喷漆、刷涂、万能胶粘贴、腻子作业，上述作业只能在做好防护时用于修补或者接缝处理，并需提前书面申请，由展馆运营部安排时间段作业。对擅自喷漆、刷涂、万能胶、腻子作业的单位和个人，展馆有权制止，对屡禁不止者，酌情予以处理。

VII. Large-area painting, brushing, adhesive bonding and putty operations are strictly prohibited in the exhibition hall. The above operations are only allowed for repairing or joint treatment with effective protection measures upon prior written application, and be carried out in the period arranged by the Venue Operation Department. The venue shall have the right to stop organizations or individuals with painting, brushing, adhesive bonding and putty operations, without authorization, and punish those who refuse to stop after repeatedly prohibition accordingly.

八、展厅内严禁现场木结构初加工，电锯、切割机、焊机、空压机进馆需提前书面申请，获得许可后方可进馆。对擅自使用电锯、切割机、焊机、空压机的单位和个人，展馆有权制止，

对屡禁不止者，酌情予以处理。

VIII. In the exhibition hall, it is strictly prohibited to carry out on-site primary processing of wood structure. Chainsaws, cutting machines, welding machines and air compressors are not allowed to be brought into the exhibition hall without approval of the prior written application. The venue shall have the right to stop organizations or individuals from using chainsaws, cutting machines, welding machines and air compressors without authorization, and punish those who refuse to stop after repeatedly prohibition accordingly.

九、展台结构严禁未按要求在展馆顶部、柱子、围栏及各种专用管线上吊挂、捆绑，所有结构应和自身主体结构连接。如有违规现象，场馆或组委会有权对该单位做出处理。因吊挂、捆绑对场馆设施、设备造成损坏的，将要求该展台对场馆的损失进行赔偿。

IX. It is strictly forbidden to hang or bind anything on the top, columns, fences and various special pipelines of the exhibition hall. All structures of the booth shall be connected with its own main structure. If there is any violation, the venue or the organizing committee shall have the right of any punishment. If the facilities and equipment of the venue are damaged due to hanging or binding anything on them as mentioned above, the booth shall be required to compensate for the losses of the venue.

十、特装展台必须按消防要求配置合格、有效的水基型灭火器(2公斤起器)，灭火器在开展前一天中午 12:00 必须均匀摆放在展台内显眼、易操拿的位置，便于消防检查和使用，灭火器配备标准为 50 m<sup>2</sup>内 4 具，50 m<sup>2</sup>外每增加 50 m<sup>2</sup>增加 2 具(不足 50 m<sup>2</sup>按 50 m<sup>2</sup>计算)，以此类推。搭建二层建筑的展台，灭火器配置标准在此基础上增加 50%。如在消防检查中发现有未按消防要求配置灭火器，将按照相关的消防条例给予处理。为保障展会安全，必须统一使用场馆提供的灭火器材。

X. A special booth must be equipped with qualified and effective fire extinguishing equipment according to the fire protection requirements (water-based fire extinguishers 2 KG or above standards), and the fire extinguishers shall be uniformly placed in conspicuous and easy-to-handle positions in the booth at 12:00 on the noon of the day before the exhibition, so as to facilitate fire inspection and use. The standard for the layout of fire extinguishers shall be 4 within 50 m<sup>2</sup>, and 2 more added for every 50 m<sup>2</sup> beyond 50 m<sup>2</sup> (an area less than 50 m<sup>2</sup> shall be regarded as 50 m<sup>2</sup>), and so on. For a booth with two storeies, the fire extinguishers shall be increased by 50%. If it is found in the fire inspection that the fire extinguishers are not arranged according to the fire control requirements, it will be subject to punishment according to the relevant fire regulations. In order to ensure the safety of the Expo, it is necessary to uniformly use the fire-fighting equipment provided by the venue.

十一、严禁私自利用展馆顶部网架作为吊装展台结构的工具。如因私自吊装造成场馆设施、设备造成损坏的，将要求该展台对场馆的损失进行赔偿。

XI. It is strictly forbidden to use the grid frame on the top of the exhibition hall as a tool for hoisting the booth structures. If the venue facilities and equipment are damaged due to

unauthorized hoisting, the booth shall be required to compensate for the losses of the venue.

十二、展馆防火卷帘门下不得搭建展台结构，堆放展台物品，停放各种车辆等，如有违反组委会及场馆有权要求展台拆除、整改等，并对该单位做出相应处理。对拒不配合的展台将给予清场处理。

XII. It is forbidden to build booth structures, pile up booth articles or park vehicles under the fire shutter door of the exhibition hall. In case of any violation, the Organizing Committee and the venue shall have the right to request the booth to be dismantled or make rectification, and punish the relevant entity accordingly. Booths that refuse to cooperate will be asked to move out of the venue.

十三、展台施工不得使用易燃（如弹力布等）、易爆物品，禁止私自明火作业。如确实需要焊接的展台，先到场馆施工管理办公室提交书面申请、安全承诺书并办理相关动火手续，再将动火区域的易燃物品进行清理，做好安全防护措施后，方可使用电焊进行焊接作业，场馆内严禁气瓶进场焊接、切割作业。如在场馆内发现有私自动火的展台，将给予扣除 5000 元以上施工押金。对情节严重的将加重处理，对拒不配合的将给予清场处理。

XIII. Flammable (e.g., elastic cloth, etc.) and explosive materials are not allowed to be used in booth construction, and it is forbidden to operate with open fire without permission. If welding is really necessary for a booth, it is required to first submit a written application and a safety commitment to the Venue Construction Management Office and go through relevant hot work procedures, then clean up the flammable items in the hot work area, and effective safety protection measures before using electric welding for welding operations. It is strictly forbidden to enter the venue for welding and cutting with gas cylinders. If a booth with unauthorized hot work is found in the venue, a construction deposit of more than RMB 5,000 yuan will be deducted. Severe violations will be subject to more severe punishment, and those who refuse to cooperate will be asked to move out of the venue.

十四、每个展台应单独申请施工用电、展期用电，合理分配电器回路，严禁私拉乱接电源。操作人员应持有劳动部门颁发的特种作业电工操作证。场馆工作人员将在布展施工、展出及拆展期间进行监督、检查。如发现有不按操作规范违规操作的将给予警告、整改，对情节严重的将加重处理，对拒不配合的将给予断电清场处理。

XIV. Each booth shall apply for power consumption during the construction and the exhibition and ensure reasonable distribution of electrical circuits. It is strictly prohibited to connect power cables randomly without permission. Operators should hold the electrician operation certificates for special operations issued by the labor authority. The venue staff will supervise and inspect the operations during the construction, exhibition and breakdown of the booths. Any violation of the operation specifications will be warned and asked to make rectification; severe violations will be subject to more severe punishment, and those who refuse to cooperate will be asked to move out of the venue

十五、展台线材必须使用双层绝缘导线，线与线、灯具等的连接必须采用接线端子连接，照

明灯具、霓虹灯灯具、各种用电设施及材料应具有国家专业安全认证，应按照国家电气规程标准施工、安装、使用，并妥善保管各种灯具、用电设施及材料的合格证书，便于消防检查。未使用安全、合格的灯具、用电设施及材料，场馆将给予相应处理，情节严重的将加重处理，对拒不配合的将给予清场处理。

XV. Double-insulated conductors must be used as wires of the booth, and wiring terminals must be used for connection between the wires and lamps. Lighting lamps, neon lamps, various electrical facilities and materials shall pass national professional safety certification, and the construction, installation and use of them must be in accordance with national electrical standards. The certificates of various lamps, electrical facilities and materials shall be properly kept to facilitate fire inspection. Failure to use safe and qualified lamps, electrical facilities and materials will be subject to punishment by the venue. Severe violations will be subject to more severe punishment, and those who refuse to cooperate will be asked to move out of the venue.

十六、未经场馆方允许禁止在展馆装饰物上安装灯具作为灯箱，如发现违规展台，场馆将有权要求该展台拆除违规搭建物品。如对展馆装饰物造成损坏，将追究该展台的赔偿责任。对拒不配合的展台，将强制拆除并加重处理。

XVI. It is forbidden to install lamps and lanterns as light boxes on the decorations of the exhibition hall without the permission of the venue. If a violating booth is found, the venue shall have the right to ask the violating items to be dismantled. If the decoration of the exhibition hall is damaged, the booth will be held liable for the compensation. Any booth that refuses to cooperate will be forcibly removed and given more severe punishment.

十七、使用玻璃装饰展台，应采用钢化玻璃，并确保安装可靠，以防破碎伤人。在施工过程中如未按规定使用钢化玻璃装饰的展台，场馆将给予警告、整改、扣除施工押金。对拒不配合的单位给予清场处理。

XVII. Glass used for decoration of the booth shall be tempered glass, and be reliably installed to avoiding causing personal injury. Failure to tempered glass for the decoration of the booth will be subject to such punishments as warning, request to make rectification and deduction of the construction deposit. Booths that refuse to cooperate will be asked to move out of the venue.

十八、施工单位未经场馆方同意不得私自使用展馆配电箱、水源、气源等固定设施。如有违规现象，将按照场馆租赁价目表结算费用并给予双倍以上处理。对因私自使用展馆配电箱、水源、气源等固定设施，造成损坏和安全事故的，将追究该展台赔偿及相关责任。

XVIII. The constructor shall not use the fixed facilities such as distribution boxes, water sources and gas sources of the exhibition hall without the consent of the venue. Any violation will be subject to such punishment as bearing the cost according to venue rental list and a penalty at more than double of the price. In case of damage and safety accidents caused by unauthorized use of fixed facilities such as distribution boxes, water sources and gas sources of the exhibition hall, the booth will be liable for the compensation and bear related responsibilities.

十九、如有申请悬挂点的参展商，最终位置及数量确认以场馆核实为准并必须使用飞机带，

悬挂作业人员必须持有劳动部门颁发的高空作业操作证。未使用飞机带或作业人员无高空操作证的，都不得吊挂，因违规造成的损失由该展台自行负责。

XIX. For exhibitors who apply for suspension points, the final positions and quantity shall be confirmed based on the verification of the venue, and lashing belts must be used. The operators of suspension must hold the permits for working at heights issued by the labor authority. The suspension is not permitted with the use of lashing belts or holding permits for working at heights, and the booth is solely responsible for any losses caused by the violations.

二十、展览会开幕后，施工单位需留电工、木工等工种人员值班，发现问题及时处理。

XX. After the opening of the exhibition, the constructor shall leave electricians, carpenters and other workers on duty for timely handling of any problems found.

二十一、展商及展位搭建商对展览会展位施工安全质量承担责任，如因违规施工等行为造成展位坍塌、坠物、失火等并造成现场人员生命及财产损失，均由展商及展位搭建商承担赔偿责任，展馆方、组委会不承担任何损害赔偿赔偿责任及连带责任。

XXI. Exhibitors and booth builders shall be responsible for the safety and quality of booth construction. In case of losses of lives and property on the site due to booth collapse, falling objects, fire, etc. caused by illegal construction, the exhibitors and booth builders shall be liable for the compensation, and the venue and the Organizing Committee shall not be liable for any damages and joint liabilities.

二十二、撤展期间，各展台施工单位应设置安全区域、安全警戒人员，不得野蛮施工、违规拆除展台，严格遵守组展单位相关规定，安全、有序撤展，违者场馆将给予相应处理，情节严重的将扣除全部施工押金。

XXII. During the exhibition breakdown period, the constructor of each booth shall set up safety areas and security guard personnel, and shall not carry out irresponsible construction or dismantle the booth in violation of regulations. It is required to strictly abide by the relevant regulations of the exhibition organizer, and dismantle the booths safely and orderly. Violators will be punished accordingly, and all construction deposits will be deducted for severe cases.

二十三、施工过程中，因违反上述规定，组委会及场馆将视情节轻重，下发限期警告、整改通知书等。

XXIII. During the construction, the Organizing Committee and the Venue will issue warnings and rectification notices on violation of the above regulations, within a time limit depending on the severity of the case.

二十四、因违反上述规定，所发生的一切安全事故和责任，由施工单位负责，并承担由此给组委会及场馆造成的所有经济损失。

XXIV. The constructor shall be responsible for all safety accidents and responsibilities arising from violation of the above provisions, and bear all economic losses caused to the Organizing Committee and Venue.

**施工单位 (盖章) :**

Constructor(Seal):

**授权代表签字:**

Autho **日期:**

rized Representative (Signature)

**日期:**

Date:



**附表 3 《保险承诺书》 Insurance Binder****表单回传截止日期: 2023.3.14****Faxed back by: 2023.3.14****展会名称:** \_\_\_\_\_

Exhibition: \_\_\_\_\_

**展位号:** \_\_\_\_\_

Booth No.: \_\_\_\_\_

**施工单位:** \_\_\_\_\_

Constructor: \_\_\_\_\_

为了有效控制特装展台的搭建风险和降低运营风险, 我公司已办理相关公众责任险和施工人员险, 以应对各种人员、财产损失, 并确保保险在整个展期 (包括进馆、展出和撤馆) 有效。对于由我公司施工时所引起的任何人员伤亡, 或者财产损失我公司负所有责任。

In order to effectively control the construction risks and reduce the operation risks of the special booth, the company has bought the relevant public liability insurance and construction personnel insurance to cope with various personnel and property losses, and to ensure that the insurance is effective throughout the exhibition period, including admission, exhibition and withdrawal. We shall be solely responsible for any casualties or property losses caused by our construction.

施工单位 (盖章) :

Constructor (Seal):

负责人签字: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

负责人电话: \_\_\_\_\_

Tel.: \_\_\_\_\_

附注:

Notes:

1. 施工单位必须购买展会责任险 (保单中须体现展会名称、展位号、展商名称、搭建公司名称、组委会: 海南国际经济发展局), 每次事故保额不低于200万, 每人每次不低于40万。

1. The entity responsible for booth set-up or take-down must take out an insurance policy against the liability during the event (the insurance policy must specify the event name, booth number, exhibitor's name, name of the entity responsible for booth set-up and take-down, organizing committee: Hainan Provincial Bureau of International Economic Development), with an insured amount of no less than RMB 2 million per accident and no less than RMB 400,000 per person per accident.

2. 盖章后的保单复印件附于保险承诺书后且加盖骑缝章。

2. The stamped copy of the insurance policy should be attached to the Insurance Binder and affixed with a cross-page seal.

**附表 4 《展位用电安全承诺书》****Letter of Commitment on Power Consumption of the Booth****表单回传截止日期：2023.3.14****Faxed back by: 2023.3.14**

为配合展馆方做好\_\_\_\_\_展会期间安全用电管理工作，明确责任、规范管理、确保安全，营造安全可靠的展览环境，根据《东方环球（海南）国际会展中心安全用电管理规定》（以下简称《规定》），本单位作为展览会（活动）的参展商/展位名称\_\_\_\_\_（展位号：\_\_\_\_\_）的使用单位，与该展位施工承建商\_\_\_\_\_特向展馆方承诺：

In order to cooperate with the exhibition hall in the management of power consumptions safety during the exhibition period of \_\_\_\_\_, clarify responsibilities, standardize the management, ensure safety and create a safe and reliable environment, pursuant to the Administrative Regulations on Power Consumptions Safety of OUCE (Hainan) International Convention and Exhibition Center (hereinafter referred to as the Regulations) we, as an exhibitor of \_\_\_\_\_, using the booth: (Booth No.: \_\_\_\_\_), and the constructor of the booth, \_\_\_\_\_, hereby make the following commitment to the organizer:

一、严格遵守《规定》，对布（撤）展及开展期间因电气违章安装或违章用电所引起的一切后果负直接责任；承担相应的经济 and 法律责任。

I. We will strictly abide by the Regulations and be directly responsible for all consequences caused by illegal installation of power equipment or illegal use of power during the, preparation period, exhibition period, and withdrawal period, and bear corresponding economic and legal responsibilities.

二、指定专人负责本展位在展览布（撤）展及开展期间的用电安全保障，做好布（撤）展及展出期间的现场值班维护，及时消除用电安全隐患，确保展位安全。

II. We will appoint special personnel to be responsible for the electricity safety guarantee and the maintenance of the booth during the exhibition (breakdown) period, eliminate potential electricity safety hazards in a timely manner, and ensure the safety of the booth.

三、服从展馆方有关部门的监督管理，切实落实用电安全和整改的措施。本承诺书一式三份，展馆方执一份、参展商一份、施工承建商执一份，自签字并加盖公章之日起生效。本承诺书是特装申报的必要附件。

III. We will obey the supervision and management of the relevant departments of the exhibition hall, and earnestly implement the measures for electricity safety and rectification. This letter of commitment is made in triplicate, one for the organizer, one for the exhibitor and one for the constructor, and shall come into force upon signature and common seal. This letter of commitment is a necessary annex to the special booth declaration.

参展商（公章）：

Exhibitor(Common Seal):

法定代表人或安全责任人（签名）：

Legal representative or safety representative (signature):

现场安全责任人或现场电工：

On-site safety representative or electrician:

联系电话：

Tel.:

日期： 年 月 日

Date:

展位承建商（公章）：

Booth Constructor(Common Seal):

法定代表人或安全责任人（签名）：

Legal representative or safety representative (signature):

现场安全责任人或现场电工：

On-site safety representative or electrician:

联系电话：

Tel.:

日期： 年 月 日

Date:

### 附表 5 《现场负责人职责承诺书》

#### Attached Table 5 Letter of Commitment for On-site Representative

表单回传截止日期: **2023.3.14**

Faxed back by: **2023.3.14**

参展商 Exhibitor		施工承建商 Constructor	
现场负责人 On-site representative		身份证号 ID Card No.	
手机 Mobile		特装展位总面积 Total Area of Special Booth	m <sup>2</sup>

**负责人承诺**  
**Commitment of the Representative**

本人\_\_\_\_\_身份证号 : \_\_\_\_\_作为本次展览会展位号: 参展商 : \_\_\_\_\_现场负责人。

I, \_\_\_\_\_, ID card number: \_\_\_\_\_, serve as the on-site representative of Booth number: \_\_\_\_\_ of this exhibition for the exhibitor:

我承诺做到以下各项:  
I hereby make the following commitment:

1. 认真阅读本手册及各项管理规定、认真贯彻“安全第一”“安全无小事”的方针去管理本展位的搭建工作。  
1. I will carefully read this manual and various management regulations, earnestly implement the policy of "safety first" and "safety is important" to manage the construction of this booth.
2. 严格按照国家装修工程强制性技术规范、标准和《展馆消防安全规定》的要求进行施工。  
2. The construction shall be carried out in strict accordance with the national mandatory technical specifications and standards for decoration works and the requirements of the Fire Safety Regulations for the Exhibition Hall.
3. 在布撤展期间, 不脱离工作岗位, 确保展览期间(含筹、撤展)的展位结构安全和施工安全。  
3. During the exhibition and breakdown period, I will not leave my position and shall ensure the structural safety and construction safety of the booth during the exhibition period (including preparation and breakdown).
4. 对承建展位因施工安全问题所引发的展位坍塌、坠物、失火等原因造成现场人员生命及财产损失, 负有不可推卸的管理责任。对事故中的伤者, 具有第一时间转送医院及垫付医疗费用的责任。  
4. I will be responsible for the inescapable management responsibility for the personal and property losses on the site caused by the collapse, falling objects, fire and other reasons of the booth construction due to construction safety problems. I'll be responsible for transfer any of the injured in the accident to required hospital immediately and pay the medical expenses in advance.

<p>5. 服从本次展会主办方、展馆工作人员的监督管理，切实落实安全保障措施和整改措施，及时消除隐患，确保安全。</p> <p>5. I will obey the supervision and management of the organizer and the staff of the exhibition, earnestly implement safety and security measures and rectification measures, eliminate hidden dangers in a timely manner, and ensure safety.</p> <p>6. 负责人办理所有相关的现场业务（如开放行条、签署撤展情况表等）</p> <p>6. I will handle all relevant on-site affairs (such as issuing release slips and signing the breakdown condition form, etc.).</p> <p>7. 保管好筹（撤）展施工证，做到不遗失、不转交他人使用。</p> <p>7. I will take good care of the construction permits for the preparation and breakdown of the exhibition to ensure that they are not lost or transferred to others.</p> <p>8. 确保每个施工人员都是佩戴安全帽，不得穿拖鞋，穿短裤，打赤膊，登高作业都使用安全带，人字梯必须用金属连接（不得使用布条简易连接）、脚手架不能超过 2 层且移动时人必须回到地面。</p> <p>8. I will ensure that each construction worker wears a safety helmet, uses a safety belt for working at heights, and the herringbone ladders are connected with metal (cloth strips are not allowed to be used for simple connection), the scaffolds are not exceeding 2 floors, and the people must return to the ground when moving the scaffolds.</p> <p>9. 在撤展过程中，做到不推倒、拉倒展位构件；不将展位转给其他人员拆卸。</p> <p>9. I will prevent the booth components from being pushed or pulled down in the process of exhibition breakdown; and the booth from being transferred to other personnel for breakdown.</p> <p>10. 按规定时间撤除展位内其他物品、搭建物、垃圾并不能损坏展馆物品，否则会展中心主场管理办将扣除相应押金。</p> <p>10. I will ensure removal of other articles, structures and garbage in the exhibition booth within the specified time without damaging articles in the exhibition hall; otherwise, the Venue Management Office of the exhibition center will deduct the corresponding deposit.</p>	
<p>现场负责人签名： Signature of Representative:</p>	<p>公司公章： Common Seal:</p>
<p>盖指模： Fingerprint:</p>	<p>日期： Date:</p>
<p>现场负责人身份证复印件正面 Copy of the front of the ID card of the on-site representative</p>	<p>现场负责人身份证复印件背面 Copy of the back of the ID card of the on-site representative</p>

**附表 6 《自带特装展台搭建申请表》**

**Attached Table 6 Application Form for Independent Constructor of Special Booths**

**表单回传截止日期: 2023.3.4**

**邮箱: expo.service@investhainan.cn**

**Deadline for returning the form: 2023.3.4**

**Email: expo.service@investhainan.cn**

参展商信息 Exhibitor's information	
公司名称: Company name:	展台负责人: Booth manager:
展台号: Booth number:	移动电话: Mobile phone:
面积: Area:	邮箱: Email:
自带搭建商信息 Self-arranged booth setup service provider's information	
公司名称: Company name:	搭建负责人: Person in charge of booth setup:
电话: Telephone:	移动电话: Mobile phone:
传真: Fax:	邮箱: Email:
搭建商递交资料 (作为本表附件, 加盖公章及骑缝章) Documents to be submitted by the booth setup service provider (as an annex to this form, affixed with a common seal and cross-page seal)	
1. 具有独立法人资格的单位, 营业范围包括室内装修或展览装修工程服务。(出具营业执照) 1. For a unit as an independent legal entity, its business scope should cover interior decoration or exhibition decoration engineering services. (Business License should be provided)	
2. 公司在近 2 年内在大型国际类展会特装展台设计、搭建的业绩。(出具业绩清单以及相关合同复印件) 2. The company's performance in the design and setup of special booths for large international exhibition events in the latest two years. (A list of performance and copies of relevant contracts should be provided)	
3. 公司技术团队组成。(提供技术团队名单、资格证书、及特种作业操作证等) 3. The company's technical team. (A list of members of the technical team and their qualification certificates and special operation certificates should be provided)	

<p>参展商签名/盖章: Exhibitor's signature/stamp:</p>	<p>搭建商签名/盖章: Booth setup service provider's signature/stamp:</p>
<p>时间:     年     月     日 Time:     MM/DD/YYYY</p>	<p>时间:     年     月     日 Time:     MM/DD/YYYY</p>
<p>请将表单回传至承办单位以下联系方式 Please return the form to the following address</p>	
<p>邮箱: Email:</p>	<p>expo.service@investhainan.cn</p>



**附表 7 《特殊物品进馆申请表》**

**Attached Table 7 Application Form for Admission of Special Articles to the Venue**

**表单回传截止日期: 2023.3.14**

**邮箱: expo.service@investhainan.cn**

**Faxed back by: 2023.3.14**

**Email: expo.service@investhainan.cn**

参展单位: Exhibitor:	展台负责人: Contact:
展台号: Booth No.	电话: Tel:
移动电话: Mobile:	传真: Fax:
邮箱: Email:	
<p><b>申请内容</b> <b>Content of Application</b></p> <p>因参展设备须使用以下特殊物品, 现向承办单位申请: Due to the need to use the following special items for the exhibition, we hereby apply to the organizer for:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 惰性气体钢瓶进场使用;</li> <li><input type="checkbox"/> 润滑油、柴油等进场使用;</li> <li><input type="checkbox"/> 空压机;</li> <li><input type="checkbox"/> 其他:</li> <li><input type="checkbox"/> admission and use of inert gas cylinder in the venue;</li> <li><input type="checkbox"/> admission and use of lubricants and diesel oil, etc. in the venue;</li> <li><input type="checkbox"/> air compressors;</li> <li><input type="checkbox"/> other:</li> </ul> <p>申请上述特殊物品进馆需另行情况说明, 详细阐述具体用途、规格、尺寸等要素, 并附上物品图例、检验报告等材料。 To apply for admission of the above-mentioned special articles to the venue, a separate statement shall be made, detailing the specific use, specifications, dimensions and other information, and attaching materials such as article legend and inspection reports.</p> <p>为了做好现场相关安全保障工作, 现我司承诺做好以下安全措施: In order to effectively ensure the safety on the site we hereby undertake to take the following safety measures:</p> <p>委派专职安全负责人: _____ 联系电话: _____) 负责现场管理, 由专业人员进行现场操作演示。同时, 我司现郑重承诺上述物品使用不会对本次展会造成任何不良影响, 若发生任何安全事故由我司承担一切责任。 Appoint a full-time person in charge of safety _____ Tel.: _____) to be responsible for the</p>	

site management, and professional personnel for on-site operation demonstration. Besides, we hereby solemnly promise that the use of the above articles will not cause any adverse impact on this Expo, and we will assume all responsibilities in case of any safety accident.

<p>签名/盖章: Signature/Seal:</p>	<p>日期:       年 月 日 Date:</p>
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**附表 8 《展台 24 小时用电申请表》**

**Attached Table 8 Application Form for 24-Hour Power Consumption of the Stand**

**表单回传截止日期: 2023.3.14**

**Faxed back by: 2023.3.14**

申报日期: 年 月 日 (申报单位盖章)

Application Date: (Seal of Applicant)

展览名称 Exhibition					
申报单位 Applicant		联系人 Contact		联系电话 Tel.	
承建单位 Constructor		现场负责人 On-site representative		联系电话 Tel.	
申请用电时间 Applied period for power consumption			年 月 日 时至 年 月 日 时		
24 小时用电地点与容量 Location and capacity of 24-hour power consumption					
馆号 Hall No.	展位号 Booth No.	设备类型 Equipment Type	数量 Qty	用电功率 Power	
组委会展务组: Opinion of the host or organizer:					
批准人: Approved by: 年 月 日 Date:					
展馆方电工组长意见: Opinion of the Venue's Electrician team leader:					
批准人: Approved by: 年 月 日 Date:					

**附表 9 《展台提前进场申请表》****Application Form for Early Construction of Booth**表单回传截止日期: **2023.3.14**Faxed back by: **2023.3.14**

填表人信息 Filled by	<input type="checkbox"/> 参展公司 <input type="checkbox"/> Exhibitor	<input type="checkbox"/> 搭建公司 <input type="checkbox"/> Constructor	
公司名称: Company:	展台负责人: Contact:		
展台号: Booth No.:	电话: Tel.		
移动电话: Mobile:	传真: Fax.		
邮箱: Email:			
申请内容 Content of Application			
序号 SN.	项目 Item	时间 Time	提前进场原因 Reason
1			
2			
安全承诺 Safety Commitment:  <p>由于上述原因, 我司申请在上述时间对展台提前进场, 以确保展会的顺利举办。我司已阅读相关规定、要求及注意事项, 现郑重承诺上述提前进场申请不会对本次展会造成任何不良影响, 若发生任何安全事故或不良后果均由我司承担一切责任。</p> <p>For the above reasons, we apply for setting up the booth in advance at the above time to ensure successful holding of the expo. We have read the relevant regulations, requirements and precautions, and now solemnly promise that the above application for building in advance will not cause any adverse effects on this Expo, and we will assume all responsibilities in case of any safety accidents or adverse consequences.</p>			
签名/盖章: Signature/Seal:		日期: 年 月 日 Date:	

**附表 10 《禁限带物品入场申报登记表》**

**Registration Form for Admission of Prohibited and Restricted Articles**

表单回传截止日期: **2023.3.14**

邮箱: expo.service@investhainan.cn

Faxed back by: **2023.3.14**

Email: expo.service@investhainan.cn

填表人信息 Filled by		<input type="checkbox"/> 参展公司 <input type="checkbox"/> Exhibitor	<input type="checkbox"/> 搭建公司 <input type="checkbox"/> Constructor		
单位名称: Company:		展台号: Booth No.:			
展台负责人: Contact:		座机: Tel.:			
移动电话: Mobile:		邮箱: Email:			
物品安全负责人: Article Safety Representative:		座机: Tel.:			
移动电话: Mobile:		邮箱: Email:			
物品类别 Article category	序号 SN.	物品名称 Name	规格/型号 Spec./Model	数量 Qty	物品用途 Purpose
禁带物品 Forbidden Article	1				
	2				
	3				
限带物品 Limited Article	1				
	2				
	3				

安全责任承诺 Commitment to Safety Responsibilities

承诺严格遵守中华人民共和国现行法规，消费品博览会展会相关安全政策和要求，如实填写禁限带物品登记表，接受大会专业安检；承诺不携带超过禁限带物品登记表范围内的物品进入展馆；妥善使用、管理禁限带物品，不丢失、不转借，确保安全；承诺如因管理、使用不当所造成的不良后果，自愿接受调查并承担法律责任。

We promise to strictly comply with the existing laws and regulations of the People's Republic of China and relevant security policies and requirements of China International Consumer Products Expo; we will fill in the prohibited and restricted items registration form and accept the professional security checks of the event; we will not bring items other than those recorded in the prohibited and restricted items registration form into the exhibition venue; we will properly use and manage the prohibited and restricted items and not to lose or lend them to others and we will ensure their safety; we will accept the investigation and bear the legal liability for any adverse consequence caused due to improper management and use of such items.

温馨提示

Kindly reminders

本表所指禁限带物品以附件《消费品博览会禁限带物品须知》所列为准；

The prohibited and restricted items referred to in this form are subject to those listed in the annex Notes on Prohibited and Restricted Items at China International Consumer Products Expo.

填写表单时须确保信息真实完整，现场如有不符则不予放行，相应后果自行承担；

Please provide true and complete information when filling out the form. If it is found on site that the information provided is not true, you will not be allowed to enter the venue and you will take corresponding consequences.

现场申报需前往消费品博览会现场服务台受理，审核通过后方可携带物品入场。

To report your items on site, go to the on-site service desk of the event. You can enter the exhibition venue with your items only after you pass the review and approval procedure.

<p>签名/盖章： Signature/stamp:</p>	<p>场馆方审核： Reviewed and approved by:</p>
<p>日期： 年 月 日 Date: MM/DD/YYYY</p>	<p>日期： 年 月 日 Date: MM/DD/YYYY</p>

### 附表11 《跨海运输通行证申请表》

#### Attached Table 11: Application Form for Cross-Sea Transportation Pass

**通行证仅提供给搭建商和主场运输商的货运车辆**

**表单回传截止日期: 2023.3.22**

**Deadline for returning the form: July 2023.3.22**

**跨海车辆信息汇总表 ( 必需提交至1174184550@qq.com )**

**Summary of Cross-sea Vehicle Information (submit to 1174184550@qq.com)**

搭建单位名称 Name of the entity responsible for booth set-up			
展位号 Booth number			
负责人 Responsible person		电话 Telephone	
车辆 1 (车牌号) Vehicle 1 (license plate number)		车辆尺寸 Vehicle size	
车辆 2 (车牌号) Vehicle 2 (license plate number)		车辆尺寸 Vehicle size	
车辆 3 (车牌号) Vehicle 3 (license plate number)		车辆尺寸 Vehicle size	
驾驶员姓名 Driver name		电话 Telephone	
预计到达时间 Expected arrival time	_____月_____日 上午 下午 上半夜 下半夜 Morning, afternoon, before midnight, after midnight of_____(MM-DD)		
跨海车证邮寄地址 (收件人信息) Mailing address for cross-sea vehicle credentials (Recipient information)			

