

**Manual for Use of Halls
in International Exhibition Center of Western China
International Expo City
(Interim)**

(October 2018)

Table of Contents

Introduction.....	3
Part I Terms and Definitions.....	3
Part II Venue Description.....	4
I. Overview.....	4
II. Halls.....	4
III. Transport and Support.....	5
Part III Regulations on Move-in and Construction Management.....	5
I. Move-in Management.....	5
II. Construction Management.....	8
Part IV Regulations on Management of Water, Electricity and Gas Utilization.....	15
I. Water Supply and Drainage.....	15
II. Electricity Utilization.....	15
III. Utilization of Compressed Gas.....	20
Part V Regulations on Fire and Safety Management.....	20
I. Basic Regulations on Fire and Safety.....	20
II. Regulations on Fire Safety of Custom-built Booth.....	22
III. Regulations on Utilization of Escalator in the Hall.....	22
Part IV Regulations on Security Management.....	22
I. Basic Regulations on Security.....	22
II. Responsibility for Booth Safety.....	24
Part VII Regulations on Environmental Management.....	24
I. Basic Regulations on Environmental Management.....	24
II. Prevention of Epidemic Diseases and Infectious Diseases.....	24
Part VIII Regulations on Protection Management of Properties and Facilities.....	24
I. Description on Ground Load of the Hall.....	24
II. Management of Equipment and Facilities of the Hall.....	25
III. Protection of Squares and Green Space.....	26
IV. Cleaning Management.....	26
V. Traffic Management.....	26
Part IX Conference Room and Catering Management Regulations.....	27
I. Conference Room Management.....	27
II. Catering Management.....	30
III. Business Event Management.....	32
Part X Logistics, Storage and Hoisting.....	32
I. Basic Regulations.....	32
II. Official Logistics Service Provider Commissioned by the Exhibition Organizer.....	32
III. Other Regulations and Responsibilities.....	33
Part XI Advertising Management.....	33
I. Basic Regulations on Advertising Management.....	33
II. Definition of Commercial Advertisement and Non-commercial Advertisement.....	34
III. Regulations for Hanging Operation in Halls.....	34
IV. Control of Photographing and Video Recording.....	35
Part XII Regulations for Legality Guarantee of Exhibits.....	35
Annex 1: Agreement on Management of Work Safety in Events.....	37
Annex 2: Power of Attorney.....	43
Annex 3: Safety Responsibility Agreement.....	44
Annex 4: Official Power of Attorney.....	48
Annex 5: Criteria for Construction and Cleaning Deposit Deduction.....	49
Annex 6: Notice on Rectification of Construction Safety and Fire Hazards.....	51
Annex 7: Instructions for Move-in.....	52

Introduction

The purpose of this Manual, prepared in accordance with relevant laws, regulations and practices, is to regulate the use and management of hall sites (hereinafter called "halls") in International Exhibition Center of Western China International Expo City (WCIEC) and to provide better service for convention & exhibition events. This Manual defines the responsibilities relating to exhibition (event) move-in, construction, use of equipment and facilities, fire protection, security and environment.

This Manual is mainly for the use of the Exhibition Organizer and Official Service Provider. WCIEC Operator shall provide this Manual in advance to the Exhibition Organizer and Official Service Provider who shall carefully read it and communicate relevant information to exhibitors.

Part I Terms and Definitions

- (I) "WCIEC": facilities within the property line of International Exhibition Center of Western China International Expo City.
- (II) "Hall Owner": International Exhibition Center of Western China International Expo City, i.e. "Party A" referred to in the *Contract for Use of Halls in International Exhibition Center of Western China International Expo City*.
- (III) "Exhibition Organizer": natural person, legal person or other organizations that enter into the *Contract for Use of Halls in International Exhibition Center of Western China International Expo City* with the Hall Owner, i.e. "Party B" referred to in the said Contract.
- (IV) "Exhibitors": any exhibition organizer (atmosphere creation, booth installation, booth operation, holding event, etc), exhibition (event) sponsor/undertaker, exhibitors, etc who hold various exhibitions, meetings, performances and other public events in the halls with Party B's permission or under an agreement on hall atmosphere creation, booth installation or sale with Party B.
- (V) "Official Service Provider": a service provider engaged by the Exhibition Organizer to be responsible for review of general booth layout and custom-built booth drawings for exhibition (event), exhibition utility management and safety supervision, handling requirements of exhibitors and Installation Contractor on site and specific services related to coordination of venue usage period and dismantlement, etc.
- (VI) "Installation Contractor": an entity engaged by exhibitors to carry out booth installation and electrical installation.
- (VII) "Official Logistics Service Provider": a service provider engaged by the Exhibition Organizer to act as exhibition (event) freight forwarder.
- (VIII) "Event": exhibition and non-exhibition events held in the center by the Exhibition Organizer during hall lease period.
- (IX) "Public area": corridors, walkways, entrances, exits, elevator halls, staircases, emergency exit and other areas of the center necessary for access to the lease area.
- (X) "Lease area": the area as stated in the lease contract and indicated on the plan, along with its auxiliary facilities.
- (XI) "Venue usage period": the period from the start of booth installation to the end of dismantlement; considered as half a day (4 hours) if less than 4 hours.
- (XII) "Event date": the date when an exhibition (event) is held.
- (XIII) "Non-event date": installation or dismantlement date within lease contract term, or the date other than exhibition date within the lease contract term.
- (XIV) "Standard booth": booths installed for exhibitors using uniform standard sections and repeated in the same area.

- (XV) "Net area of standard booth": the area surrounded by centerlines of eight-way aluminium columns on the four corners; the area of contiguous booths is the sum of areas of individual booths.
- (XVI) "Net area of custom-built booth (raw space)": the area within the lines connecting demarcation points on four sides of the booth.
- (XVII) "Exhibition engineering enterprise qualification": the certified qualification of the Installation Contractor who has applied for review of its qualification in accordance with the *CAEC Measures for Management of Exhibition Engineering Enterprise Qualification* or *Measures for Management of Custom-built Booth Construction Contractor Qualification Certification for International Exhibition Center of Western China International Expo City*.
- (XVIII) "Other service providers": firms (and relevant staff) engaged by the Exhibition Organizer to provide services for its exhibition (event), such as security, etiquette, publicity and transport.

Part II Venue Description

I. Overview

WCIEC covers a total building area of 570,000m², including 390,000m² above ground and 180,000m² under ground. It consists of traffic registration hall, inside hall, associated facilities (such as conference room, canteen, office and underground car park) and outside exhibition.

II. Halls

(I) Traffic registration hall

The traffic registration hall covers 48,000m², including 39,000m² first-floor hall, and provides security check, registration and public service for each hall.

(II) Halls

WCIEC consists of 15 standard halls (each covering 12,000m²), 8 connecting halls (each covering 2,250m²) and 1 multifunctional hall covering 16,000m². Inside halls cover 205,000m² and can accommodate about 10,000 indoor booths of international standard.

(III) Outside exhibition

WCIEC inside halls are surrounded by 75,000m² North Square, 25,000m² South Square and 10,000m² Southeast Square which is at the entrance to the multifunctional hall and can be used for outside exhibition.

(IV) Other spaces

Inside the halls, the following spaces are provided: 11 small VIP rooms at the entrance to halls, with a capacity of 8-30 persons; 1 independent VIP room between Halls 11 and 14, with a capacity of 60 persons; 360m² press conference hall on the second floor of main entrance hall, with a capacity of 80-100 persons; 3,000m² centralized office on the first floor mezzanine, 2F and 2F mezzanine beside traffic registration hall in the multifunctional hall; 5,300m² distributed offices on 1F, 1F mezzanine and 2F mezzanine beside freight entrance in halls; 40 conference rooms of 60-150m²; 93 toilets (including 25 barrier-free ones) in standard halls, connecting halls, offices and conference rooms.

(V) Other purposes

The inside halls and outside squares provide a venue for various performances, sports and festival activities (including commercial performance, concert, entertainment performance, reality show, annual meeting of companies, social events, product launch and experience events, star-attended auto show, solo concert, joint concert and e-sports). Halls 1, 2, 3, 4, 14, 15 and 16 accommodate up to 7,998 people respectively; Hall 9 accommodates up to 11,696 people; Halls 5, 6, 10 and 11 accommodate up to 7707 people; Halls 7, 8, 12 and 13

accommodate up to 7107 people respectively.

III. Transport and Support

(I) Rail and public transport

Five Metro Lines (Lines 1, 6, 11, 18 and 19) are planned, with 2 rail transfer junctions and 2 metro stations planned near WCIEC, which is 21km from Chengdu Shuangliu International Airport, 35km from Tianfu International Airport, 24km from Chengdu East Railway Station, 21km from Chengdu South Railway Station and 3km from Tianfu Station on High-Speed Rail. WCIEC is adjacent to arterial roads including Tianfu Avenue, Zizhou Avenue and Guangzhou Road and near 2 planned tram lines as a supplement to rail transit.

(II) Parking

WCIEC contains 3,800 parking spaces, 3,000 under ground and 800 on the ground (including 100 spaces for coaches). Near WCIEC, 3,000 P+R parking spaces and a 40,000m² truck waiting area are planned.

(III) Catering

The catering function consists of underground central catering area, multifunctional hall (also used as banquet hall) and temporary catering area at unloading channel. Underground central catering service is provided at 3 locations covering 12,500m² for up to 6,200 people at the same time. The multifunctional hall can be partially used as banquet hall covering 8,615m² to accommodate 3,000 people, or entirely as banquet hall covering 16,355m² to accommodate 5,800 people. Six temporary catering locations are provided along the unloading channel to accommodate up to 6,000 people at the same time.

(IV) Hotels

Within 15km of WCIEC, there are 45 hotels in total, including 17 star hotels and 28 business hotels. Within 1km of WCIEC, there are 2 star hotels which can provide 733 guest rooms. Of the remaining 43 hotels, 15 are star hotels and 28 business ones to provide about 4,000 guest rooms. These hotels are about 10-15km and less than 30min drive from WCIEC. Exhibitors are granted access to compensable shuttle service within the property line of the venue.

Part III Regulations on Move-in and Construction Management

I. Move-in Management

- (I) The Exhibition Organizer shall abide by all laws on copyright, royalties and trademark ownership. The Exhibition Organizer shall not play, copy or use music, literature or artwork or other copyrighted properties or brand of any entity during event, without written consent of the copyright or trademark owner. During exhibition, the Exhibition Organizer shall appoint dedicated personnel to answer complaint calls about IPR and deal with such disputes.
- (II) The Exhibition Organizer must notify the Hall Owner in advance of all necessary information about the exhibition/non-exhibition events to be held in WCIEC.
- (III) The Exhibition Organizer is solely responsible for workplace safety and will sign the Agreement on Management of Work Safety in Events in International Exhibition Center of Western China International Expo City (Annex 1) with the Hall Owner. It must educate and manage the Official Service Provider, Official Logistics Service Provider, exhibitors and personnel thereof in work safety and indemnify the Hall Owner from and against any liability for accidents as a result of breach of safety instructions by any Construction Contractor or personnel thereof. The Hall Owner reserves the right to hold the Exhibition Organizer legally accountable for such accidents.
- (IV) The Exhibition Organizer shall be responsible for work safety within the venue during exhibition and non-exhibition periods and comply with national laws and regulations and

professional operation procedures on work safety. It must assign full-time safety officers to carry out safety management on transport, installation and dismantlement during exhibition/non-exhibition events. All Official Service Providers, Installation Contractors, exhibitors and logistics shippers must provide their own full-time safety management personnel, who shall do their work carrying certificates that bear their name and photo.

- (V) To ensure the success of exhibition/non-exhibition events, the Exhibition Organizer, exhibitors, Official Service Provider, Installation Contractor and Official Logistics Service Provider must comply with the Hall Owner's provisions on wayfinding and other signs.
- (VI) Prior to move-in, the Exhibition Organizer and Official Service Provider shall buy public liability insurance for the event. They shall also buy third-party personal accident insurance for all installation and dismantlement personnel entering WCIEC to ensure successful implementation of ruling result following a safety responsibility accident.
- (VII) Exhibition Organizer's move-in paperwork
 1. According to the state's law and regulations on holding events, the Exhibition Organizer is responsible for event organization, safety and fire protection. It shall, 15 days prior to move-in, provide the Hall Owner with relevant documents to demonstrate the review and approval of the exhibition (event) project by the police (at city and district levels), traffic control department (at city and district levels), fire department (at city level) and the exhibition authority having jurisdiction (provincial and municipal expo bureaus), in accordance with the Regulations on Safety Management in Large Public Events (No. 505 Decree of the State Council). Meanwhile, it shall submit to the Hall Owner relevant approval documents (such as booth plans and vehicle permits) to demonstrate compliance with fire safety requirements and sign the *Agreement on Management of Work Safety in Events in International Exhibition Center of Western China International Expo City* (Annex 1).
 2. Copy of Business License (with original seal)
 3. Copy of legal representative's ID card (with his/her signature, indication on usage and the Sponsor's original seal)
 4. Power of Attorney to site director issued by the Sponsor for signing exhibition hall documents and placing orders on site (with legal representative's signature and the Sponsor's original seal)
 5. Copy of public liability insurance policy for the exhibition (with the Sponsor's original seal)
 6. Copy of Power of Attorney to Official Service Provider issued by the Sponsor (with the Sponsor's original seal)
 7. Booth drawings (with the Sponsor's original seal)
 8. Pay all venue rents in full prior to move-in under the Contract.

(VIII) Official Service Provider's move-in paperwork

Prior to move-in, the Official Service Provider must complete the following process and make full advance payment.

1. Official Service Provider, as the responsible party on site for booth installation, shall sign the *Safety Responsibility Agreement for International Exhibition Center of Western China International Expo City* (Annex 3) with the Exhibition Organizer.
2. The Exhibition Organizer or Official Service Provider designated thereby shall collect and review exhibitor's booth installation drawings (3D effect drawing, booth plan, elevation drawing, construction drawing, utility installation drawing, drawing of live, dead and wind loads, dimensional drawing and description of finishing materials), submit the booth installation drawing to the Hall Owner and pay construction

management fee and utility fees 15 days before move-in.

3. To ensure exhibition safety, any flammables and explosive goods, hazardous chemicals and radioactive materials are allowed into the venue only after being declared to the Official Service Provider and approved by police and fire departments.
4. Official construction application is required 15 days prior to move-in to provide efficient and fast site service and ensure safe, orderly installation and successful events.
5. Copy of Business License (which must show "exhibition and display service" in business scope and a registered capital of at least RMB1 million) with original seal
6. Copy of legal representative's ID card (with his/her signature, indication on usage and original seal)
7. Agreement on Venue Site Service (with Official Service Provider's original seal)
8. Official Power of Attorney to site director issued by the Official Service Provider for signing exhibition hall documents and placing orders on site (with one copy of the authorized person's ID card enclosed, and original seal)
9. Summary of requested exhibition tool lease, utility, fire extinguishers and suspension points, indicating booth No. and specific requirements (with Official Service Provider's original seal)
10. List of requested standard booths indicating booth No. (with Official Service Provider's original seal)
11. Official Service Provider's general plan, including official service plan and emergency plan (with Official Service Provider's original seal)
12. Obtain work permit from the permit center and buy personal accident insurance for workers.
13. The complete set of installation data relating to custom-built booths must be submitted to the Hall Owner for record before commencement of installation, subject to review and confirmation with seal by a PRC Certified Structural Engineer if 1) below applies.
 - 1) The Construction Contractor for custom-built booth with the height between layers not less than 6m, one-layer, two-layer or multi-layer stands with top structure area making up more than 50% of the booth area, outside stands, stage, other movable booths and scenes entailing suspension points must submit construction design drawings reviewed and confirmed with seal by a PRC Certified Structural Engineer or by specialist designer (original drawings and the copy of qualification of this Structural Engineer) to the Hall Owner for record.
 - 2) Effect Drawing of Custom-built Booths, including stage and associated installations (with original seals of exhibitors or booth holders and Installation Contractor)
 - 3) Where the drawings are reviewed by a suitably qualified organization which cannot provide the original drawings confirmed by a PRC Certified Structural Engineer, the Official Service Provider shall sign such drawings and provide a copy of the cooperation agreement.

(IX) Other move-in paperwork

Any Construction Contractor shall not move in without the Hall Owner's consent and his construction activity is restricted to designated time and area. Without permission, move-in ahead of schedule or construction and stacking material outside the designated area is not allowed. The Hall Owner is entitled to reject any Exhibition Organizer, Official Service Provider and construction crew who have failed to complete the paperwork as stated above.

(X) Use of WCIEC, its facilities and energy

1. The Exhibition Organizer, Official Service Provider or Installation Contractor shall pay all costs for clearing and restoration if it modifies or changes WCIEC or its facilities.
2. The Exhibition Organizer shall bear the cost of electricity use for additional lighting, water and exhibit demonstration during event (including move-in, installation and dismantlement), based on actual consumption as shown on electricity and water meters plus losses; the electricity price in WCIEC shall be determined by the Hall Owner.
3. Readings on the water and electricity meters shall be taken on site jointly by both parties before move-in and after move-out and recorded with joint signatures as the basis for settlement.
4. The Exhibition Organizer or Installation Contractor will be responsible for any object it brings into WCIEC and any loss arising out of use of such object.

(XI) Provisions on management of foreign material

1. Prior to move-in, the Official Service Provider and Installation Contractor shall submit a list of foreign materials indicating standard exhibition tools they bring from outside WCIEC to the Hall Owner for record.
2. Exhibitor-brought exhibition equipment, lighting fixtures and installation materials shall be put in its own booth; the Hall Owner is entitled to remove them from the hall if they are placed outside its own booth or other areas not permitted by the Hall Owner.
3. At the time of move-out, the Official Service Provider and Installation Contractor shall have their exhibition equipment checked and confirmed by the Exhibition Organizer before moving them out of the hall.
4. Any individual and entity shall not take or steal WCIEC equipment, facility, appliance, lights and other materials from the hall. Violations of this provision will be handled by the Exhibition Organizer in accordance with applicable regulations or referred to the police under serious circumstances.
5. Any individual and entity shall not dismantle or damage the booth and exhibition equipment installed by the Exhibition Organizer; otherwise, the Exhibition Organizer will claim for compensation in accordance with applicable regulations.

II. Construction Management

(I) Basic requirements

1. The booth shall be planned, designed and installed such that it does not exceed the booth boundary line and the projected line is within the lease boundary line. Non-compliant installation beyond booth boundary line will be required to be dismantled; any consequence as a result thereof will be borne by the relevant Exhibition Organizer, exhibitor and Installation Contractor. Booth installation must be designed in accordance with technical criteria for safe power consumption, fire protection, structure and plumbing.
2. The height of overall structure of custom-built booth is limited to 6m (including platform height and cantilever) and to 4m where there is a suspended ceiling inside the hall. Any installation above this height is forbidden.
3. Primary fire fighting access shall be not less than 6m wide and secondary one not less than 3m wide; booth installation shall not occupy any fire fighting access or block any fire fighting facilities. (See the Hall Layout Plan.)
4. The booth shall be at least 1.5m in horizontal distance from the air outlet in the hall, without blocking it and undermining its normal function. If the booth blocks air outlets, an equivalent number of air guide outlets of the same size must be provided at corresponding locations.

5. Outside stand design shall take full account of adverse influences of wind and rain on the stand. In the event of harsh weather during event, patrols shall be enhanced to ensure stand safety.
6. Main structure and associated facilities of the hall shall not be damaged or contaminated by any means. This includes not fixing objects to the hall floor or wall through nailing or piling, not using grease, paint, glue and other hard-to-remove materials on the floor or wall, not leaning against, pressing or pulling the hall wall, ceiling or special facilities such as piping, embedded parts and floor drains and not suspending structural weight from hall facility or cross beam.
7. Installation materials must be noncombustible or flame retardant materials. If the booth requires flammable materials such as timber and gauze, they must be subject to fireproof treatment before move-in. Wood materials must be fully coated in fireproof coating or wrapped in fireproof plaques; fabric, gauze and other textiles must be subject to fireproof treatment. The Hall Owner is entitled to remove any material non-compliant with fire requirements from the site in cooperation with the fire department.
8. Glass used for booth installation must be tempered glass, laminated glass or other glasses with high safety performance. Load-bearing glass, movable glass for doors and windows and single piece of glass larger than 2m² must be tempered; load-bearing decoration glass shall not be less than 10mm thick. Other non-bearing glass for decorative purpose must also not do harm to people. All exposed glass corners or edges must be processed or fitted with protector to protect personnel. Transparent glass used for enclosure wall must be clearly marked so that it is visible within normal field of view to avoid injury caused by inadvertent collision.
9. Hard objects with sharp corner after installation, protruding or sunken structure on the ground, ropes or cables on the floor and objects easy to cause injury, at hazardous height or within risky scope, must be provided with protective measures and visible warning signs to avoid accidents.
10. During installation, the Exhibition Organizer, Official Service Provider, exhibitors and Installation Contractor shall carry out work as per drawings. The Exhibition Organizer shall be solely responsible for any safety accident caused by failure to do this.
11. Installation of stairs and ladders within the booth must meet relevant technical specifications and safety requirements, with evident evacuation signs provided in the booth. The handrail must be firm to prevent people from falling over.
12. During move-in, the Installation Contractor shall not open the hall trench and use it as cable raceway for the booth; instead, it shall resolve the problem of cable raceway within the booth by other appropriate means.
13. If 24h power supply is needed during move-in, the Exhibition Organizer shall apply to the Hall Owner who will review the application before supplying uninterrupted power.
14. Where over-time work is needed during move-in, the Exhibition Organizer shall promptly collect relevant booth information and apply to the Hall Owner in advance and pay relevant fees before implementing overtime work.
15. At the end of a day's installation work, all personnel must be cleared from the site. Any property loss because of failing to cooperate will be assessed by the Hall Owner and compensated for and handled by the Exhibition Organizer.
16. During move-out, the Installation Contractor shall remove special materials and garbage from the booth within specified time; the Official Service Provider shall remove all garbage and materials from the areas in his charge and have them inspected by the Hall Owner who, if satisfied, will return the cleaning deposit, or refuse to return

the deposit if unsatisfied.

17. The Installation Contractor must obtain work permits for its workers who are required to wear valid work permits during construction and accept the supervision of the management personnel. Failure to do this will entitle site management personnel to disqualify the disobedient worker and confiscate his work permit.
18. Once leaving the hall, exhibits and other bulk goods shall be promptly move out of the property line. All objects in violation of this provision causing congestion will be removed at the cost of the violator.
19. In the event of safety accident attributable to the exhibitor and Installation Contractor, the Hall Owner will deduct a certain amount from the Official Service Provider's construction deposit, depending on the seriousness of the accident, according to the *Criteria for Construction and Cleaning Deposit Deduction for International Exhibition Center of Western China International Expo City* (Annex 5).
20. Exhibitors and Installation Contractor must take necessary precautions in accordance with applicable state law and regulations to safeguard worker's safety.
21. Any personnel under the influence of alcohol or sedative are banned from entering WCIEC worksite.

(II) Requirements for review of booth installation design drawings

To strengthen management of booth installation on site and ensure work safety, the Exhibition Organizer and relevant entities must comply with the following requirements:

1. Installation design drawings of all inside custom-built and outside stands (including 3D effect drawing, dimension details, stand plan, structure elevation, dead load drawing, material breakdown and relevant calculation data) must be registered with the Hall Owner.
2. The Exhibition Organizer shall collect construction design drawings for review from exhibitors and Installation Contractor and submit them to the Hall Owner on time for review. The Official Service Provider for custom-built booth with the height between layers not less than 6m, one-layer, two-layer or multi-layer stands with top structure area making up more than 50% of the booth area, outside stands, stage (higher than 60cm), other movable booths and scenes entailing suspension points must submit construction design drawings reviewed and confirmed with seal by a PRC Certified Structural Engineer or by specialist designer (original drawings and the copy of qualification of this Structural Engineer) to the Hall Owner for review.
3. If able to engage a PRC Certified Structural Engineer for drawing review, exhibitors or the Installation Contractor shall submit original drawings and the copy of qualification of this Structural Engineer to the Hall Owner, who will charge a fee for drawing examination as per relevant criteria.
4. In public documents such as Exhibitor's Manual, the Exhibition Organizer shall prescribe that exhibitors or Installation Contractor must submit, 15 days prior to move-in, stand design (including 3D effect drawing, dimension details, stand plan, construction drawing, structure elevation, dead load drawing, material breakdown and relevant calculation data) to the Hall Owner for examination.
5. The Exhibition Organizer shall make sure its exhibitors and Installation Contractor install the booth in strict accordance with approved drawings and applicable state standards on structural design, load bearing, stability and strength to achieve sufficient safety.
6. The Hall Owner is entitled to ban any exhibitor, whose booth installation design drawings are not approved by relevant personnel and organization, from working in

WCIEC.

7. The Hall Owner will inspect booth installation on site; the Exhibition Organizer shall promptly stop any Installation Contractor who fails to comply with structural drawings while working and supervise remedial work.

(III) Management of custom-built booth installation

1. Before the Installation Contractor commences work on site, the Official Service Provider shall review the Contractor's qualification, collect complete installation plan and drawings, and confirm the safety director of the Installation Contractor.
2. Workers in special trade shall hold relevant job qualification certificate issued by the state or local labor department.
3. The Official Service Provider shall review the design, construction qualification, booth structure, material and safe electricity use in the Installation Contractor's design and method statement for custom-built booth and submit all the review data to the Hall Owner for record before the Hall Owner issues work permit to the Installation Contractor, charging a nominal fee. Any Installation Contractor without a valid work permit will be banned from move-in. All custom-built booth review data shall be submitted to the Hall Owner for record.
4. During move-in and move-out, the Installation Contractor must guarantee work safety. If any defect is identified while patrolling custom-built booths, the Hall Owner will issue remedy notice and the Official Service Provider shall supervise the remedy work.
5. The Installation Contractor must apply for and obtain permit for move-in according to actual work area and number of workers, and pay a management fee; the area requested must be consistent with the actual area and the permit must not be used for purposes other than its intended use. The Installation Contractor shall not obtain work permit on behalf of others, or will be disqualified. Workers on site must wear work permits, obey the Hall Owner's management and cooperate with the Hall Owner.
6. The Installation Contractor must provide the first responsible person on the work site and register his/her information when going through formalities. This person is obliged to supervise and educate workers under his/her responsibility so that they carry out work safely and properly.
7. The Official Service Provider has a responsibility to protect WCIEC facilities. During construction, the Installation Contractor must protect hall facilities and equipment, damages to which must be compensated for by the Official Service Provider by deducting from its construction deposit; if the deposit falls short of the amount to be deducted, the Official Service Provider shall pay the balance within specified time.
8. The Installation Contractor must carry out work in accordance with booth design process and codes and not cheat on workmanship and materials or arbitrarily change design during construction. Materials for bearing members of custom-built booths, such as angle, channel steel and square tube must comply with GB standard; decorative flexible metal or brittle materials (such as glass) shall not be used for bearing members of custom-built booths.
9. Bearing wooden columns and beams for custom-built booths must be lined with continuous solid wood square tubes to ensure structural integrity of the member itself.
10. Load-carrying members severely corroded or with wall thickness $< 0.8\text{mm}$ shall not be used for stand structures.
11. For a wooden structure of custom-built booth, its span length is limited to 6m and height to 6m. For steel structure and steel-wood structure (including those lined with steel square tube and iron frame), span length is limited to 8m; the span length of

formed steel net rack may be up to 12m depending on its cross-section (except for net racks for specialized stage). If any booth exceeds the above limit, the Installation Contractor shall present special calculation sheet of structural stability to site inspectors.

12. All walls carrying the load of main stand structure shall contact the ground with a width not less than 120mm. Columns for stands with steel columns shall be made from non-welded materials with a diameter of more than 100mm; their bottom shall be firmly welded to a base and their top welded to a flange to increase load-carrying area of the column and secure the stand structure.
13. The wood wall for frameless custom-built booths shall not be less than 30cm thick and that for framed custom-built booths not less than 10cm thick. Bearing wood walls must have inner support of solid wood.
14. Structural safety of custom-built booths must rely on members of the booths themselves, without pushing, pulling or hanging from hall wall, ceiling and ancillary facilities.
15. WCIEC site managers and supervisors of the Hall Owner-designated service provider will inspect booth installation work on a non-scheduled basis and have the right to stop construction work which is not approved or fails to meet technical specifications and regulations on work safety management. The Official Service Provider is responsible for supervising timely remedying of safety hazards by the Installation Contractor according to inspection result.

(IX) Booth installation & dismantlement, equipment erection and exhibit transport

1. Booth installation must be carried out by a suitably qualified Installation Contractor, whose workers must hold appropriate certificates and operate according to technical requirements in each trade.
2. The Installation Contractor may be granted permission for work only after successful registration with the Hall Owner; all his workers shall move into the site with the work permit from the Hall Owner to carry out work.
3. Installation shall not be carried out during an event.
4. After exhibition, the Installation Contractor shall remove all booth structures and wastes to a location designated by the Hall Owner.
5. When transporting objects in WCIEC, the Installation Contractor and his Official Logistics Service Provider must follow the Hall Owner's regulations and rules on exhibition logistics to ensure WCIEC facilities and structures are not damaged. Workers must hold appropriate certificates and operate according to technical requirements in each trade.
6. Chain block shall be carefully checked and tested before use. During use of the chain block, its rated lifting capacity shall not be exceeded; lifting is banned when information on the object to be lifted is not clear.
7. When a crane works in WCIEC, it must be padded with wooden sleepers to protect the ground; its boom shall keep at least 3m away from bearing steel structures of the hall.
8. The Exhibition Organizer (Official Service Provider) is fully responsible for any accident in the above erection, installation, dismantlement and transport and any damage to WCIEC property, and shall compensate the Hall Owner for such loss of property.

(V) Rules on management of suspension points and working high above the ground

1. Suspension points on hall roof
 - 1) Any unapproved object shall not be suspended in the hall; each approved

suspension point shall not bear a load more than 400kg. The suspension work must be carried out by the Hall Owner's full-time personnel. The suspension point shall not be used to fix any structure attached to the ground.

- 2) If the booth is close to the hall wall, suspension points cannot be provided near the hall wall. Any suspension point which affects the hall structure or facility safety will not be approved. For a single structure requiring suspension, the Hall Owner's full-time personnel will carry out installation of suspension point and chain block whereas other work is the Contractor's responsibility. Suspension points for ads and structures shall not be located above public area, unless the Exhibition Organizer submits a Letter of Commitment to the Hall Owner and obtains approval from the Hall Owner. Suspension points shall not be used for equipment lifting or for any movable object.
 - 3) The structure suspension height must be confirmed on site by the Hall Owner-designated personnel; the structure suspended must be composed of solidly connected metal components; suspension of all-wood structure is banned.
 - 4) Suspension of hanging flag: its upper and lower edges must be fixed to the hanging flag, using a single metal tube without joint. When less than (or equal to) 5m wide and weighing less than 25kg, the hanging flag may be suspended with ropes; otherwise, it must be suspended with chain block; a hanging flag wider than 5m shall be fixed using lamp holder.
2. Working high above the ground
- 1) All personnel working 2m or more than 2m above ground shall have high altitude work permit and wear safety helmets and belts, with a person to watch on the ground and other necessary precautions, to prevent injury caused by falling objects.
 - 2) Eligible climbing tools that meet safety requirements must be used; herringbone ladder, self-made ladder or ineligible tools shall not be used. Tools or objects shall not be passed on by throwing but in bags or lifting through ropes.
 - 3) Operators not suitable for high altitude work shall not work high above the ground. Operators shall not work under the influence of alcohol or sedative.
 - 4) Lifting machinery/vehicle for stand installation shall not enter the hall until after approval by the Hall Owner.

(VI) Management of Installation Contractor

1. The Installation Contractor must be registered with industry and commerce departments at or above county levels and qualified for building or decoration work.
2. The Exhibition Organizer and Official Service Provider shall strictly control the Installation Contractor's qualification for installation and take measures against those who do not meet qualification requirements; they shall be liable for any safety accident as a result of inadequate review of such qualification. In addition, the Exhibition Organizer shall clearly state the qualification required of the Contractor in Exhibitor's Manual.
3. The Hall Owner maintains Installation Contractor's credit records, documenting work safety, compliance management, remedy item and settlement as part of Installation Contractor's credit management. Contractors with safety accidents and poor records will be barred from move-in, monitored or warned.
4. The Contractor will be punished if any of the following applies. The Contractor will be barred from move-in for two years, after which he can obtain approval from the Hall Owner for carrying out installation in the hall.

- 1) Open fire accident;
 - 2) Severe injury;
 - 3) Fight the Hall Owner-authorized staff with violence.
5. All installation work undertaken by the Installation Contractor in WCIEC will be especially monitored and inspected if:
- 1) A booth collapses;
 - 2) Fire breaks out but is promptly put out without causing other losses;
 - 3) An accident happens in which 1 person is severely injured;
 - 4) The Contractor enters the site to install booth without the Hall Owner's authorization; or
 - 5) He is warned three times within one year.
6. Warning will be issued if:
- 1) The Contractor does not obey management of the Hall Owner-authorized staff;
 - 2) He violates rules and refuses to correct the violation after receiving rectification notice; or
 - 3) He carries out work with brute force.

(VII) Extended service (overtime)

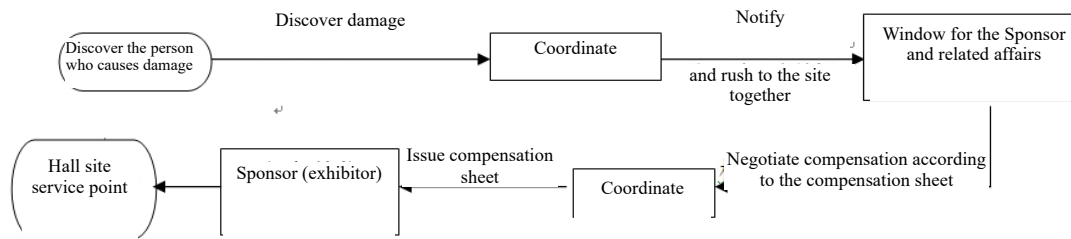
The Hall Owner discourages overtime work at night, especially at midnight. The Exhibition Organizer shall lease more number of days for move-in and move-out as needed. If overtime is indeed necessary, follow the procedure below:

1. The Hall Owner only accepts request for overtime from the Exhibition Organizer or Official Service Provider in an organized and planned way and rejects such request from individual exhibitors.
2. The Exhibition Organizer or Official Service Provider must make his request for overtime to the Hall Owner before 16:00 of that day, make payment, go through relevant formalities, negotiate security cost during overtime with the security contractor and implement relevant security work. In accordance with applicable regulations on labor protection, the Hall Owner does not accept any request for overtime after 23:00 in principle.
3. Overtime related costs that occur if exhibitors or Installation Contractor works overtime without permission or beyond the approved overtime limit will be borne by the Exhibition Organizer or Official Service Provider. The Hall Owner is entitled to deduct relevant overtime costs from the construction deposit.
4. An addition amount (50% of overtime fee) will be charged if the request for overtime is made after 16:00. In case of unauthorized overtime work without going through formalities or in violation of rules, the overtime fee will be doubled. Those who refuse to cooperate with site clearing personnel will be charged at double price as if they had done overtime work the whole night.

(VIII) Provisions on move-out management

Barbarous move-out is forbidden. After the event ends and site patrollers confirm that facilities and equipment are not damaged and that all garbage and objects are removed from site, the Hall Owner-authorized management personnel will check and settle accounts and return deposit (within 15 working days).

(IX) Compensation for damages to halls and equipment/facilities



Where hall equipment, facilities, floors and walls are damaged during use of the halls, the Hall Owner is entitled to claim for compensation from the perpetrator as per the Price List for Hall Damage Determination.

Part IV Regulations on Management of Water, Electricity and Gas Utilization

I. Water Supply and Drainage

- (I) In accordance with the *Regulations on Municipal Water Supply and Utilization in Chengdu City*, all grease sewage and waste water produced in the hall, except for domestic water, are prohibited from direct discharge, and exhibitors shall bring water circulating devices to treat the grease water generated by their machines.
- (II) For water supply and drainage facilities reserved in the pre-rental list, the plan and elevation schematics for the installation location shall be provided, indicating the interface location. Also, competent personal shall be arranged to meet with the Hall Owner on the site.
- (III) Upon fixed water supply and drainage arrangement by the Hall Owner’s authorized personnel, any change shall be applied for at the on-site service counter and no authorized personnel of anyone except the Hall Owner can change without permit.
- (IV) For safety reasons, water supply will be cut off an hour before the end of the event. Any exhibitor asking for move-out in advance in case of special circumstances shall notify the staff of the Hall Owner in advance to remove the water supply and drainage pipelines. In case of any defect caused by unauthorized removal, the exhibitor shall compensate according to the price.
- (V) It is strictly prohibited to dump any kind of liquid or garbage into the underground trenches of the hall.

II. Electricity Utilization

All Installation Contractors for electric construction and exhibitors entering WCIEC must comply with the regulations on management of safe utilization of electricity formulated by the Hall Owner, and obey the management of the power management personnel of the Hall Owner. For those who do not comply with and violate the management regulations, the Hall Owner will take mandatory rectification measures.

- (I) Regulations on management of electricity application
 1. Exhibitors shall apply for the power to the Official Service Provider based on the actual electricity demand. The Official Service Provider, upon collection and sorting, shall apply to the Hall Owner.
 2. All power supply application must be made in accordance with the items listed in the Hall Manual of WCIEC. The Official Service Provider, when applying for the power, must apply for (pre-rent) the actual load of each booth 15 days before move-in based on the total load applied for by exhibitors, and also more than 20% of margin should be provided as reserved load to deal with unexpected overload.
 3. During the event, the power management personnel of the Hall Owner will strictly

check whether the actual load is in conformity with the load applied for by the Installation Contractor. In case power consumption exceeds what applied for or in case of fraud, the Hall Owner will claim against the applicant to pay double of the original leasing price as the cost compensation and order the applicant to make rectification or cut off power; In case of fire and other accidents caused by overload, the Exhibition Organizer, the Official Service Provider and the applicant will be held accountable for safety. Relevant management personnel of the Hall Owner will conduct irregular patrol inspection during move-in, exhibition and move-out.

4. Exhibitors or the Installation Contractor shall apply to the Hall Owner for approval of other power connection measures through the Exhibition Organizer or the Official Service Provider when the 30mA leakage protector is not allowed (or inappropriate) to be installed on the power distribution lines for mechanical power consumption and silicon controlled stage dimming equipment requiring special power consumption. During the implementation process, exhibitors or the Installation Contractor shall take strict and adequate protection measures to ensure the power supply system and personal safety.

(II) Regulations on management of electric construction

1. The electrical operators entering the site for construction must have a valid Certificate for Special Operation of Electricians. The security inspectors of the Hall Owner will carry out spot check for the original certificate from time to time and reserve the right to stop the construction of operators without certificate.
2. The power connection applied for by the Installation Contractor must be operated by the professional personnel authorized by the Hall Owner only. The trench in the hall shall not be opened without permission; If any private connection or transaction is verified to be true, the responsible unit or person will be severely punished.
3. The Installation Contractor or exhibitors, when setting up the booth, must reserve the interface position of the distribution box designated by the Hall Owner, so as to facilitate power connection and emergency repair.
4. Exhibitors and Installation Contractor must use safe and qualified electrical materials in line with national standards (GB), such as cables, switches and lamps; The installation of electric equipment and facilities must comply with the relevant technical requirements in the *National Electrical Engineering Installation Standards*.
5. Power cables between standard booths shall not be laid across the channel; Cables passing through public channels must be covered with protective plates and marked with warning tapes.
6. It is strictly prohibited to install lamps and other electrical equipment on inflammable objects without any fireproof or isolation protection. For spotlights installed in the booth, the head shall be no less than 0.3m from the decoration, and safe and reliable protective measures shall be provided. The distance between heating lamps such as metal halogen lamps and combustible materials shall not be less than 0.5m.
7. All switch interfaces and line joints must be securely connected by using junction boxes in line with the national standard.
8. The Official Service Provider or exhibitors, when connecting power supply for the hall, must connect self-provided junction boxes in line with national standards in addition to the junction boxes of the hall, and the junction boxes must be equipped with electric shock protection devices.
9. When 380V power supply is used as three-phase four-wire non-power supply, the three-phase load must be adjusted properly and three-phase balance shall be maintained as far as possible. All electrical equipment shall be provided with reliable

grounding protection or neutral earthing.

10. The load bearing capacity of all switches and cables shall be controlled within 80% of the nominal design capacity.
11. For electrical equipment installed or used outdoor, circuits and switches must be provided with reliable protection, rainproof and grounding measures, with warning signs equipped meanwhile.
12. The fixed power and lighting equipment and facilities in the hall shall not be moved or damaged.

(III) Regulations on management of safe electricity utilization

1. No iodine tungsten lamps (solar lamps), neon lamps or calorific high temperature and high pressure lamps with triggers and potential safety hazards are allowed in the booth; It is strictly prohibited to use switches without earth leakage protection and unqualified power cables such as plastic twisted pairs.
2. Do not use resistive heating appliances (such as electric furnaces and ovens) and other high-consumption low-energy high-power appliances.
3. The 220V power socket equipped in the booth is only for small household appliances (such as TV set and water dispenser), and appliances with power consumption beyond the applied consumption for the booth are prohibited.
4. In case of heating or frequent tripping of any circuit or switch, exhibitors and the Installation Contractor shall timely check and deal with the power cut off. If such phenomena is caused by the poor quality of materials or lamps and equipment, the circuit and switch must be repaired and replaced immediately; If exhibitors or the Installation Contractor installs additional electric equipment based on standard configuration of standard booths without permission, or if such phenomena is caused by overload of custom-built booths, exhibitors or the Installation Contractor must re-apply and make rectification. For those who refuse to implement and cooperate with the Hall Owner, the Hall Owner shall have the right to cut off power.
5. For safety reasons, the Hall Owner will cut off the power supply for the booth before the end of the event as required by the Exhibition Organizer. After closing of the hall, all booths will no longer be powered. Booths with special power demands shall apply to the service counter for night power supply in advance.
6. Units and individuals causing fire accidents and property losses due to violation of rules and regulations or illegal use of electricity will be held accountable for their behaviors according to the seriousness of the accidents and losses. If necessary, the judicial authority will intervene to investigate the legal responsibility.
7. The electrical operators of exhibitors entering the site for construction must have valid *Certificate for Special Operation of Electricians* and wear safety helmets. Each booth shall be provided with its own electrical box and leakage protector.
8. Wires crossing pedestrian pavements, carpets and structures shall be protected by conduits (metal or non-flammable plastic ones), and provided with protection for crossing bridges if necessary. Wires crossing pedestrian passageways shall protected by wire slot plates. Metal protection pipes and metal components shall be electrically bridged and securely grounded. Each electrical circuit shall be provided with a special protective ground wire and connected to any metal member that may come into contact with electricity leakage.
9. Exhibitors must bring their own electrical boxes for power consumption by booths and switches without leakage protection are strictly prohibited. The electrical box must be installed on the wall and at least 10 cm away from the ground.

10. All equipment, wires and leakage protectors used by exhibitors in the booth shall comply with China Compulsory Certification (3C) standards and fire safety requirements. Wires must be laid in conduits before placed on the ground.
11. Exhibitors must have their own professional staff to conduct on-site inspection of their own electrical equipment, to ensure the safety of electricity utilization, and timely deal with problems if any is found. Problems that exhibitor are unable to deal with shall be timely reported to the Hall Owner which shall coordinate to solve the problems.
12. Without the consent of the Hall Owner, it is strictly prohibited to start all power connection switches in the trench of the hall.
13. For power consumption by booths, exhibitors shall apply based on their actual demands but not apply for more or connect power to the electrical box in the hall and wiring for private purpose is not allowed. When exhibitors apply for 24-hour power supply for their electrical equipment for exhibition, no potential fault risks shall occur and appropriate and reliable protective switches shall be provided.
14. All wall-mounted sockets in the hall are only available to the charging of mobile phones, and other appliances shall only use the connection box for power supply.
15. As to actual load of each booth, over 20% of margin shall be provided as the reserved load to deal with unexpected overload.
16. The power connection reported by the Installation Contractor must be operated by the professional personnel authorized by the Hall Owner only. The trench in the hall shall not be opened without permission; If any private connection or transaction is verified to be true, the responsible unit or person will be severely punished.
17. The load bearing capacity of all switches and cables shall be controlled within 80% of the nominal design capacity.
18. The Installation Contractor or exhibitors, when setting up the booth, must reserve the interface position of the distribution box designated by the Hall Owner, so as to facilitate power connection and emergency repair.
19. To guarantee the safety of whole hall and avoid potential fire hazards, the Exhibition Organizer shall ensure that the power supply for all facilities of all booths except those applying for 24h power supply is cut off and the Hall Owner arranges dedicated personnel to check the whole hall for safety together with full-time personnel arranged by the Exhibition Organizer after the exhibition is over and all personnel is cleared from the site. If power supply is found available to the booths for which power shall be cut off, the Exhibition Organizer shall shut off main power switch, all consequences arising therefrom to be borne by exhibitors.

(IV) Application for electrical box

1. All exhibitors must consider the safe current-carrying capacity when applying for electricity consumption, ensuring that no overload or overcurrent happens to the electrical circuits and equipment and guarantying safe operation. The facility application drawing (final version) shall be submitted to the Hall Owner 20 days before move-in and 15 days in advance for super-large events (over 100,000m²).
2. The Hall Owner shall provide electrical box terminals based on the quality of installation location of electrical boxes proposed by the Exhibition Organizer and clients contracted with the Exhibition Organizer such as the Official Service Provider, exhibitors and the Installation Contractor, and the equipment used by the Exhibition Organizer, Official Service Provider, exhibitors and the Installation Contractor shall be connected out from the electrical box applied for by themselves.

(V) Precautions for connection of electrical box

1. Installation personnel of electrical circuits and electrical equipment shall have valid safety operation certificates for electricians. Qualified components and materials and tools shall be used in the construction of stands (including ordinary and custom-built ones). Materials used shall be double-sheath copper cores and cables and the section of conductors shall be no less than 1.5mm. Electrical materials must be provided with adequate safe current-carrying capacity. It is forbidden to use single wires, twisted pairs and aluminum core wires without sheath. Wiring shall be in the following form: three-phase and five-wire for line voltage (L1, L2, L3, N, PE); single-phase three-wire for phase voltage (L, N, PE).
2. All metal frames and metal shells must be reliably grounded; Wires must be laid in a fixed manner rather than on roads, floors or passageways. Also, wires must be protected by conduits or fixed in other ways. Electrical circuits, when crossing walkways, shall be protected by wire slot plates. Wire branches shall be connected with insulating porcelain and plastic materials rather than insulating tapes and then insulation protection measures shall be taken.
3. Distribution boxes used in standard booths must be placed in the cable trench of the hall and those used in the custom-built booth shall be placed in the cable trench or the stand of the hall; Distribution boxes are strictly prohibited to be placed in the aisle, fire passage or conspicuous positions of the stand.
4. Electrical lighting equipment used in outside exhibition shall be rainproof, with safety measures such as moisture-proof, rain-proof and wind-proof ones implemented.

(VI) Power delivery to the whole hall

The Hall Owner will deliver electricity to the whole hall at a certain time agreed with the Exhibition Organizer. The Exhibition Organizer and exhibitors shall improve the self-inspection of booth facilities and equipment before the power delivery to the whole hall, ensuring compliance with the *Safe Operation Rules for Low-Voltage Electrical Appliances*.

(VII) Outage for the whole hall during closing time

1. To guarantee the safety of whole hall and avoid potential fire hazards, the Exhibition Organizer shall ensure that the power supply for all facilities of all booths is cut off and the Hall Owner arranges dedicated personnel to check the whole hall for safety together with full-time personnel arranged by the Exhibition Organizer after the exhibition is over and all personnel is cleared from the site. If power supply is found available to any booth, the Hall Owner shall shut off main power switch, all consequences arising therefrom to be borne by the Exhibition Organizer. The Hall Owner shall recover power supply for the booths with power off after the Exhibition Organizer gives a written application to the Hall Owner and conduct safety inspection next day morning.
2. Power supply cut off by the Exhibition Organizer shall be recovered by itself prior to the exhibition.
3. For a booth with facilities requiring 24h uninterrupted power supply, the Exhibition Organizer shall obtain the written consent of the Hall Owner before submitting the final facility application drawing, and WCIEC can maintain uninterrupted power supply.

(VIII) Power failure for move-out

The day before closing of the exhibition, the Exhibition Organizer shall, in writing, agree with the Hall Owner on the time and scope of power failure, the No. of booth with power on and power-on duration during the move-out period (if any), which shall be strictly followed by the Hall Owner. Any request for power recovery shall be subject to on-site

inspection by the Hall Owner and the Hall Owner shall have the right to refuse if the condition for power recovery is not mature.

III. Utilization of Compressed Gas

- (I) During the exhibition, exhibitors, if needing to delay the use of compressed gas or needing 24h utilization of compressed gas, shall apply to the Official Service Provider in advance. The supply and cut-off of compressed gas for the whole hall shall be applied for by the Official Service Provider to the Hall Owner. Also, the supply and cut-off of compressed gas must be performed by the professionals of the Hall Owner (the application shall be based on the hall).
- (II) For environmental and safety reasons, the compressed air equipment brought by exhibitors shall be placed outside the hall or at any location as designated by the staff of the Hall Owner.

Part V Regulations on Fire and Safety Management

I. Basic Regulations on Fire and Safety

- (I) According to the relevant national laws and regulations on fire management, the Exhibition Organizer shall, obtain the fire control approval 15 days before move-in in accordance with the requirements of the government administration department before organizing activities. Meanwhile, the Exhibition Organizer shall sign a Safety Responsibility Agreement with the Hall Owner to define the responsibilities and obligations of both parties. A Safety Responsibility Agreement shall also be entered into and concluded between the Exhibition Organizer and the Official Service Provider and the person in charge of the booth respectively to clarify the responsibility of fire safety.
- (II) Exhibitors shall earnestly implement the regulations on fire control of WCIEC, conscientiously guarantee safety and fire prevention, and strengthen safety and fire prevention education for their personnel.
- (III) The materials used to set up the booth or other structures shall be non-flammable with a combustion diffusivity of no lower than class B1 as stipulated in the Fire Control Regulations of the People's Republic of China and Sichuan Province.
- (IV) The following behaviors are prohibited in the hall according to the *Fire Control Law of the People's Republic of China* and other relevant regulations:
 - 1. Stacking materials, exhibits and other items in public fire evacuation passageways and near the wall close to the yellow line
 - 2. Any shading, bury, occupation and blocking of all fire fighting equipment & facilities in the hall and the emergency evacuation passageway (including fire extinguisher, fire hydrant, infrared detector, monitoring equipment and probe, automatic fire extinguishing system and its pipelines, alarm contact, fire door, all kinds of isolation doors, security door and safety emergency exit door) are forbidden.
 - 3. A passageway at least 1.2m (4ft) wide shall be maintained between any temporary structure and the fire hydrant, engine room door and alarm contact point, and 1.0m wide maintenance access shall be provided between the temporary structure and the wall.
 - 4. Each row of booths shall not exceed 32 meters. The width of all main passageways shall be not less than 6m, and that of all auxiliary passageways not less than 3m. Shelters are strictly prohibited right above all main and auxiliary passageways. In the hall, the maximum height of all single-floor booths shall not exceed 6m. In principle, double-floor booths are not allowed. Move-in of the booths must be in strict accordance with the standard layout of WCIEC.
 - 5. Dangerous operations such as fire working, cutting, grinding, electric welding, gas

welding, painting, and bench electric saw are prohibited in the hall. If any of these dangerous operations is necessary, a written application must be submitted to the Hall Owner, together with a clear job description and fire protection solution. The security department of the Hall Owner will issue the corresponding operation license according to the actual situation to limit the operation time and zone.

6. It is not allowed to attach or hang anything to or on the ceiling sprinkler or lighting device. Spotlights and other heating devices shall not be aimed at or near the fire sprinkler.
 7. Fireworks including cold fireworks are prohibited in the hall. Outdoor fireworks shall be approved by the public security authority and the Hall Owner in writing. Also, fireworks shall be provided with a qualification certificate and a clear approval document number issued by the public security and fire safety department.
 8. Flammable and explosive objects such as gasoline, rosin water, alcohol, hydrogen and oxygen cylinders are not allowed to enter the hall.
 9. Pressure vessels attached to the exhibits of exhibitors must be qualified and clearly marked. Also, pressure vessels must be kept in an isolated location and operators must have a certificate before work.
 10. All construction materials shall be flame retardant or nonflammable. Fire retardant measures must be taken when flammable materials (such as wood) are necessary to set up the booth. Fire retardant paint in line with the national fire standards shall be applied as per 0.5 kg/m², and flammable cloth shall be fire-proof and water-proof treated.
- (V) No smoking is permitted in the hall.
- (VI) In case of fire in the exhibition area, anyone has the obligation to report to the nearby security personnel of the Hall Owner, or dial the fire protection telephone number (028—80203119) and press the emergency button, following the unified command of the on-site staff.
- (VII) The Installation Contractor of exhibition/non-exhibition event must construct according to the plan drawing approved by the fire safety department and shall not modify without permission.
- (VIII) The Hall Owner shall assist the Exhibition Organizer to manage the Transport Contractor and the Construction Contractor involved in the exhibition/non-exhibition event. The Exhibition Organizer shall notify all the Transport Contractors and Construction Contractors to submit the list and ID card copies of transport and construction personnel to the Hall Owner a week before mobilization. The Hall Owner shall prepare the certificates of construction personnel of the exhibition/non-exhibition event and unlicensed personnel shall not undertake any site construction activity related to the event. For custom-built booths, construction shall not start until the construction license is obtained from the Hall Owner and posted on the booth. The Hall Owner shall have the right to dismantle and remove any structure that is not approved or violates the above provisions at the risk and expense of the Exhibition Organizer.
- (IX) Operators, once entering WCIEC to carry out special operations (such as electricians, welders, cutters and forklift drivers) must hold the relevant operation certificate stipulated by the government, and no unlicensed special operators are allowed to operate. The operation must be carried out in strict accordance with the rules and all operations and command violating the rules shall be avoided.
- (X) Public security and fire safety personnel, staff of the Hall Owner and security personnel entrusted by the staff shall have the right to conduct fire safety inspection of the exhibition site and sign and issue the *Notice of Rectification for Potential Hazards Effecting Safe*

Construction and Fire Safety (Annex 6). In case any potential hazard effecting fire safety is found, the Exhibition Organizer shall actively cooperate with and promote the Official Service Provider and exhibitors to make rectification. For the unit and booth for which timely rectification fails, the Hall Owner shall have the right to report to public security and fire safety department to process or stop construction and cut off power until all potential hazards are eliminated in order to guarantee the safety of the event. The Hall Owner shall assume no liability or responsibility for the delay or fire safety accidents resulted therefrom and relevant units shall be held accountable for all the economic losses caused and all legal responsibilities.

II. Regulations on Fire Safety of Custom-built Booth

- (I) The custom-built booth must be equipped with qualified and effective dry powder extinguishers (at least 4kg) which shall be placed uniformly in a conspicuous and easily-accessible location around the booth area during the construction of the booth to facilitate fire inspection and use. Two extinguishers shall be provided every 50m², i.e., additional 2 extinguishers shall be supplied for every increase of 50m², and 2 extinguishers needed when the area increase is less than 50m². A standard booth is equipped with a fire extinguisher. For the exhibition where the fire department proposes special requirements, the extinguishers shall be provided in accordance with the requirements.
- (II) All custom-built booths must be designed with more than two entrances/exits, and the minimum width of the exit shall be not less than 2m. When the exit is designed with a door, the opening direction must be outward and also the door shall be able to open smoothly.
- (III) In principle, the custom-built booth shall be free of cover. When a cover is necessary, it shall be implemented as per the public security and fire safety requirements.
- (IV) No booth can be set up or no objects can be piled at the place facing the fire door and rolling shutter door.

III. Regulations on Utilization of Escalator in the Hall

- (I) Each escalator, when used, shall be provided with two order maintenance workers to guard at the top and bottom to prevent safety accidents resulted from large visitor flow.
- (II) In case of operation fault or extremely large visitor flow, the order maintenance workers must excavate the passengers and control the site to prevent others from entering the escalator.

Part IV Regulations on Security Management

I. Basic Regulations on Security

- (I) During the event, the Exhibition Organizer shall be the first responsible person for the security of the event and the Official Service Provider be the first responsible person for construction safety in the contracted construction area. Each exhibitor shall be the first responsible person for the security of his/her booth. The Exhibition Organizer shall provide sufficient security personnel to be responsible for security inspection, traffic command and normal order maintenance, and assign full-time personnel to conduct whole-process security supervision of the used area.
- (II) All personnel are strictly prohibited to bring inflammable, explosive and toxic articles, firearms and all kinds of controlled knives and other items endangering public security into WCIEC.
- (III) In accordance with the relevant laws and regulations on public security administration of China, the Exhibition Organizer shall submit a public security report for approval 30 days prior to move-in by following the requirements of the administrative department of the government. At the same time, the Exhibition Organizer shall sign a *Safety Responsibility Agreement of International Exhibition Center of Western China International Expo City*

with the Hall Owner to define the responsibilities and obligations of both parties.

- (IV) The Exhibition Organizer shall prepare contingency plans for the event held, including but not limited to *Emergency Evacuation Linkage Plan, Crisis Management and Emergency Response Plan* and *Control Plan for Personnel Reaching the Safety Capacity Limit*, and submit to the Hall Owner for record.
- (V) The site staff and the move-in/move-out personnel shall wear the identification certificate made and issued by the Hall Owner to enter and exit from the corresponding exhibition area at the specified time during the event.
- (VI) During the event, the Exhibition Organizer shall arrange specialized personnel to inspect and release the personnel entering and leaving the leased area.
- (VII) The staff authorized by the Exhibition Organizer shall have the right to examine the tickets in the exhibition area.
- (VIII) Exhibitors shall be responsible for and properly keep the exhibits, samples and personal belongings. Also, exhibitors shall enter and leave the hall on time to ensure the safety of the articles in the booth. Articles with anti-theft requirements shall be taken out of the hall by the exhibitors when leaving the hall before the closure or guarded by securities measures taken by the Exhibition Organizer, including storing the articles in the warehouse, installing monitoring equipment and guard and setting a watch.
- (IX) During the exhibition, no unit or individual shall put the exhibits and other articles outside the booth.
- (X) Exhibitors or other personnel, when moving the exhibitions out of the hall as authorized by the Exhibition Organizer, shall submit the release pass issued by the Exhibition Organizer to the guard of WCIEC for verification before being released.
- (XI) In case of excessive flow of visitors in the hall which may bring security risks, the Exhibition Organizer shall seek the opinions of the public security authority and take emergency measures to control and facilitate the visitor flow, including suspending the application for admission certificates and banning subsequent visitors from entering the exhibition area.
- (XII) The Exhibition Organizer shall be responsible for disputes of exhibitors and other emergencies related to the event.
- (XIII) Commercial photography and photo taking activities in WCIEC shall be carried out at the time and place as designated by the staff of the Hall Owner with the consent of the Hall Owner in advance. Non-commercial personal photography and photo taking activities are forbidden in the area where photographing is not allowed, nor shall these activities affect the normal exhibition order and public order of the hall, otherwise they will be stopped.
- (XIV) The Hall Owner has the right to stop the following activities to ensure the normal and orderly proceeding of the event and maintain the public order and safety of WCIEC:
 - 1. Any on-site commercial and promotional activities without the permission of the Hall Owner, including but not limited to the sale of all kinds of goods and food and varies charging and non-charging services;
 - 2. Posting or distribution of leaflets, posters, magazines and advertising materials, etc. in the exhibition area or public areas without permission;
 - 3. Any behavior that effects, pollutes or damages the sanitation and environment of the hall;
 - 4. Staying in the exhibition area after closure of the hall without permission;
 - 5. Bring pet in without permission;
 - 6. Bringing public security controlled articles and inflammable and explosive dangerous

articles in without permission;

7. Involved in any form of exhibitions and activities that violate national laws and regulations and social and public moral norms

II. Responsibility for Booth Safety

- (I) The Exhibition Organizer shall be responsible for the safety of all booths, and the exhibitor shall ensure the security of his/her booth. Any potential security risks or problems shall be reported to the Exhibition Organizer and the Official Service Provider immediately.
- (II) During the exhibition, the staff of the Hall Owner will take spot check for the security of the booth, and issue a notice of rectification for the booth not in line with the fire protection and structural safety requirements, requiring rectification within the specified time.
- (III) As the site responsible person for booth construction, the Official Service Provider and the Installation Contractor shall be responsible for the structure, fire protection and electrical safety of the booth they set up and for publicity, inspection, supervision and implementation of rectification for the safety of all booths within the scope of their responsibility.
- (IV) The Exhibition Organizer shall purchase the third party's life and property liability insurance for the construction personnel and the persons entering the hall for move-in and move-out in order to avoid unnecessary loss of life and property. If the exhibitor has any valuable exhibit, the Exhibition Organizer shall inform the exhibitor to sign a contract for keeping the exhibit with the security company directly, and inform the exhibitor to purchase property liability insurances for the valuable exhibits and articles.

Part VII Regulations on Environmental Management

I. Basic Regulations on Environmental Management

- (I) The hall is a public place and all visitors shall observe the order of the hall and not make a racket or horseplay.
- (II) The Exhibition Organizer shall control the noise generated from the booth to avoid any complaint from exhibitors or visitors. In the event of such a complaint, the Exhibition Organizer shall be admonish and stop it.
- (III) The Hall Owner shall have the right to prevent junkmen, unemployed, unlicensed and sloppily dressed personnel who have nothing to do with the event from entering WCIEC.
- (IV) Please take good care of public properties, and do not post, deface or damage public properties. Otherwise, the Hall Owner will investigate and affix the responsibility based on the degree of damage.
- (V) Each exhibitor shall have the obligation to take the inflammable and explosive garbage generated during move-in and move-out that may endanger human health and pollute the air and water bodies (such as batteries, paints, various solutions, lubricants and pigments) away from the hall or hand over to a special agency.

II. Prevention of Epidemic Diseases and Infectious Diseases

For the epidemic diseases and infectious diseases announced by the health authority, the Exhibition Organizer and the Hall Owner will, in accordance with the guidance measures of the health authority, conduct environmental sanitation management in and around the exhibition area.

Part VIII Regulations on Protection Management of Properties and Facilities

I. Description on Ground Load of the Hall

- (I) Hall: 5 t/m² (Halls 9, 14, 15 & 16 and connecting halls 14-15 & 15-16); 3 t/m² (Halls 1, 2,

3, 4, 5, 6, 10 & 11 and connecting halls 1-2, 3-4, 5-6 & 10-11); 1.5 t/m² (Halls 7, 8, 12 & 13 and connecting halls 7-8 & 12-13).

- (II) Truck passageway and winding way on the second floor of the hall: 1.5 t/m²
- (III) Ground load of outside exhibition: 5 t/m² for North Square (Hall 1) and Southeast Square (Hall 3); 8 t/m² for South Square (Hall 2)

II. Management of Equipment and Facilities of the Hall

- (I) Floor: The floor of each hall (including the trench cover), the truck passageway and winding way on the second floor, and the outside exhibition are designed with different allowable bearing capacity. The trench cover painted with warning signs is a weak part of the structure and shall not be rolled by vehicles or heavy objects. Vehicles entering the hall shall be directed by a special person and travel along the designated route. For overweight exhibits or transport vehicles, application shall be made in advance. Only with the consent of the staff of the Hall Owner, can the overweight exhibits or transport vehicles enter the hall along the designated route.
- (II) The floor cover groove of the hall is equipped with pipeline systems providing water, electricity, gas, fire protection and communication network connection for the booth. The above facilities are only for the authorized staff of the Hall Owner and others are not allowed to open without authorization.
- (III) Yellow warning lines are marked on the floor of the hall and no booth shall occupy any area beyond the yellow line for better use of the hall by exhibitors.
- (IV) Wall: the wall of the hall includes glass curtain wall, aluminum alloy decorative wall and solid wall. Destructive operations such as leaning, hanging, pulling and drilling are strictly prohibited. Also, it is forbidden to use walls to build booths and behaviors polluting the wall are not allowed, including posting advertisements and publicity materials. Moreover, erection behaviors that affect the overall appearance of the hall façade are forbidden.
- (V) Wind tower and fire hydrant: the wind tower and fire hydrant in the hall shall not be shaded, enclosed, pressed, damaged, polluted or climbed. An adequate distance shall be reserved from the wind tower and fire hydrant as per the indication of the yellow line on the ground. In case of any special needs, please contact the staff of the Hall Owner.
- (VI) Roof: Each special suspension point under the steel beam of the hall roof shall hang objects with a total weight of no more than 400kg. Such suspension points shall not be used for load-bearing traction.
- (VII) Elevator: The staff of the Hall Owner will dispatch the elevator according to the usage of the hall, and others are not allowed to change the parameters of the elevator without permission.
- (VIII) Toilet: The automatic induction equipment in the toilet is equipped with operation requirements and instructions, and users shall use as per the instruments. The toilet paper, hand sanitizer, disinfectant and deodorant in the toilet are all public goods and shall not be taken away and the supporting facilities shall be properly protected. The basin and clean pool in the toilet shall not be used to hold garbage, wash tools or supply water, or the pipeline may be blocked and the cost to dredge shall be assumed by those who cause the blockage.
- (IX) Miscellaneous: The Exhibition Organizer shall make a special application to the staff of the Hall Owner for the use and display of ultrasonic, infrasound and laser equipment that may be harmful to human body or cause discomfort to others (if any). High-frequency equipment, radio equipment and strong electromagnetic fields and other equipment that may have adverse effects on human body shall not be displayed or used. Exhibitors using their own wireless walkie-talkies shall not interfere with the inherent wireless communication system of the hall, or the walkie-talkies shall not be used.

III. Protection of Squares and Green Space

- (I) Any activity in WCIEC, if needing to occupy green space, shall not start until approval is obtained from the Hall Owner. Upon approval, the event convener shall take sufficient and effective measures to protect the green space. If the green space is damaged due to inadequate protection, the Hall Owner will ask for compensation according to the degree of damage.
- (II) It is strictly prohibited to dump any substance into the green space and put or hang objects on the green space to protect the green space of the hall. In case of damage caused by improper operation, the Hall Owner will ask for compensation according to the degree of damage.
- (III) The ground of the North Square of the hall shows weak pressure bearing capacity. Except for asphalt and concrete pavement, all decorative ground is not available to motor vehicles and heavy equipment, so as not to crush the ground, fountain facilities and trench cover of the square. The load of vehicles shall not exceed the ground bearing capacity, and the construction area shall be provided with proper ground protection measures.

IV. Cleaning Management

- (I) The cleaning staff of the Hall Owner shall be responsible for the public passage, toilet and other public places and facilities of the hall. The cleaning of booths is in the charge of exhibitors and the Official Service Provider.
- (II) If carpet runner is laid on the public area for the event, the Exhibition Organizer must pay for the cleaning of the carpet runner for the whole period of the exhibition. To ensure the overall cleaning quality of the exhibition area, the carpet runner can only be cleaned by the Hall Owner and the Exhibition Organizer shall not outsource the carpet cleaning business.
- (III) Exhibitors shall keep the articles for self use properly. Sundries such as cartons, wooden boxes and decorative materials shall not be piled up in the public area or around the booth. If necessary, exhibitors can go to the service counter for warehousing services. Otherwise, the Hall Owner shall be entitled to take out them from the hall as garbage and charge for cleaning.
- (IV) Before the exhibition, the Official Service Provider shall pay the exhibition cleaning deposit to the Hall Owner. Garbage and articles left in the hall must be cleaned and taken away before move-out. It is strictly prohibited to discard garbage and articles in WCIEC or around the hall. Otherwise, the Hall Owner will refuse to return the deposit.
- (V) Exhibitors and the Installation Contractor have the obligation to take adequate cleaning and protection measures, not to pollute the floor and other equipment and facilities of the hall. If the ground or other equipment or facility is polluted by stubborn stains (e.g., coating, paint & foam glue) due to carelessness, the Hall Owner's staff shall have the right to require the exhibitors or the Installation Contractor to clean immediately. If the cleaning fails within the prescribed time, the Hall Owner will deduct all or part of the deposit as the cost of cleaning based on the degree of pollution.

V. Traffic Management

- (I) The Exhibition Organizer shall, 30 days before move-in, obtain the approval from the local traffic management department (city- or district-level). If any truck for move-in/move-out and non-local truck enters WCIEC, the Traffic Permit for Trucks shall be applied for in accordance with relevant regulations on road traffic control issued by Chengdu Traffic Management Bureau.
- (II) No motor vehicle can enter WCIEC without permission. Vehicles and personnel entering WCIEC shall comply with the safety regulations of WCIEC, drive according to the traffic signs and guidance instructions, and obey the command of site staff.

- (III) All types of vehicles can only park and load and unload goods within designated areas. Illegally parking vehicles or illegally stored goods shall be towed away or removed, with the costs therefrom borne by the transporter or the owner of the goods. During loading or unloading, effective protective measures shall be taken to avoid damage to facilities of WCIEC, or the transporter or the owner of the goods shall compensate for the damage.
- (IV) All vehicles parking in WCIEC must comply with the traffic signs, and the driving speed shall not exceed the speed specified by the traffic signs.
- (V) The responsibility for vehicle safety rests with the vehicle owner. Please do not leave valuables in the vehicle and properly lock the doors and windows.
- (VI) Vehicles shall not be parked in public passageways or block the fire exit doors, or the violator shall bear all the consequences arising therefrom.

Part IX Conference Room and Catering Management Regulations

I. Conference Room Management

(I) Conference venue lease and mobilization

The conference convener, who convenes conferences and events at the conference venue in WCIEC, must complete the following procedures before mobilization:

1. Signing the *Contract for Conference Venue Lease* with the Hall Owner and paying the amount as required in the Contract.
2. Conveners of large-scale events and conferences shall provide the following materials to the public security and fire departments for reporting 30 days in advance in accordance with the relevant government regulations:
 - 1) Implementation scheme and instructions of conference or event
 - 2) Procedures for approval by fire protection department
 - 3) Procedures for approval by public security department
 - 4) Copies of the *Business License* duplicate and *Certificate of Organization Code* of the Exhibition Organizer; copy of the Legal Representative's ID card; copy of the Exhibition Organizer's ID card (when the Exhibition Organizer is a natural person).
3. The above materials as well as the following materials will be together handed over to the Hall Owner for the record.
 - 1) *Construction Safety Responsibility Agreement*
 - 2) Payment voucher for construction safety and cleaning deposit
 - 3) Personal accident insurance for staff
 - 4) *Registration Form for Foreign Materials Entering and Leaving the Hall*
4. The Exhibition Organizer must designate at least one Authorized Representative to be responsible for on-site safety, fire protection and other related matters. The Authorized Representative shall issue a Power of Attorney with the official seal of the Exhibition Organizer and the signature of the Legal Person.
5. If the water, electricity, gas, communication network, advertising, security and other service items need to be added at the site, you can pay the cash directly at the site, or can handle it with the authorized signing. When handling the signing, the Authorized Representative of the Exhibition Organizer will sign the *Job Order* to confirm the items to be handled, and the *Job Order* will be used as the basis for on-site service management and settlement.
6. In addition to the regular layout of the venue provided by the Hall Owner, if there are

other venue layout arrangements, the Exhibition Organizer shall declare them 10 days before mobilization, with detailed schemes and drawings of the relevant layout attached to the Hall Owner for review. After approval, the mobilization, construction and installation can be carried out. If the construction and installation are not carried out according to the scheme approved by the Hall Owner, all the consequences shall be borne by the Exhibition Organizer.

7. If the conference convener fails to handle the procedures for mobilization as described above, the Hall Owner has the right to refuse the mobilization, and all losses caused thus shall be borne by the Exhibition Organizer.

(II) Management of conference room scene

1. Conferences & events organized by conference convener should abide by the national laws and regulations, and the convener shall bear legal responsibilities for the contents of their events. If the prohibited content is found during the event, the convener shall immediately replace it and issue a written certificate. The conference & event can continue to be convened after the confirmation and consent of the Hall Owner. For those who refuse to make corrections, the Hall Owner shall have the right to order them to withdraw from the venue and report to the public security organs and industry & commerce department. The fees previously charged will not be refunded and the resulting losses shall be borne by themselves. At the same time, the Hall Owner shall reserve the right to further recover compensation from the responsible party.
2. It is strictly forbidden for the conference & event convener to sell the product on site or to sell it in the name of service in disguised form. If violations are found, the Hall Owner has the right to order it to stop. If the order is not accepted, the Hall Owner has the right to require it to withdraw from the venue.
3. The conference & event convener shall be responsible for the personal and property safety of the conveners and participants of the conference & event during the conference. After the conference, the relevant personnel shall check whether the valuables are left at the conference & event venue. The Hall Owner shall not be responsible for the storage of valuables at the venue of conference & event during the conference & event (except for the custody appointed by commission).
4. The catering management department of the Hall Owner shall be responsible for the unified planning, business and management of all conference halls (rooms) as well as Multifunctional Hall 9. The conference & event venue of WCIEC is a dedicated venue for conference & event with professional design and acceptance of decoration and fire inspection, and is equipped with necessary facilities and equipment for conference & event. In order to ensure that the conference & event venue meets fire protection regulations and property safety, the stage, lighting, sound, tea break, catering and advertisement of the conference halls (rooms) of WCIEC are subject to franchise management, that is, these items are co-organized by the contractors that have been tendered by the Hall Owner, and no other service providers are allowed to conduct the operation at the venue.
5. Lease price of conference room (see the *List of Price System of the Hall*)
6. If the Exhibition Organizer needs to carry out the move-in construction in the conference halls (rooms) of WCIEC due to the events, and the Hall Owner can not meet the service needs, the following regulations should be observed:
 - 1) The Construction Contractor commissioned by the conference convener must be registered from the national industry & commerce department and have relevant construction qualifications. Before mobilization for construction, the property safety and cleaning deposit for conference room shall be paid.
 - 2) During the period of move-in and move-out, construction shall be carried out

within the specified time period and area. Without permission, it is not allowed to enter the venue in advance or to construct and stack materials outside the designated area. If the time is exceeded or the construction is not conducted according to the specified time, it must be declared 2 hours in advance and the overtime procedure must be handled. If the overtime procedure is not handled, the Hall Owner has the right to order it to stop construction.

- 3) During the period of move-in and move-out, trucks should temporarily park and load and unload goods at designated locations. Construction items should be handled as per the designated route. During the handling process, protective measures should be taken to avoid damage to the ground, freight elevators and other conference room facilities along the way. In the process of transportation and loading and unloading, if the damages to the facilities and equipment of the venue are caused, the Exhibition Organizer shall be liable for compensation.
 - 4) The allowable height of the engineering installation structure of the multifunctional hall is not higher than the height confirmed by the staff of the Hall Owner at the venue. If it is to be installed near the air-conditioning vent near the wall, the horizontal distance from the vent of 1.5m or more should be maintained and the height should be controlled below the safe height. The engineering installation structure of each hall (room) must be confirmed by the designated personnel of the Hall Owner before operation.
 - 5) The height of the lighting facilities shall not exceed the height limit of engineering installation of the conference hall (room), and the span and load shall not exceed the design range of the products.
 - 6) During the period of move-in and move-out, if any item has to be removed from the conference hall (room), it must be checked and released by the staff at the venue. When the Exhibition Organizer evacuates from the conference hall (room), it is required to keep its own and leased items by itself. If there is any loss, the Exhibition Organizer shall be responsible for it.
 - 7) Before the end of the move-out, the garbage and items in the event area must be removed and taken away. If the garbage and items are discarded in the WCIEC or in the vicinity of WCIEC, the deposit will not be refunded. If the relevant cleaning services provided by the Hall Owner are needed, it shall inform the Hall Owner and pay the cleaning fee before the conference.
7. The staff of the Hall Owner shall restrain and deal with the brutal construction behaviors that may cause damage to the conference room property, and the negligence liability resulting from the delay of construction period shall be borne by the Construction Contractor. The following items are strictly prohibited:
- 1) It is forbidden to move the fixed facilities inside and outside the conference hall (room) without permission from the Hall Owner.
 - 2) The construction installation shall be kept at a distance of more than 1.5m from the wall of the conference hall (room). Any contact, pulling, collision and drilling on the wall shall be prohibited.
 - 3) It is forbidden to mount and hang items and post signs on the conference hall (room) property by using foam glue, glass glue, nails and other hard objects, hole drilling, etc., which may cause damage to the property.
 - 4) It is forbidden to construct directly on carpets, wood boards and marble floors, and carpets with a thickness of 1cm or more shall be laid for protection. Steel pipe and column and other members shall not be directly applied to the carpet perpendicularly. A wooden backing board of larger than 20cm×20cm should be used between the steel pipe and column and the carpet.

- 5) Dangerous operations such as fire working, cutting, grinding, electric welding, gas welding, painting, and bench electric saw are prohibited.
- 6) It is forbidden to smoke at the venue. It is forbidden to hang hydrogen balloons, carry fireworks and other flammable and explosive materials.
- 7) Motor vehicles such as cars, battery cars, forklifts and trucks are prohibited from entering the conference hall (room).

(III) Other management regulations

1. All conference halls (rooms) should be routinely equipped with tables and chairs, water dispensers, podiums, signs, etc., and should not be moved or used without permission.
2. Turn-on and turn-off of dedicated equipment attached to each conference hall (room), such as audio, lighting, projection equipment, etc., must be operated by the professional staff of the Hall Owner. If the facility equipment is damaged due to illegal operation, the Exhibition Organizer shall be liable for compensation.
3. The sockets in each conference hall (room) are only used for small power appliances such as computers and chargers. The installation of large-scale conference equipment and instrument needs to be reported in advance and separately connected to the dedicated cables for power supply, and overload use is prohibited. All electrical materials and connection methods must be performed in accordance with relevant industry norms.
4. Smoking is strictly prohibited in conference halls (rooms) and in areas marked as non-smoking.
5. Vehicles of the conference & event visitors can be parked on the ground or underground parking spaces of WCIEC. In the event of other events such as exhibitions during the same period, the vehicles should be parked in compliance with the commands of the security guards of WCIEC.

II. Catering Management

In order to ensure safety of the participants of the exhibition and the conference, provide high-quality catering services, and regulate catering management, the Hall Owner shall formulate these management regulations in accordance with the national *Code for Supervision and Administration of Food Safety in Catering Services of Important Events* and relevant laws and regulations on food safety of Chengdu Municipality.

- (I) The unified management mode is applicable for catering of WCIEC. Catering service points should be reasonably arranged according to the catering needs of the exhibition and conference, and the Catering Service Provider to provide catering services should be determined. According to relevant laws and regulations and the guidance of relevant departments on food safety supervision, the Hall Owner will determine qualified Catering Service Provider through bidding, comparison and selection, competitive negotiation and direct negotiation. No service providers may operate the catering business without the permission of the Hall Owner. In case of violation of relevant management regulations, the Hall Owner has the right to order it to withdraw and submit it to the food and drug supervision department. If the organizing personnel of the Exhibition Organizer on the exhibition events want to dine in the hall, they must submit the *Letter of Commitment on Food Safety of Exhibition Events in WCIEC* (Annex 8) and pay related fees such as cleaning, water and electricity.

If the Exhibition Organizer on the exhibition events hires a third-party Catering Service Provider to provide group meal, feast, tea break and other services at the venue, it must ensure that the Catering Service Provider reports to the food and drug supervision department of Tianfu New Area in advance. After obtaining the relevant approval

documents, it can be implemented. The relevant responsibilities arising from the third-party Catering Service Provider's failure to obtain the access approval shall be borne by the Exhibition Organizer on the exhibition events and shall not be related to the venue. If the Catering Service Provider offers services for the exhibition as part of the exhibition and display, it shall provide the *Business License*, *Food Business Permit*, and offer corresponding production and business qualifications, *Letter of Commitment on Food Safety* and specific service scheme. The above materials shall be submitted in duplicate, one for the Tianzhan Company and one for the local food and drug supervision department for the record.

(II) Catering Service Provider should abide by the following regulations

1. Catering Service Provider is required to pay cleaning, water and electricity and other related fees before entering the WCIEC for business. Catering Service Provider must have the legal business qualifications stipulated by the State and Chengdu Municipality. Temporary Catering Service Provider (off-site production, involving foods transported to the hall) must have the *Sanitation Permit*, *Food Circulation Permit* or *Food Business Permit* (including group meal delivery) and report to the Hall Owner as well as the local food and drug supervision administration for the record.
2. Catering Service Provider is responsible for the safety and sanitation of their business area and insures food sanitation and safety liability insurance. All the catering service points of WCIEC are uniformly introduced and managed by the Hall Owner, and all catering business behaviors without the permission of the Hall Owner are prohibited.
3. Catering service personnel are required to hold health certificate issued by the sanitation department as required, and they must work with the certificate.
4. Catering Service Provider shall assist the staff of the Hall Owner to maintain the cleanliness within the service area and obey the supervision and management of the Hall Owner. Catering Service Provider must bring their own cleaning tools and equipment to keep the floor and table and chairs clean, and do not wash the tableware in the bathroom in the hall. Catering waste should be sorted and cleaned in time, and the generated sewage must be discharged after oil separation treatment.
5. Catering Service Provider must complete their own disinfection on a regular basis to prevent the occurrence of “four pests” or other hidden diseases.
6. Catering Service Provider should make reasonable arrangements for the dining population flow during the rush hours and prepare emergency plans. In case of related accidents or safety problems, the Catering Service Provider shall bear the responsibility.
7. Catering Service Provider shall strictly abide by relevant national laws and regulations, industrial rules and regulations, and relevant management systems of the Hall Owner. Catering Service Provider must guarantee the quality and quantity, and completely eradicate all food safety problems. The corresponding food safety and sanitation insurance should be purchased during the contract period. In the event of food safety problems and customer complaints, Catering Service Provider is fully responsible and has nothing to do with the Hall Owner.
8. Catering Service Provider must abide by the management regulations and relevant requirements of the Hall Owner, as well as accept and obey the supervision and management of relevant government departments and the Hall Owner. The Catering Service Provider shall be provided with full-time supervisory personnel to conduct comprehensive supervision and inspection of the business premise. The Hall Owner should regularly make satisfaction surveys on catering safety and services, follow up the survey opinions, and conduct assessments for each Catering Service Provider.

9. Catering Service Provider shall, in accordance with the regulations of the Hall Owner, operate in normative and legal manners at the designated catering service location, and the service price and variety shall be reported to the relevant government department for review and to the Hall Owner for the record. If the business is beyond the scope or in the event of illegal business, the Hall Owner has the right to request immediate correction. If not corrected, the Catering Service Provider's service qualification will be cancelled.
10. Catering Service Provider must purchase the relevant insurance and be responsible for the safety accidents in the service area. It shall also appoint a responsible person for the fire protection and public order, to perform duties in accordance with relevant government regulations.

III. Business Event Management

Business events refer to the business services provided by the Hall Owner in the planning area of WCIEC, including but not limited to catering, retail, automatic vending, business center, tourist hotel, transportation, flowers, etiquette, translation, logistics, customs declaration and storage, exhibition equipment rental, communication and other services. The Hall Owner adopts an access permission system for all business events in WCIEC, so as to ensure the quality of the supporting services of the exhibition under unified introduction, planning and arrangement and standardized management. The communication, power supply and water supply facilities of the business points shall be connected by the staff of the Hall Owner, and it is forbidden to connect privately.

No other individual, enterprise, organization or group may conduct business events in WCIEC without the permission of the Hall Owner. In case of violation of relevant regulations, the Hall Owner has the right to impose a penalty and order it to leave.

Part X Logistics, Storage and Hoisting

I. Basic Regulations

For the hoisting, handling and storage of exhibits in WCIEC as well as logistics related work such as traffic guidance on various trucks inside and outside WCIEC during the period of move-in and move-out, the Hall Owner will implement the mode of the Official Logistics Service Provider management system. The Hall Owner shall be responsible for supervision and management and assessment on the business of the Official Logistics Service Provider.

II. Official Logistics Service Provider Commissioned by the Exhibition Organizer

- (I) With the permission and authorization of the Hall Owner, the Exhibition Organizer can commission a service provider that meets the following conditions as the Official Logistics Service Provider, and the Hall Owner shall implement supervision and management on its business in WCIEC.
- (II) Official Logistics Service Provider used by the Exhibition Organizer must have the corresponding official logistics service qualification, and provide the *Business License* and the original of insurance policy 15 days before the event move-in.
- (III) Before mobilization for operation, the Official Logistics Service Provider shall provide the *Safety Inspection Certificate* for special operating equipment, and the operators shall provide the *Operator Certificate on Special Equipment*. Before mobilization, the originals must be provided for inspection.
- (IV) For the hoisting, handling and storage of exhibits in WCIEC as well as logistics related work such as traffic guidance on various trucks inside and outside WCIEC during the period of move-in and move-out, the Official Logistics Service Provider has the ability and strength.

- (V) Three types of insurance must be purchased before mobilization, including employee insurance (including staff, temporary staff and operators), accident insurance for loading and unloading and other logistics related events, and cargo insurance.

III. Other Regulations and Responsibilities

- (I) Official Logistics Service Provider shall provide the *Power of Attorney for Official Logistics Service* issued by the Exhibition Organizer to the Hall Owner 15 days prior to the event, and sign the *Safety Responsibility Agreement* with the Hall Owner. The Official Logistics Service Provider shall offer the official logistics service scheme on event to the operation and maintenance department of the venue 15 days before the event, which can be executed after being approved by the operation and maintenance department of the venue.
- (II) Official Logistics Service Provider shall pay the official logistics service management fee and security deposit in advance to the Hall Owner before the on-site operation.
- (III) The on-site operation of the Official Logistics Service Provider shall be carried out in accordance with relevant national laws and regulations and relevant management regulations of WCIEC for safety production, and the Official Logistics Service Provider shall bear all responsibilities for the on-site official logistics services.
- (IV) Official Logistics Service Provider shall provide the exhibitor with related services such as loading and unloading, handling, storage, and collection of exhibits, that is, such services are no longer provided by the Hall Owner.
- (V) During the on-site operation, the Official Logistics Service Provider must obey the arrangement of the on-site management personnel of the Hall Owner and take effective measures to prevent damage to the equipment and facilities of WCIEC during the operation. If there is damage, the Official Logistics Service Provider shall be liable for compensation.
- (VI) It is strictly forbidden for any contractor and individual to use cherry picker on crane truck in WCIEC. The crane truck can only be used as a transportation vehicle in WCIEC.
- (VII) Without the written permission of the Hall Owner, no contractor or individual may use loading and unloading and handling machinery such as stacking machine, motor forklift and crane for operation in WCIEC.
- (VIII) All special operation vehicles, such as stacking machine, motor forklift and crane, entering WCIEC must be reported to the operation and maintenance department of the venue in advance. When reporting, it is required to provide the *Safety Inspection Certificate* and the *Operator Certificate on Special Equipment*, and ensure “two certificates for one vehicle and one person”. The operation and maintenance department of the venue will issue the *Mobilization Permit for Special Vehicle* according to the two certificates provided, and the vehicle can enter the venue.
- (IX) The staff of the Official Logistics Service Provider must wear uniforms when entering and leaving WCIEC, and wear the work permit produced by the Hall Owner.
- (X) Exhibitors are responsible for the construction safety of themselves who handle their own exhibits during their operation.
- (XI) The Hall Owner only provides venue services, and all goods are kept by the Owner. The Hall Owner is not responsible for damage or loss of the goods and related items of the exhibitor.

Part XI Advertising Management

I. Basic Regulations on Advertising Management

- (I) The Hall Owner owns the advertising right within WCIEC, and conduct unified planning, business and management of advertisements for all buildings and public areas in WCIEC.
- (II) The Hall Owner determines the advertising area according to each location of the event

opening ceremony and the area used by the hall. If the locations of the event opening ceremony are the same but the time is different, the setting of the advertisement should be based on the opening time. After the opening ceremony, in principle, the setting of advertisements will occupy half area of the square. If the time of the event opening ceremony is the same but the locations are different, the advertising area will be set up by using the nearest area of the hall.

- (III) In order to ensure the advertising, production effectiveness and installation safety, in principle, the carrier and advertising materials carried by the customer are not acceptable. In case of any self-carried advertising item, the Exhibition Organizer is responsible for the care and cleaning up during the event. If there is any loss or damage, the Hall Owner will not be liable.
- (IV) It is strictly forbidden to publish any form of advertisement privately. Without the consent of the Hall Owner, the Exhibition Organizer shall not set up advertisements by itself in any name or set up or publish advertisements on behalf of customers (including sponsorship and return) in WCIEC, and shall not arbitrarily install carriers (including gate tower) in any name for advertising by itself. In case of violation of relevant regulations, the Hall Owner has the right to dismantle it and compensate for the loss.
- (V) All advertisements must be published after they have been paid. If any advertisement is privately published without permission, the Hall Owner will order the publisher to dismantle it or re-handle the relevant procedures and pay the corresponding fees. Otherwise, the Hall Owner will forcefully dismantle it and retain the right to legal prosecution.
- (VI) For all advertisement items, the application procedures must be handled and the relevant information such as the design draft of the advertising content must be provided 7 working days before the advertising, for review and written confirmation procedures handling by the advertising department of the Hall Owner. The text file or design draft (including electronic documents) of the advertisement production shall be provided to the advertising department of the Hall Owner within 3 working days before the advertising. The advertising content must comply with the provisions of the *Advertising Law of the People's Republic of China*, be approved by the governmental competent departments and reported to the Hall Owner for the record. The Exhibition Organizer shall be responsible for the damage caused to the third party by the advertising content, and the Hall Owner shall not bear the relevant responsibilities.
- (VII) Special case handling: in case of temporary dismantling of advertising items or suspension of advertising due to force majeure factors (such as severe weather), the two parties shall not be responsible for each other, and we shall resolve the dispute with the advertisement publisher.
- (VIII) Without the prior written consent of the Hall Owner, no one shall, for any purpose, conduct any fundraising, donation and other public welfare behaviors, or issue any notices related to this in WCIEC. All responsibilities arising from the violation operation shall be borne by the Parties involved.

II. Definition of Commercial Advertisement and Non-commercial Advertisement

- (I) Commercial advertisement: refers to the advertisement with the corporate name, logo or graphics, or the product name on the media.
- (II) Non-commercial advertisement: refers to the advertisement with the theme content, logo and the Exhibition Organizer of the exhibition as well as welcome and congratulatory texts on the media.

III. Regulations for Hanging Operation in Halls

- (I) Hanging operation is limited by the installation of ground booth and move-in time.

Hanging requirements should be applied to the Hall Owner through the Exhibition Organizer or the Official Service Provider within 7 working days before the move-in. The mobilization for construction can be carried out after review of the Hall Owner.

- (II) Information of items and objects to be hung shall be provided to the Hall Owner 3 days before the move-in. The monomer weight of the hanging objects shall be limited to 35kg.
- (III) The size of the hanging flag must comply with the regulations of the Hall Owner; otherwise it will not be hung.
- (IV) The hanging application must be indicated with whether the hanging items will be recovered. If so, please claim them at the designated time at the venue. The Hall Owner is not responsible for any loss.
- (V) The sleeve of the hanging flag must be standardized: upper end of the sleeve is 3.5cm ~ 5cm in diameter, and lower end of the sleeve is 3cm ~ 4cm in diameter.
- (VI) Hanging operation can only be carried out by professionals of the Hall Owner. Any contractor or individual is prohibited from engaging in hanging operation in the hall without permission. If there is a safety accident, the Exhibition Organizer shall be responsible.
- (VII) Hanging operation in the hall belongs to paid service, and the detailed price should be consulted to the advertising department.
- (VIII) Since the hanging operation is difficult and not easy to adjust after being placed, the exhibitor shall provide written instructions for the positioning of the hanging point, and arrange a specially-assigned person to cooperate with the staff of WCIEC on the site. If the hanging adjustment is made after the hanging is in place, it will be processed and charged according to the secondary hanging operation.
- (IX) Due to the limitations of operation difficulty, especially due to the limitations of fire monitoring (dual-band fire detector and infrared beam image smoke detector are set in each hall), it is impossible to provide hanging operation service at any point or any height, and the point positioning cannot be completely accurate. In view of the height of the hall space, in order to achieve the optimal effects, the safety distance from bottom of the flag to the hall ground is set as 11.3m. Therefore, a deviation of 2m from the positioning requirement will be regarded as a normal deviation and will not be corrected.

IV. Control of Photographing and Video Recording

- (I) Photographs or videos on other exhibitors' booths shall not be carried out without the permission of the Exhibition Organizer or the exhibitors to be recorded.
- (II) If the media or commercial photographers request to shoot, if the exhibitor does not agree, they may place a sign of "NO PHOTOGRAPHING" in the booth, or arrange their own personnel to stop shooting.
- (III) All commercial photographing or video recording using the image of the hall must be approved by the Hall Owner. In case of illegal shooting, the Hall Owner has the right to order it to leave, and reserves the right to claim responsibility.

Part XII Regulations for Legality Guarantee of Exhibits

- (I) In case of prohibited exhibits or exhibited contents, the Exhibition Organizer and exhibitors must immediately remove them. For those who refuse to make corrections, the Hall Owner has the right to order it to withdraw from the exhibition area and report it to the public security and industry & commerce departments, and the loss incurred will be borne by the Exhibition Organizer.
- (II) If the events convened by the Exhibition Organizer are banned or cancelled by the law enforcement department due to violation of the laws or the regulations, and the contract

signed by the Parties cannot be performed, it shall be deemed that the Exhibition Organizer's default. The Hall Owner has the right to cancel the contract, all fees charged from the Exhibition Organizer will not be refunded, and the Exhibition Organizer shall be required to compensate for the economic loss of the vacant exhibition and the related service fees already performed.

- (III) The loss caused by events violating the laws or the regulations by the exhibitor shall be borne by the responsible party. The amount previously charged shall not be refunded, and the Exhibition Organizer shall also be jointly and severally liable. If there are other losses or negative impacts on WCIEC, the Hall Owner shall reserve the right to further recover compensation from the responsible parties.

Annex 1: Agreement on Management of Work Safety in Events

Agreement on Management of Work Safety in Events in International Exhibition Center of Western China International Expo City

Event Service Provider: Sichuan Tianfu International Conference & Exhibition Co., Ltd

Event Sponsor:

Under the policy of “people-oriented and safety first”, the *Law of the People’s Republic of China on Work Safety*, the *Regulations on the Reporting, Investigation and Disposition of Work Accidents* (Decree No. 493 of the State Council), the *Regulations on Security Administration of Large-Scale Mass Activities* (Decree No. 505 of the State Council), the *Sichuan Provincial Regulations on Work Safety*, the *Tentative Opinions of the General Office of Chengdu Municipal People’s Government on Further Strengthening Safety Management in Large-Scale Events across the City* issued by the General Office of Chengdu Municipal People’s Government, Sichuan Province on February 16, 2007 and other related national laws and regulations are observed to identify the Event Sponsor and its safety management responsibilities and to ensure safety in events. This Agreement is signed by and between the Parties hereto at the time of signing [/] and prior to moving into halls.

Article 1 Event Program

1. Event Program name:
2. Event location:
3. Area occupied by event:
4. Other partners of event:

Article 2 Term of Event Program

From the date of beginning entry into halls to the date of complete withdrawal from the halls.

In the case of an extension due to failure to complete move-out within the term specified above, Party B shall still perform the work safety obligations herein and take accident responsibility (if any) within the extension.

Article 3 Party B’s Safety Management Responsibilities

In accordance with the policy of “safety first and precaution crucial” that shall be adhered to in holding major events and the principle of “whoever in charge is the very one for responsibility”, this Agreement designates Party B as the Sponsor for the event mentioned above, who must be fully responsible for safety in the event program and keep basic safety conditions and states of the event in compliance with related national technical standards on safety. Where the failure of Party B to perform the following prevention work and safety responsibilities pursuant hereto causes any personal injury or death, property loss, administrative liability or legal liability to Party A, Party B or any third party, all responsibilities arising therefrom shall be taken by Party B.

- (I) Party B shall carry out the following prevention work:
1. Formulate safety precautions and also contingency plan for handling public emergencies;
 2. Establish and implement a safety responsibility system, identify people responsible for safety, and specify job responsibilities at each level;
 3. Employ full-time staff competent for event safety work;

4. Provide necessary material support for event safety work, set up a security inspection system at each entrance and arrange security guards at exits. All expenses incurred therefrom shall be borne by Party B;
5. Organize site safety management, conduct safety inspection and timely rectify if any problem is found;
6. Give publicity to safety and conduct education on safety among event participants, timely dissuade them from any behavior affecting order of the event, and promptly report to public security organs if any criminal offense is found;
7. Take charge of construction and fire safety on site. Reasonably arrange personnel evacuation to avoid building quality, construction, fire, stampede accidents, etc. Accept the guidance, supervision and inspection by safety oversight, public security, fire, construction, quality and technology supervision departments and other management departments, and promptly eliminate potential safety hazards.
8. If co-organizers or such suppliers as official exhibit producer and official carrier involved in the event have no affiliation with Party B, Party B shall sign a safety agreement with each co-organizer or supplier to define respective safety responsibilities. Co-organizers or suppliers shall implement safety measures jointly with the Sponsor as per the responsibilities stated in the safety agreement.

(II) Party B shall assume the following relevant safety responsibilities:

1. Anti-terrorism responsibility: take charge of fire protection, public security and anti-terrorism work in event areas; ensure the event areas must conform to relevant national provisions concerning quality management; the following items are not allowed to be displayed or to enter Party A's halls: dangerous items, imported items without customs approval, items likely to hinder Party A's smooth operation and any item that is prohibited by relevant departments;
2. Fire safety responsibility: Party B is prohibited from reconstructing, refitting or moving fire protection installations including passage, emergency exit, emergency light, fire hydrant, fire extinguisher, fire sprinkler installation and fire alarm during the event; Party B is prohibited from affecting and blocking emergency access and such safety facilities as fire extinguishers and fire hydrants, and Party A has the right to request Party B to remove each item that poses a threat to safety; prohibit placing articles under each fire shutter door and hanging any ornament on both sides of its slide; prohibit firing, cooking, grilling, visible flame operation and metal cutting in halls; ensure on-site construction personnel do not mix or spray paint, or use inflammable materials such as gasoline and alcohol for cleaning in halls; and prohibit smoking in halls.
3. Public security management responsibility: Party B ensures that there will be no affrays, fighting or brawling in halls; Party B shall guarantee the quality of installation during the event, and if Party B violates any safety regulation, Party A is entitled to request Party B to make rectification within a specified period of time or close down the event areas until removal from the hall, and Party B shall take all responsibilities for personal injury or death or property loss (if any) arising therefrom; formulate work safety plan and implement construction safety and technical measures; establish and improve necessary safety management systems during installation and events; ascertain full- and part-time safety management personnel and define their safety management responsibilities; personnel to be engaged in special types of work including electrical works, crane machinery operation, and working at heights must take up their posts with permits after being trained and passing the examination by labor administration department, work safety supervision or quality supervision department.

4. Other safety responsibilities: Party B shall develop a contingency plan and evacuate personnel immediately in case of an emergency; be responsible for providing construction safety protection facilities and setting up eye-catching warning signs; specially assign individuals to conduct site monitoring during installation and dismantlement; provide necessary qualified labor protection apparatus and appliances to ensure construction safety and wear helmets to enter the halls during installation and dismantlement; conduct regular safety inspection on event site and timely rectify any unsafe factor to eliminate accident exposure and hidden dangers and prevent and avoid personal injury accidents; pay attention to evacuation of site personnel and prevent stampede accidents and other liability accidents; take measures to focus on preventing falling from high place and wounding caused by falling objects; use flame retardant materials for site erection, and take measures against electric shock and fire accident.
5. Observe other safety regulations in the *Exhibition Hall User Manual* of Party A.

Article 4 Party B's Person Responsible for Management of Safety in Event Program

Under the policy of "safety first and precaution crucial" and in accordance with the principle of "whoever in charge is the very one for responsibility", this Agreement assigns Mr./Ms. [] from Party B as the person responsible for management of safety in the above event to take charge of all safety management work within the scope of such event. Administrative and civil liabilities for compensation shall be assumed by Party B if any liability accident is caused by failure of this person responsible for safety management to discharge or properly discharge responsibilities.

Article 5 Reporting Management of Safety in Events

Prior to commencement of the event program, Party B shall report this Agreement on Management of Safety to governmental work safety supervision and management department for record.

Article 6 Determination of Responsibilities for Casualty Accident in Implementation of Event Program

This Agreement sets out that Party B shall take all responsibilities for any work accident concerning personal injury or death, including any third-party liability accident, in implementation of the event program. Party B shall take out corresponding insurances for this event and staff thereof according to specific needs.

Article 7 Reporting and Handling of Casualty Accident in Implementation of Event Program

1. Where there is an accident of personal injury or death in implementation of the aforementioned event program, Party B must actively and timely report to relevant management unit within the time limit specified by the State.
2. Where an accident of personal injury or death happens, Party B must cope with problems arising from the accident and cooperate with relevant management departments in accident investigations.
3. Where an accident of personal injury or death happens, Party B shall bear corresponding accident compensation and take the responsibilities ascertained by the government if Party B is at fault in discharging safety responsibilities as determined by relevant government department. Party B shall indemnify Party A for the loss thereof due to the accident. Loss of Party A includes but is not limited to the penalty paid by Party A, expected income during cessation of business, and compensation, liquidated damages or any other compensatory payment paid to a third party due to cessation of business.

Article 8 Party A's Safety Responsibilities

1. Give publicity to work safety and inspect the duty fulfillment of each unit and department;
2. Ensure event place and facilities conform to relevant national regulations and technical

specifications on fire safety;

3. Provide obvious evaluation indication signs at emergency exits and safe passages for evacuation, and ensure safe passage for evaluation and fire fighting access are unblocked;
4. Equip emergency broadcasting and lighting facilities and ensure they are intact and effective;
5. Provide special parking space (lot) conforming to relevant laws, regulations and rules, and prohibit parking any other vehicle irrelevant to the event;
6. Ensure safety protection facilities compatible with safety requirements of event;
7. Provide Party B with information and certificates concerning safety in use of place such as the approved personnel capacity of the place, emergency exits, safe passages for evacuation and power supply system;
8. In the course of the event, Party A shall assign relevant work such contacting and coordinating with Party B and be responsible for supervising and inspecting Party B's management of safety in construction.
9. Once an accident of personal injury or death occurs or any other emergency occurs, Party A is obligated to provide aid in rescue of the wounded, assist Party B in taking necessary measures to prevent accident expansion and reduce accidental loss.

Article 9 Submitting to Relevant Government Department for Approval and Record

1. For events that shall obtain administrative permits of public security organ as stated in laws, regulations and rules, Party B shall file an application to the public security organ within specified time limit and report to the work safety supervision department of Tianfu New Area for record.
2. If temporary buildings (structures) need be erected for the events, Party B shall report to the construction management department of Tianfu New Area for record within specified time limit.
3. If there are large-scale recreation facilities and other special equipment in an event, Party B shall entrust the testing and inspection of special equipment including recreation facilities to a unit with corresponding qualifications as per relevant laws, regulations and rules. Only such equipment as passes the testing and inspection can be put into use; besides, relevant materials shall be submitted to the quality and technology supervision department of Tianfu New Area for record.

Article 10 Other Provisions to Be Followed by Party B

1. This event shall be held at the given time and place and as per the established contents;
2. Tickets printed, issued and sold shall not be more than the personnel capacity approved by relevant department;
3. For public sale of tickets, such measures as anti-counterfeiting and on-site ticket checking shall be taken;
4. Safe and effective ticket checking facilities and equipment at entrances according to safety needs;
5. Ensure the safety of temporary erection, installation, hanging facilities and equipment.

Article 11 Signing of Agreement

This Agreement shall come into force immediately once it is signed and sealed by the representatives of the Parties hereto and must be performed faithfully by the Parties hereto.

This Agreement shall serve as an Annex to the Agreement on Event Services;

Matters uncovered herein shall comply with the Agreement on Event Services.

(The remainder is intentionally left blank.)

(Signature Page)

Party A: Sichuan Tianfu International Conference & Exhibition Co., Ltd

Legal representative or
authorized representative:

Address: No. 88, Fuzhou Road East Section, Zhengxing Street, Chengdu Tianfu New Area, China
(Sichuan) Pilot Free Trade Zone

MMDDYY

Party B:

Legal representative or
authorized representative:

Address:

Tel.:

MMDDYY

Annex 2: Power of Attorney

Power of Attorney

The " " organized by and co-organized by will be held in Hall of International Exhibition Center of Western China International Expo City from MMDD, 201 to MMDD, 201 .

We are empowered hereby to be responsible for the site of this event and to take charge of the organization and coordination of all affairs on event site. All documents signed with you have legal effects and we will take full responsibility for any economic disputes and legal consequences arising from this empowerment.

Specimen signature:

(Seal)

Empowered unit:

(Seal)

(Month) (Day), 201

- V. Take responsibility for safety of each Construction Contractor for installation of stands. The Construction Contractor must ensure that the stand structures conform to relevant national standards and construct in accordance with codes to keep the stand structures firm and secure. The Official Service Provider shall handle any stand collapse, work-related injury and accident of hurting others immediately upon their occurrence during move-in, exhibition and move-out and report to relevant departments in time. Full-time safety manager must be assigned to take charge of supervision of construction safety on move-in site, electrical safety at booths and fire protection management, and must issue a rectification notice and supervise the rectification for any construction behavior with safety hazards. Smoking is prohibited in the halls at any time.
- VI. Establish and implement a construction safety responsibility system, improve safety management measures, develop a safety management plan and a contingency plan, define job responsibilities, provide full-time safety managers suitable for construction safety management, and submit the list of persons in charge of construction safety to the safety supervision authority of government and the Hall Owner for record.
- VII. Organize the construction safety management related to the exhibition, take construction safety management measures, conduct safety inspection on construction site and keep inspection records, accept the guidance, supervision and inspection of the safety supervision authority of government, and timely eliminate safety hazards.
- VIII. Where an accident related to temporary construction facilities happens during the exhibition, the person in charge of construction safety management shall immediately launch an emergency rescue plan to take measures in time and report relevant situations to the Hall Owner and the safety supervision authority of government.
- IX. Each Construction Contractor and exhibitor are prohibited from damaging the buildings by nailing or binding something onto the wall or column of a hall and special pipelines or buildings. Structures shall be connected to the main structure of stand and erected in accordance with the limited height of hall (the maximum height shall not exceed 6m unless otherwise specially required). Without the permission of the Hall Owner, it is strictly forbidden to paste or hang advertisements or promotional items on the fence or top of a hall or to hang stand model at the top of a hall. It is also forbidden to stack items (such as installation tools, packing materials, packaging box, and exhibit) behind a booth.
- X. Be responsible for supervising, managing or regularizing the afloat work of stand construction personnel, who shall take up posts with permits, use qualified and safe lifting tools and operating platforms and wear safety belts and helmets. Safe isolation areas shall be provided, and obvious signs or warning tapes for isolation must be set in the safe area. Safety officers shall be assigned to construction site to take charge of construction safety. Ensure safety of construction personnel.
- XI. The exhibition sites (halls) must be so designed and planned that the fire fighting equipment and fire shutter door will not be occupied, buried, pressed or blocked. During organization of booth installation, each stand (custom-built booth) shall be urged and supervised to reasonably equip fire extinguishers during move-in and exhibition as per fire protection requirements, reserve fire escape routes in the halls, and ensure personal and property safety at stands and keep fire escape routes unblocked.
- XII. Supervise, manage and correct other violations in the hall, for instance, prohibit painting operation in halls, use of electric saw, electric planer, electric cutter and other machining tools in stand construction, and use of flammable, combustible, toxic and hazardous materials for decoration.
- XIII. Supervise, manage and correct hot work in halls. If hot work in the halls with oxygen welding and electric welding is required, the Construction Contractor must report it to the Official Service Provider for review; upon passing the review, it will be reported to the Hall Owner for record; afterwards, hot work permits can be issued, fire fighting equipment

will be equipped, on-site responsible person and protection measures will be ascertained, and then hot work can begin. Report to the Hall Owner for future reference upon completion of hot work. Prohibit use of gas stove, electric stove, alcohol heater, electric cooker and other utensils that are easy to cause fire accidents in the halls.

- XIV. Supervise, manage and regularize each Construction Contractor's use of lighting fixtures, electric tools for move-in and other power consumption facilities and materials, which shall be provided with national professional safety certifications and constructed, installed and used in accordance with electrical codes and standards. Use of twisted wires or plastic electric wires to connect electrical equipment is prohibited; instead, standard double-sheathed fire-resistant wires and terminal blocks must be used to connect electrical equipment and for circuit connection. Circuit and electrical installation must be carried out by personnel with valid professional certificates for electricians issued by the state labor department, who must take up posts with certificates. Ensure there is no wiring for private use and overloading at each stand; use of neon light or high-temperature iodine-tungsten lamp is prohibited in halls; direct installation of lamps on columns in a hall as light box is prohibited.
- XV. Consciously clarify each exhibitor's responsibilities for safety in power utilization, establish and implement an internal safety responsibility system.
- XVI. Specially assign personnel to take charge of safety in power utilization in halls during move-in, exhibition, and move-out, supervise and urge the construction and installation contractors and exhibitors to watch and maintain the site during move-in, exhibition and move-out, and timely eliminate safety hazards in power utilization to ensure safety.
- XVII. Supervise and manage equipment and facilities of all halls and ensure they are not dismantled, moved and damaged. The Construction Contractor shall not use such fixed facilities as distribution box, water source and gas source in the halls without permission. For each stand using water and electricity, a responsible person shall be assigned to turn off the main and branch water shutoff valves and flip off the main and branch power switches prior to removal from the halls. Any accident and loss in connection with water or electricity shall be dealt with by the Official Service Provider.
- XVIII. Supervise and manage each Construction Contractor to ensure that the installation or dismantlement of a stand, or the stands erected and signs, banners or advertisements hung by him would not prejudice the rights and interests of or cause personal injury to any third party; otherwise, the Official Service Provider shall bear the legal liabilities.
- XIX. Conscientiously accept and cooperate with the public security organ's fire departments and the safety function department of the Hall Owner in examining the exhibitors; for any unsafe factor and fire hazard proposed, rectification must be made immediately to eliminate the fire hazards, thus ensuring fire safety. If there is any fire hazard in any exhibitor, the Official Service Provider shall make rectification immediately; failure to make rectification after signing for reception of a rectification notice will lead to punishment imposed by public security organ's fire department according to law; any fire accident arising therefrom will be investigated by the public security organ's fire department to ascertain the legal liabilities according to law; for any fire accident resulting from poor management or negligence, the Official Service Provider shall take relevant management responsibilities.
- XX. Conscientiously observe relevant regulations of the halls, maintain all fire fighting equipment in the halls, do not use it without permission or damage it; in case of any violation, the Official Service Provider shall take relevant responsibilities.
- XXI. Supervise and manage Construction Contractors and request each of them to ensure safe and orderly move-out by setting a safe protection area.
- XXII. Sign a relevant Safety Responsibility Agreement with the Construction Contractor for

erection of stands for the event. The Official Service Provider need take relevant responsibilities if any accident or loss results from the inadequate supervision, administration, inspection, management or execution in the events or from the failure to effectively implement the detailed rules mentioned above.

- XXIII. If the Construction Contractor works in violation of the instructions for move-in, the Hall Owner is entitled to order the Official Service Provider to make rectification; in the case of failure to cooperate and make rectification within specified time period, the Hall Owner has the right to punish the Construction Contractor by stopping work or site-clearing, and to deduct penalties for violations in accordance with deduction criteria.
- XXIV. Prior to entering the place of exhibition, public liability insurance specific to the exhibition need be bought and the insured dates need cover the dates of mobilization, exhibition and demobilization. To avoid the difficulty in implementation of post-accident penalties for a liability accident, the Official Service Provider shall also buy the third-party personal accident insurance for all personnel entering the WCIEC for construction, installation, move-in and move-out.
- XXV. Manage the safe dismantlement of temporary construction facilities and the removal and transport of materials upon closing of an exhibition; strictly observe relevant regulations of the International Exhibition Center of Western China International Expo City and obey the supervision and management of halls, and bear all losses caused to the halls due to breach of the above commitments.
- XXVI. Before signing this Responsibility Agreement, the Official Service Provider must present the copy of his business license, affix the official seal onto it, and then submit it to the Hall Owner for reference.
- XXVII. The Official Service Provider has understood and promised to strictly observe the *Manual on Use of Halls in International Exhibition Center of Western China International Expo City* and the *Instructions for Move-in*.
- XXVIII. In case of violation of any of the above-mentioned rules, the Official Service Provider shall accept the punishment imposed by the public security organ, fire department and the Hall Owner in accordance with laws and regulations and the hall regulations.
- XXIX. This Safety Responsibility Agreement is made in duplicate, one to be used for handling mobilization procedures and kept by the Hall Owner and the other to be kept by the Official Service Provider himself.

Official Service Provider:

Legal representative or entrustee (signature):

Person responsible for safety in on-site installation:

Contact number:

Date:

(official seal)

Annex 4: Official Power of Attorney

Power of Attorney (Official Service Provider)

The " " organized by will be held in International Exhibition Center of Western China International Expo City from MMDD, 201 to MMDD, 201 .

As the Official Service Provider of this exhibition, we are empowered hereby to be responsible for the site of this event and to take charge of the organization and coordination of all affairs on event site. All documents signed with you have legal effects and we will take full responsibility for any economic disputes and legal consequences arising from this empowerment.

Specimen signature:

(Seal)

Signature of legal person of empowered unit:

Empowered unit:

(Seal)

(Month) (Day), 201

Annex 5: Criteria for Construction and Cleaning Deposit Deduction

Criteria for Construction and Cleaning Deposit Deduction for International Exhibition Center of Western China International Expo City

1. Criteria for Construction Deposit Deduction:

- 1) Entering the construction site without work permits, smoking, fighting and brawling will result in a penalty of 50-500 yuan based on seriousness of the case;
- 2) Deduction will be made based on 50 yuan/person from the construction deposit if construction personnel wear qualified safety helmets in an improper manner. The punishment will be aggravated in severe case.
- 3) Penalty charge will be doubled by time in the case of working overtime without handling overtime procedures in advance or extending working hours in violation of rules. Any unit refusing to cooperate with the site-clearing personnel will receive a double charge by a whole night.
- 4) For a stand where hot work is carried out without permission, a deduction of 1000 yuan will be given and the punishment will be aggravated in severe case.
- 5) A penalty of more than 1000 yuan will be imposed on any unit that brings electric saw, cutter, welding machine or air compressor into a hall without permission.
- 6) Failure to use qualified and safe lifting tools and operation platforms, specially assign personnel for command and care, and set a safe area during working at heights will result in a deduction of 1000-3000 yuan, and the punishment will be aggravated in severe case.
- 7) In the case of woodwork, brushing and spraying paint or puttying on site, a deduction of 2000-5000 yuan will be given and the punishment will be aggravated in severe case.
- 8) A penalty of more than 1000 yuan will be imposed on the Construction Contractor if he uses the hall structures for hanging and binding without the permission from halls.
- 9) For utilization of electricity for exhibition without permission from halls during move-in, all expenses incurred therefrom will be collected subsequently and a penalty of more than 1000 yuan will be deducted.
- 10) Use of inflammable, explosive and prohibited items and connecting power lines or water source without permission will result in a deduction of 2000-5000 yuan, and the punishment will be aggravated in severe case.
- 11) Entry into halls without going through relevant procedures and without permission will result in removal from the site and a deduction of 2000-5000 yuan.
- 12) All deposits will be withheld in case of brutal construction, illegal erection, not providing caution areas during dismantlement of stands (pushing, pulling, etc.), and early move-out not compliant with regulations of the sponsor.
- 13) For any unit or individual that fails to observe the rules and regulations of WCIEC and rejects the verbal or written warnings from management personnel for three consecutive times, all deposits of the unit will be withheld.
- 14) In case of damage to facilities or equipment in a hall, compensation will be made according to actual damage, and the punishment will be aggravated in severe case.
- 15) Penalties will be imposed depending on the circumstances for any other violations.

2. Criteria for Sanitary Control and Cleaning Deposit Deductions:

- 1) Sanitation management of the Official Service Provider

- ① The Official Service Provider shall set up a site cleaning acceptance team during move-out to supervise, manage and examine the Construction Contractor and to confirm whether the site cleaning is acceptable.
- ② Supervise and manage the Construction Contractors who shall clear all structures from their respective stands within the move-out time specified by the Hall Owner.
- ③ The Official Service Provider is duty bound to supervise and manage exhibitors that have not moved out and urge them to move out in time.
- ④ Notify the cleaning acceptance personnel designated by the Hall Owner of site cleaning inspection and acceptance within the move-out time specified by the Hall Owner.
- ⑤ Exhibitors moving out are only allowed to do dismantlement and loading in their respective booth area. The site cleaning acceptance team of the Official Service Provider shall supervise and manage the exhibitors in their move-out to prevent random placement.

2) Criteria for deduction

- ① Failure of the Official Service Provider to urge the Construction Contractors to complete clearing within the time specified by the halls, the Hall Owner will directly deduct yuan/hall of the Official Service Provider.
- ② The Official Service Provider's person in charge of site acceptance and the person in charge of sanitation of halls will evaluate the quantity of remaining refuse (including refuse left at standard booths) after move-out, and refuse removal and transport expenses will be paid by the Official Service Provider.
- ③ Exhibition equipment, construction and other tools which cause scratches on or damage to the ground, or the oil leakage from equipment and pasting of pictorial which lead to ground pollution will result in 400-4000 yuan/m² in compensation depending on the condition of the ground (the compensation will be calculated based on 1m² if the area is less than 1m²).

3) Criteria for site cleaning acceptance

- ① All stand structures are cleared from the WCIEC area and the exhibition site is cleaned up.
- ② The ground is free from waste, stain, plaster ash and adhesives.
- ③ There are no hangings at the top of a booth.
- ④ There are no advertisements and other objects of this event in halls and adjacent areas.

Annex 6: Notice on Rectification of Construction Safety and Fire Hazards
Notice on Rectification of Construction Safety and Fire Hazards
NO.

Inspected unit		Inspector	
Inspection item		Date of inspection	
Position of hazard			
Matter of hazard			
Rectification comments		Time limit	
Signature of responsible person accepting rectification			
Remarks			

Annex 7: Instructions for Move-in

Instructions for Move-in in International Exhibition Center of Western China International Expo City

You are kindly requested to read the following instructions for move-in in depth and inform your relevant staff taking part in the move-in and exhibition of these instructions. We hope our service can provide convenience for your exhibition. (These instructions apply to all move-in Construction Contractors and individuals entering the International Exhibition Center of Western China International Expo City.)

1. The Construction Contractor shall carry out construction in strict accordance with relevant national laws and regulations, the *Chengdu Municipal Interim Provisions on Management of Fire Safety in Exhibition and Trade Fair Events*, and other rules and regulations of International Exhibition Center of Western China International Expo City and obey the hall management, supervision and inspection.
2. Prior to entering the hall, the Installation Contractor must provide the hall application data in accordance with the "application formalities and materials for entry into hall for custom-built booth", and sign the *Safety Responsibility Agreement for Construction of Custom-Built Booths*. The person proposed to sign the Responsibility Agreement shall present the letter of introduction or fax sealed and issued by the Installation Contractor to confirm his/her trustee qualification; the Installation Contractor shall specially assign personnel to take charge of the safety and fire prevention on stand construction site, identify safety hazards of stand and cope with an accident (if any). The person in charge of stand construction is in duty bound to timely inform the construction personnel of entry into the construction site, wearing qualified safety helmets correctly, carrying valid certificates, participating in conference and observing relevant rules of the halls.
3. Any unit failing to go through relevant entry formalities (provide valid qualification documents) according to the *Application Formalities and Materials for Entry into Hall for Custom-Built Booth* shall not enter the site for construction. The Installation Contractor found entering the site without authorization will be punished severely until removal from the hall.
4. Structures and construction
 - 1) All custom-built stands must be designed and erected with more than 2 entrances/exits, and entrance/exit indications and warning signs must be pasted.
 - 2) If the Exhibition Organizer has no special requirements, the Construction Contractor shall erect indoor stands within the limited height of 6m and outdoor stands within the limited height of 4m; erection materials must be fire-proof or flame-retardant ones; structures must be firm and secure; for an area of 36 m² or a span of more than 5m, composite steel structures must be installed and well connected.
 - 3) It is strictly forbidden to nail, hang or tie structures to or on the ground, wall, top, column and special pipelines of the exhibition area. All structures shall be connected to the main structure of the stand. Stands shall be erected in strict accordance with the limited height of hall.
 - 4) Where a stand is designed with a platform, accessible aisle must be provided, and the corner must be passivated; upon completion of the construction of platform for stand, obvious warning signs must be provided at the edge of platform.
 - 5) It is forbidden to install light box directly onto the column in a hall. Equipment and facilities of all halls shall not be dismantled, moved or damaged. The Construction Contractor shall not use such fixed facilities as distribution box and water source in the halls without permission.
 - 6) For all stands with glass decoration, tempered glass shall be used, installed reliably, and

provided with warning signs to avoid injury caused by breakage.

- 7) Initial processing of wood structures on site is prohibited in halls; electric saw, cutter, welding machine and air compressor cannot be brought into the halls until a prior written application is filed to and approved by the hall construction management office. The Hall Owner is entitled to stop any unit or individual that uses electric saw, cutter, welding machine and air compressor without authorization, and impose punishment, according to circumstances, on those continuing to use in that way despite repeated prohibition.
- 8) Spray painting, pasting with all-purpose adhesive and puttying are prohibited in halls and can only be suitable for repairing or joint treatment provided that protection has been provided; in addition, a prior written application need to be submitted to the Hall Owner. After giving approval, the Hall Owner will arrange the time for working. The Hall Owner is entitled to stop any unit or individual that sprays paint, uses all-purpose adhesive or carries out puttying without authorization, and impose punishment, according to circumstances, on those continuing to do that way despite repeated prohibition.
- 9) In principle, floor tiles, wall tiles and other stone materials are not allowed to be used for fabrication or decoration of stands in a hall (except for a specialty booth); any unit that must use such materials need submit a written application to the Hall Owner in advance. Upon being approved, such materials can be used in the fabrication and decoration process provided that they are not cut on the construction site of stand.
- 10) Upon completion of erection and decoration of a stand, the part of it higher than the wall or surrounding decorations must be beautified. Materials used for beautification must be subject to waterproof treatment and fixed securely.
- 11) If the exhibitors and the Installation Contractor need to apply for overtime work in the move-in process, they shall go through the overtime work application procedures at the site service center before 16:00 of each day; if the application for overtime work is submitted after 16:00, 50% of the overtime pay will be charged. Penalty charge will be doubled by time in the case of working overtime without handling overtime work procedures in advance or extending working hours in violation of rules. Any unit refusing to cooperate with the site-clearing personnel will receive a double charge by a whole night.

5. Fire protection

- 1) Smoking is prohibited in halls. Each custom-built stand must be provided with 200mm*200mm square "No Smoking" logos at conspicuous positions; at least 2 logos shall be provided in a hall less than 100m²; at least 4 logos shall be provided in a hall between 100m² and 300m²; at least 6 logos shall be provided in a hall more than 300m².
- 2) Use of inflammables (elastic fabric, straw, etc.), explosives and radiant, radioactive, toxic, corrosive and high-volatile items is prohibited in halls.
- 3) Each custom-built booth must be equipped with qualified and effective dry powder extinguishers (at least 4kg) which shall be placed uniformly in a conspicuous and easily-accessible location around the booth area during the construction of the booth to facilitate fire inspection and use. Two extinguishers shall be provided every 50m², i.e., additional 2 extinguishers shall be supplied for every increase of 50m², and so on (2 extinguishers are needed when the area increase is less than 50m²).
- 4) Unauthorized connection of power lines is prohibited in halls; lighting fixtures, neon lights and other power consumption facilities and materials shall be provided with national professional safety certifications and constructed, installed and used in accordance with national electrical codes and standards. Use of twisted wires to connect electrical equipment is prohibited; instead, standard double-sheathed fire-resistant wires shall be used to connect electrical equipment; circuits and electric appliances for each stand must be connected by terminal blocks. Circuit and electrical installation must be

carried out by personnel with valid operation certificates; electricians must carry operation permits with them during the events for examination.

- 5) Stand light box fabricated must be subject to fireproof treatment with fire retardant coatings; a certain distance must be kept between the lighting fixtures installed in the light box and the main body of the light box; heat emission holes must be reserved upon completion of light box fabrication.
- 6) For each custom-built stand, ceiling decorations installed shall have a projected area not more than one third of the stand's total area; textiles for a ceiling must be kept at a distance of more than 15cm from lighting fixture during installation and be subject to fireproof treatment.
- 7) Move-in construction must be carried out within the scope of each construction contractor's own stand; construction materials and tools shall be placed in the scope of their own stands in a regularized and level manner rather than set up or piled on stands and fire fighting accesses; materials blocking such accesses will be disposed of as waste by the Hall Owner.
- 8) It is strictly forbidden to use grid structure at the top of a hall as the tool for hoisting stand structures, erect stands and pile articles under the fire shutter doors, and shield the fire fighting equipment for halls (fire hydrant, active infrared intrusion detector, surveillance camera, fire fighting access, etc.).
- 9) Hot work such as electric or gas welding (gas cylinders are prohibited from entering the halls) is prohibited in halls. Any unit that must carry out hot work need submit a written application, a letter of commitment to safety and relevant certificates of operators to the Hall Owner in advance; hot work cannot be carried out until the application is approved, relevant hot work expenses (yuan/1 place/ 1 day) is paid, effective prevention measures are taken and corresponding number of fire extinguishers are provided. Any unit violating these rules will be severely punished accordingly.

6. Electrical installation and material selection

- 1) Electrical equipment for the event shall be installed in accordance with the technical requirements in the *Technology and Code for Electrical Safety* and relevant national codes.
- 2) Electric construction personnel must have valid professional operation certificates issued by the state labor department. Safety inspectors of WCIEC will have irregular spot checks of the originals of such certificates; any operator without certificates will be stopped from further construction. During construction, construction personnel shall strictly follow the rules and regulations, not operate in violation of such rules and regulations, and cooperate in inspection.
- 3) All Installation Contractors and exhibitors entering WCIEC for electric construction must observe the management rules on safety in power utilization developed by WCIEC and obey the management by electric management personnel of WCIEC. WCIEC will take mandatory rectification actions for those disobeying the management and violating the management rules.
- 4) All power supply applications must be submitted based on the items listed in the *Statistical Table on Exhibition Equipment Rental and Utility Application* in the *Manual on Use of Halls*. With regard to application for power, the Installation Contractor must apply for (pre-rent) actual electrical load of each booth 15 days before move-in according to the overall load applied for by exhibitors and shall increase the load by 20% as reserved load to prevent unexpected overload.
- 5) During the exhibition, the management personnel will strictly check whether the actual load is in conformity with the load applied for and reported by the Installation Contractor.

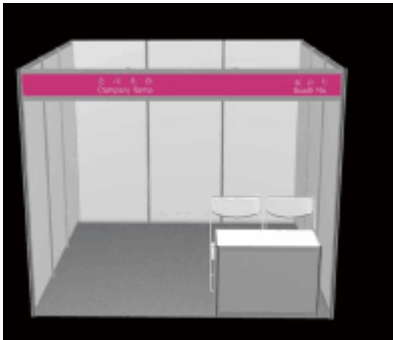
In case power consumption exceeds what applied for and reported or in case of fraud, WCIEC will claim against the applicant/reporter to pay double of the original leasing price as cost compensation and order the applicant/reporter to make rectification or cut off power; In case of fire and other accidents caused by overload, the Exhibition Organizer, the Installation Contractor and applicant/reporter will be held accountable for safety. Relevant management personnel will conduct irregular patrol inspection during move-in and exhibition.

- 6) The exhibitors and Installation Contractors must use electric materials in compliance with the national standards (GB); electrical equipment and facilities must be installed in light of relevant technical requirements in the *National Electrical Engineering Installation Standards*.
- 7) All power lines shall be double-insulated sheathed copper wires and laid through pipes for protection; the insulating strength must conform to standard. The minimum cross-sectional area of insulated conductors connecting lighting fixtures shall be 1mm. It is strictly forbidden to use unqualified power lines such as twisted wires; connection must be achieved by qualified terminal blocks.
- 8) Conductors penetrating through flammable decorative materials shall be protected against heat exposure by glass wool, asbestos and other non-flammable materials.
- 9) Lighting fixtures, sockets, distribution panels and other electrical appliances installed outdoors shall be waterproof type. Lines and switches must be provided with reliable protection, rain-proof and earthing measures; simultaneously, warning signs shall be provided. Outdoor electric equipment shall be protected by reliable weatherproof measures.
- 10) High-temperature lighting fixtures installed in exhibition area shall be protected with effective measures. Outgoing lines of high-temperature and strong lights must be provided with high-temperature resistant casing pipes and installed on special metal racks, around which combustible materials cannot be placed. High-temperature lighting fixtures shall be provided with protective covers; the distance between heating lamps and combustible materials shall not be less than 0.5m. High-temperature and strong lights shall be installed at a height of more than 2.5m. It is strictly forbidden to use neon light, iodine tungsten-arc lamp (sunlamp) and high-temperature and high-voltage lighting fixture with trigger, high calorific value and safety hazard as the decorative lighting for booths.
- 11) Electric sand table, model and light box shall be fabricated from fire-retardant materials. Lighting fixtures installed and their heating elements, such as ballast and low-voltage transformer, shall be kept at a safe distance from wood structures or provided with noncombustible isolation layers, and kept away from combustible materials. Electric wires shall be split into bundles for threading through insulating tubes. Heat emission inspection holes must be provided in setting box and light box.

7. Working at height

- 1) Use qualified and safe lifting tools and operating platforms; fasten safety belts; wear safety helmets and soft-soled shoes and dress as required by working at heights; set a safe isolation area and clear obstacles from the area; visible signs must be provided in safe area. Safety officer shall be assigned to construction site for taking charge of construction safety. The violators shall be rectified and corrected in accordance with the regulations. Attention shall be paid to the following requirements:
 - ① Always follow the rules and regulations during working at heights.
 - ② Do not work at heights after drinking or taking sedative drugs.
 - ③ Do not rest in non-safe areas.

- ④ Prohibit tired or sleep-deprived person from working.
- ⑤ Prohibit moving and carrying person at will.
- 2) All personnel participating in high-altitude operations must pass medical examination before they work at heights. Personnel with mental illness, epilepsy, hypertension, severe vision and hearing impairment are not allowed to work at heights.
- 3) All personnel participating in high-altitude operations shall be organized for safety study before commencement of work and pass the examination. They shall build strong awareness of safety risk and hazards and protect themselves and others.
- 4) Climbing tools such as scaffolds and high ladders shall be inspected carefully to ensure they are compliant with regulations, secure and reliable and confirm that tools carried are properly placed and fixed.
- 5) Cross-operations at upper level and lower level shall not be carried out simultaneously; enough lighting facilities shall be provided for work at night.
- 8. Move-in to standard booth
 - 1) Schematic diagram of a standard booth



2) Configuration for a 3m*3m or 3m*4m standard booth

Item	Spec.	Qty.
Enterprise sign	Company name in Chinese and English and stand no.	1
Display board	Composed of aluminum bracket and three white panels	9
Information counter	1m*0.5m*0.75m	1
Folding chair	White	2
Spotlight	100w	2
Socket	500w	1

3) Before move-in

- ① Calculate the quantity of materials to be used according to standard booth drawings and prepare about 20% of surplus materials for increase and modification of booth on site.
- ② Fabricate exhibition lintel for a standard booth. (The sponsor need to provide information 10 working days before entry into halls.)
- ③ Count the quantity of furniture and electrical appliances reserved and prepare a certain quantity of commonly-used exhibition equipment.
- ④ Clean and sort out materials in halls. Check whether there are any safety hazards in wooden ladders, herringbone ladders, pallet jacks, plate trailers and other equipment for move-in.
- ⑤ Check electric wires, interface terminals, distribution boxes and other electrical appliances for safety one by one.

- ⑥ Conduct education and training on construction safety for move-in construction personnel.

4) During move-in

- ① Transport erection materials to designated stacking area in hall in advance.
- ② All stands shall be positioned and marked out according to the floor plan, and ground reference indicating booth number and company name can be pasted on the custom-built booths as required by the sponsor. (In general, exhibition area of about 1000 m² will take 5~6 hours to complete, depending on the number of stands.)
- ③ Lay brand new carpets for standard booths and cover them by plastic films.
- ④ Erect the main structure of standard booths: first install eight-edges poles and flat aluminum support and then install exhibition boards.
- ⑤ Install exhibition lintels: in principle, a 3m*0.3m (including the height between upper and lower flat aluminum) sign board indicating the Chinese and English names of an exhibitor shall be provided for every 9 m² of a standard booth.
- ⑥ Connect power to the standard booth by wiring and install lamp sockets: in principle, two 100W spotlights and one 500W socket are provided for every 9 m² of a standard booth. (Sockets cannot be used for any lighting and mechanical equipment.)
- ⑦ Deliver furniture for standard booths: in principle, one information counter and two white folding chairs shall be provided for every 9 m² of a standard booth.
- ⑧ Upon completing erection of all booths, the stands shall be cleaned and checked for safety.

5) During event

- ① Four staff members are on duty for every 100 standard booths, including one project person, two exhibition workers, and one electrician. Timely maintenance and handling measures shall be given in case of an emergency during the event.
- ② Before the exhibitors enter the halls, electricians need be in place, turn on the power (the normal time is 30 minutes before halls open, and the power-on time of each event is determined according to the specific situations), cooperate with the exhibition hall to conduct electrical safety inspection, timely deal with problems found, and eliminate safety hazards. Besides, they shall close the power boxes of standard booths in the exhibition hall every day before the venue is closed, and urge all custom-built booths to turn off the power.

6) During move-out

- ① 1. After power supply is cut off, furniture and electrical appliance shall be collected first and all materials shall be stacked in one place and not occupy any access and entrance.
- ② Two groups of personnel will be assigned to dismantle the booths; the former group will be responsible for dismantlement and the latter group will collect and sort out materials.
- ③ Materials shall be withdrawn from the hall as soon as possible after they have been packed by classification.

9. Precautions

- 1) During move-in and move-out, the exhibitors and the Installation Contractor shall strictly follow the move-in and move-out notice time specified by the exhibition and the Hall Owner, make full use of the time for construction within the specified time and not delay

the move-in and move-out.

- 2) Before opening of the event, all exhibitors must participate in the safety inspection organized by the public security organ, fire department and the Hall Owner, and unconditionally rectify the problems found.
- 3) During move-out, it is forbidden to sell the stand structures and work in a brutal way. Move-out cannot be carried out until safety monitoring is executed and safety warnings are provided; the Installation Contractor is responsible for cleaning up the site by himself; construction and cleaning deposits can be returned only after the site management personnel have inspected the site and signed accordingly.
- 4) If the Installation Contractor violates the above provisions, the hall management personnel shall have the right to request the Installation Contractor to correct immediately, rectify within a specified time, stop the construction, and remove from the hall. For any unit in serious violation, a notice will be circulated among the industry and the unit will be included on the hall's list of violators.
- 5) The Installation Contractor shall be fully responsible for all accidents and responsibilities occurring during the event as a result of violating the regulations mentioned above and shall bear the financial losses caused to the halls.
- 6) Both parties must abide by relevant national laws and regulations. Neither party shall offer bribes or benefits to the other party, otherwise it will be investigated for the corresponding legal liabilities.
- 7) Matters uncovered herein shall be subject to the notice on site.

International Exhibition Center of Western China International Expo City

Annex 8: Letter of Commitment to Food Safety in Exhibition Events of WCIEC

Letter of Commitment to Food Safety

To ensure food safety during the (exhibition event) and protect the legitimate rights and interests of consumers, we hereby undertake to guarantee the following in accordance with the *Food Safety Law of the People's Republic of China*, the *Regulation on the Implementation of the Food Safety Law of the People's Republic of China*, the *Law of the People's Republic of China on Protection of Consumer Rights and Interests*, the *Food Hygiene Law*, the State Council's *Special Provisions on Strengthening the Safety Supervision and Management of Food and Other Products* and the Ministry of Commerce's *Food Safety Management Measures in the Circulation Area* and other relevant regulations:

1. Develop an emergency response plan for food safety incidents in the exhibition and a work plan for food safety supervision and management.
2. Strictly examine the valid food permits of food distributors, including business license, tax registration certificate, hygienic license, sales authorization and other essential qualification documents; any food distributor that is found not qualified for food distribution will be prohibited from entry into the halls.
3. Sign a *Food Safety Responsibility Agreement* with each admitted food distributor, clarify the responsibilities of food safety entity, and carry out training on food safety among admitted food distributors.
4. Establish a file of food distributors and record relevant information of the admitted food distributors, including the basic situation of the admitted food distributors, the main purchase channels, business varieties, brands and supplier status.
5. Check the operating environment and conditions of the admitted food distributors and suspend or cancel the admission qualification of them if they do not have the operating conditions appropriate to the food distributed.
6. Promptly stop and immediately report to the local food and drug supervision department if an admitted food distributor supplies food not compliant with the food safety standards or has committed any other illegal acts.
7. Conscientiously accept the supervision and inspection by the food and drug supervision department, and promptly settle consumer complaints according to law.
8. If any food safety and hygiene problem occurring has nothing to do with the Hall Owner, we are willing to bear all financial and legal responsibilities.
9. The person in charge of our contact with the food and drug supervision department is _____, and the contact number is _____.

Exhibition Organizer:

(Seal)

Date: MMDDYY