



**Bakery China**

# Bakery China 2025

05.19-22

National Exhibition and Convention Center  
(NECC) Shanghai

2025

## Exhibitor Manual

Organizer

China Association of Bakery and Confectionery Industry  
Bakery China Exhibitions Co., Ltd.

[www.bakerychina.com](http://www.bakerychina.com)  
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Official Wechat

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# Important Notices

Dear Exhibitors,

To assist you a smooth preparation to Bakery China exhibition, you are kindly suggested to read and follow the relatives rules and regulations onsite.

1. All people (including all of the company staff and invited visitors) entering the show center must have real-make registration online before the exhibition is open. The online exhibitor badge registration is open till 24:00 May 13<sup>th</sup>, 2025. The online visitor badge registration is open till 18:00 May 18<sup>th</sup>, 2025.

The time for Exhibitor Registration onsite is on 9:00-18:00 from May 16<sup>th</sup> to May 18<sup>th</sup>, 2025 at North Entrance Hall of NECC, Shanghai. Please make sure you are bringing the original stamped *Exhibitor Registration Notification*. The ID and facial identification will be checked onsite.

## 2. Other Important Regulations

2.1 All people entering the show center during build-up must wear hamlet.

2.2 No double deck is allowed.

2.3 The length of the logistic vehicle entering the second floor should be within 13 meters.

2.4 To keep each hall's presence coherency all exhibitors should present products coherent to each hall's product category. No cross-products' presenting is allowed. If any special cases happens the show organizer should be reminded and grant permission to the cross-products' presenting. Any violation may cause penalty and your future space allocation.

2.5 All products presence should be within your booth. And all your promotional materials onsite must follow the advertisement law, IPR law and other relative laws of the country. If any IPR violation happens you may call 12330 to complain. No selling and eating onsite. Exhibitors bear all the responsibilities for the safety and quality of the testing food.

2.6 To the requirement of the show center, KT board is not allowed. During exhibition time, no box should be scattered at the public area. If you need empty box storage service please contact our official logistics contractors. No waster should be left at the booth during tear-down or the garbage cleaning service will be charge to exhibitor.

2.7 No carrying pallet jack and air compressor by yourself in the show center.

## 3. Water Regulation

3.1 The demand of water pipe and drain should be submitted by April 17<sup>th</sup>, 2025, to the official booth construction contractor. After the deadline the application will not be accepted.

3.2 No water equipment should be connected to the water pipe directly. Valve should be added. Oily water separator and solid waste filtrating equipment should be added at the water outlet. There should be staff of exhibitor or booth construction contractor to clean out the oily waster separator and solid waste filtrating equipment. All the wastes like waster food, food garbage, waste oil, tea left-over, coffee left-over should be dumped to the wet waste recycling point appointed by the show center or organizer.

3.3 Only waste water could be discharged into the water outlet pipe. Tea and coffee left-over should not be drained to the water outlet pipe. Any violation will cause cleaning charge to the exhibitor.

3.4 Water valve and water tap should be closed after the show time everyday. Any water left in the water facility should be cleared out after the show time everyday. No 24-hour water is supplied in the show center. Exhibitor should bear all the responsibilities to the loss and reparation caused by any water-leak, equipment leaks and ice melting leaks because exhibitor does not close the water pipe and drain.

3.5 The spreading-out of water pipes should be done by the professional plumber to the interior decoration standard. The connection between pipes and valves should be close. Any valve facilities should meet the requirement of industry design and function. Valves and taps should be installed properly and conveniently to make sure smooth water piping and draining.

3.6 The installation of water pipes should be done by 19:00 on May 16<sup>th</sup>, 2025 and by acknowledged by the

official booth fitting contractor. Any loss caused by late installation of the water pipe should be bore by the exhibitor themselves.

3.7 For the booth with water pipe and drain a staff should be appointed to take care of any possible water issues immediately. Booth fitting contractors for the booth with water pipe and drain should sign in at the official booth fitting contractor's service counter at the opening and closing time in every show date. The water pipe and drains should be checked before water supply in every show date to make sure the water pipe and drain is closed properly.

3.8 One water pipe should be coherent to one water drain. No multiple pipes and drains. The water pipe should support 4BAR pressure, are marked with PPR or PVC or equipped with soft pressure bearing pipe with buckle. The buckles should be limited within 2 for each point. Pipes passing the path way should be protected with cable bridge.

3.9 For the use of large amount of water exhibitor should submit the water pipe and drain plan beforehand. Only with the organizer's permission the plan could be put into action.

Wish you a successful exhibition.

China Association of Bakery and Confectionery Industry  
Bakery China Exhibitions Co., Ltd.

Jan. 2025

To the update requirement of the show center and the government.



# Preface

Dear Exhibitors:

Thank you for exhibiting with us on the Bakery China 2025, from **May19<sup>st</sup> to 22<sup>th</sup> 2025**, in **National Exhibition and Convention Center (NECC) Shanghai** China. To have smooth and good preparation of your presence at Bakery China, we have prepared this Exhibitor Online Manual for your convenience.

Thank you for your continuous support to Bakery China, and may you enjoy Bakery China 2025 at **National Exhibition and Convention Center (NECC) Shanghai** (No.333 Songze Road.). If you have any questions, please contact the staff of organizer, and wish you a successful exhibition.

The *Exhibitor Manual* will be updated in case of policy changes to the government, and it will also be updated on the official website.

Contact us:

China Association of Bakery and Confectionery Industry

Bakery China Exhibitions Co., Ltd.

Tel: +86-010-63430880 / 63430990

Fax: +86-010-63430660

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## 1.1 General Information and Important Contacts

<b>Bakery China 2025</b> <b>05.19-22   NECC, Shanghai</b>		
Department	Contacts	
Organizer	Christine Jiang Tel: +86 010 82191892 Mobile: +86 18501358764	Fax: +86 010 82191779 Email: li.jiang@bakerychina.com
Official Booth Fitting Contractor of hall 2.1	BEIJING SYMA EXPO CO., LTD. Contact: Ms. Fiora Tel: +86-010-65568330-133	Mobile Phone: +86-18610808453 Email: bakerychina@syma.com.cn
Official Freight Forwarder of International Logistics	Kuehne & Nagel Ltd. Contact: Frank Chen Tel: +86 21 26028524 Mobile Phone: 13818752465	Fax: +86 21 33870200-Ext. 8524 Email: frank.chen@kuehne-nagel.com
Lifting Point Official Contractor	Canton Fair Advertising Co., Ltd. Shanghai High-Fair Convention & Exhibition Sub-company	Contact: Tianlong Zhu Tel: +86 21 69761100 Email: hf4@cantonfairad.com
Hotel Booking	Shanghai Li domain Conference Exhibition Service Co., Ltd. Contact: Wang Lifang	Tel: +86 021-61089989 Mobile Phone: +86 13701769728 Fax: +86 021-61089986
Translation and Hospitality Service	Shanghai Exhibition Information Technology Inc. Contact: Yan Hongwei	Mobile Phone: +86-13818928929 Tel: +86-021-31268098
Drawing Inspection	Canton Fair Advertising Co., Ltd. Shanghai High-Fair Convention & Exhibition Sub-company	Contact: Wanghui Lu Tel: 021-69761100 Email: hf2@cantonfairad.com
Oven Rental	Company Name: Bresso Contact: Mr. Zhao Xiangkui	Tel: +86-17749752345 Email: 445399998@qq.com
Freezer Renting	Shanghai Jincheng Refrigeration Equipment Co., Ltd. Deadline: April 19, 2025	Contact 1: Li Li Mob:+86-13917736930 Contact 2: He Zhaoli Mob: +86-13817357963
Mixer Renting	NINGBO Founter Machinery Technology Co., Ltd.	Contact: Mr. Li Mob: +86-13805837175 Tel: +86-0574-88533218-807

Thanks for your support to Bakery China. We are looking forward to meeting with you at Bakery China 2025.

# GENERAL INFORMATION

## 1. EXHIBITION NAME

**Bakery China 2025**

## 2. VENUE/EXHIBITION HALL

National Exhibition and Convention Center (NECC) Shanghai  
No. 333 Songze Road, Qingpu District, Shanghai P.R.C. 201977

## 3. DATES AND OPENING HOURS

<b>Booth Fitting and Construction Dates and Hours:</b>		
(1) Raw Space		
2025/05/16	Friday	09:00~18:00
2025/05/17	Saturday	09:00~18:00
2025/05/18	Sunday	09:00~18:00
<b>Booth Fitting and Construction Dates and Hours:</b>		
(2) Standard Shell Scheme		
2025/05/18	Sunday	09:00~18:00
<b>Exhibition Opening Dates and Hours:</b>		
<b>(19-22.05.2025)</b>		
2025/05/19	Monday	09:00~18:00
2025/05/20	Tuesday	09:00~18:00
2025/05/21	Wednesday	09:00~18:00
2025/05/22	Thursday	09:00 ~ 15:00
<b>Dismantling Dates and Hours:</b>		
<b>(22.05.2025)</b>		
2025/05/22	Thursday	15:00 ~ 22:00

Please note that visitor registration and admission will be closed 30 minutes before the show close each day.

## 4. ORGANIZER

China Association of Bakery and Confectionery Industry  
Bakery China Exhibitions Co., Ltd.

## 5. SECURITY

We have engaged a security force from National Exhibition and Convention Center (NECC) Shanghai and will do our best to ensure the safety of your exhibits. Nevertheless, Exhibitors are strongly encouraged to arrange your own insurance to cover all stages of the event and be particularly careful to pack light, portable and attractive exhibits immediately after the close of the Exhibition. It is at this time that there is the greatest risk of theft. Please be sure to see that your booth is not left unattended at all times unless all portable items have been secured.

## 6. ADMISSION

### 6.1 Exhibitors

Badges will be issued to Exhibitors for free. For security reasons, exhibitors must wear their badges at all times during the build-up, teardown and show days while they are in the Exhibition Hall. Exhibitor badges may not be used for contractors or persons not working on the booth.

Person who attends the exhibition must complete online real-name registration.

The organizer reserves the right to carry out ALL REGISTRATION OF EXHIBITORS AND THEIR STAFF AT BOOTHS. Please provide us with a complete list of those persons who will be on your booth by completing **Form 5.1 Exhibitor Badge** of the Exhibitor Manual. It is therefore particularly important that you complete **Form 5.1** correctly. The closing date for submitting **Form 5.1** is **May 13th, 2025**.

Please PRINT/TYPE all names so that mistakes would be avoided and minimized.

If the building of your booth involves working personnel who are not from the Official Stand-Construction Contractor, BEIJING SYMA EXPO CO., LTD., please complete **Form 2.1** and provide all required documents.

For safety and security reasons, minors under 18 years old will not be admitted to the Exhibition premises at any time. Badges can be collected at **the Exhibitor Service Center** at the NECC (Shanghai) **from 9:00 to 18:00 between May 16- 18 2025**

The Organizer reserves the right at their discretion to withdraw the Exhibitor Badge issued to any person if complaints have been received concerning his conduct.

For the avoidance of doubt, the term “Exhibitor” shall include all employees, servants and agents of Company, Partnership, Firm or individuals to whom space has been allocated for the purpose of exhibiting at the Exhibition.

## 6.2 Visitors

The Exhibition is open to strictly trade visitors only by invitation from the Organizer to members of the industry and those with proof of connection to the industry through business cards and/or letters of introduction. Visitors who are pre-registered through the official Bakery China website ([www.bakerychina.com](http://www.bakerychina.com)) , wechat, mini-program before **May 18th, 2025** are entitled to a complimentary visitor QR code. For pre-registered visitors you may claim your QR code onsite with pre-registration confirmation letter.

**(Note: Minors under 18 years old will not be admitted to the Exhibition premises at any time.)**

Please note that visitor registration and admission will be closed 30 minutes before the show close each day.

## 6.3 Contractors

Only contractors approved by the Organizer and Official Booth-Fitting Contractor (BEIJING SYMA EXPO CO., LTD.) are permitted to carry out construction in the Exhibition Hall. Contractors will be required to pay commissions or taxes, garbage removal deposit, etc as appropriate to the Exhibition Hall. Exhibitors taking up raw space should appoint their contractors to fill and submit **Form 2.1** “Stand Construction (For Raw Space)” to BEIJING SYMA EXPO CO., LTD.

## 7. TRANSLATION OF PROMOTIONAL MATERIALS

Product catalogue and pamphlets in English are acceptable in China. To promote your products more effectively, we recommend a one-page technical summary sheet be prepared in Chinese for each product on display. If you wish, you may also translate your major product literature in Chinese. Please note that Taiwan, Hong Kong and Macau should not be listed under COUNTRY

Further, please note name cards and any form of Exhibitors promotional materials should not list Taiwan/ROC. This is to be strictly enforced and will have to bear any liability and consequences should they refuse to comply with One China Principle

## 8. EXHIBITION HALL SPECIFICATIONS

Venue Address: No 333 Songze Road, Qingpu District, Shanghai P.R.C. 201977

Floor loading: Hall 2.1 5 tons/sqm of indoor

Floor finish: Concrete

Booth maximum height: Drawing of booths needs reviewed and confirmed by the first grade registered structural engineer of People's Republic of China for booth that height exceeds 5.5 meters (including 5.5m) and for the booth of which the construction area of the top structure exceeds 50% of the booth area.

Exits: 5 exits are on both sides in every exhibition hall.

Note: Drawing of booths needs reviewed and confirmed by the first grade registered structural engineer of People's Republic of China for booth that height exceeds 5.5 meters (including 5.5m) and for the booth of which the construction area of the top structure exceeds 50% of the booth area. The official Drawings Inspection Canton Fair Advertising Co., Ltd. Shanghai High-Fair Convention & Exhibition Sub-company (Extra cost will be charged). Any stand construction unaudited is not allowed at exhibition. For consultation, please contact:

Canton Fair Advertising Co., Ltd. Shanghai High-Fair Convention & Exhibition

Sub-company

Contact: Wanghui Lu

Tel: 021-69761100

Email: hf2@cantonfairad.com

## 9. SHELL SCHEME SPECIFICATIONS

The Upgraded Shell Scheme booths will be built from modular extruded Aluminum System, each 9sqm standard booth been equipped with (please see **FORM 2.2** for perspective):

Shell Scheme (sqm)	9	18	27	36
Item				
Grey Carpet	√	√	√	√
Wall panels, white: 2500mmH Inner size: 950mmL X 2340mmH	√	√	√	√
Complimentary Furniture				
Information counter 950mmL X 450mmW X 750mmH	1	2	3	4
Black leather chair	4	8	12	16
White square table 750mmL X 750mmW X 750mmH	1	2	3	4
Waste paper basket	1	2	3	4
100W long arm spotlight	3	6	9	12
500W socket	1	2	3	4
A. <b>Fascia</b> , company name and booth no.	√	√	√	√

## 1.2 GENERAL RULES & REGULATIONS FOR EXHIBITORS

### 1. Exhibitor Rules and Regulations

All Exhibitors and contractors are requested to read the following Rules and Regulations carefully in order to have a smooth operation and guide us towards a successful exhibition. Any violation of the Rules & Regulations, Organizer reserves the right to make alterations of the booth design, to terminate the contract with exhibitors and participation in the exhibition.

#### 1.1 Qualifications

##### 1.1.1 Qualifications

Exhibitors are requested to select your contractor's qualifications properly and carefully to make sure they should abide by the Rules & Regulations to carry out booth construction in a safe manner. The booth construction contractor should make sure to have: a) business license b) no less than 5-year' qualification certificates c) the business registration capital must not be less than RMB 500, 000 (Five Hundred Thousand Yuan) d) ID of legal person e) ID of the person in charge of construction and safety f) ID of the person on duty during the show dates (more than 2 staffs with obvious marks on clothing including electrician, carpenter, etc.) g) insurance certification for this exhibition h) deposit payment certificate. The booth construction contractor should be fully responsible for all the documents submitted. The deposit charge standard is: 54m<sup>2</sup> (54 inclu.) is RMB 100,000; 54m<sup>2</sup> to 100m<sup>2</sup> (100 inclu.) is RMB 200,000; over 100m<sup>2</sup> is RMB 300,000. The deposit payment should be done by the party who proceeds the booth construction. The move-in is only allowed after *Safety Agreement and Engagement Letter for Raw Space Construction* is signed and deposit payment is done. The contractor and exhibitor should bear all the loss caused by incomplete procedures.

Organizer suggestion: exhibitor and booth construction contractor should clarify both party's responsibility on booth design map submission, deposit payment, etc.

##### 1.1.2 Revision of the drawing map of raw space

Revision of the drawing map of raw space includes: dimension map of planar graphic, vertical graphic, construction drawing, top view, structural drawing, wiring diagram, electrician certificate, certificates to various materials (national standard), etc.

Remarks: location of electricity box should be marked out obviously on the drawing map. The location of electricity should be subject to the onsite.

##### 1.1.3 Materials clarification on the record

Exhibitor or booth construction contractor should provide necessary certificates to various materials used for the booth construction and decoration to the national standard, and certificates of fire proofing and environment protection. Materials meeting no requirement are not allowed to be used in the show center.

#### 1.2 Insurance

All Exhibitors must arrange at their own cost "ALL-RISKS" insurance in respect of death and injury to any person, or loss or damage to property and exhibits during the move-in, show days and move-out periods. Please be reminded that Exhibitors have the legal liability and responsibility for your staff members, representatives and contractors. For your own interests, Exhibitors are advised to specify the importance of safety construction and the liabilities in the terms & conditions when signing contract with your contractors.

Exhibitors are responsible to make sure their own contractors to submit insurance policy together with booth design drawings to the Official Booth-Fitting Contractor before **April 17<sup>th</sup>, 2025** the deadline date for approval. Any contractors who fail to comply with the Rules & Regulations, Organizer and the Official Booth-Fitting Contractor have the right not to allow contractors to commence any construction works in the Exhibition Hall.

#### 1.3 Liability

In accordance with the laws and regulations of Government of P. R. China, any financial dispute arising from violation of Rules & Regulations (including fire prevention, safety booth construction, contract disagreement etc) between the Exhibitors & contractors, a solution / settlement should be reached through negotiation by the two parties. In any case, Organizer accepts NO legal consequences and financial liabilities at all.

#### **1.4 Booth Height Limitation**

To NECC's regulation 4.5 meters is over height. Max. 5.5 meters for single storey construction and Double-story construction is not allowed in the exhibition. Over 4.5 meters, the drawings need reviewing by the official contractor: Canton Fair Advertising Co., Ltd. Shanghai High-Fair Convention & Exhibition Sub-company. For consultation, please contact:

Canton Fair Advertising Co., Ltd. Shanghai High-Fair Convention & Exhibition Sub-company  
Contact: Wanghui Lu  
Tel: 021-69761100  
Email: hf2@cantonfairad.com

#### **1.5 Construction Safety Regulations**

1.5.1 All workers must wear safety helmet when engaging in work inside the Exhibition Hall. When working at height of 2 meters or above, workers must wear safety helmet and belt. When working over 2 meters, step ladder is not allowed and workers should use well frame and wear helmet and belt. When the work is involved with lift truck, the lift truck should be equipped with security fence and a security staff should watch over the working process and the safety of the lift truck.

1.5.2 All the booth design and construction should be done within booth and no crossing is allowed. Once any crossing is found onsite the crossing structure must be torn down. Any loss caused by crossing exhibitors and booth construction contractors should bear all the responsibilities.

1.5.3 All the booth design should meet the technical standard and requirement of the safety regulations of electricity, fire protection, structure, water pipe and drain, etc. The fire protection mark and facilities in the walls or pillars should not be covered.

1.5.4 The fire passage should not be less than 3 meters. For the detailed requirements please refer to the regulations of show organizers and fire protection department onsite.

1.5.5 No damage or pollution on any building structure or facilities of the show center. No nails and piling in the walls or the ground of the show center. No grease, oil, glue and other hard-to-clear materials on the ground or walls. No lining, hanging, dragging and pressing to the ground, ceilings, and any professional facilities (including pipes, embedded facilities, etc.) of the show center. Any hanging on the show center facilities without permission is not allowed.

1.5.6 All the construction materials should be nonflammable or fire-resistant. All the flammable materials including wood, mesh, etc. should be treated with fire retardant before moved into the show center. Wooden materials should be fully covered with fire-retardant coating. The materials that are proved to be not flammable during flame experiment onsite are qualified. The staff of show center are entitled to clear out all the materials that do not meet the fire protection requirements. Any flammable materials without fire-retardant treatment are prohibited onsite at the show center.

1.5.7 For the four-side open booth especial the booths next to other booths, any single face should not be fully covered and no less than 50% of the single face should be open.

1.5.8 The carpet in the public area, path ways and booths must meet the national regulations of the environment protection, fire protection and fire retardancy. Only no-left-over single face glue or double-faced cloth glue are allowed to fix the carpet or other covering materials to the cement ground.

1.5.9 Glassed within booths must be toughened glass, plyglass or other highly-safe glass. Any pressure-bearing glass

applied as door, window, other movable structures or a single glass over 2 square meters should be treated with toughened management and the thickness of the glass should be more than 10 millimeters. For the other decorative or no pressure-bearing glasses, the exhibitors and booth construction contractors should make sure the glasses would not do any harm to human bodies. All the glass corners exposed outside should be equipped with protective facilities to avoid any possible harm to people. When the transparent glasses are used as protective structures obvious notices should be marked out in the visual range to avoid any possible harm to people.

1.5.10 Protective actions and obvious safety notices should be equipped to the structures and items including any sharp and hard corners, outstanding or sunken structures on the ground, ropes and cables on the ground, any materials that are easy to cause crushing injuries.

1.5.11 Stairs and ladders used for constructions and within booths must meet the relative technical safety regulations. The armrests should be firm to avoid any possible slipping. Obvious and clear evacuation signs should be installed within booths.

1.5.12 The show center is entitled to stop any unauthorized, unqualified technically or unsafe constructions during booths' build-up. The exhibitors and booth construction contractors must be cooperating to rectify and reform till the structures meet all the relative requirements.

1.5.13 Without permission the booth construction contractors are prohibited to open cover plates of the trenches and use the trenches as trace routing. All the trace routing should be within booth.

1.5.14 During move-out the booth construction contractors should clear out all the special materials and garbage which should be confirmed by the exhibition official booth construction contractors. After the confirmation the construction deposit is allowed to be refunded. During move-out the booth construction contractors should clear out all the special materials and garbage which should be confirmed by the staff of the show center. After the confirmation the cleaning deposit is allowed to be refunded. Or any deposit will be refunded.

1.5.15 The booth construction contractors should apply for work permits for all the work staffs onsite. All the work staffs must wear valid work permits in the show center and follow the relative construction management and regulations onsite. Any violation is not allowed and the staffs of the show center are entitled to cancel the work permit of the construction staffs who break the rules and regulations.

1.5.16 Any big exhibits or items must be away from the red line range after moved out of the show center. Any big exhibits or items are prohibited to be piled up in the red line range. When any blockage is found onsite the exhibits or items will be cleared out and the violators should bear all the loss and cleaning cost caused by the violation of this rule.

1.5.17 The organizers, exhibitors and booth construction contractors must follow the relative national rules and regulations to proceed the security measures to protect the safety of all the construction staffs.

1.5.18 The construction materials must meet the national technical standards for the temperate construction structures. The construction materials should be reasonable and solid.

1.5.19 All the construction structures must be within the range allowed. The upright projection are not allowed to surpass the range allowed. Any booth structures (including company name, signs, light boxes and posters) or exhibits are prohibited to be placed outside of the booth. Structures, structure decorations, fences and walls of the show center are prohibited to be used as part of the booth structure. Any booth construction is prohibited to occupy the grassland.

1.5.20 The maximum height of single deck is 5.5 meters. The booth design map must be reviewed by the exhibition organizer appointed drawing inspection contractor once the booth height is over 4.5 meters( including 4.5 meters). The construction should be proceeded after the booth design map is confirmed by the exhibition organizer appointed drawing inspection contractor,

1.5.21 Steel column as construction structure must be over 10 centimeters' diameter and no welding materials are used. For the chassis welded the upper part must be on less than 60 centimeters' diameter in ring flange quality so to enlarge the pressure face of the column and to make sure the firmness of the booth structure.

1.5.22 The width of the main wall structure to the ground must be more than 12 centimeters to make sure the enough contact area between walls and the ground. For the crossing walls and stell structures over 6 meters there must be equipped with crossbeam on the top for connection and coloum on the bottom to support the structure.



- 1.5.23 All the pressure bearing materials including angle steel, U-steel, square tube and other materials must meet the national requirement. For raw space no soft decorative metal materials or fragile materials like glasses should be used for pressure bearing.
- 1.5.24 Continuous solid wood square tube must be equipped to wooden supporting columns and spandrel grids to make sure the completeness of the structure.
- 1.5.25. The width of a single wooden structure must be within 6 meters and the height must be within 5 meters. The width of the single mixed structure of steel and wood(including the steel square tube and the iron stand) must be within 8 meters. The maximum width of the moulding steel stand must be no more than 12 meters(except for the net rack for professional stage usage). When any violation of rules above happens the booth exhibitor should submit the relative professional calculation book for review and approval.
- 1.5.26 For the raw space booth without any frame the wall thickness must be no less than 30 centimeters. For the raw space booth with frame the wall thickness must be no less than 20 centimeters. There must be supported with square steel or seamless round tube for the pressure-bearing wooden structure.
- 1.5.27 Glasses for booth decorating must be toughed glasses. The thickness of glass curtain walls must be moer than 1 centimeter. The way of glasses installation must be reasonable and firm. The metal frame or professional harware fittings must be used for glasses' installation. And flexible cushion should be used between glasses and metal frames or hardware fittings to make sure the safety of the glasses. Obvious notices should be pasted above 1.5 meters for the large-scale glasses to avoid any possible damage to human bodies. If glasses are used for platform the supporting columns and walls must be fixed under the platform. No booth structure is allowed to be built upon the glass platform.
- 1.5.28 Reasonable decorations should be added to the wall structures for the neighboring booths. The surface of the booth located in a big blank area should be decorated properly to make sure the whole nice presence of the halls and show center.
- 1.5.29 The booth construction contractors should apply for enough work permits to the booth size and number of the work staff and make sure the security deposit and raw space management fee are paid in time. It is prohibited that the amount of the payment is not coherent to the real space size. And it is prohibited that one certificate is used for multiple uses. No construction contractor is allowed to manage certificates for other cooperates. When any violation of the rules is noticed all the certificates and permits will be terminated. All the work staff must wear valid work permits, follow the construction rules and regulations and cooperate to the show center management staff onsite.
- 1.5.30 All the construction contractors are not allowed to proceed any action uncorrelated to booth construction. When any violation to this rule the work certificate and permits will be terminated. For serious violators especially the work certificate and work permits will be terminated forever.
- 1.5.31 The person who is responsible for the booth construction and is from the construction contractors should be onsite and registered. The person in charge should educate all the work staff in legality and civilization, check all the daily construction practices and wear obvious marks.
- 1.5.32 When step ladder lower than 3-meter height is used an appointed work staff should be there to make sure the safety of the staff on the step ladder. When the work is over 3-meter scaffold should be used. And the wheels of the scaffold must be fixed and the cross holders must be buckled up. Scaffold board should be paved on each floor and fences should be equipped.
- 1.5.33 All the construction tools must be placed properly in the booth. Any misplacing caused pass way clocking is noticed the items will be treated as wastes and be cleared out. All the construction waste must be placed to the appointed trash box onsite. No construction materials is allowed to be leaning to any booth.
- 1.5.34 When placing the heavy machines the work staff should used ground supporting board.
- 1.5.35 The booth tear-down should be done from upper part to lower part. No pulling down or dragging down is allowed for booth tear-down. No throwing is allowed during booth tear-down.
- 1.5.36 The electricity box should be not covered closely for shell scheme construction. Active plate should be installed upon electricity box for raw space booths.
- 1.5.37 No spraying, brushing, and painting lacquer.

1.5.38 It should be registered to the fire department of Public Security Organization when the outside ground is used for exhibition use. And the practice should be proceeded after the registration plan is confirmed and approved.

1.5.39 The factors of wind, rain and other natural phenomenon should be concerned for the outside booths. And necessary protections should be taken.

1.5.40 The thickness of supporting tubes must be no less than 0.8 millimeters. No seriously rusted facilities should be used in booth construction.

1.5.41 The width of the crossing structure should be no more than 6 meters. Any structure over 6-meter wide must be supported by vertical columns. Large crossing structure must be equipped with steel structures to keep the firmness and toughness of the whole body.

1.5.42 For the outside construction no paint, coating, glue and other materials littering on the floor. No drilling and no anchoring. Any action causing the floorplan damage is not allowed.

1.5.43 The outside booths must be equipped with fire extinguishers by yourselves and safety supervision should be proceeded to keep the safety of human bodies and booths.

1.5.44 All the lights, sockets, electricity boxes and other electrical facilities should be water proof. All the electrical facilities should be equipped with liable water proof and anti-creep measures.

## **1.6 Electrical Cable**

Only qualified electrical materials should be used in booth installation (including all shell-scheme and raw space booths). Electric wires should use ZR-BVV(Flame retardant double plastic copper wire), ZR-RVVB or ZR-VV. It is strictly forbidden to use single wires with no sheath, twist pairs or aluminum wires. Lights commutator and triggers should be qualified by fire department.

## **1.7 Water Safety**

the discharge of non-liquids into the sewer pipe is highly prohibited. The booth must be assigned a person to clean up the oil-water separation device and the solid waste filtration device on a regular basis; all the wastes must be placed in the designated recycling points by the organizer. It is forbidden to pour the wastes into the exhibition hall sewers, wells and toilet sinks, etc., otherwise the water and power outage will be in place, if the misdoing causes the damage of the hall facilities and equipment, the loss fee will be deducted from the booth deposit or paid separately.

## **1.8 Safety Inspection**

1.8.1 The exhibition must be equipped with necessary security check machines to the request of the Public Security Organization. All the personel and items entering the show center must have security check. The number of the security check machines should be arranged to the estimated number of exhibition attendants and the requirement of the Public Security Organization. The cost should be confirmed by friendly discussion between exhibition organizers and the security machine provider appointed by the show center.

1.8.2 No flammable materials, no poisons, no guns, no knives and no other materials threatening the public security in the show center.

1.8.3 When enter the show center on valid permit is for one person's entry. All the permits or badges are not allowed to be lent to others. People without valid permit or badges are not allowed to enter the show center.

1.8.4 All the people entering the show center must follow the entry routes, opening timetable and the rules and regulations of the show center.

1.8.5 All the people and items must have security check when entering the show center. The exhibits should be moved out with stamped Move-Out voucher.

1.8.6 All the samples of exhibition certificates, tickets, vouchers should be provided to the show center before exhibition move-in.

1.8.7 The cost of security check machine and staff is covered by the exhibition organizers.

### **1.9 On-Site Safety Patrol Supervisor**

The Organizer is appreciated for your full co-operation to assign a safety patrol supervisor, with arm badge, to be in charge for on-site daily safety supervision & to take precaution measures for safety booth construction and fire prevention.

### **1.10 Cleaning**

The contractor's deposit will be refunded if no violation of Rules & Regulations and no damages to the Exhibition Hall's facilities are found, and all rubbishes generated from construction have been disposed / cleared properly. To the regulation of NECC empty boxes are not allowed to be placed at any public area. If storage service of empty boxes is needed please consult our logistic contractor. From the build-up to tear-down no wastes like KT board, plastic papers, etc. is allowed to be left at booths or all the cost due to left waster at booths will be bore by exhibitors.

### **1.11 Logistic**

We recommend that exhibitors should engage the services of the Official Freight Forwarder to facilitate all consignments, customs clearance, and exhibit handling needs. In case of any commercial disputes between two parties. Organizer accepts NO legal consequences and financial liabilities at all.

## **2. RULES AND REGULATIONS FOR ALL THE PROMOTIONAL MATERIALS**

2.1 Do not list Taiwan/ROC, Hong Kong SARG and Macau SARG as nations/states/countries.

2.2 Do not have any contents morally unacceptable to the visitors.

2.3 Do not have any contents which will distort or is offensive to the host nation and other countries.

2.4 When drawing the map of China, please draw it in accordance with the standard one published currently.

## **3. LIABILITIES AND INSURANCE**

### **3.1 Contractor Insurance Coverage**

The contractors must apply for "Public Liability" and "Employer's Liability" insurance in respect of death and injury to any person, or loss or damage to property arising out of the booth construction. The coverage of Insurance should include risks against fire, water, theft, accidents, natural calamities or any other causes. The sum of indemnity in aggregate shall not be less than RMB4,000,000 (Four Million Yuan) against public liability for any one accident, and RMB500,000 (Three Hundred Thousand Yuan) for each person for any one accident. Contractors must bring the insurance policy or the copy to the Exhibition Hall and make sure this insurance shall be effective at all times during the move-in, show days and move-out periods.

### **3.2 Liabilities**

3.2.1 Organizer accepts NO financial responsibility in respect of death, personal injury, lost or damage of properties, fire and any hazards in the exhibition. The venue will provide security services in the Exhibition Hall. But, Exhibitors must assign enough staff members to safeguard their exhibits as well as their decorating materials. The Organizer will not be held responsible for any loss of, or damage to, exhibits and personal items.

3.2.2 The exhibitor shall be liable for the fully indemnify the Organizer against all costs, expense and damage arising from any claims due to violations of Rules & Regulations by the Exhibitor or its agents and associates in the Exhibition.

3.2.3 The Organizer bears no financial liabilities and responsibilities to the Exhibitor and its associate in respect of death and personal injury due to circumstances (such as civil disturbance, strike, riots, embargo etc) that make it in the opinion of the Organizer to change the date of the Exhibition, or postpone, cancel and impossible or impractical or undesirable to hold the Exhibition as initially planned. The Exhibitor shall have no claim against the Organizer and its Supporting Organizations, whether for the loss or damage, or return of all or part of any money paid by the Exhibitor in respect of any postponement, cancellation, alteration of Exhibition made in accordance with this provision.

3.2.4 No compensations are given to the Exhibitor due to circumstances (such as War) that are beyond the control of the Organizer and its Supporting Organizations. The application fee paid by the Exhibitor will then be automatically

forfeited by the Organizer.

3.2.5 If the Exhibitor declares and confirms to withdraw participation from the Exhibition, a written confirmation letter must be submitted to the Organizer. The Organizer reserves the right to use the space / booth allocate to the exhibitor as it deems appropriate.

3.2.6 The Organizer and its Supporting Organizations are not responsible for any errors and omissions of information, provided by the Exhibitor, in the Exhibitor List and Exhibition Directory.

3.2.7 The Organizer and its Supporting Organizations accept no responsibility for any claim of loss, damage to exhibits or delay of shipment by the Exhibitor or the Freight Forwarder. The Exhibitor shall consult with the Freight Forwarder to arrange "Marine" Insurance at its own cost for the shipment.

#### **4. MANNING AND CONDUCT OF BOOTH OPERATIONS**

Your booth must be fully staffed and operational throughout the opening hours of the Exhibition, including the final day of the event. Exhibits cannot be dismantled or repacked before the show closes.

All activities of the Exhibitor and their staff must be confined to the Booth or site allocated. Exhibitors must not participate in any activity which causes, or is likely to cause, annoyance to Visitors or other Exhibitors. No advertising or canvassing for business taking place elsewhere in the Exhibition Hall, nor may staff recruitment be carried out during the Exhibition, other than the search for local agents for the sale of Exhibitors' products.

No person participating in the Exhibition is to behave or act in a manner which may cause harm, injury or damage to other persons or exhibits, or to the property and fixtures of the Exhibition Hall.

#### **5. IN-HALL FREIGHT HANDLING**

For insurance reasons and to ensure proper control and co-ordination of on-site freight movement, only the Official Freight Forwarder ( Kuehne & Nagel Ltd.) are permitted to work in the Hall and operate lifting equipment's unless, the consignment can be hand-carried (without mechanical equipment, such as sack -barrows, hard-wheel trolleys, pallet trucks or cranes). This regulation will be strictly enforced by the venue owner and Organizer.

If the exhibit is particularly delicate or fragile, the Official Freight Forwarder may request that a representative of the Exhibitor to accompany and advise them on handling of their products. Details of exhibits must be submitted to the Official Freight Forwarder by the deadline stipulated. The Exhibitor will then be informed of the date and time his exhibits are to be delivered to the Hall.

**Please Note: No other lifting or handling contractor will be permitted to work in the Exhibition Hall.**

#### **6. CUSTOMS CLEARANCE**

All items and exhibits entering the Exhibition Hall must first be cleared by Customs. Only the Official Freight Forwarder can arrange for the entry and customs clearance on behalf of the Exhibitors. Exhibitors shall check with the Official Freight Forwarder regarding this procedure in all instances.

**Please note that any item that is not declared to the Customs office will not be allowed to leave the Exhibition Hall once brought in.**

#### **7. LOCAL DELIVERY**

Exhibits should not be sent to the Exhibition Hall until the booth is sufficiently progressed to receive them. The Exhibitor and/or his representative must be present at the booth to accept delivery. The Organizer will not accept responsibility for any delivery on behalf of an Exhibitor, nor will the Organizer be responsible for the safe-keeping of such items after delivery.

Exhibitors may arrange delivery of their hand-carried items. However, we strongly advise you to make advance arrangements with the Official Freight Forwarder, if you are intending to display heavier exhibits requiring lifting equipment.

## **8. PAYMENT FOR SPACE OR SHELL SCHEME BOOTH**

Exhibitors will not be permitted to commence booth construction or move his exhibits into the hall until full payment, has been received by the Organizer.

## **9. STORAGE AND WASTE MATERIALS**

The Organizer is unable to provide storage facilities on-site for packing cases, surplus materials, and other property of the Exhibitor. Prior arrangements for the safe-keeping of such items must be made with the Official Freight Forwarder. Goods must not be stored in service spaces behind or between booths and/or walls, nor in adjacent areas.

During the move-in of exhibits, the construction of booths and unpacking of exhibits, aisles in the Exhibition Areas **MUST NOT** be obstructed with packing materials, construction materials or debris. At the end of each day, Exhibitors are responsible for ensuring that their contractors remove "off cuts" and unwanted materials from the Exhibition Hall. Painting is not permitted and sawing can only be carried out in designated areas.

Exhibitors are requested to place their waste materials in the aisle for removal by the cleaners. The Organizer reserves the right to invoice Exhibitors for the removal of **EXCESSIVE** packing materials, discarded crates or cartons as cost recovery for charges levied by the Exhibition Hall.

## **10. DELIVERY AND REMOVAL OF EXHIBITS**

Only personal property and hand-carried exhibits may be removed from the Exhibition Hall after the show closes on the final day of the Exhibition.

During the opening days of Exhibition, replenishment of stock may only be delivered before the opening hours in the morning or after closing time in the evening. If you wish to remove any items of your display from the Hall during the show days, please contact the Official Freight forwarder.

**Exhibitors are strongly advised to ensure that at least one member of their staff is on-site to control the repacking of their exhibits.**

## **11. CENSORSHIP**

All promotional materials, give-away and audio-visual presentations (films, video-tapes and slides) must be approved by the Customs Authorities.

All Exhibitors must comply with this rule and should contact our Official Freight Forwarder immediately to make all arrangements necessary.

**Important: All Exhibitors are advised to comply with the above-mentioned requirements. Spot checks are likely to be conducted by relevant Government Officials during the Exhibition period.**

## **12. PUBLIC ADDRESS SYSTEM**

The Public Address System in the Exhibition Hall is for use by the Organizer and the Hall Authorities for official announcements only. Paging for Exhibitors or Visitors cannot be carried out.

## **13. USE OF SPREADER PLATES**

If use of spreader plates is needed, it is suggested to make the arrangement with Official Freight Forwarder beforehand.

## **14. INDUSTRIAL GAS**

The use of industrial gases of an inflammable or toxic nature for demonstration purposes will not be permitted within the Exhibition Hall.

## **15. BOOTH CLEANING**

The Organizer will arrange for the general cleaning of the exhibition premises (excluding exhibits and displays) prior to

the opening of the Exhibition and daily thereafter. It is the responsibility of all Exhibitors to keep their own booths tidy. Contractors for Exhibitors taking space only are expected to carry out daily cleaning and an initial rough clean of the booths they constructed and remove all construction debris.

Exhibitors who, because of working exhibits, are likely to have substantial quantities of waste materials for removal, either during or at the end of each day, must inform the Organizer in advance so that necessary arrangements may be made, for which a charge will be imposed.

## **16. PRESENTATION, DEMONSTRATIONS at the booth**

An Exhibitor intending to demonstrate working machinery or equipment at the Booth must:

16.1 Provide the Organizer with full details in writing of any working exhibits, involving moving parts, inflammable materials, laser or other dangers and obtain approval prior to the Exhibition;

16.2 Give proper consideration to the conditions under which the exhibits will be demonstrated and restrict the demonstration strictly to the actual booth area;

16.3 No flashing lights are permitted, unless they form an integral part of an exhibit;

16.4 Securely install all operating machinery to prevent base slippage and position such machinery so that the operation thereof will not cause intrusion into the aisle or otherwise prove hazardous to Visitors;

16.5 Adequately guard all moving parts of machinery to prevent injury to all persons, whether Visitors, staff or contractors;

16.6 Isolate starting devices to prevent operation by Visitors or other unauthorized persons;

16.7 Arrange for the exhaust to the outside of the Exhibition Hall of toxic fumes or other irritants caused by the demonstrations or exhibits;

16.8 Make sure that no gas or arc welding is carried out in the Exhibition Hall; Remember that the use of naked flame is not permitted in the Exhibition Hall.

## **17. VOLUME**

Ensure that sound levels cause neither interference with nor annoyance to visitors or other exhibitors. **Speakers and other sound devices should be positioned so as to direct sound into your booth and not the aisles.** Where a high level of noise or other generally accepted objectionable factor is involved, demonstrations may only take place at the times as stipulated by the Organizer, who reserve the right to reduce the sound level or switch off audio / visual displays causing problems if the sound level is over **65 decibels**. The Organizer's decision is final in any dispute that way arises.

## **18. FURNITURE**

A full range of items is available on hire from the Official Booth-fitting Contractor. Please submit your requirements on **FORM 2.5**. When the Show closes on the final day, please check that nothing is left inside drawers or cupboards when the contractor collects rental furniture.

## **19. BOOTH-FITTING REGULATIONS**

The following regulations must be observed when preparing a booth presentation:

### **19.1 “ Raw Space Only” Sites**

It is possible to admit booth-fitting contracting firms other than the Official Booth-fitting Contractor. If an Exhibitor or National Group employs another contractor they are personally responsible for negotiating the rates of commission and paying the taxes and/or charges levied by the management of the Exhibition Hall. Please submit their details to us on **FORM 2.1 on or before April 17<sup>th</sup> 2025**.

19.1.1 Submission of booth layout plan and design with clear dimensions, to the Official Booth-fitting Contractor for approval, **NOT LATER THAN 17:00, April 17<sup>th</sup> 2025**. Plans can be sent to Ms. Fiora by email

([bakerychina@syoma.com.cn](mailto:bakerychina@syoma.com.cn)). The Organizer reserves the right to refuse a plan or ask for modifications. Failure to obtain approval can result in costly alterations on-site being required by the Exhibition Hall and Organizer. Construction should follow the approved plans. Any additional alteration should obtain written approval from the Organizer.

19.1.2 For safety and insurance reasons, **ONLY THE OFFICIAL BOOTH-FITTING CONTRACTOR** can carry out electrical wiring, connections and charged at the prices listed. Electrical appliance installation design should be clearly indicated on the booth plan, and **Form 2.4** should be filled appropriately and submitted to the official booth-fitting contractor no later than **17:00, April 17th, 2025**.

## 19.2 Height limitations for booth structures:

LEVEL	MAXIMUM HEIGHT
1	4.5 meters for single storey construction, under 5.5meter above 4.5 meters needs approval

19.2.1 The width of the aisle or passageway between rows of booths must be in 3 meters.

19.2.2 No fitting or display may be attached, nailed, screwed or drilled onto any part of the building. If this instruction is ignored, the Exhibitor / contractor concerned will be charged for the damage done.

19.2.3 No flashing / blinking lights or neon-signs will be permitted.

19.2.4 No part of any structure may extend beyond the boundaries of the site allocated, including exhibitor's name, logo or light fittings.

19.2.5 No suspensions are to be made from the ceiling of the Exhibition Hall.

19.2.6 The name and booth number of the Exhibitor must be prominently displayed. If this rule is not observed, the Organizer reserves the right to affix booth numbers as they consider fit and to charge the cost incurred to the exhibitor.

19.2.7 A suitable floor covering, such as carpet, must be provided for booths. The use of paint or glue on the floor is strictly forbidden.

19.2.8 A back wall must be provided, except in the case of an island booth. The maximum height of the back wall is **5.5 meters**. The wall facing adjacent booth may be decorated but cannot display any company name, or product name or related documents. The Organizer reserves the right to request an Exhibitor to change, modify, lower or shorten any back wall, if such, in the opinion of the Organizer, may obstruct the reasonable view or exposure of other Exhibitors' stands. All exhibits higher than a 3 meters high back wall should respect a 0.5 meters distance from this back wall. If a higher back wall is required, please contact the Organizer who will decide on a case by case to grant or refuse the authorization of building such a back wall.

19.2.9 For safety and health reasons, all works in the Exhibition Hall areas should be confined to installation and minor alteration works only. Fabrication works like welding, cutting, sawing, laminating, painting, spraying etc, should not be carried out inside the exhibition hall. Severe restrictions and penalties will be imposed on anyone who infringes this regulation by the Exhibition Hall and the Organizer.

19.2.10 In case of an island booth, a complete full wall is not permitted on any side of the booth (this does not refer to internal partition walls inside the island booth).

19.2.11 Each exhibitor is responsible for providing their own walls. Where booths are adjacent, an exhibitor may not use the reverse of the neighboring booth's wall.

19.2.12 Where a structure, such as a wall or a sign, exceeds the height of the neighboring booth's wall, the Exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the Organizer. Nevertheless, company name, booth number or logo cannot be displayed on the exceeding portion. Where "Space Only" booths about Shell Scheme Package Booth(s), the walls of the Shell Scheme Package may not be utilized by the "Space Only" Exhibitor.

19.2.13 The outer surface of "Space Only" booth construction must be surfaced and decorated if visible from the aisles.

19.2.14 Exhibitors wishing to cover a portion of their booth for video presentation must submit duplicate drawings to the

Organizer for approval. Ceilings can only be constructed of a large mesh or egg box materials which will permit the passage of water in the event of fire.

19.2.15 Construction work must give due allowance for electrical and telephone wiring to be done. Similarly, these wires, if laid, must not be removed, cut or diverted without the permission of the Organizer.

19.2.16 Exhibitors are reminded that it is the responsibility of their appointed booth-fitting contractor to carry out daily cleaning and an initial rough clean, and before handing over to the Exhibitor. Any left over construction materials will be the responsibility of the Exhibitor's appointed booth-fitting contractor.

19.2.17 The Exhibitor cannot display his name boards or signs over the sides another adjacent Exhibitor's back wall or sidewall other than on this own sides. Any structures to be used for logos and graphics like towers and signboards should be set in by least half a meter from the common walls.

### **19.3 “Upgrade Shell Scheme” Booths**

19.3.1 No additional booth-fittings or displays may be attached to the Upgrade Shell Scheme structure. Neither nailing nor drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the Official Booth-fitting Contractor.

19.3.2 No painting or wallpapering on the Upgrade Shell Scheme booth panels will be allowed. Exhibitors who wish to have the panels painted must inform the Official Booth-fitting Contractor who will provide a quotation for the requirement.

19.3.3 No free-standing fitting may exceed a height of 2.44 meters from the floor or extend beyond the boundaries of the site allocated. This includes company names, towers, balloons and logos provided by the Exhibitor.

19.3.4 An Exhibitor occupying a corner booth will have an additional open side with a fascia, complete with name and booth number, at no additional cost.

19.3.5 No financial credit will be given by the Organizer for any Upgrade Shell Scheme package items not utilized.

19.3.6 Upgrade Shell Scheme booth Exhibitors are not allowed to change the fascia boards, which includes changing design, structure and color.

19.3.7 Exhibitors are not allowed to change the booth format by dismantling the Upgrade Shell Scheme structure or removing any integral part of it without prior written approval from the Organizer. Such applications should be submitted to the Organizer for approval before 17th April, 2025.

## **20. ELECTRICAL SERVICES**

### **20.1 Electricity Safety Management**

To strengthen the electricity safety management and keep the safety and liability of electricity supply the *Electricity Safety Management* must be drawn according to the *Mass-Public Activity Safety Management Principles*(published and valid since May 1<sup>st</sup>, 2007) , *Fire Protection Regulation*, and the *Regulations, Principles and Standards of National Electricity and Gas Design and Construction*.

All parties should follow this *Electricity Safety Management* during exhibition move-in and move-out.

Every 8 standard shell scheme(size: 3mW\*3mH, for the other dimension should be discussed case by case) must be equipped with at least 1 380V16A electricity box. Raw space should be equipped with independent electricity box. It's not allowed that multiples raw space booths share 1 electricity box. The electricity used within booths should be equipped with smart safety electricity box as the first-class electricity box. The power electricity and lighting electricity should be separated and connected to the matching smart safety electricity box. All the extra electricity demand should be submitted beforehand. For the late electricity orders extra cost will be charged accordingly. It's not allowed to install lightning and sockets privately. The exhibition official booth construction contractor is entitles to stop any violation of unsafe electricity installation and the lightnings and sockets will be confiscated. The lightnings are not allowed to be connecte to the power supply. Series connection of self-bringing sockets are prohibited. The maximum power capacity should be no more than 500W. If one trip occurs RMB 500 deduction from the deposit will be charged for one time. The electricity will only be re-supplied after the show center approves the electricity supply application summitted by the



official booth construction contractor. Exhibitors and booth construction contractors are not allowed to tear down or move the electrical facilities without permission. If the electricity box is covered closely by the booth structure extra electricity box should be applied for. Any damage on the electricity box will be charged and compensated according to the damage grading. The pension will cover the cost of the damaged electricity facilities and the newly installation of the new electricity box (40% of the quotation of the correspondent electricity box).

To the electricity supply ability the show center is entitled to reject the electricity applications and is entitled to proceed electricity safety check in the booth. The show center is entitled to limit or stop the electricity supply when there is any unsafe electricity factors. For safety reasons, **all power main installations from source to outlet (exhibition booths) must only be carried out by the Official Booth-Fitting Contractor**. Connection of exhibits in booths may be carried out either by the Official Stand Contractor or by the Exhibitor's technicians, however, please note connections must be inspected by the Official Contractor before circuits will be made live. Please see **Form 2.4** for electrical arrangements.

## **20.2 Standard booth electrical installation:**

20.2.1 Electrical lighting is included.

20.2.2 Socket for general electrical appliance use, such as notebook computer.

20.2.3 Each electrical supply provided is intended for one equipment or machine on display. Multi-point socket outlets may not be fitted. Exhibitors requesting additional electrical power or items should fill **FORM 2.4**.

## **20.3 Raw space electrical installation:**

Raw space does not include any electrical equipment or lighting. All Exhibitors must order electrical supply for exhibits. Each electrical supply provided is intended for one equipment or machine on display. Multi-point socket outlets may not be fitted. Exhibitors who have ordered additional electrical items using **Form 2.4** are requested to show the location of the extras on Floor Plan. Any changes in position of service points on site will be treated as new orders and charged unless the electrician is notified before installation. A separate quotation will be provided on application for any unlisted fittings or installations, including step up or step down transformer.

Please check that your equipment is able to operate on the electrical specifications stated at para 1.11.

You may bring with you any transformer, adaptor or regulator. Orders will also be accepted by the **Official Stand Contractor**. A fluctuation of approximately  $\pm 20\%$  is possible. **PLEASE NOTE THAT EXHIBITORS WHOSE EQUIPMENT IS PARTICULARLY SENSITIVE SHOULD ARRANGE STABILISERS.**

In certain circumstances it may be necessary to locate an electrical Distribution Board (DB) on the wall of an Exhibitor's booth. Whenever possible, this will be avoided. However, in some cases it will be unavoidable. We will always discuss the concealment of a DB with the Exhibitor concerned and make the arrangements with our Official Booth-Fitting Contractor.

No electrical installation and fitting may be suspended from the ceiling of the Exhibition Hall or fixed to any part of the building structure.

Supplies to booths will be switched off at source 15 minutes after the Exhibition closes each evening. On the final day of the Exhibition, electricity will be cut off 30 minutes after the Exhibition closes.

Exhibitors requiring electrical supply at times other than those stated should make prior application to the Organizer in writing 2 weeks before the Exhibition Opens. Any cost involved will be borne by the Exhibitor. It is essential that you submit this information in good time as it may not be possible to meet late orders.

The Organizer reserves the right to disconnect the electrical supply to any installation, which in the opinion of the Electrical Engineers, is dangerous or likely to cause annoyance to Visitors or other Exhibitors.

**Note: Please place orders before 17:00, April 17th, 2025 as electrical plans have to be submitted to the Official Stand Contractor for approval.**

## **21. Water Device**

21.1 the discharge of non-liquids into the sewer pipe is highly prohibited. The booth must be assigned a person to clean up the oil-water separation device and the solid waste filtration device on a regular basis; all the wastes must be placed in the designated recycling points by the organizer. It is forbidden to pour the wastes into the exhibition hall sewers, wells and toilet sinks, etc., otherwise the water and power outage will be in place, if the misdoing causes the damage of the hall facilities and equipment, the loss fee will be deducted from the booth deposit or paid separately.

21.2 The interface of the sewage point at the booth is strictly prohibited from being blocked for daily self-inspection and review. Constructors are required to use new water and sewage connections, pipelines and switches that comply with national standards, and the use of worn-out non-compliant products is strictly prohibited. Booth water-in and water-out must be in one-to-one correspondence, and it is strictly forbidden to combine multiple channels of water into the one water outlet. The pressure bearing of the water pipe shall meet the requirements of 4BAR. The type of the water pipe shall be a PPR or PVC pipe with a formal mark, or a pressure-bearing hose with a clamp. Each joint need to have 2 clamps at least. When the pipeline crosses the walkway, there must be a bridge plate for safety protection. Inspection ports must be provided at the water pipe joints and valves inside the booth. It is forbidden to directly connect the water equipment of the booth to the pipeline of the exhibition hall, and a valve should be installed at the water inlet. It is forbidden to directly connect the drainage facilities such as the basin in the booth to the drainage pipe of the exhibition hall. The oil-water separation device and the solid waste filtering device must be installed at the drainage end. If it is not set according to the requirements, the drainage of the booth will be cancelled. The booth will arrange packaging or bucketing for collection by the exhibitor.

21.3 All water supply and sewage are connected from the hall pipeline to the booth, the assigned official booth-fitting contractor is responsible for the water point in place, and the connection service after the water supply and sewage point is in place depends on the required service, please refer to the (2.4 Power Equipment Rental) section for service classification. Before supplying water, it must be reported to official booth-fitting contractor in time, and the water can be delivered if there is no problems.

20.4 The assigned person has to be taken place to monitor the water on-site. if there is any problems, it needs to be solved immediately. The contractor need to sign in and sign out at the main service office every day, and check the inlet and outlet of water are in good function and ensure that the water pipe is safely closed.

## **22. COMPRESSED AIR**

No self-bringing air compressor or high-pressure bottle in the show center. For rental of such facilities please contact the official booth construction contractors.

## **23. PHOTOGRAPH**

It is forbidden to take pictures, record sound or images without the Organizer's approval inside the Exhibition. Exhibitors have the right to refuse Visitors to photograph or record their exhibits.

## **24. FIRE PRECAUTIONS**

For security reasons, all building materials should be fireproof. **NO SMOKING IS PERMITTED IN THE EXHIBITION HALL AT ANY TIME.** This shall be strictly enforced. Any person who spots a fire should remain calm and alert security/fire fighting personnel. Exhibitors who because of the nature of their exhibits require a special type of fire extinguisher must make arrangements at their own cost for the provision of such equipment. The Organizer will assist and advise if required.

## **25. FORCE MAJEURE**

The Exhibition may be postponed, shortened or extended, due to any cause whatsoever beyond the control of the Organizer. The Organizer shall not be responsible for any loss sustained by Exhibitors, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any relevant Governmental Authority. In the event of such circumstances, the money paid by the Exhibitors, or any part thereof may be refundable

at the sole discretion of the Organizer.

## **26. DILAPIDATION**

The Organizer in conjunction with the Landlord will inspect the halls before build up and after teardown of the Exhibition. Exhibitors are responsible for the cost of making good or replacing any damages or dilapidation to the Exhibition Hall premises, whether caused by them, their agents, contractors or any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying Upgrade Shell Scheme Booths are also responsible for the cost of making good, restoring or renewing any damage or dilapidation to their shell scheme structure, floor covering, light fittings, or any part thereof, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the official booth-fitting contractor and charged to the Exhibitor concerned by the Exhibition Hall.

## **27. AUTHORITY ON THE PREMISES**

The Organizer shall be responsible for and be entitled to act as the Owners of the premises throughout the whole period of the event. Nevertheless, the Organizer is subject to the Rules and Regulations imposed by the Hall Management, MII, Safety & Security Authorities and the respective Government Authorities.

## **28. Dismantlement instructions**

The Exhibition is due to end on May22<sup>th</sup> 2025 at 15:00, dismantling time is from 15:30 to 24:00. The Hall must be cleared by 24:00 at the latest. The Official Booth-fitting Contractor and Freight Forwarder must clear the Hall by 22:00 on May22<sup>th</sup>, 2025. Any items remaining will be disposed of by the fastest means possible. The Organizer can and will not accept any responsibility for any loss or damage and any costs involved must be borne by the Exhibitor.

## **29. MANAGEMENT RULES & REGULATIONS**

### **29.1 General Management**

29.1.1 BEIJING SYMA EXPO CO., LTD. is appointed as the Official Booth-Fitting Contractor of "Bakery China 2025". BEIJING SYMA EXPO CO., LTD. shall abide by the Rules & Regulations and execute the proper On-Site operation and management of safety booth construction in the Exhibition Hall.

29.1.2 Exhibits are displayed at designated booth area only.

29.1.3 Displayed items and operation during exhibition must not cause any annoyance to other Exhibitors.

29.1.4 Organizer has the right to request Exhibitors to remove or alter any display items / exhibits, in the opinion of the Organizer, which may cause noise annoyance and involve in dangerous activities without the consent of Exhibitors. In such a case, the Organizer accepts no responsibility for any financial liabilities.

29.1.5 Smoking is strictly prohibited in the Exhibition Hall.

29.1.6 No explosives, flammable and any other hazardous materials are allowed in the Exhibition Hall.

29.1.7 The width of gangway between rows of booths in the Exhibition Hall must be kept at 3 meter.

29.1.8 Exhibitors cannot use any area outside the boundaries of their stand for displays or promotional activities. Organizer has the right to remove all items from common areas and / or charge for the additional space used. Failure to adhere to this guideline may result in your stand being closed.

29.1.9 All activities of the Exhibitor and their staff must be confined to the Booth or site allocated. Exhibitors should not display, show, advertise, broadcast, circulate or distribute any promotion materials or conduct any business activities outside their stand areas. Free standing signage, easy-roll banner and other promotional items are not allowed in all aisles and public areas in the Exhibition Hall.

29.1.10 Exhibitors must assign at least 1 personnel to safeguard their exhibits and personal belongings. The Organizer accepts no responsibility of claims for any losses or damages of exhibits or personal items.

29.1.11 No food selling onsite. Exhibitors bear full responsibility for the testing foods (not only to ice).

29.1.12 All the promotions should be matching to the national advertisement laws and IPR management.

## **29.2 Notes for Raw Space Exhibitors & Contractors**

29.2.1 If the Booth / Stand is found unoccupied and not under construction **on May 18<sup>th</sup> by 3pm, 2025**, the Organizer reserves the right to re-allocate the use of such stand for other purposes.

29.2.2 Exhibitors booking "RAW SPACE" are responsible to appoint their own contractors for booth construction.

29.2.3 All booth design drawings, dimensions, construction materials and electrical drawings etc must be submitted by email to the Official Booth-Fitting Contractor "BEIJING SYMA EXPO CO., LTD." for approval before **17:00 April 17, 2025**. The Official Booth-Fitting Contractor has the right to request Exhibitors to alter their booth designs if the booth structure is unsafe or their booth construction causes obstruction to neighboring booths. No construction is allowed if booth design drawings are not approved.

29.2.4 Exhibitors and their appointed contractors are not allowed to alter the design drawings after being approved or without written approval from the Organizer.

29.2.5 The maximum height for booth construction is 5.5 meters. For the booths over 4.5-meter high should submit your booth drawing and design map to the appointed official booth drawing inspection contractor for safety check and review.

29.2.6 Booth capping is not recommended. For the capped booth the automate fire alarm, automate water spraying machine and qualified yearly-checked fire extinguishers must be equipped. When the fully closed or semi-closed construction area is over 120 square meters there should be at least 2 evacuation exits of which the width should be more than 0.9 meters.

29.2.7 Booth construction must within the designated stand area only. No part of any structure may extend beyond the boundaries of the site allocated, including exhibitor's name, logo or light fittings etc. No painting, hanging, lacquer or any other coating to building columns / pillars outside your stand area.

29.2.8 The face facing the main path way must be open. No nailing, drilling, painting and use of chemical etc on the floor. Oil stain and strong adhesive tapes left on the floor are also not allowed.

29.2.9 No welding, soldering, high temperature die-cutting, sawing, electric furnaces and air compressor can be used within the Exhibition Hall.

29.2.10 All materials used for the booth construction and installation and any other structures must be entirely non-combustible with a burning diffusion rate of at least Class 2 and fire prevention system are required by the Fire Prevention Law of the People's Republic of China. The use of elastic fabric is prohibited

29.2.11 All construction materials must meet the national and Shanghai's fire protection requirements and regulations. All the construction materials should be non inflammable or the flame diffusion should be higher than B1 level. The flammable materials used in part of the booth should be treated with fire retardant to reach the level of flame retardancy. Staffs of the show center are entitled to clear out all the materials that do not meet the fire protection requirements. Materials without fire retardant are not allowed to use in the show center.

29.2.12 The carpet show be flame retardant. Booth construction contractor should provide the certificates proving the carpet flame retardancy is higher than B1 level. The coating of electricity line and gas pipe installed in the latent area should be metal quality or should be protected by the non inflammable PVC pipe. Enough air-vent should be reserved for the closed light box to make sure the heat could be dissipated.

29.1.13 No hanging on the hanging praying facilities or the lightning facilities.

29.1.14 Organizer reserves the right to suspense the supply of electricity to the booth or to take further action to Exhibitor and contractor who do not abide by the Rules & Regulations and no redressing or improvement is done after alteration is notified.

## **29.3 Notes for Shell Scheme Exhibitors**

29.3.1 Exhibitors are not allowed to make any alterations to the structure of the booths or remove any parts such as fascia board from them without the approval from the Organizer and Official Booth-Fitting Contractor.

29.3.2 All shell-scheme booths are constructed by the Official Booth-Fitting Contractor of International Zone. The basic structure is built from modular extruded aluminum system with white panels. For ordering of any additional items such as furniture, electricity, compressed air etc, please refer to this manual and return the necessary Forms to "BEIJING SYMA EXPO CO., LTD." before the deadline date.

The power socket provided for shell scheme booth is used for exhibits only. Each power socket is allowed to be connected to ONE electrical appliance only.

29.3.3 No nailing, drilling, painting or strong adhesive tapes are allowed on the partitions, floor or ceiling. No additional stand fitting or display may be attached to the shell scheme booth structure. If you need assistance in hanging or displaying your exhibits, please consult the Official Booth-Fitting Contractor.

29.3.4 Unless requested by the Exhibitor, we shall assume that exhibitor occupying 2 or more adjoining booths will be chosen to remove the partition panels in between.

## **29.4 Safety Management Guides for electricity & gas installation in the Exhibition Hall**

29.4.1 Worker or electrician for electrical installation & connection must hold qualified "specific-type operator certificate" for inspection by the Venue. Otherwise, no access to the Exhibition Hall is allowed.

29.4.2 Electricity supply will only be provided to the raw space booth Exhibitor if all relevant payments are settled.

29.4.3 Electrical installation and connection must strictly follow the approved design and electrical drawing. All the electric facilities must not be overloaded, and safety operations are enforced. In case of overloading, Exhibitor is requested to apply additional electricity supply with extra cost from the Official Booth-Fitting Contractor on-site.

29.4.4 The Organizer and the Official Booth-Fitting Contractor of International Zone reserve the right to suspense the electricity supply to the Exhibitor if its booth is found overloading more than once and affecting the operation in the Exhibition, and the power supply system of the venue in part or in whole.

29.4.5 All electricity lines should be or properly mounted or wired through conduits and should never be loosely paved on the floor or gangways. For electricity lines running across the gangways, they must be covered and protected by a cable bridge.

29.4.6 It is forbidden to use star lights, color lights, neon signs and 500W high-power lighting in the Exhibition Hall. The advertising light boxes must have convection cooling holes. All appliances, apparatus and lighting fixtures used in outdoor displays should be rain-proof and moisture / rain / wind repellence measures should be implemented.

29.4.7 All lighting fixtures must be kept the distance of 0.3 meter away from the exhibits.

29.4.8 Lighting facilities inside the Exhibition Hall can not be blocked during booth construction. 0.6-meter clearance is required for safety inspection and in case of emergencies.

29.4.9 When the electrical installation of the raw space booth is complete, the technician from the Venue and Official Booth-Fitting Contractor will do the safety inspection. The supply of electricity will only be provided if the safety electrical inspection is passed.

29.4.10 On-site electrician from the Exhibitor or Contractor is required during show periods to ensure the safety lighting operation and in case of emergencies.

29.4.11 Contractor working outside the designated area / site allocated and time in the Exhibition Hall is forbidden. Contractor shall be liable for any legal & financial responsibilities arising from the violations of Rules & Regulations set by the Organizer in this manual.

29.4.12 No Exhibitor, Contractor and unauthorized person are allowed to conduct electrical installation & connection of the Electrical & Gas facilities from the Exhibition Hall. Any person who fails to obey the Rules and Regulations shall bear all the legal & financial responsibilities and penalty will be imposed for any damage caused.

## **29.5 Notes for failure of electricity supplies**

29.5.1 When there is a failure of electricity supply during show periods, please inform the Official Booth-Fitting Contractor immediately. It's prohibited to close electric brake with faults.

29.5.2 The booth electrician on duty should check all the electrical facilities and electricity route firstly if the the failure of electricity is caused by the protective trip-out of the fixed electricity supply facilities of the show center. And in the mean

time the whole situation should be synchronized to the electrician of the show center onsite. It 's prohibited to close the brakes when the failure reason is not clear. Any issue or damage caused by the violation of this rule should be bore by the relative parties.

29.5.3 If there is any failure of electricity supply during the exhibition the show center is entitled to change the electricity route and supply demand out of the consideration of safe electricity management.

29.5.4 The staff of the show center is entitled to cut off the power supply or any other enforcement action to avoid any possible unsafe factors and inform the booth electrician on duty to deal with the unsafe factors onsite. If any serious unsafe situation or violations are noticed the staff of the shwo center is entitled to cut off the electricity supply without warning.

29.5.5 For the 24-hour electricity independent return circuit and protective switch should be equipped.

29.5.6 Computers or any other precision instruments should be equipped with non-stop power for protection. The show center bear no responsibility for the damage caused by the electricity cut-off to the computers or precision instruments.

29.5.7 No applying of high power heating machine(including electric kettle, electric stove and electric iron). If such facilities are must to your exhibition presence the exhibitor or booth construction contractor must apply to the client service center and after the application is approved the application of such facilities are allowed in the show center.

29.5.8 Exhibitors and booth construction contractors are not allowed to bring air compressors or high-pressure bottles to the show center. For the rental of such facilities please contact the appointed official booth construction contractor.

29.5.9 Once the situations mentioned below happen the exhibitors and booth construction contractors bear all the responsibilities.

29.5.9.1 The damage caused to the power switch by the exhibitors' electrical facilities or the misplaced electricity and gas route.

29.5.9.2 The damage caused by the electricity supply route not accord with the regulations and design map. The damage caused by the unmatched electricity route and amount to the approved drawing plan and applied electricity amount.

29.5.9.3 The damage caused by the untimely electricity failure handling without electrician on duty.

29.5.9.4 The damage caused by such situtation: when there is any serious electricity safety factor or violations the staff of the show center cut off the electricity supply without warnings.

29.5.9.5 The damage caused by outage to the important, expensive and other electricity facilities with special electricity requirements without protective handling.

29.5.9.6 The damage caused by the mistakes of exhibitors and booth construction contractors.

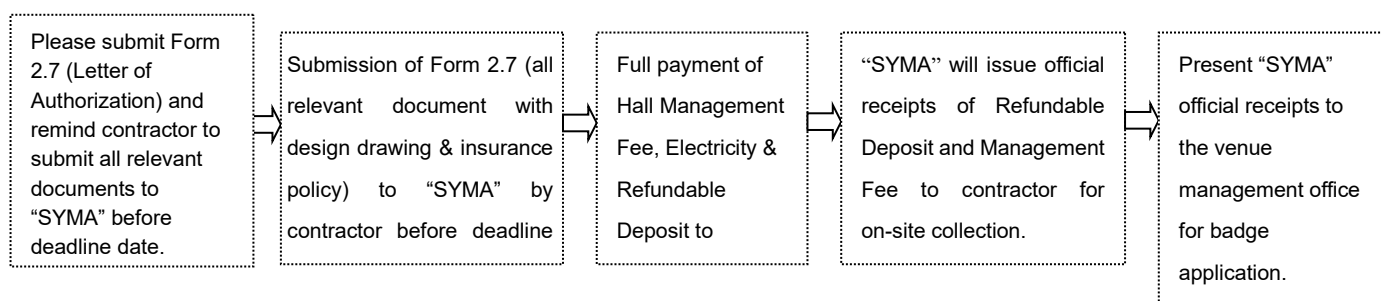
29.5.10 The show center, exhibitors and booth construction contractors bear no responsibilities for the damage caused by the earthquake, floods, other natural disasters, city electricity cut-off, city state of emergency and other irresistible situations.

29.5.11 The show center will stop the power supply everyday after the show is closed. During the power shut-down if you need temperate electricity supply please submit your power application form to the show center service center onsite.

29.5.12 The show center will manage and check all the onsite constructions and supervise all the booth construction contractors to follow the management rules. All the construction contractors should cooperate to the safety check and management of the show center and rectify and reform should be proceeded once there is any possible unsafe factor is found.

### 30. **Raw Space Stand**

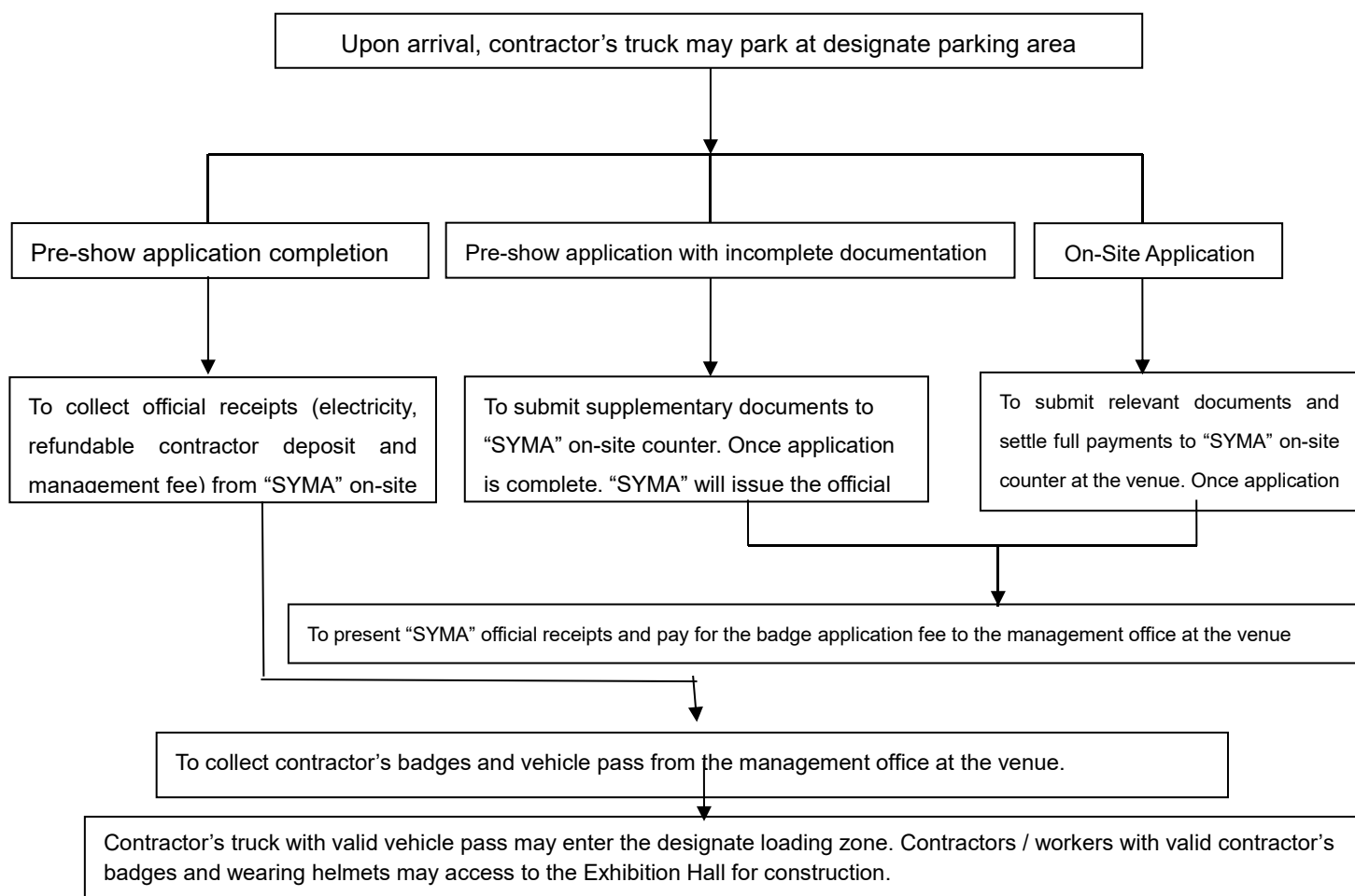
#### 30.1 contractors pass application procedures



### 30.2 Raw Space Move-In Procedure / Flow Chart

#### Notice: The Information Management System of Logistic Vehicles

##### 30.2.1 Raw space move-in procedure/flow chart



##### 30.2.2 Order forms checklists application for Raw Space Exhibitor / Contractor

No.	Name of Order Forms	Remarks		Submitted By	
		Order Form No.	With Company Chop	Exhibitor	Contractor
01	Letter of Authorization	2.7	√	√	√
02	Safety Commitment of Booth Construction	2.7	√		√
03	Sound Volumn Commitment	2.7	√	√	√
04	Insurance Registration Form ( attached with insurance copy )		√		√
05	Raw Space Stand Construction Application	2.1	√		√
06	Rental of Facilities (Furniture & Electricity etc)	2.4-2.5	√		√
07	Business Registration Certificate		√		√
08	Specific-type Operator Certificate (Electrician) Copy		√		√
09	Booth Design Drawings		√		√

### 30.2.3 Raw Space Booth Design Drawing Checklists

Checklist	Requirements	Remarks
Perspective Drawing	Front View、 Side View、 Bird View	<p>◆ Submission to</p> <p>BEIJING SYMA EXPO CO., LTD.</p> <p>Contact:</p> <p>Ms. Fiora (+86 18610808453)</p> <p>Email: <a href="mailto:bakerychina@syma.com.cn">bakerychina@syma.com.cn</a></p> <p>Tel: +86 010 65568330 ext.133</p> <p>On or before <b>April 17, 2025</b></p>
Layout Plan	1m Grid Drawing With Dimensions	
Dimensional Plan	1m Grid Drawing With Dimensions	
Technical Drawing	With Detail Size Dimensions and Names of Construction Materials	
Electrical Drawing	Layout Plan With Power Main Location and Circuit Diagram.	



## 2.1 STAND CONSTRUCTION (RAW SPACE ONLY)

**DEADLINE: April 17, 2025**

Return to:	BEIJING SYMA EXPO CO., LTD.	Contact:	Ms. Fiora
		Mobile:	18610808453
Add:	32 <sup>nd</sup> Floor, Inspiring Space, No.25, Ganluyuan Nanli, Chaoyang District, Beijing	Tel:	+86 10 65568330 ext. 133
		Fax:	+86-10 65568331
		Email:	bakerychina@syma.com.cn

Booth No.: \_\_\_\_\_ Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Country: \_\_\_\_\_

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

Contractor's Information			
Name of Contractor Company:			
Add:			
Contact Person:		Email:	
Tel:		Fax:	

**DEADLINE: April 17, 2025**

Hall Management Fee	Contractor Badge
27 RMB/sqm	This should be paid to NECC

Cleaning and Construction Deposit
20000 RMB / Booth
Tips: The receipt of deposit needs to be signed and sealed by BEIJING SYMA EXPO CO., LTD. After stand check, please take the signed and sealed receipt of deposit to our service place. If not, deposit will not be refunded. it will be found after 30 days.

Work Over Time Charge		
A. Raw Space		
2025.5.16-22	18:00—22:00	RMB 1300 / hour /booth
	22: 00—24:00	RMB 2600 / hour /booth
After 24:00, May 22	24:00 onward to 6:00	RMB 5200 / hour /booth
Tips: Application to official contractor should be made before 15:00 every day. Staff no. and contact person needs provided.		

The procedure notice for your booth contractor

Please send us both this form and form 2.4 which is for the electricity box, etc submit directly via Online Manual System.

1. Please send us the whole set of booth designs, booth size and the location of the electricity box submit directly via

our online system : <https://bjservice.syma.com.cn/BakeryChina.aspx>

2. The fee related to Form 2.4, such as electricity box fee should be paid before move-in, and copy of remittance

receipt needs sent back to us for reference.

All documents must be submitted before 17:00 **April 17, 2025**

You will have a 50% surcharge after 17pm **April 17, 2025**

3. Max. 5.5 meter for single storey construction. For booth height exceeds the Maxes, the drawings need reviewed by the official contractor: Canton Fair Advertising Co., Ltd. Shanghai High-Fair Convention & Exhibition Sub-company. For consultation, please contact:

Canton Fair Advertising Co., Ltd. Shanghai High-Fair Convention & Exhibition Sub-company

Contact: Wanghui Lu

Tel: 021-69761100

Email: hf2@cantonfairad.com

## 2.2 STAND CONSTRUCTION (SHELL SCHEME ONLY)

**DEADLINE: April 17, 2025**

Return	BEIJING SYMA EXPO CO.,LTD.	Contact	Ms. Fiora(+86 18610808453)
Add:	32 <sup>nd</sup> Floor, Inspiring Space, No.25, Ganluyuan Nanli, Chaoyang District, Beijing	Tel:	+86 10 65568330 ext. 133
		Fax:	+86-10 65568331
		Email:	bakerychina@syma.com.cn

Booth No.:

Area:

Company Name:

Contact Person:

Tel.:

Email:

### FASCIA NAME

a. in Chinese

b. in English

Tips:

1. **This is for shell scheme only.**
2. Please fill in the form clearly, exhibitor shall take all the responsibility for the charges caused by scribbling.
3. All English characters will be capitalized.
4. Please fill in the form before the deadline. Otherwise, the fascia name will be produced by the name provided to exhibition organizer. Onsite revision of fascia name will be charged RMB 80 per fascia.

### Furniture Entitlement

SQM	9	12	15	18	27	36
Item						
Information counter	1	1	1	2	3	4
Square Table	1	1	1	2	3	4
Black leather chair	4	4	6	8	12	16
Waste Paper Basket	1	1	1	2	3	4
100W long-arm spotlight	3	4	4	6	9	12
13A/220V Socket(500W)	1	1	1	2	3	4

(Tips: Double open face booth has 2 fascia boards, and three open face booth has 3 fascia boards.)

- 1.No refunds or financial credit will be issued for any unused package elements or any ordered furniture.
- 2.If other artwork or stand remodeling is required, please contact SYMA as early as possible. Please note that extra service cost might be charged.
- 3.If you need any extra power lines other than the included standard 500W one, please fill in Form 2.4 at your earliest convenience
- 4.All documents must be submitted before 17:00, **April 17, 2025**.

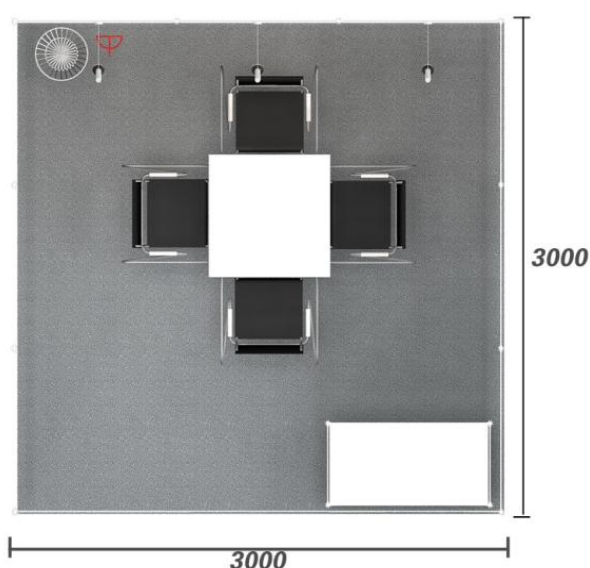
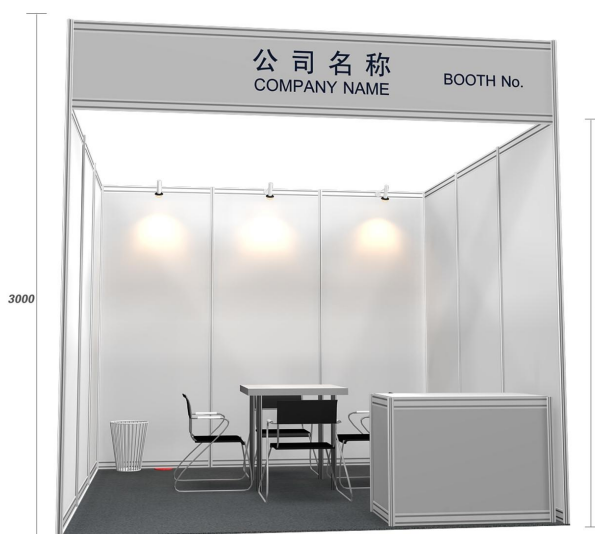
You will have a 50% surcharge after **17pm April 17, 2025**

### Shell Scheme Specification

Floor	All stands have needle punched carpet.
Walling	Dimensions of each panel: 2500mmH×1000mmW

	<p>White vinyl covered infill panels set in aluminum frame. No fixings, fixtures or modifications are allowed to be made to these walls.</p> <p>Each panel can take a maximum weight of 3kg. The displaying capacity size of each full panel is 2340mmH×950mmW.</p>
Fascia	<p>Size of each fascia: 3000mmL×350mmH</p> <p>Placement: The height to 2500mmH from the floor.</p> <p>Color: White vinyl covered infill panels set in aluminum frame. Poster is available for the fascia.</p> <p>The display size of each full fascia is 2920mmL×340mmH.</p> <p>NB: All the installation and dismantling must only be operated by SYMA professionals using SYMA provided materials.</p>
Name board	<p>Your company name in English and Chinese (if available) can be fitted onto the fascia.</p> <p>Each fascia name board can hold one set of company name in both English and Chinese in blue.</p> <p>NB: Please type or print your company name clearly in CAPS in the form.</p>
Electricity	<p>Lighting: 2 x 100W long-arm spotlights are placed on the top of the wall. The socket: 1 x 500w socket will be placed under the wall (Lighting and machine connection is prohibited).</p> <p>The numbers refer to each standard 9sqm Shell Scheme booth.</p>
Furniture	<p>A complete set of furniture is available to enhance and decorate your booth. Exhibitors are advised to order any additional furniture immediately to avoid disappointment and payment of any applicable surcharges.</p> <p>Extra requirements should be filled in Form 16 before the deadline of submission.</p>
<p>NB: Corner stands will only have two walls constructed, i.e. two-open sides.</p> <p>All the furniture and lights in your booth will be installed as the booth location and our standard, any special requirements please tell us before the deadline, any change exceed deadline will subject to a 50% charge of the rental price, onsite order will subject to 100% urgent fees of the rental price.</p>	

## Standard Shell Scheme



## 2.3 Timetable of On-Site Operations

Move In	Date / Time
Exhibitor Registration / Building Up	May 16, 2025 / 09:00
Raw Space Contractor Move In	May 16, 2025 / 09:00
Shell Scheme Contractor Move In	May 18, 2025 / 09:00
All Decoration Done / Cleaning Up	May 18, 2025 / 18:00

Move Out	Date / Time
Switch Off Power & Tear-Down	May 22, 2025 / 15:00
Exhibit Package Move In	May 22, 2025 / 15:00
Return Of Furniture Rental	May 22, 2025 / 15:30
All Exhibits Or Booths Removal Completed	May 22, 2025 / 22:00

### **Important Notice**

1. The Exhibition Hall will be opened for booth building purposes during the time period listed above. Exhibitors or contractors can apply to official contractor and pay for the fee (Refer to Form 2.4) if need to work overtime. In addition, notice must be given to official contractor by 15:00 of that day if overtime work is required so that the necessary security and electrical staff can be arranged.
2. A senior representative from each exhibiting company is requested to present at the Exhibition Centre.
3. All utility services to booths such as water supply, electricity, telephone lines, compressed air etc will be cut off at **May 22, 2025**. On closing night, **May 22, 2025** the Hall will remain open until **22:00** for the removal of hand-carried goods. We strongly recommend that at least one member of your staff should be on your booth at that time to ensure the safety of your displays whilst dismantling is taking place.
4. The above schedule is correct at the time of launching the Online Manual. An updated copy will be available from the online Exhibitor Service Centre during the build-up period. Information regarding opening ceremony, press briefings, any VIP or delegates visits, meetings and social events will be issued either shortly before, or when you arrive at the shows.

## 2.4 ELECTRICAL APPLIANCE

**DEADLINE: April 17, 2025**

**Please filling in the online system:** <https://bjservice.syma.com.cn/BakeryChina.aspx>

Return:	BEIJING SYMA EXPO CO., LTD.	Contact:	Ms. Fiora (+86 18610808453)
Add:	32 <sup>nd</sup> Floor, Inspiring Space, No.25, Ganluyuan Nanli, Chaoyang District, Beijing	Tel:	+86 10 65568330 ext. 133
		Fax:	+86-10 65568331
		Email:	<a href="mailto:bakerychina@syma.com.cn">bakerychina@syma.com.cn</a>

Booth No.:

Company Name:

Contact Person:

Email:

Tel.:

### A. ELECTRICAL APPLIANCE

Item	Description	Unit Price (RMB)	Qty	Total
Main Power (Lighting electricity/ Machine electricity)	15A/380V main power (normal)	1910		
	30A/380V main power (normal)	2940		
	60A/380V main power (normal)	4960		
	100A/380V main power (normal)	8050		
	150A/380V main power (normal)	11970		
	200A/380V main power (normal)	17920		
	250A/380V main power (normal)	22360		
	300A/380V main power (normal)	25200		
	15A/2380V main power (24hours)	1910		
	30A/380V main power (24hours)	2940		
	60A/380V main power (24hours)	4960		
	100A/380V main power (24hours)	8050		
	150A/380V main power (24hours)	11970		
	200A/380V main power (24hours)	17920		
	250A/380V main power (24hours)	22360		
	300A/380V main power (24hours)	25200		
Water Supply	Water supply covering of 10m water pipe and pipe diameter is 15mm, hydraulic pressure: 4kg/cm <sup>2</sup>	3120		
	Water supply for machine: covering of 10m water pipe and pipe diameter is 20mm, hydraulic pressure: 4kg/cm <sup>2</sup>	4680		
Air-compressor	≤ 0.4m <sup>3</sup> /min & 8-10kgf/cm <sup>2</sup>	3900		
	≤ 0.9m <sup>3</sup> /min & 8-10kgf/cm <sup>2</sup>	4550		
	≥ 1.0m <sup>3</sup> /min & 8-10kgf/cm <sup>2</sup>	5200		
Phone	Direct dialing line in city	900		

(no internet)	Domestic Direct dialing line (1000 for deposit)	1200		
	International Direct dialing line (4000 for deposit)	3450		
	10M (Private fiber-based) , Public static IP address	7800		
	40M (Private fiber-based) , Public static IP address	26000		
	60M (Private fiber-based) , Public static IP address	32500		
	100M ( Private fiber-based ) , Public static IP address	78000		

Remarks:

1. Please transfer all the fees to the account of BEIJING SYMA EXPO CO., LTD. And copy of remittance receipt needs sent back to us for reference. **Please send the order before 17:00, April 17 2025, After April 17 2025. Any order onsite will have a 50% surcharge.**
2. Please email the form to BEIJING SYMA EXPO CO., LTD. For other items unlisted in this form, please contact us. If you haven't sent us the electricity box's location before the deadline, we will arrange the location at random. Any onsite change will be subjected to a 50% charge of the price of the electricity box.
3. **The lighting electricity and the power electricity must be ordered independent**
4. If you need a lifting point, please contact us firstly
5. **Hall 2.1 cannot apply for the lifting point.**

## 2.5 FURNITURE RENTAL (ONLY FOR Standard Shell Scheme)

**DEADLINE: April 17, 2025**

Return	BEIJING SYMA EXPO `CO., LTD.	Contact:	Ms. Fiora (+86 18610808453)
Add:	32 <sup>nd</sup> Floor, Inspiring Space,	Tel:	+86 10 65568330 ext. 133
	No.25, Ganluyuan Nanli,	Fax:	+86-10 65568331
	Chaoyang District, Beijing	Email:	<a href="mailto:bakerychina@syma.com.cn">bakerychina@syma.com.cn</a>

Booth No.:	Area:
Company Name:	
Contact Person:	Country:
Tel.:	Email:

请在线上系统中填报 Please filling in the online system <https://bjservice.syma.com.cn/BakeryChina.aspx>

Item		Unit Price (USD)	Qty.
<b>Stand lighting</b>			
EL02	Long arm spotlight, 100 W	12	
	HQI Light	45	
EM02	15A220V Socket-500W	12	
	15A220V Socket-500W (24Hour)	25	
	16A220Vsocket-1KW	45	
	16A220Vsocket-1KW(24Hour)	55	
<b>Furniture</b>			
F01	Folding chair	6	
F04	Black leather chair	10	
F11	Bar stool	15	
A-01	Information counter	20	
D01	Square Table	20	
D05	Rectangular table	22	
C01	Round Table	25	
C05	High round table	32	
B07	Lockable cupboard	32	
A-13	Low glass showcase	40	
A-15	Tall glass showcase	70	
MS01	Wall panel	15	
	Storeroom(1M*1M)	75	
I07	Coat hanger	20	
A-12	Shelf rack	40	
I11	Flat Shelf	10	
I12	Slope shelf	10	



110	Free standing literature rack	45	
	Potted plant(800mmh)	20	
	Sink unit	120	
	Large refrigerator with socket(140L)	180	
	Freezer with socket (200L)	250	
	Water dispenser(with water)	35	
	42" Plasma Flat Screen (with the TV rack and USB)	250	
<b>Graphic</b>			
	Sticker logo on fascia board (20cm)	20	
	Sticker logo on Information counter or panel(50 cm)	20	
	Digital print painting(1 Sq.)	20	
	Foam board painting(1 Sq.)	35	
	Distribute of 380V electricity box	45	

## **FURNITURES (To shell scheme exhibitors only)**

### **Tips:**

1.If you wish to order booth equipment in addition to the items which we have already included in the standard booth package, please fill in the form below and return to BEIJING SYMA EXPO CO., LTD.

2. **Any order received after April 17, 2025, otherwise we need to receive a 50% surcharge. After April 17 2025 please complete your payment within 7 days after the payment bill is set out. Otherwise, the order will be canceled automatically.**

3. If the foreign exhibitor wants to pay the order by cash on site, please sign it on the email.



编号EL02  
长臂射灯  
尺寸



编号H01  
HQI长臂铲灯  
尺寸



编号F01  
白折椅  
尺寸



编号F03  
白胶椅  
尺寸390L\*450W\*440H



编号F04  
黑皮椅  
尺寸



编号F11  
异形吧椅(白)  
尺寸360L\*430W\*750/1000H



编号A-01  
780询问台  
尺寸1000L\*500W\*780H



编号D01  
木方桌  
尺寸750L\*750W\*750H



编号D05  
木长方桌  
尺寸1200L\*600W\*750H



编号C01  
白圆桌  
尺寸750L\*750W\*750H



编号C05  
高圆桌  
尺寸600L\*600W\*1100H



编号C07  
1000锁柜  
尺寸1000L\*500W\*1000H



编号A-13  
1000玻璃柜  
尺寸1000L\*500W\*1000H



编号A-15  
2100玻璃柜  
尺寸1000L\*500W\*2100H



编号MS01  
铝料展板/围板  
尺寸



编号  
储藏间  
尺寸1000L\*1000H



编号I07  
入墙衣架  
尺寸1000L



编号A-12  
层板架  
尺寸1000L\*500W\*2100H



编号I11  
平层板  
尺寸1000L\*300W\*15H



编号I12  
斜层板  
尺寸1000L\*300W\*15H



编号I10  
折叠资料架  
尺寸240L\*340W\*1100H



编号J02  
140L冰箱  
尺寸



编号  
200L冰柜  
尺寸

## 2.6 Management Rules & Regulations for Raw Space Booth Construction

### **Main Rules & Regulations:**

- i) All contractors must abide by the Rules & Regulations of “Large Scale & Social Event Safety Activities Management Ordinance”, “Exhibition, Event Activities Fire Prevention & Management Ordinance” in the city of Exhibition. They shall strictly comply with the “Rules & Regulations for Raw Space Booth Construction and relevant terms & conditions set by the Organizer in the Exhibition Hall.
- ii) Organizer reserves the right to reject the booth design which it deems inappropriate to the show and request Exhibitors / contractors to alter the booth design if, in the opinion of the Organizer, their booth construction causes obstruction, instability of structure and faulty design are found. Warning & Penalty are imposed by the Organizer if the Rules & Regulations are not strictly obeyed and followed
- iii) Should there be any consequences due to the contractor’s failure to abide by the Rules & Regulations, the contractor shall bear all legal responsibilities and to compensate all the financial & economical losses incurred, directly and indirectly, to the Organizer, Hall Management Office and Official Booth-Fitting Contractor.

### **a) Raw Space Construction Application and Contractor Deposit**

- i) Please refer to the application procedures and pay for the relevant fees set out in this manual before commencing booth construction.
- ii) Contractors are required to lodge with the Official Booth-Fitting Contractor “BEIJING SYMA EXPO CO., LTD.” A refundable deposit. Any violation of Rules & Regulations will result in the contractor’s deposit being partially or totally forfeited. The deposit will be refunded if no violation to Rules & Regulations and no damages to the Exhibition Hall’s facilities is found, and all rubbishes generated from construction have been disposed and cleared properly.

### **b) Personnel Management**

- i) Contractors shall designate a person as a safety patrol supervisor, with arm badge, who is readily recognizable at site to in charge for daily safety supervision and take precautions measures for fire prevention.
- ii) All workers must wear safety helmet when engaging in work inside the Exhibition Hall. When working at height of 2m or above, workers must wear safety harness.
- iii) All workers must apply for contractor’s working badge directly from the venue (NECC). Working badge is for each individual worker and is non-transferable. Workers without valid working badge issued by NECC will not be allowed to commence any construction work inside the Exhibition Hall.
- iv) Contractors are required to have your own electricians and carpenters for on-site duty during show periods in case of emergencies.

### **c) Safety Booth Structure**

The height limitation for one stored booth construction is no higher than 5.5 meter. Any higher than 4.5 needs approval by Canton Fair Advertising Co., Ltd. Shanghai High-Fair Convention & Exhibition Sub-company four weeks before Besides, for the external back wall where facing neighboring stand must be well finished in plain white board or cloth. But, it cannot display any company name, or product name or related publicity materials. The Organizer will not

accept unfinished wall exposes to neighboring stand.

- i) The construction of booth structure must be safe and stable and it must not exceed the boundaries of the designated booth area.
- ii) No nailing, drilling, painting, use of strong adhesive tapes and chemical on the floor, ceiling, pillars and other structural parts in the Exhibition Hall.
- iii) Suspension or hanging objects from the ceiling, pillars and other structural parts in the Exhibition Hall is not permitted.
- iv) All construction materials must be fire retardant and fire-proof painting shall be sprayed on the surface of wooden booth structure.
- v) All glass decoration booths must be in tempered glass material.
- vi) All construction materials must meet the ecological and green environment requirements. A qualified inspection certificate is required.

**d) Safety Use of Electricity**

- i) Electrician must hold a valid and qualified “specific-type operator certificate”, wear insulation rubber shoes and abide by the safety Rules & Regulation for electrical installation & connection in the Exhibition Hall.
- ii) No flashing / blinking lights or neon-signs will be permitted. All lighting fixtures must meet the safety rules & regulations and 0.5 meter distance is kept away from flammable materials.

**e) Safety Fire Prevention**

Fire extinguishers, with inspection certificate, are requested to place inside the booth. For booth size is less than 50sqm, 2 no. of fire extinguishers are required. For booth size is more than 50sqm, every 50sqm requires 1 no. of fire extinguisher. (For additional area less than 50sqm will still be considered as 50sqm which is the minimum standard)

- i) All materials used for the booth construction and installation must meet the requirements of “Building and Interior Safety Decoration Rules & Regulations”, the Fire Prevention Law of the People’s Republic of China.
- ii) No explosive, flammable and any other hazardous materials are allowed in the Exhibition Hall. Naked fires are not permitted.
- iii) Fire protection system, gas & electricity facilities, public gangway and emergency exist etc. cannot be blocked & occupied by the construction materials & equipment.
- iv) The booth construction under Fire Curtain is not allowed in the Exhibition Hall.
- v) Smoking is strictly prohibited in the Exhibition Hall
- vi) Wasted materials and rubbishes must be disposed properly during move-out period.

**f) Security**

- i) The Contractor is responsible to safe-guard your own construction equipment and materials for the prevention of theft.
- ii) The use of construction equipment and tools from other Contractor without authorization is strictly forbidden.
- iii) In case of any disputes during construction and installation, the Contractor is liable to reach a satisfactory solution between the two parties in order to avoid any criminal behavior. (e.g. fighting)
- iv) The Contractor may move out the construction equipment, tools and materials etc. by obtaining a move-out permit issued by the Organizer.

**g) Move-Out Arrangements**

- i) The Contractor shall abide by the Move-Out Arrangements set out in this manual by the Organizer. No early move-out is allowed.
- ii) No barbaric dismantling or pulling down the booth structure directly without taking safety measures is permitted in the Exhibition Hall.
- iii) All left behind waste materials and rubbish must be disposed and clear properly.
- iv) The Venue Management Office and the Official Booth-Fitting Contractor will conduct an inspection check by the end of move-out period. If damage is found against the facilities of the Venue and waste materials are not properly disposed by the Contractor, penalty system will be imposed under the provisions set out in this manual.

#### **h) Move-Out Insurance**

The contractors must apply for “Public Liability” and “Employer’s Liability” insurance in respect of death and injury to any person, or loss or damage to property arising out of the booth construction. The coverage of Insurance should include risks against fire, water, theft, accidents, natural calamities or any other causes.

#### **i) Vehicle Management**

1. Transport vehicles must comply with the management of security personnel in the National Convention and Exhibition Center (Shanghai) when entering the loading area, the vehicles must queue up in order. The security personnel have the right to prevent them from entering the loading area if they do not comply with the on-site management.

2. Transport vehicles must go to the property management office of the exhibition hall in advance to apply for the "Transport Vehicle Access Permit" when entering the loading area

3. the “Transport Vehicle Access Pass” of Raw Space will be issued if the water, electricity and gas bill and booth management fee and garbage removal deposit are provided. the “Transport Vehicle Access Pass” of the standard shell scheme will be issued if exhibitor badges and fee receipts are handed over to official building contractor. When loading and unloading are completed, the Transport Vehicle will get the deposit with the "Transport Vehicle Access Pass" otherwise it will not be processed. If there is damage or loss of the “Transport Vehicle Access Permit”, RMB 50 will be charged.

4. Unloading area vehicle pass costs 50 yuan, no refund for loss and damage, 300 yuan for deposit, loading and unloading time is 1.5 hours, 100 yuan is deducted for over every half hour, and less than half an hour is calculated by half an hour. In order to improve the application, it is recommended that the constructors apply the Passes in advance.

5. Transport vehicles must obey the command of security personnel when loading and unloading goods in the loading area, and should leave immediately after loading and unloading, the driver is not allowed to leave the cab during loading and unloading, and if it causes a traffic jam, a fine will be issued.

6. When transport vehicles (limited to less than 5 tons) enter the exhibition hall to load and unload goods, they need to apply in advance, and loading point will be designated by the security guard.

7. Transport vehicles are not allowed to enter the loading area during the exhibition, if there are special circumstances, once approval, the transport vehicles can drive in and pay a management fee of 50 yuan per vehicle.

8. The certificate time starts from 8:30 a.m., the end time depends on the working hours of the organizer, if the transport unit extends the working hours for special reasons, it is required to apply one hour in advance and go to the service point to complete the relevant procedures.

9. The operation of transport vehicles should be carried out in strict accordance with the safety operation procedures, and the drivers must hold a professional qualification. Vehicles entering the red line area of the venue

should follow the specified route during the exhibition, and the speed of driving shall not exceed 15 km/h, and the speed of vehicles entering the exhibition hall shall not exceed 5 km/h.

## 2.7 Safety Agreement and Engagement Letter for Raw Space Construction and Sound Volume Commitment

### 特装展台施工安全责任书&特装展位展台搭建委托书&音量控制承诺书

特装必填（截止日期：2025 年 5 月 17 日）

#### 2.1 馆

北京华毅司马展览服务有限公司

线上填报网址：<https://bjservice.syma.com.cn/BakeryChina.aspx>

联系人：邓一楠：18610808453

电话：+86-10-65568330 - 224/315/115/124/133

邮箱：[bakerychina@syma.com.cn](mailto:bakerychina@syma.com.cn)

展览会特装施工单位名称：

公司地址：

主要负责人：

施工布展展位号：

办公室电话：

现场联系人及电话：

凡为此次展会承揽特装施工搭建的单位必须签订此安全责任书。此责任书一式两份,签订单位请严格遵照执行。展览会特装施工单位应对展览会过程中的展台施工搭建、施工证件发放及人员管理、展台用电、消防安全、货运通道管理等工作全面负责,指派专人负责施工搭建各项安全工作,对各个展台搭建负有监督、检查和管理责任。进馆施工必须凭布展施工人员证件,无证人员不得进入馆内。

1. 展览会特装施工单位在展览会各项安全管理中,应严格遵守《中华人民共和国安全法》、《大型群众性活动安全管理条例》以及各级政府制定的关于展览会的其它法律、法规及管理规定,服从主办单位及相关部门的管理和监督检查,确保展会展台及人身安全。展览会中特装施工单位对所承建的展台工程部分,负全部安全责任。特装搭建商务必完成对搭建工人的安全培训,并有会议记录。

2. 进场前展览会特装施工单位应对各施工人员进行安全培训,施工及用料要符合相关规范及管理规定,施工期间施工人员应配戴安全帽、手套等相应劳动保护设施及设备。

3. 展览会特装施工单位负责搭建展台的结构必须牢固、安全,施工、展览和撤展期间出现展台倒塌、工伤和伤及他人、给场馆建筑物造成损坏以及其它安全事故责任由展览会特装施工单位负责。展台施工现场的施工安全、展位用电安全和防火工作由展览会特装施工单位负责,各施工单位单位必须指派专职安全管理员负责展会施工现场的安全和防火工作。严格杜绝任何人、任何时间在场馆展厅内吸烟!



4. 展览会特装施工单位负责搭建的展台材料必须使用防火、难燃或经过阻燃处理合格的材料。禁止使用绷布、弹力布等布制易燃材料制作和搭建展台。施工材料必须符合环保要求，严禁使用带有挥发刺激性气味的超标布展材料。铺设地毯的单位，须提供地毯的消防检测证明，并办理相关手续。

5. 展览会特装施工单位不得在展馆内进行喷漆作业，展台施工不得使用电锯、电刨、电切割等加工工具，不得使用易燃、易爆物品，严禁明火作业。

6. 展览会特装施工单位不得在展馆墙体、柱体及各种专用管线或建筑物上钉钉、捆绑等损坏建筑物的行为，所有展台结构应和展台自身主体结构连接并应严格按照展馆限高搭建展台（注：如展览馆有特殊规定，则按照展览馆制定的相关规定执行）。未经主办单位允许，严禁私自在展厅围栏、顶部张贴或悬挂广告或宣传品，未经允许严禁使用展厅顶部吊挂展台造型。严禁在展位后堆放物品（例如：搭建工具、包装物、包装箱、展品等）。

7. 展览会特装施工单位不得利用展馆顶部网架作为吊装展台结构的工具，严禁在防火卷帘门下搭建展台及堆放物品，严禁遮挡展馆红外线对射、监控器探头、消火栓。严禁占用监控器探头的旋转调节空间，严禁遮挡场馆内的任何消防安全设备设施。

8. 展览会特装施工单位使用的照明灯具、布展电动工具等各种用电设施及材料应具有国家专业安全认证，应按照国家颁布的电气规程标准施工、安装和使用。严禁使用麻花电线、塑料电线连接电器设备，须使用标准的双护套阻燃电线连接电器设备。电路、电气的安装必须由持有国家劳动部门颁发有效的电工专业证件的人员进行施工且须持证上岗。保证各展台不超负荷用电，展厅内严禁使用霓虹灯、高温碘钨灯，禁止直接在展馆柱子上安装灯具作为灯箱。

9. 展览会特装施工单位不得拆除、搬移和损坏展馆的设备设施；不得擅自用展馆配电箱、水源、气源等固定设施。使用水点的展台，应指定负责人负责在清馆前关闭水点总闸及分闸口。任何由水点引发的事故和损失，由使用水点的展览会特装施工单位负责。

10. 展览会特装施工单位在现场施工中，施工材料应放置本展台内，如阻塞通道，主办单位将视其为废弃物料处理，清除出场。展台搭建过程中的废弃物料，随时装入展厅内的垃圾箱。开始撤展后，展览会特装施工单位必须将搭建的特装展台结构及时地拆卸放平,及时运回可重复使用的特装材料、家具、灯具。其余的搭建废弃物料由承揽施工单位负责运出展览馆，未能在指定时间将展台所在场地清空的，将扣除相关垃圾清运费。

11. 展览会开幕后和正常展出期间，展览会特装施工单位必须留守电工、木工等工种人员值班，发现问题及时处理。

12. 因展览会特装施工单位在展台搭建、展出至拆除清理出展馆过程中造成的一切安全事故，如：展台倒塌、工伤和伤及他人的、造成场馆建筑物损坏的、其它安全事故和社会治安等问题的，由展览会特装施工单位负全部责任，并承担由此给主办方造成的直接或间接的经济损失，并愿接受主办方的追加处罚。

13. 遵守本《展览会特装施工单位安全责任书》中的全部相关规定，并严格依照执行。由于展览会特装施工单位在展会中的监督、检查、管理、执行的力度不够或上述细则未能切实落实而造成任何安全事故和损失，须承担法律责任，将被视为事故的第一责任方追究、索赔。

14. 需按照政府相关的疫情防控工作要求，所有工作人员需完成新冠疫苗接种，并按要求出具核酸检测证明报告，并全面掌握复工人员动态健康信息，认真做好现场工作人员及的自身防控和监测。

展览会特装施工单位负责人认可签字:

本公司已知晓本《展览会特装施工单位安全责任书》内容，并保证严格遵守。

展览会特装施工单位（公章）：

本责任书自签订之日起立即生效。 年 月 日

## 搭建商施工管理规定及违规处罚办法：

1. 布展期和撤展期间进入展馆的施工人员必须佩戴展馆统一制作发放的施工证，严禁将证件转借他人和带无证人员进馆，如有发现，一律没收证件，不予归还，且将按除 200 元/人扣施工押金。
2. 施工单位应指定本展位展会期间的消防安全责任人，必须保证搭建及展期内均有佩戴安全员证件的消防安全责任人；该负责人应由施工单位主管领导担任，负责协助展会做好消防安全工作。如在巡查时期未找到安全责任人， 将按 2000 元/人扣施工押金。
3. 展区内全面禁烟，凡在摊位、走廊、通道、楼（电）梯、卫生间等场所吸烟者，按 1000 元/人扣除施工押金，并没收证件不准再次进入展馆。
4. 展馆内禁止使用未经阻燃处理的草、竹、藤、木、泡沫、可燃塑料板、可燃地毯、布料等物品作装修、装饰材料；上述所有材料如需采用的，必须经过市消防局指定的持有资质认证的单位进行阻燃处理合格后才允许进入场馆使用，并提供有关阻燃处理检测合格报告、相应的发票及相应的复印件提交给场馆方检查、备案。
5. 木质结构的展台，必须采用阻燃夹板、阻燃木方（提供有关阻燃处理检测合格报告、相应的采购发票及相应的复印件提交给场馆方检查、备案）否则，对所有使用木质材料的展台，按每平方涂 0.5 公斤的防火漆处理，如在现场经过主承建商提出整改后，两小时内没有开始实施整改的，将禁止其施工，并按 300 元/m<sup>2</sup>收取罚款，如需加班操作则收取加班费。
6. 特装展台装搭物的高度超过相邻展位的，必须将超高部分作修饰处理（使用纯白干净材料），不得将展台结构框架外露。特装展面向通道且需围蔽的，同样须作修饰处理。如在现场经过主承建商提出整改后，两小时内没有开始实施整改的，将由主承建商强制执行，按 600 元/m<sup>2</sup>计收施工费，如需加班操作则收取加班费。
7. 展位内有柱位需要包装修饰的，应以拼装上螺丝形式安装，以便于拆卸，并且注意保护柱上的防火漆，做好垫层保护；如柱内有公共电箱部分，应留有 60×80cm 电箱口，避免影响展馆电工接电检修。如柱内有消防出口应急指示牌，应留空该指示牌的位置。
8. 展位装修不能以任何形式封顶为原则，以确保消防报警系统和自动喷淋系统的正常运转。如展位设计有遮顶，必须自行配置悬挂 6 公斤（ABC）型干粉自动喷淋灭火器；安装标准为每 20 平方米配置一个，不足 20 平方米的也按上述标准配置，依次类推；展位不准作全封闭设计的。
9. 所有特装展台的装搭必须按照已审批的方案进行施工，所有特装设计和制作必须在其展位垂直投影面积内进行布展施工，不得以任何形式向外延伸，或影响相邻展位的空间。施工单位必须严格按照展馆规定的高度进行设计和搭建，严禁超高、超宽进行搭建，违者扣除施工押金 4000 元起，并责令在规定时间内整改，如不整改则扣除余下全部施工押金。搭建期内，主办及展馆会进行巡馆工作，若发现搭建安全隐患，施工单位须按照主办及展馆的要求在规定的时间内进行整改，否则将采取停止施工和扣除押金的处罚。

10. 任何布展不得用在地面、墙壁上打钉、钻孔、打拉爆螺丝等方式，进行固定展台施工；不允许利用场馆结构借力吊挂展台或展台构件。

11. 禁止使用电锯大面积开裁装修材料，严禁使用电焊机、风焊机、亚弧焊机、打磨砂轮等产生火花的工具进行施工，否则将采取暂时没收其使用工具处理，并按 500 元/台机器扣除施工押金。

12. 禁止在现场使用高压气泵进行喷漆油漆污染展馆，不得大面积进行刷涂料，如需少量修补油漆，应做好地面保护措施，否则将按 600 元/m<sup>2</sup>计收清洁费。

13. 施工单位必须遵循《上海地区电气装置规程》操作，并且必须由持证电工进行安装；所使用的电气线材、灯具、器材都应有中华人民共和国国家强制产品 3C 认证及消防认证，电气线材、灯具、器材上必须标有 3C 及消防、阻燃的明显标志，否则不能使用。

14. 各电气回路应设有专用的保护接地，展位灯具及用电设备有可能接触漏电的金属保护管和金属构件，必须做有效的跨接，并设有安全接地。特装展位的筒灯、石英灯、日光灯等灯具镇流器，应有中华人民共和国国家强制产品 3C 认证。展位内的广告灯箱，必须做好对流散热孔对流散热，分体式镇流器不得安装在广告灯箱内，必须安装在灯箱外并做好隔热处理。

15. 展位自装用电设备，应安装漏电动作电流在 30mA 以下，动作时间 0.1 秒以内的漏电保护开关及空气断路器。

16. 展位电源线应使用交流电压 450V/750V 等级的 ZR-RVV 阻燃型铜芯聚氯乙烯绝缘护套圆形软线、ZR-RVVB 阻燃型铜芯聚氯乙烯绝缘护套平形软线、ZR-BVVB 阻燃型铜芯聚氯乙烯绝缘护套平形电线，对发热量大的灯具引出线应套不超过 80cm 的黄蜡软管、金属蛇皮软管、PVC 阻燃波纹软管保护。

17. 不得使用花线、双绞线和铝芯线、音频线等一切非标线材，否则不予通电。

18. 木结构和灯箱结构内的电线还必须增设套管，展位电线的接驳及与灯具的接驳必须采用阻燃型密封式接线柱；如采用阻燃型开放式接线柱的在接驳完成后，应再包绝缘胶布，接驳应牢固可靠；通过展馆地面的电缆线必须穿金属线管或金属线槽、防护踏脚保护，并设置明显的警示标志。

19. 所有展位的电气设备安装完后，在未经场馆电工检验并同意合闸送电前，不允许私自合闸，负荷总开关应在断开位置。只有与场馆电工共同检验确认无误后，经场馆电工同意才能合闸送电。

20. 展位的用电收费,不论实际用电量多大,场馆方根据申报的总用电功率所对应开关用电规格表收费项目收取,实际使用若超过开关用电规格档次按高一级开关用电规格收取；若现场经测量实际用电量超出申报用电量，其超出申报部分用电将按收费标准的双倍计收电费。

21. 各参展商和施工单位对展馆的接电点及摊位的用电设备，应注意爱护，不得随意拆、撬、打开、乱拉乱接；违者，将给予停电处罚，并原价赔偿损坏物件

22. 各参展商在布展前经审核批准的用电图纸和负荷，布展施工时不得更改；如确需修改的，须重新申报并交纳加急审图费。

23. 内有立柱的展位应合理设计和运用，设有电箱的立柱应避免以任何形式封闭，必须预留电箱口（尺寸不小于60cm×80cm），以便展馆电工接电和检修。

24. 电路设计不得使用 500W 以上的大功率灯具，各种灯具与展品须保持 50cm 以上距离，展馆内禁止使用大功率发热灯具、电炉和电热器等设备，单相回路总功率不得超过 1500W。若超过应采用三相电源设计，并三相平均分配用电负荷。

25. 所有灯饰装置必须安装于离地 2.5 米以上。否则，应有适当的保护设施以保障公众安全；禁止在展馆内、展位上使用星星灯、彩灯、霓虹灯、小太阳灯（碘钨灯）及 500W 以上大功率灯具（经审核批准的舞台演出灯光除外）。

26. 展位所安装的电器（日光灯、射灯、灯箱等）应按用电规程合理分片、分区管理，达到三相用电分布平衡，应安装漏电保护开关及空气断路器，金属外壳（包括铝合金架）要重复接地线，不允许随意将电源接入展厅的电箱和插座上，禁止利用天花、线管、空调风管、空调管道、消防喷淋管道、消防栓管道等各种场馆机电设施悬挂电线；筒灯、石英灯、日光灯、金属卤化物等灯具镇流器、变压器要求采用阻燃型电子镇流器、变压器；如需采用电感式镇流器、变压器必须采用由不燃材料或金属壳造成的箱、盒单独放置，同时应做好防火隔热处理；所有的镇流器、变压器，不应绑扎在灯具上。

27. 展位的电箱开关必须安装在外侧明显、安全，便于操作的位置处。

28. 展馆内的钢柱不得用地毯胶、发泡胶、等粘胶直接粘贴广告和宣传物；如需要的必须经过展馆同意。并用木板包柱托底才能实施。对于造成展馆柱的漆面损坏的，每条钢柱收取不小于 800 元维修费。

29. 施工单位须严格按照已通过审核的图纸进行施工，并随时接受大会特装监管小组的现场监督和检查，若有违规行为，现场监督员将作口头警告及发出《整改通知书》，直至取消施工资格，由此引起的一切后果由布展单位负责。

30. 展台搭建存在安全隐患的施工单位在接到技术保障部发出的整改通知书后，必须按期整改，并将整改结果及时回复技术保障部。

31. 特装展台的拆卸和搬运必须严格执行：“先撤展品,后拆展台,再清运”的原则，所有施工单位不得在参展商未撤运完展品时,进行拆卸展台的工作。

32. 特装施工单位必须按规定时间拆卸、清运展台，必须做好运输车辆的调度和安排。

33. 在拆卸、清运特装物件的过程，施工单位必须对展馆的地面进行清理干净，否则中心将扣除相应的保证金作为清理费用。

34. 施工单位必须对其在施工过程中，污染展馆的地面进行清理干净，否则将按每平方米收取 1000 元/m²的清洁费用。

35. 所有施工单位撤展时必须配备足够的人力，足够的高空的拆卸辅助工具；严禁直接站在展台上拆卸展台。一经发现展馆工作人员劝阻仍不改的，要求其立即停工。

36. 所有展台在拆卸时不得出现直接推倒、拉倒墙体等野蛮拆卸行为,否则展馆基于安全生产原因对承建商视情节轻重作出扣罚施工保证金 2000-10000 元的处理。

37. 各施工单位应自觉接受和配合检查,对不符合安全要求或存在安全隐患的,应该听从现场管理人员提出的整改意见及要求,对不符合要求的,场馆方有权不予通电,直至整改符合规范要求为止。如因施工单位不符合消防安全要求,导致展会不能正常开展的,后果由参展企业和施工单位负责。

38. 卸货区不可随意堆放搭建材料和工具等,以防堆存物资占用公共通道、车道、人流通道以及堵塞消防出口门。如在卸货区随意堆放,将会被展馆清除,如需在卸货区黄线区域内堆放材料,请联系主场运输单位。

39. 禁止展台用水设备直接接驳展馆管路,应在进水口加装阀门。禁止将展台内的台盆等排水设施直接接驳配电服务商的排水管,必须在出水端设置油水分离装置和固体废物过滤装置;若未按要求设置的,则取消该展台排水,由展商自行安排打包或装桶收集。展商必须设置专人,定时清理油水分离装置和固体废物过滤装置;清理出的餐余废水、废油、废渣或固体废弃物打包后,必须投放在主办方或运营中心设置的湿垃圾及指定回收点。废弃液体、餐饮排污、混有固体物的液体及非常温液体等必须倒入组展方或参展方自备的密闭容器内,禁止倒入展馆下水道、展馆地井地沟和卫生间水槽等处,否则按每宗扣除押金 5000 元处理,若造成展馆设施设备损坏的,定损费用另行支付。

40. 所有摊位布撤展期间(尤其是撤馆),雪弗板、低压塑料纸等搭建废弃物须带离展厅,不可遗留,否则所产生的垃圾清运费用由展商自行承担。

## 2025 第 27 届中国国际焙烤展览会

### 特装展位展台搭建委托书

兹有参展企业，企业名称为\_\_\_\_\_，展位号为\_\_\_\_\_，搭建面积为\_\_\_\_\_m<sup>2</sup>，现委托\_\_\_\_\_为我公司展台搭建商,并且证明：

- 1、该搭建公司经考察审核合格后确认为本展台唯一指定搭建商，且具有搭建资格；
- 2、该搭建公司已同本企业签订相关搭建合同，确保展台安全施工及正常运转；
- 3、我公司已明确主办方施工管理相关细则，并通知我公司指定委托搭建公司在现场确保施工安全；
- 4、配合主办方施工管理办公室对展台安全进行监督，如违反主办方施工管理办公室相关规定，主办方施工管理办公室有权对责任方进行处罚；
- 5、我公司对搭建商进行监督，如违反主办方施工管理办公室相关规定，主办方有权追究相关责任方责任。

委托单位（盖章）\_\_\_\_\_ 被委托单位（盖章）\_\_\_\_\_

代表授权签字：\_\_\_\_\_

\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

代表授权签字：\_\_\_\_\_

\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

## 2025 第 27 届中国国际焙烤展览会

### 音量控制承诺书

兹有参展企业\_\_\_\_\_，展位号为\_\_\_\_\_，搭建面积为  
m<sup>2</sup>，搭建商公司\_\_\_\_\_；

我公司接受展览会主办的相关音量控制的要求，如使用电视幕墙、电视或其它影音器材作现场推广活动，需将音量尽量调低，以免对其它展商或观众造成任何滋扰。并会在展览期间指定专人负责控制将展台内音量控制在 65 分贝以下。相关设计也会将扬声器朝向展台内部。如发出的声量超过 65 分贝，主办单位有权马上终止有关展示活动，而主办单位毋须为此向参展商退还有关费用或作出任何赔偿。设于摊位内的视听器材，概由参展商负责，而其雇员及参观人士在操作此等器材时的行为，须由参展商监管。

如果发现其他公司违反规定，我司将通过书面投诉的方法来规范他们的行为，不会搞音量竞争。如果我司违反展会的音量规定，我司愿意接受主办任何处罚，并承担其后果。

特此承诺。

参展单位（盖章）

搭建单位（盖章）

负责人签字：

负责人签字：

年 月 日

年 月 日



## 2.8 Penalty System for Violation of Rules & Regulations

Penalty is composed by the Organizer if contractors who violate the Rules & Regulations during booth construction.

1. Full deposit payment (100%) will be forfeited due to below reasons:
  - a) Contractors do not abide by the Rules & Regulations and causing the fall of booth structure, death & injury to any person and fire hazard etc during move-in, move-out and show periods shall bear all the legal liabilities and financial responsibilities. 100% of deposit will be deducted and shall be liable to compensate all the financial & economical losses incurred, directly and indirectly, to the Organizer, Hall Management Office and Official Booth-Fitting Contractor.
  - b) No safety measures are taken to ensure the safety & stability of the booth structure during on-site booth construction.
  - c) Early move-out which is not in accordance with the time schedules set by the Organizer in this manual. No prior move-in/out is allowed.
2. 50% of deposit payment will be deducted due to the following reasons. The Organizer reserves the right to request the cease of booth construction & immediate modifications on-site are necessary.
  - a) The booth construction exceeds 4.5 meters height limitation.
  - b) The booth construction exceeds the boundaries of the designated booth area.
  - c) The booth construction is under Fire Curtain and store of construction materials etc in the Exhibition Hall.
  - d) Fire protection system, gas & electricity facilities, public gangway and emergency exist etc are blocked by the construction booth.
  - e) Suspension or hanging objects from the ceiling, pillars and other structural parts in the Exhibition Hall to your booth structure are found.
  - f) Public gangway and fire passage are occupied by your construction materials & equipment during move-in period.
  - g) Booth structure is not properly dismantled during move-out period. Pulling down the booth structure directly without taking safety measures is unacceptable and not allowed.
3. Penalty of RMB5,000 is imposed for the following reasons:
  - a) Contractors do not make arrangement to locate functional fire extinguishers inside their booths.
  - b) The external back wall, higher than 2.5m, where facing neighboring stand is not well decorated or finished in plain white board or cloth.
  - c) Using elastic fabric and other combustible materials for construction.
  - d) Not using tempered glass for booth decoration & construction.
  - e) Using combustible and explosive materials.
  - f) Naked flame is used without authorization from the Exhibition Hall.
  - g) Violation of safety use of electricity rules & regulations.
  - h) Waste materials and rubbish are left behind and not disposed properly during move-out period.
4. Penalty of RMB3,000 is imposed per incident / person for the following reasons :
  - a) On-site safety patrol supervisor unattended during move-in period.

- b) Workers without holding “specific-type operator certificate” (such as electrician) during booth construction.
- c) Smoking inside the Exhibition Hall.

5. Penalty of RMB1,000 is imposed per incident / person for the following reasons :

- a) Workers without wearing safety helmet when engaging in work inside the Exhibition Hall.
- b) Workers without wearing harness working at height 2 meter or above.
- c) Workers without valid working badge during move-in & move-out periods.
- d) Unauthorized lifting and lowering of suspension structures;
- e) Unauthorized climbing of suspension structures at suspension points;
- f) After the lifting point is lifted, add hanging objects without authorization.
- g)

### 3.Show Catalogue Entry

**Deadline: April 17, 2025**

Please log in Bakery China's Exhibitor Online Manual system to fill in.

**Guidance Notes:**

- 1.Exhibitors bear all the responsibilities for the information filled on the Exhibitor Manual.
- 2.The exhibitors will be listed in alphabetical order and the content published on show catalogue includes the following information: company name, stand number, address, telephone, fax, website, and company & product description.
- 3.Company and product description will be bilingual in both Chinese & English. Please provide both versions. The Organizer will not be responsible for any translation of the text.

Company Name in CN		Company Name in EN	
Address in CN		Address in EN	
Post Code		Tel	
Email		Web	
Your Category		Product Category	

Company Introduction in CN (within 400 characters)

Company Introduction in EN (within 800 characters)

## 4.1 Company Profile – Online Store

Please log in Bakery China's Exhibitor Online Manual system to fill in.			
Exhibitors bear all the responsibilities for the information filled.			
<b>My Company Profile</b>			
Company Name in CN		Company Name in EN	
Company Logo		Address	
Email		Web	
Tel		Fax	
Store Main Image		Head Image	
Product Category			
Company Introduction			
If you would like to open your English/ Chinese Online Store, please click the top-right button.			

## 4.2 Product Profile – Online Store

Please log in Bakery China's Exhibitor Online Manual system to fill in.			
Exhibitors bear all the responsibilities for the information filled.			
<b>My Product Profile</b>			
Product Name		Manufacturer	
Origin		Brand Name	
Brand Logo		Product Pic	
Product Category		Certifications	
Release Status		Order	
Product Introduction			
If you would like to open your English/ Chinese Online Store, please click the top-right button.			

## 4.3 The principles of iBakeryChina and other online platforms

1. Exhibitors should be responsible to the authenticity, validity and legitimacy of the certificates submitted online regarding to business, corporate and products.
2. Exhibitors should submit all the required information and materials online and exhibitors should have the right or be authorized to all the materials submitted. Exhibitors should have all the relative products' certificates to the products submitted online. If exhibitor submit professional videos online the exhibitor should be authorized to use the portrait, individual introduction and other materials relative to the professionals.
3. The exhibitors' content submitted including and not only limited to videos, words, word characters, pictures, images, portraits and other materials should be real, legal, and meet the *Advertising Law of the People's Republic of China*, *Cybersecurity Law of the People's Republic of China*, *Measures for the Administration of Internet Advertising*, *Administrative Provisions on the Information Services*, and the regulations of relative government bodies. The materials submitted should not include any illegal wording or contents. Any inducing or deceitful contents should not be submitted. No victims seeding. No violations to any third-party's lawful rights and interests.
4. The exhibition organizer is entitled to review all the contents submitted and revise the contents that do not meet the requirement of laws, regulations and the rules agreed by both parties. If the content still do not meet the requirement of laws, regulations and the rules agreed by both parties after revision the show organizer is entitled to take the contents off without refund.
5. Exhibitors bear all the responsibilities and compensation to the show organizer and relative parties because the contents submitted break the laws, regulations and the rules agreed by both parties which leads to the damage of other parties' right and interests.
6. The rights of information collected via exhibition organizer's platforms and channels are shared by the exhibition organizer and correspondent exhibitor. Exhibitors should proceed the information protection rules and regulations and make sure the information collected is used properly.
7. Exhibition organizer declaration: the platform provided by the exhibition organizer is for the communication between exhibitors and viewers. The exhibition organizer is not the participant to the interactions between exhibitors and viewers. The exhibition organizer bear no legal responsibilities to the authenticity, legitimacy, accuracy, timeliness and validity of any verbal and printed description or commitment, to any contents published, to any business actions, sample give-out and sample testing,

## 5.1 Exhibitor Badge

Please log in Bakery China's Exhibitor Online Manual system to fill in.

**Application Deadline: May 13th, 2025**

### Guidance Notes:

- 1.To the covid-19 prevention requirement from the government all people entering NECC must do real-name registration. And your ID will be checked onsite when entering.
- 2.Exhibitor badge is only for exhibitor's staff.
- 3.If you would like to apply for your clients, please register through form 5.2. Information marked with \* are required to fill in. Email address and phone number are only allowed to register once.
- 4.During move-in-out all staff must wear necessary badges to enter NECC. And your ID and badges will be checked when entering. Badges are not allowed to borrow, lend, transfer, or sell.
- 5.Exhibitor badge could be claimed on 9:00-18:00 during May 16 to 18, 2025 with original and stamped *Exhibitor Registration Notification*.
6. Exhibitors are responsible for the information filled.
- 7.For any confusion you may contact+86-10-82191892 or li.jiang@bakerychina.com.

### My Badges

(If you are not holding valid ID of mainland of China, please apply on English website)

No.	Company Name (CN)	Company Name (EN)	Name	ID No.	Position	Mob.	E-mail
1							
2							
3							
4							
6							
7							

## 5.2 Apply Badges for your Guests

Please log in Bakery China's Exhibitor Online Manual system to fill in.

**Application Deadline: at 18:00 on May 18th, 2025**

### Guidance Notes:

- 1.To the covid-19 prevention requirement from the government all people entering NECC must do real-name registration. And your ID will be checked onsite when entering.
- 2.If you would like to apply for your clients, please register through form 5.2. Information marked with \* are required to fill in. Email address and phone number are only allowed to register once.
- 3.Unvalid or wrong ID information will fail the real-name registration and please be assure of your registration information.
- 4.For any confusion you may contact+86-10-82191892 or li.jiang@bakerychina.com.

### My Badges

(If you are not holding valid ID of mainland of China, please apply on English website)

No.	Name	ID No.	Company Name	Mob.	E-mail	Position	Country/Region
1							
2							
3							
4							
6							
7							

## 6.1 International Logistic

**KUEHNE+NAGEL**



### **KN Expo Service**

Kuehne & Nagel Ltd.  
6F, Building #1, 1401 Lane,  
Jiang Chang Road,  
Jing'An District, Shanghai 200436, China.  
Telephone: (86-21) 2602 8765, 2602 8667  
Telefax : (86-21) 3387 0200  
e-mail: [dennis.gong@kuehne-nagel.com](mailto:dennis.gong@kuehne-nagel.com)  
[rainsun.cheng@kuehne-nagel.com](mailto:rainsun.cheng@kuehne-nagel.com)

德迅（中国）货运代理有限公司  
中国上海市静安区江场路 1401 弄 1 号楼 6 楼  
邮政编码：200436  
电话：(86-21) 2602 8765, 2602 8667  
传真：(86-21) 3387 0200  
e-mail: [dennis.gong@kuehne-nagel.com](mailto:dennis.gong@kuehne-nagel.com)  
[rainsun.cheng@kuehne-nagel.com](mailto:rainsun.cheng@kuehne-nagel.com)

# **BAKERY CHINA 2025**

## **19 – 22 May 2025**

### **National Exhibition Convention Centre (NECC)**

Dear Exhibitor,

Our shipping manual will assist you in the correct and timely dispatch of your exhibits.  
Please do not hesitate to contact us if you require clarification on any points.

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**ARRIVAL DEAD LINES / TIME SCHEDULE**

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**SEAFREIGHT**

- Original Bill of Lading
- Original Customs Documents (List of Exhibits)
- Arrival of Seafreight Shipments at Shanghai Port

**min. 4 days before arrival  
30days before show start  
02 - 04. May. 2025**

**AIRFREIGHT**

- Copies of Airway Bill by Fax
- Copies of Customs Documents (List of Exhibits)
- Arrival of Airfreight Shipments at Shanghai Airports

**min. 2 days before arrival  
30days before show start  
04 - 06. May. 2025**

*Any delay with above mentioned arrival dates would be subject to additional 30% late arrival charges on our rates. Whilst every effort will be made to clear the cargo to the exhibition prior to the opening, no guarantees can be given. Additional charges will apply regardless of the delivery date to your booth*

**DOCUMENTS / CONSIGNMENT**

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**For SEAFREIGHT SHIPMENTS please prepare following documents:**

1. List of Exhibits Form 3 sets (see attached Form)
2. Original Bill of Lading 1 Original
3. Original Fumigation Certificate or "Non-Wooden Packaging declaration"
4. Copy of Insurance Policy

**Consignee on B/L:****Direct to Shanghai:**

Sinotrans eastern Co.,Ltd. Non-trade logistics Division  
5F,Sinotrans Shanghai tower, No.777 Guozhan road  
Pudong District, Shanghai, China.

**USCI number: 91310115744947918Y**

Tel: +86 13816227396

**Notify on B/L:**

KUEHNE + NAGEL LIMITED

**KN Expo Service**

c/o BAKERY CHINA 2025

Exhibitor: *name* Booth No.: *number*

**Service on B/L:**

"FREIGHT PREPAID" for LCL / FCL  
plus "CY/CY" for FCL

Cargo dispatched under "freight collect" basis will be paid on your behalf plus 10% outlay commission! Additional charges of CNY 900.00/consignment will apply for wrong consignee details!

**For AIRFREIGHT SHIPMENTS please prepare following documents:**

Please attach to the Original Master Airway Bill:

1. List of Exhibits Form 3 sets (see attached Form)
2. Original Fumigation Certificate or "Non-Wooden Packaging declaration"
3. Copy of Insurance Policy

**Pls issue back to back (1 MAWB + 1 HAWB) to PVG airport !!!**

**Consignee on MAWB:** SHANGHAI TOGETHER INTERNATIONAL LOGISTICS  
O/B Kuehne & Nagel Limited.  
303 WAREHOUSE C. NO 180 AIRPORT AVENUE  
**USCI: 913100005758088529**  
Attn: Frank Fu  
Tel: +86 21 68337122

**Notify on MAWB:** KUEHNE + NAGEL LIMITED  
KN Expo Service  
c/o BAKERY CHINA 2025  
Exhibitor: name Booth No.: number  
Attn: Frank Chen  
Tel: +86 21 26028524

**Description of goods:** "EXHIBITION GOODS"  
**Service on MAWB:** "FREIGHT PREPAID"

**Consignee on HAWB:** KUEHNE + NAGEL LIMITED  
6F Building #1,  
Lane 1401, Jiangchang Road,  
Jing'An District, Shanghai 200436, China  
**USCI: 91310000717850897G**  
Tel: +86 21 26028765 Fax: +86 21 33870200 Ext. 8765

**Notify on HAWB:** KUEHNE + NAGEL LIMITED  
KN Expo Service  
c/o BAKERY CHINA 2025  
Exhibitor: name Booth No.: number  
Attn: Frank Chen  
Tel: +86 21 26028524

**Description of goods:** "EXHIBITION GOODS"  
**Service on HAWB:** "FREIGHT PREPAID"

Cargo dispatched under "freight collect" basis will be paid on your behalf plus 10% outlay commission! Additional charges of CNY 900.00/consignment will apply for wrong consignee details or shipments arriving under house airway bill!



## PACKING / FUMIGATION

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- **WOOD PACKAGING MATERIALS** (also pallets) have to be **FUMIGATED** with methyl bromide or Heat treatment of minimum wood core temperature of 56° C/133° F for a minimum of 30 minutes. All wooden material has to be marked legible and permanent. The mark must be approved by **IPPC** (International Plant Protection Convention). Original fumigation certificate issued by government authorities at origin must be attached to the Original Bill of Lading or Master Airway Bill. Failure to comply will result to problems with the customs clearance, delays at the delivery and high fines.
- **Temporary** exported items by **carnet ATA** and **permanent** exported items have to be packed and shipped completely **separately** otherwise the cargo will be stuck at customs.
- Please ensure your equipment is packed in **strong**, waterproof packing **cases**, which lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods both to and from the exhibition, and that cartons are not suitable to withstand the constant handling that takes place during transshipment. Outdoor-/Open air handling is sometimes inevitable, even if it rains.
- **Insufficient packaging**  
Kuehne & Nagel Limited is not responsible for any damages or loss if the shipments are packed insufficient.

## CASE MARKING

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- **Case marking**  
All cases being sent to the exhibition must be marked as follow:  
Exhibition Name : **BAKERY CHINA 2025**  
**c/o Kuehne + Nagel Ltd. / KN Expo Service**  
Exhibitor :  
Booth No. :  
Case No. :  
Gross Weight :  
Dimensions in cm :  
**(Please use our attached label)**

## PROHIBITED GOODS

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Due to the customs restrictions please be so kind to not send any of the following items:  
**Do not include audio/video products, alcoholic beverages, arms, explosives, fireworks, tobacco, pharmaceuticals or products made from animal parts or of endangered species materials in your shipment.** Please contact KN for further information and clarification whether goods can be imported or not.

The above-mentioned list is not exhaustive and subject to change at any time by operation of law. In all instances, the approval of import permits/licenses is solely at the discretion of



the relevant government authorities at the destination country and we cannot be held responsible for their refusal to grant such permits, even if the goods have already arrived at the destination port.

## **CENSORSHIP – AUDIO/VIDEO, CATALOGUES/LEAFLETS**

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The Ministry of Foreign Economic Relations and Trade in China stipulates that all advertising materials (like video/audio, printed matters and giveaway items) and technical information materials in all media shall be allowed display or use at the exhibition only after customs has inspected and approved the censorship clearance.

Any video products used for exhibition purpose must be provided to censorship authorities 45 days before show opening / display of material. The material will only be allowed for temporary import after receiving the censorship authority approval and permit. Any video products (CD/DVD/USB, etc.) can not be distributed to visitors during the show. Video products are only allowed to be displayed during the exhibition and have to be returned to the origin after the show.

Exhibitors are requested to submit samples (2 copies each) to Kuehne + Nagel Shanghai with a List of Exhibits (LOE). All these materials will be handed over to the Chinese Customs for inspection in advance. These materials should arrive Shanghai no later than **5<sup>th</sup> Apr. 2025**

In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry.

## **EXHIBITION CLOSING PROCEDURE**

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Prior to the move-out days, exhibitors will be given a 'Disposal Instruction Form' to fill in based on the List of Exhibits (LOE) given at time of entry of goods into China. Exhibitors are required to advise Kuehne + Nagel if the goods will be re-exported, sold or disposed, as applicable.

Please fill out and return the Instructions for Disposal of Exhibits together with the List of Exhibits to us at least 3 hours before closing. If exhibitors fail to give explicit instructions no Customs formalities can be carried out, and their exhibits will be left to Customs disposal, all charges being for the exhibitors' account.

## **HAND CARRIED EXHIBITS**

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**Exhibitors are strongly advised not to hand-carry goods for exhibition.**

**As per Customs new regulation, hand-carry goods to exhibition will be forbidden and can NOT be cleared by Bakery China show license.**



## **INSURANCE & LIABILITY**

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Our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the costs of insurance is not included in our charges. It is the responsibility of each exhibitor to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and return of exhibits to domicile, including the period the exhibits are handled on-site by us or any subcontractor. Insurance shall include a waiver of subrogation against Kuehne & Nagel Limited and its agents and/or subcontractors.

KN Expo Service can offer an insurance coverage on your behalf and cost of the exhibitor upon written request.

## **TERMS OF PAYMENT**

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All our services are due for immediate payment unless you have engaged the services of our overseas offices or agents, in which case you will be invoiced by them directly. Payments are to be made in cash or by bank remittance to our bank account and must be received by us as follows:

Inward Movement:	Upon uplift of goods, prior to delivery to stand
Outward Movement:	Upon presentation of invoice, prior to delivery to your premises.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

## **GENERAL CONDITIONS**

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All business is only transacted in accordance to the Kuehne + Nagel standard trading conditions, which are available upon request.

Kuehne + Nagel does not take any responsibilities for exhibits that are not allowed by the organizer or the Chinese customs to be displayed or sold, for any duties and taxes of sold exhibits or loss of exhibits whilst on display at the venue.



## HANDLING SERVICES & RATES

1) **BASIC SERVICE CHARGE** CNY 500.00/ exhibitor / consignment

2) **INBOUND OR OUTBOUND HANDLING**

### **2.1. DIRECT SHIPMENT TO CHINA**

From free arrival Shanghai sea- or air terminals up to free delivered exhibitors booth, unpacking, customs clearance, removal and storage of empty packaging material:

- a) **BY SEA** CNY 670.00 / full cbm / 1,000 kgs  
 Minimum charges per exhibitor/consignment: LCL = 2 cbm  
 20' = 23 cbm  
 40' = 45 cbm  
 40' HC = 50 cbm
- b) **BY AIR** CNY 7.20 / kg chargeable weight  
 Minimum charges per exhibitor/consignment: 150 kgs

### **2.2. FROM SHANGHAI PREMISES TO VENUE or vice versa**

From FOV exhibitor's Shanghai premises to free delivered venue: CNY 300.00 / full cbm / 1,000 kgs  
 Minimum charges per exhibitor/consignment: CNY 600.00

### **2.3. ON-SITE Handling for Local cargo on Overseas exhibitors booth**

- Offloading from vehicle onto booth (move-in) CNY 115.00 / cbm / 1,000 kgs
  - Unpacking (if necessary) CNY 30.00 / cbm / 1,000 kgs
  - empty packages storage (if necessary) CNY 15.00 / cbm / day
  - Reloading from booth onto vehicle (move-out) CNY 115.00 / cbm / 1,000 kgs
  - Repacking (if necessary) CNY 30.00 / cbm / 1,000 kgs
  - SNIEC management fee CNY 30.00 / cbm
- Minimum charges per exhibitor/ service: = 1 cbm

### **2.4. TRANSFERRED CARGO FROM OTHER EXHIBITIONS**

- Collection from customs bonded warehouse in Shanghai to exhibition stand including customs registration, storage of empties: CNY 670.00 / full cbm / 1,000 kgs  
 Minimum charges per exhibitor/consignment: min 2 cbm
- Application of customs cover for bonded transfer – if applicable: CNY 1200.00 / cover



### 3) OTHER CHARGES and OPTIONALS

- |   |     |   |
|---|-----|---|
| a) Translation of List of Exhibits into Chinese   | CNY | 60.00 / page / package  |
| b) <u>Terminal handling charges THC</u>   |     |   |
| - for LCL/consolidation shipments:  | CNY | 300.00 / cbm Minimum 3 cbm  |
| - for FCL 20' containers  | CNY | 1,500.00 / 20' container  |
| - for FCL 40' containers  | CNY | 2,000.00 / 40' container  |
| - for airfreight shipments  | CNY | 2.50 / kg Min. 150kgs   |
| - terminal agency fee   | CNY | 600.00 / shipment   |
| *if above rates can not cover actual costs levied by Container Freight Stations (CFS),<br>all third party's charges incurred will be charged at cost.   |     |   |
| c) Registration of Shipments under carnet ATA   | CNY | 600.00 / page / entry or exit   |
| d) Incorrect consignee charge:  | CNY | 900.00 / exhibitor /consignment   |
| e) Shipment sent under House AWB:   | CNY | 900.00 / exhibitor /consignment   |
| f) Yang shan sea terminal charge:   | CNY | 100.00/ cbm or 1,000kg by LCL   |
|   | CNY | 900.00/ 20' containers  |
|   | CNY | 1,500.00/ 40' container   |
| (For in & out sea freight which is through this terminal usually used for European traffic)   |     |   |
| g) Empty container haulage from / to<br>Container Freight Station   | CNY | 1,800.00 / 20' container  |
|   | CNY | 2,300.00 / 40' container  |
| h) Container Detention Charges On-site:   | CNY | 2,900.00 / 20' container  |
|   | CNY | 4,200.00 / 40' container  |
| i) <u>Storage/detention Charges at Shanghai Ports</u>   |     |   |
| - Airfreight  | CNY | 0.50/ kg chargeable/ day  |
| - Seafreight LCL  | CNY | 30.00/ cbm/ day   |
| - Seafreight FCL  | CNY | 150.00/ 20' container/day   |
|   | CNY | 280.00/ 40' container/day   |
|   | CNY | 300.00/ 45' container/day   |
| j) Bonded Deposit Levy  |     | 1.50% of CIF value of goods<br>(min CNY 1200.00 / per shipment / per exhibitor / month) |
| According to Chinese Customs regulation, Customs will require guarantee deposit for<br>temporary imported exhibition goods, which is calculated by its Tax and Duty and it will take<br>3-6 month for refund against return of the exhibition goods.<br>Therefore we suggest: |     |   |
| 1. Exhibitors shall apply ATA Carnet for temporary entry, in which way Bonded deposit will be<br>not required.  |     |   |
| 2. Exhibitors shall pay for deposit for exhibits without ATA Carnet. KN will pay for deposit on<br>behalf and will charge 1.50% of CIF value (min CNY 1200.00/shipment/exhibitor).  |     |   |
| k) Customs inspection charges:  | CNY | 1500.00 / shipment  |





- l) Animal and Plant Quarantine Charges:
- |                                |                            |
|--------------------------------|----------------------------|
| - LCL and airfreight shipments | CNY 120.00 / package       |
| - 20' Containers               | CNY 500.00 / 20' container |
| - 40' Containers               | CNY 700.00 / 40' container |
- m) SNIEC management fee CNY 30.00 / CBM (min 1 CBM/exhibitor)
- n) Equipments & Manpower for mantling/dismantling of machines
- |                                       |                                    |
|---------------------------------------|------------------------------------|
| - Forklift with 3 tons capacity       | CNY 160.00/ hour Minimum 2 hours   |
| - Forklift with 5 tons capacity       | CNY 220.00/ hour Minimum 2 hours   |
| - Forklift with 10 tons capacity      | CNY 350.00/ hour Minimum 2 hours   |
| - Mobile crane up to 20 tons capacity | CNY 450.00/ hour Minimum 2 hours   |
| - Mobile crane up to 50 tons capacity | CNY 1,050.00/ hour Minimum 2 hours |
| - Local Labour                        | CNY 400.00/ day (8 hours)          |
| - Overtime work per hour:             | 50% after 5pm                      |
- o) Vacuum packaging and re-sealing of exhibits
- |                              |                               |
|------------------------------|-------------------------------|
| - with packing materials:    | CNY 400.00/ cbm Minimum 2 cbm |
| - without packing materials: | CNY 250.00/ cbm Minimum 2 cbm |
- p) Charges for oversize cargo above 3 tons or 3m x 2.2m x 2.2m: upon request
- q) Additional charges for cargo arriving after Deadlines: 30% over handling tariff
- r) Handling of dangerous goods: 100% increase on handling tariff
- s) Fumigation if requested outlay + 15%

**NOTE: All above rates are quoted net and are subject to 6% VAT for payers located within mainland China as per the new China tax reform!**

In the Annex you will find the necessary forms (LOE) to fill out and which you please will send us back until the mentioned 'Deadlines' on page 2. once you accepted our quotation.

Should you require any further information regarding the above, please do not hesitate to contact us.

Yours faithfully,

**KNExpo Service**  
Kuehne & Nagel Limited

Rainsun Cheng  
Tel: +86 21 2602 8667  
Fax: +86 21 3387 0200 Ext. 8667  
E-mail: [rainsun.cheng@kuehne-nagel.com](mailto:rainsun.cheng@kuehne-nagel.com)

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# KN Expo Service



EXHIBITION 展覽會名稱

CONSIGNEE

# KN Expo Service

TO SEND VIA 運輸方式

☐☐☐

AIR 空運 / SEA 海運 / TRUCK 陸運

DESTINATION 目的地

EXHIBITOR 參展者

MEASUREMENTS 厘米 (CM)

L 長

W 寬

H

BOX NO. 箱號

第

箱

OF 共

STAND NO. 展台號 / HALL NO. 館號

## URGENT EXHIBITION MATERIAL DO NOT DELAY

### 展覽物品 勿延