



中國國際航空航天博覽會

CHINA INTERNATIONAL AVIATION & AEROSPACE EXHIBITION

Construction Manual

搭建管理手冊

15<sup>th</sup> 中国航展  
AIRSHOW CHINA  
2024.11.12-17-ZHUHAI-CHINA

逐梦 · 携手向未来

Chase the Dream for a Shared Future

珠海航展集团有限公司  
ZHUHAI AIRSHOW GROUP CO.,LTD.

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## Foreword

Dear exhibitors,

Please read carefully and strictly comply with the 15th Airshow China Construction Manual.

This Manual contains all information about booth setup, show schedule, booth setting /dismantle instruction and so on. Here, we kindly remind you to read this Manual carefully for your successful participation in the show.

Exhibitors and their contractors shall obey the rules and regulations set by Zhuhai Airshow Group Co.,Ltd.(Airshow Group) and the official contractor. Otherwise, Airshow Group has the right to blacklist those non-official contractors, confiscate temporary badges, deduct performance bond and prohibit them from participating in construction projects at Zhuhai International Airshow Center.

Airshow Group has the final right to interpret this construction manual.

Zhuhai Airshow Group Co., Ltd.

# Part 1 General Information

## 1. Basic Information

**1.1 Name of Exhibition:** China International Aviation and Aerospace Exhibition (Airshow China)

### 1.2 Date

**Zhuhai International Airshow Center (Airshow Center):** Nov 12-17, 2024

**Zhuhai Lianzhou General Aviation Airport:** Nov 12-14, 2024

### 1.3 Exhibition Venue

**Zhuhai International Airshow Center (Airshow Center)**

**Add:** No. 777, Jinhai zhonglu Road, Jinwan District, Zhuhai, Guangdong, China

**Zhuhai Lianzhou General Aviation Airport**

**Add:** Xinyi Village, Lianzhou Town, Doumen District, Zhuhai, Guangdong, China

### 1.4 Official Portals:

**Website:** [www.airshow.com.cn](http://www.airshow.com.cn)

**App:** Airshow China

### 1.5 Contact Information

**Zhuhai Airshow Group Co., Ltd.**

**Office Add:** No.1, Jiuzhou Lane 2, Jiuzhou Avenue, Zhuhai, 519015, P. R. China

**Postcode:** 519015

**Tel:** +86 756-3376898   **Fax:** +86 756-3376415

**Email:** [liangzc@airshow.com.cn](mailto:liangzc@airshow.com.cn)

**1.6 Exhibition Layout (Revised as of September 2, 2024, 2024. Subject to changes without prior notice. Please contact Airshow Group for updates.**



# 15<sup>th</sup> 中国航展 2024

AIRSHOW CHINA 2024.11.12-17

## 展会平面图 SITE PLAN



中國國際航空航天博覽會  
CHINA INTERNATIONAL AVIATION & AEROSPACE EXHIBITION

平面图修改日期: 2024年9月2日



## 2. Show Schedule

### 2.1 Zhuhai International Airshow Center (Airshow Center)

#### (1) Booth Schedule

DATE	TIME	EVENT	REMARK
November 4-9	08:00-18:00	Build-up	Construction work must be completed as of November 9.
November 10	08:00-12:00	Cleaning of Halls	Carpeting and cleaning of halls. No construction except for simple furnishing.
	12:00-18:00	Press Day	
November 11	08:00-18:00	Security Check of Halls	A staff must be present at the booth to assist with security checks, and may leave after the inspection is completed.
November 12-14	09:00-17:00	Trade Days	
November 15-17	09:00-17:00	Public Days	
November 18-20	08:00-18:00	Move-out	

#### (2) Chalet Schedule

DATE	TIME	EVENT	REMARK
October 26 - November 10	08:00-18:00	Build-up	(1) Chalet contractors move in. Electricity and Water supply are available in chalets. (2) All decorations MUST be completed by November 10.
November 11	08:00-12:00	Cleaning of Chalets	
	12:00-18:00	Security Check of Chalets	
November 12-14	09:00-17:00	Trade Days	
November 15-17	09:00-17:00	Public Days	
November 18-21	08:00-18:00	Move-out	

## 2.2 Zhuhai Lianzhou General Aviation Airport (Lianzhou Airport)

DATE	TIME	EVENT	REMARK
November 4-9	08:00-18:00	Build-up	Raw Space construction work must be completed as of November 9.
November 10	08:00-12:00	Press Day	Carpeting and cleaning of halls. No construction except for simple furnishing.
	12:00-18:00	Cleaning of Halls	
November 11	08:00-18:00	Security Check of Halls	A staff must be present at the booth to assist with security checks, and may leave after the inspection is completed.
November 12-14	09:00-17:00	Show Days	
November 15-17	08:00-18:00	Move-out	

### 3. Official Service Contractors

#### 3.1 Official Stand Construction Contractors

(1) **Hall 1-8 West Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space on the south of Hall 1-7, Chalet at Block A, B, C, D and Airshow Complex**

Huayang Hengtong Expo Group			
Service Area: Hall 1-8 ,West Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space on the south of Hall 1-7, Chalet at Block A, B, C, D and Airshow Complex			
Add:No. 111, Hanzhuang South Street, Jinhai Lake Town, Pinggu District, Beijing China			
Contact Person	Tel.	Mobile	Email
Mr.Wang	+86 851-84854717	+86 13329611099	wangyang@hyht-ad.com
Mr.Zhang	+86 10-67170707	+86 18610160629	zhangdiansheng@hyht-ad.com
Electricity and Drawing Application Website: <a href="http://39.105.60.82/esm-hyht/login">http://39.105.60.82/esm-hyht/login</a>			



**(2). Hall 9-13, East Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space between Hall 11-13 and the Lawn, Lianzhou General Aviation Airport, Chalet at Hall 9-13.**

<b>CANTON FAIR EXHIBITION DESIGN AND CONSTRUCTION CO.,LTD.</b>				
Service Area: Hall 9-13 ,East Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space between Hall 11-13 and the Lawn, Chalet at Hall 9-13 and Lianzhou General Aviation Airport				
Add: Office 1+002 Area A No.382 Yuejiangzhonglu Road,Guangzhou, China				
Service Area	Contact Person	Tel.	Mobile	Email
Hall 11-13	Ms.Zheng	+86 20-89139720	+86 13826133620	cfedc01@cfedc.net
	Ms.Feng	+86 20-89139753	+86 15625102652	
Lianzhou General Aviation Airport	Mr.Du	+86 20-89139527	+86 13922276827	
Electricity and Drawing Application Website: <a href="https://selfservice.cantonfairedc.com/index.html">https://selfservice.cantonfairedc.com/index.html</a>				

### 3.2 Official Forwarders

#### 2.1 Official Forwarders within China

**(1) Hall 1-8 ,West Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space on the south of Hall 1-7, Chalet at Block A,B,C,D and Airshow Complex**

<b>APT Showfreight Shanghai Co., Ltd.</b>			
Add: ROOM 12B3, Oriental Viking Building, 333 Xian Xia Road, Changning District, Shanghai, China			
Service Area	Contact Person	Mobile	Email
Eastern China	Mr.Liu	+86 13512132873	Louis.liu@aptshowfreight.com

<b>APT Showfreight Shanghai Co., Ltd. Beijing Branch</b>				
Add: Room 802D, Gate B, Shuma Building, NO.2 Zhongguancun South Street, Haidian District, Beijing, China.				
Service Area	Contact Person	Tel.	FAX	Email
Northern China	Ms.An	+86 10-62192131	+86 10-51581483	Elva.an@aptshowfreight.com
	Mr.Yu			Jason.yu@aptshowfreight.com

<b>APT Showfreight Shanghai Co., Ltd. Guangzhou &amp; Xiamen Branch</b>				
Add: ROOM 5329, Tengfei Tower A, Tengfei First Street, Longhu Street, Huangpu District, Guangzhou, China/ROOM 708, Wealth Center Tower, No.100 Lujiang Street, Changning District, Xiamen, China				
Service Area	Contact Person	Mobile/Tel.	FAX	Email
Southern China	Mr.Zhou	+86 13510480135	+86 20-36522522	Jim.zhou@aptshowfreight.com
	Mr.Zhang	+86 592-5376022	+86 592-5376019	Dean.zhang@aptshowfreight.com

### APT Showfreight Shanghai Co., Ltd. Chengdu Branch

Add: No. 4, 1/F, Unit 3, Community Guojiahuatin, No.5 Jinli East Road, Changning District, Chengdu, Sichuan, China

Service Area	Contact Person	Tel.	FAX	Email
Western China	Ms. Xu	+86 28-86112848	+86 28-86112848	Lily.xu@aptshowfreight.com

### APT Showfreight Shanghai Co., Ltd. Chongqing Branch

Add: Room N7-M3, No.66 Yuelai Avenue, Yubei District, Chongqing, China

Service Area	Contact Person	Mobile	FAX	Email
Middle China	Mr.Xie	+86 18580199703	+86 23-67910019	Jacky.xie@aptshowfreight.com

**(2) Hall 9-13, East Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space between Hall 11-13 and the Lawn, Lianzhou General Aviation Airport, Chalet at Hall 9-13.**

### Chengdu Zonglian Exhibition Logistics Co., Ltd.

Add: Room 1806, Block C, Hilton Plaza, Middle Tianfu Avenue, High-tech Zone, Chengdu, Sichuan, China

Position	Contact Person	Mobile	Email
Chief	Mr.Li	+86-181 1780 0084	lip@ues-scm.com
On-site	Mr.Xi	+86-181 6984 6224	xixy@ues-scm.com
Transport	Mr.Qing	+86-181 1780 0984	qinggl@ues-scm.com
Storage	Mr.Zhou	+86-181 6986 3674	zhouqq@ues-scm.com

### (3) Official Forwarders within International Areas

### APT Showfreight Shanghai Co., Ltd.

Add: ROOM 12B3, Oriental Viking Building, 333 Xian Xia Road, Changning District, Shanghai, China

Service Area	Contact Person	Mobile	Email
Hong Kong, Macau, Taiwan, Overseas	Mr.Zhu	+86 13817790803	Jimmy.zhu@aptshowfreight.com

#### 4. Exhibition Hall Specification

Exhibition Hall	Hall 1-7	Hall 8	Hall 9-10	Hall 11-13	Outdoor Space	Lianzhou General Aviation Airport
Freight Entrance (m: Width×Height)	6×6	8×6	8×8	6×6	-	5×6
Net Height (m)	15	10	20	24	-	6
Stand Height Limit (m)	5 (Single-deck) 7 (Double-deck)				4.5 (Single-deck only)	5 (Single-deck only)
Ground Bearing (tonne/m <sup>2</sup> )	3					
Hoisting Point Height (m)	9(Single-deck) 10(Double-deck)				No Hoisting	

## Part 2 Stand/Chalet Design & Construction

### 1. Contact Information of Official Stand Construction Contractors

#### 1.1 Official Stand Construction Contractors

Huayang Hengtong Expo Group			
Service Area: Hall 1-8 ,West Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space on the south of Hall 1-7, Chalet at Block A, B, C, D and Airshow Complex			
Add:No. 111, Hanzhuang South Street, Jinhai Lake Town, Pinggu District, Beijing China			
Contact Person	Tel.	Mobile	Email
Mr.Wang	+86 851-84854717	+86 13329611099	wangyang@hyht-ad.com
Mr.Zhang	+86 10-67170707	+86 18610160629	zhangdiansheng@hyht-ad.com
Electricity and Drawing Application Website: <a href="http://39.105.60.82/esm-hyht/login">http://39.105.60.82/esm-hyht/login</a>			

CANTON FAIR EXHIBITION DESIGN AND CONSTRUCTION CO.,LTD.				
Service Area: Hall 9-13, East Side of Gate 3 at Zhuhai International Airshow Center,Outdoor Space between Hall 11-13 and the Lawn, Chalet at Hall 9-13 and Lianzhou General Aviation Airport				
Add: Office 1+002 Area A No.382 Yuejiangzhonglu Road,Guangzhou, China				
Service Area	Contact Person	Tel.	Mobile	Email
Hall 11-13	Ms.Zheng	+86 20-89139720	+86 13826133620	cfedc01@cfedc.net
	Ms.Feng	+86 20-89139753	+86 15625102652	
Lianzhou General Aviation Airport	Mr.Du	+86 20-89139527	+86 13922276827	
Electricity and Drawing Application Website: <a href="https://selfservice.cantonfairedc.com/index.html">https://selfservice.cantonfairedc.com/index.html</a>				

#### 1.2 Recommended Raw Space Construction Contractor

1.2.1 Huayang Hengtong Expo Group

1.2.2 CANTON FAIR EXHIBITION DESIGN AND CONSTRUCTION CO.,LTD.

### 2.Rental Facilities

#### 2.1 Electricity/Water/Compressed Air Rental

If an exhibitor needs to order Electricity/water/compressed air, please fill in Form M3 and submit it to the official contractor before Sep.30, 2024. During booth setting and show time, exhibitors or their contractors who apply for lighting Electricity are required to prepare an electric distribution box with a leakage protection switch. The ampere capacity of electrical boxes shall not exceed the total amount of amps applied. The Official Construction Contractor

reserves the right to decide the location of the electrical box. For details, please refer to Form M3 – Electricity/Water/Compress Air.

## **2.2 Furniture Rental ( For Shell Scheme Booth ONLY)**

If the exhibitor needs additional furniture, please fill in Form M2 and submit it to the official contractor before Sep.30, 2024. On-site applications are subject to availability. For details, please refer to Form M2 – Furniture.

## **2.3 Cleaning Service**

If exhibitors need cleaning service, please fill in Form M5 and submit it to the official contractor before Sep.30, 2024. On-site applications are subject to availability. For details, please refer to Form M5 – Cleaning Service.

## **3. Shell Scheme Booth**

### **3.1 Notice for Shell Scheme Exhibitors**

**3.1.1** For shell scheme stands, exhibitors are required to fill in Form M1 and submit it to the official contractor before Sep.30, 2024. Exhibitors are not allowed to change or cover the Fascia Board by themselves. For details, please refer to Form M1 – Fascia, and Appendix 1: Notice on Shell Scheme Setup.

**3.1.2** If an exhibitor needs to order additional furniture or Electricity/water/compressed air, please fill in Form M2 or M3 and submit it to the official contractor before Sep.30, 2024. Orders submitted from Oct.1 to Oct.10, 2024, will be subject to a 30% service fee. Orders submitted on or after Oct.11, 2024, will be subject to a 50% service fee.

**3.1.3** The Company name on the Shell Scheme fascia will be produced by the official contractor. Exhibitors are prohibited from creating and attaching their own fascia panels; violations will result in removal. Company logo on the fascia must be produced by the official contractor. If exhibitors require this service, please refer to Form M1 – Fascia. Exhibitors are also not allowed to attach self-made company logos or any symbols on the reception desk; violations will result in removal.

**3.1.4** Drilling, painting, drawing, sawing, or using strong adhesives on the partitions or other temporary materials of standard booths is prohibited. Any damage will be subject to compensation (RMB 1,000 per damaged panel, RMB 500 per damaged aluminum strip). Nails or unauthorized installations are not allowed on the floor, ceiling, columns, or fire sprinklers. Violations will result in removal of the unauthorized installations, and any resulting damage will be subject to compensation.

**3.1.5** All exhibitors are not allowed to move out exhibits before Nov. 18. For details, please refer to Appendix 11 - Notice of Move-out.

**3.1.6** For more information, please see Appendix 1- Notice of Shell Scheme Set up.

### **3.2 Basic Entitlements**

**3.2.1** 9 sqm Shell Scheme Booth: Carpet/Fascia/Long Arm Spotlights×2/500W Socket×1/Information Counter×1/Folding Chair×5/Round Table×1/Dustin×1

**3.2.2** Shell Scheme Booth



#### 4. Raw Space Design and Construction

##### 4.1 Construction Safety Declaration

For safety reasons, Raw Space Exhibitors and their contractors are required to sign the **Construction Safety Declaration** and submit it to the official contractor before Sep.30, 2024. For details, please refer to Form M7 – Construction Safety Declaration.

##### 4.2 Recommended Raw Space Construction Contractor

Airshow Group has appointed Huayang Hengtong Expo Group and Canton Fair Exhibition Design and Construction Co., Ltd. as the official raw space construction contractors. For safety reasons, Airshow Group recommends exhibitors hire the official raw space construction contractors.

##### 4.3 Deposit and Penalty Regulations

4.3.1 Raw Space booth exhibitors or their contractors are required to pay a deposit to the official contractor of the corresponding exhibition area.

Below 50sqm	RMB 20,000
51-99sqm	RMB 30,000
100-199sqm	RMB 50,000
200sqm or above	RMB 80,000

4.3.2 Deposit shall be paid to the official contractors by TT, otherwise the official contractors will not distribute temporary badges. Exhibitors take responsibility for any loss caused by late payment.

4.3.3 Deposit is for the cases of unpaid facility rental fees, overtime charges, cleaning, and violation compensation. Exhibitors and their contractors shall obey the rules and regulations set by the show. If exhibitors or their contractors damage the exhibition hall during the move-in/move-out period or break the regulations, the official contractors will deduct part or all of the deposit as compensation. Please refer to Appendix 10 - Penalty Standard of Violations.

4.3.4 Exhibitors or their contractors should clean up the waste upon completion of booth setting and dismantling. DO NOT dispose of them in the passages or public areas. Otherwise, the deposit will be deducted as compensation.

4.3.5 DEPOSIT includes electric box deposit. Exhibitors and contractors are required to keep the electrical box in good condition and prevent it from being stolen. Otherwise, the deposit will be deducted as compensation.

4.3.6 If there is no damage or no violation of rules and regulations during booth setting and dismantling, the deposit will be refunded to exhibitors or contractors within a month after the close of the show.

#### 4.4 Temporary Badge

4.4.1 Indoor and outdoor booths will be entitled with 1 free construction Badge per 5 square meters; the price for extra badge is RMB 100 per Badge.

4.4.2 For exhibitors at Zhuhai International Airshow Center, temporary badges can be collected at 215, Hall 5, starting from **Oct.8 to Nov.3, 2024**. Temporary badges can **ONLY** be collected at Exhibitor Registration Center at Gate 4 of Zhuhai International Airshow Center or official Construction Contractor Service Counter at Entrance of Zhuhai Lianzhou General Aviation Airport from **Nov. 4, 2024**.

#### 4.5 Notice for Raw Space Exhibitors

4.5.1 Raw Space booth construction contractors shall abide by the rules in the Notice on Raw Space Setup when designing and setting up the booth. For details, please refer to Appendix 2–Notice on Raw Space Setup. Any agreement or arrangement between exhibitors and their contractors (including the one recommended by Airshow Group) shall be reached and complied with by both parties. In case of any accident or dispute in the course of execution, both parties shall solve it according to the terms and conditions of the contract and Airshow Group shall not bear any responsibility.

4.5.2 All exhibitors are not allowed to move out exhibits before Nov. 18. For details, please refer to Appendix 11 - Notice of Move-out.

#### 4.6 Booth Design Approval

4.6.1 In order to ensure safety and stability of booth structure, and to avoid all kinds of possible risks and hidden dangers, relevant regulations are set on the height of booth and hoisting point according to the situation of each exhibition hall. Details of the height limit are as follows:

Exhibition Hall	Hall 1-7	Hall 8	Hall 9-10	Hall 11-13	Outdoor Space	Lianzhou General Aviation Airport
Freight Entrance (m: Width×Height)	6×6	8×6	8*8	6*6	-	5*6
Net Height (m)	15	10	20	24	-	6
Stand Height Limit (m)	5 (Single-deck) 7 (Double-deck)				4.5 (Single-deck only)	5 (Single-deck only)
Ground Bearing (tonne/m <sup>2</sup> )	3					
Hoisting Point Height (m)	9(Single-deck) 10(Double-deck)				No Hoisting	

4.6.2 Relevant documents shall be submitted to the official contractor of the corresponding exhibition zone before Sep.30, 2024.For more information, please refer to Appendix 3 – Notice on Booth Design.



#### 4.7 Acceptance

4.7.1 All booth builders must dismantle and clean all booth materials according to the schedule outlined in this manual.

4.7.2 Completion of site clearance will not be determined solely based on the removal of waste from the booth. Photos provided by exhibitors or its builders will not be considered as valid evidence. After 18:00 on the last day of move-out, official contractor and Airshow Group will take photos or videos for evidence, which will serve as the standard for completion of site clearance. Any waste or exhibits found in the exhibition hall or surrounding areas will be regarded as incomplete clearance. Exhibitors or its builders who do not complete the cleaning will be required to pay for waste disposal.

### 5. Chalet Design & Construction

#### 5.1 General Information

Internal and external decoration, furniture, partitions, fixtures, cleaning, floor covering and catering in the chalet are to be arranged by the exhibitor.

#### 5.2 Chalet Design Approval

Contact information of construction contractor and relevant documents shall be submitted to the official contractor of the corresponding exhibition zone before Sep.30, 2024. For more information, please refer to Appendix 3 – Notice on Booth Design(All forms must be submitted, and for drawings column, items 3- 6 should be submitted." ). Please contact the official construction contractors for detailed specifications of chalets.

#### 5.3 Rules and Regulations

5.3.1 Any alterations or additional changes made to the structure of the chalet module(s) are NOT suggested. Otherwise, the performance bond will Not be refunded.

5.3.2 All contractors engaged by the chalet renters for interior decoration work must pre-register themselves with the official construction contractor and pay a refundable performance bond before they are granted the temporary badges. The performance bond will only be used to compensate for the damages caused by the related contractor to the property of Airshow Group. In case of no damages, the performance bond will be returned in full within 30 days after the end of the show.

(1) Performance Bond (refundable)	<b>RMB50, 000.00</b>
(2) Construction badge	<b>10 free badges per chalet unit (below 100sqm)</b> <b>15 free badges per chalet unit (above 100sqm)</b> <b>extra badge at RMB100</b>

5.3.3 All contractors should comply with the “Chalet Schedule”. Should there be exceptional requirements on the schedule, the contractor must apply for the Airshow Group’s approval in written form on or before **Sep.30, 2024.**

5.3.4 Temporary badges can be collected at 215, Hall 5, starting from **Oct.8 to Nov.3, 2024.** Temporary badges can **ONLY** be collected at Exhibitor Registration Center at Gate 4 of Zhuhai International Airshow Center or official Construction Contractor Service Counter at Entrance of Zhuhai Lianzhou General Aviation Airport from **Nov. 4, 2024.**

Request for additional, replacement of badge on-site will be charged at **RMB 100** per badge even if the free entitlement has not been used up.

5.3.5 Badges and safety helmets must be worn at all times whilst at the site.

5.3.6 All exhibits, materials and fittings used or displayed in chalet must be fireproof and be in accordance with all applicable fire prevention and build-up regulations. Wall panels of chalet at Row A and B must be covered by emulsion paint. No flashing or blinking light or neon light will be permitted for signage outside the chalet.

5.3.7 No multi-plug is allowed to be used in the chalet.

5.3.8 For safety reasons, all compressed air/water link-ups/electricity installation and all audio/video equipment/telecommunication installation /work at the chalet must be carried out solely by the appointed Contractor. Exhibitors are not permitted to install such equipment by themselves.

5.3.9 Additional charges will be applied to those chalet renters or their contractors requiring to work beyond the official working hours.

5.3.10 Airshow Group reserves the right to amend the regulations and announce other rules as the situation may require.

## **5.4 Water & Electricity Service**

### **5.4.1 Water Supply**

Water supply will be connected on Nov.4, 2024 for the use of the kitchen and lavatory. Lavatory should not be used before that date.

### **5.4.2 Electrical Services**

(1) Electrical supply in China is as follows:

380V / 50Hz three phase (+/- 10%)

(2) Electrical Charge

Single Unit (Single deck): 40A/380V, RMB 3,500.00 (including the power rate)

Single Unit (Double deck): 40A/380V, RMB 7,000.00 (including the power rate)

Double Unit (Double deck): 60A/380V, RMB 10,000.00 (including the power rate)

(3) Payment Method

After Airshow Group issues the Invoice, payment should be made on time to the designated account.

#### **Note:**

*(1) Electricity supply includes the main cable up to the indoor/doorway electrical panel. The main switch output beyond this point is the responsibility of the user.*

*(2) This supply is available from Oct.26 to Nov.17, 2024*

## **5.5 Takeover / Handover of Chalet**

In order to ensure an orderly arrangement for verifying the contractors employed by the chalet renters, the takeover/handover certificate must be signed before the chalet keys are released on or after Oct 22, 2024. This procedure also ensures that exhibitors receive the chalets with the specified structure and amenities. Interior contractors must clear all construction and materials left by their employer before applying to Airshow Group for handover at the end of the show.

Takeover / Handover Location: 215, Hall 5.

## **5.6 Access to Chalet Area**

During build-up/dismantling period, chalets are available for work from **08:00 to 18:00**. Only bearers of temporary badges are allowed to operate in the chalet area.

## **5.7 Fire Precaution**

Chalet renters are kindly advised to:

- (1) Ensure staff employed in chalet are acquainted with the position and usage of the nearest fire extinguishers.
- (2) Ensure each chalet is equipped with 2 fire extinguishers (6 KG).
- (3) Both front and rear doors must have emergency exit signs installed above the door frames on the interior side.
- (4) Install smoke detectors as required by the fire department.

## 5.8 Acceptance

5.8.1 All chalet builders must dismantle and clean all booth materials according to the schedule outlined in this manual.

5.8.2 Completion of site clearance will not be determined solely based on the removal of waste from the Chalet. Photos provided by exhibitors or its builders will not be considered valid evidence. After 18:00 on the last day of move-out, official contractor and Airshow Group will take photos or videos for evidence, which will serve as the standard for completion of site clearance. Any waste or exhibits found in the exhibition hall or surrounding areas will be regarded as incomplete clearance. Exhibitors or its builders who do not complete the cleaning will be required to pay for waste disposal.

## 6. Overtime Working

### 6.1 Overtime Period

(1) Overtime working application is available from Oct. 26 to Nov.9, 2024. Applications must be made to Airshow Group before 15:00 each day. A 30% service fee will be charged for late applications. No overtime working applications will be accepted after 17:00.

(2) Overtime working hours are from 18:00 to 22:00. The venue will close at 22:00. No overtime working is allowed beyond this time.

(3) Application Location: 215, Hall 5, and official stand construction contractor counter of Lianzhou General Aviation Airport.

### 6.2 Overtime Fees

6.2.1 **For Booth:** RMB 64 /per square meter / 4 hours. If the overtime is less than 4 hours, it will be charged as 4 hours.

**For Chalet:** RMB 4,000/Unit/4 hours. If the overtime is less than 4 hours, it will be charged as 4 hours.

6.2.2 Due to lighting issues, overtime requests are not permitted for outdoor booths. Builders should plan their construction schedule accordingly. Any delays or losses due to poor scheduling will be the responsibility of the builder

### 6.3 Notice

6.3.1 Notice and reminders on Overtime Working will be released in the following:

- 1) Rules and regulations in this Manual.
- 2) Move-in / Move-out Reminders.
- 3) Onsite broadcast and SMS.

6.3.2 Definition, evidence collection and settlement of overtime working

- 1) Definition of overtime working: Exhibitors and contractors staying in the booth or Chalet beyond 08:00-18:00 is considered overtime working. Please turn off the power and close the booth or Chalet enclosure and lock the doors and Windows when leaving. Exhibitor and contractors should shut down the electrical box before leaving the booth or Chalet, otherwise, it would be regarded as overtime work.

- 2) Official construction contractors and Airshow Group will inspect exhibition halls and Chalet area after the official close time every day. For working overtime without payment, photos will be taken as evidence and overtime working charges will be deducted from deposit. Overtime working is judged by the booth and Chalet, and charges will be deducted from the deposit of that booth or Chalet, regardless of whatever reason for working overtime.
- 3) If overtime work is caused by logistics, the exhibitor and contractor are required to consult with Official Freight Forwarder in advance. Official Construction Contractor is not involved in logistics, only responsible for making records and evidence of overtime working.

## Part 3 Freight

### 1. Shipping Services and Agreement

Airshow China 2024 has designated two official forwarders to offer On-site Handling, Equipment Rental, Storage and other services for all exhibitors. **APT Showfreight Shanghai Co., Ltd** and **Chengdu Zonglian Exhibition Logistics Co., Ltd.** serve as logistics service providers at home, and **APT Showfreight Shanghai Co., Ltd** as the sole logistics service provider abroad. Airshow Group does NOT act as the consignee for any exhibits. Exhibitors are requested to arrange their shipments according to the terms and conditions specified in this Shipping Guidelines and contact the official forwarders before consignment.

### 2. Contact Information of Forwarders / Recommended International Exhibits Forwarder

#### 2.1 Official Forwarders within China

**(1) Hall 1-8, West Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space on the south of Hall 1-7, Chalet at Block A,B,C,D and Airshow Complex**

#### APT Showfreight Shanghai Co., Ltd.

Add: ROOM 12B3, Oriental Viking Building, 333 Xian Xia Road, Changning District, Shanghai, China

Service Area	Contact Person	Mobile	Email
Eastern China	Mr.Liu	+86 13512132873	Louis.liu@aptshowfreight.com

#### APT Showfreight Shanghai Co., Ltd. Beijing Branch

Add: Room 802D, Gate B, Shuma Building, NO.2 Zhongguancunsouth Street, Haidian District, Beijing, China.

Service Area	Contact Person	Tel.	FAX	Email
Northern China	Ms.An	+86 10-62192131	+86 10-51581483	Elva.an@aptshowfreight.com
	Mr.Yu			Jason.yu@aptshowfreight.com

#### APT Showfreight Shanghai Co., Ltd. Guangzhou & Xiamen Branch

Add: ROOM 5329, Tengfei Tower A, Tengfei First Street, Longhu Street, Huangpu District, Guangzhou, China/ROOM 708, Wealth Center Tower, No.100 Lujiang Street, Changning District, Xiamen, China

Service Area	Contact Person	Mobile/Tel.	FAX	Email
Southern China	Mr.Zhou	+86 13510480135	+86 20-36522522	Jim.zhou@aptshowfreight.com
	Mr.Zhang	+86 592-5376022	+86 592-5376019	Dean.zhang@aptshowfreight.com

#### APT Showfreight Shanghai Co., Ltd. Chengdu Branch

Add: No. 4, 1/F, Unit 3, Community Guojiahuatian, No.5 Jinli East Road, Changning District, Chengdu, Sichuan, China

Service Area	Contact Person	Tel.	FAX	Email
Western China	Ms.Xu	+86 28-86112848	+86 28-86112848	Lily.xu@aptshowfreight.com

## APT Showfreight Shanghai Co., Ltd. Chongqing Branch

Add: Room N7-M3, No.66 Yuelai Avenue, Yubei District, Chongqing, China

Service Area	Contact Person	Mobile	FAX	Email
Middle China	Mr.Xie	+86 18580199703	+86 23-67910019	Jacky.xie@aptshowfreight.com

**(2) Hall 9-13, East Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space between Hall 11-13 and the Lawn, Lianzhou General Aviation Airport, Chalet at Hall 9-13.**

## Chengdu Zonglian Exhibition Logistics Co., Ltd.

Add: Room 1806, Block C, Hilton Plaza, Middle Tianfu Avenue, High-tech Zone, Chengdu, Sichuan, China

Position	Contact Person	Mobile	Email
Chief	Mr.Li	+86 181 1780 0084	lip@ues-scm.com
On-site	Mr.Xi	+86 181 6984 6224	xixy@ues-scm.com
Transport	Mr.Qing	+86 181 1780 0984	qinggl@ues-scm.com
Storage	Mr.Zhou	+86 181 6986 3674	zhouqq@ues-scm.com

### 2.2 Official Forwarders within International Areas

Service Area	Contact Person	Mobile	Email
Hong Kong, Macau, Taiwan, Overseas	Mr.Zhu	+86 13817790803	Jimmy.zhu@aptshowfreight.com

## 3. Shipping Guidelines on International Exhibits

### 3.1 TIME SCHEDULE

Shipping Model	Deadline of LOE	Deadline of Consignment
Seafreight arrival HongKong Seaport	Sep.27, 2024	Oct 14-15, 2024
Airfreight arrival HongKong Airport	Oct.08, 2024	Oct 16-17, 2024

**Importation notice:** PLEASE DO NOT SHIP ANY Frozen/Chilled foodstuff and beverages or Fresh vegetable/meat or Dangerous goods before receiving "GREEN LIGHT" from **APT Showfreight Shanghai Co., Ltd**

### 3.2 DOCUMENT REQUIREMENT

- (1) ONE original Bill of Lading
- (2) ONE copy of Express Bill of Lading
- (3) ONE copy of Airway Bill
- (4) ONE declaration of fumigation (IPPC) & photo of the (IPPC Chop) of each package for wooden packing or non-wood packing material.
- (5) ONE copy of List of Exhibits (the legitimate document accepted by Customs, refer to Form M13)
- (6) Other document requested by Customs

### 3.3 CONSIGNMENT INSTRUCTIONS

All exhibition goods dispatched either by sea freight or airfreight shall be consigned "Freight Prepaid" as follows.

Additional charges will be incurred for wrong consignment details. A 15% outlay commission will be imposed on all "Freight Collect" consignments.

All documents such as Bill of Lading and Airway Bill must show the consignee as indicated below:

<p><b>Consignee:</b>                  APT SHOWFREIGHT LIMITED                  31/F, Morrison Plaza,                  9 Morrison Hill Road, Wanchai, Hong Kong                  Tel: +852 2877 0515 Fax: +852 2877 0175</p>	<p><b>Notify Party:</b>                  AIRSHOW CHINA 2024                  Exhibitor Name: _____                  Hall &amp; Booth Number: _____</p>
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All Bill of lading/Airway bill must show **"Exhibition Goods: Transshipment to Zhuhai via Hong Kong for AIRSHOW CHINA 2024 /12 – 17 NOVEMBER / ZHUHAI AIRPORT, P.R. CHINA"**

**3.4 TEMPORARY IMPORTATION**

The Chinese Authorities permit exhibits to be imported into China on a temporary import basis on approved trade shows. Temporary import is allowed for 3 months from the date of entry and must be re-exported unless duties and taxes are paid in the event of conversion to permanent import. Extension of temporary import is allowed subject to Customs' approval. ATA Carnet is also accepted for temporary import in China, but ONLY for purposes such as 'Exhibition & Fairs', ATA Carnet must be written in English and accompanied by an "ATA Carnet Power of Attorney" signed by the holder.

ATA Carnet is also accepted for temporary import in China. Temporary Import Bond is not applicable in the event of approved trade fairs in China.

**3.5 Late Arrival**

A late arrival surcharge, 30% based on the basic handling rate, will be applicable if the shipment arrives after the stipulated deadlines. In the event of late arrivals, APT Showfreight will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site. APT Showfreight also reserves the right to reject handling any cargo that arrives at the Hong Kong seaport/airport only 7 days before the show open date. All additional charges incurred due to the late arrivals shall be borne by the exhibitors.

**3.6 CASE MARKINGS**

For easy identification of exhibits, all packages must be marked as follows:

<b>AIRSHOW CHINA 2024</b>	
C/o APT Showfreight Limited	
Name of Exhibitor	: _____
Stand Number	: _____
Case Number	: _____
Gross Weight/Net Weight:	_____
Dimensions	: _____

**3.7 RESTRICTIONS**

All exhibitors are advised that all promotional materials to be imported or giveaways during the exhibition must not indicate or be deemed to indicate that Taiwan or Hong Kong or Macao is a Country.



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

Exhibitors are requested to submit samples of literature (2 copies each) and souvenirs (2 each) in advance to the APT Showfreight 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 at APT office **no later than one month before show opening**.

**Please DO NOT send any CDs/VCDs/DVDs/Films/Slides/Video-tapes to us even if it's for exhibition purposes because a special import license/permit is required in China for such items.**

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. The import of alcoholic drinks, cigarettes and foodstuff to exhibitions are restricted by Chinese Customs.

### **3.8 HAND-CARRIED ITEMS**

Exhibitors are strongly advised not to hand-carry goods for this exhibition as they may be detained by the Chinese Customs and considerable time and effort will be required to clear them out in time for the exhibition. Any risk taken will be the exhibitor's responsibility.

### **3.9 CONTROLLED ITEMS IN HONG KONG**

According to the Customs Regulations in Hong Kong, an import/ re-export license from the Hong Kong Government is required for transshipping the following items in Hong Kong:

- Animals, Birds & Reptiles and their parts, Endangered Animals & Plants Species
- Controlled Chemicals
- Controlled Medicines
- Dutiable Commodities: alcoholic liquors, tobacco, hydrocarbon oil & methyl alcohol (duties & taxes in Hong Kong will be billed to exhibitors' accounts as per outlay)
- Fresh/ Frozen Meat
- Optical Disc Mastering & Replication Equipment
- Radio Transmitting Equipment
- Strategic/ Hi-Tech/ Communication Commodities
- Vehicle
- Textiles, etc.

If an import/re-export license is required, exhibitors are required to submit to APT Showfreight the following documents/information for application of licenses in Hong Kong **at least 30 (Thirty) days** prior to the shipment departure from the country of origin.

- a. Catalogue/Brochure of commodities
- b. Export Permit Issued by the Products' Originating Country/ Place
- c. Certificate of origin and /or Health Certificate
- d. Commercial Invoice and Packing List / List of Exhibit

For further details, please refer to website: <http://www.tid.gov.hk>

### **3.10 CONTROLLED ITEMS IN CHINA**

In case the shipment contains any controlled items by the Chinese Government, we strongly recommend that the

list of exhibits be faxed or e-mailed to APT Showfreight for checking prior to the shipment departure from the country of origin.

If required, APT Showfreight will apply for necessary license/ permit on behalf of the exhibitors, but under no circumstances that APT Showfreight can guarantee such a license will be granted.

The importation of foodstuff, beverages, CD-ROMs, watches, cosmetics items, etc. is subject to an import permit in China, even for exhibition purposes. Without Chinese Customs' approval and authorization, these items cannot be distributed/ tasted/ sold and/or consumed during the exhibition.

If exhibitors need to ship any controlled items to China, exhibitors are required to submit to APT Showfreight the following documents/ information for application of an import permit to China **at least 30 (thirty) days** prior to the shipment departure from the country of origin:

- a. Catalogue/ Brochure of commodities
- b. Export Permit Issued by the Products' Originating Country/ Place
- c. Certificate of origin and/or Health Certificate
- d. Commercial Invoice and Packing List / List of Exhibits

**Relevant handling charges and guidelines, and permit application fees in China for controlled items will be quoted upon request.**

### **3.11 WEAPONS, AMMUNITION & EXPLOSIVES (IF ANY)**

Any weapon, ammunition or explosives brought in for the exhibition must be either "dummy" or "inert". No "live" weapon, ammunition or explosives will be permitted entry into China. Weapons must be made irreversibly inoperable. Missiles and rockets, whether actual size or scale models, **must be either a cutaway model or dummy or inert item.**

Such items will have to be packed separately and invoices made out separately.

Brochures with full specifications are required by the Relevant Authorities before any import permit is given. Such materials are to be sent to us latest by **Sep. 19, 2024.**

Armed security for the storage and the transfer of such exhibits from the port or airport to the exhibition site or vice versa will be arranged by the official freighter and billed to the exhibitor.

### **3.12 RADIO OR TELECOMMUNICATION EQUIPMENT**

Any radio or telecommunication equipment brought in for the exhibition must receive prior approval from related authorities.

Brochures with full specifications are required before any import permit is given. Such materials are to be sent to us latest by **Sep. 19, 2024.**

The static display of such equipment at the exhibition is normally permitted when approved by related authorities for entry into China. However, special approval must be sought for such equipment to be demonstrated at the exhibition. Exhibitors are to provide us with full details of their intended demonstrations by the latest **Sep. 19, 2024,** for approval.

### **3.13 PACKING OF EXHIBITS**

Exhibitors shall be responsible for the consequences of improper packing

A) Protection against Damage and Rain

As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and rain, since we cannot assume any responsibility for the damage, especially when the return exhibits are to be packed with used-packing materials (the case as well as aluminum foil, plastic covers, etc., very often would have been damaged already during unpacking).

B) The Case

The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking and for sale for return movement after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.

C) Vacuum packing

Official Freight Forwarder can also provide vacuum packing services for exhibits. Please book at least 2 days in advance.

### 3.14 HEAVY AND OVERSIZE EXHIBITS


If you have heavy and oversized exhibits, you must be on-site early to direct the operation of un-crating and positioning. If a crane or a forklift is required for the installation of equipment, please send your requirement to contractors as early as possible so that they can arrange to contract such equipment in advance. A quote will be given after receiving your inquiry.

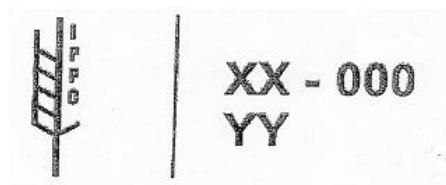
### 3.15 FUMIGATION RULES IN CHINA

#### 3.15.1 WOOD PACKING MATERIAL REGULATIONS EFFECTIVE JANUARY 01, 2006

Effective 1 January 2006, ALL CARGOS WITH WOOD PACKING MATERIAL (WPM) to China (such as wood block cases, lath cases, wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, crossties and so on), fumigation must be arranged in the country of origin before sending the cargo to China.

3.15.2 To ensure the WPM is properly treated either by Heat Treatment (HT) or Methyl Bromide (MB), the following information **MUST** be marked or stamped on the outside packing as the below sample:

1. IPPC Logo (  )
2. ISO country code (XX)
3. Unique number assigned to the company (which carries out the fumigation procedure) by the national plant protection organization (000)
4. Fumigation method either HT -Heat Treatment or MB - Methyl Bromide (YY)



**3.15.3 WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMPS OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS MUST BE DESTROYED OR RE-EXPORTED.**

3.15.4 For cargo with non-wood packing materials, the cargo owner must provide the non-wood packing declaration, which is printed out by company letterhead, signed with authorized signature and endorsed with company chop. The original declaration letter must be attached to the original Master Airway Bill or couriered to our local office in China for Customs clearance purposes.

**3.16 MOVE-IN DAYS**

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of APT Showfreight will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable. However, a responsible representative of the company must be available on-site during the move-in period for supervision. In some circumstances, however, the customs at the ports or fair site may inspect the case without your presence.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When used-packing materials repack exhibits, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefore bear the responsibility for the consequences arising therefrom.

**3.17 MOVE-OUT DAYS**

3.17.1 Prior to the move-out days, exhibitors will be given a 'Return Shipping Instructions' to fill in based on the List of Exhibits given at the time of entry of goods into China. Exhibitors are required to advise APT Showfreight if the goods will be re-exported, sold or disposed of, as applicable.

During move-out days, representatives of APT Showfreight will be on-site to help exhibitors with return of the empty cases, repacking, re-export, etc. as applicable. In order to ensure the closing of the exhibition can be operated smoothly, those exhibitors having heavy and oversized exhibits may be required to repack their exhibits the next day. Our on-site operational staff will inform exhibitors of the exact arrangements.

3.17.2 In the event of non-compliance with return instructions, all goods left at the exhibition venue shall be subject to disposal by the Chinese Customs and all charges relating to the disposal including duties and taxes if any, shall be borne by the exhibitor.

3.17.3 Exhibitors must pay special attention to the following Customs regulations:

- Items other than those declared exhibits (e.g. personal effects, souvenirs bought in China) are absolutely not allowed to be returned together with exhibits.

- Violations of these regulations will result in confiscation and heavy fines imposed by the Chinese Customs.

**3.18 RE-EXPORT**

The re-export formality will require about 3-4 weeks prior to the re-export shipment out of China. If the exhibitor needs the goods to be re-exported urgently, please advise representatives of APT Showfreight on-site of your request as applicable.

### **3.19 SOLD GOODS / DISPOSAL**

Due to customs supervision conditions, the exhibition will not accept temporary imported exhibits or materials to be retained or disposed of after the exhibition. If exhibits must remain in China after the exhibition, the buyer in China (with valid import documents) must act as the actual consignee in customs clearance. The exhibitor must inform the forwarder of the relevant information about the actual buyer and the taxpayer.

**In such cases, please contact the official forwarder before consignment for possible solutions.**

### **3.20 INSURANCE**

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile/ exhibits sold locally, including the period the exhibits are handled by APT Showfreight. Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits which means the cost of insurance cover is not included in our charges.

**APT Showfreight can offer the exhibitor insurance coverage at competitive premiums upon receiving the request.**

### **3.21 TERMS OF PAYMENT**

**Inward** : Upon uplift of goods, prior to delivery to stand.

**Outward** : Upon presentation of invoice/prior to delivery to premises

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

Details of forwarder`s bank account:

Beneficiary Bank Name: HSBC Hong Kong

Beneficiary Bank Code: 004

SWIFT Address: HSBCHKHKKH

Account Number: **813-221496-838**

Account Name: **APT SHOWFREIGHT LTD**

Bank address: No. 1 Queen`s Road, Central, Hong Kong

(Remitting bank charges are to be borne by the exhibitor)

### **3.22 TERMS AND CONDITIONS**

APT Showfreight Shanghai Co., Ltd does not take any responsibility for:

- a) Exhibits that are not allowed by Airshow Group or Chinese Customs to be sold or displayed at the fairground.
- b) Any tax/duty for sold exhibits
- c) Loss of goods whilst on display at the venue

All business is only transacted in accordance with our Standard Trading Conditions. A copy is available upon request.

Use of APT Showfreight`s services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition expressed orally and/or in writing and/or by conduct, implies acknowledgment and acceptance of the foregoing.

#### 4. Tariff of On-site Handling & Equipment Rental

##### 4.1 On-site Handling Tariff for Domestic Shipment

	Services	Price in RMB
1.	Receiving cargo from forwarder's advance warehouse in Zhuhai up to delivery stand of Airshow China	General goods & Room temperature foodstuff/beverage: RMB 450 per CBM, Min RMB900 per shipment per exhibitor; Dangerous goods & Chilled or Frozen goods: An additional 30% will be charged.
2.	In & out handling charges in Zhuhai advance warehouse	Inward handling: RMB 40 per CBM, Min1CBM Outward handling:RMB 40 per CBM, Min1CBM
3.	Storage fee in advance warehouse ( Free storage period for dry cargo: Oct 28- Nov 2, 2024 )	General goods:RMB 20 per CBM per day Foodstuff/beverage (at room temperature):RMB 30 per CBM per day Dangerous goods & Chilled or Frozen goods: An additional 30% will be charged.
4.	On-site handling services include delivery of exhibits from arrival fairground to booth or vice versa, unpacking, repacking, positioning	RMB 280 per CBM
5.	Outward handling services	Same as inward handling
6.	Oversize and overweight handling surcharge (for single package gross weight over 3.0 Ton or/and dimension over L5.0m*W2.4m*H2.4m)	An additional 5% charge on basic price for each exceeded item
7.	Equipment rental for second positioning service and/or assemble/disassemble machine or model (Including driver)	3Ton forklift: RMB 200 per hour, Min4hours per order 5Ton forklift: RMB 350 per hour, Min4hours per order 7Ton forklift: RMB 400 per hour, Min4hours per order 10Ton forklift: RMB 500 per hour, Min4hours per order 8Ton crane: RMB 300 per hour, Min4hours per order 16Ton crane: RMB 350 per hour, Min4hours per order 20Ton crane: RMB 400 per hour, Min4hours per order 25Ton crane: RMB 450 per hour, Min4hours per order 50Ton crane: RMB 900 per hour, Min4hours per order 100 Ton crane: RMB 1,200 per hour, Min4hours per order
8.	Manpower hiring for second positioning service and/or assemble/disassemble machine or model	General Labor:RMB 80 per hour, Min4hours per order Skilled Labor:RMB 120 per hour, Min4hours per order

9.	Equipment rental of Scissor lift and Boom lift during normal standard move-in & move-out period(Exclusive of driver., Please complete your booking form to forwarder at least one month prior to rental date.)	Scissor lift-8m:RMB 600 per hour, Min2hours per order -12m: RMB 800 per hour, Min2hours per order Boom lift-18m: RMB 1,200 per hour, Min2hours per order -22m: RMB 1,500 per hour, Min2hours per order -28m: RMB 1,800 per hour, Min2hours per order
10.	Overtime handling surcharge	30% surcharge will be levied on the related handling charge after exhibitor getting the move-in/out permission from the Airshow Group
11	Unloading construction materials	Vehicle Length-6.8m or below: RMB500 per vehicle 9.6m: RMB 800 per vehicle 12.5m: RMB 1,200 per vehicle 17.5m: RMB 2,200 per vehicle
12	Loading construction materials	same as Unloading

#### 4.2 REMARK

4.2.1 Hall 1-8, West Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space on the south of Hall 1-7, Chalet at Block A,B,C,D and Airshow Complex Chalet. Please contact APT Showfreight Shanghai Co., Ltd before shipping goods.

APT Showfreight Shanghai Co., Ltd.			
Add: ROOM 12B3, Oriental Viking Building, 333 Xian Xia Road, Changning District, Shanghai, China			
Service Area	Contacts	Mobile	Email
HongKong, Macau, Taiwan and Overseas	Mr.Zhu	+86-13817790803	Jimmy.zhu@aptshowfreight.com

4.2.2 Hall 9-13, East Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space between Hall 11-13 and the Lawn, Lianzhou General Aviation Airport, Chalet at Hall 9-13 please contact Chengdu Zonglian Exhibition Logistics Co., Ltd. before shipping goods.

Chengdu Zonglian Exhibition Logistics Co., Ltd.			
Add: Room 1806, Block C, Hilton Plaza, Middle Tianfu Avenue, High-tech Zone, Chengdu, Sichuan, China			
Service Area	Contact Person	Mobile	Email
Mainland, China	Mr.Li	+86 181 1780 0084	lip@ues-scm.com
	Mr.Xi	+86 181 6984 6224	xixy@ues-scm.com
	Mr.Qing	+86 181 1780 0984	qinggl@ues-scm.com
	Mr.Zhou	+86 181 6986 3674	zhouqq@ues-scm.com



4.2.3 If the exhibitor desires to ship its exhibits to the show by itself, shipping marks must be affixed on both sides of the goods sent to the warehouse of the service provider. Please refer to Appendix 7-1 for exhibitors in Hall 1-8, West side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space on the south of Hall 1-7. Please refer to Appendix 7-2/7-3 for exhibitors in Hall 9-13 East Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space between Hall 11-13 and the Lawn, Lianzhou General Aviation Airport. Please inform the vendor at least 1 day in advance of the delivery date if you need to arrange forklift unloading.

4.2.4 Shipping Address

a) Exhibitors in Hall 1-8, West Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space on the south of Hall 1-7, please deliver to:

Zhuhai Anzhan Storage, APT Showfreight Shanghai Co., Ltd.	
Address	Joint inspection building, Zhuhai Xiyu Wharf, Xiangzhou District, Zhuhai, Guangdong, China
Recipient	Ouyang Bin/Liang Jiayan
Tel.	+86 13600363304/+86 15992657317

b) Exhibitors in Hall 9-13, East Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space between Hall 11-13, please deliver to:

Chengdu Zonglian Exhibition Logistics Co., Ltd.	
Address	Zhuhai International Airshow Center, Airport Road, Sanzao Town, Jinwan District, Zhuhai, Guangdong, China
Recipient	Zhou Qiqi (to) (exhibitor name)
Tel.	+86 18169863674

c) Exhibitors in Lianzhou General Aviation Airport, please deliver to:

Chengdu Zonglian Exhibition Logistics Co., Ltd.	
Address	Lianzhou General Aviation Airport, Lianzhou Town, Doumen District, Zhuhai, Guangdong, China
Recipient	Zhou Qiqi (to) (exhibitor name)
Tel.	+86 18169863674

4.2.5 The above service items #7 and #8 are only applicable when additional machine assembly equipment is needed after the exhibits are in place at one time.

4.2.6 Airshow Group has appointed APT Showfreight Shanghai Co., Ltd & Chengdu Zonglian Exhibition Logistics Co., Ltd. as Airshow China’s on-site authorized contractors of the rental for Scissor Lift / Boom Lift. Please complete your booking form (Service Form M14) to the **Official Freight Forwarder** with the related exhibition hall no later than Oct. 9, 2024.

**4.3 OTHERS**

4.3.1 If exhibitors have heavy and oversized exhibits, you must notice forwarders of the gross weight and dimensions early to confirm whether they can be displayed during the exhibition. Any additional related cost or loss will be charged to exhibitor.

4.3.2 It is the responsibility of every exhibitor to arrange Transport Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile, or exhibits sold locally, including the period the exhibits are handled by Forwarders. Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits which means the cost of insurance cover is not included in our charges.

Forwarder can offer the exhibitor insurance coverage at competitive premiums upon receiving request.

4.3.3 All payments including overweight & oversized handling surcharges must be made without any deduction or deferment on account of any claim, counterclaim or offset. All shipping charges and oversize/overweight surcharges (if any) must be paid in full in RMB or by remittance prior to Operator's operation. The service provider does not accept credit card payments. Because the remittance may take some time to arrive, the exhibitor must transfer the transportation fee to the service provider's account 7 days before delivery, and send the bank receipt to the service provider.

4.3.4. A 30% outlay commission will be imposed on any "Late Payment" consignments.

4.3.5. Forwarder does not take any responsibility for:

- a) Exhibits that are not allowed by Airshow Group or Chinese Customs to be sold or displayed at the fairground.
- b) Loss of goods whilst on display at the venue.
- c) If the outer packing is in good condition, any inner packing does not conform to quality, damage or shortage of goods
- d) If the goods are damaged due to other reasons after being delivered to the booth in good condition.

4.3.6. All business is only transacted in accordance with Forwarder`s Standard Trading Condition. A copy is available upon request.

4.3.7. If the shipment is made through other co-loaders/agents, any additional fees imposed by the consolidator will be billed to an exhibitor in addition.

4.3.8. Please consult appointed forwarders if any service not listed above.

## Part 4 Service Forms

<b>FORM NO.</b>	<b>DESCRIPTION OF SERVICE</b>	<b>DEADLINE</b>	<b>SUBMITTED BY</b>	<b>SUMMITTED TO</b>
M1	Fascia (For Shell Scheme ONLY)	Sep. 30	Exhibitor	Official Construction Contractors
M2	Furniture Rental(For Shell Scheme ONLY)	Sep. 30	Exhibitor	Official Construction Contractors
M3	Electricity/Water/Compressed Air	Sep. 30	Exhibitor/Contractor	Official Construction Contractors
M4	AV Equipment	Sep. 30	Exhibitor/Contractor	Official Construction Contractors
M5	Cleaning Service	Sep. 30	Exhibitor/Contractor	Official Construction Contractors
M6	Hoisting Point	Sep. 30	Exhibitor/Contractor	Official Construction Contractors
M7	Construction Safety Declaration	Sep. 30	Exhibitor/Contractor	Official Construction Contractors
M8	Safety Guarantee	Sep. 30	Exhibitor/Contractor	Official Construction Contractors
M9	Letter of Appointment of Fire Prevention and Safety Supervisor	Sep. 30	Exhibitor/Contractor	Official Construction Contractors
M10	Letter of Appointment of Fire Prevention and Safety Officer	Sep. 30	Exhibitor/Contractor	Official Construction Contractors
M11	Electricity Safety Responsibility	Sep. 30	Exhibitor/Contractor	Official Construction Contractors
M12	Construction badge	Sep. 30	Exhibitor/Contractor	Official Construction Contractors
M13	List of Exhibits and Invoicing(For Customs Clearance Purpose)	Sep. 30	Exhibitor	Official Freight Forwarder
M14	Rental Order Form for Scissor lift / Boom lift	Oct. 9	Exhibitor/Contractor	Official Freight Forwarder
M15	Chalet Decoration Registration	Sep. 30	Exhibitor/Contractor	Official Construction Contractors
M16	Monitor Installation Application	Sep. 30	Exhibitor/Contractor	Official Construction Contractors

Company: _____	Booth No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____ Website: _____

**【Fascia Name】**

Exhibitors are requested to complete registration and log in to the exhibitor online declaration system before the deadline, filling in the booth fascia board text information. Official construction contractors will refer to the online system to collect the company name in Chinese and English to make fascia board characters. Online Declaration System Website:

- (1) Exhibitors at Halls 3, 5 and 8 :

http://39.105.60.82/esm-hyht/login

- (2) Exhibitors at Hall 11-13 and Lianzhou General Airport:

https://selfservice.cantonfairedc.com/index.html

The official construction contractors will send the account, password and operation manual to exhibitor's email

If exhibitors need assistance, please contact to the official contractor according to your exhibition area.

■ **Chinese(no more than 20 characters – including space and punctuation)**


■ **English(no more than 40 letters – including space and punctuation)**


**Attention:**

- 1. If we do not receive this form by the due date, we will use the company’s name submitted in your space application form. A fee of RMB200.00 will be charged for any changes made on-site.
- 2. Exhibitors are not allowed to change the Fascia Board by themselves.

**【Logo】**

For shell scheme, a corporate logo may be added on the fascia board at an additional cost. Please tick the box below if applicable. If you wish to have your logo on the fascia, please send the logo in high resolution(≥200dpi)in CDR\AI or EPS format (≤5M). We will make a 20mm(H)x 20mm (W) logo on the fascia board.



Type: Sticker cut out / Inject printing

Price: RMB 100 each

**Exhibitor’s Authorization**

Signature: \_\_\_\_\_

Company/Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send the form to the official contractor of your exhibition area.**

Company: _____	Booth No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____ Website: _____

No.	Item Specification (L x W x H)	Rental RMB	How to Order
A1	MA01 Information Counter (1030Lx535Wx1000Hmm)	310.00	Online
A2	MA08 Square Table (700Lx700Wx715Hmm)	270.00	
A3	C08 Folding Chair (460Wx400Dx455SHmm)	60.00	
A4	MA02 Lockable Cupboard (1030Lx535Wx750Hmm)	430.00	
A5	MS03 Slope Shelf (1000Lx300Wmm)	60.00	
A6	MS02 Flat Shelf (1000Lx300Wmm)	60.00	
A7	MA06 Tall Glass Showcase incl. 2 halogen lights (1030Lx535Wx2470Hmm)	1,100.00	
A8	MA05 Low Glass Showcase(1030Lx535Wx1000Hmm)	800.00	
A9	MM01 Folding Door (950Lx1910Hmm)	450.00	
A10	MM02 Aluminum Door (950Lx1910Hmm)	480.00	
A11	M017 Panel Wall (1000Wx2400Hmm)	100.00	
A12	Carpet	50.00	
A13	RT01A Round Table(800Ø x 720Hmm)	310.00	
A14	C01A Black Leather Chair (570Wx440Dx455Hmm)	310.00	
A15	M051 Document Holder(970Lx500Hx280Dmm)	150.00	
A16	M09 System Coat Hanger	100.00	
A17	Bar Stool (870Hmm)	280.00	
<b>Total Cost (RMB)</b>			

- Orders received from Oct.1-Oct.10, 2024 are subject to availability and a surcharge of 30%.
- Orders received on or after Oct 11, 2024 and on-site are subjected to a surcharge of 50%.
- From Oct 11, 2024, cancellation of order is not accepted. Exhibitor who insists on canceling an order are subject to 50% of service charge of the total order.
- Payment shall be made before Sep 30,2024, otherwise, the order will be deemed ineffective and will be canceled automatically. Exhibitors should be responsible for the loss.
- MA06 Tall Glass Showcase incl. 2 halogen lights and MA05 Low Glass Showcase cannot be applied after Sep 30, 2024.
- Online Declaration System Website:  
 Exhibitors at Hall3, 5, 8 : <http://39.105.60.82/esm-hyht/login>  
 Exhibitors at Hall 11-13 and Lianzhou Airport : <https://selfservice.cantonfairedc.com/index.html>  
 The official construction contractors will send the account, password and operation manual to exhibitor's email.

**Exhibitor's Authorization**

Signature: \_\_\_\_\_

Company/Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send the form to the official contractor of your exhibition area.**

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____ Website: _____

No.	Item Specification	Rental RMB	Qty.	Amount RMB
<b>Apply to Shell Scheme Only</b>				
B1	ML002 100W Long Arm Spot Light	230.00		
B2	ML006 40W Fluorescent Light	210.00		
B3	ML009 150W HQI	350.00		
B4	500W Socket (not for lighting connection)	320.00		
B5	24hours Socket (500W)	960.00		
B6	100W Lighting Connection (each point)	150.00		
B7	500W-1000W Lighting Connection (each point)	350.00		
<b>Apply to Raw Space and Shell Scheme</b>				
	<b>For Light Use Only</b>			
B8	16A/220V (<3KW) Single Phase Electricity Box	4,100.00		
B9	16A/380V (<8KW) Three Phase Electricity Box	9,700.00		
B10	20A/380V (<10KW) Three Phase Electricity Box	14,850.00		
B11	30A/380V (<16KW) Three Phase Electricity Box	17,000.00		
B12	60A/380V (<32KW) Three Phase Electricity Box	32,500.00		
	<b>For Machine Use Only</b>			
B13	16A/220V (<3KW) Single Phase Electricity Box	4,200.00		
B14	16A/380V (<8KW) Three Phase Electricity Box	9,800.00		
B15	20A/380V (<10KW) Three Phase Electricity Box	14,950.00		
B16	30A/380V (<16KW) Three Phase Electricity Box	17,100.00		
B17	60A/380V (<32KW) Three Phase Electricity Box	33,000.00		
B18	100A/380V (<52KW) Three Phase Electricity Box	45,400.00		
B19	150A/380V (<80KW) Three Phase Electricity Box	71,500.00		
	<b>For Temporary Use Only</b>			
B20	16A/220V (<3KW) Single Phase Electricity Box	1,200.00		
	<b>Water &amp; Compressed Air</b>			
B21	Daily use water (inlet 20mm, outlet 38mm, pressure 15mm/L)	3,200.00		
B22	0.5-1P compressed air (7.5bar, 40L/min, 6kg/cm2)	4,500.00		
<b>For special requirements, please contact the Official Construction Contractor.</b>				
<b>Total Cost (RMB)</b>				

**Notice:**

- Orders received from Oct.1-Oct.10, 2024 are subject to availability and a surcharge of 30%.
- Orders received on or after Oct 11. 2024 and on-site are subject to a surcharge of 50%.

- From Oct 10, 2024, cancellation of order is not accepted. Exhibitor who insists on canceling an order is subject to a 50% of the service charge of the total order.
- Payment shall be made before Sep 30, 2024, otherwise, the order will be deemed ineffective and will be canceled automatically. Exhibitors should be responsible for the loss.
- Raw Space Exhibitor is required to rent at least 1 Electricity for lighting use. An Exhibitor who displays machine is required to rent 1 additional Electricity for machine use. Machines and lights are not allowed to connect in one Electricity box.
- The above fee is for the move-in, show days till the end of the exhibition, a total of 15 days. Each electrical box will be supplied with a 10 m cable. Additional cable will be charged at the following rates: below 30A (including 30A) RMB50/m, 60A RMB 80/m, and 100A or above RMB150/m. If the cable is damaged, RMB300/m will be charged as compensation.
- The distance from some booths to power supply point is over 10 meters. Such booths will need additional cable. Contractors must submit a certificate of cable to official construction contractor if they intend to bring additional cable by themselves, or they can apply to official contractor for an additional cable. If the cable they bring is found unqualified on-site, the official construction contractor has the right to cut off power supply and provide qualified cable at their own cost.
- During booth setting and show time, exhibitors or their contractors who apply for lighting Electricity are required to prepare an electric distribution box with a leakage protection switch. The ampere capacity of electrical boxes shall not exceed the total amount of amps applied. Once found, the Official Construction Contractor will disqualify the booth from using electricity and the electrical box deposit will not be refunded. Official Construction Contractor reserves the right to decide the location of electrical box.

**Exhibitor's Authorization**

Signature: \_\_\_\_\_

Company/Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send the form to the official contractor of your exhibition area.**

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____ Website: _____

No.	Item Specification	Rental RMB	Qty.	Amount RMB
C1	42" Plasma (exclude socket)	3,600.00		
C2	180" Projector Screen	3,600.00		
C4	4500ANSI Lumen Projector	8,100.00		
C6	Tie Clip Wireless Microphone	1,440.00		
C7	Hand Held Microphone with wire	360.00		
C8	Hand Held Wireless Microphone	1,440.00		
C9	Amplifier (apply area 40sqm)	2,700.00		
C10	Amplifier (apply area 150sqm)	4,500.00		
	<b>LED Wall</b>			
C11	3Mx3M	27,800.00		
C12	4Mx4M	37,200.00		
C13	5Mx5M	56,500.00		
C14	6Mx6M	82,200.00		
<b>Total Cost (RMB)</b>				

- Orders received from Oct.1-Oct.10 are subject to availability and a surcharge of 30%.
- Orders received on or after Oct 11 and on-site are subject to a surcharge of 50%.
- From Oct 11, 2024, cancellation of order is not accepted. Exhibitor who insists on canceling an order are subject to 50% of service charge of the total order.
- Payment shall be made before Sep 30, otherwise, the order will be deemed ineffective and will be canceled automatically. Exhibitors shall be responsible for the loss.
- Please contact the official construction contractor for LED installation size.
- Please order in advance. On-site order are subject to availability.

**Exhibitor's Authorization**

Signature: \_\_\_\_\_

Company/Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send the form to the official contractor of your exhibition area.**



Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____ Website: _____

**1. Booth cleaning service includes:**

- A. General cleaning: includes floor cleaning, carpet vacuum cleaning, furniture cleaning, temporary construction cleaning, and waste baskets emptying.
- B. Glass cleaning: uses a special glass cleaner to wipe the glass surface, making the surface clean.

**2. Chalet Cleaning:** includes floor cleaning, carpet vacuum cleaning, furniture cleaning, waste baskets emptying and glass cleaning.

**3. Indoor exhibit cleaning:** includes daily sweeping of radar, engine and other equipment.

**4. Other cleaning:** refers to disinfection, washing dishes, disposal of packing material or biological waste, shampooing of carpets and so on. Please specify.

**5.** Orders received from Oct.1-Oct.10 are subject to availability and a surcharge of 30%. Orders received after Oct 11 and on-site are subject to a surcharge of 50%.

**6.** From Oct 11, 2024, cancellation of order is not accepted. Exhibitor who insists on canceling an order are subject to 50% of service charge of the total order. Payment shall be made before Sep 30, otherwise, the order will be deemed ineffective and will be canceled automatically. Exhibitors shall be responsible for the loss.

**7.** The above cleaning services are provided only once a day after show time.

Service Type	Price/day	Sqm	Date	Amount(RMB)
Booth Cleaning:				
-A. General	RMB 8.00/sqm/day	_____	_____ to _____	_____
-B. Glass	RMB80.00/sqm/day	_____	_____ to _____	_____
Chalet	RMB 32.00/sqm/day	_____	_____ to _____	_____
Indoor Exhibits	RMB 8.00/sqm/day	_____	_____ to _____	_____
<b>Total Cost (RMB)</b>				

**Other cleaning: please contact the official contractor for quotation.**

**Exhibitor’s Authorization**

Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send the form to the official contractor of your exhibition area.**

Company: _____	Booth: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____ Web: _____

1. **Charge: RMB 3000/hoisting point.** Hanging point costs do not include the design and production costs, overhead equipment rental fees or lifting point operation.
2. Lifting point height limit: Single-Deck 9 meters Double-Deck 10 meters. The ceiling structure cannot be connected with the ground structure of the booth. The two structures must be independent and maintain sufficient distance (i.e. the height gap must be more than 1m, and the horizontal gap must be more than 2m)
3. **The load of each hoisting point shall not exceed 200 kg.**
4. Exhibitors or contractors wishing to hang banners or any other items on the ceiling above the booth shall submit a detailed design with specifications of weight and dimensions to the official construction contractor before Sep 30, 2024. Orders from Oct.1-Oct.10, are subject to a surcharge of 30%. Orders after Oct 11 and on-site are subject to a 50% surcharge.
5. Booth construction contractor should prepare hoisting point accessories and tools (aircraft belt, hoist, cable, etc) .
6. Hoisting point location and quantity will be decided according to the actual situation on site by an official construction contractor. For more details, please refer to Appendix 2 "Notice on Raw Space".
7. Exhibitors that have applied for hoisting points must rent aerial work vehicles from the Official Forwarder before Oct 9, 2024.

Booth No.	Item Specification	Rental RMB	Qty.	Amount RMB
		3,000/point		
<b>Total Cost (RMB)</b>				

**Exhibitor’s Authorization**

Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send the form to the official contractor of your exhibition area.**

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____ Website: _____

**Part 1: Construction Safety Declaration**

Our company, as an exhibitor, has read and agreed to obey all booth setting regulations, including **Notice on Raw Space Setup, Notice on Booth Design, Electricity/Water/Compressed Air, Fire Prevention and Safety Guidelines, Penalty Standard for Violations and Notice of Move-out** (see Appendix Part2,3,4,5,10,11) and we promise that our contractors will comply with the rules and regulations.

Our company has employed other contractors to set up our booth or chalet. Detailed information is registered in Part 2 Safety Declaration.

Exhibitor: \_\_\_\_\_ Booth /Chalet No. : \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email : \_\_\_\_\_

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

Mobile: \_\_\_\_\_

Date: \_\_\_\_\_ Sign and Chop : \_\_\_\_\_

**Part 2: Safety Declaration**

Our company, as a construction contractor, has read and agreed to obey all booth setting regulations, including Notice on Raw Space Setup, Notice on Booth Design, Electricity/Water/Compress Air, Fire Prevention and Safety Guidelines, Penalty Standard for Violations and Notice of Move-out in this manual and we promise that we will obey fire-prevention and safety regulations, and take all responsibilities during the booth setting/dismantling and show time.

**We understand that temporary badges and vehicle passes are to be distributed after submitting this form and the booth design proposal.**

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email : \_\_\_\_\_

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

Mobile: \_\_\_\_\_

Date: \_\_\_\_\_ Sign and Chop : \_\_\_\_\_

**Note:**

A temporary badge is required for move-in and dismantling.  
 Please pay attention to Notice on Raw Space Setup, Notice on Booth Design, Electricity/Water/Compress Air, Fire Prevention and Safety Guidelines, Penalty Standard for Violations and Notice of Move-out. Booth construction contractors should strictly follow the rules.  
 Exhibitors can enter the exhibition site with an exhibitor badge.

**Exhibitor’s Authorization**

Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send the form to the official contractor of your exhibition area.**

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____ Website: _____

## Safety Guarantee

In order to strictly implement "Fire Prevention Law of the People's Republic of China " (hereinafter referred to as Fire Protection Act) and "Regulations on Fire Control Safety in Government Organs, Organizations, Enterprises and Institutions" and other related fire protection laws and regulations, and to ensure fire safety of Zhuhai International Airshow Center/ Lianzhou General Aviation Airport during move-in and move-out period, Zhuhai Airshow Group Co., Ltd. (Airshow Group) and exhibitor’s appointed booth construction contractor have respectively defined their responsibility for fire safety as follows:

According to Fire Protection Act Article XIII, we declare that \_\_\_\_\_ (name of person) will be appointed as fire prevention and safety supervisor at the booth/chalet of \_\_\_\_\_ (name of exhibiting company, booth/chalet number) at Zhuhai International Airshow Center/ Lianzhou General Aviation Airport during move-in / move-out period. During the move-in / move-out period, the exhibitor’s construction contractor shall be responsible for any security and safety accidents, loss, consequences and legal liability if he fails to comply with relevant provisions of fire safety regulations.

The responsibilities of the Fire prevention and safety supervisor are as follows:

1. Strictly follow the Fire Protection Act and Regulations on the Administration of Large-scale Mass Activities, take enough measures on fire prevention and explosion prevention during move-in/move-out, guide the audience well, and prevent injuries and casualties. Abide by the national laws and regulations on fire safety production, the requirements of Zhuhai Public Security Fire Control organs and the safety management regulations formulated by Zhuhai International Airshow Center/ Lianzhou General Aviation Airport.
2. The booth construction MUST be carried out strictly according to the approved design, and shall not be changed without permission.
3. If Airshow Group confirms that the contractor has not violated any rules and regulations in this letter and other relevant management regulations during the construction period, the deposit will be fully refunded after the show. For any violation that causes economic losses and negative effects on the exhibition, Airshow Group has the right to terminate the construction immediately and deduct part or all of the deposit as a penalty. The contractor shall bear the legal responsibility and compensate all the economic losses of Airshow Group if there is a major liability accident caused by the contractor’s fault.
4. Appoint full-time personnel to strengthen fire safety control on site. Equip with enough firefighting equipment, take measures of safety protection, make sure the construction operation is carried out by professional personnel, and ensure that the structure of the booth/chalet is stable, safe and firm, and conforms to the provisions of fire safety.
5. Responsible for the safety of the equipment, tools and articles as well as the safety of the employees.
6. If any fire, public security or other accidents occur during the construction period, please inform the security personnel of Airshow Group the first time and take necessary measures to prevent the expansion of the accident.
7. Cooperate with management, supervision and inspection of onsite fire control and security personnel, and take effective and immediate action to rectify potential dangers.
8. If our construction workers steal, smoke, sabotage, damage facilities or fixed assets belonging to the exhibition center, access the enclosed area without permission or violate management regulations of the exhibition center, we are willing to submit the case to the local public security dept., compensate for all losses, and be blacklisted and prohibited from participating in the shows hosted at Zhuhai International Airshow Center.

This Safety Guarantee shall come into effect after signing and chopped by exhibitor and his construction contractor. It is made in three copies, the exhibitor, construction contractor and Zhuhai Airshow Group Co., Ltd. hold each.

**Name of Exhibitor**  
**(Chop):** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Name of Contractor**  
**(Chop):** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

Please send the form to the official contractor of your exhibition area.

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____ Website: _____

## Letter of Appointment of Fire Prevention and Safety Supervisor

We hereby appointed Name: \_\_\_\_\_ (Mobile: \_\_\_\_\_) as Fire Prevention and Safety Supervisor of our company to organize and implement fire prevention and security management work.

The above appointment comes into effect as of the date of publication.

Company name (Chop)

Construction Contractor (Chop)

Date: \_\_\_\_\_

## Responsibilities of Fire Prevention and Safety Supervisor

1. Fire Prevention and Safety Supervisor is responsible for the Fire Prevention and Safety Officer, organizing and implementing fire control and safety management work.
2. Responsible for drawing up annual fire control work plan and the implementation of daily fire control and safety management work.
3. Organize and formulate fire control safety system and fire prevention operation procedures, and supervise the implementation.
4. Equip with fire control facilities, equipment and fire safety signs in accordance with national standards and industrial standards, and organize regular inspection and maintenance to make sure they are in good condition.
5. Responsible for drawing up financial programs, and organizing and implementing programs of fire prevention and safety.
6. Organize and implement fire prevention inspection and fire hazard rectification.
7. Organize and implement the maintenance of fire control facilities, fire extinguishing equipment and fire control safety signs of the company to ensure that they are in good condition and emergency exit is not blocked.
8. Organize and supervise full-time or voluntary fire brigades.
9. Organize training on fire control knowledge and skills, as well as drill according to fire fighting and emergency evacuation plans.
10. Direct initial fire fighting of the company.
11. Other fire prevention and safety management work entrusted by Fire Prevention and Safety Officer of the company.
12. Report fire control safety situations to the Fire Prevention and Safety Officer regularly and timely report major problems involving fire control safety.

**Please send the form to the official contractor of your exhibition area.**

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____ Website: _____

### Letter of Appointment Fire Prevention and Safety Officer

According to Fire Prevention Law of the People's Republic of China and Regulations on Fire Control Safety in Government Organs, Organizations, Enterprises and Institutions, we hereby appoint Name: \_\_\_\_\_ (Mobile: \_\_\_\_\_) as Fire Prevention and Safety Officer of our company, to carry out fire control laws and regulations, ensure fire control safety in accordance with the regulations, and be aware of fire control safety status of our company.

The above appointment comes into effect as of the date of publication.

Company name (Chop)  
Construction Contractor (Chop)

Date: \_\_\_\_\_

### Responsibilities of Fire Prevention and Safety Officer

1. Ensure fire control design and construction of new-built, expansion, and rebuilt projects (including indoor decoration and change of use) are in accordance with national fire control technical standards for construction projects.
2. In accordance with the requirements of the Fire Prevention Law of the People's Republic of China and other relevant provisions, relevant fire control procedures shall be approved for new-built, expansion, and rebuilt projects (including indoor decoration and change of use) to ensure the legality of the construction projects.
3. For public gathering places, applications for fire control safety inspection shall be submitted to county level (or above) local Public Security Fire Control Dept. before it is open for business. Those, who do not pass fire control safety inspection or fail to meet fire control safety requirements after inspection, shall not open for business.
4. Carry out fire control laws and regulations, ensure fire control safety in accordance with the regulations, and master fire control safety situation of our company.
5. Make overall arrangements for fire control work together with production, scientific research, operation and management activities, and approve the implementation of annual fire control work plan.
6. Provide necessary funds and logistics for fire control safety of the company.
7. Determine responsibility for fire safety at each level and approve the implementation of fire control safety system and fire prevention operation procedures.
8. Organize fire prevention inspection, supervise the implementation of fire hazard rectification, and settle major fire safety problems in time.
9. Set up full-time fire brigade and volunteer fire brigade according to fire prevention regulations. Part-time fire brigade must be set up at public gathering places and the number of part-time firefighters shall not be less than 30% of the number of employees in the place.
10. Organize and formulate fire extinguishing and emergency evacuation plans in accordance with actual situation of the company, and carry out drills.

**Please send the form to the official contractor of your exhibition area.**

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____ Website: _____

### Electricity Safety Responsibility

(Exhibitors and construction contractors must sign and chop this form and send it to official construction contractors)

According to "Regulations on Electricity Safety of Airshow China 2024", to create a safe exhibition environment, the Airshow Group undertakes to manage and distribute the electricity facilities. Our company, the owner of Booth/Chalet No.: \_\_\_\_\_, as well as our construction contractor, make the following commitment:

1. We shall strictly abide by "Regulations on Electricity Safety of Airshow China 2024", and shall bear any consequences, economic and legal responsibilities arising from improper installation or improper use of electricity during build-up, dismantling and show days.
2. We shall designate specialized personnel responsible for electricity safety and onsite maintenance of the booth, eliminate any safety risks in time and ensure the safety of the booth during build-up, dismantling and show days.
3. We shall comply with the supervision and management of related departments, use electricity carefully and take effective and immediate action to rectify potential dangers.
4. We shall carry out electrical construction in strict accordance with the Electrical Engineering Installation Standards. The connection and use of electrical equipment must be operated by electricians who shall be supervised by the Airshow Group.
5. Do NOT use "three no" (no Chinese logo, no factory name, no factory address) electrical products, unqualified products, inferior products or self-made electrical equipment.

This Form shall come into effect when signed and chopped by exhibitor and his construction contractor. It is made in four copies, with Airshow Group holding two, exhibitor and construction contractor holding one respectively.

It is an attachment of Order Form M3 - Electricity/Water/Compressed Air.

Exhibitor: (chop)  
 Legal representative  
 or safety officer (signature):  
 Onsite safety officer or electrician:  
 Mobile:  
 Date: \_\_\_\_\_

Construction Contractor: (chop)  
 Legal representative  
 or safety officer (signature):  
 Onsite safety officer or electrician:  
 Mobile:  
 Date: \_\_\_\_\_

**Please send the form to the official contractor of your exhibition area.**

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____ Website: _____

1. Log in to ht.airshow.com.cn and fill in the contractor's personal information including name, type of ID certificate, ID No., and mobile in the page of 'order management-temporary badge'.

2. After badge application is approved and made, badges can be picked up at the show site.

From October 8, 2024, Pick-up address: 215 of Airshow Center Hall 5

From November 4, 2024, Pick-up address:

the Official Construction Contractors counter at Exhibitor Registration Center at Gate 4 of Airshow Center/ entrance of Lianzhou General Aviation Airport

3..(1) Indoor and outdoor booth: For every 5 sqm, 1 free temporary badge is entitled. Extra badges are subject to RMB 100 each.

(2) Chalet **10 free badges per chalet unit (under 100sqm)**

**15 free badges per chalet unit (above 100sqm)**

**extra badge at RMB 100**

4. Official Construction Contractor will distribute temporary badges to exhibitors or their contractors who have submitted a set of raw space booth design drawing examination documents and paid for the deposit. Please present the Exhibitor's Authorization Letter & payment voucher of the Deposit before on-site application, It is also allowed to pay the Deposit by cash on-site.

5. When a contractor has a valid reason to be present during exhibition period(e.g. for maintenance or remedial purposes), he shall submit a written application via the exhibitor to Airshow Group by using the exhibitor's free badge quota or purchase an extra badge at their own expense.

Notice: **Special operation workers should indicated in the application form, and provide a copy of special operation certificate. The special operations mainly include electricians, welders, aerial work and air conditioning and refrigeration.**

**Exhibitor's Authorization**

Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send the form to the official contractor of your exhibition area.**



Exhibition Name 展览会名称: AIRSHOW CHINA 2024  
 Exhibition Date 展览会日期: Nov 12 – 17, 2024  
 Exhibition Venue 展览会地点: Zhuhai Airport, P.R. China

**LIST OF EXHIBITS 展品装箱清单**

Please fax the completed form(s) to 0086-20-61240091 or E-mail to Jimmy.zhu@aptshowfreight.com

请填写表格并传真到 0086-20-61240094 或电邮到 Jimmy.zhu@aptshowfreight.com

参展商:					展馆号:					展台号:				第 页				
Name of Exhibitor:					Hall No.:					Stand No.:				Page No:				
箱号 Case No.	包装材料 Outer Packing	熏蒸编码 IPPC Number (If any)	货物名称规格摘要(中文) Description of Contents in Chinese	货物名称规格摘要(英文) Description of Contents in English	原产地国家 Country of Origin	商品编码 HS Code	尺码(长*宽*高)厘米 DIM (L*W*H) CM	立方米 CBM	数量 QTY	毛重 Gross Weight (KG)	净重 Net Weight (KG)	单价 U/Price US\$	总价 Total CIF US\$	展品处理方法 Disposals				
														运回 Return	出售 Sold	赠送/消耗 Given Away / Consumed	放弃 Abandoned to Customs	
总体积 TOTAL CBM									总重 TTL G.W				总值 TOTAL US\$					

Company Chop (公章): \_\_\_\_\_ Signature of Responsible person (负责人): \_\_\_\_\_ Title (职位): \_\_\_\_\_ Date (日期): \_\_\_\_\_

IMPORTANT: BRAND NAME, MODEL NUMBER & SERIAL NUMBER MUST BE PROVIDED FOR MOCK UP, MACHINERY AND/ OR ELECTRONIC EXHIBITS

We declare that the information given above is true and correct. 我声明以上所填报的所有资料均为真实及正确无误。

Company: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____ Website: _____

EQUIPMENT	QUANTITY	RENTAL PERIOD	UNIT PRICE ( NORMAL WORKING HOURS )	AMOUNT (RMB)
SCISSOR LIFT		Rental Date : _____ Time: From _____ Until _____	8m, RMB600.00/hour; 12m, RMB 800.00/hour; Min Order: 2Hours	
BOOM LIFT		Rental Date : _____ Time: From _____ Until _____	18m, RMB1200.00 /hour; 22m, RMB 1500.00 /hour 28m, RMB 1800.00/hour Min Order: 2Hours	
			Total (RMB)	
			30% Surcharge for order later than above-mentioned deadline	
			Grand Total (RMB)	

**TERMS AND CONDITIONS**

1. **Please fill out this application form based on your daily rental request.** All rented equipment and tools shall be rented for at least two hours. Less than 2 hours will be charged for 2 hours, after which, less than 1 hour will be charged for 1 hour.
2. All charges are valid from 8:00 am up to 6:00 pm. Overtime operation is subject to a surcharge of 50% of the basic rate.
3. Any exhibitor or construction contractor personnel involved in the hanging work must comply with the national and Guangdong provincial safety work guidelines. Safety helmet and reflective clothing must be worn when working at height, safety belt must be fastened and set up caution tape. No one is allowed to climb up to the scissor/boom lift while working at height. When using the aerial platform pay attention to its front and rear up and down sides to avoid bumping into obstacles.
4. The exhibitor or contractor must appoint a dedicated person to monitor the whole operation process at high altitudes to ensure safety. The exhibitor or contractor is fully responsible for the work at height on their booth.
5. **Cost of insurance coverage is not included in our charges for rental equipment. It is the responsibility of each**

exhibitor to arrange an Insurance Policy covering the worker/contractor during the whole operations period of move-in & move-out.

6. Cancellation of rental equipment must be submitted by written form before Oct 28, 2024. And a 30% cancellation fee will not be refundable.
7. Rental of equipment will be ordered on a "First come First served" basis.
8. **Payment: Full settlement of rental charges must be paid to official forwarders before Oct 9, 2024. All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset. After payment, remittance confirmation from bank must be verified by official forwarders.**
9. All business is only transacted in accordance with our Standard Trading Conditions. A copy is available upon request.

**Exhibitor's Authorization**

Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send the form to the official contractor of your exhibition area.**

Company: _____	Chalet No.: _____
Contact Person: _____	E-mail: _____
Tel/Mobile: _____	Fax: _____ Website: _____

We hereby appoint the following company as construction contractor of our chalet.

Contractor : \_\_\_\_\_

Address : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Email : \_\_\_\_\_

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

Mobile : \_\_\_\_\_

**Invoice Mailing Address:**

Company Name : \_\_\_\_\_ Contact Person : \_\_\_\_\_

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

Email : \_\_\_\_\_

Address : \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Deposit Refund Account:**

Beneficiary: \_\_\_\_\_

Bank: \_\_\_\_\_

Account No.: \_\_\_\_\_

Swift Code: \_\_\_\_\_

Bank Address: \_\_\_\_\_

**Notice:**

1. All non-official chalet construction contractors MUST pre-register themselves.
2. On registration and when applying for Temporary Badges, all contractors should pay a refundable **performance bond** in advance by bank transfer or in cash on-site . Performance bond will be returned in full within 60 days of the completion of the show provided that no damage has been caused by the said contractor.
3. Chalet construction contractor is required to pay performance bond in full before the Temporary Badge can be issued to enter the site for decoration. Details are below:

Item	Temporary Badge	Performance Bond
Cost	Free:15 badges/unit (over 100 sqm) 10 badges/unit (less than 100 sqm) Extra: RMB100 per badge	RMB50,000.00

4. To apply for temporary badges, please contact the Official Construction Contractor in your exhibition area.
5. Exhibitors and/or their appointed contractors must get approval from the Official Construction Contractor for all drawings/designs of their chalets prior to construction. Such drawings/designs with detailed dimensions including building materials must be submitted before Sep. 30,2024.
6. Exhibitors or Non-Official Chalet Construction Contractors who need to work beyond the normal working hours (08:00-18:00) MUST submit their request accompanied by payment for overtime charges (18:00-22:00, RMB4000/Unit /4hrs, less than 4 hours shall be charged as 4 hours) to Airshow Group.

**Exhibitor's Authorization**

Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send the form to the official contractor of your exhibition area.**

**M16 Monitor Installation Application**

**Deadline: Sep. 30, 2024**

Company Name: _____	Booth/Chalet No.: _____
Contact Person: _____	E-mail: _____ Tel/Mobile: _____

1. Exhibitors, construction contractors and service providers must conscientiously implement the guidelines and policies of the People's Republic of China and Zhuhai Municipality on cybersecurity management, and strictly abide by laws, regulations and rules, including but not limited to the Cybersecurity Law of the People's Republic of China, the Regulations on the Protection of the Right of Information Network Communication, the Administrative Measures for Internet Information Services, and other relevant laws and regulations, take primary responsibility for cybersecurity in accordance with the law, properly manage the electronic displays at their respective booths and broadcast the relevant content in a lawful, safe, accurate and standard manner.

2. In order to implement Zhuhai Municipality cybersecurity management, all booths, chalets, and conference rooms where electronic displays are erected must be filled in by exhibitors or builders and sent to the official contractor before the deadline.

NO	Monitor Brand and Model	Booth/Chalet Number	Size	Name of operation unit	Emergency Contact	ID/Passport	TEL/Email	Contractor Name and Contacts	Wired\ Wireless\ Stand-alone	Internet Connected (YES/NO)	IP Address (If has)	Screen Sharing (YES/NO)	Backend of Play Content	Backend IP address	Name of Backend Manufacturer	Update Way
1																
2																
3																

**Exhibitor's Authorization**

Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send the form to the official contractor of your exhibition area.**

## Part 5 Appendix

No.	Description
1	Notice on Shell Scheme Setup
2	Notice on Raw Space Setup
3	Notice on Booth Design
4	Electricity/Water/Compressed Air
5	Fire Prevention and Safety Guidelines
6	Instructions for Applying for Temporary Vehicle Pass
7	Domestic Shipping Mark
8	Notice on Work Safety Management
9	Initiatives to Promote "Green Airshow"
10	Penalty Standard for Violations
11	Notice of Move-out



### **Appendix 1 Notice on Shell Scheme Setup**

1. Only one display equipment (500w or less) can be used for one socket. Multi-Outlet is forbidden.
2. If exhibitors bring their own lighting fixtures, they need to rent the "power connection" service from the official construction contractor of the exhibition area. It is forbidden to wire from the socket when lighting electricity. Power will be cut off for any violations. If you do not rent the power connection service, you need to rent a separate electrical box to connect the lighting fixture. Exhibitor takes all responsibility for any violation.
3. Exhibitors who bring along with their electrical appliance over 500W shall declare to the official construction contractor, and rent an electricity box for the power supply of the equipment.
4. If exhibitors order two adjoining standard booths, without special request, official construction contractor will remove the partition panels. Exhibitors who need the partition between the booths shall apply to official construction contractor.
5. Airshow Group has the right to place switch boxes and overload distribution boxes in the appropriate place inside the booth.

## Appendix 2 Notice on Raw Space Setup

### 1. Contractor Qualification Requirement

1.1 Appointed by single-deck booths: Registered capital is required to be more than RMB2, 000,000, and should be established no less than 3 years;

1.2 Appointed by double-deck booths: Registered capital is required to be more than RMB3, 000,000, and should be established no less than 5 years;

Please note that Airshow Group has the right to reject the Contractor's entry and all related applications if the appointed contractors cannot meet the above qualification requirements.

### 2. Moving in/out of Badge Management

2.1 Every worker must wear a temporary badge to enter exhibition site during move-in/move-out period for identification.

2.2 Temporary badge will be distributed by the official construction contractor. Temporary badge is only valid during moving in/out period. Airshow Group rejects entry of people without badges into show site.

2.3 Exhibitors or their contractors should apply for vehicle passes in advance. Please refer to Form Appendix 6 for Temporary Vehicle Pass.

2.4 Official construction contractor will only distribute temporary badges to those exhibitors or contractors who have already submitted all necessary booth design documents and made all necessary payments.

2.5 Raw space booth exhibitors and their constructors, please apply for temporary badges from the official construction contractor of the exhibition area and apply for Temporary Vehicle Pass from the Chengdu Zonglian Exhibition Logistics Co., Ltd. in advance. Official construction contractors and Chengdu Zonglian Exhibition Logistics Co., Ltd. shall prepare temporary badges and temporary vehicle pass after receiving applications. See Form M12 "Temporary Badge" and Appendix 6 "Instructions for Applying for a Temporary Vehicle Pass" for details on how to obtain temporary certificate.

### 3. Construction Insurance Requirements (Compulsory for All Raw Space Booths)

3.1 Contractor must purchase public liability insurance for life casualties and property damage. The amount of public liability insurance should not be less than RMB 5,000,000 for each case. The amount of workers' accident and casualty insurance should not be less than RMB 5,000,000 for each case.

3.2 This insurance should be valid during all show days, including move-in and move-out periods.

3.3 Exhibitor shall make sure that its contractor has the above insurance documents and ensure that the booth setting work is covered by such insurance.

3.4 Contractor is required to provide necessary insurance certificate before move-in, otherwise, official construction contractor reserves the right not to distribute temporary badge.

3.5 Exhibitors shall not employ contractors without purchasing insurance.

Insurance shall meet the following regulations:

Employees' Injury or Casualties	Limit of Indemnity	In Aggregate	No more than RMB5,000,000
		Per Occurrence	No more than RMB 5,000,000
		Per Person	No more than RMB 500,000
	Deductible (Any One Accident)		RMB 1000 or 10% of the adjusted loss, the higher principle
Conditions		To The Bearer	
Injury or Casualties of the Third Party/ Exhibition	Limit of Indemnity	In Aggregate	No more than RMB 5,000,000
		Per Occurrence	No more than RMB5,000,000

Venue, Property Loss		Per Person	No more than RMB 500,000
	Deductible (Any One Accident)		RMB 1,000 or 10% of the adjusted loss, the higher principle
Property Damage of Buildings, Fixed Equipment, Ground and Foundations Rented in the Exhibition Venue	Limit of Indemnity of Property Damage		No more than RMB 100,000
	Deductible (Any One Accident)		RMB 1,000 or 10% of the adjusted loss, whichever is higher.

#### 4. Raw Space Setup Management Regulations

##### 4.1 Single-deck raw space regulations

- 1) Indoor booth height limitation is 5 meters, and outdoor booth height limitation is 4.5 meters.
- 2) The booth number must be prominently displayed, such as "H2A1".
- 3) Construction materials should be non-combustible. DO NOT use combustible materials, such as elastic cloth, straw, mat, etc.
- 4) It is not allowed to cover the top of the booth completely. Maximum ceiling cover shall not exceed 1/2 of the booth area. At least 1 suspended dry-powder fire extinguisher is required for every 15sqm of ceiling area.
- 5) Single backdrop design is Not recommended. The ground contact width of the single backdrop in all exhibition stand structures should not be less than 600mm. Vertical projection of backdrop cannot exceed its contact area with ground, and its structural gravity cannot be over 1/3 of its height.
- 6) The ground contact width of the main load-bearing wall in all exhibition stand structures should be not less than 120mm.
- 7) To ensure the overall stiffness and stability of the exhibition stand, supporting facilities should be added for wooden structures over 6 meters span.
- 8) To ensure the overall stiffness and stability of the exhibition stand, supporting facilities should be added for steel structures over 9 meters span.
- 9) For a horizontal structure doorway, its thickness should not be less than 120mm. A flange should be arranged above the structural support column to increase the support area. The support column should use a diameter of more than 100mm non-welded steel material and the bottom of the column must be welded to an iron chassis with a diameter of no less than 600mm or a 600mm×600mm iron chassis. Details involving structural support must be clearly explained in the drawing submitted to official construction contractor.
- 10) For vertical structure doorway, the support column must be penetrated the above structure at least 200mm. The support column should use a diameter of more than 100mm non-welded steel material, and the bottom should be welded with a steel chassis minimum 500 mm in diameter and 10mm thick. Details involving structural support must be clearly explained in the drawing submitted to official construction contractor.
- 11) For a booth structure built with a truss, bolts must be used to connect the truss. Each bolt hole on the truss must be bolted, and iron wire or other materials are prohibited for connection. The back of the truss must not use bracing. It must use at least a 0.5m rectangular frame or a right angle support with weight-bearing objects.
- 12) For booths with beam connection on the top, detailed structural drawings of the beams and the main body must be provided. The structural strength should meet the required loading. The beams must be made of steel and firmly connected. Connection of columns and beams must use bolts or other safe fixing materials, and no connection forms such as lap joints or lashings are allowed.
- 13) Contractor can decorate booth with tempering glasses. For safety reasons, the minimum thickness of tempering glass is 8mm. Glasses used in the booth must be bead-glazed with a bracket and not for bearing support. Special metal fittings should be used to install the glass to ensure the safety of the glass. If large areas of glass are used,

warning signs should be posted on the glass. If a glass floor is used, structural support columns and walls must be fixed to the floor and not positioned in a smooth position.

14) Any part of the booth, including exhibits, lighting, fascia, logo, shall not exceed the booth area and height limitation.

15) Balloons are prohibited. No fires or flammable gases are allowed in the hall.

16) If the backboard is higher than that of the adjacent booth, exhibitor should cover the higher parts with a white cloth or other white decoration materials in compliance with Airshow Group's requirement.

17) Except for island booths, exhibitors should set up their own backboard. DO NOT use the board of the adjacent stand. Do not display company name or trademark on the backboard next to the adjacent booth. It must be placed at least 1m off the board.

18) Construction insurance is compulsory for raw space booths.

19) Air conditioners and elevators are not allowed to be installed in the raw space booths.

20) Due to the strong wind outside, please take stability and safety into consideration when making the booth design.

21) If the exhibitor would like to set up a tent outdoor, make sure to receive the approval on the dimensions, design and position from the official contractor in advance.

22) Exhibitor and contractor who set up a tent MUST ensure the safety of the tent and take all the responsibilities. Tents are not allowed at indoor booths

23) If exhibitors would like to build a platform, every corner of the platform should be wrapped well for safety.

24) Booth near the entrance of exhibition hall has to be constructed with a steel-wood or metal framework structure to avoid safety hazards caused by wind.

25) Catering areas are not allowed within the open areas of the booth.

#### 4.2 Double-deck Booth Construction Management ( Double-deck booth should comply with the regulations both in 4.1 and 4.2, no double-deck is allowed for outdoor booth )

1) Height limitation is 7 meters.

2) Exhibitor can build a double-deck booth, on the condition that he has ordered a first-deck booth of a minimum of 100 sqm and paid for the second-deck surcharge.

3) The second deck can only be used for business talks. Installation of exhibits and samples is forbidden. The area of the second floor shall not exceed half of that of the first deck.

4) Safety fence on the second floor shall be higher than 1.5 meters. Contractor shall set up a 50mm skirting line in case of objects fall.

5) Load-bearing structure material must be steel and with electric leakage protection. Decoration materials must be noncombustible. The materials for booth setting should be in line with national standards on floor, panel, ceiling, etc.

6) If there is an adjacent booth, Exhibitor should set up a backboard with a height limitation of 5 meters. The minimum safety clearance between the backboard and the second floor should be 1 meter.

7) The purposes for the upper floor should be specified in all application documents. The minimum loading capacity should be  $5\text{KNS}/\text{m}^2$ , but if it is for business talks, office or lounge, it should be at least  $2\text{KNS}/\text{m}^2$ .

8) All ladders must be constructed according to DIN18065 standards, with a minimum loading capacity of  $5\text{KNS}/\text{m}^2$

9) As the fire sprinkler is blocked by the double-deck structure, for safety reasons, one 6 kg suspended fire extinguisher must be equipped at the bottom deck per  $20\text{ m}^2$ , two per  $20\text{-}40\text{ m}^2$ , and so on.

10) The drawing for the double-deck structure must be verified and signed by a registered structural engineer. The contractors shall bear all the charges incurred.

11) The above drawings must be delivered to official construction contractor before Sep 30, 2024 by express mail. Exhibitors and their contractors take all responsibilities and bear surcharges for overdue submissions.

12) If the booth is a double-deck structure and the second floor is  $200\text{ m}^2$  or more, the booth design must include two stairways.

Express Documents for Double-deck Structure (all in triplicate) to official construction contractor to verify and record, delivery fee prepaid :

- A. Raw Space Contractor Registration and Safety Declaration (M7), three copies
- B. Bottom floor plan, three copies
- C. Second-floor plan, three copies
- D. Perspective and side elevation, three copies
- E. Section plan, three copies
- F. Circuit diagram (in clear indication), three copies
- G. Static load text report or static load calculation sheet, three copies
- H. Booth planning manual and breakdown of materials, three copies
- I. Copy of registration structural engineer certificate (with photo), three copies

#### 4.3 Onsite Construction Guideline

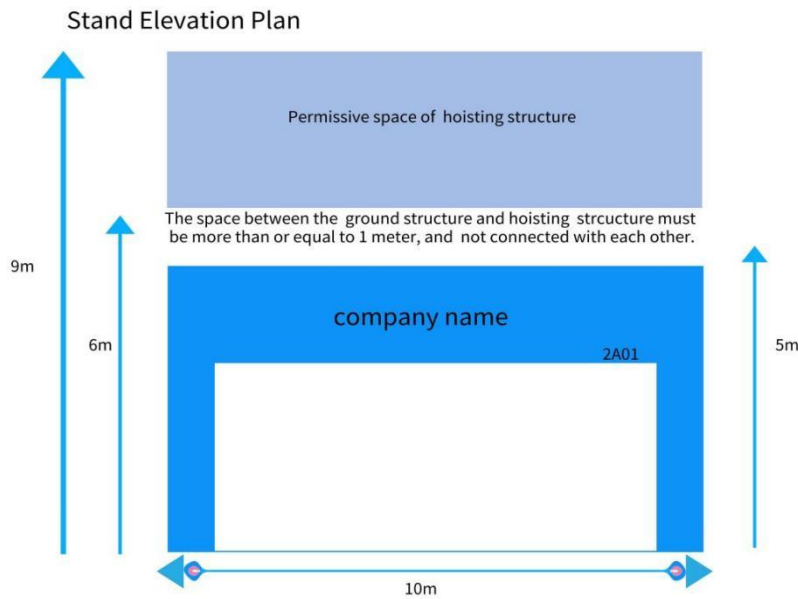
- 1) Workers shall wear their badge during move-in and move-out period. Badges are not transferable.
- 2) Workers should wear helmets in exhibition halls during move-in/move-out period. Aerial (above 2 meters) operators must wear anti-falling safety belts, helmets and use scaffolds instead of wooden stepladders.
- 3) On-site spraying or painting is strictly prohibited.
- 4) Welding or using an electrical saw is strictly prohibited.
- 5) Exhibits and construction materials shall be kept 1.5 meters away from the wall. Do not lean anything on the wall in case of any damage.
- 6) Exhibitors and builders should pay attention to the size of the exhibition hall door, stairwell, freight elevator and other exhibition hall parameters for transport of booth components. Wheels of vehicle shall not roll over the manhole cover of the exhibition hall. Exhibitor/Contractor should be responsible for the repairing expense of the facilities in the hall if they cause any damage.
- 7) Parts of the stand structure must be made before moving into the hall and assembled in exhibition hall.
- 8) Contractor shall clean all the construction/waste materials or empty boxes/cartoons, wooden structures, display stands and equipment out of the hall after moving in and out.
- 9) Construction must be strictly correspondent with the approved design. Any revision without approval is prohibited. Airshow Group and Official Construction Contractor reserve the right to stop the construction when it happens. Exhibitor/contractor shall be responsible for all the loss.
- 10) Exhibitors or their contractors shall prepare airtight containers for waste liquid, which is not allowed to be disposed of at the show site.
- 11) Aerial (above 2 meters) operator must use stable and qualified scaffolds. Scaffolds with more than two layers are prohibited. If operation height exceeds that, an engineering lift can be used.
- 12) No more than 2 workers can work on one scaffold at the same time. Before using the scaffold, contractor must fasten safety belt and make sure the floor is flat. If there are wheels at the bottom of scaffold, wheels must be locked and one or two workers should hold them to avoid moving. It should be moved slightly if necessary.
- 13) Stepladder over 2 meters high is prohibited. Contractor must send one worker to hold stepladders in case of falling.
- 14) It is not allowed to move scaffold or stepladder when they are in use. Workers should stand by and take protection measures. Scaffolds, stepladders or any tools cannot be placed on the fire hydrant.
- 15) Exhibitors and contractors cannot damage facilities of exhibition halls, and shall not reinforce the booth by using facilities in the hall, such as floor, ceiling, pillars, pipes, etc.
- 16) Neon light and flashlight are forbidden in exhibition halls. Some of the monitor cameras might be blocked by the booth structure. Exhibitors can install his/her own monitor camera in order to prevent property loss.
- 17) Booth construction must correspond to the submitted design and drawings, and should be inspected and

supervised by an official construction contractor. In case of violation, an oral warning or even a disqualified construction permit will be imposed. Exhibitor's contractor shall be responsible for all consequences. When designing booth, please refer to exhibition hall specifications, i.e. height limit, floor loading, etc., according to this manual. Booth structure, exhibits, or any part of the booth cannot exceed the height limit to ensure hall facilities run smoothly.

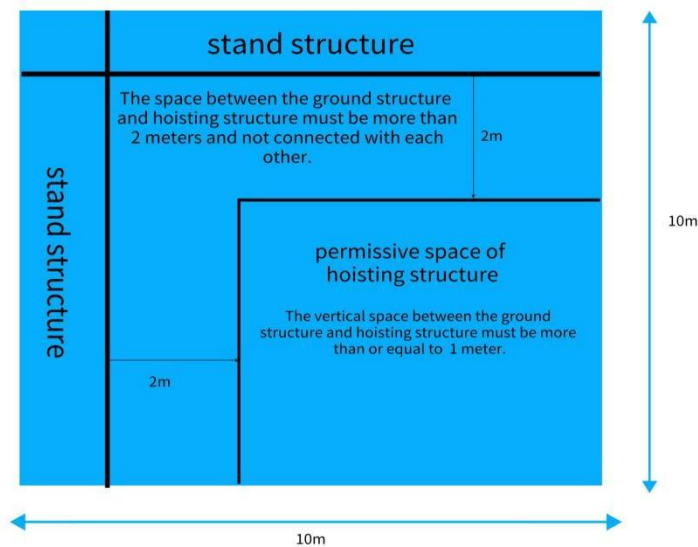
18) If an exhibitor has large exhibits that require installation and involve working at heights of 2 meters or more, the exhibitor's installation personnel must comply with the exhibition's construction safety management regulations.

### 5. Hoisting Point and High Aloft Operation Instruction

5.1 Total weight of a single structure should not exceed 1000 kg, and the capacity of each hanging point should not be over 200 kg. The hoisting structure is limited to 9 meters high(Single Deck Booth), 10 meters high(Double Deck Booth) and cannot be connected to the ground structure. Structures should keep at least 1 meter perpendicularly, and at least 2 meters horizontally.



### Stand Floor Plan



5.2 Exhibitors or contractors must provide official construction contractors with force distribution maps of hanging points. Official construction contractor reserves the right to judge and feedback on the appropriate number of hanging points according to the actual situation. Exhibitors or contractors must adjust accordingly. Please note that the actual amount of the points shall be confirmed on-site according to materials, venue facilities, etc, and cannot be reduced. Owner of exhibition halls reserves final right of approval.

5.3 The hoisting structure must be made up of stable metal materials. Pure wooden structure is strictly prohibited from being hoisted.

5.4 The suspension point is limited to booth structure. It is forbidden to suspend any display screen or lighting and power equipment exceeding 1KW, including but not limited to television, LED, plasma, projection screen, etc.

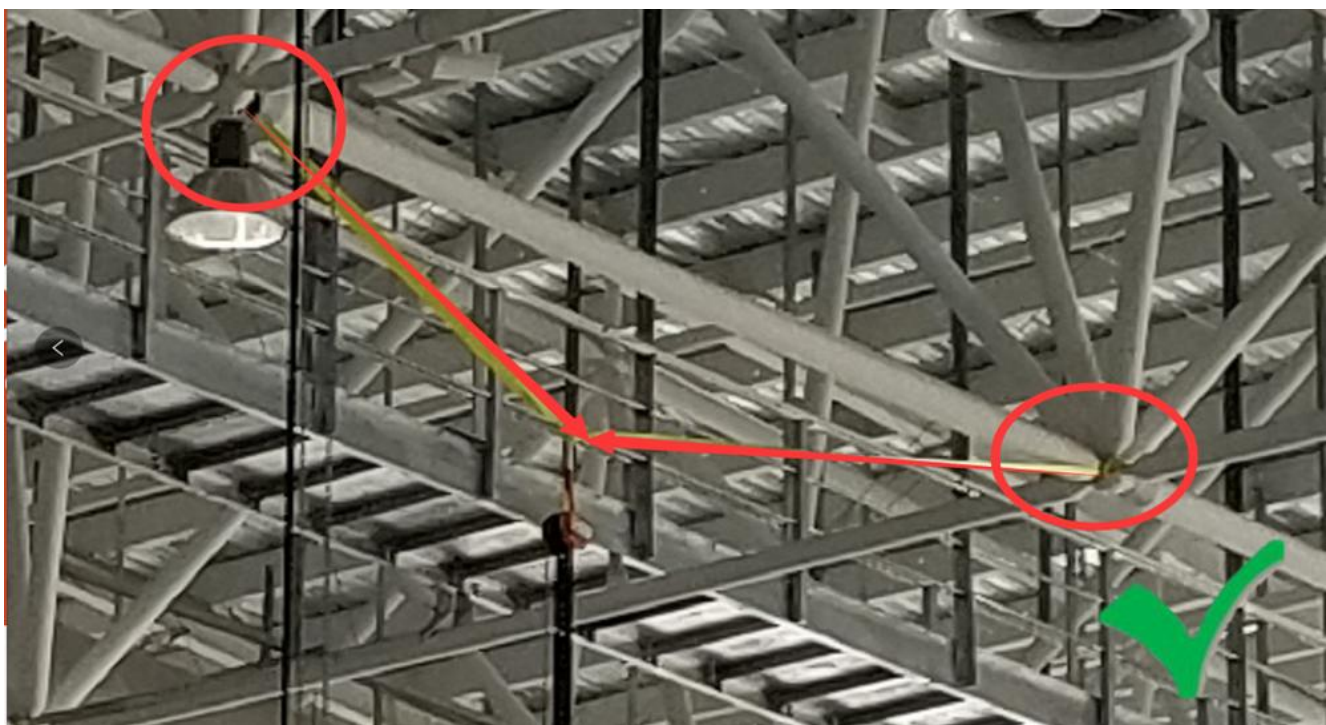
5.5 The hoisting structure shall use following scale truss: aluminum alloy (minimum 200×200mm), and iron (minimum 300×300mm). The truss shall use steel wire hope to connect with the structure.

5.6 Please contact official forwarder to rent a scissor lift or boom lift. Hoisting operation and lifting up the structure must be carried out by professionals with related certificates under the supervision of an official construction contractor.

5.7 The structure must be suspended vertically. Cable-stayed suspension structure is strictly prohibited. If there is no suspension point above the structure vertically, one or more auxiliary suspension points must be added. Suspension form must be confirmed on-site by official construction contractor. Objects that need to be suspended must be solid and reliable metal structures.

5.8 All hoisting points must be connected to the cross point of the top structure. Please refer to picture below.

Correct case:



5.9 The cost of each hanging point is RMB 3,000. The fee does not include the design, overhead equipment rental fees or lifting point operation. For details please refer to Form M6.

5.10 Suspension materials must be honestly reported to official construction contractor, and operation can only be carried out after approval. If unapproved operation is found on-site, a 100% deposit will be deducted and hanging is not allowed afterward.

5.11 Anyone working at heights (2 meters or above) must wear a helmet, and a safety belt and take other necessary safety measures to prevent injury from falling or fallen objects. Those who do not wear safety helmets and safety

belts will be fined RMB 500.

5.12 Workers must adopt qualified tools that meet safety requirements. It is prohibited to throw tools at others, or operate after drinking.

5.13 For safety reasons, scaffolds are prohibited. Please contact official forwarder to rent scissor lift or boom lift. For details, please refer to Form M15.

5.14 For non-island booth designs using suspended ceiling structures, the side of the suspended ceiling structure facing adjacent booths must not display the exhibitor's logo, company name, or any other related company text or slogans.

5.15 The suspended ceiling structure within the booth must be constructed as a unified whole; it is not allowed to be divided into two or more separate sections.

5.16 Booths located near the walls of the exhibition hall are not permitted to have suspended ceiling structures.



### Appendix 3: Notice on Booth Design

1. Raw space builder must submit relevant documents to official construction contractor in the exhibition area before the deadline for approval.

Huayang Hengtong Expo Group			
Service Area: Hall 1-8, West Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space on the south of Hall 1-7, Chalet at Block A, B, C, D and Airshow Complex			
Add:No. 111, Hanzhuang South Street, Jinhai Lake Town, Pinggu District, Beijing China			
Contact Person	Tel.	Mobile	Email
Mr.Wang	+86 851-84854717	+86 13329611099	wangyang@hyht-ad.com
Mr.Zhang	+86 10-67170707	+86 18610160629	zhangdiansheng@hyht-ad.com
Electricity and Drawing Application Website: <a href="http://39.105.60.82/esm-hyht/login">http://39.105.60.82/esm-hyht/login</a>			

CANTON FAIR EXHIBITION DESIGN AND CONSTRUCTION CO.,LTD.				
Service Area: Hall 9-13 East Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space between Hall 11-13 and the Lawn, Chalet at Hall 9-13 and Lianzhou General Aviation Airport				
Add: Office 1+002 Area A No.382 Yuejiangzhonglu Road,Guangzhou, China				
Service Area	Contact Person	Tel.	Mobile	Email
Hall 11-13	Ms.Zheng	+86 20-89139720	+86 13826133620	cfedc01@cfedc.net
	Ms.Feng	+86 20-89139753	+86 15625102652	
Lianzhou General Aviation Airport	Mr.Du	+86 20-89139527	+86 13922276827	
Electricity and Drawing Application Website: <a href="https://selfservice.cantonfairedc.com/index.html">https://selfservice.cantonfairedc.com/index.html</a>				

2. The scale of “raw space Booth Design Drawing” shall not be smaller than 1:100, and clearing indicating floor, height, weight, equipment, color, materials, facility, AV, and so on. Electrical layout plan and electricity distribution Plan must be clear and detailed.

3. Booth number must be prominently displayed at the booth, otherwise, Airshow Group reserves the right to put the booth number at his/her booth. Exhibitor shall bear the production fee accordingly.

4. Prior to booth setting, raw space contractor should carefully check and make sure its booth location and dimensions are strictly in line with the Floor Plan, which is provided by Airshow Group. If the actual location or dimension does not match the Floor Plan, please inform Airshow Group immediately for amendment. Otherwise, Airshow Group shoulders no responsibility, while exhibitor and his contractor shall modify the construction and bear the fee.

5. Official Contractor is responsible for the booth design approval, and will send feedback to the exhibitor/contractor within 7 working days after receiving the design. Official Contractor has the rights to give instructions to contractor to revise the design until it meets the requirements of the relevant regulations. Official Contractor will submit the approved design to Fire Bureau and will reply to exhibitor/contractor if further revision is required.

6. Procedure of Design Submission and Design Approval:



7. Submission Requirements for Raw Space Design (Deadline:Sep 30, 2024)

Forms & Documents	Drawings
<p>A. Form M7 Construction Safety Declaration</p> <p>B. Form M8 Safety Guarantee</p> <p>C. Form M9 Letter of Appointment of Fire Prevention and Safety Supervisor</p> <p>D. Form M10 Letter of Appointment of Fire Prevention and Safety Officer</p> <p>E. Form M11 Electricity Safety Responsibility</p> <p>F. Form M12 Temporary Badge</p> <p>G. Copy of the Insurance Document</p> <p>H. Copy of the Business License of Contractor</p> <p>I. Copy of the Identity Card of the Legal Representative of the Contractor</p> <p>J. Copy of the Electrician Certificate</p> <p>K. Appendix 10 Penalty Standard for Violations</p>	<p>1. LAYOUT PLAN</p> <p>2. ELEVATION VIEW</p> <p>3. PERSPECTIVE VIEW(multiple)</p> <ul style="list-style-type: none"> <li>- Able to show the inner structure</li> <li>- Bearing &amp; supporting specification</li> <li>- Connection specification</li> </ul> <p>4. ELECTRICAL LAYOUT PLAN</p> <p>5. ELECTRICAL DISTRIBUTION PLAN</p> <p>6. MATERIAL SPECIFICATION</p>

Notice: The above documents without company stamp are regarded as invalid. Exhibitors and contractors shall take all responsibility for all losses caused by late submission of the above documents.

#### Appendix 4: Electricity/Water/Compressed Air

1. Wires should be ZR-BVV (flame-retardant, double-plastic-coated copper wire) and shielded. Twisted and aluminum wires are forbidden, and exposed wires must be bushed.
2. Electrician must be qualified and with a certificate. Electricians must follow the guidelines of the show and compulsory operation regulations and standards of China. All exhibits must be CE and QC proved. Airshow Group has the right to remove violators or unqualified exhibits out of the exhibition. All equipment and materials such as DB boxes and cables used on site must comply with IEC/EN/GB standards, and gas pipes and water pipes must comply with GB standards
3. If single-phase load exceeds 10A, three-phase design should be adopted, with an even distribution of total power load.
4. Booths shall be equipped with a switch box with a leakage protector (30mA, which is compulsory for all raw space setting companies), installed in a secured position for inspection.
5. Each electrical circuit must have a special protective ground wire and be connected to any metal object that may be in contact with leakage current; the electrical circuit must be covered by a bridge board for safety protection when crossing the walkway. For electrical appliances or metal shells that may be charged with electricity, the display rack must be reliably grounded.
6. All downlights and quartz lamps shall be protected by asbestos pad. There must be louvers in advertising lamp boxes and lamp stands. Triggers must be in the line with the related qualification standard. High-power lightings should be installed with a protective cover (such as a tungsten lamp<above 100w>).
7. Exhibitors and contractors should take good care of electrical equipment in hall. DO NOT use wire privately and disorderly. Once found, the exhibitor takes all responsibility for any losses and damage.
8. Please cooperate with Airshow Group and official construction contractor for electrical equipment inspection.
9. Electricity used for construction shall not be used for debugging lamps and equipment.
10. In principle, a power supply room should not be installed in an enclosed space. If it is, please DO NOT lock the door and stick the logo “power supply room” on the door. Do not place combustible materials and water dispensers around the switch box.
11. The load bearing of all switches and cables shall be controlled within 80% of the nominal design capacity.
12. All electrical boxes must be placed in the location approved by Airshow Group. During move-in period, contractors must lead the electricity out of the socket box designated by Airshow Group. It is not allowed to use the ditch as routing path of the booth, or to access booth power box or floor cabinet without permission.

13. Qualified cables and sheathed wires must be used for electrical circuits. Twisted pair wires and aluminum core wires are strictly prohibited.

14. Installation and operation guideline: all electrical installations must be carried out according to the latest applicable regulations. Electrical conductivity must connect to ground. Copper wire and cable are required, and wire section must be more than or equal to 1.5 mm. Electrical materials must be equipped with adequate load-carrying capacity. No double stranded or aluminum wire can be used. As for wire, a three-phase five-wire system (L1, L2, N L3, PE) should be used for line voltage, while single-phase three wire system (L, N, PE) should be used for phase voltage.

15. Direct connection of water and gas equipment to pipelines of the venue is prohibited. Valves should be installed at water inlet or air inlet. Please declare water points for water used for exhibition, and it is strictly forbidden to take water from restroom.

16. All pressure vessels and equipment brought into the venue shall comply with relevant safety standards and regulations. Safety pressure resistance of equipment and pipes using compressed air equipment must be equivalent to or more than 15Kg/cm, and pipe mouth connection should be fastened with a throat, and no wire or other articles should be used to tie it.

17. All flammable or explosive exhibits must be replaced by models. Air compressors and other pressurized container equipment must be placed at the venue designated by Airshow Group.

18. Exhibitors are not allowed to bring along their own air compressors. Should exhibitors require compressed air, please contact official construction contractor for further information.

19. For safety reasons, official construction contractor is the only company with permission to connect and wire water source and electricity supply. Electricity installation and connection in the venue must be performed by official construction contractor designated by Airshow Group. Exhibitors are not allowed to use universal power outlets and plugs. It is strictly prohibited to use the facilities of fixed electric boxes in exhibition venue without authorization

20. If exhibitors require electricity supply, please apply by submitting Form M3 to Official Construction Contractor before Sep 30, 2024. Overdue applications are subject to Official Construction Contractor's final approval and extra cost will be charged. Late payment (after Sep 30, 2024) will be deemed to cancellation of the order.

## Appendix 5: Fire Prevention and Safety Guideline

### 1. General Requirements

1.1 Exhibitors, contractors and service providers shall comply with the fire safety policies and guidelines of the People's Republic of China and Zhuhai and strictly observe each rule, regulation and provision. Matters related to fire safety at Airshow China 2024 will be carried out in accordance with Fire Prevention Law of the People's Republic of China, Code for Fire Prevention in Design of Interior Decoration of Buildings, Provisions on the Administration of Fire Control Safety of Key Entities, Code for Fire Prevention of Exhibition Building and Exhibits Arrangement and other laws and regulations.

1.2 During move-in, show days and move-out, all matters related to booth set-up, decoration, dismantling and maintenance shall be carried out in compliance with Airshow Group's fire safety rules and requirements. Airshow Group and other related departments reserve the rights of supervision, inspection and management, and exhibitors, contractors and service providers shall actively cooperate with them.

1.3 Airshow Group has drawn up From M7 Construction Safety Declaration, which shall be signed and stamped by exhibitors and their contractors, and submitted to official construction contractor before the deadline.

1.4 Exhibitors and contractors must establish a safety inspection system and organize fire safety education and training. They shall assign dedicated personnel responsible for fire safety, who shall have a safety officer logo or other appropriate markings on their apparel while at the venue.

### 2. Booth Setup

2.1 Materials for booth construction and decoration should be non-combustible, and comply with regulations of the Zhuhai Public Security Fire Prevention Department and those of the exhibition venue. DO NOT use combustible materials, such as elastic cloth, straw, mat, etc. Exhibitors and contractors shall strictly obey fire prevention safety regulations, and take all necessary precautions against fire.

2.2 Naked fire, spraying and saws are strictly prohibited in the venue. Otherwise, RMB 5,000 from the deposit will be deducted and operation will be shut down for 2 hours.

2.3 Do not smoke in exhibition halls or chalets. Otherwise, RMB 5,000 from the deposit will be deducted.

2.4 Do not stack exhibits and construction materials in passages.

2.5 Each booth shall be equipped with a hand-held dry-powder fire extinguisher (4KG) every 20 sqm, placed in a prominent and open position. Booths with partially sealed ceiling structure exceeding relevant regulations shall be equipped with a suspended dry-powder fire extinguisher (6KG) every 15 sqm. Please make sure fire extinguishers are in accordance with national fire prevention standards and in good condition.

2.6 Exhibitors or contractors shall not block the fire hydrant on the ground with any booth structure, materials or exhibits. For special cases, a 500mm-wide gap shall be opened on the fire hydrant.

## Appendix 6: Instructions for Applying for a Temporary Vehicle Pass

### Note:

1. Please contact Chengdu Zonglian Exhibition Logistics Co., Ltd. for temporary vehicle pass.
2. Temporary pass for cars: applicable for cars with no more than 7 seats. Traffic order maintenance fee is 80 yuan/car. It is valid for setup and dismantling period, not valid for show days. All cars should be parked in designated areas. Each booth could only apply for 1 pass.
3. Temporary passes for trucks can be applied in advance or on-site. RMB 900 deposit and RMB 50 maintenance fee will be charged. Each vehicle can park and unload for 120 minutes free of charge from its arrival until it leaves the show site. If it takes more than 120 minutes, it will be charged RMB 50 yuan on every 30-minute basis (less than 30 minutes shall be deemed as 30 minutes).
4. A copy of the vehicle license or the original copy is required when collecting car pass. A contact number is required on all temporary car passes
5. All vehicles entering the show site must obey the instructions of staff. It is prohibited to parking outside designated area or occupying fire exit or unloading passage. Speed limit on site is 15 km/h. In case of violation of or non-compliance with above regulations, staff on-site shall have the right to confiscate the vehicle pass and withhold all the deposit.
6. For more inquiries, please contact::  
Luochen Mobile:+86 18048882228 Email:luoc@ues-scm.com  
Lijiao Mobile:+86 17313113609 Email:lij@ues-scm.com  
He Liutao Mobile:+86 1881178800084 Email:helt@ues-scm.com

Appendix 7-1: Domestic Shipping Mark

(Hall 1-8, west side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space on the south of Hall 1-7, Chalet at Block A,B,C,D and Airshow Complex)

# ***APT SHOWFREIGHT***

---

**Show Name: 14th Airshow China**

---

**Show Date: Nov.12-17,2024**

---

**Hall: Booth No.:**

---

**Company Name:**

---

**(L )X (W) X(H): Gross weight:**

---

**Case No.:** (Eg: 1/X, 2/X ... X/X)

---

Contact :

**Mobile:**

---

Exhibit Sample

**Appendix 7-2:Domestic Shipping Mark(Hall 9-13, East Side of Gate 3 at Zhuhai International Airshow Center, Outdoor Space between Hall 11-13 and the Lawn,Chalet at Hall 9-13.)**

Consignor:	Contact:
Company name:	
Show name:	
Consignee:Chengdu Zonglian Exhibition Logistics Co., Ltd.	
Receiving address:Zhuhai Internation Airshow Center, Airport Road, Sanzao,Jinwan District, Zhuhai	
Atten:Zhou Qiqi+86 18169863674(to)_____ ( company name )	
No.:_____	Weight:_____ KG      Volume_____cubic meter
Hall No.: _____	Booth No.:_____

**Appendix 7-3:Domestic Shipping Mark(Lianzhou General Aviation Airport)**

Consignor:	Contact:
Company name:	
Show name:	
Consignee:Chengdu Zonglian Exhibition Logistics Co., Ltd.	
Receiving address: Lianzhou General Aviation Airport, Lianzhou Town, Doumen District, Zhuhai	
Atten:Zhou Qiqi +86 18169863674(to)_____ ( company name )	
No.:_____	Weight:_____ KG      Volume_____cubic meter
Hall No.: _____	Booth No.:_____



### Appendix 8: Notice on Work Safety Management

1. The person in charge of the construction contractor must be at the show site during move-in and move-out period to perform on-site work safety supervision for the corresponding booth, organize safety training for construction personnel, learn about related rules and regulations on work safety, submit training records, provide helmets, safety harnesses, scaffolds and other tools of good quality. In case of an emergency, he shall arrive at the site the first time, make an immediate report and take necessary measures.
2. If any construction personnel feel unwell, they should seek medicare in time. It is forbidden to work in spite of illness. The person in charge of the site and the team leader shall note the physical condition of the construction personnel at any time and arrange the work reasonably to avoid the construction personnel from working overtime in fatigue status.
3. Wear the helmet correctly, tie the safety harness for work at height and present badge for entry and exit of exhibition halls: Construction personnel must always wear a qualified helmet correctly before entering the exhibition hall during move-in and move-out period ( Correct helmet wearing: to adjust the tightness, tie the helmet string tightly to the jaw band to prevent dropping. Qualified safety helmet: check for the qualification mark and make sure there are no cracks, no rope missing, no cushion, etc.). For operations at 2 meters high or above, it is a must to wear a safety harness, following the "hanging at high, using at low" principle. One end must be hung firmly in height. To enter the construction site, construction personnel must always wear the badge correctly and the PPE must meet the requirements for labor protection.
4. Work at Height Safety: it is forbidden to use herringbone ladders of more than 2 meters, or wooden ladders. Scaffolds on the construction site should be firm, and joints be rigidly anchored. No objects or persons are allowed on the top when moving the climbing tool. The erection and removal of scaffolds shall be done in accordance with the operation regulations. Other construction is strictly prohibited below such working area to prevent cross-work injuries. The construction party shall set up a safety area around such working area, set up noticeable warning signs, and assign special personnel to direct and supervise related work.
5. The operator of electric work must obtain the certificate and comply with related rules (no certificate or using false certificates will be severely punished). It is strictly prohibited to connect or pull wires indiscriminately and install electrical equipment (including illumination lighting and advertising lighting) without authorization.
6. Construction work shall be carried out strictly according to the drawing and abide by the rules and regulations on structure, fire, electricity, as well as the provisions of double-story structure.
7. Electric welding, gas welding and other operations open with open flame are not allowed in the exhibition hall.
8. To ensure a safe move-out, it is strictly forbidden to conduct careless construction, illegal construction or dismantling of the booth, or move-out in advance without approval of Airshow Group.
9. Electric heating appliances and high-power lamps such as electric stoves, electric kettles, electric irons and iodine tungsten lamps are strictly prohibited in the exhibition halls, nor are neon lights or smoking.
10. Any violation behavior of construction safety should be stopped in time, or the operation will be subject to suspension for safety education, deposit deduction and other measures. In case of special circumstances, it must be timely reported for rescue.

#### 11. Miscellaneous

All construction contractors shall strictly comply with laws and regulations, as well as safety management regulations of the exhibition halls, of the exhibition and of the construction work.

**Declaration: I have read and understood all terms, conditions, and requirements set forth in this notice.**

Company (with stamp):  
On-site Person in Charge:

Booth/Chalet:  
Tel:

## **Appendix 9. Initiatives to Promote "Green Airshow"**

In order to further promote the green, sustainable, low-carbon and waste-free development of exhibitions, and improve the utilization and regeneration of resources, this exhibition will initiate the "Green Airshow" concept, constantly accelerate the pace of green environmental protection, and ultimately achieve the goal of "Green Airshow".

### **1. "6R+CN" Principle**

#### **RESPECT**

Respect the concept of nature, way of thinking, follow the law of natural development, to reduce the negative impact on the environment.

#### **RENEW**

When building and decorating, use renewable materials as much as possible, and encourage the application of new materials, new products and new technologies.

#### **REUSE AND RECYCLE**

Use as many reused and recyclable materials as possible.

#### **REDUCE**

Reduce the negative impact of construction on people and the environment; use harmless materials to reduce pollution and waste.

#### **REMEMBER**

Strengthen the publicity and education of sustainable development concept and environmental awareness, so that the "green concept" is deeply cultivated in the entire exhibition work.

#### **CARBON NEUTRALITY**

Use new energy, reduce carbon emissions, and achieve carbon neutrality.

### **2. Green Design**

- (1) Exhibitors are encouraged to carry out green ecological and environmental protection design for the space structure of the booth/chalet in accordance with the principles of simplicity, modularization, low carbonization and safety.
- (2) Actively introduce environmental art design and advocate the use of recyclables.

### **3. Green Materials**

- (1) Use recycled and recyclable, non-toxic and non-hazardous environmental or recyclable materials that meet the A or B criteria:
  - A. Pure metal profile structure: utilization of decorative materials is less than 10% of the total amount of building materials (by volume) , and all non-wood materials, building materials recovery rate of 100% .
  - B. Mixed profile structure: utilization of wood materials is less than 30% of the total amount of building materials (calculated by volume) , building materials recovery rate of 100% .
- (2) light weight, strong detach ability, easy loading and unloading, easy to transport.
- (3) the utilization rate of energy-saving lamps shall not be less than 80% .

### **4. Green Construction**

- (1) It is suggested that parts of booth structure shall be made in advance and assembled on site..
- (2) No dust, noise, toxic and harmful gases and waste, etc. Construction noise is controlled within 75 decibels
- (3) No violation, no damage to personnel, exhibition venues, equipment and facilities, etc.

## **5. Green Transportation**

In transportation process, plan reasonable routes, avoid empty vehicle transportation and repeated transportation, and use clean fuel, energy saving vehicles, in order to reduce environmental pollution and make full use of logistics resources.

## **6. Green participation**

- (1) Use of furniture and equipment in line with national environmental protection standard.
- (2) Use recyclable or biodegradable packaging materials to reduce the impact on the environment.
- (3) Take public transportation to achieve green travel.
- (4) Control the light, noise and other pollution during the exhibition to create a comfortable business negotiation environment.
- (5) Garbage classification and disposal will be carried out to reduce the amount of waste.
- (6) Promote paperless publicity by using electronic promotional materials to reduce the use of paper.
- (7) Bring your own toiletries and drinking wares to achieve "green accommodation".

## **7.Green dismantling**

(1) Abide by production safety laws and regulations in China, strictly avoid illegal operations and brutal construction to ensure construction safety and personal safety of construction personnel.

(2) Recovery and utilization of biodegradable and recyclable materials to reduce the generation of waste plates and garbage.

**Airshow Group reserves the right to the final interpretation of " Green Airshow".**

### Appendix 10 Penalty Standard for Violations

1. Exhibitors and their contractors must follow the exhibition rules and regulations. If the contractor adheres to the "Construction Manual" regulations and passes inspection during construction period, construction deposit or performance bond will be refunded in full within 60 days after the completion of the show. If the contractor violates the rules and regulations in the "Construction Manual" during the build-up period, causing damage or negative effects on the exhibition, Airshow Group/official contractor has the right to require the contractor to immediately cease construction and to deduct part or all of the construction deposit or performance bond as a penalty. The deductions will be based on the "Penalty Standard for Violations" issued by Airshow Group.

2. Airshow Group/Official Contractor has the right to cancel the temporary badges, temporary vehicle passes, and other exhibition badges of individuals who violate the rules and regulations outlined in this "Construction Manual."

3. If a contractor violates the rules and regulations, Airshow Group/Official Contractor will deduct its points. If it accumulates a total of ten deduction points, it will be banned from participating in the construction of the next three sessions of Airshow China.

4. Penalty standard for Violations is as following:

NO.	Violation	Construction Deposit / Performance Bond (In RMB)	Deduction Points
1	Booth construction does not correspond to booth design, or is not in accordance with fire and safety regulations, including: 1. Concealing booth height in booth design drawings; building double-deck booth without declaration; height of booth or exhibit over permitted height limit; 2. Materials do not comply with fire regulations; fail to rectify in time according to rectification notice; 3. Casualties due to poor quality materials or unqualified personnel operation; 4. Concealing hoisting point material; suspended material over permitted maximum weight; 5. A fire or leakage of electricity at booth or chalet.	100%	10
2	Performance not in accordance with relevant provision, or without approval of Public Security Department.	100%	10
3	Unauthorized placement of company products or advertisements, such as spray painting or sticking posters	50%	10
4	Illegal connection of electricity, electricity beyond the applied amps, waterproof quick connector melted by inadequate Electricity. Accidents caused by unqualified electricians.	50%	10

5	Failing to rectify within the specified time after receiving rectification notices, or refusing to accept the notice and not cooperating with required actions.	5000	10
6	Performing on-site welding or other open flame operations without prior permission from Airshow Group.	5000	10
7	Backdrops without landscaping or landscaping are substandard, affecting image of adjacent booths.	5000	5
8	Loss of electrical boxes and electrical boxes baffle; damage to waterproof quick connector, electrical box enclosure and air switch; damage to neighboring booths and hall facilities due to illegal dismantling.	compensate according to the cost	5
9	Unauthorized overtime construction or setup work outside the designated construction period specified by the exhibition.	Charged as listed in this manual	5
10	Rude operation, such as pulling down back wall.	2000	5
11	Block fire exits or covers fire safety equipment during build-up and move-out.	1000	5
12	Construction manager leaves their post and fails to return to the assigned construction area within 15 minutes after being notified.	1000	4
13	Unauthorized use of a chainsaw.	1000	4
14	Failure to display the booth number as required.	500	2
15	Employees smoke in the hall or cigarette found in/near the booth.	500	2
16	Failure to set up caution tape during work at height or hazardous work.	500	2
17	Failing to conduct work at height according to required safety procedures.	500	2
18	Performing specialized operations without the required certification.	500	2
19	Booth clearance by an official construction contractor.	RMB500/ m <sup>3</sup>	2
20	Failure to implement ground protection or set up surrounding barriers during welding, cutting, or similar operations.	500	2
21	Do not wear helmet	500	2
22	Other violations not listed, will be penalized according to the severity of the situation.	10%-100%	2-10

**Exhibitor's Authorization**

Signature: \_\_\_\_\_  
Company/Stamp: \_\_\_\_\_  
Date: \_\_\_\_\_

**Contractor's Authorization**

Signature: \_\_\_\_\_  
Company/Stamp: \_\_\_\_\_  
Date: \_\_\_\_\_

**Please send the form to the official contractor of your exhibition area.**



**Fine Notification**

(Sample)

November X, 2024

\_\_\_\_\_

At \_\_\_\_\_, November XX, 2024, during build-up/move-out period of Airshow China 2024, you have violated Item \_\_\_\_ of "Penalty Standard for Violations" in the "Construction Manual". Your company is fined RMB \_\_\_\_\_ and \_\_\_\_\_ points will be deducted.

The fine will be deducted from your construction deposit or performance bond. If a total of ten penalty points are accumulated during Airshow China 2024, your company will be banned from participating in the construction work for the next three sessions Airshow China.

Attachment: Evidence Photos of Violation

Zhuhai Airshow Group Co., Ltd.

## Appendix 11 Notice of Move-out

### 1. Move-out Time:

1.1 Lianzhou General Aviation Airport: 08:00-18:00, Nov. 15-17, 2024.

1.2 Airshow Center:

(1) Booth move-out: 08:00-18:00, Nov. 18-20, 2024.

(2) Chalet move-out: 08:00-18:00, Nov. 18-21, 2024.

1.3 Exhibitors at Lianzhou General Aviation Airport are not allowed to move out before 17:00, Nov. 14, 2024, while exhibitors at Airshow Center are not allowed to move out before 17:00, Nov. 17, 2024. .

1.4 17:00-20:00 on the last show day, exhibitors are allowed to pack up hand-carried items and furniture. Only hand trucks or manual carrying are allowed. Mechanical equipment such as forklifts will not be permitted inside the hall, and no vehicles for move-out are allowed to enter the exhibition area that evening. The exhibition hall will be open until 20:00 on that day.

### 2. Booth Power Cut off

Booth Power will be cut off at 17:30 on the last show day (the final cutoff time may be adjusted based on the visitor flow at the show). Exhibitors needing power for move-out machinery must report to the official contractor in their exhibition area by noon on that day.

### 3. Empty boxes

Due to security control, empty boxes will be returned gradually after 08:00 a.m. on the first move-out day. Exhibitors should contact the official contractor in their exhibition area in advance to arrange for the return of their exhibits.

### 4. Official Service Center

Airshow Center: Hall3 and Hall 12

Lianzhou General Aviation Airport: Exhibition Hall

For contact information, please refer to the third point of the first part of the "Construction Manual", "Official Construction Contractor".

### 5. Move-out Permission

5.1 Exhibitors at Lianzhou General Aviation Airport shall present exhibitor badges to Exhibitor Service Center in exhibition hall to apply for move-out permission 14:30-20:00, Nov 14, 2024. From Nov. 15-17, applications should be made at Airshow Group's on-site office at the aircraft display area at 08:00 - 20:00.

5.2 Exhibitors at Airshow Center shall present exhibitor badges to Exhibitor Service Center at Hall 4 or Hall 12 to apply for move-out permission on 14:30-20:00, Nov 17, 2024. From Nov. 18-21, application should be made at 215, Hall 5 at 08:00-20:00.

5.3 Exhibitors' appointed contractors should contact the official contractor in their exhibition area to apply.

5.4 Other service providers, sponsors, and similar organizations needing to apply for move-out permission should contact the project manager of Airshow Group.

### 6. Entry and Exit

6.1 Vehicles for move-out at Lianzhou General Aviation Airport should follow "Right In Left Out" principle. Construction

workers enter and exit through the front gate.

6.2 Vehicles for move-out at Airshow Center should enter through Gate 2, and exit through Gate 3. .Construction workers enter and exit through Gate 2 and Gate 3.

6.3 Please follow the instructions of the staff on-site.

## **7. Temporary Badges**

7.1 Please contact the official contractor in your exhibition area to apply for temporary badges.

7.2 For temporary vehicle passes, please contact Chengdu Zonglian Exhibition Logistics Co., Ltd.

(1) Lianzhou General Aviation Airport :

Application Location: Right side of the Front Gate.

Return Location: Left side of the Front Gate.

(2)Airshow Center

Application Location: Entrance at Gate 2.

Return Location: Exit at Gate 3.

7.3 Other service providers, sponsors, and similar organizations needing to apply for a temporary vehicle pass should contact the of project manager of Airshow Group.

7.4 Please refer to M12 and Appendix 6 for fees for temporary badges and temporary vehicle passes.

## **8. Booth Dismantling**

Dismantling of the booths will begin at 14:00 on the first day of the official move-out day. The exact timing may depend on move-out status of exhibits in the exhibition hall. In need of mechanical equipment such as forklifts or cranes, please contact the official contractor in your exhibition area.

## **9. Safety Rules**

During the move-out period, please strictly follow all relevant safety management regulations. Any violations of these regulations will result in penalties. Safety incidents and losses caused by non-compliance during move-out will be the responsibility of the dismantling unit.

If there are any changes, please refer to the "Move-out Guidelines" issued on-site.