



China (Shenzhen) International Logistics and Supply Chain Fair

September 24-26th, 2025

Shenzhen Convention & Exhibition Center

Exhibitor Manual



www.scmfair.com

Host: Shenzhen Logistics and Supply Chain Management Association

Organizer: Shenzhen Great World Exhibition Co., Ltd.
UNIEX EXPO PTE.LTD.

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TO EXHIBITORS

Dear exhibitors:

Welcome to the 19th China (Shenzhen) International Logistics and Supply Chain Fair 2025 (hereinafter referred to as "CILF"). This manual is designed to help you prepare for the exhibition successfully, we recommend you to read it in detail.

Please pay attention to all the forms attached in this manual, and fill in and submit the forms according to the requirements, so as to avoid any.

You can also download the relevant forms from the official website <http://www.scmfair.com>. If you have any questions, please feel free to contact us. Our staff will be happy to help you.

Please carefully read the safety responsibility notice on [page 65](#). When you register with the organizer, it will be deemed that the relevant provisions of the responsibility notice are all clear to you.

We look forward to your coming and wish you success in CILF!

(The organizer tries to ensure the correctness of this manual, and the organizer reserves the right of final interpretation.)

Shenzhen Logistics and Supply Chain Management Association

November 2024

GENERAL INFORMATION

Name: The 19th China (Shenzhen) International Logistics and Supply Chain Fair 2025

Concurrent: Chinese Enterprises Going Global Expo 2025
Autonomous Driving and Digital Technology Industry Expo 2025

Host: Shenzhen Logistics and Supply Chain Management Association

Organizer: Shenzhen Great World Exhibition Co., Ltd.

Date: Sept.24th-Sept.26th, 2025

Venue: Hall 1,2,3,4,6,7,8,9, Shenzhen Convention & Exhibition Center

CONTACT LIST

Organizer

1. Shenzhen

Mr. Dou: 0755-83581352 Ms. Ye: 0755-83581276
Mr. Zhou: 0755-83581350 Ms. Li: 0755-83580199
Ms. Zhang: 0755-83581359 Ms. Wen: 0755-83593760
Mr. Huang: 0755-83581348 Ms. Ning: 0755-83580966
Ms. He: 0755-83581339

2. Guangzhou

Ms. Li: 020-88529074 Ms. Cui: 020-88529770
Mr. Chen: 020-88529297

3. International Contact (exhibitors, visitors & media):

Abby Luo: 0755-83581250

4. Domestic Visitors

Mr. Luo: 18814098725

5. Domestic Media

Ms. Li: 020-88529370

6. Add: 6F, Internet Financial Industrial Park, No.1 Taohua Road, Futian Free Trade Zone, Shenzhen, Guangdong Province, China
A25,11F, West Tower, XingHui International Building, No.8 Jinsui Road, Tianhe District, Guangzhou

Booth Construction & Decoration Service

1. Shenzhen Zhongshi Exhibition Co., Ltd. (Hall 1,2)

Add: Room 1816, 18th Floor, Tower A, Zhongyin Building, Caitian Rd.,
Fuzhong Community, Lianhua Street, Futian District, Shenzhen

① Exhibition facilities, electricity & water application: Ms. Wang, Mr. Tang

Tel: 0755-83748462、83748459 ext 8078 or 8043

Email: kf@zhongshifair.com.cn 24-hour Hotline: 400-636-2278

② Raw Space Drawings Check Mr. Liu: 0755-83209533、83748459 ext
8059

Email: zsst@zhongshifair.com.cn

③ Constructor Service Platform: <http://8.134.59.253/zcy>

2. Shenzhen Jiuding Exhibition Co., Ltd. (Hall 4,6,7,8,9)

Add: Room 602, Building 616, Bagualing Industry Area, Bagua 2 Road,
Yuanling Street, Futian District, Shenzhen

① Exhibition facilities, electricity & water application: Ms. Zhu

24-hour Hotline: 0755-88601590 Email: 1849333999@qq.com

② Raw Space Drawings Check

Tel: 13652442066

Email: gongcheng@szjdhz.com

③ Constructor Service Platform: <http://120.24.31.146/esm-jd/login>

Exhibition Notice

I Schedule

1. Booth Arrangement: [Precautions for move-in](#)

08:30-22:00, September 22nd, 2025 (Raw space)

08:30-22:00, September 23th, 2025 (Raw space and standard booth)

2. All exhibitors are requested to register at counter 205, 2/F, Shenzhen Convention & Exhibition Center during the opening hours with business card or copy of agreement or booth application form to claim the exhibitor badge.

3. Move-out: [Move-out regulation](#)

15:00-22:00, September 26th, 2025

4. Exhibition Duration:

09:00-17:00, Sept.24th-Sept.25th (Exhibitors can enter the halls at 8:30)

09:00-15:00, September 26th (Exhibitors can enter the halls at 8:30)

Visitor Registration:

<https://reg.dataexpo.com.cn/OTc3OQ==/MTlwMg==/admin?f=OTg1Mg%3D%3D>

II Admission notice

1. Exhibitors: The exhibitor badge will be free of charge. For security reasons, all participants must wear the badge to enter Shenzhen Convention & Exhibition Center (including the set up, exhibition and dismantling period), and the badge shall not be transferred to others. During the exhibition, please bring along personal certificates (ID card, residence permit, passport, etc.) for security check.
2. Constructor: Raw space construction shall be in accordance with the requirements of this manual. Constructor shall submit relevant materials as required, apply and pay for the worker's permit, to prepare for the exhibition move-in. Worker's permit shall be valid for only during the move-in and move-out period.
3. Booth fees: All exhibitors must pay all booth fees and additional service fees before entering the exhibition hall. **The organizer reserves the right to refuse if there is any remaining payment.**

III Entry and exit management of exhibits and materials

1. Guards must check all articles entering and leaving the halls. Exhibits are only allowed to enter during entry time and show hours. Articles to leave the halls under the condition that there is an exit-approval document of exhibitors' articles. The document should be issued by the Organizing Committee or the Convention & Exhibition Center and signed by the site person in charge. During entry time, show hours and site removing, exhibitors should send staff to custody their own booth for the security of the exhibits.
2. Exhibitors should not to entrust illegal travel merchants without shipping qualifications to consign exhibits, in order to prevent the loss of goods and the resulting adverse consequences.

IV Enter and exit management of vehicles

1. During show time of the fair, vehicles to enter and exit the Convention and Exhibition Center (“hall” for short hereinafter) should show “CILF Vehicle Pass Permit”. Vehicles must be parked in the areas marked by the red line, underground parking lot or parking lot near the hall.
2. Trucks are not allowed to enter the hall during the show hours.
3. If there is any change mentioned above, all vehicles should subject to the notice of Shenzhen Transit Authority, site traffic control and traffic signs.

[4. Please see the details on Page 57.](#)

V Security Management

1. Exhibitors shall abide by laws, regulations and social ethics, and shall not interfere with the order of the exhibition. During the exhibition, exhibitors shall comply with the safety management regulations, strengthen the publicity, education and management, and improve the safety awareness of the staff attending the exhibition.
2. Exhibitors should ensure the safety of temporary booths, facilities and buildings, sign agreement with constructor and clear the respective safety responsibilities, urge the constructor to buy commercial insurance and implement various safety measures. Be responsible for safety accidents within the scope of the booth or caused by the booth (including personnel and construction). Be responsible for the safety of exhibits and personal belongings in the booth during the exhibition period. Purchase insurance as required, [please refer to the details on page 53.](#)
3. The exhibitors shall be responsible for the safety management of booth construction, dismantles and transportation, and timely detect and stop the

illegal behaviors of booth constructor. It is strictly prohibited to carry explosive, inflammable, radioactive, toxic, corrosive and other dangerous articles or illegally carry guns, ammunition, control devices into the halls.

4. Obey the safety management and rectify the hidden danger in time.

5. All exhibitors shall take exhibitor badge and valid personal identity certificates (ID cards, passports, etc.), obey security inspection of the exhibition. Lending certificates to others and bringing any one who doesn't have certificates are not allowed. The violators will be punished.

6. Take fire protection work seriously. Exhibitors should strictly comply with the regulations on electricity safety and strengthen the fire fighting education. The person in charge of each booth is responsible for fire prevention in their area. Strictly implement the responsibility system of fire prevention and strengthen check management. Exhibitors are expected to report any potential safety hazard to on-site work staff or security personnel to nip the fire accidents in the bud.

7. All exhibitors are supposed to protect all kinds of fire facilities in the hall and keep their normal working condition. Any article can't be put one meter in front of fire facilities. Fire facilities are strictly prohibited from impeding, occupying, damaging and embezzling.

8. Before the closing time of the exhibition each day, all exhibitors are supposed to coordinate the security personnel to clear the hall, mainly eliminating the inflammable sundry goods, kindling material and other disaster hidden dangers in the booth, shutting off the power source, protecting expensive belongings. Valuable exhibits should be stored in display cabinets or safes or other effective protection measures should be taken.

The number of valuable samples should be counted when opening and closing the hall, and special personnel should be responsible for guarding and management. Exhibitors should enter the exhibition hall on time and do not leave the hall in advance to ensure the safety of the samples.

9. Exhibitors should pay attention to the following items if they need to demonstrate equipment operation on site:

9.1 Submit the operation information of the equipment, in case of flammable materials, lasers or dangerous goods, application in advance should be made to the convention center and the organizer;

9.2 All demonstrations must be made within the exhibitor's booth scope.

9.3 Verify if the equipment is fully installed and all covers are closed before demonstration.

9.4 Demonstration must be strictly controlled to ensure safety, take certain protective measures, keep a certain distance of the equipment with visitors and staff, the exhibits and the audience separated.

9.5 If there is a chance to exhaust waste gas during the demonstration, a good exhaust system should be made to avoid any harm to the on-site people.

9.6 No welding nor burning with gas and open flame is allowed on site demonstration.

9.7 Exhibitors should install necessary safety devices according to actual needs to ensure the safety of the demonstration.

10. Exhibitors are not allowed to use the sockets equipped in standard booths as power sources for high-power electrical equipment such as kettle, electric cup, electric cooker, electromagnetic cooker, electric iron and all kinds of high-power equipment such as lamps. The socket equipped with the standard booth is only for general use of electricity,

such as computer, printer, TV, mobile phone, etc., and it is not allowed to pull wires without permission. In order to ensure the electricity safety, all exhibitors are not allowed to move or increase any fixed electrical equipment and lamps in the booth without authorization.

11. It is strictly prohibited to fly drones or balloons in the exhibition hall without approval.

VI Precautions for move-in

1. Exhibitors should decorate the booth before the regulated time. The organizer reserves the rights to reuse the booth if it is still empty **at 17:00 on September 23th, 2025.**

2. Raw space booth should build its own backplane (except four-side open design). If the back part facing the adjacent booth is higher than the adjacent booth (the height limit of the standard booth is 4 meters), it must be covered by a new clean white curtain without patterns, words, stains, no damage, and the internal structure shall not be exposed. The organizer reserves the right to adjust or dismantle the non-standard booth design and construction.

3. Raw Space Construction Management

3.1 Before the booth construction, raw space contractors must go to the service counter to handle the construction procedures and submit all relevant materials. Construction is prohibited without handling the procedures, and violators will be deducted a certain amount of booth safety deposit.

3.2 Construction personnel involved in special type of work are required to hold certificates of qualification issued by national or local labor departments.

3.3 Construction personnel must wear construction permits, booths need to obtain the main contractor's special construction permit,

and the relevant booth fees must be paid before construction. Construction units that have not obtained valid construction permits and special decoration construction permits or have not paid off the booth-related fees are prohibited from entering the venue.

3.4 Raw space contractorss must ensure construction safety during move-in and move-out period. Exhibition Center will carry out spot checks on raw space booths, and propose rectification notices when problems are found, and the construction service provider will be responsible for supervising the rectification.

The on-site management personnel of the exhibition hall and construction service provider will inspect the booth construction work from time to time, and have the right to stop the construction work which is unauthorized or fails to meet the technical specifications and safety construction management regulations during the inspection. Raw space booth contractors are obliged to rectify construction safety hazards in a timely manner according to the inspection results.

3.5 Raw space contractors must truthfully handle the construction procedures according to the actual construction area and the number of construction workers, and pay the management fee. It is strictly prohibited to use one license for multiple booths. Raw space contractors are not allowed to handle the construction procedures on behalf of other construction units, and violators will be disqualified from entering the hall for construction. The construction workers must wear the construction permits on the site, obey the regulation, and cooperate with management personnel's work. If they do not wear the permits as required or do not obey the management of on-site personnel, the on-site management personnel have the right to cancel

the qualification of the unauthorized construction personnel to enter the construction site.

3.6 If a safety accident results from improper on-site construction, a corresponding amount of the booth safety deposit will be deducted based on the accident's severity. Raw space contractors must appoint an on-site supervisor at the construction site, and register the supervisor's personal information when handling construction procedures. The on-site supervisor is obliged to educate the construction workers under their jurisdiction on civilized conduct and laws. In case of any illegal activities or safety accidents, exhibition center and relevant departments will hold the raw space contractors liable.

3.7 Raw space booth contractors must construct the booth according to the booth design process specifications, and contractors shall not skimp on labor and materials or change the design at will during the construction process. The construction unit shall be responsible for all the consequences caused by the materials failing to meet the design requirements or the workmanship not conforming to the design workmanship.

For the load-bearing components of raw space booths, materials such as angle steel, channel steel, and rectangular tubes must be products that meet national standards. Decorative flexible metal materials or brittle materials (such as glass) shall not be used for the load-bearing components of raw space booths.

For the wooden load-bearing columns and beams of raw space booths, continuous solid wood rectangular tubes must be lined inside to ensure the structural integrity of the components themselves. Support columns should rest on the ground, and the use of welded columns is prohibited.

Raw space booths are limited to a single span of 6 meters or less and a height of 5 meters or less for wooden structures, and 8 meters or less for steel structures and mixed steel and wood structures (including steel lined square tubes and iron frames). If any booth structure does not meet the above criteria, that booth's person in charge will be required to present a structural stability calculation to the on-site staff of exhibition center.

For raw space booths without a framework structure, the thickness of the wooden wall shall not be less than 30 centimeters. For raw sapce booths with a framework structure, the width of the wooden wall shall not be less than 10 centimeters. Load-bearing wooden walls must be internally braced with solid wood (including lined steel square tubes and iron frames). The structural safety of the raw space booth must rely on the components of the booth itself. During the construction of the raw space booth, it is not allowed to squeeze, pull, or hang on the walls, ceilings, auxiliary facilities of the exhibition hall, or adjacent booths.

The glass used for booth construction must be tempered glass, laminated glass or other glass with high-safety performance. Load-bearing glass, movable glass used for making doors, windows and shutters, and glass with a single piece area larger than 2 square meters must all be tempered. The thickness of load-bearing decorative glass shall not be less than 10 millimeters. Contractors must ensure that other ordinary glass used for decorative and non load-bearing purposes will not cause harm to people. Exposed glass edges and corners must be processed or equipped with protective devices to avoid injuring people. When transparent glass is used as a material for enclosing walls, it must be clearly marked within the normal field of vision to prevent people from accidentally colliding and getting injured.

Hard objects that form sharp angles after construction and decoration, protruding or sunken decorative structures on the ground, ropes or cables laid on the ground, and items that are likely to cause crushing or bumping injuries, if they are at a height or within a planar range that may cause harm to people, must be provided with protective measures and conspicuous warnings to avoid accidental injuries.

Hard objects that form sharp angles after construction and decoration, protruding or sunken decorative structures on the ground, ropes or cables laid on the ground, and items that are likely to cause crushing or bumping injuries, if they are at a height or within a planar range that may cause harm to people, must be provided with protective measures and conspicuous warnings to avoid accidental injuries.

3.8 On-site rough processing of wooden structures, sawing of boards, open - fire operations, and electric welding are strictly prohibited. All manufacturing processes must be completed in the factory, and only on-site assembly and mounting are allowed. If any violations are found, the main service provider will impose a penalty of forfeiting the entire deposit of the booth.

3.9 During the dismantling period, the raw space contractors shall clear out special materials and garbage from their booths within the specified time, subject to the confirmation of the main service provider. Exhibitors and construction companies are requested to carefully read and strictly abide by the above regulations.

4. During the period of booth decoration, any exhibitor or exhibit should not obstruct the aisle and public passages. Yellow warning line is marked on the hall ground, any booth shall not occupy the off line areas. Construction beyond the yellow line will be required to dismantle, the relevant organizer, exhibitors, contractors shall bear the consequences.

All exhibits must be arranged within the scope of the booth.

5. No leaning, hanging, pulling, nor drilling is allowed to act on the hall wall. It is not allowed to use paints, screws, nails, pins, varnish in any place of the exhibition hall including floor, wall or pillar. Wind tower and fire hydrant are not allowed to be covered, enclosed or leaned. If exhibitor employs contractors to arrange the booth, the building debris should be removed after booth arrangement. Materials of the special decoration and rubbish should be all removed after the exhibition. The constructor shall not demolish, alter, damage or deface the original buildings and fixed equipment at the exhibition hall.

6. All the pressure vessels, dangerous substances, combustible, poison and radioactive goods should not be taken into exhibition hall without permission. All the things or facilities, which have nothing to do with exhibition, should be removed.

7. Non-ignitable or flame-retardant materials must be used during booth construction. Carpets, plywood, or cloth must be treated with fire-retardant to reach B1 level. Non-flammable plywood and carpets are recommended. Polyurethane (foam), foam KT board, inflammable plastic products, sponges, elastic fabrics, or yarn products are not allowed to be used in the hall. When applying for construction, a sample and product test report must be provided to prove that its combustibility meets the relevant requirements. Fire-related operations and demonstrations are not allowed in the hall. Relevant materials must be issued by a government agency or a qualified third-party safety assessment agency.

8. It is strictly prohibited to mark the booths on the floor of the exhibition halls with paint, marking pens and other items that are not easy to clean. Self-adhesive surface printing and pasting method is acceptable.

The contractor that violates the regulations shall compensate the Exhibition Center as required. The compensation standard shall refer to Annex 9 of The Regulations on the Use and Management of Shenzhen Convention & Exhibition Center.

9. Foam KT board belongs to polyurethane grade, which is strictly prohibited to use in the hall, according to the fire authority of public security.

10. Electrical safety:

10.1 During the booth construction, professional electrical drawings must be available. All electrical operators must hold valid "Electrical Work Certificate", be familiar with, understand and abide by the relevant national regulations and standards for electric power safety operation, and shall not operate in violation of regulations and regulations.

10.2 Exhibitors and contractors must use safe and qualified electrical materials that meet the current national standard (GB), such as cables, switches, sockets and lamps, etc. Except for the wire and cable of the equipment line through the concealed pipe laying, it shall adopt halogen-free low-smoke wire. When wires and cables are laid in bundles, flame retardant wires and cables should be used. Distribution lines should take protective measures such as penetrating metal pipes, enclosed metal grooves or plastic pipes of inflammable materials. The installation of power equipment and facilities must meet the requirements of the relevant technical specifications in the National Electrical Engineering Installation Standards.

10.3 Installation operator must have valid special operation certificate. During the exhibition period, each raw space booth must be equipped with at least one on-duty staff holding an electrician's certificate. In case of a booth's circuit breaker tripping or power outage, staff should first check for the cause of the malfunction on their own, and then report it to the main service provider, who will in turn report it to the convention and exhibition center.

10.4 When setting up the booth, the contractor or the exhibitor must reserve the interface position of the distribution box for the convenience of power connection and emergency repair. All switch interfaces and line joints must be firmly connected, using the national standard junction box connection. It is strictly prohibited to use unqualified cables such as switches without leakage protection, plastic twisted-strand wires and flowered wires.

10.5 The ground line of the booth must be laid in the line pipe or line trough, and the connection shall be standard and reliable.

10.6 When 380V power supply is used as three-phase four-wire non-power supply, the three-phase load must be adjusted and the three-phase balance should be maintained as far as possible. All electrical equipment shall be reliably grounded or zeroed.

10.7 The load bearing capacity of switches and cables shall be controlled within 80% of the designed capacity. It is forbidden to increase electricity load without permission.

10.8 In case of circuit or switch heating or frequent trip of the booth, the exhibitor and the constructor must check and deal with power failure in time. If such phenomenon is caused by the cable or lamp of the exhibitor (contractor), and equipment failure, it must be repaired and replaced immediately. If the exhibitor or the contractor secretly adds electrical equipment to the basic configuration of the standard booth, or the switch trip is caused by the overload of the raw space booth, the load and power supply must be re-declared at the same time of rectification. For those who refuse to implement and cooperate with the rectification measures of the Convention & Exhibition Center, the Convention & Exhibition Center has the right to power off the booth or stop the construction.

10.9 The booth that needs to be switched on in advance shall be applied at the service desk at least half a day (4 hours) in advance.

10.10 All raw space booths shall independently apply for temporary construction power consumption and exhibition power consumption. Two or more booths shall not use the same power supply together.

10.11 Due to fire safety requirements, the Exhibition Center will cut off the power supply of the booth before the exhibition closes every day according to the requirements of the organizer. After the closing of the exhibition, no power supply will be provided to all booths. **Booths with special power supply needs (such as 24-hour power supply needs) should apply at the service desk for 24-hour uninterrupted power supply in advance. The 24-hour power supply provided by the exhibition is only used for small household appliances such as refrigerators (freezers).** When powered off, please check the power status and correct connection of the sockets (electrical boxes) used for 24-hour electrical equipment. After closing, the hall is in unattended monitoring state. The 24-hour electrical equipment used in the booth (refrigerators, freezers and other electrical appliances) may trip at night due to aging, overload and other reasons, so please try not to store high-value food and other medical and biological items. Otherwise, the exhibition center won't bear the loss caused thereby.

11. Regulations on working at heights:

11.1 **Operators must wear safety hats correctly (including exhibitors, constructors and other service providers),** safety hats must meet the national quality standards (GB2811-2007), with factory certificate label, safety supervision certification, and within the warranty period.

11.2 The safety helmet must be worn correctly, and the hat rope must be fastened under the jaw to prevent falling off.

11.3 Any step ladder higher than 2 meters shall not be used. Unqualified ladders shall not be used. Do not stand on the top of the ladder to work. It is not allowed to use step ladder to carry heavy load. Do not allow people to stand on the ladder while it is moving.

11.4 For high-altitude operations over 2 meters, qualified scaffold, movable aluminum alloy platforms and other operating platforms must be used. Fences must be installed on the scaffold construction layer; safety ropes or safety belts must be fastened during operation; when the operation platform is moving, no one is allowed to stand on the platform. When working on the scaffold, there must be construction workers at the bottom to hold the scaffold steady. Moving the scaffold while working is prohibited.

11.5 It is not allowed to stand on the top of the booth structure, the truss and the top of the showcase.

11.6 Construction materials and work tools must be strictly managed during high-altitude operations to avoid falling objects.

11.7 The hoisting operation must be carried out in strict accordance with the regulations and plans, and the operation must take various safety measures.

11.8 When the construction exceeding 0.2 cubic meters needs to be lifted to a height of more than 2 meters, hydraulic lifts, hand-operated lifting platforms, hoist lifting machines and other lifting machinery must be used to carry out operations. It is strictly forbidden to use manpower to stand on the zigzag ladder for carrying and lifting.

12. Apart from domestic water, oil sewage and waste water is prohibited. Water circulation system is required if any exhibitor uses oil machine. Water supply will be cut off 1 hour before the fair ends. Prior notice should be given to the working staff to dismantle water supply/drainage pipeline.

13. The height limit for indoor open space is 5 meters, the height limit for building under the exhibition platform is 4 meters. For safety reasons, two-story structure is not allowed. Booth design must take into account the vision of neighboring booths and the visitors. All booth design plan must strictly adhere to the sizes opened as shown in the floor plan.

① For the side facing the passage, a full enclosure is allowed on one side only, and the width of this side must be less than or equal to 6 meters. If it exceeds 6 meters, only 70% of the width of that side is allowed to be enclosed.

② The surrounding parts of other sides facing the passage that are 2.5 meters high or lower must not have a fully enclosed structure; at least 50% must remain open design. If the back part facing the adjacent booth is within the height limit but higher than the adjacent booth, it must be covered by a new clean white curtain without patterns, words, stains, no damage, and the internal structure shall not be exposed.

14. During booth construction, it is prohibited to block, cover, enclose, jam, or misappropriate the fire-fighting facilities and equipment of the Convention and Exhibition Center. There shall be no obstruction of any kind within 1.4 meters in front of the safety exits and evacuation exits.

15. If you have valuable exhibits and goods, please leave someone to guard the booth before 10:00 pm on the last day of the exhibition to prevent the loss of items.

VII Management of booth usage

1. It is strictly forbidden to transfer, sublet (sell) the booth. If the name of the company actually used on the booth site is inconsistent with the name of the company that signed the exhibition agreement, the situation must be explained to the organizer in advance and a written document should be issued to prove the relationship between the two, which can only be executed after the organizer agrees. Otherwise, it will be deemed as illegal assignment, subletting and resale of booths, including but not limited to the following situations:

1.1 The booth may not be transferred (borrowed), resold, sub-contracted or sub-leased to third parties (such as suppliers, cooperative units, affiliated units, etc.) who have not signed the participation agreement in any way or name, regardless of whether fees are charged or not.

1.2 Swap booths without permission.

1.3 Distribute or display publicity materials of non-exhibitors in the booth, including business cards with the names of non-exhibitors, websites, CD-ROMs or paper materials that promote non-exhibitors or their products.

2. During the exhibition, any exhibits cannot be removed from the booth or the site without the permission of the organizer. Before the end of the exhibition, any booth is not allowed to be dismantled.

3. It is forbidden to use paint or wallpaper on the standard booth provided by the organizer. Posters and printed items can be pasted on the standard exhibition board provided by the organizer with single-sided or double-sided tape (**foam glue is strictly prohibited**); all standard booth display boards are framed with high-quality aluminum materials, and exhibitors are not allowed to turn on the aluminum frame.

The exhibitor shall be responsible for all the related losses if the holes or sharp objects such as nails and screws are fastened.

VIII Random placement during the exhibition

1. In order to ensure the interests of exhibitors and visitors and maintain the image of the exhibition, it is strictly forbidden to arrange the exhibition site indiscriminately. Exhibitors should distribute materials in their booth, and are not allowed to distribute, hang or display publicity materials in public places outside their booth without permission. If any violators are found, the organizer will confiscate their promotional materials and impose fines. In serious cases, their participation qualifications will be cancelled.
2. If it is found that the products or services displayed on the site are inconsistent with the declaration, the organizer has the right to expel or confiscate. And record it on the record as one of the conditions for future review of the exhibition.
3. For the consequences caused by random decoration, the booth rental unit and individual shall bear all the responsibilities.

IX Noise control regulations

1. If an exhibitor uses a TV curtain wall, TV or other audio-visual equipment for on-site promotion activities, the volume should be lowered as much as possible to avoid any nuisance to other exhibitors or audience. Please install speakers or other audio equipment facing inwards of your booth.

2. If the sound volume emitted by the exhibitor exceeds 65 decibels, the organizer has the right to request the relevant exhibition activities to be terminated immediately, and reserves the right to take further restrictive measures, including but not limited to cutting off the power supply of the booth, confiscation of the amplification equipment and the construction of the exhibitor deposit. The organizer is not required to refund the relevant fees or make any compensation to the exhibitors. The audio-visual equipment installed in the booth is solely the responsibility of the exhibitor, and the behavior of visitors and their employees when operating such equipment should not interfere with visitors or other adjacent exhibitors.

X Move-out regulation

1. The move-out must be completed within the time specified by the organizer.
2. Before the exhibits leave the exhibition hall, they must apply to the organizer for the "Release Slip" and fill in it truthfully. Exhibitors can get it at the organizer's office of the exhibition hall to which the booth belongs. After the approval of the organizer's staff, it will be handed over to the security inspection and release.
3. All cartons and crates in the exhibition hall cannot be placed on the aisle when dismantling, so that the carpets on the aisle can be removed.
4. Exhibitors must clean up all exhibits, decoration materials and waste after the exhibition period. All leftover items will be discarded after closing, and exhibitors will have to pay for the cleaning of such objects.
5. All items should be carried by rubber wheel trolleys with protective plates.

Standard Booth

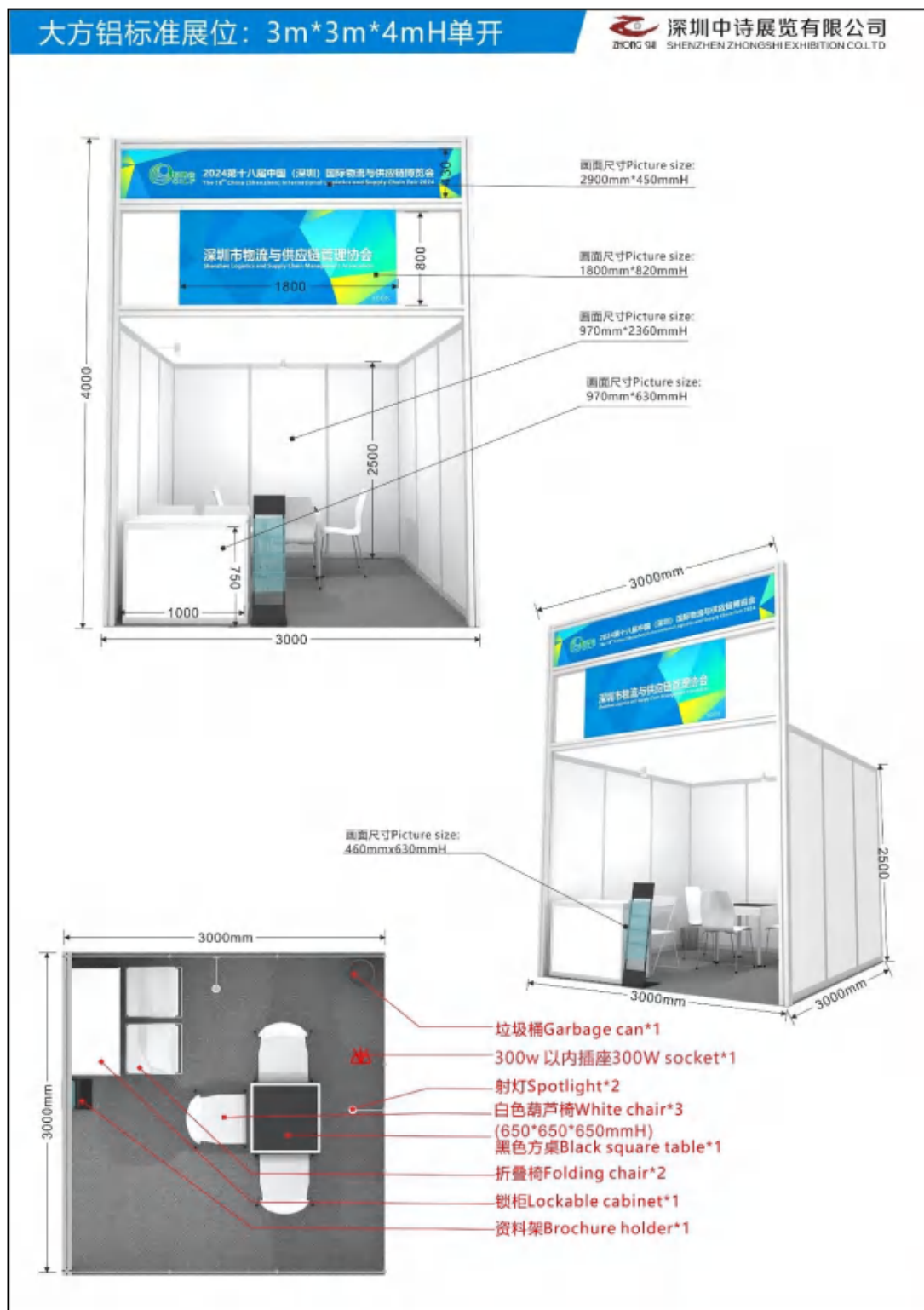
I Facilities of standard booth

1. Size 3m*3m=9m²;
2. Facilities include:
 - 2.1 Booth fascia, Company name in Chinese & English, Booth No.
 - 2.2 Coaming: Aluminum frame and 3 white walls (corner booth with 2 side walls)
 - 2.3 Carpet: Laying carpet inside booth;
 - 2.4 Furniture: 1 reception table, 1 waste basket, 1 table, 5 chairs, 1 document rack
 - 2.5 Electric Appliance: 220V/300W single-phase outlet (only for the use of small electric appliances such as laptop and cell phone recharge; Cannot be accessed to lamps and other electric appliances of huge consumption) ; 2 long-arm spot lights, 60W of each.
3. Exhibitors will be charged for damaging any of the facilities.
4. Other equipment, including special decoration, additional lights, furniture will be charged separately.

II Specifications of standard booth:

Set 9m² booth as an example, please contact the organizer if you need other booth type.

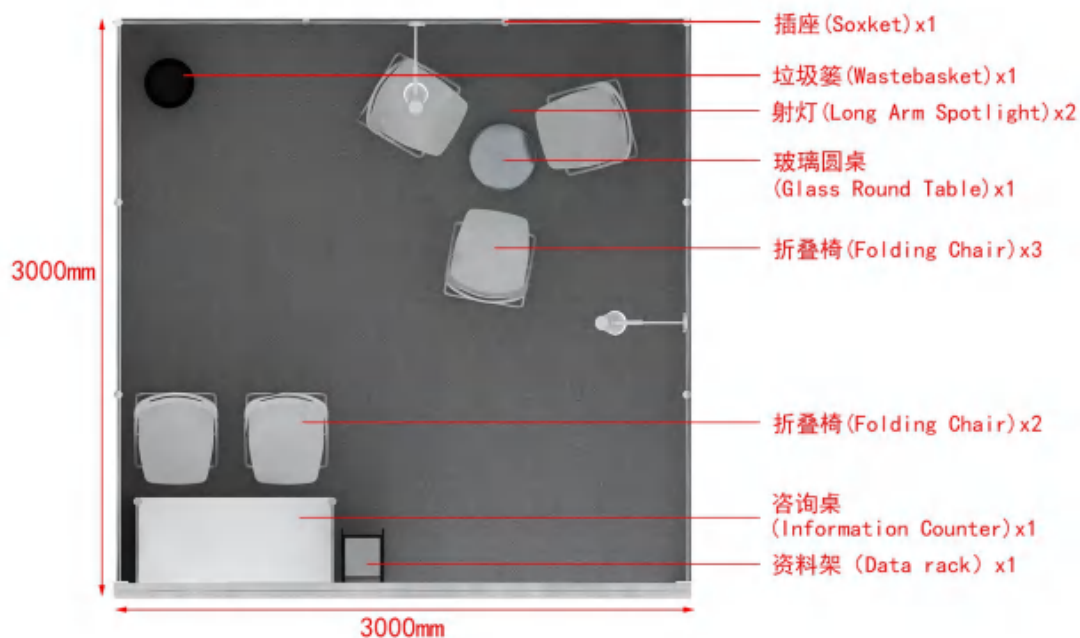
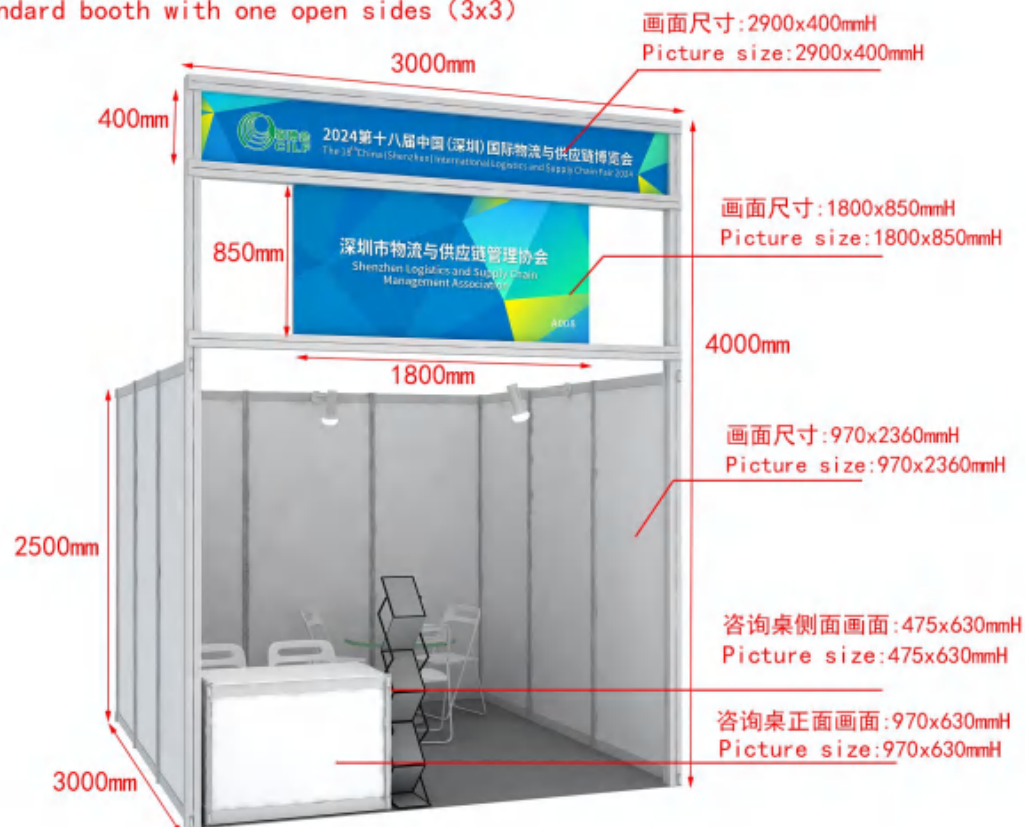
1. Shenzhen Zhongshi Exhibition Co., Ltd. (Hall 1,2)



2. Shenzhen Jiuding Exhibition Co., Ltd. (Hall 4,6,7,8,9)

标准展位单开口 (3x3)

Standard booth with one open sides (3x3)



Raw Space

I Main Constructor

1. Shenzhen Zhongshi Exhibition Co., Ltd. (Hall1,2)

Add: Room 1816, 18th Floor, Tower A, Zhongyin Building, Caitian Rd., Fuzhong Community, Lianhua Street, Futian District, Shenzhen

① Exhibition facilities, electricity & water application: Ms. Wang, Mr. Tang

Tel: 0755-83748462、83748459 ext 8078 or 8043

Email: kf@zhongshifair.com.cn 24-hour Hotline: 400-636-2278

② Raw Space Drawings Check Mr. Liu

Tel: 0755-83209533、83748459 ext 8059

Email: zsst@zhongshifair.com.cn

③ Constructor service platform: <http://8.134.59.253/zcy> (Chinese version only, please fill in the form for application.)

Operation process:

Step 1: Account login

Step 2: Choose the corresponding exhibition

Step 3: Add booth → Enter the corresponding booth number and exhibitor name and other information → Furniture rent → Submit drawing → Payment → Invoice and deposit refund application

2. Shenzhen Jiuding Exhibition Co., Ltd. (Hall 4,6,7,8,9)

Add: Room 602, Building 616, Bagualing Industry Area, Bagua 2 Road, Yuanling Street, Futian District, Shenzhen

① Exhibition facilities, electricity & water application: Ms. Zhu

24-hour Hotline: 0755-88601590 Email: 1849333999@qq.com

② Raw Space Drawings Check

Tel: 13652442066 Email: gongcheng@szjdhz.com

③ Constructor service platform: <http://120.24.31.146/esm-jd/login>

(Chinese version only, please fill in the form for application.)

Operation process:

Step 1: Account login

Step 2: Choose the corresponding exhibition

Step 3: Enter the corresponding booth number → Submit drawing → Furniture rent → Payment → Invoice and deposit refund application

II Raw Space Construction Process

Drawings check (Deadline: Sept. 5th, 2025)

1. Constructor Zhongshi (Hall 1,2) contact Mr. Liu: +86-755-83209533 ext 8059

Constructor Jiuding (Hall 4,6,7,8,9) contact Mr. Yang: 13652442066

2. Important notes:

① All raw space booths must submit the design plan drawings and related materials to the main constructor for review as required, otherwise it is prohibited to enter the site for construction.

② Drawings shall be submitted before **September 5th, 2025** (valid drawings in strict accordance with the requirements. A delayed drawing fee of 1,000 yuan per booth will be charged for drawings submitted later than September 5th 2025, and a delayed drawing fee of 2,000 yuan per booth will be charged for on-site drawing check, and the construction may be postponed.

③ For drawings being submitted but failed to pass the check, or drawings being modified after the submission, revised or supplementary materials must be submitted before **September 9th, 2025**. If the revision or supplementary materials not being submitted by September 10th, 2025, a delayed drawing check fee of 800 yuan per booth will be charged, and the construction time may be postponed.

A reply will be sent to the exhibitor by Email after check.

Reply template:

特装展位通过审核回执

展会名称:

展位号:

参展商名称:

贵公司的特装方案,经我司审核暂未发现结构安全隐患。请确保现场务必按照报审图纸搭建施工,如发现与图纸不相符合或者现场施工存在有安全隐患将无条件进行整改,拒不整改或者整改不彻底将会依据“展馆使用管理规定”采取停工、扣罚安全押金。另请核对展位所属展厅平面位置、规定开口方式和方向及以下注意事项。

所有特装展位搭建结构:馆内展位的具体限高标准详见该展会展商手册。

- 一、特装展位必须搭建于大会指定范围内,其垂直投影不得超过划线范围。
- 二、特装木质结构跨度限制 6 米以内。钢结构限制在 8 米。成型钢架限制在 12 米,且所有横梁必须有足够的相关质量要求;杜绝“断头梁”结构。
- 三、展位外露的地方必须做美化装饰处理,维护展厅整体美观,不得影响其他展位效果;违者将扣除 2000 元施工押金。
- 四、如未提前申报用电申请,请抓紧时间申报。入场布展手续办理请到现场服务台办理,并交纳特装管理费、施工证、清洁安全押金等费用后方可进入现场施工。
- 五、请使用具备国标或符合场馆规定的电线,使用符合用电标准的分线漏电保护电箱,并且电箱必须放置展位外侧,不得以任何理由放置储物间或者封闭位置,储藏间及设备间不得封顶,并需留消防安全门。
- 六、所有木制登高梯不得入场;2 米以上人字梯禁止入场;严禁使用弹力布做任何装饰。
- 七、所有灯箱顶部必须开散热孔。装饰材料的使用必须符合场馆消防管理规定,所有木质搭建材料必须刷防火漆,禁止使用密度板、泡沫、海绵、皮草等易燃材料),谢谢配合。
- 八、特装展位施工期间请勿弄脏我司铝料,违者将扣除安全押金 200 元/根。
- 九、现场展台搭建结构必须与报图一致,发现现场结构与报图不符将按主场管理规定扣除相应的展位施工押金。

请仔细阅读《参展商手册》特装展位说明。

注:进场时请带特装展位通过审核回执到现场服务台,办理相关手续。谢谢!

联系人:

图纸结构安全审核 现场施工安全管理

中诗/玖鼎有限公司

III Documents required for drawings check

NO	Materials to be submitted	Notes
01	1. 《Application Form for Raw Space Contractor》 2. 《Safety Commitment letter of Construction in Shenzhen Convention & Exhibition Center》	Must be filled in completely, signed and stamped with the official seal (both the exhibitor and the construction company)
02	Purchase insurance upon request	Provide insurance company confirmation (uninsured will not pass the drawing check)
03	Copies of the contractor's business license, ID card of the legal person and the person in charge of on-site construction	(Stamped with official seal) with cellphone number of the person in charge of the site
04	Copy of on-site construction electrician certificate (special operation certificate, front and back)	(with official seal) qualified and unexpired
05	Design scheme color renderings	Include plan view, top (perspective) view and elevation view
06	Design scheme structure drawing	Indicate the main load-bearing structure (support point position, beam load and connection process)
07	Design scheme material size chart	indicate the main material (B1 flame retardant grade), and the dimensions of each part (beam span, wall thickness, material used, etc.)
08	Power distribution system diagram	Indicate the total power consumption, the rated current/voltage of the main switch, the wire specification, type and laying method, and the electricity consumption calculation book of the booth
09	Electrical distribution diagram	Indicate the lamps, sockets, specifications, types, installation locations, and the specific location of the control electrical box

Tips:

- ① Height limit requirements: The height limit for single-story booths is 5 meters; height limit for booth under platform is 4 meters.
- ② The floor plan of the booth includes the booth of the air-conditioning glass column and fire hydrant in the center of the exhibition hall. Please pay attention to reserve enough space to avoid the size difference during construction. Please be sure to check the floor plan, find your own booth, and formulate a design plan according to the limited size of each part of the exhibition hall.

1. Application Form for Raw Space Contractor

Deadline: September 5th, 2025

Exhibition name :					
Exhibitor name					
Booth no		Size	L:	W:	H:
Constructor name					
Contact person		Title			Cell
Tel		Fax			Email

We apply to build a raw space booth. In order to ensure safe construction, we hereby promise:

1. A contract has been signed between exhibitor and constructor company that has legal construction qualifications, and is the only designated constructor for the booth.

2. Area confirmation: The booth construction shall be constructed in strict accordance with the area determined by the organizer, that is, the vertical projection of the booth construction (including door headers, bay windows, decorations, etc.) shall not exceed the marked position, and shall not block the fire passage (door) of the exhibition hall in any form. Do not press the yellow line of the exhibition hall to build.

3. Construction materials: In strict accordance with fire protection requirements, it is forbidden to use polyurethane materials such as foam characters and KT boards, and it is forbidden to use elastic cloth, flannel, gauze and other decorative materials. All shall meet the requirements of fire B1 grade flame retardant materials (Relevant material inspection certificates must be provided for flame retardant materials, and relevant inspection reports must be provided for the fire retardant coatings and flame retardant liquids used, and the official seal of the constructor must be affixed.)

4. The glass used must be tempered glass, and the movable glass used to make doors, windows and sashes and a single piece of glass larger than 2 square meters must be tempered glass, and the thickness is not less than 10 mm. And relevant material inspection reports, stamped with the official seal of the constructor shall be provided. The installation of tempered glass requires the use of card slots for fixing, the glass attached to the cover must be fixed with glass nails, and a written installation and fixing plan shall be issued.

5. Safe use of electricity: The material of the electric wire must use the national standard wire. It is strictly forbidden to use twisted pair and flower wire. It is forbidden to use high-power heating lamps such as halogen lamps. It is recommended to use LED energy-saving lamps. The connection process requires that all the joints be connected with needle jade, and the electricity load is guaranteed to be within 80% of the applied electricity. The installation of electrical equipment and lines shall comply with fire safety requirements, and an electric box with leakage protection switch shall be equipped. Booth floor wiring must use conduit or trunking. Electricians must hold a qualified "Special Operation Certificate" to work.

6. Construction safety management: All construction workers must wear safety helmets correctly, professional tools must be equipped for climbing operations, the use of herringbone ladders over 2 meters is prohibited, and mobile operation platforms should be used for operations at heights over 2 meters or fabricated frame scaffolding.

7. Structural safety: The single-span span of the wooden structure of the booth is limited to 6 meters, and the single-span of the steel structure and the steel-wood hybrid structure is limited to 8 meters. The span of the formed steel grid can be appropriately relaxed according to its cross-section, but the maximum shall not exceed 12 meters. All beam connection processes must meet the structural requirements, and the two ends must be embedded in the wall or placed on the walls on both sides to prevent the "broken beam" structure.

8. The thickness of the wooden wall shall not be less than 30 cm for a raw space booth without a cabinet structure, and the width of the wooden wall shall not be less than 10 cm for a special booth with a frame structure. Load-bearing wooden walls must have solid wood inner braces.

9. All carpets must be flame retardant carpets, and a material inspection report is required. And the on-site fire inspection will be carried out.

Above content is fully understands and will implement it strictly according to the requirements. We hereby accept the penalties given by the organizer, the exhibition center and the main service provider in accordance with the relevant management regulations if there is any violation.

Exhibitor: (official seal) Legal representative or security (signature): Person in charge of on-site safety: Contact number:	Booth contractor: (official seal) Legal representative or security (signature): Person in charge of on-site safety: Contact number:
Date:	Date:

2. Safety Commitment Letter of Construction in Shenzhen
Convention & Exhibition Center



Safety Commitment Letter of Construction

(for all hall contractors and raw space booth contractors)

(Organizer):

In order to conscientiously implement the "Safety Production Law of the People's Republic of China", "Fire Protection Law of the People's Republic of China", "Regulations on Safety Management of Large-scale Mass Activities" and other laws and regulations, further implement safety responsibilities, strengthen on-site operation safety management in the exhibition hall, improve the safety awareness and protection responsibilities, and maintains the safety of the exhibition hall and social public, we take full responsibility for the consequences caused by the violation of and hereby make the following solemn commitment:

1. ____ is appointed by our company, his/her phone no. is _____, from ____Year__Month __Day to ____Year__Month__Date at Shenzhen Convention & Exhibition Center

Booth location: ____Hall & Booth no: _____ 、 Exhibitor: _____ ；

Booth location: ____Hall & Booth no: _____ 、 Exhibitor: _____ ；

Booth location: ____Hall & Booth no: _____ 、 Exhibitor: _____ ；

The person in charge of safety management in the booth operation site area is responsible for the safety implementation and rectification .

2. Strictly abide by the national and Shenzhen laws and regulations on fire safety and construction safety management during the operation, strictly abide by the Convention and Exhibition Center's regulations on construction fire safety and booth construction safety, and consciously accept and obey the safety inspection and supervision by the public security organs, fire departments and exhibition center, and will implement rectification in a timely manner.

3. The equipment and tools used in on-site operations meet the safety requirements, and all special operators are certified to work and prepare a sufficient number of fire-fighting equipment on the job site.

4. During the operation, the construction materials used meet the fire protection and structural safety requirements of the exhibition hall, correctly evaluate the electricity load of the operation project, and adopt the matching electrical switch and cable capacity to ensure the electricity safety of the operation project. .

5. Strictly follow the requirements of the operation design and construction drawings, standardize the construction, and take corresponding safety protection measures in dangerous operations such as climbing and hoisting to ensure the personal safety of workers.

6. In the event of various fire, public security and other accidents during the construction operation, the on-site management person of the Convention & Exhibition Center shall be notified as soon as possible, and shall be obliged to take necessary protective measures to prevent the accident from further expansion.

7. During the operation period, if any behaviors like stealing, damage the property of the exhibition center, enter or destroy the closed area set up by the exhibition center without authorization, etc., that are in violation of the management regulations of the exhibition center, the exhibition center has the right to consider the severity of the situation and take measures such as warning and transfer to the public security organ for processing, and reserve the right to cancel the construction qualification of the constructor.

8. If the above commitments are violated, we will voluntarily accept the penalties imposed by the public security organs, fire departments and the Convention & Exhibition Center in accordance with laws and regulations or "Shenzhen Convention and Exhibition Center Exhibition Hall Use Regulations".

9. This Letter of Commitment is made in two copies, one for the construction entry formalities kept by Shenzhen Convention and Exhibition Center, and the other for the constructor.

Constructor (company seal):

Designated person in charge of safety (signature):

Date:

Notes: 1. The commitment letter is only valid with company seal.

2. The name of the constructor should be consistent with the booth location, booth number and exhibitor name provided by the organizer.

IV Raw space booth drawings template (for reference)

效果图



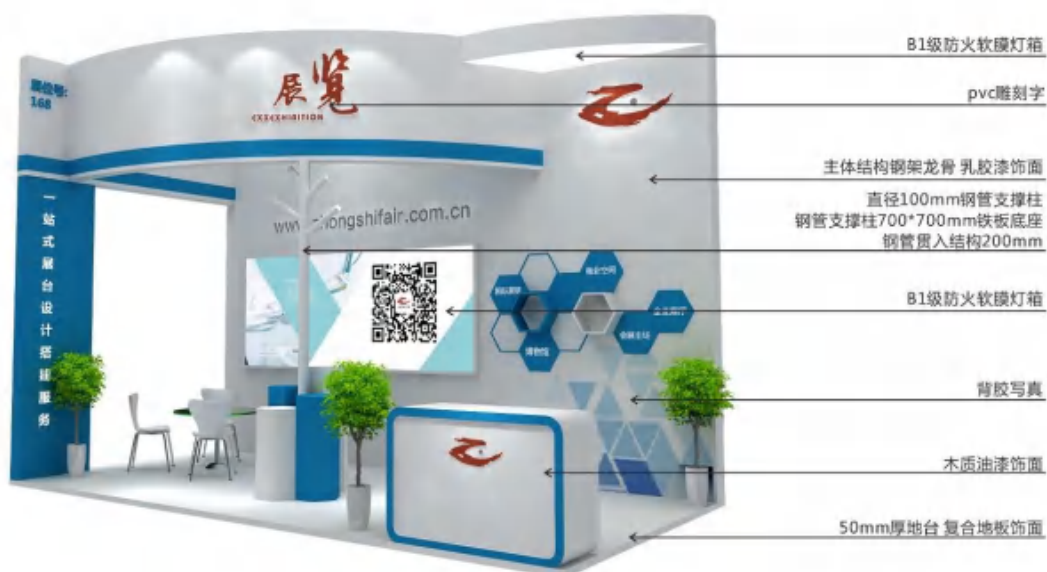
正视效果图



俯视效果图

注：所有材料是防火材料符合B1级防火标准

材质图



注：所有材料是防火材料符合B1级防火标准

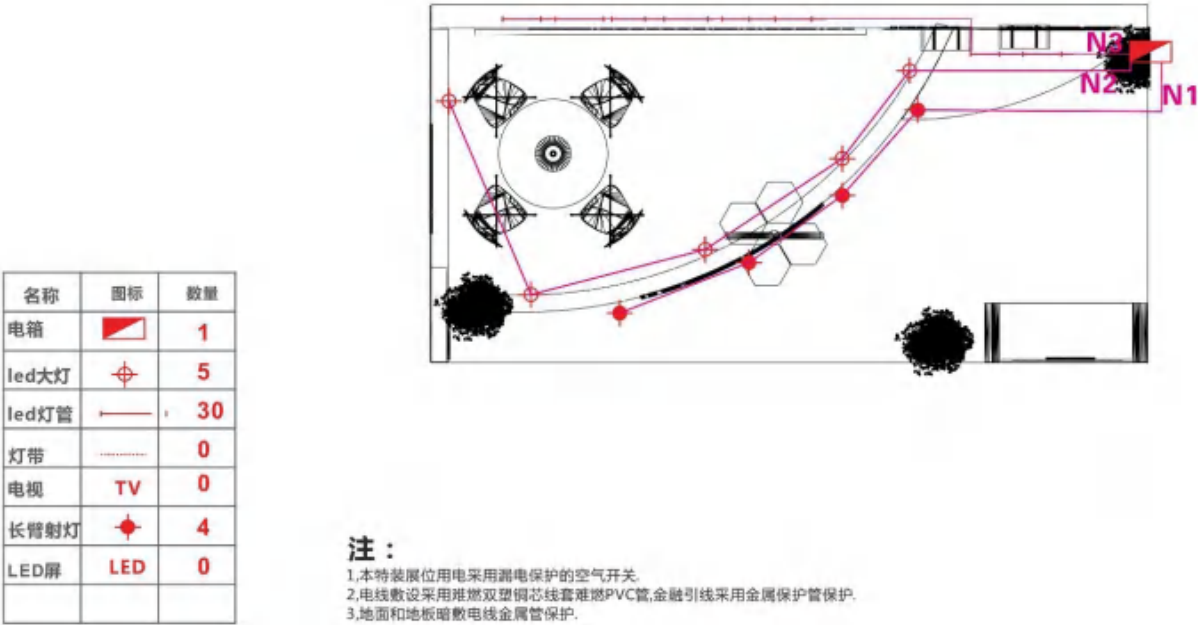
IV Raw space booth drawings template (for reference)

网格图



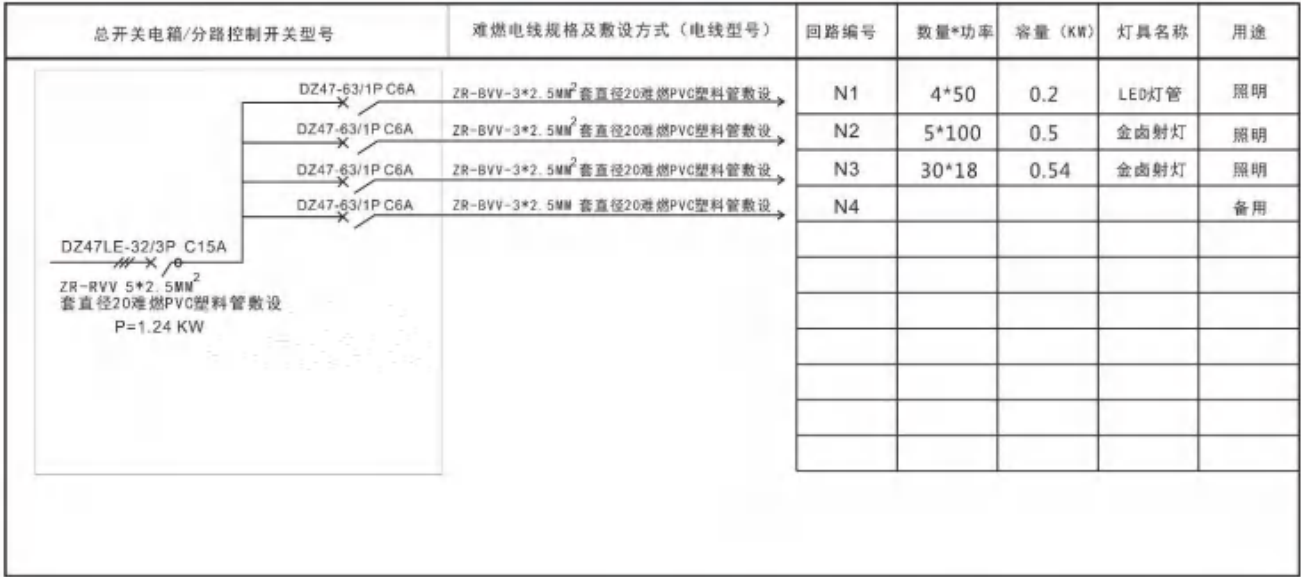
注：所有材料是防火材料符合B1级防火标准

电路图






IV Raw space booth drawings template (for reference)

特装摊位配电系统图

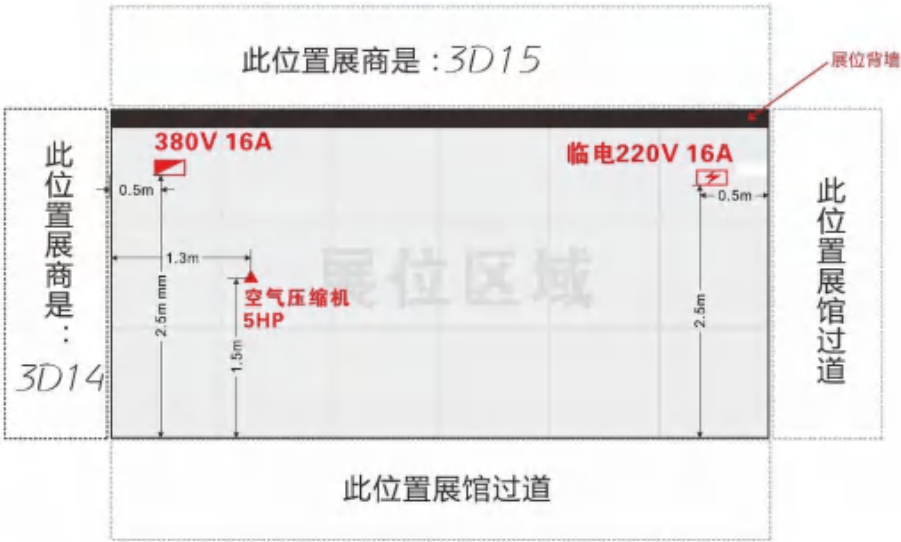


注：

- 1.本特装展位用电采用漏电保护的空气开关。
- 2.电线敷设采用难燃双壁铜芯线套难燃PVC管,金属引线采用金属保护管保护。
- 3.地面和地板暗敷电线金属管保护。

图例	说明	灯具名称	功率因素	电流计算方式
	三相带漏电开关	白炽灯 电子式光管	*1	单相电路 (安) = $\frac{\text{功率 (瓦)}}{220 \times \text{功率因素}}$
	单相分路开关	电感式光管	*0.5	
	单相插座	金属卤化物灯	*0.6	三相电流 (安) = $\frac{\text{功率 (瓦)}}{\sqrt{3} \times 380 \times \text{功率因素}}$

电气定位图



公司名称：深圳中译展览有限公司 展位号：3d11 展台尺寸：3*6=18 平方米

V Raw Space Booth Construction Requirement

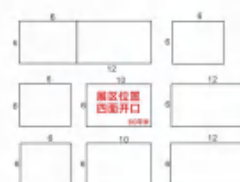
All booth design plan must strictly adhere to the sizes opened as shown in the floor plan.

- ① For the side facing the passage, a full enclosure is allowed on one side only, and the width of this side must be less than or equal to 6 meters. If it exceeds 6 meters, only 70% of the width of that side is allowed to be enclosed.
- ② The surrounding parts of other sides facing the passage that are 2.5 meters high or lower must not have a fully enclosed structure; at least 50% must remain open design.

All booth design plan must strictly adhere to the sizes opened as shown in the floor plan.

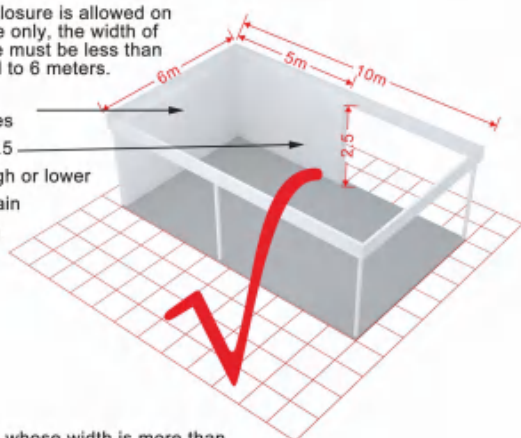
1. For the side facing the passage, a full enclosure is allowed on one side only, and the width of this side must be less than or equal to 6 meters. If it exceeds 6 meters, only 70% of the width of that side is allowed to be enclosed.

2. The surrounding parts of other sides facing the passage that are 2.5 meters high or lower must not have as fully enclosed structure; at least 50% must remain open design.

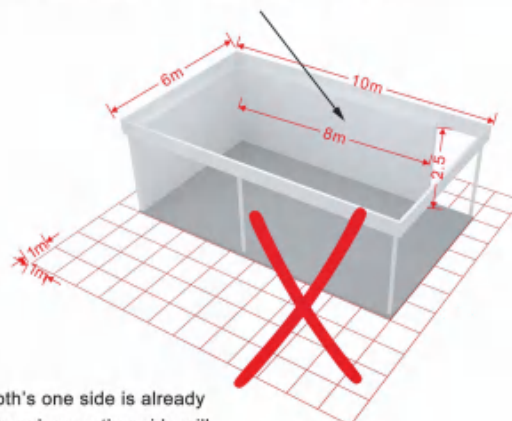


Full enclosure is allowed on one side only, the width of this side must be less than or equal to 6 meters.

Other sides that are 2.5 meters high or lower must remain 50% open design.

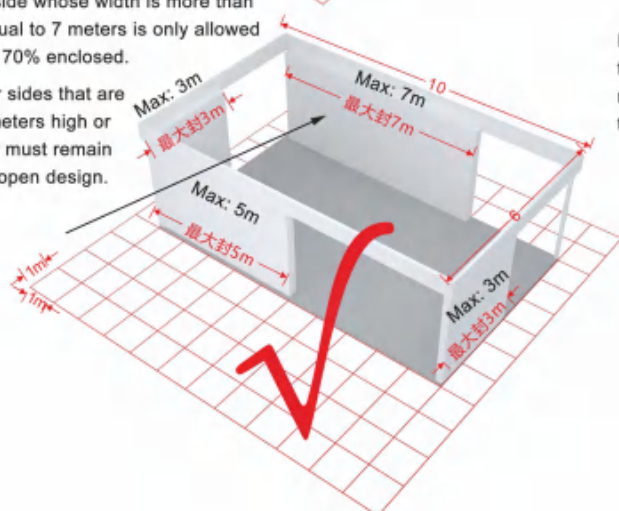


It will be not allowed if this side's width exceeds 6 meters and more than 70% of that side is enclosed.

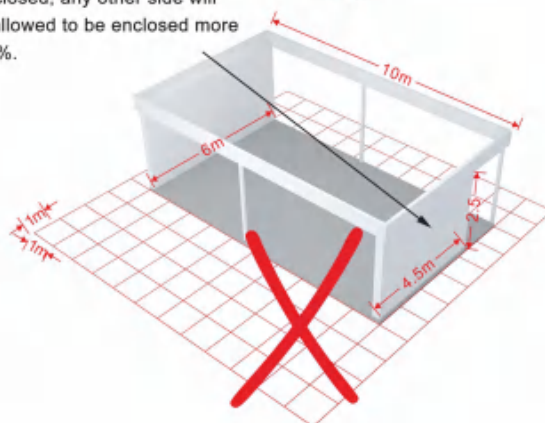


The side whose width is more than or equal to 7 meters is only allowed to be 70% enclosed.

Other sides that are 2.5 meters high or lower must remain 50% open design.



If the booth's one side is already fully enclosed, any other side will not be allowed to be enclosed more than 50%.



VI Construction Fee

1. List of On-site Fees

Administration of Construction			
Construction Admission Fee	Construction Permit Fee	Construction Administration Fee	Check in
¥30 RMB/ person	¥50 RMB/ booth	¥35 RMB /m ²	Service Counter at 2F

Construction Safety Guarantee Deposit		
Raw space area	Price (RMB)	1. Both the exhibitors and constructors should ensure safe construction. 2. The exhibitors or constructors should confirm and sign the responsibility agreement when submitting safety deposit. 3. Construction safety deposit should be submitted by constructors, or by exhibitors in special cases. 4. Construction safety deposit will be refunded only after the exhibitors dismantled and cleaned up the booth and received the confirmation and signature of the assigned person from the show management. 5. All deposit will be refunded within 1 month after the fair. Only company account transfers are allowed, and electricity apply is possible only after the deposit done.
less than 100 m ²	20000 RMB/period	
101-200m ²	30000 RMB/period	
Over 201m ²	50000 RMB/period	

Extension Service Fee			
Service Object/Time	17:30-22:00	22:00-24:00	①should be applied before 16:00, 10% fee will be charged for delay application. ②No extension service will be arranged after 24:00. ③No air-condition during the extension period. ④Booth area less than 36m ² will be calculated as 36 m ² when apply for the extension service. ⑤If permitted, the OT fee will charge 28 RMB/m ² ·2h after 24:00. ⑥No electricity for standard booth during extension.
Exhibitor	25 RMB /m ²	25 RMB /m ²	

2. Electricity Leasing (Deadline: September 5th, 2025)



This service is connected by the technician designated by the exhibition center.

NO	Item	Specification	Unit	Price (RMB)	Extension Electricity	Details
①	Power supply (indoor)	380V/16A	P	1700	19/h	① Refer to and implement the relevant management regulations for the power connection of the exhibition center. ② includes material fee, construction fee, management fee and electricity fee. ③ Additional 150 RMB management fee and installation fee is charged for each outdoor place. ④ The price is within 4 days of the fair period and if exceeds 4 days, 20% of the rental price will be charged per day (including electricity fee and manual duty) . ⑤ 220V/10A power supply is provided with one three-hole socket. ⑥Electric boxes of 100A and above use terminal block wiring, other specifications use quick-plug connectors to connect the power outlet. Booths applying for electricity should equip their own quick-plug connectors to connect the power to the booth. ⑦ Power supply quality please refer to the National grid power supply quality standard. 380V/220V voltage deviation does not exceed± 10% of the rated value, supply frequency deviation ±0.1 Hz. The exhibition hall does not bear the risk of instantaneous voltage loss power failure and other problems caused by the failure of the municipal power supply line. ⑧ The charge for any extension power supply will be based on “Extension Electricity”. ⑨Electricity for lighting and equipment (LED screens, equipment and machinery, etc.).should be applied separately.
②		380V/32A	P	3000	38/h	
③		380V/63A	P	5250	70/h	
④		380V/100A	P	9850	110/h	
⑤		380V/150A	P	14400	160/h	
⑥	Lighting power supply (indoor)	220V/10A	P	720	6/h	
⑦		220V/16A	P	1050	7/h	
⑧		220V/32A	P	2150	14/h	
⑨		220V/63A	P	3300	26/h	
①	Temporary power for decoration	220V/16 A	P/2day	450	7/h	for the move-in period within 2 days and an additional 250 RMB will be charged for each additional day.
②		380V/16 A	P/2day	580	12/h	for the move-in period within 2 days and an additional 300 RMB will be charged for each additional day.

Note:

- ① During the move-in period, booths with power supply needs at exhibition period should apply at the service desk in advance. One electricity supply period for application is 4 hours. If the applied time is shorter than 4 hours, it will be calculated as one period.
- ② Booths with extension power supply need during move-out period should apply at the service desk in advance. One electricity supply period for application is 2 hours. If the applied time is shorter than 2 hours, it will be calculated as one period. (including electricity fee, manual duty and material fee.)
- ③ During the move-in, exhibition, and move-out period, the exhibition hall will conduct power transmission and power outage in strict accordance with the specified time. Exhibitors must cut off all electrical equipment and facilities in the booth in advance. If the electrical equipment and facilities are damaged due to the failure of switch off in advance, all losses and consequences shall be borne by the equipment owner or user.
- ④ Based on the requirements of fire safety, Shenzhen Convention and Exhibition Center will, according to the requirements of the organizer, stop the power supply of the booths before the closing of the exhibition every day, and all booths will no longer be powered after the closing. Booths with special power supply needs (such as 24-hour power supply needs) should apply at the service desk for 24-hour uninterrupted power supply in advance. The 24-hour power supply provided by the exhibition is only used for small household appliances such as refrigerators (freezers). When powered off, please check the power status and correct connection of the sockets (electrical boxes) used for 24-hour electrical equipment. After closing, the hall is in unattended monitoring state. The 24-hour electrical equipment used in the booth (refrigerators, freezers and other electrical appliances) may trip at night due to aging, overload and other reasons, so try not to store high-value food and other medical and biological items. Otherwise, the exhibition center won't bear the loss caused thereby.
- ⑤ Please refer to the Regulations on power connection.
- ⑥ Important note: For intentional concealment, underreporting, and omission of power consumption, penalties will be given 1-2 times depending on the seriousness of the circumstances, such as personal injury and property damage accidents will also be investigated for legal responsibility.
- ⑦ Except for the 10A/220V optional socket, all other power supplies need to be connected by exhibitors/constructors with their own industrial interfaces and secondary electrical boxes.
- ⑧ 10% surcharge will be charged for application after deadline date, and 30% surcharge will be charged for on-site applications.

3. Water Leasing (Deadline: September 5th, 2025)

This service is connected by the technician designated by the exhibition center.

NO	Item	Specification	Price	Details
①	Fixed water supply (including drainage)	DN15mm (½ in)	2080 RMB/exhibition	additional 100 RMB for materials and installation fees for each contact of outdoor water use
②		DN20mm (¾ in)	3200 RMB/exhibition	
③		DN25mm (1 in)	3750 RMB/exhibition	

4. Air Compressor (Deadline: September 5th, 2025)

Mobile Air Compressor (This service is connected by the designated technician of the exhibition center)			
NO.	Capacity (L/Min)	Price (RMB)	Technical Indicators
①	500L/Min	3600	(1) Air supply pressure range: P=0.6-0.8 Mpa Particle size in the air: ≤ 20μm Particle concentration: ≤ 10 mg/m³ Maximum oil content: ≤ 3 PPM Dew point temperature: -15°C. (2) The quality of the compressed air provided by the exhibition center falls within the scope of the above technical parameters. For requirements beyond this range, exhibitors are required to bring their own air compressor or add auxiliary treatment equipment. Exhibitors shall be solely responsible for any issues regarding the quality of the compressed air caused by connecting their own equipment.
②	700L/Min	3840	
③	1000L/Min	4800	
Notes ① The rental items need to be booked 7 days in advance. ② Please consult the other specifications from the constructor. In principle, bring and using air compressor in the hall is not permitted. ③ 10% surcharge will be charged for application after deadline date, and 30% surcharge will be charged for on-site applications.			

5. Communication network (Deadline: September 5th, 2025)

(This service is connected by the designated technician of the exhibition center)

NO	Item		Deposit (RMB)	Price (RMB)	Remark
①	International Direct Dialing (IDD)		Phone: 200/P Prepaid phone bill: 2000 /P	780 /P/Exhibition	Including city/domestic long distance calls. International call charges are calculated based on actual (restricted to audio stations)
②	Network	LAN access		780 /IP/Exhibition	The hall shares 300MB of bandwidth, with one computer access. The use of routers is prohibited.
③		Address mapping (NAT) public IP		3600 /IP/Exhibition	The speed is the same as the LAN broadband, sharing 300MB bandwidth, and a private IP is available.
④	ADSL dial-up Internet access 100M		Downlink 100M, Uplink 10M	2400 /Exhibition	This line is provided by China Telecom and a router will not be provided.
⑤	ADSL dial-up Internet access 200M		Downlink 200M, Uplink 20M	3500 /Exhibition	
⑥	IP Metropolitan Area Network 10M		Downlink 10M, Uplink 10M	20250 /Exhibition	This is an optical fiber line provided by China Telecom and needs to be pre-applied 10 working days in advance.
⑦	IP Metropolitan Area Network 20M		Downlink 20M, Uplink 20M	27500 /Exhibition	
⑧	IP Metropolitan Area Network 50M		Downlink 50M, Uplink 50M	38750 /Exhibition	
⑨	IP Metropolitan Area Network 100M		Downlink 100M, Uplink 100M	49200 /Exhibition	
⑩	IP Metropolitan Area Network 500M		Downlink 500M, Uplink 500M	131000 /Exhibition	
⑪	IP Metropolitan Area Network 1000M		Downlink 1000M, Uplink 1000M	208000 /Exhibition	

Note:

① 10% surcharge will be charged for application after deadline, and 30% surcharge will be charged for on-site application.

② Network and telephone lines must be applied in advance or during the move-in period, and cannot be installed during the exhibition period.

③ The internet rental service can not be provided after 18:00 on the last day of the move-in period, as the location of the information point cannot be accurately found after the carpet is laid, and the carpet and decorative surface will be damaged when connecting cables. Therefore, customers with internet needs are requested to apply before regulated time.

④ In order to ensure the normal operation of the computer network in the exhibition center and provide stable network services for exhibitors, the use of wired routers and wireless routers is strictly prohibited. Once it is found to be in use, the Convention Center will close its computer network ports.

Application Form for Exhibition Facilities, Electricity & Water (Hall 1,2)

Deadline: September 5th, 2025

Company name:						Booth no.:					
Contact person:						Tel:					
Exhibition Facility Leasing						Exhibition Facility Leasing					
No	Item	Specification (LWH)	Unit	Price RMB	Quant.	No	Item	Specification (LWH)	Unit	Price	Quant.
1	Folding chair	White	P	25		16	Single sofa	White	P	260	
2	Elevating counter	1m×0.5m×0.75m×1m	P	240		17	Double sofa	White	P	400	
3	Leather chair	Black	P	100		18	Tea table	White	P	200	
4	Bar chair	Black, white	P	80		19	Plant	Dracaena fragrans	P	50	
5	Desk	1m×0.5m×0.75m	P	80				Madagascar palm	P	80	
6	Information table	1m×0.5m×1m	P	150				Scindapsus aureus	P	150	
		1m×0.5m×0.75m	P	100		20	Showcase	1m×0.5m×2m	P	240	
7	Round table	Wooden Ø0.8m	P	100		21	Table cloth	1.5M*1.5M (Deposit: 100RMB)	P	50	
		Glass Ø0.9m (Deposit: 200RMB)	P	180		22	Displaying Board	1×2.5m	P	80	
8	Plate	Straight 1m×0.3m	P	50		23	Site-removing	3*3 or 2*3	e	240	
		Inclined 1m×0.3m	P	60		24	Sweeping Enquiry table	1mH	P	700	
9	High showcase (no lamp)	1m×0.5m×2m	e	450		25	Hanging Rack	stainless steel rod	M	50	
	High showcase (with one 100w spot light)	1 m×0.5m×2m	e	500		26	Clothes rack	1.2*1.2M (Deposit: 200RMB)	e	150	

10	Square table	0.65m×0.65m×0.65m	P	100		27	Water Fountain	Vertical incl. 2 barreled water	e	160	
11	Short cabinet	1m×0.5m×0.75m	e	200			Drinking Water	Barreled purified water (Deposit:30RMB)	e	35	
12	Low showcase (no lamp)	1m×0.5m×1m	e	300		28	PDP Monitor	42 inch	s	1000	
	Low showcase (with one 40w fluorescent light)	1m×0.5m×1m	e	350				50 inch	s	1500	
13	Document rack	Deposit:100	P	100		Lights Leasing					
14	Carpet	All colors (made in China)	M ²	20		29	Spot light	LED 40W	e	80	
15	Wooden door	1M×2M (with lock)	P	240			Halogen lamp	LED 100W	e	200	

Note:

1. The above quotations are all rental prices, and the renting time is one exhibition period. The rental price doubles for overdue.
2. Quoted items above include shipping, installation, dismantling, cleaning, materials, construction and management fees.
3. If the exhibition equipment reserved or delivered to the booth needs to be returned or exchanged, 30% of the rental exhibition equipment fee shall be deducted as labor cost, material cost and construction fee.
4. The standard booth equipment shall not be returned or exchanged at a price, and exhibitors are not allowed to take items from other booths without permission.
5. A 20% surcharge must be paid for on-site application of the above items; if the reservation is not paid or the exhibition facilities are rented on site (during the move-in period), the supply may not be guaranteed; please book and pay in advance.

Tel: 400-636-2278 Email: kf@zhongshifair.com.cn



中诗展览展具示意图

ZHONG SHI ZHONGSHI EXHIBITION FURNITURE PICTURE



简易桌(L1m*W0.5m*H0.75m)
Reception table



咨询桌(L1m*W0.5m*H0.75m)
Inquiry table



方桌(L0.65m*W0.65m*H0.65m)
Square table



矮柜(L1m*W0.5m*H0.75m)
Lockable cabinet



低陈列柜(L1m*W0.5m*H1m)
Low glass showcase



高陈列柜(L1m*W0.5m*H2m)
Tall glass showcase



弧形咨询台(H1m)
Arc reception counter



高低台(L1m*W0.5m*H0.75/H1m)
Elevating counter



玻璃圆桌(Φ0.9m/Φ0.7m)
Round table(glass)



木圆桌(Φ0.8m)
Round table(wooden)



货架(L1m*W0.5*H2m)
Multi-layer shelf



黑色皮椅
Black leather chair



折椅
Folding chair



吧椅
bar chair



42寸等离子电视
42" plasma display panel TV



木门
Wooden door



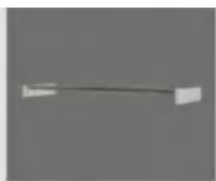
电冰箱(62L)
Refrigerator



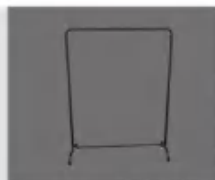
饮水机
Water fountain(vertical)



层板(L1m*W0.3m)
Shelf



衣通(L1m)
Hanging rack



活动衣架
Clothes rack



资料架
Brochure holder



绒布(L1.6m*W1.6m)
Table cloth



名片盒
Card-case



单人沙发 A single sofa
双人沙发 A double sofa
茶几 Tea table



长臂射灯 (40W)
Longarm spotlight



卤光灯(100w)
Halogen lamp



也门铁
Dracaena fragrans



绿萝
Scindapsus aureus



散尾葵
Madagascar palm

Application Form for Exhibition Facilities, Electricity & Water (Hall 4,6,7,8,9)

Deadline: September 5th, 2025

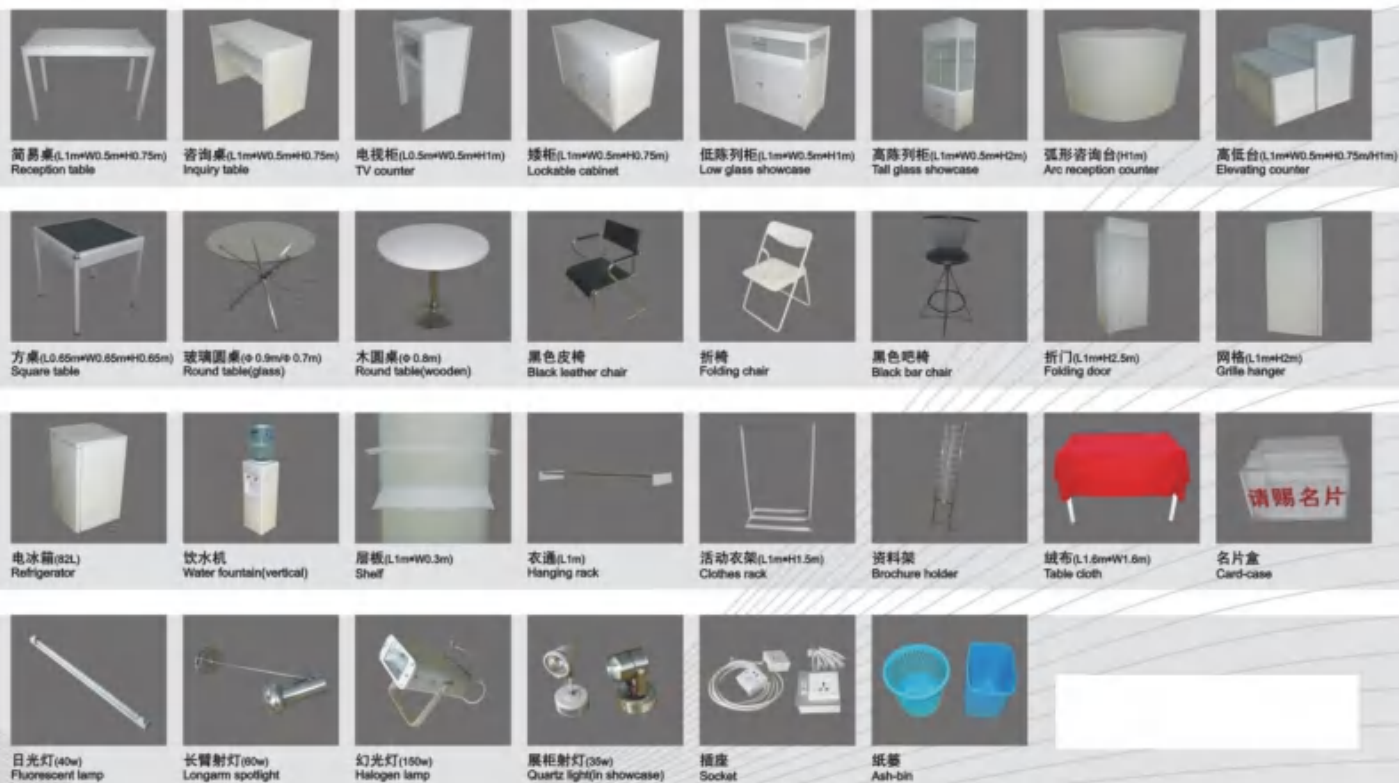
Company name:						Booth no.:					
Contact person:						Tel:					
Exhibition Facility Leasing						Exhibition Facility Leasing					
No	Items	Specification (LWH)	unit	Price RMB	Quant.	No	Items	Specification (LWH)	unit	Price RMB	Quant.
1	Folding chair	white	P	25		16	Single sofa	white	P	260	
2	Elevating Counter	1m×0.5m×0.75m×1m	P	240		17	Double sofa	white	P	400	
3	Leather chair	black	P	100		18	Tea table	white	P	200	
4	Bar chair	Black, white	P	80		19	Plant	Dracaena fragrans	P	50	
5	Desk	1m×0.5m×0.75m	P	80				Madagascar palm	P	80	
6	Information table	1m×0.5m×1m	P	150				Scindapsus aureus	P	150	
		1m×0.5m×0.75m	P	100		20	Showcase	1m×0.5m×2m	P	240	
7	Round table	Wooden Ø0.8m	P	100		21	Table cloth	1.5m*1.5m Deposit 100	P	50	
		Glass Ø0.9m deposit 200	P	180		22	Displaying Board	1×2.5m	P	80	
8	Plate	Straight 1m×0.3m	P	50		23	Site-removing	3*3 or 2*3	E	240	
		Inclined 1m×0.3m	P	60		24	Sweeping Enquiry table	1mH	P	700	
9	High showcase (no lamp)	1m×0.5m×2m	E	450		25	Hanging Rack	stainless steel rod	M	50	
	High showcase (with one 100w spot lamp)	1 m×0.5m×2m	E	500		26	Clothes rack	1.2m×1.2m (Deposit 200)	E	150	
10	Square table	0.65m×0.65m×0.65m	P	100		27	Water Fountain	Vertical incl. 2 barreled water	E	160	
11	Short cabinet	1m×0.5m×0.75m	E	200			Drinking Water	Barreled purified water (Deposit:30)	E	35	
12	Low showcase (no lamp)	1m×0.5m×1m	E	300		28	PDP Monitor	42 inch	S	1000	
	Low showcase(with one 40w fluorescent light)	1m×0.5m×1m	E	350				50 inch	S	1500	
13	Document rack	Deposit 100	P	100		Lights Leasing					
14	Carpet	All colors (made in China)	M ²	20		29	Spot light	LED 40W	E	80	
15	Wooden door	1m×2m(with lock)	P	240			Halogen lamp	LED 100W	E	200	

Note:

1. The above quotations are all rental prices, and the time is one exhibition period. The rental price doubles for overdue.
2. Quoted items above include shipping, installation, dismantling, cleaning, materials, construction and management fees.
3. If the exhibition equipment reserved or delivered to the booth needs to be returned or exchanged, 30% of the rental exhibition equipment fee shall be deducted as labor cost, material cost and construction fee.
4. The standard booth equipment shall not be returned or exchanged at a price, and exhibitors are not allowed to take items from other booths without permission.
5. A 20% surcharge must be paid for on-site application of the above items; if the reservation is not paid or the exhibition facilities are rented on site (during the move-in period), the supply may not be guaranteed; please book and pay in advance.

Tel: 0755-88601590 Email: 1849333999@qq.com

jiuding Exhibition Furniture Picture (Hall 4,6,7,8,9)



Insurance and Precautions

Dear exhibitors,

In order to effectively prevent unexpected accidents during the exhibition, reduce the accidental losses caused thereby. The organizer reminds exhibitors to purchase insurance. Before entering the venue, exhibitors should ensure that they have a valid insurance policy. It is recommended that the minimum sum assured should not be less than 2 million RMB, the single accident insurance assured amount should not be less than 1 million RMB, and assured for per person should not be less than 500,000 RMB.

Insurance Claims Notes:

1. The raw space constructor must issue the insurance policy when reporting the drawings.
2. Report the accident in time, send the injured to the hospital, and report the information: the injured ID, accident time and location, extent of the injury, accident situation, hospital of the injured, inpatient or outpatient.
3. Take pictures or record videos at the accident scene, and obtain monitoring to understand the accident.
4. Keep the original medical documents (medical records, diagnosis certificates, examination reports, admission and discharge summaries, expense lists, invoices, etc.)

Exhibits Carrier Service

I . Overseas Exhibits Carrier Service

To be confirmed.

II . Move-in and Move-out Service **Contact: 0755-8284 8646**

1. Move-in and Move-out Carrier Service				
NO	Item	Specifi cation	Price (RMB)	Service content and description
1.1	Exhibits move in and out packaging service	m ³	280/m ³	Forklift unloading, one-time placement, unpacking, unpacking bottom support, empty container handling and storage, loading (excluding crane)
1.2	Bare metal move in and out packaging service	m ³	200/m ³	Forklift unloading, one-time placement, loading (excluding crane)
1.3	Empty container handling, storage and packaging services	m ³	150/m ³ /exhibiti on	Empty container move out, storage and move in
1.4	Bare metal move in	m ³	120/m ³	Forklift unloads and transports exhibits to the booth, one-time placement
1.5	Small exhibits enter the hall	within 30KG	50/m ³	Deliver the exhibits to the booth
1.6	Unpacking fee	m ³	50/m ³	Unpacking and remove bottom support
1.7	Packing fee	m ³	50/m ³	Packing and install bottom support
1.8	Empty container handling fee	m ³	50/m ³	Send empty container to stacking point
1.9	Empty container storage fee	m ³	30/m ³ /day	Billing starts from the date of deposit
1.10	Exhibits second-time placement	Forklift	300/P/Time	Charge based on 1.1

NO	Item	Specification	Price (RMB)	Service content and description
1.11	Exhibit assembly support construction	Forklift rental	2000/P/4H	Exhibit assembly, Booth construction assistance and Crane rental please call: 0755-82848646
		Crane rental	4000/P/4H	
1.12	Crane surcharge	Below 5 tons	1800/P/Time	Charge based on 1.1
1.13	Over-limit surcharge	1. Exhibits with a weight of 5 tons and above will be charged an additional 500 RMB per ton for in and out, and no additional crane surcharge will be charged. 2. For over-weighted exhibits, please reserve through call at 0755-82848646; order on site will have to wait, and a 50% fee will be charged.		
1.14	All fees are same for move in and move out			
Note	Unauthorized and unreported handling equipment is strictly prohibited (including all kinds of cranes, motor forklifts, stackers, etc.)			

2. Other Carrier Service

NO	Item	Price (RMB)		
2.1	Shipping management fee, Temporary warehouse, Construction materials forklift unloading (move in)	The basic price is 30,000 RMB/exhibition period (volume 500 m ³ and below) , if volume exceed 500 m ³ , additional part is charged 30 RMB/ m ³ /exhibition period		
2.2		20/m ² /≤ 5 days		30/m ² /≥ 6 days
2.3		1600/P Vehicle ≤ 9.6m	2000/P Vehicle ≤ 13m	3000/P Vehicle ≤ 17.5m
Note	1. The above services are limited to the organizer, carrier and the constructor designated by the exhibition; 2. The on-site service of the carrier must be approved by the Shenzhen Convention & Exhibition Center, and relevant filing documents and insurance policies must be submitted.			

3. Overseas Exhibits Carrier Service

NO	Item	Service content	Price (RMB)	Description
3.1	Packaging service for exhibits move in and move out	1. Including 1.1 service content; 2. Equipped with an independent service team; 3. Cooperate with customs inspection of exhibits.	400/m ³	For forklifts or cranes of 5 tons and above, the cost involved shall be borne by the carrier.
3.2	Storage fee	Exhibits, Empty container Storage	30/m ³ /day	If the carrier can move in and out with permission, the storage fee shall be calculated according to the actual service days.
3.3	Shipping management fee	Charged as per the volume of the exhibits of 4 days	30/m ³	If the carrier chooses the packaging service of the exhibition center, this fee is exempted.
Note	The above services are limited to overseas exhibitors.			

4. Special Exhibit Carrier Service

NO	Item	Service content	Price (RMB)	Description
4.1	Exhibition car upstairs	Limited to passenger exhibition cars	8000/P/move-in	Unload, enter the hall and go upstairs (one way)
4.2	Exhibition car loading and unloading	Limited to passenger exhibition cars	4000/P/move-in	Unload, enter the hall (one way)

Note:

1. The above charging items shall be counted from at least 1 unit of measurement;
2. Office address: Room 1109, Gate 8, Hall 1, Shenzhen Convention & Exhibition Center, Fuhua 3rd Road, Futian District, Shenzhen

Contact: 0755-8284 8646

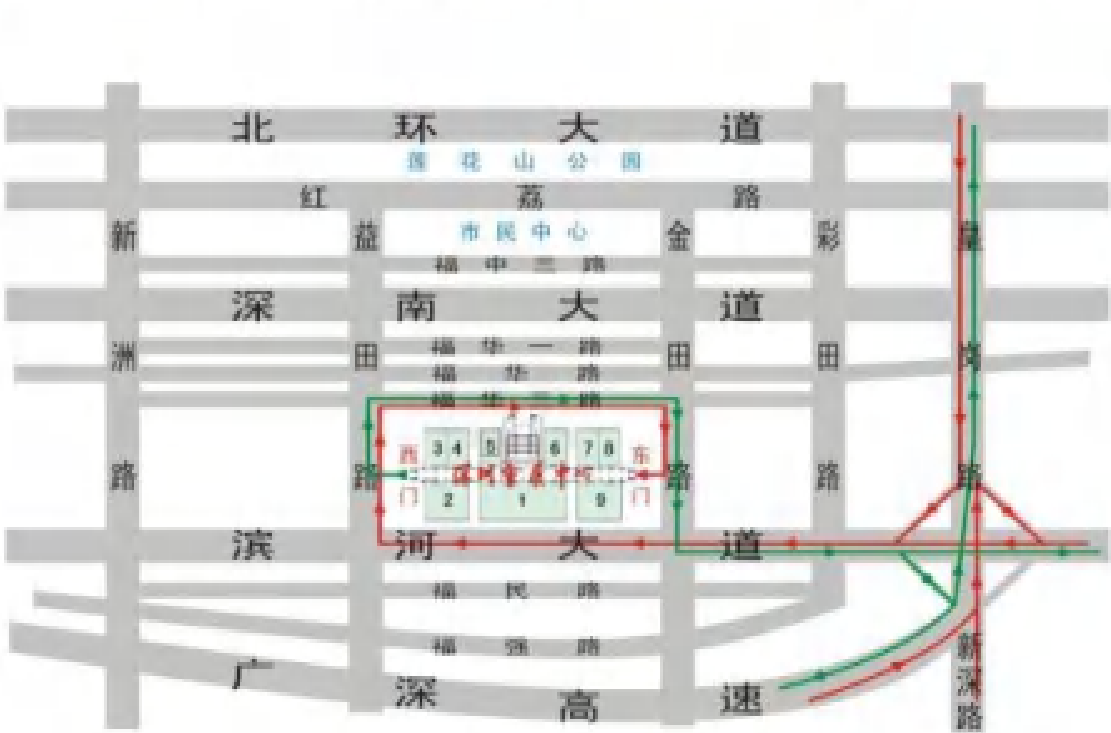
Transportation and Accommodation Guide

I Road map of vehicles during move-in & move-out

1. During the move-in period, trucks transporting exhibit can enter and leave the exhibition center. Trucks will be temporarily parked at designated locations when entering, and leave after unloading. Trucks move out with exhibits must be released after inspection by the guards with the "release slip" issued by the organizer.
2. All kinds of vehicles entering and leaving the exhibition hall must obey the command of the on-site security traffic administrator, drive according to the prescribed route, and park at the designated location. For the specific travel route, please refer to the "Traveling Route Map of the Move-In Vehicles Entering the Shenzhen Convention & Exhibition Center" and "The Traveling Route Map of the Move-In Vehicles Leaving the Shenzhen Convention & Exhibition Center".
3. During the move-in (move-out) period, all trucks can only pass through the urban area with the truck pass issued by the Shenzhen Traffic Police Bureau (the move-in and move-out passes are separated, and the road map for entering and exiting the exhibition center is attached), then enter the exhibition hall and should obey the instructions of the on-site traffic administrator.
4. All container vehicles are not allowed to enter the pavilion directly. The container exhibits can be loaded into trucks outside the exhibition center, and then the trucks can transport the exhibits to the exhibition center.
5. If there is any changes, please refer to the temporary announcement by on-site traffic control and traffic signs issued by the Traffic Police Bureau of Shenzhen Public Security Bureau.

Truck Routes

深圳会展中心布撤展车辆进出馆路线示意图



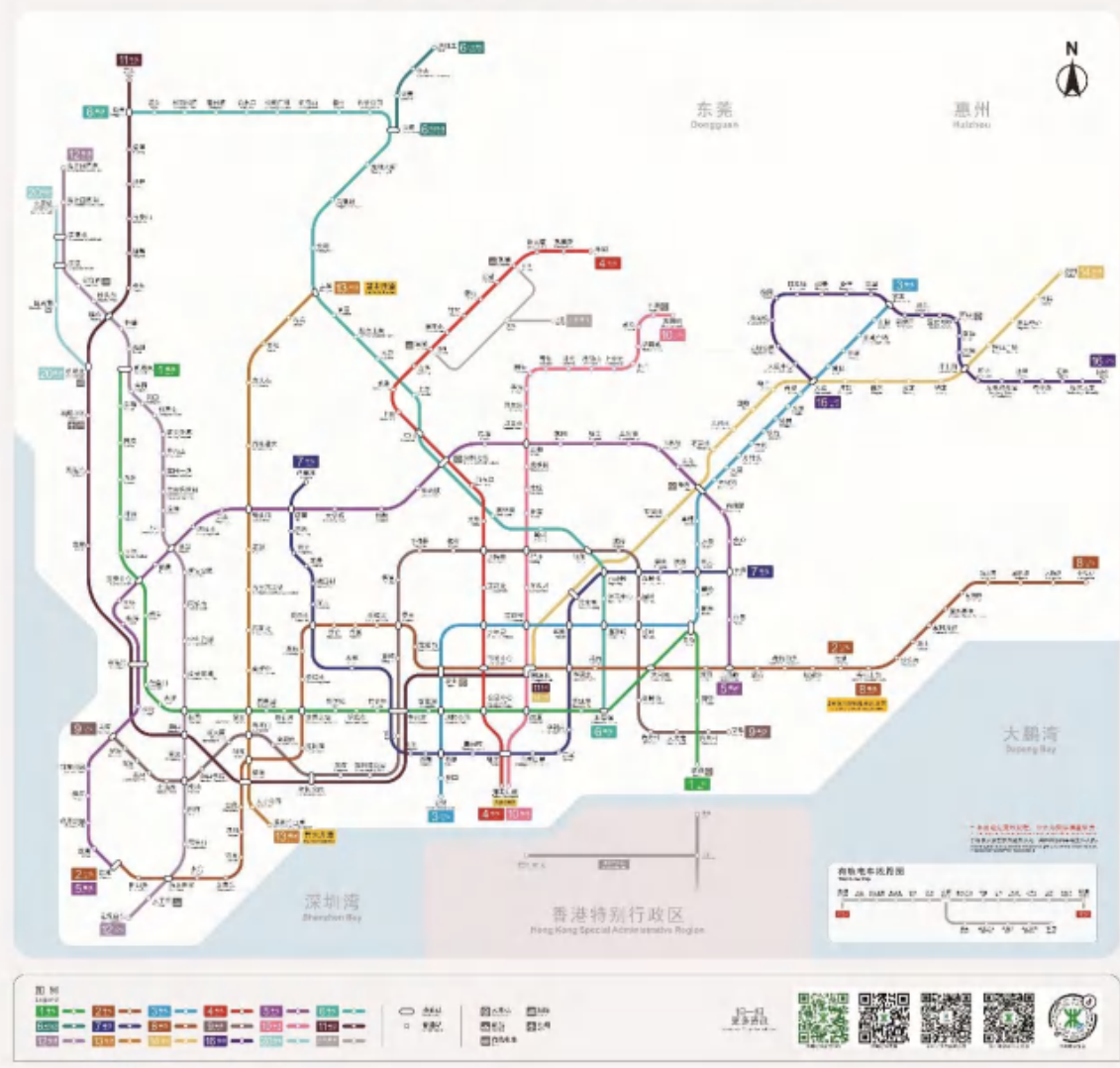
1. 布展行驶可在布展期间（每天9:30—9:30、17:00—20:00期间）通行以下路段，该路段（深南路至滨河大道）。
2. 布展行驶可在布展期间（每天9:30—9:30、17:00—20:00期间）通行以下路段，该路段（深南路至滨河大道）。
3. 布展行驶可在布展期间（每天9:30—9:30、17:00—20:00期间）通行以下路段，该路段（深南路至滨河大道）。
4. 布展行驶可在布展期间（每天9:30—9:30、17:00—20:00期间）通行以下路段，该路段（深南路至滨河大道）。



[illegible]

- ① Exit D of Shenzhen Convention & Exhibition Center station, Line 1、4 are 150m far away from Center North Square by walk.
- ② Exit D of Shopping Park station, Line 1、3 are 150m far away from Center West Entrance by walk.

深圳市轨道交通运营线路网络图 System Map



Tips:

① Shenzhen Railway Station

Take Metro Line 1 to Convention & Exhibition Center Station

② Shenzhen West Railway Station

Take Bus 229: Nantou West Railway Station - Convention & Exhibition Center South

Take Metro Line 1: Liyumen Station - Convention & Exhibition Center

③ Shenzhen North Railway Station

Take Metro Line 4 to Convention & Exhibition Center Station

III Parking fees at Shenzhen Convention & Exhibition Center

Shenzhen Convention and Exhibition Center conducts unified management of vehicles entering and leaving the parking lot. All vehicles parked in the parking lot need to pay parking fees. Based on the government guide price issued by the Shenzhen Development and Reform Commission, the charging standards are as follows:

Vehicle Type	Parking Time		Price/RMB
Small-size Vehicle	Work Days	8:00-20:00	15 RMB within 1 h, 1.5 RMB/ 0.5h for extension
		20:00-08:00	1 RMB/ h
	Non Work days		5 RMB within 1 h, 1 RMB/ h for extension
Large-size Vehicle	Work Days	8:00-20:00	30 RMB within 1 h, 3 RMB/ 0.5h for extension
		20:00-08:00	2 RMB/ h
	Non Work days		10 RMB within 1 h, 2 RMB/ h for extension

Note: Get the parking card to enter and hand in when you leave, parking is free within 30 mins

Underground Parking Lot Map



Ground Parking Lot Map



IV Hotels for Accommodation

Special rates are offered during the CILF. More info pls refer to CILF official website: <https://www.scmfair.com/en/h-col-132.html>

Safety Responsibility Notice

Dear exhibitors,

In order to ensure the safety and smooth progress of this exhibition, please read the "2025 Exhibitor Manual" carefully, and carry out the work in accordance with the regulations. We hereby inform you of key safety responsibilities.

1. During the exhibition, exhibitors must strictly abide by the relevant laws and regulations of China and Shenzhen, abide by the relevant safety regulations of the conference, and obey the management of the organizer.
2. Exhibitors must wear exhibitor badges to enter the exhibition hall. Arrive and leave in strict accordance with the prescribed time.
3. Products and services unrelated to the exhibition, or exhibits not recognized by the organizer, shall not be displayed at the exhibition site.
4. It is strictly forbidden to bring flammable, explosive, toxic and radioactive materials into the exhibition hall. It is strictly forbidden to use decorative materials such as KT board and elastic cloth that do not meet the fire protection requirements. All exhibits shall comply with fire protection requirements and be treated with fire protection.
5. Smoking (including electronic cigarettes) in the exhibition hall is strictly prohibited, and open flame operations are strictly prohibited as well as the use of resistance heating equipment. The power of a single set of temporarily installed electric heating equipment shall not exceed 1.5KW, and should be powered by an independent power supply of the booth distribution box. The adjacent wall decoration and operating table should be made of non-flammable materials.
6. Once the exhibits and other equipment enter the hall, they may not be moved or taken out without the consent of the organizer. It is strictly forbidden to move the exhibits and furniture that do not belong to your booth.
7. During the exhibition, the exhibits must issue a release slip by organizer for move-out.

Safety Responsibility Notice

8. The organizing committee is responsible for the security of the public areas during the opening period. The security department of the exhibition hall is entrusted by the organizer for the security of the exhibition hall when closing.
9. For small and valuable exhibits that are easy to lose, please take corresponding safety measures (such as hanging, tethering, tightening, adding protective covers, etc.) when setting up your booth. If necessary, you can take it out when exhibition is closed every day, and bring it back into the exhibition hall when it opens the next day and the organizer can assist in issuing a release slip.
10. Exhibitors should take good care of your personal belongings, such as backpacks, mobile phones, etc.
11. All exhibitors must abide by the relevant provisions of intellectual property rights and strictly prohibit infringement of the legitimate interests of others.
12. In case of emergencies during the exhibition, do not panic, obey the command of the organizer, and evacuate in an orderly manner to avoid danger.
13. Exhibitors need to purchase corresponding insurance or bear corresponding risks. The organizer shall be exempted from any claims for compensation, losses, damages, liabilities, awards, expenses, costs and expenses and direct losses caused by the mistakes and negligence of the exhibitors or their agents.

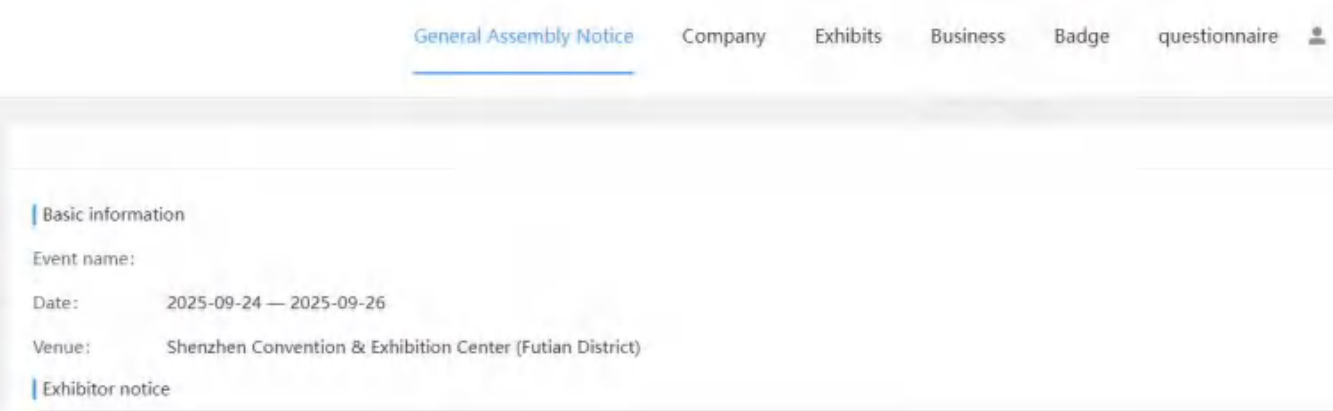
Exhibitor WeChat Mini Program Login Entry Guide

I Fill in the company information

1. Browse link <https://exhi.dataexpo.com.cn/wbhs> , first click “En” on the upper right corner, and then click “Exhibitor Login”, then enter account and password.



2. Go to the exhibitor backend page



General Assembly Notice Company Exhibits Business Badge questionnaire

Basic information

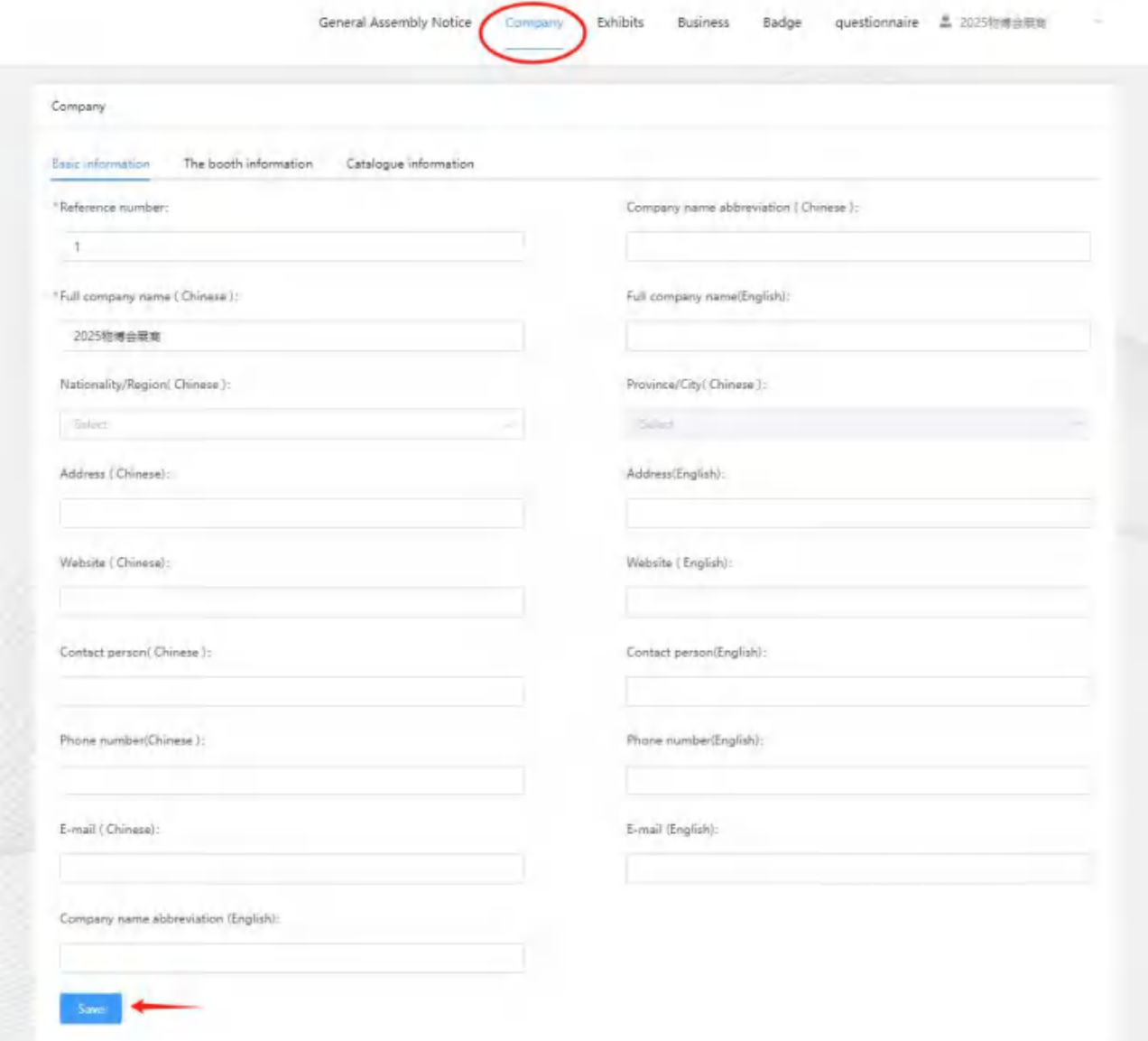
Event name:

Date: 2025-09-24 — 2025-09-26

Venue: Shenzhen Convention & Exhibition Center (Futian District)

Exhibitor notice

3. Click **“Company”** , fill in **“Basic information”** and **“Catalogue information”**, The “Catalogue information” will be used in CILF/CIE official catalog, which is mandatory. Please click **“Save”** when completed each page.



General Assembly Notice **Company** Exhibits Business Badge questionnaire 2025物博会展商

Company

Basic information The booth information Catalogue information

* Reference number:

1

* Full company name (Chinese):

2025物博会展商

Nationality/Region(Chinese):

Select

Address (Chinese):

Website (Chinese):

Contact person(Chinese):

Phone number(Chinese):

E-mail (Chinese):

Company name abbreviation (English):

Company name abbreviation (Chinese):

Full company name(English):

Province/City(Chinese):

Address(English):

Website (English):

Contact person(English):

Phone number(English):

E-mail (English):

Save

General Assembly Notice
[Company](#)
Exhibits
Business
Badge
questionnaire
2024物博会更新

Company

Basic information
The booth information
[Catalogue information](#)

Company profile (Chinese):

File Edit View Insert Format Tools Table Help

Paragraph System Font 12pt

0 WORDS

Within 300 words (including punctuation)

Company profile(English):

File Edit View Insert Format Tools Table Help

Paragraph System Font 12pt

0 WORDS

Within 300 words (including punctuation)

LOGO:

Upload logo

JPG files up to 2 MB are supported. The recommended size is 100px wide x 100px high.

Company video:

Upload video

Support WMV, avi, MPG, mov, mp4, FLV, H4, web, MKV video format, file no larger than 200M, video frame ratio is limited to 16:9 or 4:3

Company video:

On the page of “**Catalogue information**”, you can select multiple categories if your business scope involves more than one section in “Exhibit categories” (It’s helpful for the visitors to quickly find your company in the corresponding section), **but no more than three.**

Please also select countries/regions where your business scope covers, **but no more than six.**

Exhibit categories:

Please select exhibitor category

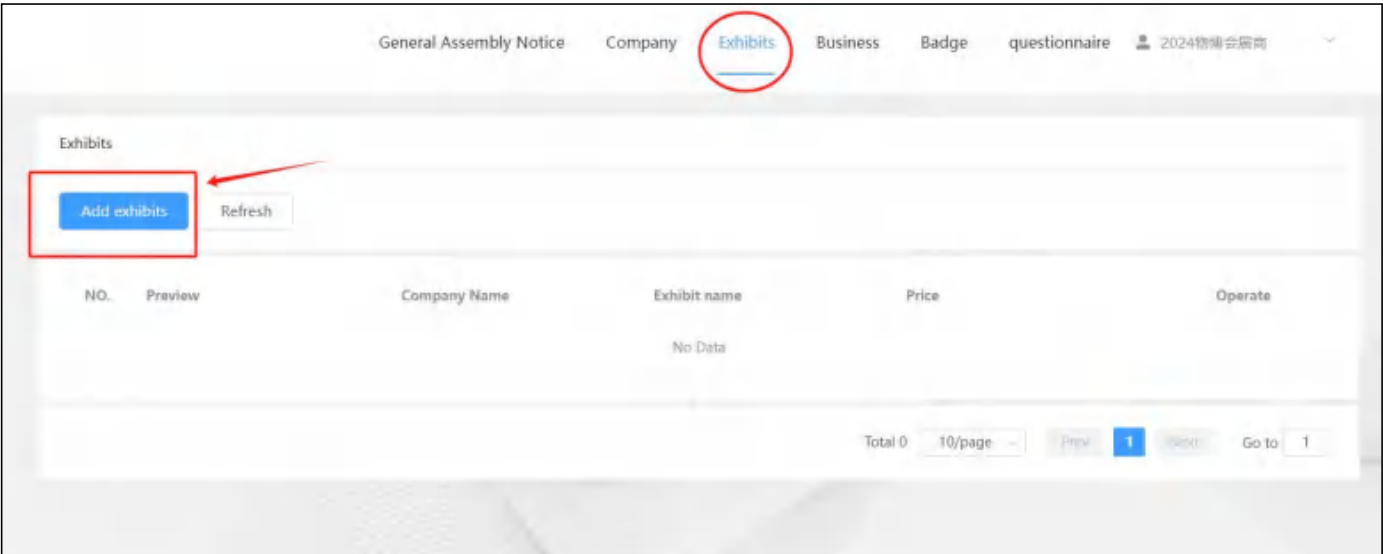
* Business scope covers the following
countries /regions:

please select

Instantly save

II Add Exhibits

1. Click page “Exhibits” and “Add exhibits” to add the exhibits of your company
(This is not mandatory, exhibitor can fill according to the actual needs).



2. When adding exhibits, you need to fill in the full name of the exhibit and upload the exhibit pictures (up to 10, picture size within 2M, recommended 750W * 450H px), other content is optional, **please click "Save" when finished.** Please repeat the above operations if multiple exhibits need to be added.

General Assembly Notice
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Back
Add exhibits

Exhibits full name
(Chinese) :

Upload picture

The recommended size is 750px wide x 450px high, and the maximum size can be 10 photos

Exhibits name:
abbreviation(English):

Exhibits name:
abbreviation
(Chinese) :

Exhibits pictures:

Exhibits profile

(Chinese) :

File Edit View Insert Format Tools Table Help

Paragraph System Font 12pt

Within 300 words (including punctuation)

Exhibits category:

Exhibits model:

Exhibits price:
Yuan

Exhibits specification:

Instantly save

III Business Page

This page shows all the online enquiries from visitors interested in your company or exhibits. Exhibitor can check all the enquiries' details here.

[General Assembly Notice](#) [Company](#) [Exhibits](#) [Business](#) [Badge](#) [questionnaire](#) [2024物博会展商](#)

Business

[Exhibitors enquiries](#) [Exhibits enquiries](#) [Appointment Received](#)

NO.	Contact person	Contact telephone number	Procurement Demand	Enquiry time
No Data				

Total 0

10/page

Prev

1

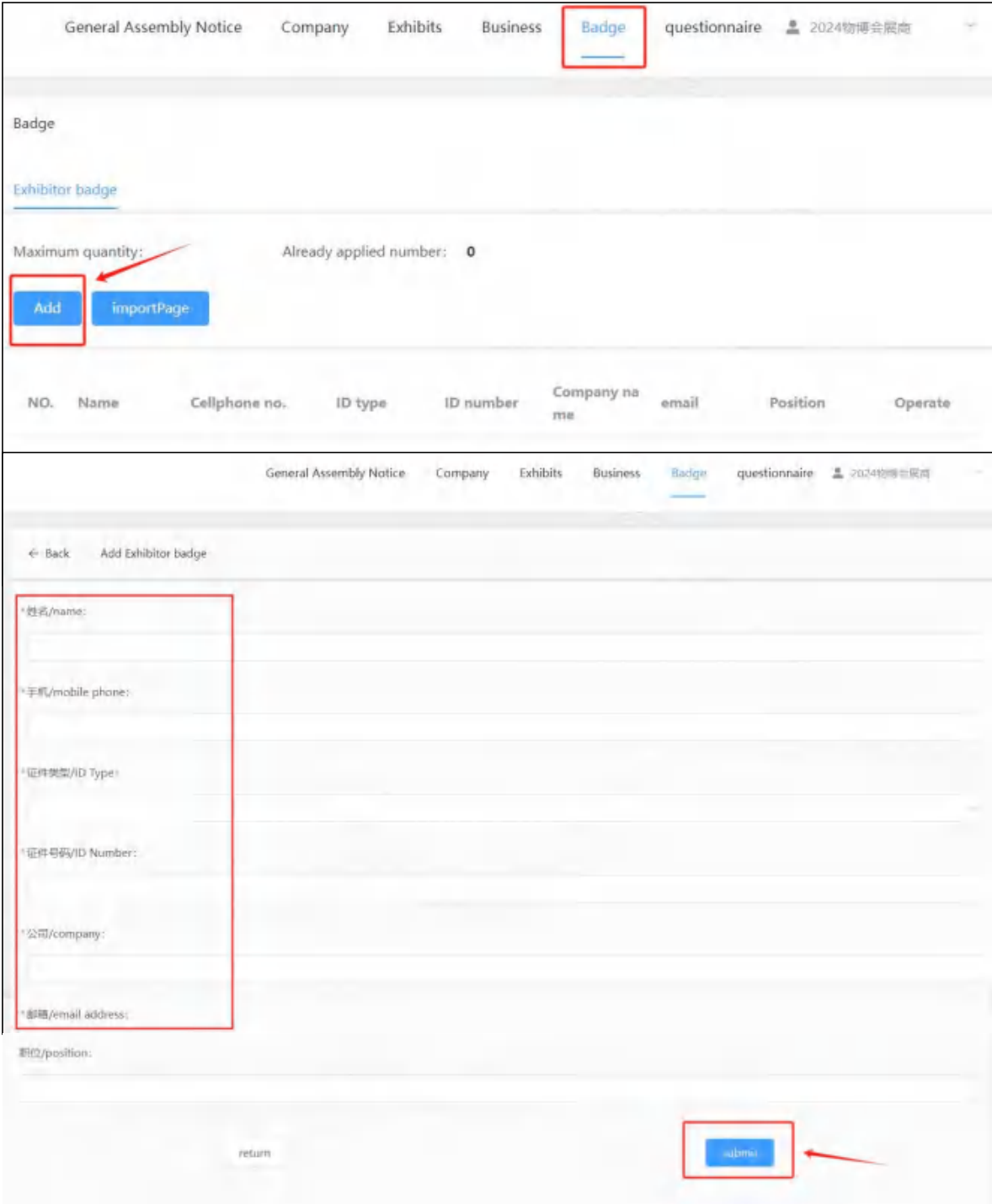
Next

Go to

1

IV Badge

Click **“Badge”**, then fill in the company exhibiting staff and invited visitors’ information (this will be used to print exhibitor/visitor badge, please make sure its completeness and accuracy before **August 15th, 2025**)



General Assembly Notice Company Exhibits Business **Badge** questionnaire 2024物博会展商

Badge

[Exhibitor badge](#)

Maximum quantity: Already applied number: 0

Add importPage

NO.	Name	Cellphone no.	ID type	ID number	Company name	email	Position	Operate
-----	------	---------------	---------	-----------	--------------	-------	----------	---------

General Assembly Notice Company Exhibits Business **Badge** questionnaire 2024物博会展商

← Back Add Exhibitor badge

*姓名/name:

*手机/mobile phone:

*证件类型/ID Type:

*证件号码/ID Number:

*公司/company:

*邮箱/email address:

职位/position:

return **submit**

V Guide to use WeChat mini program on mobile phone

Use WeChat scan below code, and then you will enter the mini program.



How to shift the language version of Wechat Mini Program

Click **En** or **Cn** on the upper right side after you enter the Mini Program, see as belows:

Note: En for English version, Cn for Chinese version.



How to find your company's profile in the mini program?

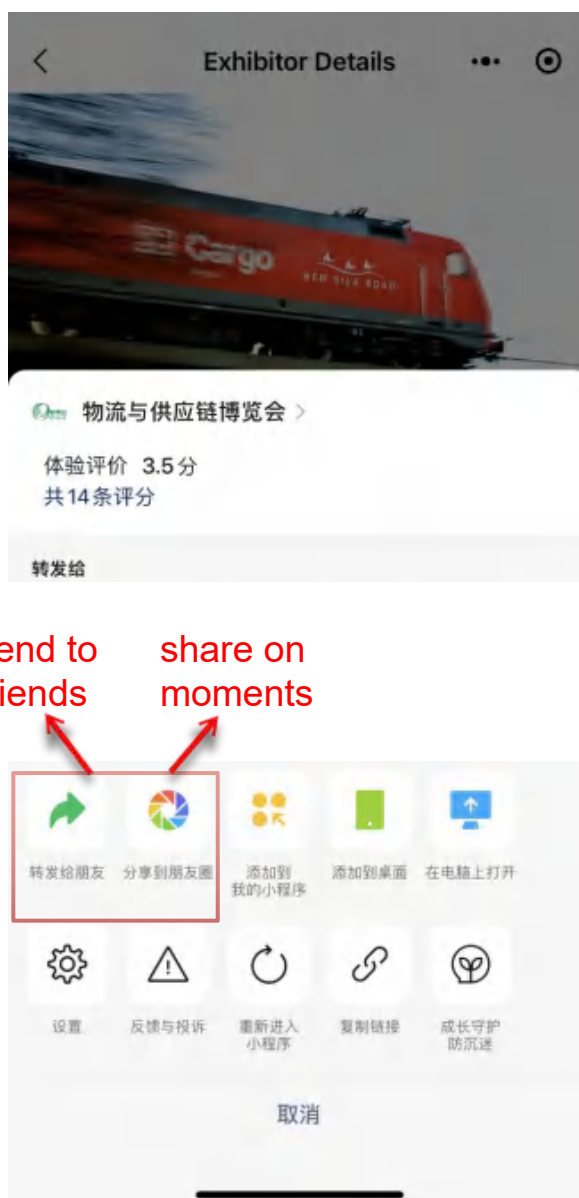
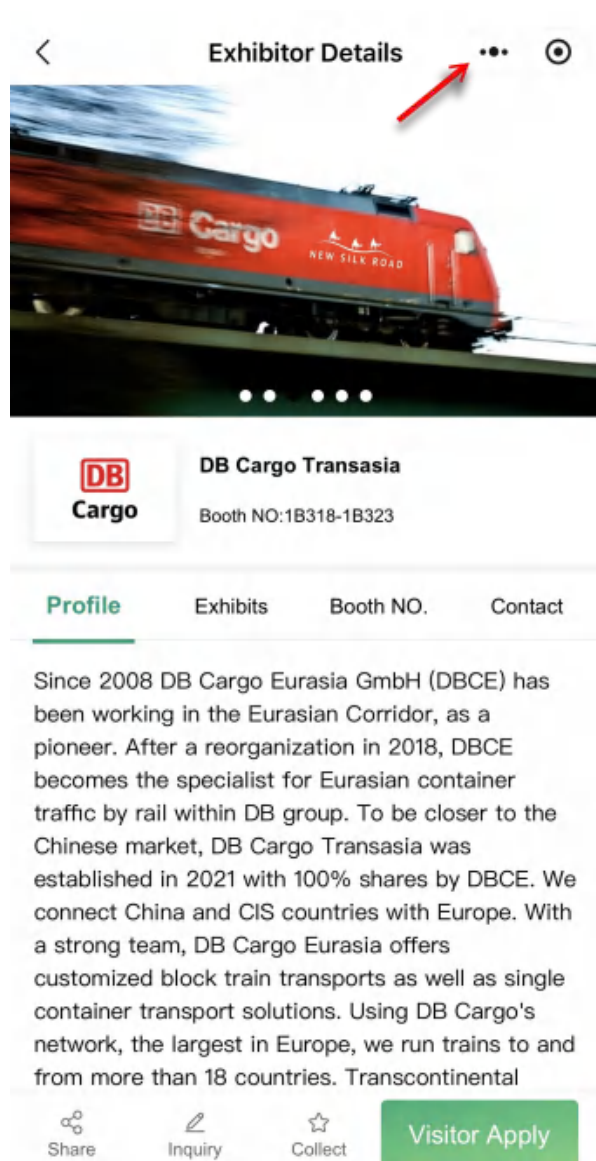
- (1) Click **“Search product/company”** on the upper left side of homepage, then input your company's name (as left picture shown).
- (2) Click **Search**, and then you will see the searching result (as right picture shown).
- (3) Click the company name, it will turn to company profile.



How to generate the exhibitor E-invitation?

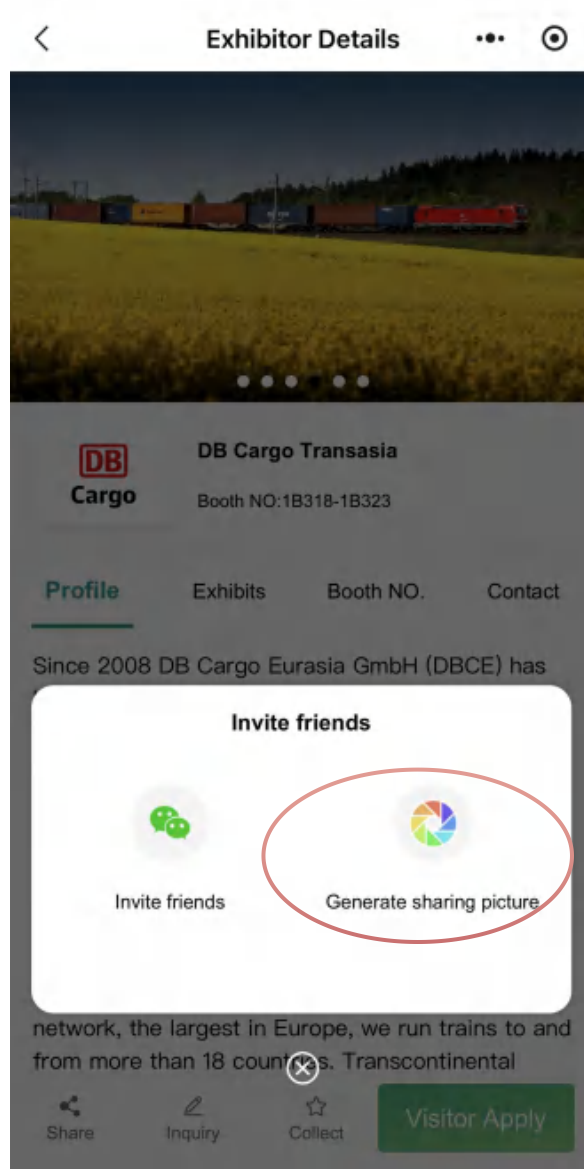
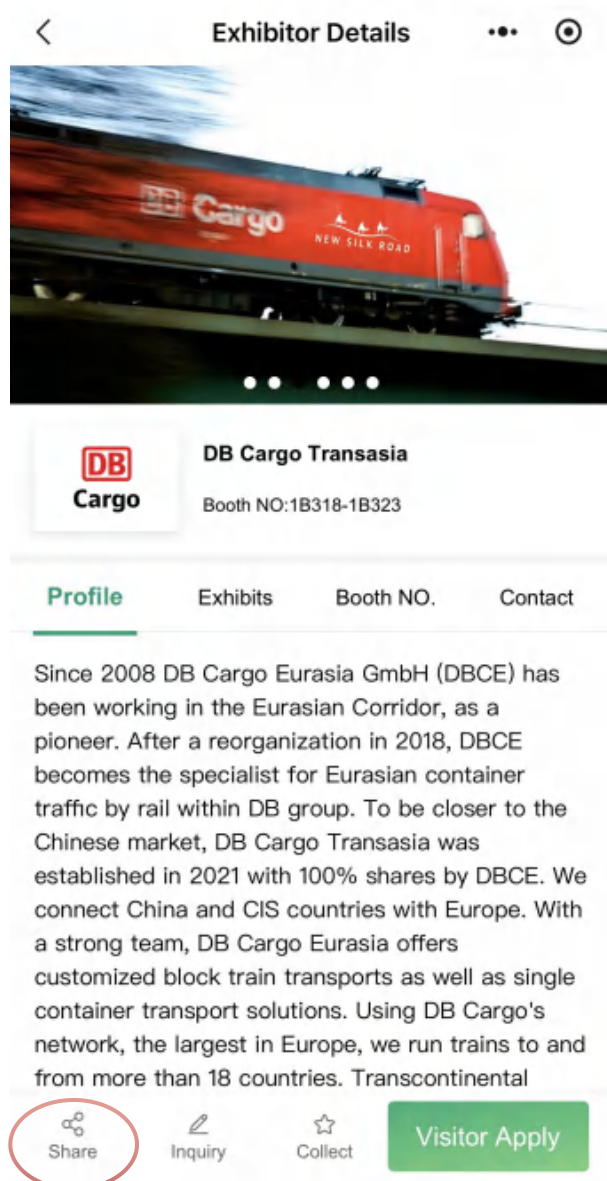
Option 1: Share your company page with one click (only available for Android phones, iPhone is not available.)

Open your company page, click top right "...", you can choose to send to friends or share on moments, visitors can register at your company page.



Option 2: Generate unique sharing picture to invite visitors

1. Open your company page, click “share”, and then choose “generate sharing picture”.



Click “Save pictures” and E-invitation will be saved to your phone album.



Exhibitors can invite visitors through the generated E-invitation.

