

CCBEC

SHENZHEN

16 – 18.9.2026

中国·深圳国际会展中心

Shenzhen World Exhibition & Convention Center

深圳跨境电商展览会

China (Shenzhen) Cross Border E-commerce Fair

参展商手册

Exhibitor Manual

www.ccbec-shenzhen.com

CCBEC

SHENZHEN

Dear Exhibitor,

This manual is designed to give you detailed information regarding your participation in China (Shenzhen) Cross Border E-commerce Fair taking place at Shenzhen World Exhibition and Convention Center from 16-18 September 2026. It also contains all the forms you need to order the various related services you may require.

To help us serve you efficiently, we kindly ask that all order forms be completed in **clear block letters** and submitted by the stated deadlines.

We look forward to welcoming you to CCBEC26 and wish you great success at the show!

Yours sincerely,

CCBEC Team

China (Shenzhen) Cross Border E-commerce Fair Organisers:

Messe Frankfurt (Shenzhen) Co Ltd
China Merchants Exhibition Management (Shenzhen) Co Ltd
Shenzhen OCT Exhibition & Convention management Co Ltd
Beijing Talent-Expo Co Ltd

Content

1. Form Submission	1
1.1 Order Forms	1
1.2 Form Submission Deadlines	2
2. Show Information	3
2.1 Contact Information	3
2.2 Important Dates and Show Schedule	4
2.3 Exhibition Rules & Regulations	6
2.4 General Information about the City & Country	13
3. Fairground Information	14
3.1 Venue Information	14
3.2 Transportation	14
3.3 Location Map	15
3.4 Overall Venue Plan	16
3.5 Car Park Location	17
3.6 Venue Service Points	18
4. Exhibitor Badge and Additional Badge	19
4.1 Exhibitor Badge Application	19
5. Booth Construction	20
5.1 Official Contractor Information	20
5.2 Standard Booth Package & Design	21
5.3 Important Notes for Standard Booth Exhibitors	25
5.4 Important Notes for Raw Space Exhibitors	27
6. Forwarding Service	35
6.1 Official Forwarder Information	35
6.2 Overseas Exhibit Forwarding Schedule	36
6.3 Important Points	37
7. Travel Service	39
7.1 Official Travel Agent Information	39
7.2 Hotel Recommendation	40
7.3 Visa Application	40
8. Temporary Staff Service	41
8.1 Official Temporary Staff Agent Information	41
9. Meeting Room and Forum Application	42
9.1 Meeting Room Application	42
9.2 Forum Application	42
10. Regulation for Protection of Intellectual Property Rights During Exhibition	43
10.1 General Provisions	43
10.2 Complaint Review Panel	43
10.3 Acceptance of Complaint	43
10.4 Complaints Handling	45
10.5 Penalties	45
10.6 Disclaimer	45
11. Checklist	46

1. Form Submission

1.1 Order Forms

Form	Form Content	Deadline
Exhibitor Services		
B01	Temporary Staff Order (Interpreter & Booth Helper)	12 September 2026
B02	Meeting Room Application	21 August 2026
B03	Forum Application	10 August 2026
Booth Construction *Please contact Ms Suetyun Feng / Ms Penny Pan from the Official Contractor for submission of the forms below and any booth construction enquiries.		
C01	Location Map (Furniture)	21 August 2026
C02a	Additional Order (Furniture)	21 August 2026
C02b	Additional Order (Electrical Services)	21 August 2026
C02c	Additional Order (Water, Compressed Air & Internet Services)	21 August 2026
C03	Application Form for Raw Space Construction	21 August 2026
C04	Construction Security Commitment Letter	21 August 2026
C05	Location Map (Water, Electrical & Compressed Air Services)	21 August 2026
Confirmation Letter		
C06	Standard Booth Exhibitors Confirmation Letter	10 September 2026
C07	Raw Space Exhibitors Confirmation Letter	10 September 2026
Forwarding Services		
D01	Appointment of Forwarder & Transport Order (Overseas)	05 August 2026
	Appointment of Forwarder & Transport Order (Domestic)	01 September 2026
Protection of Intellectual Property Rights During Exhibition		
E01	Letter of Commitment to the Protection of IPR	10 September 2026
Safety Responsibilities		
F01	Bladed Products Exhibitors Safety Commitment Letter	10 September 2026

1.2 Form Submission Deadlines

COMPULSORY for <u>Standard booth exhibitors</u> MUST be returned to the organisers / official service providers before deadline		
Form	Form Name	Deadline
C06	Standard Booth Exhibitors Confirmation Letter	10 September 2026
E01	Letter of Commitment to the Protection of IPR	10 September 2026

COMPULSORY for <u>Raw space exhibitors</u> MUST be returned to the organisers / official service providers before deadline		
Form	Form Name	Deadline
C02b	Additional Order (Electrical Services)	21 August 2026
C03	Application Form for Raw Space Construction	21 August 2026
C04	Construction Security Commitment Letter	21 August 2026
C05	Location Map (Water, Electrical & Compressed Air Services)	21 August 2026
C07	Raw Space Exhibitors Confirmation Letter	10 September 2026
E01	Letter of Commitment to the Protection of IPR	10 September 2026

Optional Forms		
Form	Form Name	Deadline
B01	Temporary Staff Order (Interpreter & Booth Helper)	12 September 2026
B02	Meeting Room Application	21 August 2026
B03	Forum Application	10 August 2026
C01	Location Map (Furniture)	21 August 2026
C02a	Additional Order (Furniture)	21 August 2026
C02b	Additional Order (Electrical Services)	21 August 2026
C02c	Additional Order (Water, Compressed Air & Internet Services)	21 August 2026
D01	Appointment of Forwarder & Transport Order (Overseas)	05 August 2026
	Appointment of Forwarder & Transport Order (Domestic)	01 September 2026
F01	Bladed Products Exhibitors Safety Commitment Letter	10 September 2026

2. Show Information

2.1 Contact Information

Organiser	Messe Frankfurt (Shenzhen) Co Ltd Address: 5001, 5002, Building 1, Huanggang Business Center, Excellence Century Center, No. 2030 Jintian Road, Fushan Community, Futian Street, Futian District, Shenzhen Project Team Contact: Ms Scarlett Chen Tel: +86 755 8299 4989 ext. 652 Fax: +86 755 8299 2015 Email: scarlett.chen@china.messefrankfurt.com
Official Contractor	Shenzhen Kastone Exhibition Corp Ltd Address: L16-01, Tower 3, One Excellence, Qianhai, Nanshan District, Shenzhen, Guangdong Raw Space Booth Design Approval Contact: Mr Wong / Mr Feng Tel: +86 134 8071 5089 / +86 135 0968 3959 Email: baotu@kastone.com.cn Other Exhibitor Services Contact: Ms Suetyun Feng (Hall 9 & 11) Tel: +86 139 2743 2908 Contact: Ms Penny Pan (Hall 10 & 12) Tel: +86 166 2551 6009 Email: kstzc3@kastone.com.cn
Official Forwarder	JES Logistics Limited (Domestic / Overseas) Address: 26/F., Winsan Tower, 98 Thomson Road Wanchai, Hong Kong Contact: Mr Stanley Chan (Overseas) Tel: +852 2563 6645 Email: stanley@jes.com.hk Contact: Mr Wang Xiao (Domestic) Tel: +86 20 8355 9738 Email: wangxiao@jes.com.hk
Official Travel Agent	Shenzhen JL International Conference and Exhibition Co Ltd Address: Room 213, 2/F, Exhibition Center, Fuhuasan Road, Futian District, Shenzhen Contact: Ms Hu / Ms Zeng Tel: +86 755 8288 0055 / +86 755 8288 0090 Email: service@bestmeeting.net.cn
Official Temporary Staff Agent	Shenzhen Guangshi Technology Co Ltd Address: Unit 607, Tianfucheng Business Center, 258 Yongfu Road, Tangwei Community, Fuhai Subdistrict, Bao'an District, Shenzhen Contact: Mr Dong Jiang Tel: +86 135 4396 4813 Email: 3452651041@qq.com

2.2 Important Dates and Show Schedule

Move-in Period		
13 September 2026 (Sunday)	09:00 am to 05:30 pm	Raw space exhibitors move-in
14 September 2026 (Monday)	09:00 am to 09:00 pm	
15 September 2026 (Tuesday)	09:00 am to 10:00 pm	Raw space exhibitors move-in
		Standard booth exhibitors move-in
Show days		
16-17 September 2026 (Wednesday to Thursday)	09:00 am	Venue opens to exhibitors
	09:30 am	Show opens to trade visitors
	05:00 pm	Visitor registration closes
	05:30 pm	Show closes
		Venue closes
18 September 2026 (Friday)	09:00 am	Venue opens to exhibitors
	09:30 am	Show opens to trade visitors
	04:00 pm	Visitor registration closes
	04:30 pm	Show closes
Move-out Period		
18 September 2026 (Friday)	04:30 pm to 10:00 pm	Exhibitors move-out & booth dismantlement
	04:30 pm	Disconnect water and power supply

(Subject to change, as of 20 June 2026)

Please note:

- All personnel must properly wear safety helmets during move-in and move-out periods. Workers must wear safety shoes to enter the hall to work.**
- Move-in Period**
Raw space exhibitors who need to work beyond the official hours must apply to the Official Contractor by 2:00pm on the same day. The overtime charge is RMB 12 / hour / m², with a minimum charge based on 72sqm.
If an overtime request is received after 02:00pm on that day will be subject to a 20% surcharge (overtime requests will not be accepted after 04:30pm on that day).
- Show Days**
 - We strongly recommend all exhibitors to arrive at their booths 30 minutes before the show opens for security reasons.
 - Visitor registration counters will be closed 30 minutes before the show closes.
 - Show closes at 05:30pm on 16-17 September 2026 and 04:30pm on 18 September 2026.
- Move-out Period**
 - All exhibitors should not move out and dismantle their booth before 04:30pm on 18 September 2026. All exhibits allow to leave the venue only after 04:30pm on 18 September 2026.
 - Vehicles for move-out could access venue only after 04:30pm on 18 September 2026.
- Entry Permit for Non-Shenzhen vehicles Entering Shenzhen (vehicles only, trucks are not subject to the restriction)**
 - Vehicles with non-Shenzhen licence plates are regarded as non-local vehicles. Non-local vehicles are restricted from entering Shenzhen during the following periods on weekdays: 07:00am - 09:00am, 05:30pm - 07:30pm. Exhibitors who need to drive a non-Shenzhen vehicle into Shenzhen should apply for an entry permit in advance.
 - If non-local vehicle enters and exits the venue via Fengtang Avenue exit of the Guangzhou-Shenzhen Yanjiang Expressway (S3) without entering downtown road, no vehicle permit is

required. Vehicle with Hong Kong licences plates (including Hong Kong-Mainland and Mainland-Hong Kong license plates) are not subject to the restriction.

- c) Exhibitor who needs to apply for a vehicle permit, please submit the required information “photo of the vehicle with license plate number and vehicle licence” to the agent or organisers on or before **21 August 2026**.

Or you may click “Star User” → “More service” → “Apply for permit (non-Shenzhen vehicle)” in the menu bar of “Shenzhen Traffic Police” WeChat Official Account. The permit allows 1-day district entrance.

6. Move-in / Move-out Vehicle Permit

Details of the move-in and move-out arrangements will be announced in the Important Notice one week before the show.

2.3 Exhibition Rules & Regulations

Aiming at keeping exhibition (the "Exhibition") in order and ensuring the Exhibition in compliance with laws and regulations of People's Republic of China (the "P.R. China") in all aspects, the Organisers of the exhibition ("Organisers") hereby formulates and issues these Exhibition Rules & Regulations (the "Regulations").

Each exhibitor ("Exhibitor") shall strictly abide by the stipulations under these Regulations. In case any exhibitor violates any stipulations hereunder, the Organisers have the right to require such exhibitor to correct its violation or even revoke its exhibiting qualification.

1. Governing Law

Exhibitors are required to observe and comply with all the laws of P.R. China.

2. Admission to the Exhibition

a) Exhibitor

For security reasons, exhibitors must put on the exhibitor badges during the move-in, show days and move-out period to gain access into the venue. Business card or booth confirmation, and ID are required for badge collection during move-in period. Exhibitors should go to the North Lobby to collect exhibitor badges.

b) Visitor

The exhibition is open to trade visitors. Trade visitors may register for admission before the show through the official WeChat account or once arrive at the exhibition hall. Please note visitors under the age of 18 will not be allowed to enter the exhibition halls and remind your buyers not to bring children or guests under 18 years old to attend the show.

c) Non - Official Contractor

Non-official contractors that appointed by exhibitors must present contractor badges issued by Official Contractor in order to enter the exhibition halls during the move-in and move-out periods for the purpose of booth construction and dismantling.

The badge is for personal use only and is non-transferable. The badge holder must follow the Organisers' security inspection procedures wherever necessary. The Organisers reserve the right to confiscate the badge or refuse admission at any time.

3. Visa Application

- a) All foreign visitors to P.R. China MUST apply for an entry visa. Please ensure that all your colleagues have obtained the relevant visa document prior to departure to China.
- b) The Organisers will provide assistance but is not responsible for obtaining visa for exhibitors.
- c) Unsuccessful visa applications will not constitute a basis for cancellation of exhibitor contract.

4. Security & Insurance

- a) The Organisers are responsible for the general security of the entire venue but will not undertake any financial or legal responsibility for any type of risk concerning or affecting the exhibitors, their personal belongings and exhibits. Furthermore, the Organisers will not undertake any financial and legal responsibility for any loss or damage suffered by any third party by theft, fire, public (including occupier's liability) and other natural causes. Exhibitors are therefore responsible for effecting all necessary insurance which should include (but is not limited to) their displays, exhibits, booth fittings and fixtures, and other third parties against loss or damage by theft, fire, public (including occupier's liability) and other natural causes.
- b) Each exhibitor is responsible for any damages done to the Organisers, other exhibitors, booths, and the venue's property or to the property of third parties.

5. Promotional Materials Censorship

- a) All promotional materials (including presentation materials and samples), such as printed matters, films, video cassettes or slides to be shown to the visitors during the exhibition, must be pre-censored by the Chinese authorities.
- b) All video products used for exhibition purpose must be provided to censorship authorities 45 days before show opening / display of materials. The materials will only be allowed for temporary import after receiving the approval and permit from censorship authority. All video products (CD / DVD / USB, etc.) CANNOT be distributed to visitors during the show. Video products are only allowed to be displayed during the exhibition and have to be returned to the origin after the show.

6. Customs Clearance

Exhibition hall is regarded as bonded area. All goods inside the exhibition halls are tax exempted for temporary import during the exhibition. No goods are allowed to be taken out of the halls without prior approval of the Customs. Exhibitors are requested to:

- a) Inform the Official Forwarder on Customs clearance of exhibits by completing and returning the "List of Exhibits" supplied by the Official Forwarder. Exhibitors may appoint other forwarders for forwarding issues and customs clearance, please also submit appointed forwarder information to Official Forwarder by completing Form D01. The Organisers will not be responsible for any delays or inconveniences caused by Customs detention of goods.
- b) All exhibits and promotional materials (including promotional materials, gifts, souvenirs, etc.) brought into P.R. China in the form of hand-carried may be detained by the customs at the airport and levied import taxes and other taxes when you enter P.R. China. The Organisers are not responsible for any delay or inconvenience caused by exhibits detained by the customs.
- c) Please ensure always keep all receipts issued by the Customs, which might need as record.
- d) All the shipments will be Customs cleared on temporary basis only for showing in the exhibition and exhibitors are not allowed to on-spot sell or give away exhibits subject to Chinese Customs Regulations. Exhibits should be sold under signing a general contract with the buyer, the buyer should also finalise Customs formalities and pay the duty / tax before collecting the exhibits. If necessary, the Official Forwarder can provide assistance to the buyer for processing the Customs formalities or provide information to exhibitors at cost.

7. Delivery of Exhibits

- a) The Organisers will NOT accept or sign for any goods, exhibits or other materials on behalf of any Exhibitors. Exhibitors should make sure that a representative from their company will be at the booth to receive the goods.
- b) Heavy exhibits and materials that require mechanical handling aid must be transported through access at the freight and cargo entrances by Official Forwarder. Exhibitors are required to appoint the Official Forwarder for delivery to their booths. Only light hand-carried exhibits and materials would be allowed delivery to booth through the front entrance.
- c) There is no storage space for empty crates / boxes or packing material in the exhibition halls. Any goods or packing material left at the corridor may be disposed without prior notice and extra removal charges will be incurred. Exhibitors who need temporary storage service, please contact the Official Forwarder for arrangement.
- d) No exhibit is allowed to be taken into the booth once the show has been officially opened, and no exhibit can enter / leave the venue before the end of the show, except with special permission from the Organisers. Exhibitors must present the move-out permit to security guards at exit upon transporting exhibits out of the exhibition halls every time.
- e) For forwarding issues during move-in and move-out period, please contact the Official Forwarder. For safety reason, please appoint legal forwarder and follow the move-in routing provided by the Organisers.

8. Move-out of Exhibits

- a) Removal of exhibits should commence only after show end.
- b) The Organisers are not liable for any losses or damages to the exhibits or booth material left behind at the fairground. All such materials will be deemed as something abandoned and will be disposed of at the expense of the exhibitor concerned.
- c) No mechanical lifting or handling equipment is permitted to enter the exhibition halls for the removal of exhibits except those used by Official Forwarder.

9. Electricity Supply

- a) For safety reasons, all electrical installation work connecting to the main electric network at the exhibition venue must be carried out solely by the Official Contractor. Only authorised staff of the venue can access to the pipeline system inside the utility holes on the floor of the exhibition hall, any persons find violating the rule and open the slots without authorisation, all construction work of associated booth will be requested to stop and certain penalty will be applied.
- b) Main switch and distribution board of the booth is required to be installed at a designated location within the booth area at Official Contractor's discretion, please contact Official Contractor for details.
- c) Exhibitors may order lighting and electrical items supplied by the Official Contractor. Prices include wiring connection from the main power supply to your booth, power consumption, standby technician, safety inspection, fixtures and fittings.
- d) Each power outlet is allowed to be connected to one electrical appliance / machine at any time. Connection for lighting purpose from power outlet is **NOT** permitted. The requirements of all electrical appliances are subject to the discretion of the venue management.
- e) Exhibitors requiring special arrangements (such as different voltages and frequency or connections to equipment) must arrange their own transformers, converters, etc. themselves or from the Official Contractor.
- f) The safe loading capacity shall be taken into consideration when exhibitors apply for electric wattage. The electric facilities must not be overloaded and safe operation must be ensured.
- g) Before lighting and electricity supplied for individual booth, exhibitors who may need proceeding electricity supply for testing should contact the Official Contractor for prior arrangement. The provision of this service may depend on its availability and be subject to extra cost.
- h) Multi-function sockets are prohibited.
- i) Electricity supply will be cut off when the show close. Exhibitors are requested to turn off any power supplies, dispose any containers and samples before leaving the exhibition halls. If 24-hours electricity supply at the booth is required, please apply by submitting request to the Official Contractor.
- j) Electricity supply to booth will be cut off if exhibitors or appointed contractors who found to violate the rules, any expenses caused to the venue will be borne by the exhibitors.
- k) Gas line should adopt fire-retardant cables and insulated and sheathed wire. During linking wire, porcelain and plastic insulated connector should be used rather than the insulating tape directly dressed. Insulation protection measures should also be taken.

10. Lighting

- a) Light boxes should have heat dissipation arrangement. Fireproof paint must be painted in wooden advertising light boxes and lamp posts. The rectifier and trigger of lamps and lanterns should use conformity product.
- b) There should be protecting cover for the lightings of power above 100W. Lighting equipment with power output more than 500W is not allowed (such as quartz lamp, iodine tungsten lamp, etc.). All exhibitors must abide by the rules and regulations established by the exhibition hall and relevant legal departments. The venue and the Organisers reserve the right to request for rectification and eventually terminate any activities if the rectification is not satisfied.

- c) Lighting equipment should be installed at least 30cm away from the exhibits. The heat source equipment should be installed at least 3m away from the fixed wiring facilities of venue. It is forbidden to emit heat to power facilities.

11. Fire & Safety Regulations

- a) Smoking is prohibited in the exhibition hall.
- b) No fire or cold firework is allowed in the exhibition hall.
- c) Any flammable and explosive materials being brought into the exhibition halls should be applied to and approved by the Fire Protection Department beforehand.
- d) All materials for booth construction or decoration in exhibition hall should meet the non-flammability standard of grade B1 or above according to the regulation of the Fire Protection Department.
- e) Do not damage or obstruct any fire-fighting facilities in the venue.
- f) All personnel must properly wear safety helmets during move-in and out periods. Safety helmets can be hired onsite if required. Workers must wear safety shoes to enter the hall for working.
- g) Permitted safety tools such as safety belts, scaffolding and genie lift must be used by all contractors who work at high levels, i.e., $\geq 2\text{m(H)}$ from ground. Safety helmets and safety shoes must be properly worn by operating personnel at all times. For the protection of personal safety, a safety area should be set up around the workspace and attended by professionals. Clear safety signs should be placed at the safety area. Accidents caused by failure to take safety measures are at their own risk and the Organisers will not be held liable.
- h) The Organisers may, upon instruction from the related authorities, issue other guidelines whenever necessary.

12. Booth Decoration

- a) All decorative items must be placed inside the booth area.
- b) All audio-visual devices should be set to mute.
- c) Any TV screen / computer monitor facing the public aisle that could potentially cause crowding in the surrounding area is required to set back 1m inside the booth.
- d) The booth (including entrance frontage and surrounding areas) should be kept in a clean and presentable condition.
- e) The site operation time schedule must be strictly adhered to; setting of decoration must be carried out within the show opening hour unless prior approval has been obtained from the Organisers.
- f) Helium balloon is not allowed inside the venue.

13. Obstructions and Safety Hazards

Structure and display of exhibit shall not be jugged out of the booth area, or which encroached the gangways or other facilities or which the Organisers consider unsafe or a danger or a hazard to safety. If the exhibitors violate the rule, the Organisers reserve the right to remove the aforementioned structure and display. Any cost and expenses incurred thereby shall be borne by the exhibitors.

14. Pressure Tank

- a) Exhibitors shall be responsible for the proper transportation and storage of all pressure tanks such as those containing helium, compressed air, argon, carbon dioxide etc.
- b) Exhibitors shall immediately remove improperly located pressure tanks to the appointed location once informed by the Organisers.
- c) All pressure vessels and equipment brought into the venue must conform to all relevant safety standards and regulations. The safe pressure of the materials and tubes for pneumatic equipment shall be $\geq 15\text{kg/cm}^2$, and the pipe joint must be fixed by hoop instead of iron wires or any other materials.

15. Air Compressor

According to the fire and safety regulations of the venue, the use of compressor is not permitted in the venue. If exhibitors require compressed air for operating the exhibits, please contact the Official Contractor.

16. Dangerous Material

- a) The following articles are forbidden to be exhibited in or brought into the venue without the prior approval from the Organisers: arms, guns, swords, ammunition, explosives, inflammable materials, radioactive substances and any other dangerous goods, goods prohibited for import, goods infringing upon intellectual property rights, goods that may affect the normal operation of the Organisers, and any items prohibited by the relevant government departments.
- b) If any exhibits include bladed products, exhibitors must complete and submit **Form F01** to the Organisers for record purposes before the items enter the exhibition venue. Exhibitors are responsible for the safe management of their exhibits and shall bear all risks, legal responsibilities, and any related financial losses arising from the use, storage, or display of such items during the exhibition.

17. Photographing, Video Shooting, Public Performance and Sound Recording

- c) Any films, video cassettes or slides to be shown to the visitors during the show must obtain prior written approval from the Chinese authorities or arranged by the Organisers on their behalf.
- d) Noise level of all audio-visual demonstration at indoor, outdoor exhibition area or of other functional area must be below 65 decibels, not to cause annoyance to visitors or other exhibitors. The Organisers reserve the right to terminate any audio-visual presentation at their discretion.
- e) Exhibitors are required to apply to the appropriate authorities for exercising the rights in respect to the broadcasting and public performance of all sound recording owned or controlled by them.
- f) Exhibitor is not allowed to film, carry out video or sound recording, telecasting and broadcasting at the fairground unless prior written approval is obtained from the Organisers.

18. Distribution of Materials

Promotion materials should be distributed within the booth area. Exhibitors' promotional activities are prohibited in gangway and public areas in the venue.

19. Demonstration, Performance and Operation of Exhibits

When demonstrating or operating equipment at their booths, exhibitors should:

- a) Provide the Organisers before the show with full details in writing, of any operating machinery involved.
- b) Display all exhibits or promotional materials only within their booth area.
- c) Demonstrate their laser and lighting equipment within their booth area. The laser and lighting effect casted into other exhibitor's booth and public areas are forbidden. The verbal warning will be implied if the demonstration affects other exhibitors.
- d) Ensure that the exhibits are operated under strict control and comply with proper safety regulations.
- e) Ensure that the exhibits are equipped with sufficient safety devices that can only be removed when the machines are not in operation and not connected to the power source.
- f) Guard all moving parts of the machines adequately against possible injury to any persons.
- g) Cause no annoyance to visitors or other exhibitors. Any complaints raised that the Organisers find justifiable, the Organisers reserve the right to impose limitation on the operation of the exhibits.
- h) Not use any industrial gas of inflammable or toxic nature for demonstration purpose.

- i) Be responsible for the removal and disposal of waste material generated by working demonstration of exhibits.

20. Noise Level

Exhibitors are prohibited from causing annoyance to visitors or other exhibitors. The noise level from any exhibition area (indoor or outdoor) or other functional area within the venue shall be kept below 65 decibels. Any complaints raised that the Organisers find justifiable, the Organisers reserve the right to impose limitations on operating the exhibits or presentations.

21. Booth Cleaning

- a) The Organisers will arrange the general cleaning of the exhibition halls prior to the opening of the exhibition and daily thereafter. However, it is the responsibility of exhibitors to maintain their booths in tidy condition at all times. Exhibitors need to clean up all the waste products in the booth, including but not limited to the exhibition samples, wastes left after the product demonstration, packaging materials, etc.
- b) Toxic wastes must be sealed in suitable containers with clear markings and must be handled according to the relevant government rules governing waste disposal.

22. Accident Report

In the case of any accident occurs in its exhibition booth or caused by it, the exhibitor shall notify the Organisers immediately and take all actions to help the sufferer, reduce the loss and maintain the order. Afterwards, it shall submit a written report to the Organisers within 12 hours to provide the account of the accident, clarify the reason and give the settlement plan.

23. Map Usage Guidelines

- a) All maps and base map images displayed by exhibitions must comply with the relevant laws and regulations of the People's Republic of China and adhere to the One-China Principle. All maps must complete the required map review process and clearly indicate the official map approval number. **Guidelines for map submission and review** can be obtained from the Organiser upon request.
- b) Exhibitors are encouraged to use standardised world maps and China maps provided by the Standard Map Service System of the Ministry of Natural Resources of the People's Republic of China (<http://bzdt.ch.mnr.gov.cn/>) and must clearly indicate the corresponding map approval number. If any displayed maps do not comply with the relevant regulations, the Organiser reserves the right to request amendments or remove the non-compliant materials.

24. Political Issue

All exhibitors, should note that no political related wordings such as "R.O.C.", "Republic of China", "中华民国", "Formosa", "福尔摩萨", "福摩萨", "福尔摩莎" and "钓鱼台" should appear in all the advertising or promotional materials as well as name cards or decorative items at the booth. This issue is very sensitive in the P.R. China. Police checks onsite and any materials containing these wordings are not allowed for distribution and will be confiscated.

25. Force Majeure

The force majeure events referred to but not limited to: earthquakes, typhoons, floods, epidemics, wars, strikes, demonstrations, water and power cuts, the cause of which not being able to be controlled by the Organisers, any reforms made to the venue according to the instructions of government or any renovation of exhibition hall facilities and any other government actions that lead to any changes to the exhibition hall or changes in schedule and other unforeseen circumstances that cannot be prevented or avoided. The Organisers reserve the right to cancel, alter in character, reduce in scale, shorten or extend the duration of the Exhibition at any time without incurring any liability whatsoever to the Exhibitors or Visitors due to force majeure circumstances outside the Organisers' control. You can click [here](#) to refer to the details in 'General Terms & Conditions of Participation' or contact the Organisers for more information.

26. Unforeseen Circumstances

In the event of any problems or disputes onsite, the decision of the Organisers, being leaseholder of the premises, will be final. The Organisers also reserve the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties.

27. Others

- a) The PA system of the venue is used by the Organisers for official announcements only. Neither paging service nor exhibitors' announcements can be made.
- b) Outside food or beverages are not allowed in the venue. Exhibitors and visitors may have food / beverages at the cafeteria inside the exhibition halls or at the venue's restaurants.
- c) Each exhibitor is responsible for any damage done to the Organisers, other exhibitors, booths, show's property and third parties' property.
- d) If exhibitors fail to follow the rule and regulations, the Organisers shall have the right to impose penalty on the exhibitor and / or relative at their sole absolute discretion. Exhibitors should bear the consequence and responsibility may cause.

2.4 General Information about the City & Country

1. Weather

Shenzhen is generally sunny and humid in September, with daytime temperatures of around 24°C to 31°C and a chance of rain.

2. Time

Shenzhen is eight hours ahead of Greenwich Mean Time (+8 hours GMT).

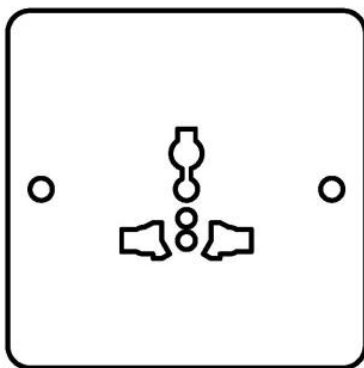
3. Currency

The unit of currency is Chinese Yuan. Foreign currencies can be exchanged at airports and banks at the daily exchange rate.

4. Electricity

The voltage in China is 220 Volt / 50 Hertz.

The socket (3 Amps, 500 Watts) in the fairground as below:



5. Entry Requirement

All foreign visitors to P.R. China must apply for visa and comply with the health requirement on entering China. Please ensure that all your colleagues have already obtained the relevant visa prior to departure. Please note the responsibility for obtaining a visa is neither from the Organisers nor from the Official Travel Agents. (Unsuccessful visa applications will not constitute a basis for cancellation of exhibitor contract.)

6. Communication Etiquette

Address Chinese men as Mr, Ms or Madam - Chinese women do not use their husband's surname and therefore should not be addressed as Mrs. The Chinese surname comes first and followed by the given names, e.g., Mr. Zhongming Wang should be addressed as Mr. Wang.

7. Communication Tool

WeChat is widely used for both personal and business communication in China. WeChat contact details may be exchanged after the show for business follow-up.

8. Interpreters are Strongly Recommended

As not all businesspeople in the industry speak English, interpreters are strongly recommended. Business cards are an important means of communication and should also be translated into Simplified Chinese. They are traditionally exchanged after the initial greeting and should be offered and received with both hands.

3. Fairground Information

3.1 Venue Information

Venue Name: Shenzhen World Exhibition and Convention Center

Address: No.1 Zhancheng Rd, Fuhai Street, Bao'an District, Shenzhen

Exhibition Hall: Hall 9 -12

3.2 Transportation

Transportation Means	Details
Metro	Take Metro Line 12 / 20 and exit at C1 / C2 of Shenzhen World Station. Shenzhen Metro Website: https://www.szmc.net/szmc_en
Air	The Shenzhen World Exhibition and Convention Center is 7 km from T3 of Shenzhen Bao'an International Airport. You may take Metro Line 20 from Airport North Station to Shenzhen World Station or take a taxi directly to the venue.
Railways and High-Speed Rail	The venue is next to Fuhai West Railway Station along the Shenzhen-Maoming Railway and the Guangzhou-Dongguan-Shenzhen Inter-city Railway. If you arrive at Shenzhen North, Shenzhen East or Futian Railway stations, you can take the metro to Shenzhen World Station.
Bus	Take Bus Route No. 615 / M515 and get off at "Shenzhen World Exhibition and Convention Center" station and walk to the venue.
Taxi	The starting fare is RMB 10 for the first 2 km and RMB 2.70 per km afterward (exact fares are subject to the latest official updates). It will charge around RMB 60 from Bao'an International Airport to Shenzhen World Exhibition and Convention Center. Taxi Service Hotline: 95128
By MTR from Hong Kong Hung Hom Station	Take the East Rail Line to Lok Ma Chau Station and cross the border via Futian Port and go through immigration and customs inspections. Then take a taxi to the venue. It takes about 60 minutes. MTR Hotline: +852 2881 8888
By Cross-Border Coach from Downtown Hong Kong	Take the cross-border bus to Shenzhen Bay Port, then take a taxi to the venue. It takes about 45 - 50 minutes, with a fare around RMB 100.
By Ferry from Hong Kong International Airport	Regular ferries operate from Hong Kong International Airport SkyPier Terminal to Shenzhen Airport Ferry Terminal. The one-way fare is HKD198 and it takes about 50 minutes. For ferry schedule and ticking, please visit CKS website. CKS Website: https://www.cksp.com.hk/

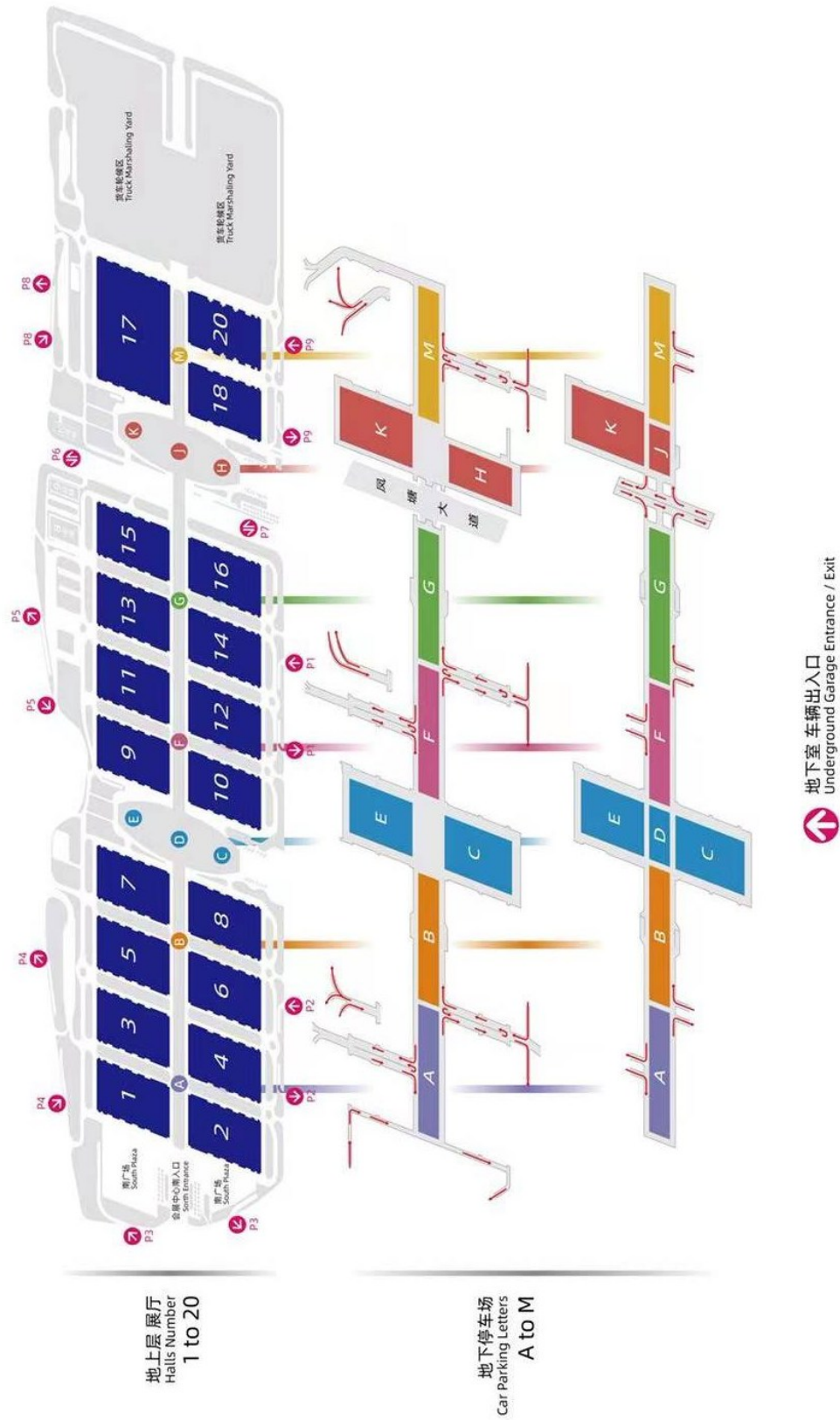
3.3 Location Map



3.4 Overall Venue Plan



3.5 Car Park Location



3.6 Venue Service Points

Service	Location	Service Details
Power Bank Rental Station	Distributed throughout the venue	Each station has 12 power banks
Business Centre	The 1st and 2nd floor of the South Lobby	Printing, scanning, business card production, pull -up banner production, inkjet printing services
Huamei Green	North side of the 2nd floor of the South Lobby	Plant selling
Food & Beverage	On the 2nd and 3rd floors of each exhibition hall On the ground floor of the central corridor	Food courts, cafes and convenience stores
Travel Service	Between hall 11 and hall 12 on the 1st floor of the central corridor South side of the 1st floor of the South Lobby	Booking hotels, transportation tickets, flight tickets
Courier	Onsite service point	Courier service
Car rental service	Onsite service point	Car rental
Baggage storage	The 1st floor of the South Lobby	Baggage deposit
Remark: For travel agency, courier service, car rental – You can directly search the "ShenzhenWorld" on WeChat.		

4. Exhibitor Badge and Additional Badge

4.1 Exhibitor Badge Application

For security reasons, all exhibitors are required to wear exhibitor badges at all times, otherwise they will be required to leave the exhibition hall. The exhibitor badge is authenticated by real name and is for personal use only and cannot be transferred. The steps and quantity of exhibitor badge application are as follows:

1. Please login the Online Exhibition Platform: <https://kjh.cmhzyun.com/admin>
***The User name and password will be sent to the exhibitor's email by the platform.**
2. Enter the login account and password.
3. Click [Admission management > Exhibitor badge] to enter the interface. This exhibitor badge function is mainly used for adding, deleting, and amending the registration information.
4. The maximum number of exhibitor badges allocated is as follows:

Booth size	Number of badges
9 m ²	4
18 m ²	8
27 m ²	12
36 m ²	16
45 m ²	20
54 m ² or above	24

Technical support: Mr Li
Tel: +86 133 9606 4933

Please apply for the Exhibitor badge on or before 01 September 2026 via the Online Exhibition Platform.

Please confirm that you have understood the function of the service and have read the entire content of the Privacy Policy about the collection and usage of your personal data. We may send the commercial advertisements to you in accordance with Privacy Policy. For details of Privacy Policy, please visit: https://ccbec-shenzhen-autumn.hk.messefrankfurt.com/shenzhen/en/privacy_policy.html

Remarks:

1. For security reasons, please provide us with the details of all personnel from your company, co-exhibiting companies and official agents / representatives who will be manning the booth during the exhibition.
Please note that badges will only be issued to associated companies that have been registered with the organisers.
2. To provide a safe, healthy, and reliable exhibition environment, all personnel entering the exhibition hall must do the real-name registration, please provide your true name, valid ID / Passport numbers & mobile phone number for visitor registration. Before you enter the venue onsite, your original ID card / Passport will be verified and you must take a temperature check.
3. Commercial Advertisement: The organisers may send the commercial advertisements that may be of interest to the Exhibitor. The methods of sending such commercial advertisements include, but are not limited to, telephone calls, emails, SMS, direct mail, etc. The Exhibitor may unsubscribe in accordance with the instructions provided in the relevant commercial advertisement.

5. Booth Construction

5.1 Official Contractor Information

The Organisers have appointed the contractor below as the Official Contractor to provide standard booth construction and other services including equipment rental according to the order forms.

Official Contractor **Shenzhen Kastone Exhibition Corp Ltd**
Address: L16-01, Tower 3, One Excellence, Qianhai, Nanshan District,
Shenzhen, Guangdong

Raw Space Booth Design Approval
Contact: Mr Wong / Mr Feng
Tel: +86 134 8071 5089 / +86 135 0968 3959
Email: baotu@kastone.com.cn

Other Exhibitor Service
Contact: Ms Suetyun Feng (Hall 9 & 11) Tel: +86 139 2743 2908
Contact: Ms Penny Pan (Hall 10 & 12) Tel: +86 166 2551 6009
Email: kstzc3@kastone.com.cn

1. **Additional facilities** may be ordered from the Official Contractor by directly submitting on or before 21 August 2026. Please note that late orders after 21 August 2026 will be subjected to surcharge as listed below.

Late submission:

Water, Electrical, Compressed air and Internet Services

30% surcharge will be imposed for orders received after 21 August 2026 and onsite. (Subject to availability)

Appliance and Furniture

30% surcharge will be imposed for orders received after 21 August 2026 and onsite. (Subject to availability)

The order will be valid only when full payment is settled.

Modify / Relocate / Cancel orders:

For order cancellations or order modifications received after 21 August 2026, a handling fee of 30% of the order amount will be charged.

Relocation of water, electrical, compressed air and internet connection will be charged a 20% handling fee, please confirm the location of all facilities before move-in.

*RMB 35 per item/time will be imposed for relocation of appliance and furniture.

2. Once the exhibitors or their appointed contractors have submitted the order forms to Official Contractor, the Official Contractor will issue Debit Notes to exhibitors. Exhibitors must settle the payments by the deadline stipulated on the Debit Notes.
3. Orders without remittance WILL NOT be handled. The Official Contractor reserves the right of not delivering for those orders with payment is on the way even though the bank document is received.
4. Where it is not otherwise stated, the prices are for the duration of the exhibition days and subject to change without prior notice.

5.2 Standard Booth Package & Design

Standard booth fascia board sample as follows:

**The Organisers reserve the right to change / modify the standard booth fascia board design without prior notice.



1. All standard booth exhibitors should indicate the company name or brand name to be shown on the fascia board. **Please contact the Official Contractor to submit the information on or before 21 August 2026.**
2. Please clearly submit the exhibiting company name or brand name for fascia board, up to a maximum of 45 English letters and 25 Chinese characters. **Please omit “,” (comma) and “.” (full-stop); e.g., Messe Frankfurt (Shenzhen) Co Ltd.**
3. If your fascia name details are not received by the above deadline, the company name and details on the application form will be used. In all cases, abbreviations will be used, e.g., **Limited=Ltd** and **Company = Co.**
4. The length of the fascia name is subject to space availability.
5. Any other alterations are not allowed on the fascia. If any alteration is found, RMB 2,000 per 9m² will be charged as penalty.
6. Requests to change the fascia name during the show period will be subject to service charges.

Facilities and services included for a 9m² (3m x 3m) standard booth are as follows:

**The Organisers reserve the right to change / modify the configuration and location of facilities without prior notice.

- Wall-to-wall carpeting (9m²)
- White stand partitions (2.44mH)
- Structure material (silver aluminium)
- Fascia board with company name & booth number
- Reception table x 1
- Round table x 1
- Folding chairs x 2
- Long-arm spotlights (12W) x 3
- Waste bin x 1
- Socket (220V, 1P, max 500W) x 1
- * Flat shelf x 6 / Cloth bar x 4 / Pegboard x 3 / Metal mesh x 4 / Display rack x 1 / Null (choose 1 of 6 options)
- Booth cleaning service

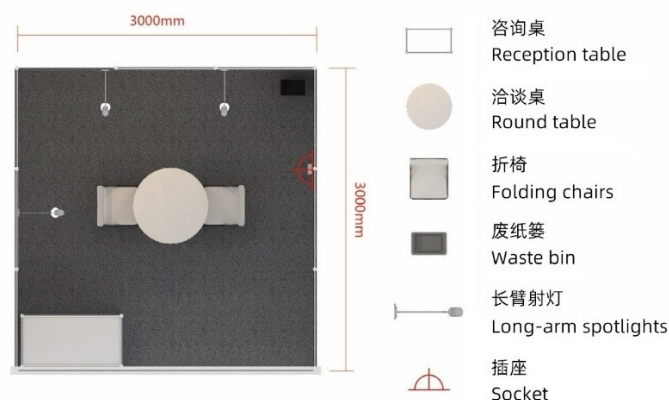
Standard booth items: (Facilities will be multiplied according to your booth size)						
Stand area in m²	9m²	12m²	15m²	18m²	27m²	36m²
Reception table (1000mmL x 500mmW x 750mmH)	1	1	1	2	3	4
Round table (600mmL)	1	1	1	2	3	4
Folding chairs	2	2	3	4	6	8
Long-arm spotlights	3	3	4	6	9	12
Waste bin	1	1	1	2	3	4
220V socket (max 500W)	1	1	1	2	3	4
* Choose 1 of the following 6 options						
Option 1: Flat shelf	6	6	6	12	18	24
Option 2: Cloth bar	4	4	4	8	12	16
Option 3: Pegboard	3	3	3	6	9	12
Option 4: Metal mesh	4	4	4	8	12	16
Option 5: Display rack	1	1	1	2	3	4
Option 6: Null	/	/	/	/	/	/

*** Standard booth configuration:**

- Standard booth exhibitors are required to inform the Official Contractor to confirm their booth configuration (choose 1 of 6 options) and indicate the installation height on or before 21 August 2026. If exhibitors fail to submit their options before the deadline, the booth items will be set up according to **Option 1**. If the Official Contractor has not received any installation height information after the deadline, the default height will be used for installation.
- Standard booth configuration is not exchangeable or refundable.
- RMB 35 each item will be imposed for relocation of appliance and furniture after 21 August 2026.
 - Option 1: Flat shelf, 300mmW x 990mmL
 - Option 2: Cloth bar, 990mmL x 300mmD
 - Option 3: Pegboard, 968mmL x 1166mmH (with 10 hooks, each 50mm)
 - Option 4: Metal mesh, 1000mmL x 1500mmH (with 10 hooks, each 50mm)
 - Option 5: Display rack, 270mmL x 360mmW x 1280mmH
 - Option 6: Null

Below shows the basic equipment & booth design of a 9m² (3m x 3m) standard booth.

- Dimension of single panel: 950mmW x 2340mmH
- Dimension of back wall panels: 2950mmW x 2500mmH



Option 1:
Flat shelf x 6,
300mmW × 990mmL for each



Option 2:
Cloth bar x 4,
990mmL × 300mmD for each



Option 3:
Pegboard x 3,
968mmL × 1166mmH for each
(with 10 hooks, each 50mm)



Option 4:
Metal mesh x 4,
1000mmL × 1500mmH for each
(with 10 hooks, each 50mm)



CCBEC

SHENZHEN

Option 5:
Display rack x 1,
270mmL × 360mmW × 1280mmH
for each



Option 6: Null



5.3 Important Notes for Standard Booth Exhibitors

1. Please refer to previous page for the basic equipment & booth design of the standard booth. All standard booths should be designed and built by the Official Contractor.
2. All standard booths are on a rental basis and not permitted to be removed from the venue.
3. Standard booth exhibitors require additional equipment such as furniture, power supply and internet line should place the orders to the Official Contractor on or before 21 August 2026. Full payment in advance will be required.
4. Exhibitors are not allowed to make any alterations to the structure of the standard booths or remove any integral parts from the booths (for example: fascia board, wall panels). Exhibitors wish to remove or change the location of facilities (for example: shelves, extra panels or doors) within their booths should inform the Official Contractor on or before 21 August 2026. Notifications of booth equipment alteration / removal received after the deadline will not be considered. Late charges may apply for request of booth equipment alteration received after the deadline and subject to technical feasibility.
5. Exhibitors occupying booths at the corner can request to close the additional side(s) by submitting requests on or before 21 August 2026. The Organisers and the Official Contractor will assume that exhibitors occupying corner booths would choose to open the additional side(s) by removing the partitioning panels in between, and a fascia including company name and booth number will be arranged. Application after the deadline will be subjected to surcharge according to the price set by the Official Contractor.
6. Aluminum roof beams may run from the front to the back of the booth if necessary. Truss structure and decoration inside standard booth is prohibited without prior approval by the Organisers.
7. The partition wall as well as the fascia should maintain predominantly white as the background color. Painting, coloring and sticking are strictly prohibited. No additional booth-fitting or display can be attached to the booth structure. Any alterations to the booth structure are not allowed.
8. No fixtures or nails can be made to the wall panels. Brackets are suggested for the hanging of signs. Velcro or double tape may be used for lighter items only. Screwing, drilling or nailing on any of the aluminum frames or wall panels are NOT permitted. Exhibitors shall be liable for any damage to the booth or fixture, and full price of the items will be charged for compensation.
9. The maximum loading weight for hanging up exhibit display for each 1mW panel is 5kg (evenly distributed along the span). For exhibits heavier than 5kg, please contact the Official Contractor for additional fixation at exhibitor's own cost, if any, exhibitors shall be liable or compensated for any panel damages or accident caused by overweight.
10. Height limit of booth panel is 2.5m. No objects inside the booth (including company names, logos and advertising materials) can exceed a height of 2.5m or extend beyond the boundaries of the booth area. The Organisers have the right to require removal of exceeding objects. If any cost is caused by alternation, the exhibitor will bear the responsibility and compensation.
11. Booth partitions and booth fascia must maintain the original color. No decoration logos or any other alterations are allowed on the fascia, except the Official Contractor. Unauthorized amendment on fascia will be subject to a penalty of RMB 2,000 per 9m² of booth area.

12. The electricity supply of spotlights and sockets is connected to each other. Removing the spotlight may also disconnect the electricity supply of the sockets. Any alterations or removal of spotlights must be handled by the Official Contractor. Exhibitors must submit to the Official Contractor on or before 21 August 2026.
13. The ONE unit of 3A socket (500W power) for each standard booth can be connected to non-lighting items and low electricity consuming appliances only. Exhibitors need extra electricity supply for lighting, please apply by informing to the Official Contractor on or before 21 August 2026. Late application will lead to extra cost and delay.
14. Electricity supply, water supply and telecommunication facilities for all exhibitors must be contracted through the Official Contractor. For water and air supply, exhibitors are required to bring along their connection adaptors to connect to their equipment. Exhibitors have to bring their own special regulating units if they require very specific water temperature and / or water pressure. Exhibitors with very sensitive equipment are advised to bring their own stabiliser to cater for voltage fluctuation. Please contact Official Contractor for further details or assistance.
15. Exhibitors shall use the booth in an appropriate way and maintain the booth to ensure that it is in good condition. Exhibitors shall notify the Organisers and the Official Contractor immediately in case of discovering any defects or damages at the booth. Exhibitors are not allowed to fix the booth by themselves or retain any other contractors to do so. The cost for repairing the defect or damage due to the exhibitors' lack of care, inappropriate usage, negligence, or intentional act shall be borne by the exhibitors. Exhibitors must remove all velcro, posters or wallpaper from the backboard wall on the move-out day of the exhibition. If any damage is caused to the wall, exhibitors must pay a penalty of RMB 500/block to the Official Contractor.
16. Any wooden structure used in booth, including counter, walls or decoration, should communicate with the Official Contractor and pay RMB 1,000 as deposit for move-out clearing.
17. If no representative has ever shown up at the booth until 03:00pm on 15 September 2026, the Organisers have the right to use the booth for any purpose without the exhibitors' permission nor refund.

5.4 Important Notes for Raw Space Exhibitors

Raw space exhibitors will be provided with floor space only. Exhibitors have to design and build their own booths.

All raw space exhibitors and their appointed contractors should comply with the rules and regulations of the venue, fire control authorities as well as any conditions that the Organisers may specify before, or during the Exhibition.

1. Appointed Contractor

- a) Raw space exhibitors may appoint any competent booth contractors to design and build their booths (appointed contractor). Details such as name and address of the appointed contractor must be provided by directly submitting to the Official Contractor - Shenzhen Kastone Exhibition Corp., Ltd. on or before 21 August 2026 for approval. The Organisers reserve the right to withhold granting approval to any contractors appointed by the exhibitor concerned without giving any reasons.
- b) Once the appointed contractor is approved by the Organisers, without the written consent of the Organisers, the Raw Space Exhibitors are not allowed to change the appointed contractor.
- c) The approval granted to the appointed contractor does not mean the Organisers have checked or is obligated to check the qualification of the appointed contractor. Exhibitors shall be solely responsible for checking the qualification and background of the appointed contractors. If there are any disputes arising from or related to the qualification of the appointed contractor, the Organisers are not obligated to bear any liabilities.

2. Plans & Design Proposals

- a) Booth plans, design proposals and electrical installation plans must be submitted to the Official Contractor for approval on or before 21 August 2026.
- b) Drawings submitted must be in a reasonable scale of not less than 1:100. Drawings submitted have to be clearly mark the size, height of platform, equipment, colour, material, moving racks, electrical installation plans, weights and loading point of exhibits etc.
- c) All raw space exhibitors or appointed contractors are requested to submit the location plan indicating the position of power supply, water supply and internet / telephone connection points on separate drawings to the Official Contractor.
- d) The Official Contractor may require amendments or variations to be made to the design plan or proposals before approval, or may withhold approval at its discretion. No construction work shall be permitted at the exhibition hall unless the booth plan and design proposals has been approved by the Official Contractor. Any costs or delay caused should be borne by the exhibitors and appointed contractors.
- e) Once the booth plans and design proposals have been approved by the Organisers, exhibitors shall build the booth strictly according to them. Without the written consent of the Organisers, exhibitors are not allowed to deviate from or make any additions, deductions or amendments to the approved booth design.

3. Approval of Design Proposals

Raw space exhibitors must ensure that they and their appointed contractors are fully aware of the following points when preparing design proposals. Failure to observe these rules may result in costly onsite alterations required by the Organisers and / or the venue at the exhibitor's expense:

- a) No parts of any structure may extend beyond the boundaries of the site allocated, neither plane nor elevation surface. This includes spotlights and exhibitors' names or logos. All booth components, decoration, fittings and exhibits shall not exceed the height limit of overall structure of the booth.
- b) The overall structural height limit for special booth is 4m, raw space booth is 4.5m. No booth decorations stand fittings or exhibits shall exceed 4.5m in height. The length of any single span wood structure must be limited within 6m wide, and any single span steel

structure and steel wood structure (including the inner steel tube and iron stand) cannot exceed 8m wide. The width of the ready-made wire frame can be a bit longer based on its cross section, but must not exceed 12m.

- c) Double-storey construction is prohibited.
- d) To ensure sufficient contact between the wall and the floor, the width of the booth's main structural wall cannot be less than 12cm. The thickness of light steel keel for the main body shall not be less than 6cm. The thickness of wooden walls for special-design booths without a frame structure shall not be less than 30cm. For single back-wall structures, the wall thickness shall not be less than 60cm to ensure sufficient contact area between the wall and the floor. Wooden walls exceeding 3m in height must be internally supported by square steel tubes or seamless round pipes. For booth only containing a single back wall, it must be reinforced with diagonal supports and other structures, and the counterweight must be added for stability. The design of wooden wall shall meet the stability and longitudinal strength requirements.
- e) Professional truss booth structure must have industrial design instructions or design drawings provided by a qualified design unit for reference. The use of self-welded trusses is strictly prohibited. Metal fasteners must be used between the truss column and the beam and must be tightly engaged, without gaps and shaking.
- f) The loading capacity of the metal load-bearing shall be directly transmitted to the ground instead of grounding to wooden Platform.
- g) For booths with additional beam connections on the top, detailed structural drawings on beams connections to the main body shall be provided in the design proposals. The structural strength of beams shall meet the strength requirement.
- h) For platform which exceeds 10cm height, a slope shall be used for the transition from the ground. Relevant step safety signs shall be provided for the platform which less than 10cm height.
- i) The names and booth number on fascia, backdrop or door head must be prominently displayed and faced to the aisle. The Organisers reserve the right to affix them as they see fit and to charge the cost incurred to the exhibitor.
- j) Partition wall or structure directly facing adjacent booth(s) cannot contain any company names or company logos. Any construction containing company name or company logo directly facing adjacent booths must have at least 0.5m set back from the adjacent booth(s). All surfaces of booth construction exposed to the public view shall be decorated to a finish approved by the Organisers (inclusive of backside panels / parts of booth adjoining other booths or aisles). The back of the booth must be covered by nice white finishing, either by paint or non-flammable material.
- k) Exhibitors must construct own back wall(s) to divide their booth from neighbouring booths, and should not share the back wall of neighbouring booths nor put any decorations on it. Where booths are adjacent, exhibitors may not use the reverse of the neighbouring booth's wall.
- l) The layout of exhibits and the booth design should be planned in consideration of visual effects on neighbouring booth and visitor flow. All booths in the exhibition, irrespective of height, must have at least 75% of any frontage facing an aisle left open and should not be blocked with separated wall structure. 2 evacuation exits in the exhibition area with partitions are enclosed with the distance between the nearest of two adjacent evacuation exits not less than 5m. An evacuation exit can be set when the area of this type of display area is not more than 120m². The evacuation exit must be opened and the net width is greater than 5m, and the distance from the farthest point in the area to the evacuation exit does not exceed 15m. The Organisers suggest exhibitors to adopt booth design keeping the frontage(s) facing an aisle open for attracting buyers.
- m) Exhibitors are not allowed to construct neither a permanent false ceiling nor a ceiling structure covering more than 30% of the total booth area, the ceiling of storage area cannot be blocked. The hanging point must be applied to the Official Contractor in advance, the Organisers must individually approve the design and specifications of the hanging points. No suspensions are to be made from the ceiling of the exhibition hall, nor may any fixing be made to the floor, walls or any other parts of the building.

- n) **Carpets should meet the non-flammability standard of grade B1 or above according to the regulation of the Fire Protection Department and fire-retardant certificate should be provided.** Exhibitors must provide approved protection between carpet and any raised Platforms. All materials used in the booth construction, decorations or set-ups must be flame-retardant with a burning diffusion rate not lower than Class B1 and present relevant certification issued by authorized testing department onsite for possible inspection by the venue and / or the Organisers. There shall be necessary fire extinguishers and fire safety measures within the booth. Exhibitors should also conform to the rules and regulations of the venue and those of any public authority or department of the Chinese Government. If such materials are rejected by the venue operator or any of the said relevant units and government departments, the exhibitor concerned solely bear all liabilities, the Organisers are not obligated to bear any liabilities.
- o) Booth must be equipped with 5kg (ABC) dry powder fire extinguishers; the installation standard must be placed in a conspicuous, open position every 20m², and those with less than 20m² are also configured according to the above standards.
- p) All decoration materials in booth construction shall be non-combustible or flame retardant materials. Textile materials such as cloth and gauze are allowed to be used but it must be undergone fireproof processing with certificates. Wooden structures must be painted with fire retardant coating. Flammable materials such as grass, bamboo, rattan, wood, foam, foam board (**include KT board, should replace by PVC foam board / PVC expansion sheet**), combustible carpets, fabrics and others materials without flame-retardant treatment are prohibited in the exhibition halls. Smoking and any fire-related activities are strictly prohibited inside the exhibitor halls.
- q) Any objects should not place or block within 1m in front of the fire hydrant, 30cm surrounding the ground fire well and 1.5m surrounding the fire extinguisher. The fire equipment shall not be blocked in any situation.
- r) Any objects should not block fire safety equipment, electricity facilities, emergency exits and main gangways of exhibition halls during construction / dismantling period.
- s) To avoid copyright infringement, exhibitors must own the copyright of their booth design drawings and build the booth strictly according to the drawings. If there is any copyright disputes which seriously affect the reputation and order of the exhibition, exhibitors should bear the cost and all consequences.

4. Electricity

- a) The installation of electrical facilities must comply with the national power industry regulations and related rules and regulations of the venue. The installation must comply with the national "Regulations on Security Administration of Large-scale Mass Activities" and the Fire Control Law "Code for Design of Low-voltage Electrical (GB50054-2011)" , "Technical Code for Safety Use of Electricity on Construction Site (JGJ46-2005)", "Code for Acceptance of Construction Quality of Electrical Installation in Building (GB50303-2015)", "Code for Design of Electric Distribution of General-purpose Utilization Equipment (GB50055-2011)" and other regulations which are relevant fire safety regulations of the venue and the specific requirements of this manual.
- b) Electricity is not including in raw space package. Raw space exhibitors or appointed contractors **MUST** order the individual power point by submitting to the Official Contractor on or before 21 August 2026, and all exhibitors should ask their appointed contractor to handle the connection between their machine and power point. Qualified electricians with effective license should carry out any electrical installation works; any power tools used in the construction must meet safety requirements after safety inspections.
- c) 24-hour power socket could be arranged only upon exhibitors' request. If 24-hour electricity supply is needed, raw space exhibitors or appointed contractors should apply to the Official Contractor on or before 21 August 2026 (together with an electricity plan indicating the location of the 24-hour power socket). 24-hour electricity supply for lighting connection is prohibited.
- d) Individual circuit should be classified for general lighting, mechanical power, frequency-conversion equipment, thermistor control equipment, amplifying equipment and 24-hour electrical equipment. Shared circuit is prohibited.

- e) The Official Contractor must carry out all electrical works at the exhibitors' expense. Electrical installation plan of the booths must be submitted to Official Contractor for approval together with the booth design proposal. Electricity can be supplied in 220V / 50Hz (+/- 6%), single phase. Electric current of a higher voltage three phases will be supplied subject to prior arrangement with the Official Contractor. The power distribution box applied for the booth should refer to the total power consumption.
- f) The maximum number of electrical equipment (including lamps and sockets) for each protection circuit of lighting power distribution is 25, and the total capacity shall be less than 2KW or 10A current.
- g) Insertion of electrical wire into electrical outlet or hanging at the end of the switchblade for electricity supply are strictly forbidden, the connection should be made by using a plug and fixed port screws. No multi-plugs or adapters are permitted.
- h) The electrical materials, equipment and facilities must meet the state product quality standards, certification requirements and the fire prevention safety requirements of the Government. The electrical materials must have sufficient safe current carrying capacity, which must be larger than the rated current of the switch inside the power distribution box. For electrical wirings, ZR-BVV (PVC Insulated & Sheathed Flame Retardant electric wire), ZR-RVVB sheath wires or ZR-VV cables (please refer to the 3-core or 5-core cables for the 3-phase 5-wire low voltage distribution system) must be used. Twisted pair wires (flexible wires), 4-core wires (cables) and aluminum-core wires are strictly forbidden. Cable connections must be solid and reliable. Cable docking must use ceramic or plastic fittings with certified insulation protection measures in place.
- i) Electrical wirings must be fixed and not be laid on the display stand, floor or passageway. Electric circuit that crosses passageways must be protected with a protective ramp. Wires underneath the carpet or installed inside the construction materials cannot have connecting points within the wires and must be protected with conduit (metal conduit or fire-retardant plastic tubes). A plug or a fastening port screw is required for power supply. It is forbidden to plug the power cord directly into the power socket for electricity. All electrical wires (cables) connection must be connected by using terminal blocks or switches, insulating tape for connection purpose is strictly forbidden. All metal structures, metal shells of equipment and facilities, and the main control electric of the booths must be safely grounded. Multi-strand soft-core copper wire shall not be less than 4mm².
- j) An air circuit breaker shall be installed for grading protection and loading of three-phase non-mechanical power should be 20A or above. If the single-phase load is greater than 16A, the three-phase power distribution shall be installed to evenly distribute the electricity loading.
- k) Switches and all electricity distribution panels must be installed within booth area. The main control electric box should be arranged at a safe and accessible location inside the booth where easy for operation and inspection. Exhibitors or their appointed contractors must bring their own main control electric box which has equipped with a safe and reliable air break switch and ALCI device (30mA, operating time less than 0.1s) according to the rules. If the rated current of the air circuit breaker for the booth cannot be adjusted, exhibitors or their appointed contractor should replace it with a compliant one. Only one master cable is allowed to be connected from the power distribution box applied for the booth. Inflammable items are prohibited to be placed around the power distribution box. All lighting rectifiers and triggers must pass the inspection carried out by the Fire Department.
- l) Spray painting, cutting machines, saws and welding machines are not allowed to be used in the exhibition halls, except the exhibitors declares to the fire department and obtains the permit certificate by the Official Contractor.
- m) According to the rules and regulations of the venue, exhibitors or the appointed contractors must apply the "temporary power supply" during move-in period, no other sources of power will be allowed. Electricity will not be supplied to the booth if "temporary power supply" have not been applied. Exhibitors or the appointed contractors need to notify the electrician from the venue for safety inspection of power box after the electrical installation work is done. Electricity supply will be arranged once the electrician of the venue and the Official Contractor have confirmed there is no potential hazard on the electrical installation work.
- n) Temporary power supply cords should use sheathed copper core flexible cords, with no connection. Protection switches shall be equipped.

- o) If the switch protection of the fixed power distribution facilities in the exhibition hall trips and causes a power outage in the booth, the electrician on duty at the contractor's booth shall check whether the electrical equipment and wiring are faulty or not. Meanwhile, the electrician should inform the venue. If accidents and economic losses are caused by unauthorized, the venue and the Organisers have the right to claim for further compensation.
- p) If the venue finds that there is potential safety hazard related on the electrical installation work of the booth, exhibitors or the appointed contractors are requested to take soonest action to fix the problem, or can take mandatory actions such as cutting off the power supply to ensure safety. In the event of serious potential safety hazard or violations of the rules and regulations, the venue has the right to cut off the power supply immediately without any prior notice.
- q) At the end of each day of the exhibition before the close of the exhibitor halls, the appointed contractors by exhibitors must turn off all power except for those fire safety related connection and must remove all flammable goods before leaving the booth. Mandatory power-off measurement will be taken for those cases, which are fail to rectification as advised by the Organisers, and any liabilities will be borne by the exhibitors.

5. Draining

- a) Liquid waste contains animal and vegetable fats, flour, butter, etc., which can be condensed into agglomerates, or contains emulsions, cyanide, acids and alkalis, industrial oils, heavy metal ions and other toxic and hazardous wastes. It must not be directly discharged into the drainage system of venue. Exhibitor shall handle after leaving the red line of the exhibition hall.
- b) For exhibitor who produce wastewater that does not meet the discharge requirements, exhibitor should inform the venue the drainage type and treatment plan, etc. If it needs to be discharged to the drainage system of venue, the wastewater must be treated to meet the national sewage discharge standards (relevant supporting documents are required) before discharge.
- c) Exhibitors will be responsible for equipment damaging, polluting, accident, violation of laws and regulations caused by improper drainage.
- d) Exhibitors and their appointed contractors shall not dismantle or damage water supply and drainage facilities without authorization. It is forbidden to split forks, drill holes on the main water supply pipe, and connect the pipes.

6. Hanging Point

- a) No objects can be hung in the exhibition hall without prior approval.
- b) The hanging point must be applied to the Official Contractor in advance, and the relevant expenses shall be borne by the exhibitor. The Organisers must individually approve the design and specifications of the hanging points. The technical department of the venue has the right of final decision on the number of hanging points required.
- c) Application of hanging points must be submitted and approved on or before 21 August 2026. Late applications will not be accepted. For the hanging point rules and regulations, please contact the Official Contractor for inquiries.

7. Booth Construction

- a) Site measurements are given in metric measurements. Exhibitors, upon arrival and before commencing construction work, are required to check if the site is set out as per the floor plan issued by the Organisers, and to report any errors to the Organisers immediately. The Organisers will not be liable for any errors that are not reported before construction begins.
- b) Exhibitors and their appointed contractor are responsible for the transporting, assembling, dismantling and removing of all booth construction materials. The exhibitors must clear construction waste and surplus materials from the exhibition halls. All such works must be carried out according to the arrangements and timeline specified by the Organisers. Exhibits and construction material shall not occupy fire gangway or public area.

- c) For electricians and welders of the appointed contractors to carry out onsite work during move-in period, non-official contractor badges must be arranged for them to gain access into the exhibition halls.
- d) Raw space exhibitors are responsible for laying their own floor covering. All carpets and floor coverings should be affixed with double-sided tapes. The use of paint or glue on the floor of exhibition hall is strictly forbidden. Exhibitors shall be liable for any damages on the floor and will be charged for compensation.
- e) The lighting, power electric boxes (cabinet), telephone wiring boxes and fire-fighting facilities of venue shall not be obstructed during move-in period. It is to ensure that there is a passage is clear and maintain sufficient operating space for inspection and reparation.
- f) Fire prevention treatment is required inside the light box. Light boxes and showcases must have heat-dissipating holes.
- g) Glass materials using in booth decoration must be tempered (A proof of tempered glass and a purchase invoice are required), must ensure the strength and thickness of the glass (the thickness of the curtain glass wall should not less than 8mm). Metal frame must be made and professional hardware must be used for glass installation. The material is used as the cushion to ensure the safety of the glass. The installation of glass should be reasonable and reliable. Caution sign must also be displayed on the glass to raise awareness. If a glass platform is used, the structural support pillar and wall must be fixed under the Platform, not directly on the smooth glass. Booth structure cannot setup on the glass surface.
- h) The ceiling beam and the pillar must be strongly connected by using bolts or other safe fixing materials. The main components must not be connected with gun nails or wood-grain screws, and bolts must be fully tightened. The door lintel, ceiling beam and the wall must be connected with a supporting structure or inserted in the wall. Side connection structure is prohibited.
- i) Exhibits, promotional materials and logos cannot be hung on the passageway, stair corner, elevator door, fire control facilities nor air conditioner inlet, etc. Besides, adhesive medium cannot be used on the pillars in the exhibition halls.
- j) Official fire certificate from government department of security and fire control should be ready for possible onsite inspection by official authorities at all time. Exhibitors shall take full responsibility and it shall be irrelevant to the Organisers in case the aforesaid certificate is rejected by the venue, public authority or related department of government.
- k) Spray painting, cutting machines, saws and welding machines are not allowed to be used in the exhibition halls, except the exhibitors declares to the fire department and obtains the permit certificate by the Official Contractor.
- l) Exhibitors and workers are not permitted to do any construction related work out of their booth area. Any alternations to the structure and facilities of the venue, such as dismantling, nailing, painting or drilling are forbidden. Putting fixture or painting on wall panels and ground are forbidden.
- m) The pipeline system inside the utility holes on the floor of the exhibition hall provides electricity, water, gas, and fire prevention and communication network connection for all booths. Only authorized staff of the venue can access to these facilities, unauthorized access or open the slots are forbidden. No construction unit can use the utility holes on booth wiring purpose. All wirings are restricted within the booth area.
- n) If the Organisers found any defect in the booth during the construction period or the show period, the Organisers has the right to require the exhibitors to fix immediately. If the exhibitors fail to do so, the Official Contractor at the expense of the exhibitors will remedy such defects. In addition, if the Organisers consider any booths are in dangerous condition and might cause safety hazard, the Organisers has the right to require exhibitors to stop using the booths immediately.
- o) If no construction work takes place until 03:00pm on 15 September 2026, a standard booth will be built at the expense of the exhibitors. And booth dismantling will be started after 04:30pm on 18 September 2026.

- p) All contractor personnel working at height must use qualified and safe lifting equipment and work platforms. Workers must wear a five-point safety harness and a safety helmet with the chin strap fastened. For the protection of personal safety, a safety area should be set up around the workspace, and attended by professionals. Clear safety signs should be placed at the safety area. All accidents caused by failure to take safety measures are at their own risk and the Organisers will not be held liable.

8. Construction Liabilities

The exhibitors and their appointed contractor shall be fully responsible for construction liabilities ("Construction Liabilities") which including but not be limited to:

- a) Personal injuries or property damage suffered by the exhibitors or their appointed contractors (including but not limited to their personnel, employees, workers, guests, suppliers) on the construction site.
- b) Personal injuries or property damage suffered by any third parties caused by or related to the action or inaction of the exhibitors or their appointed contractors or the construction built by the appointed contractors.

The exhibitors agree to fully indemnify and keep fully indemnified the Organisers, the Official Contractor, employee and agent against all costs, expenses (including legal costs) and damages arising from any Construction Liabilities set forth above.

9. Insurance

- a) The Organisers undertake no financial or legal responsibility for any types of risk concerning or affecting the exhibitors / visitors, their personal belongings and exhibits. The exhibitors shall, at their sole cost and expense, purchase and maintain, throughout the term of the Exhibition, public liability insurance against claims of bodily injury or death and property damage occurring resulting from its activities during the exhibition. The exhibitors shall also be responsible for effecting insurance which shall including (but not limited to) its displays, exhibits and stands against loss or damage by theft, fire, water, public (including occupier's liability) and any other natural causes. The public liability limits under the insurance policy shall be sufficient to cover the exhibitor's risk and recognize the Organisers as an additional insured. The exhibitors shall produce such policy of insurance to the Organisers upon request.
- b) The exhibitors shall cause their appointed contractor purchase and maintain, throughout the term of construction and the Exhibition, the public liability insurance against claims of bodily injury or death and property damage occurring resulting from the appointed contractors' activities during the exhibition. The insurance coverage should be enough to any of the exhibitor's own risk.
- c) In order to effectively prevent unexpected accidents during the exhibition and minimize the resulting accidents losses. The Organiser reminds exhibitors to take out insurance. Before the move-in period, the exhibitors should ensure they have in place a valid insurance policy that meets the requirements of the Organisers. It is recommended that the minimum cumulative insurance amount shall not be less than 8 million, the single accident insurance amount shall not be less than 8 million, and the limit per person shall not be less than 1 million.

10. Relevant Fee

- a) Raw space exhibitors or their appointed contractors have to settle the electricity fee, hall management fee and related deposit on or before 21 August 2026. Any delay or additional charges caused by overdue payment will be borne by the exhibitors.
- b) Raw space exhibitors or their appointed contractors are liable to pay for hall management fee, raw space cleaning fee and refuse deposit (refundable) when collecting badges during move-in period at the onsite service counter of the Official Contractor. At the end

of the move-out period, the deposit shall be refunded if all materials of the special designed booths of the raw space exhibitors are removed from the venue, confirmed not damaging any hall facilities and not violating any rules and regulations stated in this exhibitor manual. Otherwise, the refuse deposit shall be forfeited for settling the corresponding lost and damages.

c) Each working permit is only for one person. Contractors without this working permit will not be allowed to enter the hall nor carry out any construction work.

d) Related charges are as below:

i. Management fee	RMB 25 / m ²
ii. Refuse deposit (refundable)	
▪ Below 101 m ²	RMB 10, 000
▪ 101 - 300 m ²	RMB 20, 000
▪ Over 300 m ²	RMB 30, 000
iii. Permit	
▪ Construction permit from the Official Contractor	RMB 50 / pass
▪ Working permit from SWECC	RMB 30 / pass
iv. Cleaning fee (refundable)	RMB 45 / m ²

*The above prices are subject to adjustment without prior notice, based on the official 2026 price list to be announced by the venue.

6. Forwarding Service

6.1 Official Forwarder Information

The Organisers have appointed below forwarder as the Official Forwarder for transportation services of exhibits and other exhibition related materials.

Official Forwarder

JES Logistics Limited (Overseas / Domestic)

Address: 26/F., Winsan Tower, 98 Thomson Road,
Wanchai, Hong Kong

Delivery of Exhibits (Overseas)

Contact: Mr Stanley Chan

Tel: +852 2563 6645

Email: stanley@jes.com.hk

Delivery of Exhibits (Domestic)

Contact: Mr Wang Xiao

Tel: +86 20 8355 9738

Email: wangxiao@jes.com.hk

Exhibitors may appoint the Official Forwarder or other forwarders for forwarding issues and customs clearance, please submit appointed forwarder information to Official Forwarder by completing Form D01.

6.2 Overseas Exhibit Forwarding Schedule

1. Sea Freight

(All exhibition goods must be sent to Hong Kong for transshipment to Shenzhen)

Sea Freight Timeline	Details
05 August 2026	Submit Form D01 – Appointment of Forwarder & Transport Order Copies of relevant documents must be sent to the Official Forwarder prior to the arrival of vessel. (including List of Exhibits (LOE), bill of lading, insurance (if any) and fumigation certificate (if any)).
12 August 2026	Sea freight consignments (FCL) arrive at Hong Kong ports for consolidation and transported to Shenzhen by trucks.
13 August 2026	Sea freight consignments (LCL) arrive at Hong Kong ports for consolidation and transported to Shenzhen by trucks.

2. Air Freight

(All exhibition goods must be sent to Hong Kong for transshipment to Shenzhen)

Air Freight Timeline	Details
05 August 2026	Submit Form D01 – Appointment of Forwarder & Transport Order Copies of relevant documents must be sent to the Official Forwarder prior to the arrival of vessel. (including List of Exhibits (LOE), bill of lading, insurance (if any) and fumigation certificate (if any)).
13 August 2026	Air freight consignments arrive at Hong Kong International terminal for consolidation and transported to Shenzhen by trucks.

3. Land Freight

(All exhibition goods must be sent to Hong Kong for transshipment to Shenzhen)

Collection from Hong Kong Timeline	Details
05 August 2026	Submit Form D01 – Appointment of Forwarder & Transport Order List of Exhibits (LOE) and required documents must be sent to the Official Forwarder.
13 August 2026	Land freight consignments are collected in Hong Kong warehouse and transported to Shenzhen by trucks.

6.3 Important Points

1. General

- a) All shipping instructions are subject to the Official Forwarder General Trading Terms and Conditions, which will be available on request.
- b) All orders of the services automatically imply acknowledgement and acceptance of the Official Forwarder General Trading Terms and Conditions.
- c) For the smooth setting up of the exhibition, only the Official Forwarder is entrusted with the overall organisation of freight / exhibits transportation within the exhibition halls.
- d) No cars, forklifts or handling equipment (trolleys, pallet jack, forklift etc.) other than that of the Official Forwarder (except hand-carried exhibits), will be permitted inside the exhibition halls.
- e) Exhibitors should be responsible for all consequences if their exhibits' dimensions, weight or floor loading exceeds the limits stated without prior arrangement with the Official Forwarder.
- f) Prior arrangements must be made with the Official Forwarder for onsite storage of exhibitors' properties, packing cases and surplus material.
- g) Holiday adjustments during May Day, National Day, and Dragon Boat Festival definitely affect the regular arrangement of customs clearance and collection of cargoes; adhering to documents and cargoes receiving period is IMPORTANT to avoid any delays.

2. Customs Clearance

- a) Exhibits Selling
Without prior approval of the Chinese Authorities, exhibits are prohibited from being sold by retail to visitors on spot. Any sales, irrespective of value, is mandatory to go through official procedures – packed and returned to the customs bonded warehouse after the fair pending till the completion of import formalities, and clearance of tax and duties, local transportation, as well as bonded warehouse storage charges by the exhibitor, buyer or official importer.
- b) Promotional Materials
If an exhibitor has an intent of using visual aids and distribution of promotional materials onsite, accompanied with completed Declaration Form for Temporary Import Exhibits, please courier all visual aids – CD, VCD, DVD, film, photograph, map, etc. – and two samples of publicities – catalogue, leaflet and souvenirs, etc. to the Official Forwarder with requested schedule. The Official Forwarder will on forward them to the related authorities for censorship. The grant of this intent is subject to the Authorities' approval and levies.
- c) Give-away to China company
Give-away items means the exhibitor provides its agent, sub-company, and corporate partners in P.R. China with its exhibits free for the purpose of business development. The clearance procedures are same as exhibits selling. Exhibits need to be properly packaged and transported back to the bonded warehouse by the Official Forwarder. The goods can only be picked up after the permanent import declaration procedures for general goods and tax payment are completed. The exhibitor or receiver pays all the relevant taxes, transportation fees and warehouse fees.
- d) Abandoned Exhibits
Under the Customs' rules and regulations, no abandoned exhibits are allowed to be disposed by exhibitor's own arrangement. They must be re-packed and handed over to the Customs' disposal via the Official Forwarder. Waste treatment charges, storage, and related charges are at the exhibitor's account. It is also subject to the Authorities' approval for abandoned that the earlier submission of your declaration of abandoned exhibits, the more storage charges you could save. Despite of abandoned exhibits, any violation of these official rules and regulations will also drag you into the possibilities of fine and penalties. After the submission of declaration, the Authorities accept no change.

3. Insurance & Liability

- a) The Official Forwarder will not be responsible for any damage of uncrated, unpacked or not properly packed materials, or concealed damage and loss or theft of exhibits after they have been delivered to the booth, nor before they are being picked up again for return at the close of the exhibition.
- b) It is the responsibility of exhibitors to arrange a full transit Insurance Policy covering the entire journey (including the exhibition period). The insurance coverage shall include the insurance of the liability accident of the carrier. Exhibitors are requested to prepare the insurance document or a copy for inspection, in case of any defects or damages that may be found onsite for inspection. Insurance should include the waiver of subrogation of official freight forwarders and their agents and / or subcontractors.
- c) Exhibitors can choose to take out insurance on their own, or alternatively ask the Official Forwarder do so on their behalf. Exhibitors who arrange their own insurance are reminded to ask their insurance company for the name and contact information of the local office or representative.

7. Travel Service

7.1 Official Travel Agent Information

The Organisers have appointed below travel agent as the official travel agent for hotel booking and VISA invitation letter application.

Official Travel Agent

Shenzhen JL International Conference And Exhibition Co Ltd

Address: Room 213, 2/F, Exhibition Center, Fuhuasan Road, Futian District, Shenzhen

Contact: Ms Hu / Ms Zeng

Tel: +86 755 8288 0055 / +86 755 8288 0090

Phone: +86 181 2646 4213 / +86 177 2257 0869

Email: service@bestmeeting.net.cn

Exhibitors can appoint Official Travel Agent or other travel agencies to handle hotel and reception bookings. For hotel booking of Official Travel Agent, please click the below link or scan the QR code on or before 13 September 2026.

www.miceclouds.com/en/bookingquery.htm?id=3009



(QR code Online Booking)



(Please contact staff for more details)

7.2 Hotel Recommendation

Hotel Grade	Hotel Name	Room Type	Room Rate	Breakfast	Distance to SZ World	Free Bus
5 Stars	Hilton Shenzhen World Exhibition & Convention Center	Superior King Room	850	one breakfast	500m	Yes
		Superior Twin Room	900	two breakfasts		
5 Stars	Crowne Plaza Shenzhen World Exhibition and Convention Center	Superior King Room	800	two breakfasts	400m	Yes
		Superior Twin Room	800	two breakfasts		
4 Stars	Courtyard Inn Shenzhen Tongtai	Superior King Room	700	two breakfasts	5.3km	Yes
		Superior Twin Room	700	two breakfasts		
4 Stars	Grand Skylight International Hotel Haoyue	Superior King Room	488	two breakfasts	5.2km	No
		Superior Twin Room	488	two breakfasts		
3 Stars	Hilton Garden Inn Hotel Shenzhen World Convention and Exhibition Center	Superior King Room	600	one breakfast	550m	Yes
		Superior Twin Room	650	two breakfasts		
3 Stars	DeRucci Hotel (Shenzhen International Convention and Exhibition Center Subway Station)	King Room	508	two breakfasts	960m	Yes
		Twin Room	508	two breakfasts		
3 Stars	Shenzhen Deking Convention & Exhibition International Hotel	Superior King Room	450	two breakfasts	1.5km	Yes
		Superior Twin Room	450	two breakfasts		
3 Stars	Shenzhen Deking Garden Hotel	Superior King Room	408	two breakfasts	1.5km	Yes
		Superior Twin Room	408	two breakfasts		
3 Stars	Bay Area ICC International Hotel	King Room	398	two breakfasts	300m	Yes
		Twin Room	398	two breakfasts		
3 Stars	Chanda International Hotel (Shenzhen International Convention and Exhibition Center Branch)	Superior King Room	368	two breakfasts	2.8km	Yes
		Superior Twin Room	368	two breakfasts		
3 Stars	Langyue Hotel (Shenzhen World Exhibition & Convention Center Fuhai West Subway Station)	Delightful Queen Room	338	two breakfasts	1.5km	Yes
		Delightful Twin Room	338	two breakfasts		
3 Stars	Shenzhen Deking Xinhao International Hotel	King Room	328	two breakfasts	3.5km	Yes
		Twin Room	328	two breakfasts		
3 Stars	Echarm Hotel (Shenzhen International Convention and Exhibition Center, Airport)	Single room	308	two breakfasts	3.5km	Yes
		double room	308	two breakfasts		

Remarks:

1. All rates are net inclusive of 15% service charge and tax per room (single or double) per night, and including the fee of shuttle bus from the hotel to the convention center. The all charges will be settled in RMB currency.
2. All reservation need to pay room rate in advance or provide credit card information to guarantee. Rooms without advance payment will not be reserved.
3. Please contact the official travel agency for the other hotel or further information.

7.3 Visa Application

All foreign visitors to P.R. China must apply for an entry visa. Please ensure that all your colleagues have already obtained the relevant visa prior to departure. Please note the responsibility for obtaining a visa is neither from the organisers nor from the official travel agents. (Unsuccessful visa applications will not constitute a basis for cancellation of exhibitor contract.)

8. Temporary Staff Service

8.1 Official Temporary Staff Agent Information

The Organisers have appointed below service company as the official temporary staff agent for temporary staff services.

Official Temporary Staff Agent
Shenzhen Guangshi Technology Co Ltd

Address: Unit 607, Tianfucheng Business Center,
258 Yongfu Road, Tangwei Community, Fuhai Subdistrict,
Bao'an District, Shenzhen

Contact: Mr Dong Jiang

Tel: +86 135 4396 4813

Email: 3452651041@qq.com

Please note the following charges for hiring temporary staff and submit Form B01 on or before 12 September 2026.

Code	Title	Daily Rate (RMB)
01	Booth Attendant (Chinese only)	280
02	Bilingual Interpreter (English / Mandarin only)	1200
03	Bilingual Interpreter (Japanese / Korean / Mandarin only)	1200
04	Bilingual Interpreter (German / French / Russian/ Italian / Spanish / Mandarin only)	1800
05	Reception Staff	600
06	Emcee	1200 / 1800 / 3800

Remarks:

1. Staff working hour is from 08:30am to 05:00pm per day (including 1 hour lunch time). If the working hours are less than one day, it shall be counted as one day. The minimum charge is 0.5 day (4 hours) per day (half day is also subject to full-day rates). The above daily rate is available for an order of 3 days. If the total working day is less than 3 days, a separate quotation will be offered upon request.
2. Overtime work is subject to an additional charge of RMB 30/hour. Overtime charges are subject to a fixed rate. Exhibitors should bear the transportation and meal cost which caused by overtime work.
3. Any cancellation after form submission, 50% daily rate will be charged for each temp staff as a cancellation fee.
4. Full payment must be settled before service started.
5. For other requests or enquiry, please contact the temp staff agent.

9. Meeting Room and Forum Application

9.1 Meeting Room Application

Meeting room rental services will be provided to exhibitors during the exhibition.

To apply for meeting room rental service(s), a complete, signed, and stamped application Form B02 should be submitted to the Organisers on or before 21 August 2026. A "Confirmation letter of meeting room rental services" will be sent from the Organisers by fax or mail upon successful application. An order cannot be canceled once confirmed by the Organisers. Where cancellation is required, the applicant must provide the request in writing, subject to approval by the Organisers. Any related fees incurred shall be borne fully by the applicant.

The detailed General Terms & Conditions are published on the Organiser's website at <https://ccbec-shenzhen-autumn.hk.messefrankfurt.com/shenzhen/en/general-terms-and-conditions.html>.

9.2 Forum Application

The Organisers will provide opportunities for exhibitors to give forum presentations during the exhibition.

To apply for meeting room rental service(s), a complete, signed, and stamped application Form B03 should be submitted to the Organisers on or before 10 August 2026. A "Confirmation letter of meeting room rental services" will be sent from the Organisers by fax or mail upon successful application. An order cannot be canceled once confirmed by the Organisers. Where cancellation is required, the applicant must provide the request in writing, subject to approval by the Organisers. Any related fees incurred shall be borne fully by the applicant.

The detailed General Terms & Conditions are published on the Organiser's website at <https://ccbec-shenzhen-autumn.hk.messefrankfurt.com/shenzhen/en/general-terms-and-conditions.html>.

10. Regulation for Protection of Intellectual Property Rights During Exhibition

10.1 General Provisions

1. Aiming at protecting the intellectual property rights (the “IPR”) including patent, trademark, copyright etc. during the exhibition (the “Exhibition”), this regulation (the “Regulation”) is formulated in accordance with the Measures for Protection of Intellectual Property Rights during Exhibitions jointly promulgated by Ministry of Commerce, State Administration of Industry and Commerce, State Copyright Bureau and State Intellectual Property Office and came into force as of March 1, 2006.
2. The Organisers shall respect and protect the legitimate rights and interests of IPR owners during the Exhibition. The exhibitor shall strengthen their consciousness of IPR protection and undertake that their exhibits will not infringe others’ IPR.
3. Exhibitor must guarantee that all exhibits, packages and relevant advertising materials (including but not limited to brochures, posters, advertising boards, background panel, etc.) do not infringe any IPR of any third party, including but not limited to patent, trademark, copyright, design, name, and registered or unregistered IPR, which shall not be restricted by relevant legal restraint measures.
4. Exhibitor undertakes to strictly comply with the exhibition regulation, laws of P.R. China and regulations, and international treaties etc. and will not infringe on the legal rights of any other entity or its products, or copy, use, produce, extract or modify the trademark, design, package or invention owned by any other entity or its products, or take any illegal actions to prevent any other exhibitors from exercising and protecting their legal IPR and ownership on their products.
5. Exhibitors are required to acknowledge the IPR information (under point 10.1–10.6) of this manual by submitting Form E01 to the Organisers on or before 10 September 2026.

10.2 Complaint Review Panel

1. In order to protect the IPR and to promote the healthy development of the Exhibition, the Organisers establish a Complaint Review Panel (the “CRP”). The CRP will be responsible for consultancy services relating to IPR, and reviewing the IPR disputes occur during the Exhibition in accordance with the laws and regulations in respect of IPR.
2. The CRP shall strictly deal with IPR infringement complaints which occur in the Exhibition venue during the Exhibition period in accordance with this Regulation. The complainant should follow and cooperate with the Organisers and the CRP. During the Exhibition, the complainant shall not directly negotiate with or make oral or written warning to the respondent or communicate with the respondent through other methods regarding the relevant IPR infringement matter onsite during the Exhibition without the prior consent of the Organisers and / or CRP.

10.3 Acceptance of Complaint

1. The complainant shall be the owner or the interested party of the IPR. The interested party shall include the authorised or licensed user, or the legitimate successor of the IPR. The licensees of patent licensing contracts and sole licensing contracts may file the complaint independently; the licensees of exclusive licensing contracts may file the complaint independently with permission of the patent owner. Unless otherwise stipulated in the contract, the licensees of general licensing contracts may not file the complaint independently.
2. The exhibitor shall file a complaint with the CRP in writing as soon as it finds any infringement of its patents, trademarks or copyrights, and shall not communicate with the suspected infringing exhibitor directly by itself.
3. The complainant shall fill in an IPR Complaint Record Form and submit the following materials in two copies when filing a complaint with the CRP:

- a) Legal and valid ownership certification of intellectual property rights:
 - i. If a patent is involved, the photocopies of the patent certificate or the duplicate of patent register, the text of patent announcement, the identity certification of the patentee, and the certification of legal status of the patent signed and confirmed by the complainant shall be submitted. If the patent involved is utility model or appearance design, the original copy of a patent evaluation report shall also be provided;
 - ii. If a trademark is involved, the photocopies of the trademark registration certification documents as well as the identification certification of the owner of the trademark right signed and confirmed by the complainant shall be submitted;
 - iii. If a copyright is involved, the original copyright certification and the photocopies of the identification certification of the copyright owner signed and confirmed by the complainant shall be submitted.
 - b) Basic information of the party suspected of committing infringement, including the name of the exhibits, the name of the respondent and the booth number, etc.;
 - c) Photocopy of the complainant's business registration certification (stamped with the common seal of the complainant). If the complainant is not the IPR holder, the complainant shall provide a photocopy of the licensing agreement in respect of such IPR (stamped with the common seal of the complainant);
 - d) Reasons and evidence regarding the suspected infringement;
 - e) If the complaint is filed by an agent, an original copy of Power of Attorney shall be submitted;
 - f) Other materials may be required by the CRP.

If the complainant is a foreigner, foreign entity or other foreign station, the valid certifications submitted shall be duly notarised by a notary public in its own country and attested by the Chinese embassy or consulate in such country; if the complaint is filed by an agent, the Power of Attorney shall also be notarised and attested. If the complainant is from Hong Kong or Macau area, the valid certifications submitted shall be duly notarised in Hong Kong or Macau and then stamped by China Legal Service (Hong Kong) Limited or China Legal Service (Macau) Limited; if the complaint is filed by an agent, the Power of Attorney shall also be notarised and stamped. If the complainant is from Taiwan area, the valid certifications submitted shall be duly notarised in Taiwan and verified by Notary Association in Mainland China; if the complaint is filed by an agent, the Power of Attorney shall also be notarised and verified. If the foregoing documents are written in foreign languages, they shall be translated into Chinese by a PRC qualified translation agency and the corporate seal thereof shall be attached thereto.
4. The complainant shall warrant that all the materials submitted are authentic and effective, and shall be liable for any loss caused to the respondent due to any unauthentic complaint materials or any other untrue complaint.
5. If any of the following occurs, the CRP shall not accept the complaint:
- a) Where the materials submitted by the complainant do not meet the CRP's requirement and the complainant does not supplement the relevant materials required after notified by the CRP.
 - b) Where a complainant or claimant has filed a lawsuit with a law court in China against the infringement;
 - c) Where the patent is being applied for patent right invalidation proceedings;
 - d) Where there is dispute over the ownership of a patent which is under a trial held by a law court in China or a mediation proceeding held by a patent administrative department in China;
 - e) Where a patent has been terminated and its owner is handling patent restoration formalities;
 - f) Where a trademark right has been invalidated or cancelled;
 - g) Where a complainant is not the owner of the IPR who cannot submit relevant IPR authorization or licensing documents;
 - h) Where a complainant has filed a complaint against the same exhibit for infringing the same IPR during the past exhibitions;
 - i) Other circumstances determined by the CRP.

10.4 Complaints Handling

1. Upon receipt of complaint materials as required, the CRP shall notify the respondent on a timely basis. The respondent shall response within half of a day.
2. If the respondent denies infringement, it shall submit corresponding evidence. The respondent may provide evidence in accordance with the Section 10.3.3(a), including but not limited to preparing the IPR certificates or legal and valid licenses of all exhibits for inspection by CRP. If the respondent fails to submit valid evidence within the foregoing time limit for response, the respondent shall immediately remove the exhibit being complained and shall not re-exhibit the same during the Exhibition. If the respondent can submit valid evidence proving that the removed exhibit does not infringe others' IPR, the CRP may allow the exhibitor to re-exhibit the removed exhibit.
3. If the respondent does not submit the relevant evidence, or the materials submitted cannot prove that the exhibit does not infringe any IPR, nor does the respondent remove the exhibit suspected of infringement, the CRP shall have the right to request the respondent to: (1) suspend the display of the exhibit suspected of infringement, (2) destroy or cease the distribution of advertising materials on the exhibits suspected of infringement, and (3) to remove the exhibiting board introducing the exhibit suspected of infringement. If the respondent refuses to act as required by the CRP, the CRP may assist the complainant to send relevant complaint materials and relevant information to the competent administration department of IPR for handling in accordance with the law.
4. If the CRP deems it necessary, the CRP may allow and assist the complainant to collect evidence by means of photographing, videotaping, etc., and the respondent shall cooperate.
5. The Organisers may assist the intellectual property administrative department to collect evidence by sampling from or registering and preserving the exhibit suspected of infringement, the respondent shall accept.
6. In order to maintain the order of the Exhibition, after the CRP has handled the complaint and before the end of the Exhibition, the complainant shall not adopt any further action against the respondent at the Exhibition venue.
7. After the end of exhibition, the complainant shall resolve such IPR dispute through law court or administration department. Otherwise, the CRP will not accept the complaint with respect to the same exhibit for infringement of the same IPR in the exhibitions thereafter.

10.5 Penalties

1. If any personnel of exhibitors or non-exhibitors who negotiate with the respondent without permission of the CRP and cause dispute at the Exhibition venue which negatively impacts the order of the Exhibition, the Organisers shall have right to refuse their entrance into the Exhibition venue or order them to leave the Exhibition venue.
2. If the exhibitor refuses to enforce the decision made by the CRP or the intellectual property administrative department and continue to exhibit the exhibit suspected of infringement, or the exhibitor displays the removed exhibits suspected of infringement again without permission of the CRP, the Organisers shall have right to unilaterally terminate the exhibition agreement with such exhibitor, seal the booth, forfeit the participation fee paid by such exhibitor, and pursue the liabilities of breach of contract and infringement against such exhibitor.
3. The Organisers shall have the right to revoke the participation qualification of any future exhibitions of the exhibitor who has displayed the exhibit infringing IPR for several times at exhibitions and adversely affects the reputation of the Exhibition.

10.6 Disclaimer

1. The Organisers do not guarantee the result of handling the complaint regarding IPR dispute, or undertake any responsibility for such result for any relevant parties.
2. Should the complaint or handling the complaint causes any loss or damage to any complainant, respondent, other exhibitor or non-exhibitor, the party which suffers the loss or damage shall pursue legal liabilities against the responsible party through legal actions. The Organisers and the CRP shall assume no responsibility for such loss or damage.

11. Checklist

Deadlines	Subject and Details	Contacts	Done/ Documents received?
Immediately Ongoing	Have you settled full payment of your participation fee? Have you received booth location confirmation letter?	Contact: Ms Scarlett Chen Tel: +86 755 8299 4989 ext. 652 Fax: +86 755 8299 2015 Email: scarlett.chen@china.messefrankfurt.com	☐ ☐
01 September 2026	Have you applied the exhibitor badge for your onsite staff?	Website: https://kjh.cmhzyun.com/admin Technical support: Mr Li Tel: +86 133 9606 4933	☐
05 August 2026	Have you arranged the shipment of your overseas goods? [Form D01]	JES Logistics Limited Contact: Mr Stanley (Overseas) Tel: +852 2563 6645 Email: stanley@jes.com.hk	☐
21 August 2026	<u>For Raw Space Exhibitor:</u> Have you submitted your booth design to the Official Contractors for approval? [Form C03]# Have you ordered the electrical service? [Form C02b]# Do you consider submitting additional orders for water, compressed air or internet services? [Form C02c] PLEASE NOTE: Orders received after the deadline may be subject to a surcharge.	Raw Space Booth Design Approval: Email: baotu@kastone.com.cn Contact: Mr Wang / Mr Feng Tel: +86 134 8071 5089 / +86 135 0968 3959 Other Exhibitor Service: Email: kstzc3@kastone.com.cn (Hall 9 & 11) Contact: Ms Suetyun Feng Tel: +86 139 2743 2908 (Hall 10 & 12) Contact: Ms Penny Pan Tel: +86 166 2551 6009	☐ ☐ ☐
10 September 2026	Have you submitted the Raw Space Exhibitors Confirmation Letter? [Form C07]#	Contact: Ms Scarlett Chen Tel: +86 755 8299 4989 ext. 652 Fax: +86 755 8299 2015 Email: scarlett.chen@china.messefrankfurt.com	☐
21 August 2026	Have you purchased the exhibition liability insurance for your raw space booth?		☐

Please note that the order of the various points can vary depending on when you registered.