

A Exhibition Information

A01 Name of the Events

- SIGN CHINA 2026 · Spring
- LED CHINA 2026 · Spring
- DIGITAL SIGNAGE CHINA 2026 · Spring
- Pro Audio, Lighting & Systems Asia 2026
- Digital Printing China 2026 · Spring

A02 Location

Shenzhen Convention and Exhibition Center
Futian District, Shenzhen Fuhua Third Road, Shenzhen, China
Tel: 86 755 8284 8800 Website: www.szcec.com

A03 Schedule of Event

Exhibition time: 1st - 3rd, March, 2026

Move-in	Friday 27 February	9:00-17:30 (Free overtime till22:00)	If contractors or exhibitors cannot complete building your booths within the move-in time, please contact the Official Contractor before 16:00 on that day for the overtime working. The charge of overtime working can be found in the B08-Overtime Working Hours and Fees. Contractors or Exhibitors shall cover all costs incurred by overtime working.
	Saturday 28 February		
Show Period	Sundy - Monday 1-2 March	For exhibitors: 8:30-17:30	Exhibitors shall arrive at their stand and have their stand ready before the show starts.
		For visitors: 9:00-17:30 (no admission after 17:00)	
	Tuesday 3 March	For exhibitors: 8:30-17:00	
		For visitors: 9:00-17:00 (no admission after 16:30)	
Move-out	Tuesday 3 March	17:00-22:00 (move-out before 17:00 is prohibited)	To ensure the safety of all exhibitors and visitors, exhibitors can only move in or out their exhibits within the move-in or move-out period. Early move-out is prohibited.

A04 Exhibitors’ Registration

All exhibitors are required to register at the Exhibitors Registration Counter with the “Registration Notice” issued by the organiser. The exhibitor badges will be provided when register on Form 03 or onsite.

1. Exhibitor Registration Date and Hours: 27-28 February, 9:00-17:30

2. Registration Venue: Exhibition Registration 205 Counter

Remark: Registration Notice will be sent email to you 2 weeks before the show starts.

A05 Contact Details

1.Organiser: Trust Exhibition Co., Ltd.
Tel: 86 20 38106261/ 38106263
Email: service@LEDChina.com

2.Official Contractor: Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch Company

Electricity & Other Technical Inquiry : Terry Shen

Tel: 86 20 8128 3147

Email: terryshen@milton-gz.com

Raw Space Design Approval : Mr. John Yuan

Tel: +86 20 8128 3129

Email: op@milton-gz.com

Exhibitor Service : Yannis Ye

Tel: +86 20 8128 3143

Email: yannisye@milton-gz.com

Please log in official contractor online ordering system to submit the order and booth design drawings: <https://LED.milton-exhibits.cn/>

3.Official Contractor for Deluxe Shell Stand: E Young Exhibition Services Co., Ltd.

Contact Person: Mr. He

Email: 406157023@qq.com

Mobile: 86 135 6043 2194

4.Officially appointed insurer: Funde Property&Casualty Insurance Co., Ltd. Shenzhen Branch

Contact Person:

Ms. Liu 86 192 1049 5369

Mr. Zhang 86 158 8960 8737

5.Recommended Freight Forwarder: Storage and Transportation Department of Shenzhen Convention and Exhibition Center

Tel: +86 755 8284 8646

6.Official Agent for Translation: Shanghai Tonggao Information Technology Co., Ltd.

Contact Person: Mr. Cui

Mobile: 86 185 1624 1020

Email: cj@tonggaoinfo.com

7.[Hotel](#)

B General Information and Regulations

B01 Presentation of Exhibits

Exhibitors must present their exhibits throughout the period of the exhibition from 1-3 March. Exhibitors are not allowed to remove his exhibits from the exhibition floor prior to the official closing hours of the exhibition. Every exhibitor should have an authorised representative present at the exhibition stand throughout the show period and during the installation and dismantling of his/her exhibits.

Exhibitors should display their products and items as mentioned in the Exhibition Space Contract. Organiser reserves the right to close down the stand whose exhibits are not match the theme of the exhibition without refund of the participation fee.

B02 Control & Use of Exhibition Stand

1. All displays shall not obstruct the view of adjoining exhibits nor be operated in any manner objectionable to other exhibitors. The organisers reserve the right to remove or modify any exhibits whose fittings or operations are considered, under the Regulations, unsuitable, noisy, obnoxious, objectionable or dangerous to the exhibition, the visitors or neighbouring exhibitors. All costs incurred for the removal of such exhibits shall be claimed on the exhibitor.
2. The volume of any performance should be controlled properly so as not be disturb the other exhibitors.
3. Access to stands must be provided at all times for officers of the official safety services and other government authorities concerned for inspection purposes.

B03 Admission & Age Limit

Admission for Venue Inspection before the Exhibition Period

Entry to the site for inspection and survey before the exhibition period may be allowed if prior arrangements are made with the organisers.

Admission during the Exhibition Period

1. Admission will be allowed by badges issued by the Organiser only; Identification badges are not transferable.
2. Admission badges for all local Chinese staff of foreign representative offices, foreign business agencies and joint ventures who need to enter the exhibition halls to work at the stands will be issued by the Organiser at the fair.

Age Limit

The Fair is open to buyers and trade visitors. As the exhibition is for TRADE ONLY, no persons under the age of 18 are permitted either as a visitor or an exhibitor.

B04 Insurance & Liability

Exhibitors are responsible for taking out public liability insurance against injury to persons and property of others on their stand, along with their exhibits and merchandise moving to and from the show and during the show. Each exhibitor should have a valid and adequate insurance cover of no less than RMB2 million against public liability. Exhibitors should contact their insurance broker to cover their exhibits and exhibit materials. The Organisers will not be held responsible for any loss of, or damage to, exhibits and personal items. **Exhibitors are reminded of their legal liability for their representatives, which also includes their contractors and sub-contractors.**

Liability

1. The sponsors, hosts and organisers are not responsible for loss, theft or damage by fire or injury of any nature to any person or article. Reputable guards will be on duty day and night, but will not be a guarantee against loss.
2. Each exhibitor participating in the exhibition needs to indemnify the organisers against all claims of all kind against the organisers, due to or in any way, connected with their participation in the exhibition.
3. The organisers are not liable to the exhibitors or their agents or employees in respect of any direct or indirect damage, loss or injury, to persons or property arising out of or in any way, connected with the exhibition.
4. The sponsors, hosts and organisers shall not be liable for loss, damage, delay or cancellation as a result of any unforeseen reason or resulting from acts of war, civil commotion, strikes, economic blockade, terrorist attacks, military activity or any other circumstances which shall render it impossible or inadvisable for the organisers to hold the exhibition at the time and place provided. The organisers reserve the right to reschedule the exhibition at a later date. Exhibitors have to acknowledge that the organisers will have sustained damages and losses as a result of the foregoing as well, and shall and do hereby waive all claims for damages or compensation. The sums paid to the organisers as fees or otherwise in connection with the exhibition shall remain the property of the organisers.
5. In the case an exhibitor withdraws from the exhibition after confirmation of participation by the organisers, all payment made shall be forfeited. Notice of withdrawal must be made in writing to the organiser who shall arrange for reallocation of

such space which does not necessarily entitle the exhibitor the right to claim for refund or any payments made, or release from any sums of which he has already committed or become liable to.

- 6. The sponsors, host and organisers bear no responsibility for any errors or omissions in the exhibition directory, which is compiled from the information supplied by the exhibitors and/or their agents.
- 7. The sponsors, hosts, co-organisers and organisers are not responsible for any loss, damage, or delay incurred in freight shipments (transport, handling and clearing) into and out of P.R.China. Exhibitors are urged to adequately insure all shipments.

B05 Exhibit Demonstration and Operation

- 1. Exhibitors must provide prior notification of an intention to operate a machine with a description of function and safety controls (including potential hazards, controls to power failure, etc.). Exhibitors may be required to demonstrate their operation to the safety officers during the move-in.
- 2. Exhibitors must ensure that their exhibits will fit within the space ordered. All moving or hazardous parts should be set back at least 0.5m from the aisles and no protrusions of any kind allowed into the aisles.
- 3. Exhibitors must nominate an individual to be responsible for machinery safety and the stand will always be manned by a competent operator, within safe operating guidelines and with knowledge of relevant emergency procedures.
- 4. Exhibitors must have a plan for power failure in the halls. Machines should have failsafe capability if power is suddenly lost.
- 5. Only trained operators with the correct PPE should handle or operate machinery. Visitors should only observe from a safe distance.
- 6. No hazardous chemical is allowed unless the exhibitor obtains prior permission from the organisers. Hazardous chemicals may only be allowed into the halls if they are essential to the exhibit and only on the basis that a proper assessment is conducted for the safe use, handling and storage of the chemical with an emergency plan to deal with a casualty or spillage.
- 7. Exhibitors with moving machinery should not be wearing ties, loose clothing or have long hair which is not tied up. Visitors must be prevented from getting too close to moving machinery.
- 8. Exhibitors must ensure that working exhibits being demonstrated do not emit radiation or gases likely to be harmful to human life e.g. laser, toxic gases.
- 9. Any machine or apparatus can only be operated on the stand, and operated and supervised by qualified persons. No motors, engines or power driven machines are to be used without adequate fire-protection measures taken by Exhibitor.

B06 Forwarding Services

Recommended Freight Forwarder: Storage and Transportation Department of Shenzhen Convention and Exhibition Center

Tel: 86 755 82848646

Do not use non-recommended freight forwarder to avoid unnecessary loss.

B07 Storage

The Organiser will provide designated areas for the storage of the empty flight cases with free of charge, however, the Organiser will not take any responsibility of the loss of goods stored in these area. We would highly recommend that you use the paid storage service provided by the recommended forwarder. Only packing materials such as flight caese are allowed to be stored in the designated storage areas, cartons/wooden boxes are not allowed to be stored inside, and flammable and explosive items are prohibited to be placed inside the flight cases. Any packaging materials placed outside of the designated storage areas will be discarded without prior notice.

B08 Overtime Working Hours and Fees

Overtime Working Fee:

Overtime Working Hours 17:30-22:00	Overtime Working Hours 22:00-24:00
RMB30/m²	RMB30/m²

Remarks: Please apply for the overtime working hours through the Official Contractor before 20:00 each day.

- 1. The Overtime Working Fee includes general exhibition hall lighting and security service except air conditioning.
- 2. Booth will be calculated by 36m² if it is less than 36m² to apply for overtime work.
- 3. According to the labor protection regulation, no overtime working after 24:00 is permitted. An urgent overtime working after midnight must be approved by the exhibition center.

B09 Move-out, Dismantling and Cleaning

A. Move out concrete schedule

Move-out Permit Distribution Hour 15:00, 3 March	Exhibitors can get the Move-out Permit on the Official Contractor's counter. Please keep it safe all the time. Exhibitor shall be responsible for the security of their exhibits and property. If exhibitors need additional Move-out Permit, please approach to the Official Contractor at the service counter.
Opening Hour of Storage Area 16:00, 3 March	Please follow the guideline and retrieve the packing material in order. For any inquiry, please contact the Recommended Freight Forwarder.
Electricity Cut-off 17:00, 3 March	Exhibitors want to continue using electricity after cut-off shall notify the Official Contractor before 16:00. Exhibitors turn off the facilities and exhibits beforehand, otherwise, the exhibitors and contractors will be responsible for all ensuing consequences.
Move-out Time 17:00-22:00, 3 March	Exhibitors are requested to move out during this time period. The exhibitor who need to stay after 17:00 shall apply to the official contractor. All staff on-site must wear safety helmets during this period.
Collection of the Distribution Boxes 17:00, 3 March	Exhibitor or contractor is required to take good care of the electrical box and wire before the venue staff come to collect it. Deposit will be deducted due to lost of electrical box.
Truck Entry to Halls 20:00, 3 March	Trucks should follow the instruction of onsite staff to enter and leave the hall.

B. Move-out Administrative Regulations

1. No exhibitor is allowed to remove his/her exhibits from the exhibition floor prior to the official close of the exhibition: 17:00 on 3 March.
2. No stand may be dismantled or removed in part or in whole before 17:00 on 3 March. Stand contractors cannot access the SZCEC before 17:00 and vehicles are not permitted into the loading areas until 20:00 on 28 February.
3. Exhibitors/contractors must leave the venue and stands in the same condition as they found them. Damage caused by the exhibitor/contractor's installation shall be assessed by the Organisers and the cost of reinstatement and restoration shall be charged to the exhibitor/contractor.
4. Exhibitors/contractors are responsible for the removal of all items belonging to them, such as stand building materials, structures, fittings and waste from the exhibition center (including the exhibition hall, unloading platforms, the square, the parking lot, surrounding roads). Sites must be completely cleared of exhibitor's/contractor's belongings not later than 22:00 on 3 March after which the Official Contractor Live has the right to remove all objects found at the cost of the exhibitor/contractor and deducted from the deposit.
5. A Move-out Permit from the Organizer is required to remove exhibits from the hall.
6. The exhibitors and contractors must follow strictly the dismantle time schedule and regulations announced by the Organizer.
7. All on-site working staff must wear contractor passes and safe helmets during the dismantling period. Workers shall operate with care in order to prevent accidents. Exhibitors are responsible for any losses caused by their own workers.
8. The waste oil produced by your equipment during the show shall not be dumped in the gutter and should be carried out of the SZCEC.

C. Refund of Deposit

1. 7 days after the exhibition, official contractor will receive the information from the venue. Exhibitor/Contractor can claim back his/her deposit when there is no electrical box or facility damage as well as the booth is cleaned up. The Official Contractor will refund the deposit to the exhibitor's according to the provided information within 30 working days.
2. **Pre-authorization on site: only credit card is acceptable, the deposit amount will be frozen through pre- authorization, this amount will auto-defrost within 30 days, please contact your issuing bank if the amount is not defrosted till the due time.**

D. Reminder for Stranded in Exhibition Hall & OT Charges

1. Read thoroughly online exhibitor manual and see Form 10.
2. Read move in & move out notice when receive of the deposit receipt from the Official Contractor.
3. Take note to the notice of all entrance of exhibition hall.
4. Be aware of the broadcast and msg.

E. Definition of Stranded & OT, Evidence

1. No matter what you are doing, either build up the booth or testing your exhibits, stranded in the exhibition hall after the official move in and move out hours, will be deem as OT, even you have nothing doing. The Official contractor is engaged with the rights to deduct deposit to compensate the relevant fees. Exhibitor and contractor is requested to close the mainpower of the booth, otherwise, it will be deeming as OT too.
2. The Official Contractor is engaged the rights to deduct deposit to compensate the OT fee should he/she did not receive OT payment from exhibitor and his contractor. Exhibitor shall pay for his own OT fees, at the same time, the contractor is required to coordinate with his exhibitor when exhibitor do not pay for the OT fee.
3. The Official Contractor will take pictures and videos as evidence after official hours. Either exhibitor or contractor OT will be charged. Official contractor will deduct deposit no matter who paid for it.
4. OT caused by logistics reason, please approach to recommended forwarder in advance, official contractor does not get involved to the logistic arrangement, he/she just record the evidence of OT.

F. Definition of cleaning, garbage, OT charges

1. Finish cleaning means all the garbage are all clean up besides the booth area. The Official Contractor do not take the photo from exhibitor or contractor as evidence. All cleaning is required to be finished before 22:00 3 March. Organizer, exhibition hall and official contractor will

- take pictures and videos after 22:00. Any garbage left around exhibition hall area will also deem as OT.
2. The Official Contractor will clean up all the left garbage on 22:00 3 March. Any booth still dismantling or cleaning will be deeming as OT. Any booth come back to clean up the booth after 22:00 will be charged both OT fee and cleaning fee.
3. **Exhibitors/contractors are responsible for keeping the electrical boxes after they have been rented. Please take care of the electrical boxes during move-in and move-out.**

B10 Hall/Stand Cleaning

The organisers will arrange the general cleaning of the exhibition hall (e.g. aisles) and stands prior to the opening of exhibition, and daily thereafter. The cleaning of the booth will be taken care by the exhibitor or their contractor.

B11 Catering and Flowers

There are designated catering and flower suppliers in the exhibition center. Other suppliers are not allowed to operate in the exhibition center. Food from outside catering companies is not permitted.

B12 Security

During the entire exhibition period, although official security guards will be provided by the organisers, exhibitors are responsible for the security of their exhibits, property, and personal effects. Any loss or damage shall be at their own risk.

B13 No Smoking

Smoking is prohibited within the exhibition area, except in the special areas designated by the organisers. The exhibitor/contractor shall be held responsible for any damage or loss caused by his/her smoking in the exhibition area. Any violation shall be fined at RMB 50/occurrence by the Organiser.

B14 Inflammable, Explosive and Dangerous Goods

All flammable, explosive, hazardous and dangerous goods are not allowed in the hall.

B15 Environmental Guidelines

Everyone involved in the exhibition has a role to play in reducing the amount of material and energy used. Here are some guidelines to make your participation more environmentally-friendly and remember — **REDUCE, REUSE, RECYCLE.**

Pre-show

- 1. Plan what you wish to distribute – don't print and ship more than you need. Source environmentally-friendly promotional handouts or gifts.
- 2. Plan special design stands/features, etc. in order that these can be prefabricated, then dismantled at the close of the show.

Show period

- 1. Don't distribute material in plastic bags and be selective when handing out material.
- 2. Eliminate PVC banners and signs, use cotton or paper instead.
- 3. If building a raw space or special design stand, limit the height and construction based on reusable system materials and hired furniture, minimize specially constructed items (counters, display platforms etc.).
- 4. Use non-VOC, water based paints and glues, or linseed oil paints.
- 5. Install CFL or LED lighting, using less energy and lasting longer.
- 6. Use recyclable carpeting, a natural alternative such as cork or recycled rubber matting (or none at all).
- 7. Keep packing materials and containers to a minimum.
- 8. For catering, use recyclable materials for crockery and cutlery; or use glass, china that can be washed and reused.
- 9. Use recycling bins for garbage disposal.

Post-show

- 1. Dismantle, don't demolish – disposing of into local landfills is not a viable solution.
- 2. Reuse packing materials for transportation.
- 3. Take away unused promotional materials etc. and use later.

Remember – REDUCE, REUSE, RECYCLE !!!!!

B16 Hall Specifications

Hall Specifications of SZCEC

Facilities	Halls 1-9
Exhibits to Halls	trucks/forklifts

Flooring	concrete floor with hardener loading: hall 1, 2, 3, 4, 7, 8, 9: 5 tons/m ² , hall 5, 6: 3.5tons/m ²
Electricity Capacity	25KW/3P—50KW/3P
Power Supply	3 phase 380v/220v, 50hz
Air Compressor	see form 08
Lighting Level	300lx-400lx
Ceiling Height	13-28m
Water Supply	see form 08
Drainage	see form 08
Fire Protection	automatic fire sprinkler system, fire detection & alarm system with riser & hosereel, portable fire extinguishers
Air Conditioning	23°C-27°C
Telephone	600 lines per hall
Ventilation	51,840 cubic meter/hour
Internet	wireless LAN, ISDN
Security System	24 hours security guards on duty, video surveillance, intrusion alarm
Broadcasting System	available in halls and offices
Emergency Lighting	available in halls and offices
Toilets	available in each hall, including facilities for disabled

Note: The above information supplied by Shenzhen Convention and Exhibition Center is correct at the time of making and may be subject to change without prior notice.

B17 Other Information

China Visa Applications

All foreigners must obtain an entry visa before proceeding to China. For a visa application, all exhibitors are required to have an Invitation Letter from the Chinese Authorities. Please send your request for the Invitation Letter to us via service@LEDChina.com. Upon receipt of exhibitor’ s completed visa application, the organisers will coordinate and forward the application to the Chinese authorities for issuing an Invitation Letter. This letter will be ready within 14 days and will be sent to your company by fax or express mail. Passports must be valid for 6 months beyond the intended date of entry to China.

Customs & Excise

Tax is normally not paid on all displays, stationery and drinks to be consumed in the exhibition hall. However, import tax may be charged on souvenirs and gifts. In order to avoid complication, exhibitors are encouraged to abstain from distributing gifts at the stand, except in very small quantity. If the gifts are too expensive, too large in size or are electronic products, the Chinese customs office may refuse clearance even if the carrier is willing to pay the import tax. Exhibitors are therefore advised not to carry these in their personal luggage. Slides, video, movies and all literature for distribution in the exhibition must be vetted and approved by Chinese Customs in advance. For details, please refer to the manual concerning freight forwarding.

Credit Cards

Small hotels, shops and restaurants only accept cash. You are therefore advised not to rely entirely on credit cards for your daily expenses. Only major hotels and high-class restaurants accept credit cards; MasterCard, Visa and American Express are most commonly accepted in China.

Medical

Please bring with you prescribed drugs you may need since these might not be available in China. Please also ensure that you have appropriate medical insurance, and be aware of how the coverage applies in Shenzhen, should medical attention or hospitalization be required. Hospitals will normally require cash or a credit card in advance before they will admit a patient.

Weather

The temperature in Shenzhen on March is normally around 13-20°C.

Arrival Formalities

Health declaration, entry card and the Customs Declaration forms are normally presented to you by the aircrew before landing. If you are hand carrying exhibit items or publicity literature, please declare these at Customs. Should difficulties of clearance arise, request that the cargo be customs bonded. You will be able to debone and clear the same article at the exhibition halls with the on-site Customs officers. For details, please contact the official freight forwarder.

Note: If you are hand carrying exhibits and other items into the exhibition venue, please ensure you declare the same to the on-site customs officer. Otherwise, it would not be possible for you to carry it out of the halls.

General Regulations

1. The control of the exhibition is vested, at all times, in the organisers whose decision is final and binding on all exhibitors and contractors.
2. Exhibitors shall be bound by the conditions, rules and regulations set forth in the contract and any changes must be made in writing and signed by the organisers, who shall have full power to interpret and to make or amend these rules provided that such amendments and additions do not operate to diminish the rights reserved for the exhibitor under this application, and shall not operate to increase liabilities of its organisers or sponsors.
3. The organisers shall have the right, without appeal, to resolve all cases not provided in the regulations in this manual.
4. Exhibitors agree to observe by all regulations contained in this manual and further amendments and addendum where required by signing the Application Form with the organisers.

C Stand Construction and Management

Preface

When an exhibitor appoints an outside contractor to build their stand or an exhibitor builds their stand by themselves (if an exhibitor is building their own stand, they are considered as an outside contractor during the move-in/out period), both the exhibitor and contractor must fully understand following information and regulations. Exhibitors and contractors are expected to comply with any building regulations, all government rules and regulations, and regulations laid down by the organisers.

C01 Constructor Insurance

Please refer to Form 04 which must be completed by the exhibitor and contractor before electricity rental and designs conformed.

C02 Stand Height Limits

Booth Construction Requirement

- **One Story Raw Space Booth**

The height limit is 5m, the top of the booth must remain open and cannot be sealed (blocked). The ceiling area of the exhibition booth shall not exceed 1/3 of the total booth area. (Note: According to the fire regulations of the exhibition hall, it is strictly prohibited to block the air outlet in front of the platform. The height limit for the first row of booths in front of the platform is 4.5 meters.)

If the ceiling is made of glass or board material, one automatic water spray system and one wireless smoke detection must be set up by the SZCEC and charged for RMB2000 (contact person: Mr. Huang, Mobile: 86 135 4407 9534). There must be one set for every 36sqm of floor space; two for every 72sqm, and so on. If the ceiling is made of fabric material, there must be at least 20 cm between two single fabrics. In addition, there must be 1 kg sprayed flame retardant for every 5sqm (1 kg for every 16sqm for nylon or mesh cloth). If there are at least 60sqm (including 60sqm) in the custom-built booth, two exits are required.

- **The maximum height for Deluxe Shell Stand is 4 meters.**

- **Non-structural single exhibit: Height limited 6 meters, must make sure that the structure is safe and stable, with professional accessory material**

- **Two-story Raw Space Booth**

The height limit is 6m, the top of the booth must remain open and cannot be sealed (blocked). Net area of the booth must be at least 90sqm (90sqm included). A two-story raw space booth can only be built when all the fire requirements are met and relevant checking is approved. The limits of the building area: Two-story area shall not exceed 1/3 of the total booth area and can only be used for business discussions. To ensure the safety of fire control, exhibitors shall set up one automatic water spray system and one wireless smoke detection on the first deck, one for every 36sqm, and two for every 72sqm and so on.

If there is height difference between two neighboring raw space stands, the taller stand shall cover the back of the stand. Raw space stand exhibitors/contractors shall cover the back of their own stands if neighbored with deluxe shell stands. Exhibitors/contractors of raw space stands with double deck are responsible to cover the back of their stands at all times.

C03 Stand Design Drawings

All design proposals must be approved in advance by the Official Contactor. All designs must conform to all statutory requirements and those set out in this Manual, and include the following:

- Plan View, showing clearly all dimensions, walling and major exhibits. Elevation Views, showing clearly all dimensions, graphics, etc.
- Structural calculations/drawings proving structural stability, weight loadings, etc. Details of materials and fire protection.
- There must be a secondary exit / emergency exit door in the stand when a stand space is equal to 100m² and above. Escape route to the exit should be at least 2m wide and clear of obstructions.

All drawings should be in a recognized scale, not less than 1:50 and should be emailed, on or before 23 January, in [Official Contractor Online Platform](#).

Official Contractor: Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch Company

Electricity & Other Technical Inquiry : Terry Shen

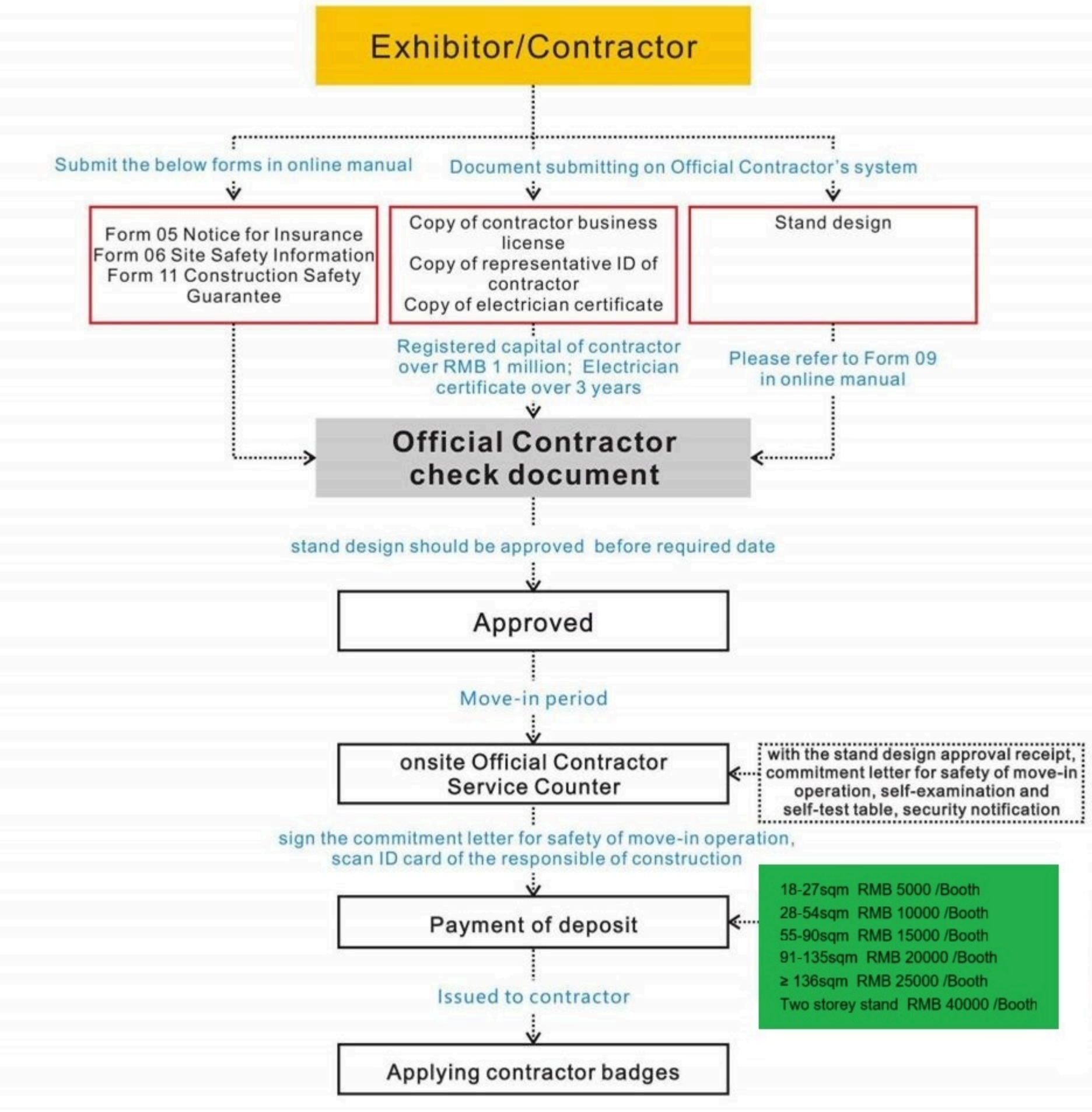
Tel: 86 20 8128 3147

Email: terryshen@milton-gz.com

Raw Space Design Approval : Mr. John Yuan
Tel: +86 20 8128 3129
Email: op@milton-gz.com

Exhibitor Service : Yannis Ye
Tel: +86 20 8128 3143
Email: yannisye@milton-gz.com

Contractor Verification & Move in Procedure



Remark:

If the stand design has been approved and confirmed, it cannot be changed. If changes are needed, the exhibitor/contractor must be approved and agreed to by the SZCEC. The booth will not supply power and will give relevant treatment according to the management regulations of the SZCEC.

C04 Electrical Distribution Box, Water and Gas Supply

Please select electricity / water / compress air equipment / furniture / Internet / as needed on the [Official Contractor Online Platform](#) and confirm your deposit and construction supervision fee by your booth space.

Project	Unit Price
Main Power for Lighting	

10A/220V	¥850.00	
16A/220V	¥1,240.00	
32A/220V	¥2558.00	
63A/220V	¥3,920.00	
Main Power for Machinery		
16A/380V three phase	¥2,015.00	
32A/380V three phase	¥3,565.00	
63A/380V three phase	¥6,277.50	
100A/380V three phase	¥11,749.00	
150A/380V three phase	¥17,205.00	
Temporary Electricity During Move-in Period		
16A/220V	¥540.00/2 days	
16A/380V three phase	¥695.00/2 days	
Internet		
300M brand width is shared within the exhibition hall, only one computer is for Internet, and a router is not allowed	¥840.00/IP	
Address Translation (NAT) with Public IP	¥4,200.00/IP	
100Mbps ADSL dial-up internet connection	¥2,772.00/IP	
200Mbps ADSL dial-up internet connection	¥3,752.00/IP	
IP Metropolitan Area Network (MAN) 20M	¥30,800.00/IP	
IP Metropolitan Area Network (MAN) 50M	¥43,400.00/IP	
IP Metropolitan Area Network (MAN) 100M	¥57,400.00/IP	
Water		
Fixed water supply - DN15mm (4 cm)	¥2,400	
Fixed water supply - DN20mm (6 cm)	¥3,900	
Fixed water supply - DN25mm (1 inch)	¥4,500	
Compress Air		
A. Mobile air compressor (It is connected by the designated technical staff of the exhibition center)		
Power	Pressure	Unit Price
500L/min	a.Supply pressure range: 0.6–0.8 MPa b.Particle size in gas: ≤ 20 μm	¥3,800.00
700L/min		¥4,100.00
1000L/min		¥5,000.00
Carpet		
carpet (Designated colors: Red (1001) / Smoke Grey (7002))		¥20/sqm

Exhibitors or EACs shall fill in and submit the form to the [Official Contractor Online Platform](#). Once receive your order form, we will issue the proforma invoice as confirmation. Please finish the full payment before the deadline shown on the proforma invoice. If you don't get the proforma invoice 3 days after your submission, please contact the Official Contrctor at once. Order without receiving the proforma invoice is not valid.

Please make sure to indicate your booth number and information of exhibitor's company as remarks of TT. If the booth number and information of exhibitor's company is not indicated, may be unable to confirm whether the payment has been received or not. Any possible sur-charge occurred will be afforded by your company itself. All orders will be confirmed after getting the full payment.

Electricity Notice:

1. If order received from 24 January to move in or accepted on site must pay 30% sur-charge.
2. To ensure the safety of the power supply, the exhibition hall require all exhibitors to bring a compatible D/B box with electricity leakage protection function for the connection uses.
3. Please apply to official contractor and go through the process if you need an early power supply during build-up time. One application cycle is calculated by half-day (4 hours), and will be considered as 1 cycle if less than 4 hours.
4. Please apply to official contractor and go through the process if you need a postponed power supply during break- down time. One application cycle is calculated by 2 hours, and will be considered as 1 cycle if less than 2 hours.

5. All constructors that enter in the venue for electric power construction shall be responsible for his construction security, observe the rules and regulations of safety power use and comply with the management of venue personnel.
6. Constructors shall apply to official contractor his actual power consumption, load capacity of all switches and cables should be controlled within 80% of the standard design capacity.
7. The designated connecting part of distribution box must be reserved during booth construction, in order to facilitate power connection and urgent repairs.
8. It is not allowed to move or damage the fixed electric and lightning facilities of the venue.
9. It is not allowed to use iodine-tungsten lamp (sun lamp), neon lamp or lamps with trigger of large heat release, high-temperature and high-voltage which have potential safety hazards in the booth. It is forbidden to use switch without electric leakage protection, plastic double twisted wires, plaited wires or any unqualified electric wires.
10. Please apply independent power supply for heating and processing electrical appliances, make applications in advance and use after being checked qualified. It is forbidden to overload or use power across booths.
11. If there are heating or frequent tripping of wires or switches, constructors should cut the power timely and check. If such circumstances occur due to the quality of materials, lamps or equipment, please repair and change immediately. If constructor install electric devices on the base of standard booth allocation without permission or there is overload at special booth, please re-apply during the rectification.
12. It is necessary to apply independent temporary power for construction of raw space, it is forbidden to share one single electric wire between 2 or more special booths.
13. Socket of 220V allocated in booth is only for small domestic appliance use such TV, water dispenser, etc. It is forbidden to connect electric stove, oven or any other high-power electrical appliances to the socket.
14. For security reasons, organizing committee will ask the venue to cut the power supply 20 minutes before the exhibition closes, exhibitors shall prepare in advance in order to avoid short circuit or other circumstances due to instantaneous outage. There will no more power supply after the venue closes, if you have special needs, please apply to the service counter in advance for continual power supply during exhibition opening period.
15. If you need to change or return power supply which are already reserved or installed, 30% of rental fee will be deducted as cost of labor, material and construction.

Water Notice

1. If order received from 24 January to move in or accepted on site must pay 30% sur-charge.
2. For water and compressed air, the exhibitor shall bring the relevant connector by himself.
3. The exhibitor shall bring the relevant equipment, if the exhibitor has special requirement for water temperature or water pressure.
4. Except domestic water, it is forbidden to have other grease waste water or direct waste water discharge in the venue, recirculating water device is necessary for machinery grease water.
5. For water supply or drainage facility reserved through pre-rent, it is necessary to attach diagram of installation place and height, and mark the connection location, arrange personnel on site to communicate with staff of the venue.
6. If you need to make some changes after the authorized person of venue has finished the connection of fix water supply or drainage, please apply at service counter, no-authorized person is not allowed to operate without permission.
7. For security reasons, water supply will be stopped 1 hour before the exhibition closes. If there are early dismantlement under special circumstance, exhibitors shall inform personnel of venue to dismantle water supply pipe. If there are damages or losses of pipe components due to a dismantlement without permission, constructor shall compensate according to the cost.
8. It is forbidden to dump liquids or garbage into gutter of the venue.
9. If you need to change or return water pipes which are already reserved or installed, 30% of rental fee will be deducted as cost of labor, material and construction.

Compressed Air Notice

1. If order received from 24 January to move in must pay 30% sur-charge.
2. The rental price above is for one air compressor and during one exhibition period, the package price includes air compressor power.
3. Exhibitors shall apply for dryer and filter according to their own needs, and price will be calculated separately, it is recommended to apply together with air compressor.
4. 1 KG pressure=0.98 B (bar)≈1 B (bar)
5. If you need to change or return power supply which are already reserved or installed, 30% of rental fee will be deducted as cost of labor, material and construction.
6. Exhibitor is prohibited to bring in compressed air by himself. If you have any questions, please contact the Official Contractor.

Furniture Notice

1. All prices above are rental prices, valid for one exhibition period unless otherwise stated. Reservation without payment or rental on site (during build-up time) may not guarantee the supply, please reserve in advance.
2. If you need to change or return air compressor which is already reserved or installed, 30% of rental fee will be deducted as cost of labor, material and construction.
3. It is not allowed to change or return the allocated installations in booth with refund, constructors shall not move or take objects from others booths without permission.

C05 Charges and Passes

Raw Space Construction Supervision Fee

Including raw space management fee, drawing approval, fire safety approval, on-site construction management, electrical use guidance, safety management, etc.

Size of the Stand	Construction supervision fee
≤18m²	RMB1,500/booth
19-36m²	RMB2,000/booth
37-54m²	RMB3,000/booth
55-90m²	RMB3,500/booth
91-108m²	RMB4,500/booth
109-135m²	RMB5,000/booth
136-225m²	RMB7,000/booth
≥226m²	RMB9,000/booth

Damage Deposit/Performance Bond

1. A Damage Deposit/Performance Bond (cash) must be paid by the stand contractor to the Official Contractor when they register at the exhibition site. This will be held against damages to SZCEC, and/or the disposal of extra waste left on-site after the event. Any breach of the organisers/exhibition center's regulations may also cause the deposit to be forfeited.
2. It is the individual stand contractor's responsibility to remove all packing and waste materials from the SZCEC during both move-in and move-out. Garbage and waste materials from decoration work must not be discarded into the aisles & must be cleared. All material used must be removed during move-out and this must be done safely (no smashing of glass panels etc.). Failure to comply will result in the deposit being totally forfeited.

Fee for Damage Deposit / Performance Bond

Size of the Stand	Damage Deposit / Performance Bond (see Form 08)
18-27m²	RMB5,000/booth
28-54m²	RMB10,000/booth
55-90m²	RMB15,000/booth
91-135m²	RMB20,000/booth
≥136m²	RMB25,000/booth
Two-story stand	RMB40,000/booth

Contractor Pass

Contractor Pass cost RMB30/person

Contract Pass cost RMB50/booth

C06 Registration Procedure for Contractors

1. Raw Space Stand Contractors must pay the Construction Management Fee at the Online System of the Official Contractor before move-in.
2. Only by following the above procedure correctly, will Contractor Passes, Contract Pass and Vehicle Passes be issued. Only holders of OFFICIAL PASSES will be allowed access to the venue.
3. More details please refer to C03.

C07 Working Hour & Overtime Charge

Stand build-up period: 27-28 February 09:00-17:30 (free OT till 22:00)

Dismantling period: 3 March 17:00-22:00

Stand contractors are required to work within these hours. Stand contractors must notify the Official Contractor before 20:00 and pay the overtime charges if they want to continue work after the above mentioned working hours.

C08 Personal Protective Equipment (PPE)



Safety Helmets

As per SZCEC guidelines, all stand contractors working in the exhibition center must wear safety helmets. Safety helmets are essential in the case of working at height, or being in the vicinity of contractors working at height. Please make sure that you wear your safety helmet properly, fitting the chinstrap to avoid the helmet falling off.

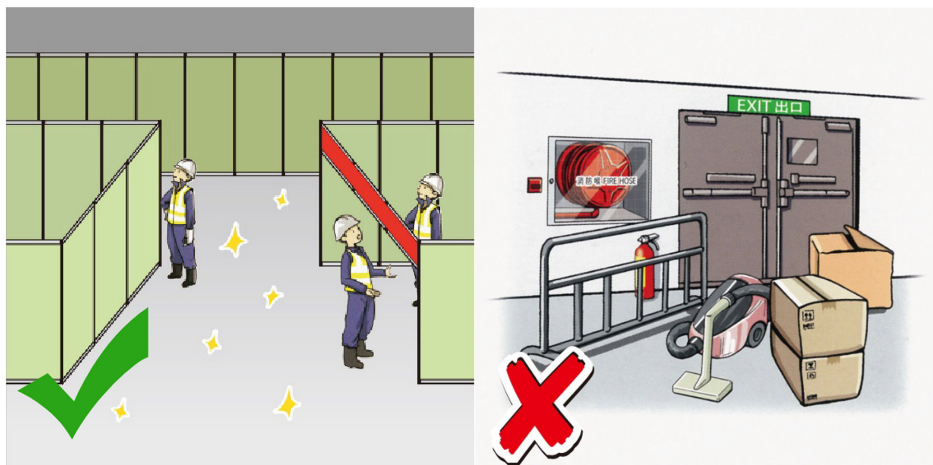
Footwear

Correct footwear protecting against nails, debris and etc. are required for exhibitors/contractors working in the exhibition center during build-up and dismantling.

Use of Tools and Equipment

Contractors are required to have any other PPE which are suitable for their work such as gloves, goggles, masks, earplugs.

C09 No Obstruction Gangways



During the process of installation, construction and removal of stands, the gangways must not be used at any time for the storage of plants, materials or debris of any kind. The organisers may at their discretion order the removal of such objects and the exhibitors/contractors will be liable for the cost of removal.

C10 Stand Construction

1. Materials used for the construction and installation of the exhibition stands and any other structures must consist entirely of non-combustibles with a burning diffusion rate not lower than Class B1 as required by both the national and local fire-control regulations of Shenzhen. Stretch fabrics which are inflammable are forbidden in the exhibition center. Stand roof-sealing is forbidden. Raw Space stand should be equipped with at least one portable extinguisher.
2. Any behavior which could hamper the normal operation of the fire protection system and central supervising system, including the fire-alarm bell contact, the fire hydrant, fire extinguisher and fire escape is forbidden.
3. According to fire regulations, there should be 50-60 cm clearance between the outer partition walls of the stands and the walls of the exhibition hall for safety inspection.
4. No objects can be attached to or suspended from the fire sprinklers or lighting fixtures on the ceiling. Spotlights and other heat-generating equipment should not be focused or be stationed near the fire sprinklers.
5. The organisers or exhibition center shall be entitled to remove any form of construction or structure which is not approved or violates the above-mentioned guidelines. Exhibitors and contractors shall be responsible for risks and expenses that may occur.
6. Contractors must put a protective covering on the hall floor before any work commences, and shall be responsible for the repair of any damage to the floor due to the construction or dismantling of the stand.
7. No nails, adhesives, drawing pins, or similar materials or hole-drilling shall be applied to any part of the Shell Scheme booth or exhibition center premises, otherwise, the exhibitor/contractor shall be responsible and liable for any damage caused. All stands must be self-supporting; no structure or other item is allowed to lean on or be fixed to adjacent stands or structure of the exhibition center.
8. Only environment-friendly carpet and double-sided cloth adhesive tapes can be laid on the floor. Inferior carpets containing CaCO₃, double-sided blown-sponge or any other materials difficult to clean up are forbidden. Carpet must be incombustible (Class B1).
9. Stick-on decals or similar promotional items are forbidden to be stuck on any part of the building of the exhibition center. Any cost incurred by the exhibition center for the removal of these items and repair of any damage caused shall be borne by the contractor.
10. No open flame or combustible gas is allowed to be used in the exhibition center.
11. No pungent glue is allowed.
12. No sawing is allowed in the exhibition center unless at a specific location designated by the venue owner.
13. Structural plans must be provided for approval (refer to C03 "Stand Design Drawings" section) and demonstrating adequate support for the transfer or loads to the floor.
14. For the close type of stand, apart from the entrance, there should be an emergency exit with its width at least 1 meter. The emergency exit can be closed, but should be opened for emergency use any time. There should be no obstacles to access the emergency exit.

15. Structures must include built in redundancy with no single point of failure on significant loads.
16. Uprights must be fixed into a base plate with at least 2 fixing screws at the top.
17. Fixings must be adequate for the applied loads.
18. Cross bracing must be provided where there is significant potential for movement due to lateral load.
19. Wearing slipper is not allowed inside the exhibition hall.
20. The LED screen hanging on the booth needs to have sufficient metal shackles or thick steel wire ropes to connect to the space frame above, and the metal fasteners need to be securely fastened to the support column and the back position of the LED screen.
21. The main frame of the booth should use a 400 * 400 space rack with a maximum span of no more than 11 meters. If LED screens are suspended on the space rack, support columns need to be added depending on the approval situation.
22. The main framework of the booth uses a space frame, and after construction, aircraft straps need to be added to the support columns to connect the main body of the space frame for secondary safety reinforcement protection.

C11 Rear Surfaces of Stands

Contractors must have any exposed stand surfaces neatly finished unless the surface is facing the outer wall of the exhibition center. The organisers reserve the right to order modification of any exposed surface and the contractor shall be responsible for the cost. Exhibitors/contractors are not allowed to put advertising, logos, signs etc. on any rear surface of their stand when this faces or is adjacent to other exhibitor's stand.

C12 Wall of Booth

1. A completely paneled stand is prohibited. The limits of the paneled area shall not exceed 30% of the total booth area. To ensure the safety of fire control, exhibitors shall set up one automatic water spray system and one wireless smoke detection, one set for every 36sqm, and two sets for every 72sqm and so on.
2. The location of the exhibits and the wall shall not affect the adjacent booth.
3. The closed area should not exceed 30% of the open side of the booth. Enclosed area of the open side shall not exceed 30%.
4. Wall of the open side is not allowed to be completely blocked out in case block the view of the adjacent booth.
5. Any exceptions shall be approved by the organizer and agree by the adjacent booth.
6. This term is not applicable to the booth which face to the wall of exhibition hall.
7. To ensure the visibility of the booth, fence below 1.1 meters high will be deemed as "open" type design.
8. If organiser believes that the booth design has affected to the other exhibitor, he/she reserves the right to refuse the design or request to change the design.

C13 Working at Height

1. Operators who are engaged in working at height (2 meters or above) must carry out necessary safety measures against injuries that might be caused by falling, or objects being dropped.
2. When passing tools or objects, throwing is forbidden. Methods such as hand-to-hand passing, or conveyance of tools or objects by bags, or lifting up and/or down with ropes, shall be adopted.
3. Unqualified operators are forbidden to do overhead work, and it is also strictly forbidden to do overhead work after drinking alcohol.
4. **If work is above 2 meters, ladders are not allowed;** a suitable metal scaffold or working platform must be used. The scaffold/platform should be properly fitted with a guard rail, mid rail, toe board, outriggers and wheel locks. High stability is required, with a maximum height to least base dimension ratio of 3.5 (indoors) and 3 (outdoors). Workers must wear safety belt/harness and clip on to a secure anchorage point. Scaffolds/platforms may not be moved while in use or occupied.
5. Access to areas in the vicinity must be controlled to prevent persons walking or working directly under high work. Workers in the vicinity must wear suitable head protection e.g. safety helmet.



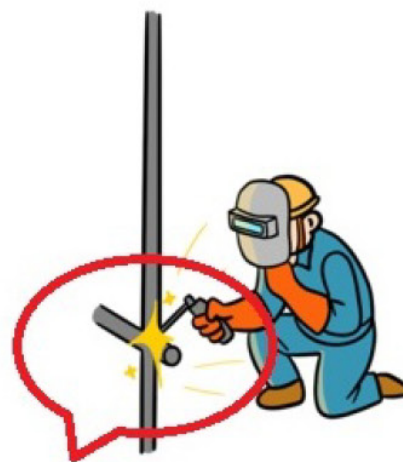
施工前佩戴安全帽

Wear Protective Helmet



高空作业佩戴安全绳

Safety belt should be fastened when working at height over 2m



馆内禁止明火作业

Smoking or naked flame operation is strictly prohibited in the venue



电气施工需持证上岗

Electrical installation by workers with valid electrician operation certificate

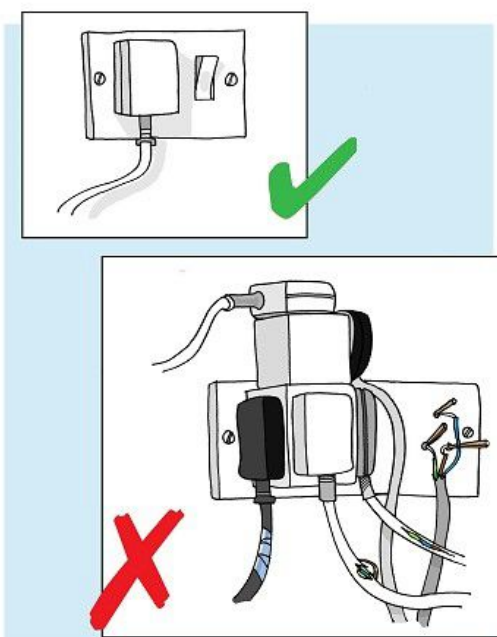
C14 Electrical Installation

Application for Distribution Box

Raw Space stand contractor must apply electrical link-up (Distribution Box) before 23 January.

Connection of Distribution Box

1. The installation personnel for electric lines and facilities must hold valid electrician operation certificates.
2. Only qualified electrical materials are used in the build-up of booths (including both Shell Scheme booths and Raw Space Stands). Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be ≥ 1.5 mm. Electrical materials must be equipped with enough safe loading capacity. It is strictly forbidden to use single wires with no sheath, twist pairs or aluminum wires. As to the configuration of wires, three-phase five-wire system shall be applied for the line voltage (L1 L2 L3, N, PE) and single-phase three- wire system for the phase voltage (L, N, PE).
3. All metallic structures and shells shall have a reliable grounding. The conducting wires should be fixed in a cellular or other from instead of being randomly installed on roads, grounds or doorways. Electric lines crossing passageway shall be protected by a cable bridge. When sub-circuits are connected, insulating porcelain and plastic joints must be used instead of being wrapped directly by insulating adhesive tape before any insulation protection measures are taken.
4. The distribution box must be installed in a cable duct or in the exhibition stand. It is strictly forbidden to leave a distribution box in doorways, fire-control passages or any conspicuous place in exhibition stands.
5. Outdoor electrical and lighting equipment shall be waterproof. Safety measures such as moisture-proofing, water- proofing and weather-proofing, etc. shall be implemented. All electrical apparatus, wires/cables etc. which can be easily contacted by people shall be covered with special protection.
6. When setting up the exhibition, the builder must carry a "socket tester". After completing the circuit connection, the booth electrician needs to conduct a comprehensive inspection of all sockets in the booth to ensure that the circuit connection is correct.



Electricity Supply

The exhibition center will supply electricity to stands at 12:00 on 28 February (the time may be subject to change, and the exact time will be broadcast two hours prior to supply). Exhibitors and contractors shall carry out inspections within those two hours to ensure conformity to the Rules of Operating Low-Voltage Electric Facilities.

Electricity Cut-off at Show Close (1-3 March)

To ensure the safety of the exhibition hall and eliminate fire risks, exhibitors and contractors must cut off electricity to all facilities (electricity to Shell Scheme stands will be cut off by the Official Stand Contractor) when the exhibition day ends. If there are stands whose electrical supply is not cut off, the exhibition center shall turn off the power and the exhibitors and contractors will be responsible for all ensuing consequences.

In the case of stands which require 24 hours' power, the exhibitors or contractors must apply to the Official Contractor.

Electricity Cut-off – Show Close (3 March)

Electricity will be cut off at 17:00 on 3 March. Please turn off all the facilities and exhibits beforehand, otherwise, the exhibitors and contractors will be responsible for all ensuing consequences.

Temporary Electricity Supply During Build-up and Dismantling

Please see C04.

Electrical Apparatus

All electrical apparatus, their electrical load and sensitivity in electrical insulation must comply with the relevant PRC regulations.

C15 Painting

Large-scale painting is not permitted in the exhibition center. However, small scale "touch-up" painting of the exhibits and stands is permitted during the move-in period with all necessary safety precautions in place. These precautions include:

- 1. Painting in a properly ventilated area;
- 2. Use non-toxic paints, non-aerosol paints;
- 3. Cover the exhibition centre floor with dry paper or plastic film;
- 4. No painting near the exhibition centre's vertical structures (i.e. walls);
- 5. No washing of painting materials within or surrounding the exhibition center;

Contractors are responsible for any damage to the exhibition center from painting and liable for the cost of restoring damage.

C16 Lifting and Floor Loading

All complex lifts using cranes or requiring a lift over 2m or a load above 5000kg must be notified to the Official Forwarding Agent in advance, with a suitable lifting plan provided. Exhibitors are required to compile a Risk Assessment and Method Statement.

Floor loading for Hall 1, 2, 3, 4, 7, 8, 9 are 5,000kg/sqm and Hall 5 & 6 are 3,500kg/sqm in SZCEC. If there will be any vertical vibration in Halls 6-9 during the exhibition period, the fore-mentioned floor loading capacity will be reduced by 50 percent. If the exhibit exceeds the mentioned dimensions, exhibitors must declare such to the Organiser in advance, and the Organiser will consult with the exhibition center. If approved, in order to ensure safety, the exhibitor shall take appropriate measures, as per the requests of the exhibition center, before moving in the exhibits. If NOT approved, the exhibits are not allowed to be moved in. Should the exhibitor fail to declare the overage: 1. When the over-weight amount is discovered and the exhibitor refuses to correct the situation, then the exhibitor will be expelled from the exhibition center; 2. Should any safety problem or accident occur due to this overage, the exhibitor shall take full responsibility.

C17 Deductions from Contractors Damage/Performance Deposit (Settled by your appointed stand contractor)

Exhibitors and their builders must ensure compliance with the rules and regulations listed at the conference or exhibition hall. If there is a violation, the construction deposit will be deducted, as follows:

Classification	NO.	Penalty for construction deposit	Deduction amount/ Deposit ratio
Structure	1	The declaration of booth design drawings does not match the on-site construction, which violates the fire and safety regulations of the exhibition hall, including: 1.The booth design plan conceals the height, the declaration layer is double layered, the on-site booth structure is super high or the exhibits are super high, and the vertical projection of the structure exceeds the scope of the booth; 2. The materials used do not comply with fire regulations, and the safety hazards in the rectification notice issued by the conference have not been rectified on time; 3. Personal injury or death caused by poor construction materials or hiring unqualified personnel at the booth.	100%
	2	The structure, decoration, lighting, furniture, and exhibits of the booth exceed the rented area of the booth.	50%
	3	Use the structure of the exhibition hall or adjacent booth to fix one's own booth or for decorative purposes.	50%
	4	The image of adjacent booths is affected due to the lack of beautification or substandard beautification of the back panel. Unauthorized use of company products or advertising spray painting directly wrapped around exhibition hall pillars for illegal advertising release.	50%

Construction Security	5	Failure to properly/promptly dispose of garbage, packaging materials, or building materials generated during the entry/exit period. Those who fail to clean up the construction materials or dispose of the generated garbage, packaging materials or building materials within the specified time during the exhibition setup/withdrawal period, intentionally leaving booth garbage and structures in the exhibition hall and its surroundings.	100%
	6	Failure to properly/promptly clean up any waste generated during the entry/exit period (including any packaging materials, construction materials, waste materials, empty boxes, wooden structures, waste paint bucket, waste oil and ink bucketplaster, glue, tools, etc.).	100%
	7	Damage to exhibition facilities (such as walls, entrances, floors, columns, etc.).	Exhibition Hall Venue Pricing
	8	The construction operation did not provide ground protection and contaminated the exhibition hall facilities in any form (such as paint, oil stains, fuel, carpet adhesive, film, etc.).	Exhibition Hall Venue Pricing
	9	Carry paint buckets to the site for painting, coating, painting, putty operations, and other related processes.	1000-3000 RMB/Once
	10	During the withdrawal period, barbaric construction was carried out, pushing or pulling down the booth.	1000-3000 RMB/Once
	11	Dangerous operations such as open flames, metal cutting, polishing, welding, painting, and the use of electric saws are carried out in the museum.	500-1000 RMB/Once
	12	The construction personnel of the booth did not wear construction documents as required; Construction personnel did not wear safety helmets correctly during the deployment and withdrawal period; Failure to wear a safety belt during high-altitude operations and absence of personnel underneath to take protective measures.	500-1000 RMB/Once
	13	Use herringbone ladders and wooden ladders above 2 meters, and do not use mobile work platforms or scaffolding for work at heights above 2 meters.	500-1000 RMB/Once
Water and electrical safety regulations	14	Unauthorized connection to fixed facilities in venues such as electricity, gas, and water sources, resulting in the melting of waterproof quick connectors due to exceeding the actual reported usage of electricity. Hiring an unqualified electrician to operate resulting in safety issues.	100%
	15	Lost electrical box, lost electrical box baffle, damaged waterproof quick connector, damaged electrical box shell, burned air switch, illegal withdrawal resulting in damage to other exhibition booths. Damaging the fixed facilities of the exhibition hall, damaging the ground, etc.	Hall Venue Pricing
	16	The joint safety inspection of the conference found safety hazards in the connection of electrical wires and circuits.	Hall Venue Pricing
Fire protection Regulations	17	Suitable for polyurethane foam, KT board, sunlight board, ordinary sponge, elastic cloth, yarn products, mesh cloth; Flammable materials such as bamboo, straw, and simulated green plants are used as building materials; The carpets and materials used do not meet the national B1 fire protection standard.	100%
	18	Empty boxes, waste materials, packaging materials, wooden structures, signs, etc. that have not been placed in the storage area of the conference as stipulated by the conference.	50%
Exhibition Regulations	19	Engaging public performers who do not comply with relevant regulations of the public security department and do not have approval from the public security department, and perform with pornographic content (such as pole dancing, body painting, etc.).	100%
	20	The sound of booth exhibits or performance activities exceeds the designated decibels of the conference, which has a negative impact on the image of surrounding exhibitors and the conference.	100%

** Exhibitors should also be fully aware that, as per the Standard Rules & Regulations which form part of their contract with the Organiser, they are legally responsible any liable for their contractors and sub-contractors. It is therefore essential that exhibitors appoint an established and reputable stand.

D Special Notice

D01 Kindly Remind

- 1. No portable air compressors may be used in the Exhibition Centre and stands requiring it should order compressed air from the Official Contractor in advance.
- 2. Intellectual property certificates and related documents of all exhibits should be well prepared during the whole exhibition period. If any violation against the intellectual property occurs, the Organiser reserves the right to remove the alleged infringing exhibits out of the exhibition halls. All exhibition expenses paid to the Organiser will not be refunded. To avoid any dispute, please prepare intellectual property certificates and related documents for your exhibits.
- 3. Exhibitors must take good care of all their personal belongings such as purses, laptops, cameras, mobile phones, etc. during the exhibition period, especially when you are having business discussion with customers. You may remind your customers of the same from time to time. Any incident of theft must be report to the Organiser immediately as it will be necessary to complete a security form and report the incident to the police.
- 4. If a courier service is needed, please go to the Logistics Area which is located between Hall 1 and Hall 9. Do not trust anyone who tout you their courier service which you are not familiar with.

D02 Emergency Procedures

<p>Emergency Number</p> <p>All the SZCEC Customer Service Centre 86-755-8284 8800 / 8284 8900</p> <p>his number should be called first in the case of an emergency. The venue staff will immediately engage local fire, ambulance and police services as required, and will escort emergency vehicles through the venue.</p> <p>Useful Telephone Numbers:</p> <p>Ambulance: 86-755-120</p> <p>Police: 86-755-110</p> <p>Fire: 86-755-119</p> <p>Use these numbers ONLY when the Emergency Number is busy or is not answered within six (6) rings.</p>
<p>Emergency Exits</p> <p>All emergency exits are marked with green signage.</p>
<p>Medical</p> <p>A First Aid stand provides treatment for minor injuries and common ailments at 204 Counter.</p> <p>Open: 27 February -3 March 09:00-17:00</p> <p>In the case of an accident/injury, please take following measures:</p> <ul style="list-style-type: none">1. Call the Emergency Number immediately, giving the exact location and details of the accident/injury.2. If possible, help treat/comfort the injured party until qualified help arrives.

Fires

The venue is equipped with a fire sprinkler and alarm system. Portable hand-held fire extinguishers are also located at each gate inside the halls.

If you detect fire or smoke:

- 1. Activate the nearest fire alarm if possible and safe to do so.
- 2. Call the Emergency Number immediately, giving the exact location and details of the fire.
- 3. Leave the exhibition hall immediately by the nearest exit.
- 4. Close doors behind you.

If you hear a fire alarm:

Remain calm and alert, prepare at once to leave the SZCEC.

Evacuation

If you hear a fire alarm evacuation announcement or instruction:

- 1. Leave the SZCEC by the nearest safe exit.
- 2. Follow announcements over the public address system or instructions by SZCEC staff and/or fire/police officials.
- 3. Once outside the SZCEC, stay clear of the venue; do not return until it is declared safe to do so by SNIEC management, or fire/police officials.

D03 Intellectual Property Rights

“Protecting Intellectual Property Rights by Observing Laws and Honest Management”

Dear Exhibitors,

In order to implement “Measures for the Protection of Intellectual Property Rights during Exhibitions” promulgated by Ministry of Commerce, State Administration for Industry and Commerce, National Copyright Administration and State Intellectual Property Office and enhance the consciousness of IPR protection, effectively curb IPR infringement during exhibitions, safeguard the order of exhibition market and build an environment of fair competition, as the organizer of this show, we strongly request all the exhibitors must refrain from publicizing, showcasing and selling any products as suspected of infringement on IPRs during exhibitions.

Should any exhibition items as suspected of infringement on IPRs are showcased during exhibition, the suspected exhibitors must fully cooperate with IPR administration department or judicial department for the investigation and bear corresponding legal liability.

Your kind and positive cooperation is highly appreciated.

Sincerely yours,

Trust Exhibition Company Limited

D04 Standard Objective of the Proposal

Physical Distancing

Crowd Density Standard (CDS): The organiser allows for the Crowd Density Standard in accordance with local, regulatory guidance. By controlling the density, appropriate physical distancing can occur.

Registration: Through an increased use of technology, the organiser provides means to minimise queuing and contact during the registration process. The use of QR codes can facilitate seamless and contactless access upon entry and exit. Additionally, digital credentials can eliminate physical badges and lanyards where appropriate and enable contact tracing.

Staggered Admission: Admission Event formats can be divided into time slots across the days of their occurrence. The organiser provides the ability to facilitate visitors’ attendance during a designated time slot in order to evenly spread the attendance in combination with encouraging meetings set in advance. Controls over the maximum number of visitors can also be set.

Eliminating Handshakes: The organiser will recommend the elimination of handshakes at organised industry gatherings in accordance with global and local organisation and government guidance. This recommendation will be reinforced with on-site signage and announcements in addition to proposed, alternative methods of greetings.

Food & Beverage: The organiser prohibits open or self-service buffets in favor of food served pre-packaged or in closed containers. Where possible, food and beverage should be ordered in advance. Food preparation areas can also be inspected. Seating areas can be arranged to follow the CDS, and cash does not need to be accepted as a form of payment.

Cleaning & Hygiene Countermeasures

Venue Deep-Cleaning: We can require SNIEC to provide a deep cleaning prior to move in and again before the event opens.

Cleaning Regime: SNIEC can offer a visible, enhanced cleaning regime. Cleaners are offered PPE with an increased focus on key touchpoints, including restrooms, food and beverage areas, and help points. Electrostatic cleaning methods could also be deployed.

Stand Cleaning: Exhibitors can disinfect their respective booths and exhibits regularly throughout the event. At our events' discretion, the use of sampling and distributing physical, promotional materials is prohibited in favor of all materials being shared digitally.

Hand Sanitizers: Hand sanitizer stations can be positioned at key locations throughout the event, including restrooms, food and beverage locations, and conference rooms, with regular use encouraged to all visitors and exhibitors.

Waste Management: The collection and removal of waste receptacles can be increased during events in order to minimize risk. Specific waste bins for mask disposal can also be provided and clearly identified, with a proposed schedule to regularly disinfect the waste receptacles themselves.

Venue Ambient Environmental Controlsin: Controlsin coordination with SNIEC, organiser recommend ensuring the proper ventilation, temperature, humidity, UV air purification controls, etc. are in place. Reduced exposure can be based on the ability of filters to remove particles that contain viruses.

Protect & Detect

Infrared & Thermal Imaging Temperature Screening: Infrared thermal imaging temperature screening equipment can be available at the entrances to SNIEC. If any defined symptoms of COVID-19 are detected, including fever, people could immediately proceed to the quarantine bay where local, medical authorities will be stationed and begin the proper protocol. Any visitors or exhibitors who are unwell can be prohibited from entering the event.

Facemasks: Facemasks may be required of every person visiting organised industry gatherings. Quarantine Area: SNIEC offers a dedicated quarantine area for people with symptoms of COVID-19.

Enhanced First Aid & Medical Support: Organisers' events can also offer an increased number of First Aid stations located throughout the event with enhanced medical support available. These efforts would be in coordination with local authorities and medical personnel.

Glass Sneeze Guards: In areas of interaction, including Help Desks, food and beverage stations, security, etc., sneeze guards can be offered.

PPE: Key personnel, including cleaning, medical, food and beverage workers, etc., can be offered personal protective equipment, PPE, including masks and gloves.

E City Introduction

E01 Location of the Exhibition



E02 Transportation

A.From Hong Kong International Airport to the exhibition center

- Take MTR Airport Express: Airport Station → Kowloon Station (20-30 mins)

Upon arrival, take the C1 Exit at the Kowloon Station and walk via footbridge or subway to West Kowloon Station to catch high speed train.

Take High Speed Train: Hong Kong West Kowloon → Shenzhen Futian (Only 14 mins with fare CNY 68)

After arriving Shenzhen Futian, it only takes 2 stops to get to the venue by metro:

- Take Line 2 and interchange to Line 4 at "Civic Center"
- Or, take Line 3 and interchange to Line 1 at "Shopping Park"

Then get off from E Exit at "Convention & Exhibition Center"

Click to view [Hong Kong MTR map](#)

B.From Shenzhen Bao' an International Airport to the exhibition center

- 1.If you take a tax, it will take approximately 53 minutes and cost RMB150.
- 2.If you take the metro, take the Line 11 and interchange at "Chegongmiao" to Line 1, get off at D Exit at "Convention & Exhibition Center" .
- 3.If you take the airport shuttle bus Line 9, please get off at "Convention & Exhibition Center" Station.

Click to view [Shenzhen Metro System Map](#)

C.Shenzhen Local Transportation – Metro System

- If depart from Shenzhen Railway Station (next to Luohu Port), please take metro Line 1 directly and get off at Convention & Exhibition Center Exit E.
- If depart from North Railway Station, please take metro Line 4 directly and get off at Convention & Exhibition Center Exit D.
- If depart from Huanggang Port, please take metro Line 7, interchange to Line 4 at Fumin Station and get off at Convention & Exhibition Center Exit D.

- If depart from Futian Port, please take metro Line 4 directly and get off at Convention & Exhibition Exit D.

D.Shenzhen Local Transportation – Nearby Bus Stops

- Near North Gate (Futian 3rd Road): 38, 50, 56, 71, 80, 109, 214, 221, 353, 369, 373, 375, 391
- Near East Gate (Jintian Road): 34, 50, K113
- Near South Gate (Binhe Road): 229, 337, 382, 353, 369, J1
- Near West Gate (Yitianzhong Road): 15, 35, 64, 71, 73, 80, 235, 374

F Application for On-site Ad.

Deadline:2026-01-23

Dear exhibitor,

Thank you for your participation in the exhibition.

Please feel free to contact the Sales Department of Trust Exhibition at +86 20 38106261 or service@LEDChina.com.