

“诠释” 健康



9·17-19 | 2025 WPE WHPE2025
XI'AN · CHINA 中国 · 西安

CHINA

WESTERN PLANT EXTRACTS

& WESTERN HEALTH PRODUCTS AND BIOTECHNOLOGY EXPO

中国西部国际天然提取物、健康原料及创新原料展览会
暨中国西部国际天然健康产品及生物技术展览会 “中国西部天然展”



驱动未来天然健康产品的创新与应用
Drive the innovation and application of future natural health products

WPE

WHPE

PE&Tech

参展手册

EXHIBITION SERVICE MANUAL

Organizer by
主办方:



Worldboson Expo Group
沃德博森博览集团

WorldWellExhibition
沃德韦尔国际会展

www.wpe-whpe.cn
www.wpe-whpe.com





To Exhibitors

Dear Exhibitors,

Welcome to the 2025 CHINA WESTERN PLANT EXTRACTS & CHINA WESTERN HEALTH PRODUCTS AND BIOTECHNOLOGY EXPO – "WPE&WHPE"!

We extend our warmest welcome to your participation. We believe this exhibition will offer abundant business opportunities, connect you with potential clients, and unlock new market prospects for your company.

To ensure all exhibitors receive timely and comprehensive services for a successful event, we have compiled this Exhibitor Manual. Please read it carefully to understand procedures and prepare accordingly. Complete relevant forms based on your needs and submit them to designated service providers via fax, email, or post before deadlines. Signed/authorized forms carry contractual validity.

For services or information not covered, contact us directly. During the event, liaise with recommended agents or the on-site office.

Eco-Friendly Decoration Initiative

The environment sustains all life on Earth. Protecting our planet is an unshirkable responsibility for every enterprise and citizen.

We invite all exhibitors to join our "Eco-Friendly Decoration Initiative":

Promote creative yet practical booth designs that highlight products and reuse materials.

Use eco-friendly building materials, coatings, and accessories (e.g., lightweight aluminum structures).

Ensure green construction: Ban spray paints/hazardous substances; classify construction waste; protect worker health and the environment.

Reduce plastic pollution.

Conserve paper: Use recycled paper for promotional materials.

Save energy: Utilize LED/energy-efficient lighting.

Minimize noise: Install volume monitors.

Let's collaborate to create an eco-conscious, comfortable exhibition environment!

We wish you a fruitful exhibition!

Organizing Committee of WPE&WHPE 2025

June 2025



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1. General Information

1.1 Exhibition Details

Name: 2025 CHINA WESTERN PLANT EXTRACTS & CHINA WESTERN HEALTH PRODUCTS AND BIOTECHNOLOGY EXPO

Dates: September 17–19, 2025

Venue: Xi'an International Convention & Exhibition Center (Halls 4 & 6)

Schedule:

Open Hours for Exhibitors			
Setup	Sep 15, 2025	8:00-18:00	Setup
	Sep 16, 2025	8:00-20:00	
	Sep 15–16, 2025	9:00-18:00	Registration
	Sep 16, 2025	12:00-20:00	Booth Setup (Safety helmets required before 12:00)
Exhibition/Dismantling	Sep 17–18, 2025	8:30-17:00	Exhibition
	Sep 19, 2025	8:30-14:00	
	Sep 19, 2025	14:00-20:00	Dismantling
Note: Contractors must complete booth construction within the specified timeframes. If unable to do so, they should promptly apply to the organizer for overtime work. All associated overtime costs will be borne solely by the contractor.			
Open Hours for Audience			
Sep 17–18, 2025		9:00-16:30	Exhibition
Sep 19, 2025		9:00-13:30	Exhibition



1.2 Registration Contacts

Official Service Provider:

Xi' an Beable Exhibition Co., Ltd.

Contact: Ms. Lin | Tel/WeChat: 15353721618 | Email: 15353721618@163.com

Registration Manager (Halls 4 & 6):

Ms. Yang | Tel/WeChat: 13636802071 | Email: beableevents@126.com

Bank Account:

Name: Xi' an Beable Exhibition Co., Ltd.

Bank: China Construction Bank, Xi' an Xianning Middle Road Branch

Account: 6105 0173 4300 0000 0678

1.3 Official Contractor Information

To safeguard the collective interests of exhibitors and maintain venue order, the organizer endorses professional exhibition service providers for custom booth construction. Custom booths are subject to a height restriction of **4.5 meters** (applying to both indoor and outdoor installations), while standard booths modified into custom units must not exceed **4 meters**. At any junction where a custom booth adjoins neighboring exhibitors, **taut white fabric partitions must be installed** without advertising content. Non-compliance with these regulations will result in **fines**. Exhibitors are required to strictly adhere to these guidelines; hall-specific booth dimension diagrams are available through the official contractor.

Official Contractor: Beijing Vast Expo International Exhibition Co., Ltd.

Contacts:

Wang Wenjing: 13911293964 (WeChat same) | Email: wangwenjing@vastexpo.cn

Yang Wenhao: 15321152391 (WeChat same) | Email: yang1996930@126.com

1.4 Catering & Services

盒饭类:

会议&展览商务团餐

订餐热线: 15991663097

一荤两素
一荤三素
两荤两素

荤菜一	荤菜二	素菜一	素菜二	主食
香辣虾	香菇鸡块	白灼广东菜心	豆芽炒粉丝	米饭
香辣鸭	金香肉丝	辣子炒鸡蛋	蒜蓉西兰花	米饭
红烧鸡腿	有机菜花炒肉	西红柿炒鸡蛋	肉沫石锅豆腐	米饭
蒜香鸡丁	麻丁脆排骨	干锅土豆片	香菇青菜	米饭
土豆红烧肉	黄金鸡排	红烧茄子	酸辣土豆丝	米饭



快餐类:

雅林新品套餐 量大优惠

一荤两素精品套餐 ¥20
特色: 宫保肉丁, 豉汁蒸鱼, 炆炒时蔬

两荤两素精品套餐 ¥25
特色: 宫保肉丁, 豉汁蒸鱼, 炆炒时蔬

三荤两素精品套餐 ¥30
特色: 宫保肉丁, 豉汁蒸鱼, 炆炒时蔬

特色武汉热干面 ¥15
配料: 芝麻酱, 芝麻, 芝麻, 芝麻

襄阳牛肉面/粉 ¥20
特色: 襄阳牛肉, 襄阳粉, 襄阳粉

私人定制餐/包间 ¥300
特色: 私人定制, 私人定制, 私人定制

自选式商务便当快餐

订餐电话: 189 9291 0068

吃饭就到乡村基

会展中心餐厅

咖啡鸡套餐 ¥25
招牌卤肉套餐 ¥25
鱼香肉丝套餐 ¥25
宫保鸡丁套餐 ¥25
鱼香肉丝套餐 ¥25
川香小煎鸡套餐 ¥25
番茄土豆牛腩套餐 ¥28
川香小炒肉套餐 ¥28
小炒黄牛肉套餐 ¥28

咖喱鸡饭 ¥18
鱼香肉丝饭 ¥18
川香小炒肉饭 ¥22
小炒黄牛肉饭 ¥22
番茄土豆牛腩饭 ¥25

卤蛋 ¥3
卤鸡腿 ¥9
飘香大鸡腿 ¥5
脆香大鸡排 ¥12

订餐: 136-3670-0153
电话: 181-4933-4857

地址: 6号馆2楼乡村基

国力仁和 GUOLIRENHE

A套餐: 三荤一素 28元
B套餐: 两荤两素 25元
C套餐: 一荤三素 20元
D套餐: 一荤两素 18元

购套餐 +5元送营养羹
+3元送酸梅汤

欢迎订餐: 18161868531 18109200250

陕西特色小吃类:

陕西 饅饅面

订餐电话: 186 2926 8123
订餐地址: 会展中心二楼-013

三鲜米线 25元
猪肉豆角焖面 20元
梅菜扣肉饭 22元
泡馍鸡肉饭 20元
荷叶饼粉蒸肉 12元
包子 8元
稀饭 5元

陕西传统小吃

老潼关 陕西美食肉夹馍

快来尝鲜 美味可口

米饭系列: 酸辣粉 ¥15, 麻辣米线 ¥12, 三鲜米线 ¥12, 番茄米线 ¥12, 酸菜米线 ¥12

米饭系列: 鱼香肉丝饭 ¥12, 宫保鸡丁饭 ¥12, 香菇滑鸡饭 ¥12, 麻辣牛肉饭 ¥12, 麻辣牛肉饭 ¥12

汤粥系列: 南瓜粥 ¥10, 紫菜蛋花汤 ¥10

肉夹馍、凉皮系列: 招牌肉夹馍 (普通) ¥12, 招牌肉夹馍 (纯瘦) ¥15, 香酥米皮 ¥10, 岐山擀面皮 ¥10

饮料系列: 矿泉水 ¥3, 冰峰 ¥5, 瓶装饮料 ¥5

订餐热线: 13991861691 15319740253
地址: 展馆内3-5号馆二楼
11点30分-1点30分不送餐

西安特色·泡馍先生

订餐电话: 135 7209 2301

三鲜套餐 20元
鱼豆腐套餐 22元
牛肉丸子套餐 26元
小酥肉套餐 24元
大蟹肉饺子 25元
芹菜猪肉饺子 25元
肉末猪肉饺子 25元
特色锅贴 12元
米面 2元/盒
皮蛋瘦肉粥 7元
八宝粥 6元
南瓜粥 6元

牛肉泡馍 32元
羊肉泡馍 34元
优质牛肉泡馍 40元
优质羊肉泡馍 40元
牛肉小炒 36元
水盆羊肉 32元
水盆牛肉 32元
牛肉丸子汤 28元
小酥肉汤 28元
牛肉丸子汤 28元
小酥肉汤 28元
凉菜拼盘 (4碟) 15元
农家小炒 16元
农家小炒 16元
农家小炒 16元
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农家小炒 16元
农家小炒 16元

1.5 Floor Plan & Traffic Flow



Address : No. 1399, Huizhan 1st Road, Baqiao District, Xi' an

西安国际会展中心 布/撤展货运车辆行驶路线图



货车车辆动线图

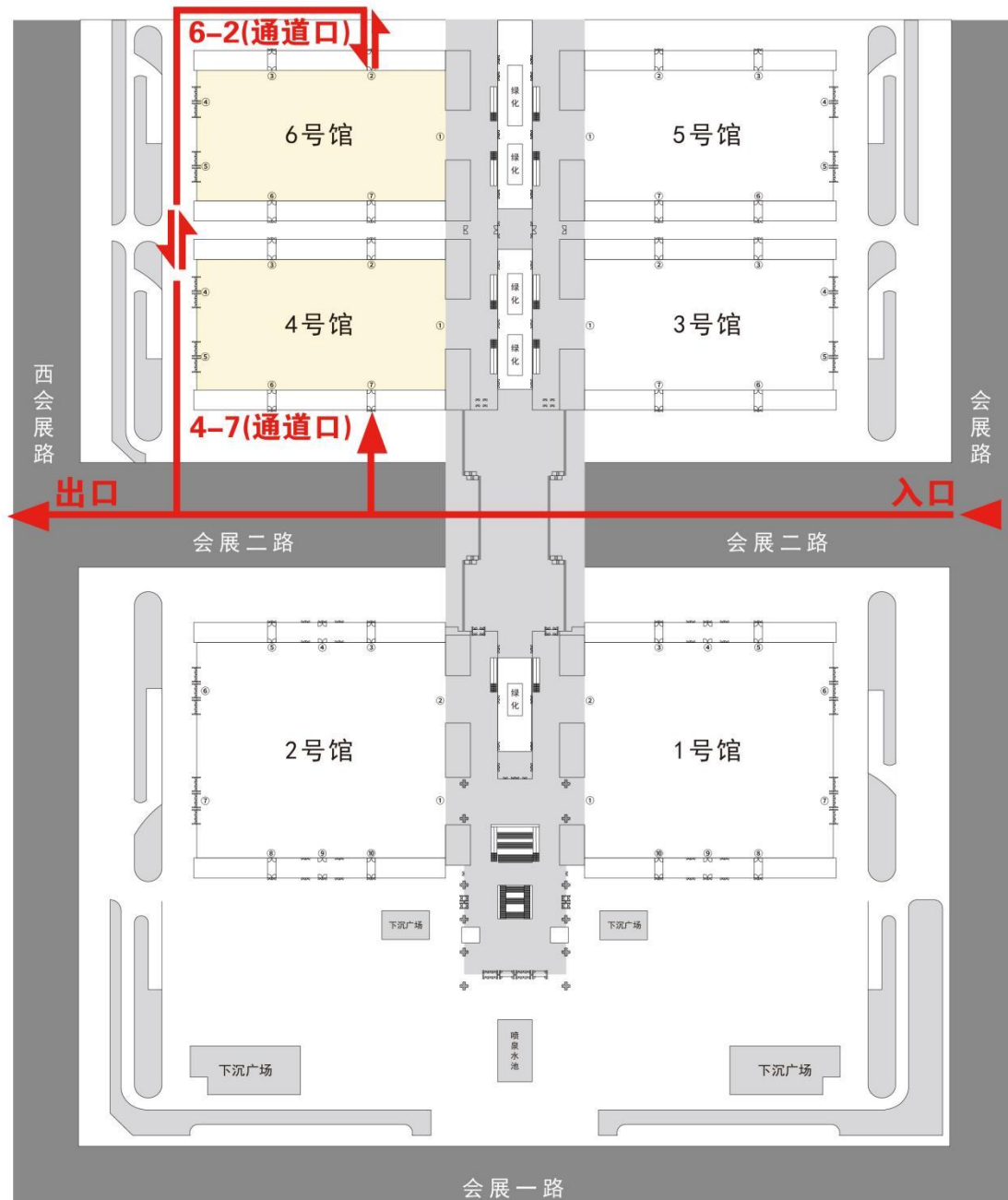
2025年中国西部国际天然提取物、健康原料及创新原料展览会
暨中国西部国际天然健康产品及生物技术展览会



Setup/Dismantling Cargo Vehicle Traffic Flow Diagram

— 展期布/撤展车辆动线图 —

2025年中国西部国际天然提取物、健康原料及创新原料展览会
暨中国西部国际天然健康产品及生物技术展览会



注
释

→ 车辆布/撤展路线

Traffic Flow Diagram For Setup/Dismantling Cargo Vehicle

1.6 Transportation Information

Departure Point	Distance	Transportation		
		Taxi	Subway	Bus/Public Transport
Xi'an Xianyang International Airport	36 km	Approx. ¥120	1、 Airport Intercity Line → Xi'an North Station (Transfer to Line 2) → Beidajie Station (Transfer to Line 1) → Tonghuamen Station (Transfer to Line 3) → Xianghuwan Station → Expo Center (Chanba) 2、 Airport Intercity Line → Xi'an North Station (Transfer to Line 4) → Wulukou Station (Transfer to Line 1) → Tonghuamen Station (Transfer to Line 3) → Xianghuwan Station → Expo Center (Chanba)	1、 Airport Bus (Textile City Route) → Textile City Bus Station (Take Bus 195) → Shibo Avenue Huixing Road Intersection Stop → Expo Center (Chanba) 2、 Airport Bus (Dong'erhuan Jianguo Hotel Route) → Dong'erhuan Jianguo Hotel (Walk to Line 3 Changle Park Station) → Xianghuwan Station → Expo Center (Chanba)
Xi'an North Station	15 km	Approx. ¥35	1、 Xi'an North Station (Take Line 2) → Beidajie Station (Transfer to Line 1) → Tonghuamen Station (Transfer to Line 3) → Xianghuwan Station → Expo Center (Chanba) 2、 Xi'an North Station (Take Line 4) → Wulukou Station (Transfer to Line 1) → Tonghuamen Station (Transfer to Line 3) → Xianghuwan Station → Expo Center (Chanba)	Xi'an North Station (Take Bus 727) → Zhengguan Rd. Fengcheng 5th Intersection Stop → Xingleyuan Community Stop (Take Bus 932) → Kangjiacun Stop → Expo Center (Chanba)
Xi'an Railway Station	17km	Approx. ¥40	Xi'an Railway Station → Wulukou Station (Take Line 1) → Tonghuamen Station (Transfer to Line 3) → Xianghuwan Station → Expo Center (Chanba)	Xi'an Railway Station (Take Bus 262) → Chanba Business Center → Expo Center (Chanba)
Downtown Xi'an	--	--	Refer to Xi'an Metro Lines 1/2/3/4/5/6/9 transfer plans to Line 3. 3. Take Line 3 → Xianghuwan Station → Expo Center (Chanba)	Take Expo Line Bus 233/246 → Xianghuwan Bus Station → Expo Center (Chanba)

1.7 Venue Specifications

Total Venue Area	72,000 m ²
Single Hall Area	Halls 1 & 2: 16,000 m ² each Halls 3-6: 10,000 m ² each
Number of Halls	6
Exhibit Loading Access	Halls 1 & 2: 3 access points (H4.8m × W5.7m) Halls 3-6: 2 access points (H4.8m × W5.7m)
Floor Load Capacity	3 t/m ² (indoor)
Floor Socket Capacity	125A max. per socket
Ceiling Height	16-18 m
Maximum Booth Height	4.5 m (applies to aluminum frames & truss structures)
Drainage (Floor Drains)	Available
Fire Protection	Smoke detectors, automatic sprinklers, portable fire extinguishers, hydrants
HVAC & Fresh Air System	Available
Telephone	Available (advance request required)
Internet	Available (advance request required)
Security	24-hour security, central monitoring, sensor alarms
PA System	Available
Emergency Lighting	Available
Restrooms	4 male + 4 female restrooms per hall 2 accessible restrooms (male/female) each
Parking Spaces	5,500 spaces (B1 & B2 levels)

2. Exhibition Services

2.1 Guidelines for Exhibitors

1) Security Measures

Exhibitors are solely responsible for safeguarding their valuables, personal belongings, and exhibits. Removal of exhibits requires an Exit Permit issued by the organizer and presentation of an Exhibitor Badge.

- Strictly adhere to "Fire Prevention, Theft Control, Accident Avoidance" protocols.
- Before daily closure, disconnect all external power sources and inspect for potential hazards.
- Report exposed wiring, short circuits, or other risks immediately to organizer staff.
- Familiarize yourself with hall layouts and emergency exits. In emergencies, remain calm, follow staff instructions, and evacuate orderly—no lingering.

2) Sound Control

Audio equipment (including external TV speakers) must operate below 60 dB. Excessive noise disrupting the event or neighboring booths may result in shutdown by the Organizing Committee.

3) Promotional Material Distribution

Distribute materials only within your booth.

Prohibited: Handing out materials in main aisles or conducting mobile group promotions that block pathways.

Do not distribute non-exhibiting companies' materials or sublet booth space to third parties.

4) Cleaning Services

Exhibitors maintain their own booth cleanliness. The organizer cleans public areas only.

5) Food Safety

Outside catered meals are strictly prohibited. Purchase food only from designated venue food zones.

2.2 Standard Booth Setup Guidelines

2.2.1 Standard Booth Illustrations

Standard Booth I:

标准展位加高3米

配置：地毯、楣板、三盏射灯、一个接待台、一个玻璃圆桌、三把洽谈椅、一个垃圾桶、一个插座



注：4米背景墙画面尺寸：宽：3920mm 高：2480mm 5米背景墙画面尺寸：宽：4910mm 高：2480mm
6米背景墙画面尺寸：宽：5900mm 高：2480mm 7米背景墙画面尺寸：宽：6890mm 高：2480mm
8米背景墙画面尺寸：宽：7880mm 高：2480mm

画面文件建议：1.分辨率：最低200（越高越好） 2.颜色模式：CMYK 3.文件要求：jpg/tif/pdf/ps/cdr

Standard Booth Height Extension: 3m

Configuration: carpet, fascia board, 3 track spotlights, 1 reception counter, 1 glass round table,

3 chairs, 1 trash bin, 1 power socket

Standard Booth II (PE-TECH Laboratory Analysis Technology Zone):

标准展位加高3米

配置：地毯、楣板、三盏射灯、一个接待台、一个玻璃圆桌、三把洽谈椅、一个垃圾桶、一个插座



注：4米背景墙画面尺寸：宽：3920mm 高：2480mm 5米背景墙画面尺寸：宽：4910mm 高：2480mm
6米背景墙画面尺寸：宽：5900mm 高：2480mm 7米背景墙画面尺寸：宽：6890mm 高：2480mm
8米背景墙画面尺寸：宽：7880mm 高：2480mm

画面文件建议：1.分辨率：最低200（越高越好） 2.颜色模式：CMYK 3.文件要求：jpg/tif/pdf/ps/cdr

Standard Booth Height Extension: 3m

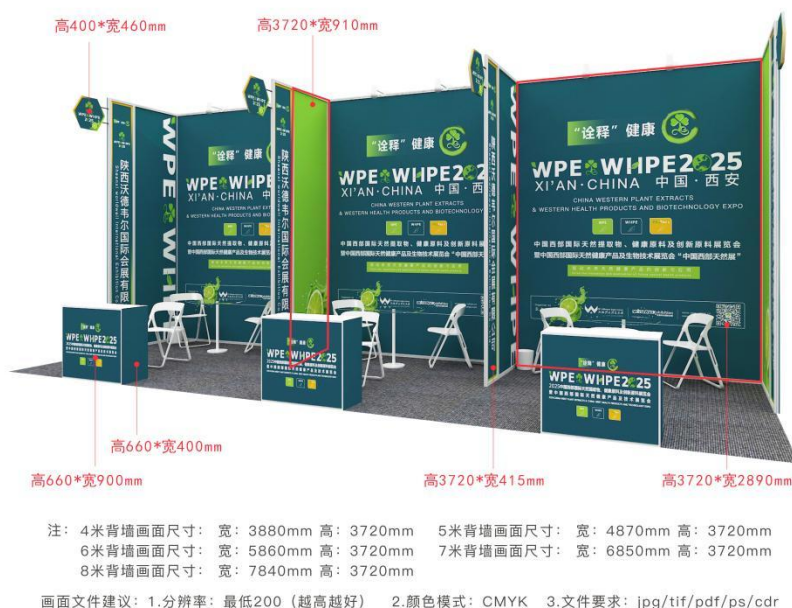
Configuration: carpet, fascia board, 3 track spotlights, 1 reception counter, 1 glass round table,

3 chairs, 1 trash bin, 1 power socket

Standard Booth III (Personalized Nutrition Customization Fitted-out Area):

标准展位加高4米

配置：地毯、楣板、三盏射灯、一个接待台、一个玻璃圆桌、三把洽谈椅、一个垃圾桶、一个插座



Standard Booth Height Extension: 4m

Configuration: carpet, fascia board, 3 track spotlights, 1 reception counter, 1 glass round table,

3 chairs, 1 trash bin, 1 power socket

Note: This diagram is for reference only. Final booth construction shall be subject to on-site implementation. Standard booths consist of aluminum frames and partition panels.

Standard Booth Configuration (per 9m²):

- Booth with 3 partition panels (built by designated contractor)
- 1 fascia board

(For peninsula booths: 2 partition panels + 2 fascia boards)



- 3 track spotlights
- 3 folding chairs
- 1 inquiry desk
- Booth carpet
- 500W power strip

Additional Power:

Exhibitors requiring extra power must apply at the Organizer's Service Desk. Unauthorized electrical devices will incur charges at the manual-specified rate and may cause circuit faults at exhibitor's responsibility.

Regulations:

1.Electrical Safety

Strictly prohibit unauthorized wiring or installation of high-power lighting (e.g., spotlights, sun lamps) and heating appliances.

2.Furniture Usage

Do not step on furniture, place overweight items, deface surfaces, or relocate configurations/rentals from other booths.

3.Structural Integrity

No leaning/hanging heavy objects on booths. Drilling, nailing, or unauthorized modifications are prohibited.



4.Wall Applications

Only use organizer-provided tape for posters. Laminating adhesives, double-sided tape, painting, or drilling on panels is forbidden.

5.Modification Protocol

No wooden structures may be added without approved drawings and security deposit.

6.Fascia Board Protection

Tampering with installed fascia boards (disassembly/modification/adhesives) will result in fines at exhibitor's liability.

7.Poster Dimensions

Standard panel: 950mm(W) × 2480mm(H)

Booth III: 910mm(W) × 3720mm(H)

8.Adjacent Booth Policy

Connected booths are automatically merged (no partition). Submit written separation requests to organizer **before Sept 3rd**. Late requests incur exhibitor-paid fees.

9.Customization Terms

Color/shape modifications require organizer approval and must be executed by designated contractors at exhibitor's expense.

10.Configuration Opt-out

No fee reduction for unused standard items.

11.Post-Exhibition Cleanup

Remove all Velcro, posters, wallpapers, etc., and dispose off-site after the event.



12.Overtime Procedures

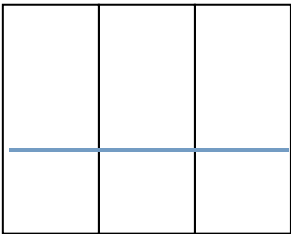
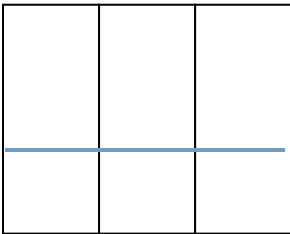
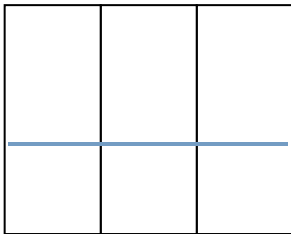
Submit overtime requests at Organizer's Service Desk before 16:00 daily. Late applications incur surcharges. Unauthorized overtime will be charged at double the post-clearing rate. Non-compliance results in overnight double fees. Refer to Exhibition Cost Sheet for rates.

2.2.2 Exhibition Equipment Rental Application Form

WPE & WHPE 2025

Standard Booth Equipment Rental Application Form

Deadline: August 17, 2025 (To be completed by exhibitors as needed)

Exhibitor Name								
Booth No.			Contact Person		Phone			
Standard Configuration	Item	Basic Configuration	9 m²	12 m²	15 m²	18 m²	21 m² +	
	1	Carpet	√	√	√	√	√	
	2	Wall panels (Hole-free white)	√	√	√	√	√	
	3	Inquiry desk	1	1	1	2	2	
	4	Conference table	1	1	1	2	2	
	5	Chairs	3	3	4	6	8	
	6	Track-mounted spotlights	3	3	3	6	6	
	7	Trash bin	1	1	1	2	2	
	8	Power socket	1	1	1	2	2	
Additional Equipment Rental	Ref No.		Equipment Name		Unit Price (¥)	Qty	Total (¥)	
Grand Total								
Note: For shelf panel rentals: To save time and costs, please predetermine installation positions and mark locations on the wall panel diagram (9m ² booth example). If unmarked, shelves will be installed 1m above floor level as shown.			Left-side panel 		Center panel 		Center panel 	







Authorized Signature (with company seal):

Date: _____, 2025

Notes:

1. Equipment rentals should be reserved in advance due to limited availability. On-site applications may not be accommodated if inventory is depleted.
2. Submit completed forms to wpewhpe@163.com or via Exhibitor Portal (zt60.cn/MhAJ9) **by August 17, 2025**. Applications received after this date or processed on-site will incur a **50% surcharge**.
3. Exhibitors are responsible for safeguarding rented items. Full replacement cost will be charged for lost/damaged equipment.

Exhibition Equipment Rental Price List

Item No.	Equipment Name	Illustration	Specifications	Unit	Pre-order Price (by Aug 17)
1	Wooden shelf panel		99×30cm	pc	60.00
2	Chair		Standard	pc	40.00
3	Square Chair		Standard	pc	120.00
4	Round Chair		Standard	pc	120.00
5	Conference table		120×50×75cm	pc	200.00
6	Glass round table		70cm	pc	200.00

7	Inquiry desk		100×75×50cm	pc	260.00
8	Locker cabinet		97×47×76cm	pc	300.00
9	Low glass display case		100×60×98cm	pc	380.00
10	Tall glass display case		195×100×50cm	pc	500.00
11	Brochure rack		Standard	pc	150.00
12	Spotlight		100W	pc	120.00
13	Power strip		Standard	pc	80.00
14	Television		50-inch	set	1000.00

15	Floor-standing water dispenser(Includes 1 water barrel)		Standard	set	350.00
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Note: Images are for reference only. Actual styles and dimensions are subject to on-site products.

2、Rental Terms

1) All quoted prices are rental rates for one exhibition period. Rental fees double beyond one period. No returns/exchanges permitted after 12 hours of equipment receipt.

2) A 30% processing fee (based on rental cost) will be charged for cancellations/exchanges.

Covers administrative, material, and labor costs.

Rental Manager: Ms. Zang

Mobile: +86 15001019328

WeChat ID: Same as mobile number

Email: wpewhpe@163.com

2.3 Guidelines for Custom Booth Construction

The setup and dismantling requirements for raw space booths are formulated in accordance with the On-site Management Regulations of Xi'an International Convention and Exhibition Center. All exhibiting entities, contractors, and personnel must thoroughly review these rules and disseminate them to relevant staff. These regulations apply to all parties entering the exhibition area.

1. General Requirements

(1) The organizer shall operate under:

- Public Security Regulations on Mass Cultural and Sports Activities

- Fire Safety Management Rules for Public Institutions
- Valid permits: Event License, Fire Safety Approval, and Trade Fair Registration Certificate.

(2) Safety Accountability Principle

- "The organizer assumes full responsibility."
- Post-setup safety inspections by organizer, venue, police, and fire authorities.
- Immediate rectification of identified hazards.

(3) Prohibitions

- Strictly prohibited: Smoking, welding, explosives, toxic/radioactive materials, flammable substances.
- Violators penalized per *Venue Fire Safety Code*.

(4) Structural Standards

- Height limits enforced.
- **3m clearance** from walls & 1m from ceiling.
- Outdoor ads must withstand wind/rain.
- *Safety Responsibility Agreement* required for contractors/users.

(5) Fire Lane Compliance

- No obstruction of fire exits/hydrants/corridors.
- Yellow fire line markings are non-build zones.

(6) Material Specifications

- Non-combustible/fire-retardant materials only.
- Flammable materials require pre-approved fireproofing.

(7) Electrical Safety

- Declare actual load to venue management.
- Double-insulated wiring mandatory.
- 500W+ lights: Safe distance from combustibles.
- **Prohibited:** Daisy-chaining, overloads, heaters/irons.

(8) Waste & Daily Protocol



- Remove packaging/wood/foam immediately.
- Daily shutdown: Fire audit + power disconnect.

(9) Vehicle Display Rules

- Combustion engines displayed outdoors only.
- Fuel volume shall not exceed the amount required for moving the vehicle to outdoor areas.

(10) Access Control

- Valid credentials required during published hours.
- Non-transferable passes.

(11) Exhibit Removal

- Exit permits (issued by organizer) mandatory.

(12) Security Advisory

- Secure cash/phones/credentials.
- Assign guards for high-value exhibits.

(13) Emergency Response

- Evacuate immediately per police/security commands.

(14) Logistics Management

- Trucks: Access only during published hours.
- Overnight parking prohibited.
- Zero tolerance for damage to greenery/venue facilities.

2. Construction Personnel Regulations

(1) All on-site construction personnel must wear unified uniforms and carry valid setup/dismantling passes for inspection. Electricians are required to possess electrician qualification certificates and present them upon request by venue staff. Non-compliant personnel will be expelled immediately, and violations reported to the General Service Contractor (GSC).

(2) During aerial operations, certified lifting equipment and work platforms must be used. Personnel must wear safety harnesses and hard hats at all times. When working on A-frame ladders

exceeding 2 meters in height, a ground spotter must secure the ladder base while the operator wears a safety harness.

(3) Throughout the exhibition period, contractors must station on-duty electricians and carpenters to address emergencies. Electrical installations may only be performed by nationally certified electricians carrying valid credentials. On-duty passes must be obtained during construction registration.

(4) Construction personnel shall dine exclusively in designated areas specified by the venue.

Note: The General Service Contractor (GSC) enforces these regulations on-site, supplemented by unannounced inspections conducted by Xi'an International Convention and Exhibition Center management.

3. Exhibition Construction and Setup Regulations

(1) Construction units must strictly comply with the "Ministry of Public Security Regulations on Safety Management of Large-Scale Public Activities," the "Fire Protection Law of the People's Republic of China," and relevant rules and regulations of the Xi'an International Conference and Exhibition Center (XICEC) when entering the venue for construction. They must obey the supervision and inspection of the organizer and XICEC to ensure the safety of the booth and personnel.

(2) Construction units must strictly abide by the relevant provisions of the "XICEC On-site Management Regulations" and the "Construction Safety Commitment Letter" they have signed. Construction units must provide safety training to all construction personnel before they enter the venue.

(3) The constructed booth area must not exceed the leased area, and the overhead projection boundary line must not exceed the leased boundary line. If the overhead projection boundary line exceeds the leased area, approval must be obtained from the Expo organizer, the official contractor, and XICEC, and construction management fees must be paid based on the area of the overhead projection boundary line.

(4) The structure of the booth built by the construction unit must be solid and safe. Connections for steel structures and trusses must be welded or bolted to ensure strength and stability.

Connections for steel structures and trusses must not be made by tying with lead or iron wire.

(5) Construction units must use flame-retardant or non-combustible materials for booth construction. If combustible materials must be used, they must undergo flame-retardant treatment to meet flame-retardant standards and require a test report from a nationally designated department. The use of any fabrics or polystyrene as decorative materials is strictly prohibited. Construction materials must comply with environmental protection requirements.

(6) All equipment and facilities within the exhibition halls must not be damaged or have their purpose or location altered. Gluing, painting, pasting, or affixing promotional materials onto hall equipment, facilities, or buildings is prohibited. Only non-residue single-sided or double-sided fabric-based tape is permitted on the exhibition hall floor.

(7) Electrical facilities and equipment are distributed beneath the hall floor. Construction involving water features (e.g., pools, fountains, waterfalls, lawns) must take effective protective measures. Prior approval from the official contractor must be obtained and reported to XICEC management before construction can commence.

(8) It is strictly prohibited to build booths in fire lanes or under fire shutters. Storing debris behind booths is prohibited. Blocking emergency exits, electrical distribution facilities, or obscuring hall fire safety equipment (fire hydrants, hydrant pits, infrared beams, surveillance cameras, fire lanes, etc.) is prohibited. Booths must be positioned at least 60 centimeters away from building walls. Stacking any items behind booths is strictly forbidden.

(9) Using power tools (e.g., electric saws, planers, cutters) for processing within the halls requires prior approval and implementation of corresponding measures. Flammable or explosive items (alcohol, gasoline, thinners, spray paint, etc.) are prohibited for booth construction. On-site spray painting, brushing, or open flame operations (e.g., welding) within the halls are strictly forbidden.

(10) Special structures, shapes, light boxes, sand tables, models, and other composite structures should be pre-fabricated off-site and assembled on-site. Large-scale on-site fireproof board pasting

is strictly prohibited within the halls. Fireproof board booth structures should be pre-fabricated; only minor pasting work is permitted on-site. Polyester fabric or soft ceiling materials require a flame-retardant report and must be approved by XICEC before use. All wooden booth structures must have painting and varnishing completed before official move-in. Sanding, painting, or varnishing within the venue is strictly prohibited.

(11) During on-site construction, materials must be placed within the confines of the booth and must not block aisles. If aisles are blocked, the venue will remove waste materials and take appropriate measures. Waste materials generated during booth construction must be collected, sorted, and removed from the hall promptly. Construction materials must not be placed inside or leaned against standard booths.

(12) Contractors laying carpet in hall aisles must submit a valid fire safety test certificate for the carpet to XICEC via the official contractor before entering the venue and complete other relevant procedures. During laying, they must follow the management of XICEC staff and vacuum clean the laid aisle carpet once before the exhibition opens.

(13) Wooden structure booths within the halls are height-limited to 4.5m. Truss and aluminum structure booths are height-limited to 4.5m. Booth designs must be confined to the three-dimensional space between the ground boundary and the height limit of the area, including platform height and overhanging structures. Any construction exceeding this space is prohibited. Booth structures must be solid and safe, designed to meet required load-bearing strength. The construction unit must ensure the overall strength, stability, and local stability of the booth.

(14) Booths of 36m² or with a span exceeding 5 meters must utilize an integrated steel structure with effective connections. The single-span structure for steel or steel-wood hybrid structures (including internal steel square tubes, iron frames) must not exceed 6 meters. For walls or steel frame structures exceeding a 6-meter span, a connecting beam must be installed at the top, and supporting columns must be added at the bottom.

(15) Booth designs incorporating LED screens must ensure the screen is mounted directly onto the steel frame and reinforced using specialized LED rectangular tube back frames.

(16) Booths with raised platforms must include an accessible ramp within the booth boundaries, with a minimum width of 2 meters. Corners must have rounded edges. After platform construction is complete, clear safety warning markings must be installed along the platform edges.

(17) Installing lights or light boxes directly onto hall columns is prohibited. All hall equipment and facilities must not be dismantled, relocated, or damaged. Construction units must not tamper with fixed facilities such as hall power distribution boxes or water sources.

(18) Maximum hall floor load capacity: 3 tons/m². For exhibits containing moving parts, the maximum load capacity is reduced by 50%. Installation of exhibits and displays, and handling of equipment and exhibits, must adhere to these load limits. Exhibitors with overweight exhibits must consult with the official contractor regarding entry, display, and movement arrangements in advance. Written approval from the venue is required, and adequate safety measures as stipulated by the venue must be implemented before entry.

(19) For overtime work required during setup, apply at the official contractor's office before 16:00 daily. Overtime applications submitted after 16:00 will incur additional fees. Unauthorized overtime or violation of overtime limits will result in double the standard hourly rate charged from the scheduled clearing time. Units refusing to cooperate with clearing personnel will be charged at double the overnight rate. Overtime fee standards are detailed in the "Booth-Related Fees Schedule."

(20) Upon the conclusion of the Expo, booth construction units and exhibitors must clear all materials from the site within the timeframe specified in the "Exhibition Schedule." Materials from booth dismantling must not be piled in freight corridors. Selling booth structures or conducting reckless demolition during dismantling is prohibited. Safety supervision must be maintained, and safety warnings must be set up during dismantling. Construction units are responsible for cleaning and removing waste from their booth area. Piling waste outside the hall is strictly prohibited. Booth security deposits will only be refunded after inspection and sign-off by on-site management.

(21) The construction unit is solely responsible for and bears all liability for any safety accidents caused by construction activities during the work process.

4. Exhibition Booth Electricity Usage Regulations

(1) The installation of electrical equipment for the Expo shall comply with the technical specifications stipulated in relevant regulations such as *the Fire Protection Law of the People's Republic of China* and the *Ministry of Public Security Regulations on Safety Management of Large-Scale Public Activities*.

(2) All electrical facilities and materials (including lighting fixtures) used in exhibition booths must possess national professional safety certification. Wiring must use double-insulated sheathed copper wires.

(3) The use of twisted-pair wires or parallel wires for electrical connections is strictly prohibited at the Expo. Electrical equipment must be connected using standardized double-insulated sheathed copper wires. Wire connections must utilize terminal blocks; exposed conductors are forbidden.

(4) Wires laid on the Expo floor must be protected with cable bridges/covers and must not contain joints. Booth power connections must be made at the output terminals of power distribution boxes/cabinets provided by Xi'an International Convention and Exhibition Center (XICEC); connections at input terminals are prohibited.

(5) Exposed power sources in booths must be individually equipped with protective devices. Overloading circuits is prohibited. Metal structures must employ grounding protection. Temporary wiring must use self-provided double-insulated sheathed copper wires without joints.

(6) The use of high-temperature lighting (e.g., neon lights, tungsten filament lamps, high-pressure mercury lamps) and heating appliances (e.g., electric irons, electric stoves) is strictly prohibited at the Expo. Heat-generating electrical components (e.g., ballasts, transformers) installed near wooden structures must use flame-retardant insulation materials (such as asbestos pads).

(7) Contractors must not tamper with fixed venue facilities (power distribution cabinets, water/gas sources). Mounting lights/light boxes directly onto venue columns is prohibited. All venue equipment/facilities must not be dismantled, relocated, or damaged.

(8) XICEC reserves the right to cut power without prior notice if safety hazards or regulatory violations are discovered. Computers and precision instruments must be protected by

Uninterruptible Power Supplies (UPS). XICEC shall not be liable for data loss or equipment damage caused by power interruption.

(9) Electrical distribution rooms within custom-built booths must not store unrelated items. Power control switches/distribution equipment must be securely mounted on non-combustible structures. Shared use with storage spaces is strictly prohibited.

(10) Electrical personnel must hold valid professional operation certificates issued by national labor authorities. The official contractor's management may conduct random inspections of original certificates and reserves the right to halt work by uncertified personnel. Workers must strictly comply with all construction requirements and cooperate with inspections.

(11) All power applications must follow items listed in the *Exhibitor Manual - Booth-Related Fees Schedule*. Booth contractors must submit actual power load requirements (including $\geq 20\%$ buffer capacity) for each booth at least 7 days before setup based on exhibitors' total declared load.

(12) Equipment requiring 24-hour power supply or delayed utility shutdowns (electricity/water/compressed air/telephone) must be applied for in advance with relevant fees paid.

5. Fire Safety Requirements

(1) All exhibitors, their contractors, staff, agents, and service personnel must comply with the *Fire Protection Law of the People's Republic of China*, Xi'an Municipal Fire Safety Regulations, and the venue's fire safety rules. Each unit shall designate dedicated personnel for fire safety management, educate staff, conduct booth safety inspections, implement safety accountability systems, and accept supervision from relevant authorities.

(2) Setup operations must be confined within the leased booth area. Construction materials and tools shall be stored neatly within the booth boundary. Materials left in aisles, fire lanes, or near fire-fighting equipment will be treated as waste by venue management.

(3) Raw space booths must provide certified, operational fire extinguishers ($\geq 4\text{kg}$ capacity). Extinguishers shall be visibly and accessibly placed around the booth perimeter during setup.

Minimum requirements:

- ≤50 m²: 2 extinguishers
- Every additional 50 m² (or fraction thereof): +2 extinguishers

Contractors must supply extinguishers within valid inspection dates.

(4) Flammable materials (e.g., spandex fabric, straw, foam, alcohol) and explosives are strictly prohibited. Radioactive, toxic, corrosive, or highly volatile substances are banned.

(5) All construction materials must be fire-retardant or flame-treated (e.g., carpets, panels) meeting national fire-resistance standards.

(6) Strictly prohibited:

- Using venue roof trusses for hoisting booth structures
- Building booths/storing items under fire shutters
- Obstructing fire safety equipment (hydrants, infrared beam detectors, surveillance cameras, fire lanes)

(7) Prohibited in venue:

- Open-flame operations (welding, gas cutting) *Note: Gas cylinders are banned*
- Demonstrations involving heating devices, open flames (candles, torches), smoke-generating materials, or hazardous electrical/mechanical/chemical equipment

Violators will be penalized per regulations.

(8) Any person discovering fire – regardless of size – must activate alarms, attempt containment/extinguishment, and evacuate nearby materials.

(9) All access paths to exits must remain unobstructed. No storage of materials, crates, waste, or equipment in aisles or near fire-fighting facilities.

6. Booth Insurance

(1) To transfer liability risks for exhibitors and their contractors, and ensure on-site construction personnel safety, each raw space booth must purchase liability insurance compliant with this exhibition's requirements before entering the venue for setup.

(2) Raw Space Booth Insurance Coverage Standards

Coverage Scope	Compensation Limits	Aggregate Limit
Property damage to leased exhibition premises (buildings, fixed equipment, floors, foundations)	Per occurrence: CNY 500,000	Aggregate Limit of Indemnity: CNY 4,000,000
Employer's liability for work-related injuries (compensation, medical fees, related expenses)	Per occurrence: CNY 1.5 million Per person per occurrence: CNY 300,000	
Public liability for third-party bodily injury (compensation, medical fees, related expenses)	Per occurrence: CNY 2 million Per person per occurrence: CNY 300,000	
Both the contractor and exhibitor must be named as insured parties.		

(3) As compensation limits may vary across insurers, minimum required limits are:

- Per person per occurrence: ≥ CNY 300,000
- Aggregate limit: ≥ CNY 4 million

(4) Raw space booth policyholders may select their insurer, provided the policy complies fully with the "Raw Space Booth Insurance Coverage Standards" specified above.

7. Penalties for Construction Violations

(1) If contractors or workers violate regulations, causing safety incidents (collapses, injuries, fires, etc.) during construction, exhibition, dismantling, or transportation, **the contractor bears full legal liability** and shall compensate XICEC for all economic/reputational losses. The official contractor may impose:

- Warnings
- Partial forfeiture of construction security deposit

- For severe cases: Full deposit forfeiture + industry-wide notification or revocation of XICEC construction privileges
 - (2) Unauthorized power connections: Immediate work stoppage + **3× the booth's total electricity fee as penalty**
 - (3) Unapproved open-flame operations: Confiscation of equipment + **CNY 2,000 penalty against deposit**
 - (4) Water leakage caused by contractor equipment: Compensation for damages + **CNY 1,000–3,000 penalty**
 - (5) Structural instability hazards: Immediate isolation + rectification + **CNY 2,000–5,000 penalty**
 - (6) Blocking fire lanes/equipment/exits: Removal order + **CNY 1,000–2,000 penalty**
 - (7) Electrical code violations/unlicensed work: Immediate stoppage + **CNY 2,000–5,000 penalty**
 - (8) Use of combustible textiles/unfireproofed wood: Immediate rectification + **CNY 500–2,000 penalty**
 - (9) Prohibited electrical materials (neon lights, etc.): Immediate removal + **CNY 500–1,000 penalty**
 - (10) On-site painting/large-scale fireproof board pasting: Immediate stoppage + **CNY 500–2,000 penalty**
 - (11) Use of flammables/explosives: Work suspension + **CNY 1,000–2,000 penalty**
 - (12) Unauthorized power tool use causing sparks: Immediate stoppage + **CNY 500–1,000 penalty**
 - (13) Large-scale sanding producing dust: Immediate stoppage + **CNY 1,000–2,000 penalty**
 - (14) Exceeding height limits: Immediate rectification + **CNY 1,000–5,000 penalty**
 - (15) Obstructing aisles after warning: **CNY 500–1,000 penalty**
 - (16) Reckless demolition during dismantling: Immediate correction + **CNY 3,000–5,000 penalty**
 - (17) Items stored behind backdrops: Immediate removal + **CNY 500–1,000 penalty**
 - (18) Debris in electrical rooms: Immediate clearance + **CNY 500–1,000 penalty**

(19) Deviations from approved blueprints: Immediate stoppage + **CNY 1,000–2,000 penalty**

(20) Absence of safety supervisor during setup/dismantling: **CNY 1,000 penalty**

(21) No helmets/unsupported high work (>2m): Work suspension + expulsion + **CNY 500–1,000 penalty**

(22) Unsupported load-bearing structures: Immediate rectification + **CNY 1,000–2,000 penalty**

(23) Unapproved flammable materials (soft ceilings, etc.): Immediate removal + **CNY 500–1,500 penalty**

★Notes:

(1) Construction managers must inform all participating staff of venue regulations (Setup Guidelines, Raw Space Booth Safety Commitment, etc.).

(2) After dismantling, contact the official contractor's cleaning manager for sign-off. Security deposits will be refunded to the original remittance account **within 30 business days** post-exhibition. Late claims will not be processed.

(3) Construction managers must communicate all venue regulations to participating staff.

2.4 Custom-Built Booth Venue Filing Procedures

Exhibitors requiring custom-built booths must commission professional construction/decorating companies and comply with the following venue filing process.

Height Restrictions:

- Indoor booths: 4.5m max.
- Outdoor booths: 4.5m max.
- Standard-to-custom conversions: 4.0m max.
- Second-level structures are strictly prohibited.

2.4.1 Required Submission Documents (Deadline: August 17, 2025)

No.	Document Name	Remarks
1	Contractor's Business License + Legal Representative ID	Company chop required
2	Safety Responsibility Agreement	Filled & stamped by exhibitor (Attachment 1)
3	Letter of Authorization	Filled & stamped by exhibitor & contractor (Attachment 2)
4	Custom-Built Booth Venue Filing Form	Filled & stamped by contractor
5	On-site Personnel Roster	Filled, signed & stamped by contractor
6	On-site Work Safety Commitment	Filled, signed & stamped by contractor (Attachments 3 & 4)
7	Booth Construction Safety Regulations	
8	Insurance Policy (Coverage \geq CNY 6 million)	See "Insurance Details" section in manual
9	Electrician Certification	Copy with company chop
10	Booth Design Drawings	Includes: Floor plan, elevations, material specs, renderings, electrical schematics (Color print required for on-site submission)

Note: Latest attachments are subject to the venue filing portal. Please:

Access: <http://www.baexhibition.com/>

OR Follow WeChat Official Account:

比艾博会展 (Click "Online Filing")

1.The venue reserves the right to require exhibitors to modify non-compliant drawings during review.

Revised drawings must be resubmitted for re-examination.

2. After completion of custom-built booths, all exposed structural elements must be aesthetically finished. Otherwise, the official contractor will deduct fees from the security deposit based on impact on exhibition aesthetics.

3. Templates for venue filing documents are available in the Attachments section at the end of this manual.

2.4.2 Official Submission Process for Customized Booth Construction Contractors

(1) Submission Deadline: By August 17, 2025

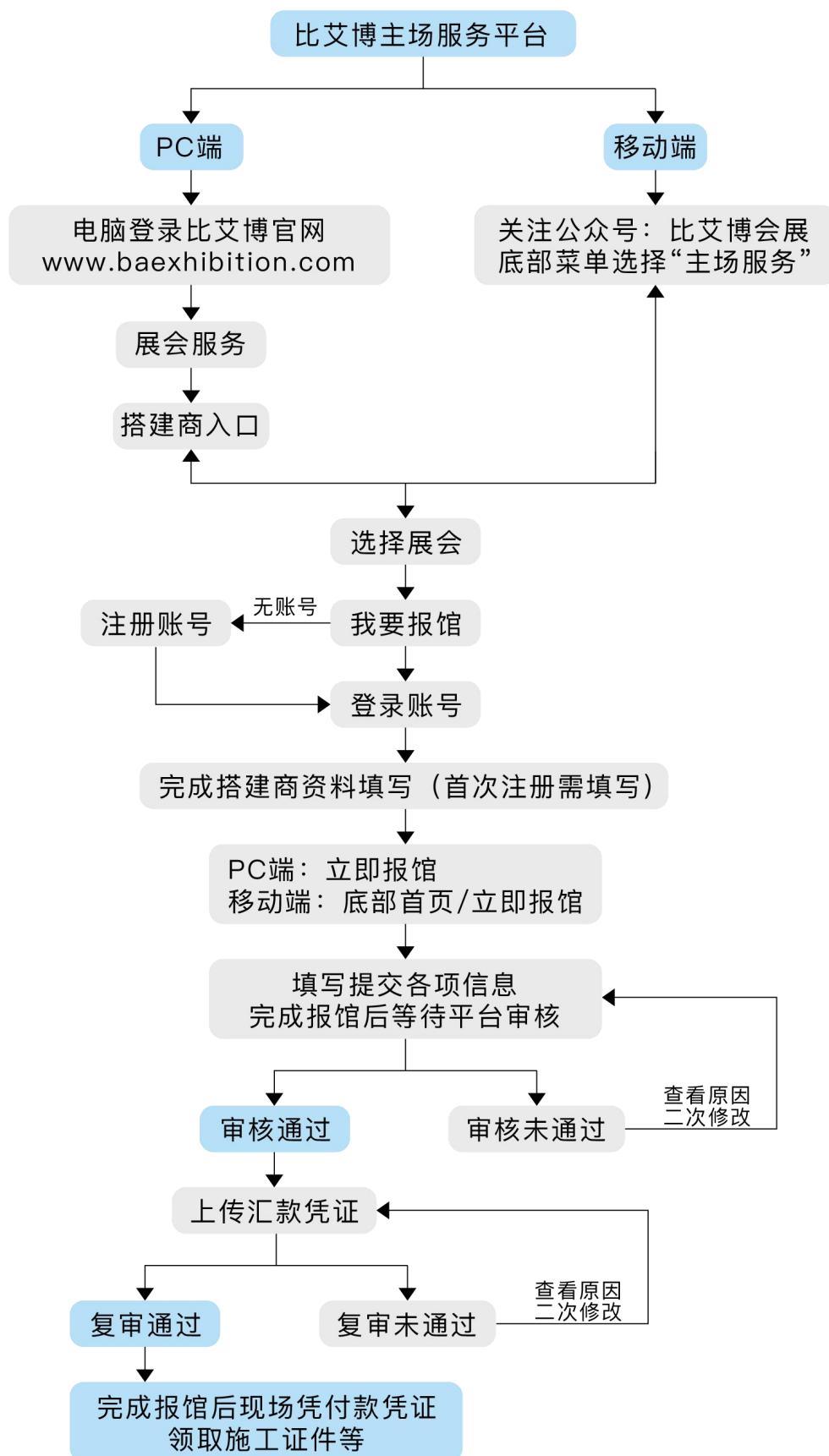
Access the official submission portal at:

Website: <http://www.baexhibition.com/>

OR

WeChat Official Account: 比艾博会展 (B-A Exhibition) → Select "线上报馆" (Online Submission Portal).

Operational steps are illustrated below:



Upon completing preliminary declarations, report on-site with payment confirmation receipt.

For inquiries:

- Ms. Yang: 13636802071 (WeChat same)
- E-mail: beableevents@126.com

(2) On-site Declaration Reporting

(Subject to 50% expedited service surcharge):

1. Submit physical copies of:

- Documents
- Insurance policy
- Color-printed drawings

(All must bear company chop)

2. After document approval:

- Official contractor issues payment notice on-site

3. Confirm accuracy of venue filing fees → Remit:

- Booth construction security deposit
- All filing fees

(Payment methods: Bank transfer/WeChat Pay/Alipay only)

Account Name: Xi'an Beable Exhibition Co., Ltd.

Bank: China Construction Bank

Branch: Xi'an Xianning Middle Road Sub-branch

Account No.: 61050173430000000678

Payment Reference: WPE&WHPE 2025+Exhibitor Name+Booth Number

After remittance, please upload the payment slip to our system. All transactions shall be verified based on the payment slip and actual receipt of funds. Our company does not issue construction deposit receipts. The construction deposit will be refunded to the original remittance account within 30 working days after the completion of booth dismantling.

Appendix I

Construction Management Items Application Form

Item & Description	Unit	Unit Price (RMB)		Quantity	Total Amount
Construction Management Fee	per sqm	Official Contractor	25/sqm		
		Non-Official Contractor	50/sqm		
Construction Pass	per person	20/pass			
Construction Deposit	per 100 sqm unit (Rounded up to nearest 100 sqm)	20,000 per 100 sqm (Max. 200,000 for booths >1,000 sqm)			

Appendix II

Booth Water/Electricity/Gas/Network Application Form

Electricity Supply				
Item	Specification	Qty	Unit Price (RMB)	Total
Lighting/Power Supply	16A/380V		860/Exhibition Period	
	25A/380V		1,500/Exhibition Period	
	40A/380V		2,460/Exhibition Period	
	63A/380V		3,230/Exhibition Period	
	125A/380V		8,160/Exhibition Period	
<p>Notes:</p> <ol style="list-style-type: none"> All power loads must include $\geq 20\%$ buffer for unexpected overloads. Outdoor Surcharge: +100 RMB/site for outdoor installations. Power Connections: <ul style="list-style-type: none"> $\leq 125A$: Includes connection service & distribution box. $> 125A$: Users must provide cables/distribution boxes; apply 3 days in advance. Users bear full responsibility for electrical equipment safety. 24-Hour Usage: Charged at 3\times standard rates. Reconnection Fee: 50% of original installation cost. A single billing cycle is calculated in 4-day units. Usage beyond the initial cycle will be accrued at the same standard rate. Periods under 4 days will be charged as one full billing cycle. Fire Extinguisher Requirements: <ul style="list-style-type: none"> Booth area ≤ 50 sqm: 2 fire extinguishers Each additional 50 sqm (or part thereof): +2 extinguishers All extinguishers must be provided and maintained by the booth contractor. Upon full payment to the venue management system, upload accurate invoicing details immediately. Invoices will be shipped freight collect to your registered address within 20 working days post-event. If waste remains at the booth after dismantling, a penalty of 150% of the standard clearance fee (1,000 RMB per 4.2m truckload) will be deducted from the deposit. 				
Compressed Air & Network Supply				
Compressed Air			1,280/exhibition period	Requires 1-day advance notice
Network	10M(Standard Wired)		1,600/exhibition period	Requires 3-day advance notice
	50M(Dedicated Fiber)		2,200/exhibition period	Requires 5-day advance notice
	100M (Dedicated Fiber)		3,200/exhibition period	
	300M (Dedicated Fiber)		7,600/exhibition period	
	500M (Dedicated Fiber)		12,000/exhibition period	

Other Service Application Form

Overtime Charges	Time Frame	Rate	Unit	Qty	Total	Notes
	18:00-24: 00	6 RMB/hour/sqm				
	24:00-09: 00	10 RMB/hour/sqm				
Early Access	Category					
	Material Storage Fee	1,600 RMB	per booth/day			1. Contractors bear full safety responsibility for stored materials 2. Exhibits prohibited before official move-in
	Early Access Fee	48 RMB	per sqm/day			1.Minimum charge: 50 sqm 2.Exhibits prohibited before official move-in

2.4.3 Exhibition Liability Insurance

To mitigate liability risks for custom-built booths and ensure on-site worker safety, all exhibitors or contractors must purchase large-scale exhibition liability insurance with minimum aggregate coverage of RMB 6 million. The policy shall list both the booth contractor (contractor) and exhibitor (client) as joint insured parties, covering three liability areas within the exhibition premises:

Coverage Limits per Custom Booth:

- Aggregate Limit: RMB 6,000,000
- Per Occurrence Limit: RMB 6,000,000
- Per Person Per Occurrence Limit: RMB 400,000

Coverage Scope:

① Property Damage

Damage to leased venue structures/fixed equipment/grounds:

Per occurrence limit: RMB 6,000,000

② Employee Injury (Chinese Nationals)

Compensation/pension/medical costs for contractor's staff:

Per occurrence limit: RMB 6,000,000

Per person per occurrence: RMB 400,000

③ Third-Party Bodily Injury

Compensation/medical costs for non-participants:

Per occurrence limit: RMB 6,000,000

Per person per occurrence: RMB 400,000



Note: All three liabilities share the above policy limits.

Deductible: RMB 0 per occurrence

Coverage Period: 00:00, September 15, 2025 – 24:00, September 19, 2025

Recommended Provider

ExhibInsure – National Exhibition Insurance Platform

www.zhanhuibao.com

Application Procedure

Desktop Enrollment:

- Log in to www.zhanhuibao.com
- Complete required information
- Click "Confirm Application"
- Pay premium

WeChat Enrollment:

- Scan QR code to follow official WeChat account
- Select "Instant Order" → "Login"
- Choose corresponding exhibition name
- Complete required information
- Click "Confirm Application"
- Pay premium



Post-Payment:

Your e-policy and e-invoice will be dispatched to the registrant's email upon successful payment.

Critical Compliance Notice:

You must purchase compliant insurance before venue registration. The official contractor will only process booth registration and issue construction passes for booths appearing on ExhibInsure's approved policy list.

Insurance Contacts

Ms. Liu Tel: 18613302639 (WeChat) E-mail: hzbx003@126.com

Ms. Wen Tel: 18513928829 (WeChat) E-mail: hzbx004@126.com

Ms. Feng Tel: 18500646969 (WeChat) E-mail: hzbx002@126.com

Claims Service

In case of insured incident, immediately photograph the accident scene for evidence and call the on-site reporting hotline:

Ms. Feng: 136 4112 7980

Insurance Claims Documentation Requirements

- Photograph: Take photos/videos of the accident scene, or obtain surveillance footage (fully reflecting the situation where possible).
- Incident reporting: Report via phone within 24 hours.
- Preserve all accident-related procedures, invoices, and documents.
- After submitting required claim materials, the insurer verifies and disburses payment.

2.4.4 Vehicle Entry Permit Procedures for Move-in/Move-out Trucks

All vehicles entering Xi'an International Exhibition Center for setup/dismantling **must obtain a *Vehicle Entry Permit***, subject to:

- Refundable deposit: RMB 300

- Administration fees (non-refundable):
 - Cars <7 seats: RMB 10/entry
 - Cars ≥7 seats & all freight trucks: RMB 30/entry
- 120 mins free unloading timed from permit issuance to return. Overtime penalty: RMB 50 per 60-min block (partial blocks charged as full units).
- Critical rules: Permits are non-transferable, single-use, and valid for one vehicle only.

Flow Chart for Freight Vehicle Access During Move-in/Move-out & Online Permit

Application Procedure

(一) Flow Chart for Move-in/Move-out Vehicle Access to Exhibition Venue

1. Trucks arrive at temporary holding area (Exhibition Road 2 & East Exhibition Road) and queue in order for permit processing.
2. Present vehicle license at permit office to apply for 《Vehicle Entry Permit》.
3. Complete permit issuance.
4. Enter exhibition hall through East Main Gate.
5. Proceed to unloading zone.
6. Finish unloading.
7. Exit unloading zone via cargo gate/channel.
8. Process permit return at West Gate Permit Return Office.
9. Complete return procedure.
10. Exit exhibition premises.

Vehicle Access Permit Notice:

To obtain a vehicle entry permit for the Xi'an International Convention and Exhibition Center, an order maintenance fee of ¥30 per entry and a deposit of ¥300 per vehicle per entry must be paid.

Vehicles for setup or dismantling must promptly leave the venue after loading/unloading. From the time of permit registration until the return of the vehicle, permit, and deposit receipt (all three documents) to the West Gate Permit Return Office, each vehicle is allotted 120 minutes of free unloading time. Exceeding this time will incur an overtime fee of ¥50 per 60 minutes, deducted from the deposit. Partial hours exceeding the free period are charged as full 60-minute increments. Permits are strictly non-transferable, valid for one vehicle only, and effective solely on the specified date and entry instance.

(二) Online Permit Application Procedure for Move-in/Move-out Vehicles



1、**Vehicle Permit Application and Printing:** Exhibitors may apply for permits in advance via the WeChat mini-program by completing the required information on the page. Upon arrival at the permit office, drivers can directly present relevant documents to register health/travel information, print the permit, and enter the venue.

- 2、 **Entry via Designated Routes:** After obtaining the permit, drivers transporting goods must read the printed instructions and designated route information on the permit, then follow the specified path to enter the assigned area within the exhibition center.
- 3、 **Loading/Unloading in Designated Zones:** Upon reaching the assigned unloading zone, vehicles must park in the assigned bay and commence loading/unloading operations immediately, completing all tasks within the allotted time.
- 4、 **Permit Return and Exit:** After finishing cargo handling, drivers must proceed to the designated exit checkpoint to return the permit, then depart the venue strictly following the specified exit route.



2.5 Exhibition Hall Credential Guidelines

- **Permit Types:** Construction Personnel Pass, Setup/Dismantling Vehicle Permit.
- **Applicable To:** Construction personnel during the exhibition setup and dismantling period.
- **Important Note:** This pass is **NOT valid** for accessing the exhibition site during the open-display period.
- **Fee (Construction Personnel Pass):** ¥20 per pass per exhibition (online processing fee).
- **Validity Period:** Valid only during the setup and dismantling period of the specific exhibition.
- **Collection Method:** Builders must present a physical or electronic payment receipt to collect the pass(es).
- **Collection Locations & Times:**



Before September 14: Xi'an Bi-Aibo Exhibition Co., Ltd., Sunken Plaza (East side of Chanba International Convention and Exhibition Center).

September 15 – 16: Gate 4-7, Hall 4, Xi'an International Convention and Exhibition Center.

2.6 Logistics Service Information

Exhibit Logistics Guidelines

Dear Exhibitor,

Welcome to the 2025 CHINA WESTERN PLANT EXTRACTS & CHINA WESTERN HEALTH PRODUCTS AND BIOTECHNOLOGY EXPO. As per the agreement with the Organizing Committee, **Zonglian Exhibition Logistics (Xi'an) Co., Ltd.** is the **designated official logistics provider** for this event. We offer comprehensive services including:

- Setup/dismantling vehicle traffic management
- Warehousing and loading/unloading
- Domestic and international exhibit transportation

To streamline your participation, we proudly provide **One-Stop Exhibit Logistics Services** – handling the **entire process** of transporting your exhibits:

From origin to your booth before the exhibition

From your booth back to destination after the exhibition

Service Scope:

Pre-Show:

- Door-to-door collection and delivery to booth
- Packing & custom crate fabrication
- On-site uncrating services

During Show:

- Empty crate storage
- Timely return of crates to booths

Post-Show:

- Repacking and crating
- Booth collection and return shipment to destination

Clients who opt for the One-Stop Service will enjoy exclusive VIP privileges, including:

- ✓ Early delivery of exhibits to your booth before the show opens;
- ✓ Effortless departure after dismantling—simply leave packed exhibits at your booth;
- ✓ Dedicated personalized support throughout the process.

For collaboration inquiries or orders, please call us or place requests via our WeChat Mini-Program.



Scan QR to Order



Follow Our WeChat Official Account

一、 Service Contacts

	Contact Person	Mobile	Landline	Email Address
General Contact	Qiao Zhiguo	19381911584	029-88091713	qiaozg@ues-scm.com
One-Stop Service	Fan Zhangwen	18092686650	029-88091713	fanzw@ues-scm.com
International Shipping	Li Mujuan	18117885580	028-65189991	logistics@ues-scm.com
Warehousing	Fan Zhangwen	18092686650	029-88091713	fanzw@ues-scm.com
Complaints Hotline		18180810110	028-65186699	

二、 Transportation Notes

- 1、 **Packaging Requirements** : Exhibitors are advised to pack goods in reusable crates for return shipping. Ensure crates are filled completely, reinforced with internal supports, and clearly marked with handling instructions (e.g., center of gravity, lifting points, fragile warnings). Zonglian Logistics will not accept claims for damages resulting from non-compliant packaging.
- 2、 **Delivery Timeline**: All exhibit materials must arrive within Xi'an's main urban area no later than **3 days prior to the setup period**.

- 3、**Warehouse Shipment Notification:** For self-arranged shipments to our warehouse, immediately email/WeChat the Warehouse Manager with shipping documents (including tracking number), piece count, weight, and dimensions.
- 4、**Insurance Obligation:** Exhibitors must independently secure insurance coverage for exhibits during both transit (to/from the venue) and storage throughout the exhibition period.
- 5、**Self-Managed Shipments:** Exhibitors not utilizing our One-Stop Logistics Service are responsible for autonomously tracking their shipment status.

三、International Exhibits

For overseas exhibits requiring transportation and customs clearance:

- Consultation opens 60 days before setup;
- Formal operations must commence 40 days pre-exhibition
- Exhibits must reach the destination international port 20 days pre-opening to ensure customs clearance and delivery to your booth 1-2 days before the exhibition opens.

四、Service Fee Standards (Prices exclude tax; 6% VAT applies)

No.	Service Item	Service Category	Price	Remarks
1	International Shipping	Submit completed Exhibit Customs Declaration Form and inventory list to logistics@ues-scm.com. Shipment permitted ONLY after customs/CIQ approval.	Quoted case-by-case	Consult 60 days pre-setup.
2	Cargo Collection Agency	Collects exhibitor-shipped goods from stations/ports/airports within Xi'an city proper and delivers to our warehouse.	¥140/m ³	Min. charge: ¥280/shipment All collection surcharges borne by exhibitor Rounded up to nearest m ³ (e.g., 0.5m ³ = 1m ³)
3	Warehouse Receiving	Receiving, forklift/manual unloading, storage management, transfer to booth.	¥240/m ³	Valid 3 days pre-show to setup end Rounded up to nearest m ³ +¥15/m ³ /day beyond setup period
4	Venue Unloading	Unloading / Reloading	¥65/m ³	Rounded up to nearest m ³ Crane assist: Min. ¥900/operation Oversized items: See Item 11 surcharges
5	Venue Loading	Loading standards same as unloading (Item 4)	¥65/m ³	
6	Repositioning	Adjusting position/orientation after initial placement	¥50/m ³	Rounded up to nearest m ³
7	Crate Services	Uncrating	¥50/m ³	Rounded up to nearest m ³
		Crating	¥50/m ³	

		Palletizing (bottom)				¥30/m³				
		Depalletizing				¥30/m³				
		Round-trip transfer				¥80/m³				
		Management Fee				¥50/m³ /exhibition period				
8	Equipment Installation	Assembly only (excludes loading/unloading)	3-ton Forklift			¥240/hour	Free if ≤30 mins post-unloading Overtime: Min. 4-hour block → Hourly billing beyond 4hrs			
			5-ton Forklift			¥350/hour				
			10-ton Forklift			¥500/hour				
			8-ton Crane			¥300/hour				
			25-ton Crane			¥450/hour				
			50-ton Crane			¥900/hour				
			AWP (16-20m)			¥400/hour				
			AWP (21-35m)			¥800/hour				
			Equipment costs excluded			Negotiable				
10	Cart Rental	Hand Trolley (≤30 mins)				¥30/30 mins	Deposit ¥500, Minimum charge: 30 minutes (rounded up if less)			
		Manual Hydraulic Pallet Jack (≤30 mins)				¥50/30 mins	Deposit ¥1,500Minimum charge: 30 minutes (rounded up if less)			
11	Oversized Exhibits	Length	Width	Height	Weight	Excess fees per dimension:	Exceeding 1 parameter	Exceeding 2 parameters	Exceeding 3 parameters	Exceeding all 4 parameters
		4M	2.4M	2.5M	3T		10%	20%	30%	50%
12	Overtime Surcharge	Work beyond official hours				+50% of total handling cost	A ¥500 deposit is required in advance; final settlement will be adjusted based on actual costs with possible refunds or supplemental charges.			
13	Handling Insurance	5% of total insured value				Liability: Damage to uninsured items by us → Max. compensation = 5x handling fee/item				

五、Self-Delivery to Exhibition Venue

Exhibitors may ship exhibits directly to the venue warehouse. Complete shipping documents with the following information and affix shipping marks prominently on packages (Note: Marks must include exhibitor name and phone number; otherwise, the warehouse will refuse delivery):

- 1、
- **Consignee:** Zonglian Exhibition Logistics (Xi'an) Co., Ltd.
- **Address:** L1-06, Exhibition Hall Phase 1, Xi'an International Convention & Exhibition Center, No.1399

Huizhan 1st Road, Chanba Ecological District, Xi'an, Shaanxi Province

➤ **Recipient:** Fan Zhangwen 18092686650 (Transfer) [Exhibitor Name]

Pickup Notice: Exhibitors must present valid documents (company authorization letter, ID card) to confirm goods at the warehouse and complete pickup procedures. Staff will then deliver goods to the booth.

2、Shipping Marks: Must be clearly marked on the outer packaging of the exhibits.

Shipper:	Contact:		
Exhibiting Unit:			
Exhibition Name:			
Consignee: Zonglian Exhibition Logistics (Xi'an) Co., Ltd.			
Consignee Address: L1-06, Phase 1, Xi'an International Convention and Exhibition Center, No. 1399 Huizhan 1st Road, Chanba Ecological District, Xi'an City, Shaanxi Province (Between Halls 3-5)			
Consignee Contact: Fan Zhangwen 18092686650 (C/O) _____ (Exhibitor's Consignee Name, Phone)			
Quantity: _____	Weight: _____ kg	Volume: _____ cbm	
Hall No.: _____		Booth No.: _____	

六、Payment Methods

Exhibitors shall pay relevant fees to Zonglian Exhibition Logistics (Xi'an) Co., Ltd. via cash, WeChat Pay, Alipay, bank transfer, or POS terminal. All freight charges must be settled before exhibition dismantling. Failure to do so will result in denial of exit procedures, and any additional costs incurred shall be borne solely by the exhibitor.

七、On-Site Service Instructions

- For all above services, exhibitors must submit appendix 1 at least 48 hours in advance. Confirmation by Zonglian is required for arrangement. Requests made within 48 hours will be accommodated based on real-time labor/equipment availability, with extra costs borne by exhibitors. Special lifting equipment must be self-provided.
- Zonglian operates logistics service points in each hall's unloading area. Exhibitors may seek assistance for logistics issues. Zonglian reserves the right to manage on-site loading/unloading and traffic order.
- Exhibitors must use official return-shipping carriers designated by the organizer (identifiable by blue

"Exhibition Logistics" vests). Unauthorized logistics personnel will be expelled, and goods detained.

To retrieve goods, non-official carriers must submit:

- Company safety commitment letter
- Employee work certificates
- ID copies

4、To ensure safety and order, only handling tools provided by the official logistics provider may be used.

Unauthorized external tools are prohibited.

八、 Service Notes

1、 With written authorization from exhibitors or agents, Zonglian will perform on-site operations (loading/unloading, crate handling, hoisting, delivery). Exhibitor representatives must be present during setup/dismantling to supervise. Delays/costs due to unclear instructions or absence are not Zonglian's responsibility.

2、 All on-site work must be performed by official logistics personnel. Zonglian bears no liability for consequences caused by exhibitors' unauthorized actions.

3、 Per *Caishui [2013] No. 37* (nationwide VAT reform policy effective August 1, 2013), 6% VAT applies to all services. Previous regional policies are void.

4、 Insurance is excluded from service fees. Exhibitors are advised to purchase full-coverage insurance (handling/transport). Keep insurance copies for damage claims.

- For damage caused by Zonglian:
 - ◆ With insurance: Zonglian provides commercial records and assists claims.
 - ◆ Without handling insurance: Compensation \leq 5 times the handling fee for the damaged item (negotiable).
- Zonglian may arrange insurance at exhibitor's expense: Premium = 0.5% of insured value.

Appendix

Exhibit Information Registration Form

Exhibition Name: _____

Exhibition Company: _____ Booth No.: _____ Estimated Move-in Date: _____

1、Shipping Method to Xi'an:

☐ Self-arranged to Zonglian Warehouse

☐ Self-arranged to Exhibition Venue

☐ All-inclusive door-to-door logistics services by Zonglian

Total: _____ pcs, Gross Weight: _____ kg, Total Volume: _____ cbm.

No.	Item Description	L×W×H (cm)	Volume (m ³)	Gross Weight (kg)	Packaging	Special Requirements

Dimensions and weights above refer to packed exhibits.

If the actual dimensions/weight of goods differ from the exhibitor's declaration, the on-site measurements shall prevail; any balance for freight charges must be settled on-site.

On-site machinery requirement (beyond standard delivery to booth): ☐ Required/☐ Not Required

Forklift: _____ t _____ Qty _____ hours/ Crane: _____ t _____ Qty _____ hours

2、On-site Supervisor: Mr./Ms. _____ Contact: _____ Will arrive on: _____ (Date) to supervise uncrating & placement.

3、Our company agrees to settle move-in/move-out service fees with your company according to exhibition-specified rates:

On-site settlement during exhibition move-in period.

Advance wire transfer before venue move-in. Bank details are as follows:

Account Name: Zonglian Exhibition Logistics (Xi'an) Co., Ltd.

Bank: China Construction Bank Xi'an International Port Area Sub-branch

Account No.: 6105 0193 0500 0000 1399

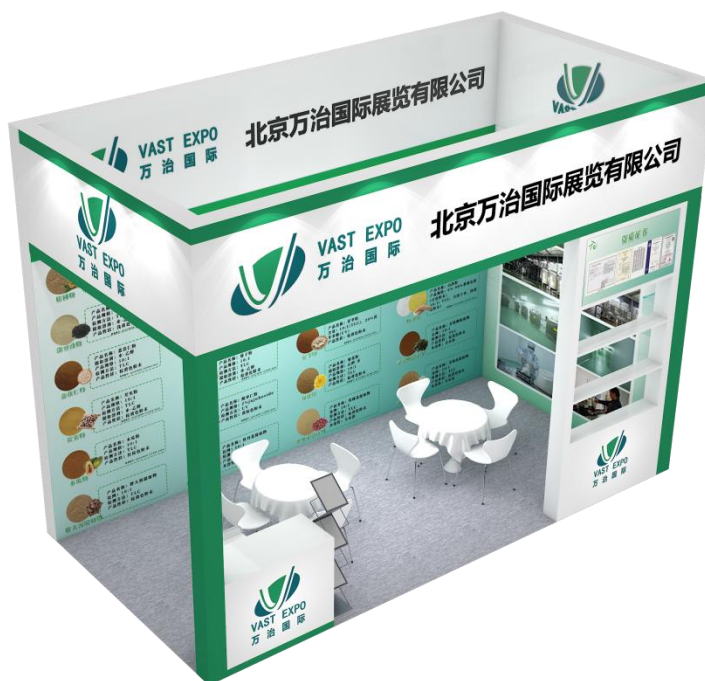
Payment Description: Exhibit Handling Fees

Company Seal: _____ Authorized Signature: _____ Date: _____

Please send the completed form to: Qiao Zhiguo qiaozg@ues-scm.com

2.7 Reference Visuals for Customized Exhibition Booth

(1) 18 sqm booth with two open sides



(2) 18 sqm booth with three open sides



(3) 36 sqm wooden structure booth





(4) 36 sqm truss structure booth



(5) 54 sqm wooden structure booth



Attachment 1: Safety Responsibility Agreement

Safety Responsibility Agreement

Booth Number:

Booth Name:

To ensure the safe and smooth operation of this exhibition, both the Exhibitor and the Construction Contractor must sign this agreement.

1. During the exhibition, all staff members of participating units must strictly comply with relevant national and Xi'an municipal laws and regulations, adhere to the exhibition's safety rules, and follow the management directives of the Exhibition Organizing Committee.
2. Prior to construction, the contractor must complete all required procedures with the Official Service Contractor (OSC), including registration of construction qualifications, submission of construction drawings for approval, and payment of associated fees.
3. The contractor is solely responsible for safety and fire prevention on the construction site. The contractor must appoint a designated Site Safety Officer to oversee all safety and fire prevention matters comprehensively.
4. The booth structure must be sturdy and safe. Construction materials must be flame-retardant or non-combustible. The use of stretch fabrics and knitted/cotton textiles as decorative materials is prohibited.
5. It is strictly prohibited to suspend or attach booth structures to the venue ceiling, columns, second-floor railings, or any dedicated pipelines. All structural elements must connect solely to the booth's main structure. Using the venue's roof grid structure as a lifting point for booth structures is strictly forbidden.

6. For booths built with two levels, complex structures, or outdoor booths, detailed structural drawings must be provided. These drawings must bear the review seal of a qualified design institute and the seal/stamp of a nationally certified Class-I Structural Engineer, accompanied by a review report. Design and construction must prioritize structural safety, ensuring all connection points and the overall structure are robust.
7. For safety reasons, the construction of two-level booths is strictly prohibited.
8. Booth structures must not obstruct the venue's fire safety equipment, electrical installations, emergency exits, or visitor pathways.
9. Any raised platform (dais) must include a gently sloped transition ramp within the booth boundaries leading to public aisles, preventing tripping hazards from the height difference.
10. No booths, stands, full platforms, or stored goods are permitted under fire safety shutter doors. The columns housing these shutters must remain completely unobstructed and unclad to ensure free operation. Outdoor booths must incorporate wind-proofing measures to ensure structural strength, rigidity, overall stability, and local stability.
11. Glass used in booth decoration must be tempered, ensuring adequate strength and thickness (curtain wall glass $\geq 8\text{mm}$). Installation must be secure and reliable, using metal frames or specialized hardware. Elastic cushioning material must be used between frames/hardware and glass. Large glass panels must bear visible safety markings. For glass platforms, support columns/walls must be fixed beneath the platform; structures cannot be built directly on top of smooth glass surfaces.
12. Booth construction materials must comply with national standards for temporary structures and exhibition-specific requirements, while also meeting national environmental protection standards.

13. Smoking is strictly prohibited inside the venue. Construction must not involve flammable, explosive materials, or open flames.
14. Fully enclosed ceilings are strictly prohibited. Booth ceilings must not obstruct overhead venue fire safety equipment. At least 50% of the ceiling plane must remain open to ensure fire safety compliance.
15. Construction personnel must wear valid passes onsite. Pass misuse or transfer is strictly forbidden. Skilled technicians must hold valid professional qualification certificates.
16. Neon lights are strictly prohibited for decorative lighting. All electrical equipment, including lighting fixtures, must carry national safety certifications. Installation and use must comply with Xi'an electrical codes. Electrical connections must use double-insulated sheathed cable; connection terminals must be fully enclosed within insulated junction boxes.
17. Contractors may not access the venue's fixed electrical distribution panels, water sources, or gas lines. Outdoor lighting, sockets, and distribution boards must be weatherproof type.
18. Outdoor electrical equipment must have reliable waterproofing measures.
19. After the exhibition opens, the contractor must have the Site Safety Officer and designated personnel on duty onsite to address any issues promptly.
20. During dismantling, the contractor must remove all construction materials from the venue and dispose of them properly. Leaving waste within the booth or the exhibition center grounds is strictly prohibited.
21. The Construction Management Office reserves the right to impose special restrictions for unique circumstances. Their staff may enter booths for inspection. All Customized Booth construction companies must dismantle their booths and remove all debris from the venue **by 20:00 on September 19, 2025 (dismantling deadline)**. Malicious dumping around the venue is prohibited.



22. Booth contractors must conduct all setup/dismantling work civilly. Reckless operations are strictly forbidden. The contractor assumes full liability for any safety incidents arising from such actions.
23. The contractor assumes full responsibility for all accidents, including personal injury, death, fires, or damage to venue facilities, occurring during setup, dismantling, or transportation due to violation of these regulations. The contractor shall also compensate the Organizer and the Xi'an International Convention and Exhibition Center for all resulting reputational and financial losses.

I have carefully read this Booth Construction Safety Responsibility Agreement and guarantee strict compliance.

Construction Contractor Site Safety Officer Name:

Mobile:

Construction Company Name (Seal):

Exhibiting Company Name (Seal):

Signature of Construction Company Representative: Signature of Exhibiting Company Representative:

Date: _____ (Month/Day/Year)

Date: _____ (Month/Day/Year)



Attachment 2: Authorization Letter for Official Submission

Exhibitor Authorization Letter For WPE&WHPE 2025

We, the undersigned exhibitor participating in the above-mentioned exhibition:

Company Name: _____

Booth Number: _____

Booth Area: _____ m² (_____ m × _____ m)

Authorizing Person's Name: _____

Contact Information: _____

Hereby authorize and appoint:

Construction Company Name: _____

Appointee's Name (Safety Management Supervisor): _____

Appointee's Contact Information: _____

to act as our authorized representative for handling official submission procedures with the exhibition organizer and venue management, booth construction, and safety management responsibilities on our behalf.

Signature of Authorizing Person:

Signature of Appointee:

Seal of Exhibiting Company

Seal of Construction Company

Date: _____ (Month/Day/Year)

Date: _____ (Month/Day/Year)

Attachment 3: Safety Commitment Letter

Venue Entry Work Safety Commitment Letter

To thoroughly implement the provisions of the "*Work Safety Law of the People's Republic of China*," the "*Fire Protection Law of the People's Republic of China*," the "*Regulations on the Safety Management of Large-Scale Public Events*," the "*Regulations on Fire Safety Management for Government Agencies, Organizations, Enterprises, and Institutions*," the "*Fire Safety Management for Assembly Occupancies*," and other relevant laws and regulations; to further implement production safety responsibilities at the Xi'an International Convention and Exhibition Center (hereinafter referred to as "the Center"); to strengthen on-site work safety management within the Center's exhibition halls; to enhance the safety awareness and protective responsibility of entry work units; and to safeguard the Center and public safety, our unit hereby commits as follows as the designated safety responsibility entity for the work area when entering the Center's exhibition halls to perform work. We voluntarily assume full responsibility for any consequences arising from violations committed during our work in the Center and solemnly pledge: To thoroughly implement the provisions of the "*Work Safety Law of the People's Republic of China*," the "*Fire Protection Law of the People's Republic of China*," the "*Regulations on the Safety Management of Large-Scale Public Events*," the "*Regulations on Fire Safety Management for Government Agencies, Organizations, Enterprises, and Institutions*," the "*Fire Safety Management for Assembly Occupancies*," and other relevant laws and regulations; to further implement production safety responsibilities at the Xi'an International Convention and Exhibition Center (hereinafter referred to as "the Center"); to strengthen on-site work safety management within the Center's exhibition halls; to enhance the safety awareness and protective responsibility of entry work units; and to safeguard the Center and public safety, our unit hereby



commits as follows as the designated safety responsibility entity for the work area when entering the Center's exhibition halls to perform work. We voluntarily assume full responsibility for any consequences arising from violations committed during our work in the Center and solemnly pledge:

1、 Our unit designates Mr./Ms. _____ (Contact Phone/Mobile: _____) as the Safety Management Supervisor for the booth work area. This supervisor is responsible for implementing and rectifying safety matters related to our unit's work within the Center's premises. This designation is valid from _____ (Date:Month/Day/Year) until the refund of the security deposit.

Work Location(s) within Xi'an International Convention and Exhibition Center:

Hall No.: _____ Booth No.: _____ Exhibitor: _____

Hall No.: _____ Booth No.: _____ Exhibitor: _____

Hall No.: _____ Booth No.: _____ Exhibitor: _____

Entry Work Unit Name: _____

2. We commit that the booth constructed by our unit will be fully dismantled and removed from the exhibition halls by 24:00 on _____ (Month/Day). Failure to comply will result in our unit willingly bearing the corresponding overtime fees.

3. During work operations, we will strictly comply with all national and Xi'an municipal laws and regulations concerning fire safety and construction safety management. We will strictly adhere to all the Center's regulations regarding construction fire safety and booth build safety. We will consciously accept and obey safety inspections and supervision by public security authorities, fire departments, and the Center. We will promptly implement any rectification requirements raised by these authorities or the Center.

4.All equipment and tools used on-site will meet safety requirements. All personnel performing specialized work will hold valid qualification certificates. Based on the on-site conditions, we will equip the work area with a sufficient number of fire-fighting equipment.

5.During work operations, the construction materials used will comply with the Center's fire safety and structural safety requirements. We will accurately assess the electrical load requirements of the work project and utilize appropriately rated electrical switches and cable capacities to ensure the electrical safety of the project.

6.We will construct strictly in accordance with the approved design and construction drawings. We will implement corresponding safety protection measures during high-risk operations such as working at heights and hoisting to ensure the personal safety of construction personnel.

7.In the event of any fire safety incidents, security incidents, or other accidents during construction work, we will immediately notify the Center's on-site management personnel. We are obligated to take necessary protective measures first to prevent escalation of the incident.

8.During our work within the Center, if Center management personnel discover any violations of Center regulations by our personnel, including theft, damage to Center property, unauthorized entry into, or damage to restricted areas established by the Center, the Center reserves the right to take appropriate actions based on the severity. These actions may include warnings, referral to public security authorities, and the Center retains the right to revoke the future entry privileges of the work unit involved in safety incidents, based on its safety incident record.

9.Should we violate any of the above commitments, our unit voluntarily accepts penalties imposed by public security authorities, fire departments, and the Center in accordance with applicable laws, regulations, or the "Venue Usage Regulations of Xi'an International Convention and Exhibition Center."



This Commitment Letter is executed in duplicate. One copy shall be submitted to the Official Service Contractor's Office for processing work entry permits and retained by them. The other copy shall be retained by the Entry Work Company.

Seal of Entry Work Company:

Signature of Designated Safety Management Supervisor:

Date: _____ (Month/Day/Year)

SPECIAL NOTES:

- This Commitment Letter is valid only when bearing the company seal (or accompanied by an on-site authorization document signed by the construction company's authorized representative, allowing the authorized person to sign).
- During exhibition setup, the name of the Entry Work Unit must match exactly the booth location(s), booth number(s), and exhibitor name(s) provided by the Exhibition Organizer (or Contractor).

Attachment 4: Booth Construction Safety Regulations

Booth Construction Safety Regulations

1. **Unauthorized Construction:** Construction units commencing work without approved customized booth permits will be ordered to **cease work immediately**. Personnel will be expelled from the hall. Work may resume only after permits are obtained. This constitutes a violation.
2. **Invalid Credentials:** Personnel using forged or invalid setup/construction passes will be ordered to **cease work immediately**. Work may resume only after valid credentials are obtained. Failure to have a certified electrician connect to power boxes during construction constitutes a violation.
3. **Unauthorized Power Use:** Unauthorized electrical connections or improper wiring discovered will result in **back-payment of electricity fees** plus a violation penalty. Damage to floor ports or electrical sockets will incur compensation per the price list.
4. **Unauthorized Open Flame:** Use of open flames without written permission will result in **confiscation of equipment** and a violation penalty.
5. **Water Leaks:** Leaks caused by the contractor's water-connected equipment/facilities will incur **compensation for venue damages** plus a violation penalty.
6. **Major Structural Hazard:** Instability or major structural hazards require **immediate isolation of the area** and rectification. This constitutes a violation.
7. **Height/Area Violation:** Exceeding permitted height or vertical projection area requires **immediate rectification**. Refusal to comply constitutes a violation.



8. **Blocking Critical Areas:** Blocking fire lanes, fire shutters, emergency exits, fire equipment, public aisles, power cabinets, or cameras requires **immediate removal** and is a violation.
9. **Unsafe Work at Height:** Using scaffolding for work above 2 meters is prohibited. **Only certified lifting tools/platforms are allowed.** Climbing booth structures directly requires immediate rectification and is a violation.
10. **Flammable Materials:** Use of flammable/combustible materials without fireproofing, or untreated wooden structures, requires **immediate rectification** and is a violation.
11. **Electrical Violations:** Using prohibited items (neon lights, high-temp tungsten iodine/quartz lamps, flat parallel wires, twisted-pair wires, aluminum wires), unprotected wiring, unauthorized access to floor ports, uncertified electrical work, or unsafe electrical practices will result in **work stoppage** and a violation.
12. **Unsecured Wire Connections:** Wire connections without proper terminals require **immediate rectification** and constitute a violation.
13. **Painting/Sanding Indoors:** Spray painting, large-scale painting, or sanding inside the hall requires **immediate cessation** and is a violation.
14. **Flammable/Explosive Materials:** Use of flammable/explosive materials (thinners, alcohol) requires **immediate cessation** and is a violation.
15. **Uncovered Back Structures:** Back-to-back booths with structures higher than the adjacent booth but left uncovered constitute a violation.
16. **Unauthorized Attachment:** Unauthorized hanging, binding, nailing, or pasting to the venue ceiling, walls, columns, railings, doors, windows, or utilities requires **immediate rectification** and is a violation.



17. **Prohibited Power Tools:** Use of power saws, planers, or cutters inside the hall requires **immediate cessation, tool confiscation**, and is a violation.
18. **Blocking Aisles:** Obstructing hall aisles and hindering others after warning constitutes a violation.
19. **Non-Cooperation:** Refusing reasonable rectification requests or non-cooperation with venue staff constitutes a violation based on severity.
20. **Missing PPE:** Failure to wear hard hats or safety harnesses as required constitutes a violation.
21. **Major Incidents:** Collapse, fire, or electric shock requires **immediate work stoppage and area isolation** for rectification, constituting a violation. **Civil and criminal liability will be pursued for injuries/deaths.**
22. **Power Left On:** Failure to disconnect all power (customized/standard booths, temporary facilities) at daily close constitutes a violation.
23. **Damage During Dismantling:** Damage to floors during rough dismantling, pushing over booths, or moving items constitutes a violation.
24. **Improper Dismantling/Material Handling:** Failure to remove all materials by the deadline, dumping waste in venue areas (halls, logistics routes, surroundings), or smashing/transferring/selling materials constitutes a violation.
25. **Blocking Aisles During Dismantling:** Obstructing aisles during dismantling after warning constitutes a violation.
26. **Uncleared Waste:** Failure to clear construction waste (customized/standard booths, carpet) or pass final inspection constitutes a violation.



Note: Units refusing to rectify violations after notification may have their work **forcibly halted** by the Official Service Contractor (OSC) and face penalties by the Organizing Committee.

Seal of Construction Company:

Signature of Responsible Person:

Mobile: _____

“诠释” 健康



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