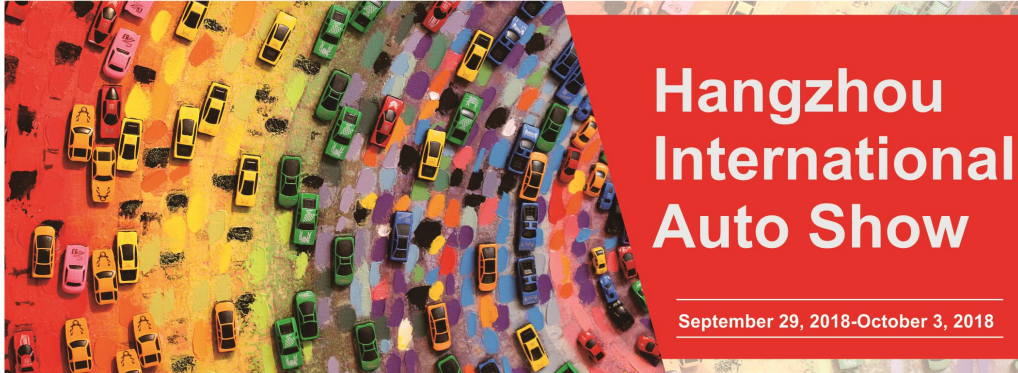




The 20th International Automobile Industry Exhibition Hangzhou China

THE 20th INTERNATIONAL AUTOMOBILE INDUSTRY EXHIBITION HANGZHOU CHINA



Venue: Hangzhou International Expo Center (G20
Exhibition Hall, New Car Exhibition Area)

The sponsor: China National Automobile Convention &
Exhibition Zhejiang Co., Ltd.

2019.

Exhibition manual

Honorable exhibitors:

The 20th International Automobile Industry Exhibition Hangzhou China (hereinafter referred to as Hangzhou International Auto Show) will be held from September 29 to October 3, 2019 at the Hangzhou International Expo Center (G20 Exhibition Hall). The sponsor sincerely invites you to attend the Exhibition.

In order to better assist you in participating in the exhibition, the Organizing Committee Office of Hangzhou International Auto Show specially prepares the “Exhibition Manual”, which provides comprehensive information services for your attending in Hangzhou International Auto Show.

Please read this Manual carefully and e-mail the form you need to fill out to the relevant department of the sponsor before the indicated deadline, so that we can provide you with timely and effective service.

If you need more detailed information or further assistance and needs, please contact the relevant agencies and organizations designated by the Organizing Committee or the Organizing Committee directly; if you have any question during the exhibition (including exhibition arrangement and removal), please contact the relevant personnel of the main venue management company at the exhibition site.

According to the relevant requirements and standards of Hangzhou International Expo Center, the work contents and standards prepared in this Exhibition Manual need to be further improved. For any question about the contents and standards involved during the exhibition, please consult the Organizing Committee of Hangzhou International Auto Show. We apologize for any inconvenience that this may cause to you.

I sincerely wish you all the best in The 20th International Automobile Industry Exhibition Hangzhou China!

**The Organizing Committee of The 20th International Automobile Industry Exhibition Hangzhou
China
July 2018**

**The Organizing Committee of The 20th International Automobile Industry Exhibition Hangzhou
China reserves the right of interpretation of this Manual.**

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Part I Exhibition Guide

1. Comprehensive information of the Exhibition

Exhibition name

The 20th International Automobile Industry Exhibition Hangzhou China

Exhibition time

September 29, 2019 to October 3, 2019

Exhibition venue

Hangzhou International Expo Center (G20 Exhibition Hall)

Address: No. 353, Benjing Avenue, Qianjiang Century City, Xiaoshan District, Hangzhou Municipality

The sponsor

China National Automobile Convention & Exhibition Zhejiang Co., Ltd.

Address: Room 55509, West Podium Building, Hangzhou International Convention and Exhibition Center, No. 589 Shixiang Road, Hangzhou Municipality

Telephone: 0571-28879595 Fax: 0571-28879696

Contact person: Chai Zaichun Qu Weiwei

Email: xsvivi@163.com

Exhibition main venue management company

China National Automobile Convention & Exhibition Zhejiang Co., Ltd.

Address: Room 55007, West Podium Building, Hangzhou International Convention and Exhibition Center, 589 Shixiang Road, Hangzhou Municipality

Telephone: 0571-28935005 Fax: 0571-28879696

Contact person: Dai Lvyong Wang Hailong

E-mail: 280609501@qq.com

Exhibition designated transport company

Jinyun International Freight Forwarding (Hangzhou) Co., Ltd.

Address: No. 353, Benjing Avenue, Qianjiang Century City, Xiaoshan District, Hangzhou Municipality

Telephone: 0571-518815860 400-888-3965

Contact person: Yang Xu

E-mail: yangxu@k-trans.cn

Exhibition designated tourism service company

Zhejiang Orient Overseas Travel Co.,Ltd.

Address: Room 508, Block A, Tongren Square, No. 598 Gudun Road, Xihu District

Telephone: 13376815065

Contact person: Lu Jutian

EMAIL: 53139311@qq.com

2. Traffic information of the Exhibition

(1) Traffic information

Hangzhou International Expo Center is located in the south bank of Qiantang River and to the east of Xixing Bridge, namely Qianjiang Century City in Xiaoshan District. Hangzhou International Expo Center is about 18km away from Hangzhou Xiaoshan International Airport with 20 minutes' driving. Hangzhou International Expo Center is about 13km away from Hangzhou East Railway Station with 15 minutes' driving. Hangzhou International Expo Center is about 8km away from Hangzhou Railway Station with 10 minutes' driving.

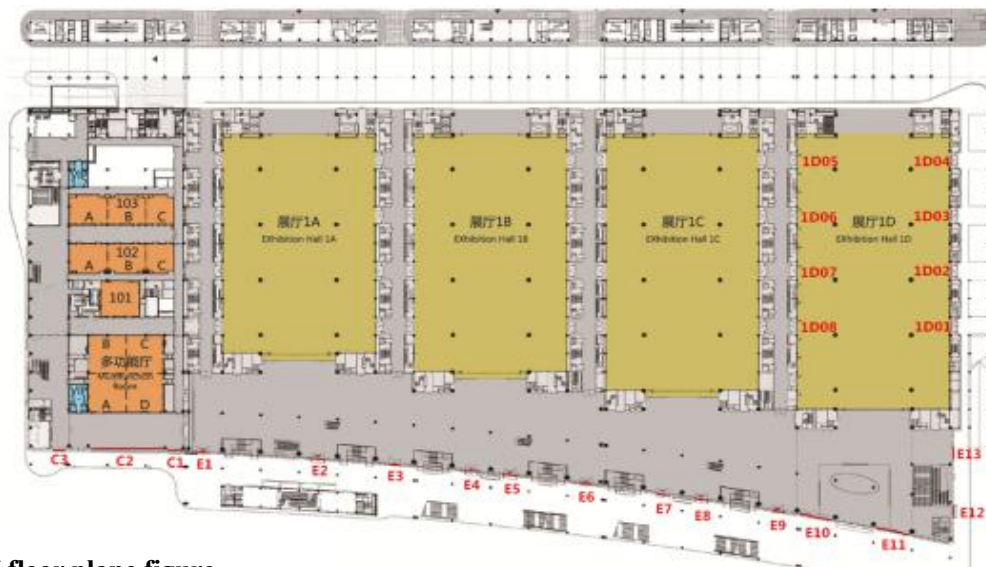
Self-driving: enter into “No. 3 gate to Hangzhou International Expo Center” underground parking from Benjing Avenue.

By bus: No. 419 and No. 407 bus: get off at Hangzhou International Expo Center.

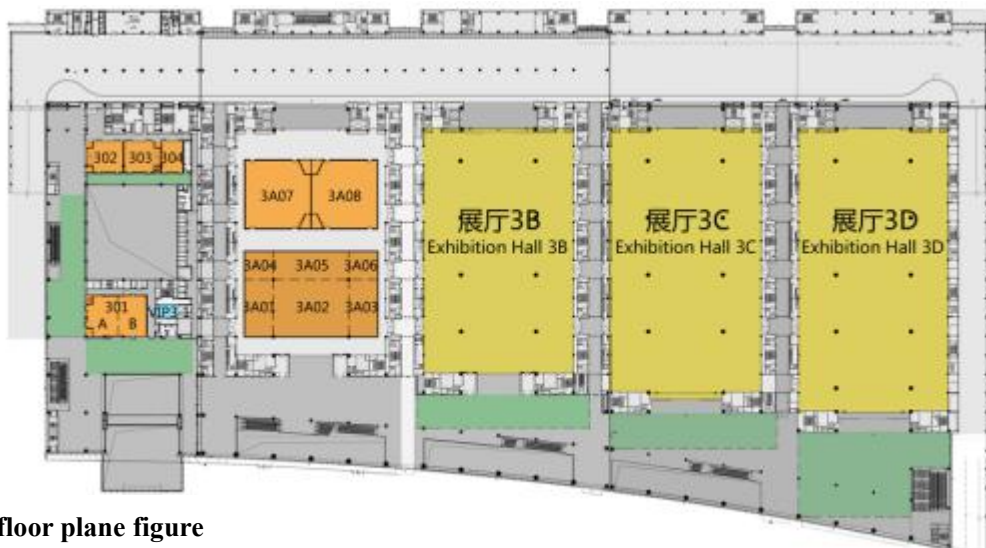
Subway: Subway line 1, get off at the Exit A of Jiangling Road Subway Station.

Subway line 2, get off at the Exit A of Yingfeng Road Sub way Station.

(2) Exhibition hall and related information

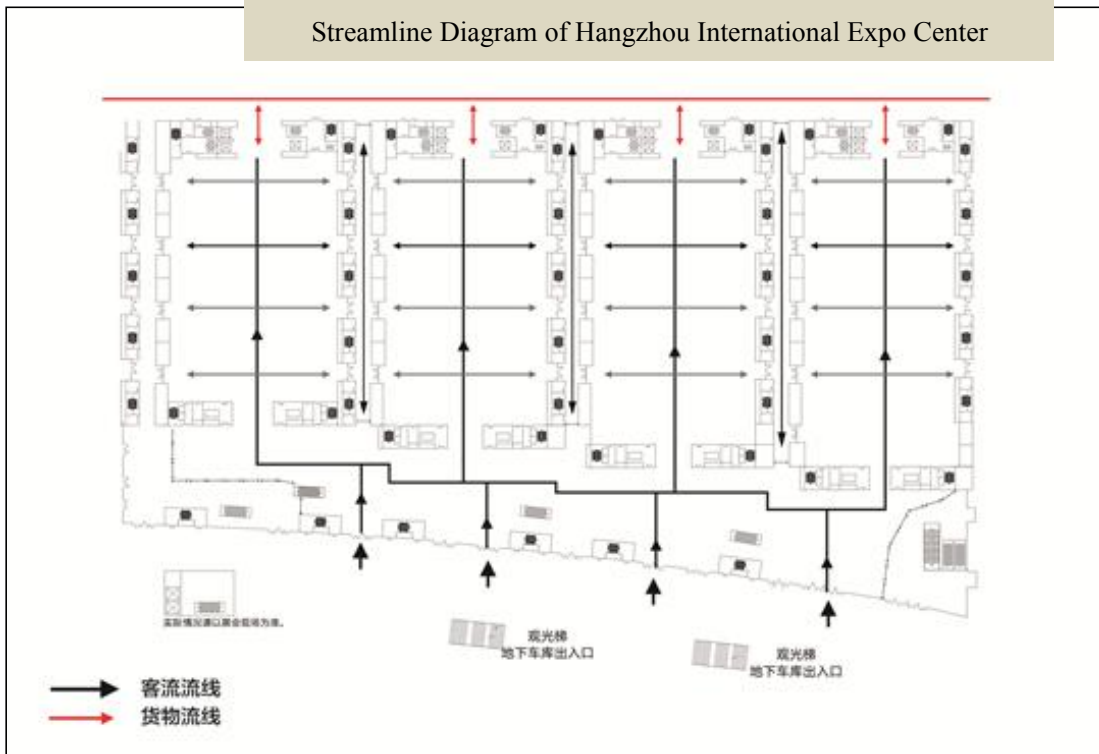


1st floor plane figure



3rd floor plane figure

3.Cargo and passenger Streamline Diagram in the exhibition area



4.Vehicle driving route diagram during the exhibition





5.Relevant information surrounding Hangzhou International Expo Center Exhibition Hall:

Transportation	The nearest airport-Hangzhou Xiaoshan International Airport	The nearest railway station-Hangzhou Railway Station at Hangzhou Municipality Subway Station
	Distance of 22 kilo meters/13.7 miles	Distance of 14 kilo meters/8.7 miles
	Taxi driving time: 30 minutes	Taxi driving time: 20 minutes
	Railway station-Hangzhou East Railway Station	
	Distance of 12 kilo meters/7.5 miles	
	Taxi driving time: 28 minutes	
Tourist attractions	Xiang River	West Lake
	Distance of 15 kilo meters/6.2 miles	Distance of 13 kilo meters/8 miles
	Taxi driving time: 28 minutes	Taxi driving time: 40 minutes
	Xixi National Wetland Park	
	Distance of 22 kilo meters/13.7 miles	
	Taxi driving time: 60 minutes	
Hotels	Four Points by Sheraton Hangzhou	Ramada hotel
	Distance of 12 kilo meters/7.5 miles	Distance of 11 kilo meters/6.8 miles
	Taxi driving time: 30 minutes	Taxi driving time: 20 minutes
	Hangzhou Radisson Hotel Platinum	New Century Grand Hotel

	Distance of 6.7 kilo meters/4.2 miles	Distance of 8.5 kilo meters/5.3 miles
	Taxi driving time: 14 minutes	Taxi driving time: 20 minutes
Nearby shopping mall & dinning shopping mall	Inlong Plaza:	The Mixc:
	Distance of 9.5 kilo meters/5.9 miles	Distance of 7.5 kilo meters/4.7 miles
	Taxi driving time: 23 minutes	Taxi driving time: 18 minutes
	Henglong Plaza:	Yintai Department Store, Wulin
	Distance of 8.3 kilo meters/5.2 miles	Distance of 12 kilo meters/7.5 miles
	Taxi driving time: 18 minutes	Taxi driving time: 40 minutes
	Hangzhou Tower	Raffles City
	Distance of 12 kilo meters/7.5 miles	Distance of 6.9 kilo meters/4.3 miles
Taxi driving time: 35 minutes	Taxi driving time: 20 minutes	

Part II Exhibition time schedule

Schedule of events	Date	Working hours of the exhibitors	Visiting hours of visitors
Exhibition arrangement time	September 24, 2019 to September 28, 2019	08:30-17:30	Visitors are forbidden to enter
Exhibition time	September 29, 2019	08:30-17:30	09:00-17:00
	September 30, 2019	08:30-17:30	09:00-17:00
	October 1, 2019	08:30-17:30	09:00-17:00
	October 2, 2019	08:30-17:30	09:00-17:00
	October 3, 2019	08:30-16:30	09:00-16:00
Exhibits' exit of the exhibition hall	October 3, 2019	17:00-18:00	Visitors are forbidden to enter
Exhibition removal period	October 4, 2019	08:30-21:30	

Notes: Raw space booth check-in time: September 24, 2019 to September 28, 2019 (8:30-17:00)

Check-in address: Office of the Organizing Committee, Hall C, 1st Floor, Hangzhou International Expo Center

Part III Exhibition Service

1. Matters needing attention

(1) Admission regulations

During the exhibition, exhibitors are required to enter the exhibition hall half an hour before the visitors enter the exhibition hall, and leave the exhibition hall after the visitors leave the exhibition hall. During the exhibition, every day half an hour before closing, the ticket office will stop selling tickets and close the entrance for the visitors. (The specific time is subject to the relevant notice of the ticket office)

(2) Volume limit

In order to maintain a good environment for negotiation in the exhibition hall, exhibitors are required to control the volume of the audio equipment of the booth below 75 decibels. The sponsor has the right to take measures to stop the booths that play audio equipment with volume exceeding the volume limit from playing it.

(3) Exhibition hall venue

Exhibitors shall pay attention to protecting the environment of the exhibition, the ground of the venue, the wall and related facilities. If the related facilities of the venue are damaged, the exhibitor shall compensate according to the relevant regulations of the exhibition hall.

(4) No retail

In order to maintain the exhibition order and comply with the relevant provisions of the national laws, all retail activities that are not related to the exhibition theme are strictly prohibited during the exhibition. Violations will be dealt with seriously by the industrial and commercial administrative department

(5) Exhibits' exit of the exhibition hall

For exhibits' exit of the exhibition hall, exhibitors shall go to the Organizing Committee office to collect the "Exhibits Release Form" and fill in the relevant information (such as booths and exhibits), which will be reviewed and signed by the staff of the Organizing Committee.

(6) Stacking debris

Do not stack any sundries in the public areas of the exhibition and behind the booth. If you need to store paper boxes and other sundries, please contact the transport company designated by the exhibition.

(7) Exhibition hall cleaning

The clean-keeping of the exhibition hall is only responsible for the hygiene of the public areas and the passages in the hall. To ensure the safety of the exhibits, the exhibitors are responsible for the cleaning work in the booths.

(8) Distribute publicity materials

Exhibitors can only distribute publicity materials, souvenirs, etc. in the booths of the company or in areas approved by the Organizing Committee. Publicity materials may not be distributed in the public areas of the exhibition hall and around the exhibition hall without permission, otherwise the security personnel will have the right to confiscate the distributed items.

(9) Intellectual property rights

Exhibitors shall not display or sell samples that infringe on the trademark rights and patent rights of others or use other trademarks for external quotations and transactions. Violators will be removed from the exhibition hall, and all consequences will be borne by the exhibitor.

(10) Exhibition insurance

Exhibitors shall, in accordance with their needs, insure their exhibits, booth equipment and all relevant personnel involved, and keep the exhibits and personal items in good condition. The sponsor will not bear legal responsibility for the loss or damage of exhibits and personal items.

(11) Other issues

No smoking is allowed in the venue to create a smoke-free environment. Violators shall be punished according to the relevant regulations of the exhibition hall.

2. Exhibits and construction transportation

Exhibition designated transport company

Company Name: Jinyun International Freight Forwarding (Hangzhou) Co., Ltd.

Address: No. 353, Benjing Avenue, Qianjiang Century City, Xiaoshan District, Hangzhou Municipality

Contact person: Yang Xu 18910553610 400-888-3965

E-mail: yangxu@k-trans.cn.

3. Related work procedures and management regulations

(1) Jinyun International Freight Forwarding (Hangzhou) Co., Ltd. (hereinafter referred to as "Jinyun Company") is the designated main venue transport service provider of this exhibition. Jinyun Company will arrange all the exhibitor's freight vehicles (including exhibition equipment and construction materials freight vehicles), and will provide loading and unloading of exhibits and construction materials, as well as the necessary mechanical rental services such as forklifts and cranes (on-site loading and unloading vehicles services are limited to the designated unloading area of Hangzhou International Expo Center). Any loading or unloading tools or equipment from the exhibitors or contractors shall not enter the exhibition hall.

2. Jinyun Company shall, according to the relevant application and requirements submitted by the exhibitor before the deadline, cooperate with the sponsor and the appointed contractor to make specific arrangements for the entry and exit time and process according to the practical situation. Jinyun Company has the right to make reasonable temporary adjustments to individual arrangements according to the actual situation on the spot. All exhibitors are required to strictly follow the schedule.

3. All exhibitors shall reasonably arrange the tonnage and quantity of the freight vehicles according to the weight and volume of the construction equipment, so as to facilitate vehicle management and regulation at the exhibition site. After the relevant freight vehicles arrive at the exhibition hall, the representatives of the exhibitors shall go through the replacement and collection of the relevant documents, so that Jinyun Company can verify the valid information of the relevant goods.

4. For each special booth exhibitor, please contact the construction company in advance to confirm the application and collection for the truck certificate (hereinafter referred to as the truck certificate) for entering Hangzhou International Expo Center.

5. After entering the parking lot, the freight vehicle shall collect the "Vehicle loading (unloading) cargo certificate" at the designated place with the truck certificate within the valid time. During the replacement and collection process, please keep the "truck certificate" properly and use the "Vehicle loading (unloading) cargo certificate" and "truck certificate" to drive into the designated cargo loading and unloading area.

6. All "Vehicle Loading (Unloading) Cargo Certificates" are valid only on the same day. During the loading and unloading process, the driver of the freight vehicle shall not leave the vehicle at will and shall obey the command and dispatch of the management personnel. After loading and unloading, the freight vehicle should leave the loading and unloading area as soon as possible.

7. For the foreign freight vehicle which needs to apply for the traffic permit for restriction zones in the traffic control department, it can be processed in advance through the WeChat official account “Xiaoshan Traffic Police”-micro-service column. Example of route route: Hangyong Expressway Xiaoshan Exit to Hongning Road to Bengjing Avenue to Jinji Road to Lili Second Road to P6 Parking Lot to G20 Hangzhou International Expo Center.

4. Transportation service items and charging standards

(1) Entry/Exit service

Service item	Charging standard	Specifications	Other description
Entry loading and uploading service	RMB100 yuan/m ³	Minimum charge of 1m ³	Special note: forklifts or cranes weighing 5T or more are special mechanical, which is necessarily and separately charged of the mechanical fee in addition to the service fee for entry and exit, and quote separately.
Exit loading and uploading service	RMB100 yuan/m ³	Minimum charge of 1m ³	

(2) Empty container storage cost

Service item	Charging standard	Specifications
Empty container storage cost standard	RMB20 yuan/day/m ³ (6 days in estimate)	Minimum charge of 1m ³

(3) Other related services shall be quoted separately.

5. Establishment and construction approval

Submit materials to the main venue management company for approval

Project	Content	Deadline	Remarks
Put the construction qualification on record	The Raw space exhibitors shall select the construction unit with the construction qualification, and provide the main venue management company with the business license and construction qualification of the construction unit, which shall be filed by the main venue management company.	September 10, 2019	Need to be stamped with official seal
Sign the Safety Responsibility Statement for construction	Contractors and exhibitors shall sign the "Safety Responsibility Statement for Special Booth Construction" and submit it to the main venue management company.	September 10, 2019	Need to be stamped with official seal
Put the booth design drawing on record/ construction drawing approval	The contractor shall submit the plane figure dimension drawing of the booth, the renderings of the booth (marking material and size), the elevation drawing, the structural drawing, the circuit diagram (marking the position of the electric box), the distribution map of the fire extinguisher, and report to the main venue management company for filing and approval; for multiply-story or	September 10, 2019	The drawing shall be reviewed for the exhibits whose height exceeds 4.5 meters (inclusive). It is required to send the

	complex structure booths and outdoor booths, detailed structural drawings and detailed nodes of the booths, stamped with the seal of the National first-level registered structural engineer, the audit seal of the architectural design institute and structural audit report shall be provided.		electronic version of the drawings to the mailbox of the person in charge of the main venue construction before September 10.
Electricity and circuit report issues	Circuit diagram (must be marked with booth number and electrical box position, amps), and copy of <i>Work permits for special/dangerous operations</i> (electrician operation, high-altitude suspension operation).	September 10, 2019	Need to be stamped with official seal

Note: The above paper materials need to be scanned after stamped, and the scanned documents shall be sent to the exhibition hall reporting and drawing review email of the exhibition management company.

Part IV Ticket and Certificate Arrangement

1. Certificate target user and handling method

Certificate type	Target user	Validity period	Application method
Guest certificate (VIP certificate)	For the important guests attending Hangzhou International Auto Show	September 29 - October 3 (08:30-17:30)	Before September 10, collect the relevant information of the VIPs and submit to the Organizing Committee for the preparation of the certificates and then issued by the organizer as appropriate.
Exhibitor certificate	For all exhibitors booth staff	September 29 - October 3 (08:30-17:30)	The exhibitor certificate shall be 10m ² /piece according to the booth area with relevant free ticket, as per 5m ² /piece.
Media certificate	For media reporters visit and interview	September 29 - October 3 (08:30-17:30)	Media reporters apply for the certificate to the media registration desk with relevant documents
Staff certificate	For third-party partners or exhibition temporary workers	September 24 - October 4 (08:30-17:30)	Division of labor and flexible configuration as per work contents
Construction Permit	For exhibition arrangement and removal workers (implementation of real-name system)	September 25 - September 28 (08:30-17:30) October 4 (08:30-21:00)	Before September 10, a copy of the construction list and ID card will be sent to the mailbox of the person in charge of the main venue construction; it will be collected at the exhibition hall.

Note: 1. Strictly control the admission qualification. All personnel shall carry their respective certificates in order to be admitted.

2. Apply for Construction Permit according to the latest regulations and requirements of the exhibition hall, the Construction Permit during the exhibition arrangement and dismantling period shall be real-name system and photo-based, and all construction certificates during the exhibition arrangement and removal period shall be unifiedly registered, reviewed and managed by the constructors designated by the Organizing Committee of Hangzhou International Auto Show. Please contact the main venue unit for the specific procedure, required materials and costs involved.

3. Apply for the Construction Permit, submit the construction personnel list and ID card number (with a copy of the ID card) to the mailbox designated by the main venue company in electronic version before September 10 for the public security department's audit work.

2. Certificate collection

(1). Time and address: Exhibitors check in and collect relevant certificates and materials.

Time	Registration desk
September 24-25 (8:30-17:00)	Organizing Committee Office, Exhibition hall 1C, Hangzhou International Expo Center

(2). Collect required materials: The liaisons of all exhibition groups and exhibitors will collect the required materials: the original "Confirmation Letter of Booth" issued by the Organizing Committee and the attachment marked with "Must be completed and returned" in Part VIII of this Manual.

Note: The exhibitors and the person in charge of the exhibition team on the spot shall ensure the smooth connection of the site, so as not to delay their exhibition participation.

3. Certificate management

(1) Once produced, the certificates shall not be replaced. All certificates should be placed in an obvious position consciously for the inspection personnel to inspect, and they cannot be borrowed, resold or altered.

(2) All exhibitors shall apply for the certificates in strict accordance with the principle of issuing certificates.

(3) The exhibitor whose certificate quantity exceeds the stipulated total amount and who submits materials beyond the deadline shall be subject to the approval of the responsible person of Organizing Committee, and the exhibitor shall transact at the on-site Exhibitor management center with the approval paper.

(4) All kinds of certificates and tickets issued by the Organizing Committee will be registered by on-site image capture, and shall be limited to the use of the exhibitors in person and the use of relevant personnel, and may not be borrowed or resold.

(5) If the certificate is lost, the exhibitor shall inform the Organizing Committee at the first time, the production fee of reissuing certificate is 50 yuan/piece, and the reissue amount may be provided according to the actual status.

Part V Construction declaration procedure and price list

1. Construction declaration procedure

(1) The contractor shall submit the required materials to the main venue management company, and make them stamped and scanned, and sends the scanned documents to the exhibition hall reporting and drawing review email of main venue management company for review. **(Deadline: September 10, 2019)**

The required documents are detailed in Section VIII Important Documents and Descriptions.

(2) The main venue management company shall check the integrity of the materials submitted by the contractor and reviews the drawings.

(3) After the approval, the main venue management company will send a payment notice to the contractor. The contractor shall pay the relevant fees and deposits according to the payment notice, and send the remittance voucher in an electronic file to the exhibition hall reporting and drawing review email of main venue management company for review. **(Before entering the hall, September 24-25, 2019)**

(4) On-site registration, the contractor shall carry the remittance voucher and the paper documents with the official seal in duplicate to the main venue service center for review.

(5) Collect relevant documents on the spot.

(6) Constructors may only enter the exhibition hall for construction with the Construction Permit.

(7) Remove and inspect the exhibition hall, and apply for returning deposit.

After completing the clearance and clearing work, the contractor shall notify the relevant person in charge of the exhibition hall for examination and approval with the signature at the on-site main venue service center. (After the acceptance and signature, it shall be disqualified if garbage in the special booth is found, and the photos taken shall prevail, and the exhibitor is fined as per “Part VII Relevant provisions on penalties”)

The deadline for the booth registration: September 10, 2019.

Relevant fees and deposits payment before entering the venue (September 24-25, 2019).

Date of receipt of the certificate: September 24-25, 2019 (8:30-17:00).

Note: Each construction certificates shall correspond to one person. Once the forged documents are found or personal certificates are found to be inconsistent (including wearing certificates of other sessions), the booth deposit will be deducted.

2. Construction management price list

2.1 Electrical connection fee standard

Project name	Contents		Amount (RMB yuan)	Remarks
Electric charge	Specifications	8 hours power supply for the exhibition	/	Outdoor installations and 24-hour power supply charge will be 100% additionally charged.
	16A/220V		RMB1500 yuan	According to the normal exhibition period of 5 days, the electricity will be available in the booth at 14:00 on the day before the exhibition opening. The price will be negotiable for more than 5 days.
	16A/380V		RMB2000 yuan	
	32A/380V		RMB3800 yuan	
	63A/380V		RMB6800 yuan	
	100A/380V		RMB9600 yuan	
	Temporary electricity during exhibition arrangement	Temporary power supply (for construction and establishment)	RMB600 yuan	The electrical connection application should be reported to the main venue party before September 10, and the on-site application will be additionally charged 50% of the expedite fee, and the application will not be accepted the day before the exhibition.
Temporary electricity during exhibition arrangement	RMB600 yuan			

2.2 Exhibition issues service fee

Name	Unit	Price
Drawing review fee	Single-story above 4.5m (included)	RMB25 yuan/square meters
	Multiply-story above 4.5m (included)	RMB50 yuan/square meters
Construction Permit	Person	RMB20 yuan/person
Construction transport cart certificate	Piece	RMB50 yuan/piece (note: one piece for one care number)
Special booth management fee	square meter	RMB25 yuan/square meters

2.3 Exhibition issues deposit

Name	Unit	Price
Raw space exhibition booth construction deposit	Within 200 square meters	RMB15000 yuan
	Within 201-500 square meters	RMB25000 yuan
	Within 501-800 square meters	RMB40000 yuan

	Beyond 801 square meters	RMB60000 yuan
Audio noise deposit	Exhibition booth	RMB10000 yuan/exhibition period
Certificate deposit	Exhibition booth	RMB10000 yuan/exhibition period
Sanitary cleaning deposit	Within 200 square meters	RMB10000 yuan
	Within 201-500 square meters	RMB15000 yuan
	Within 501-800 square meters	RMB20000 yuan
	Beyond 801 square meters	RMB30000 yuan

2.4 Online telephone charging standard

Telephone	Local call telephone	RMB800 yuan/exhibition period/piece
	Domestic direct dial telephone	RMB800 yuan/exhibition period/piece
	International direct dial telephone	RMB800 yuan/exhibition period/piece
	Remarks	Communications charges will be charged separately
Internet service	Wired broadband (4M)	RMB5000 yuan/exhibition period
	Wired broadband (8M)	RMB6000 yuan/exhibition period
	Wired broadband (12M)	RMB9000 yuan/exhibition period
	Wired broadband (20M)	RMB13000 yuan/exhibition period
	Remarks	If there are special requirements, please consult the on-site office of the Organizing Committee.

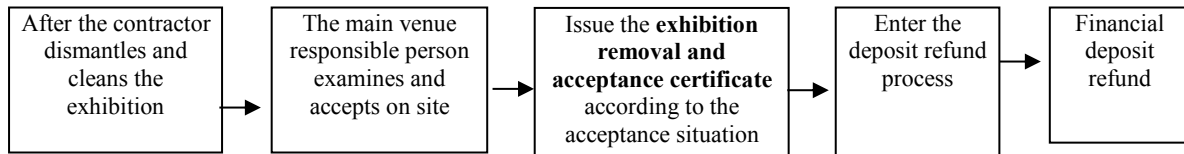
2.5 Work overtime charging standard

Service items	Time	Unit	Unit (yuan)
Charge for overtime	Before 24:00	≤500 m ²	RMB2000 yuan/hour/exhibition booth
		>500 m ²	RMB3000 yuan/hour/exhibition booth
	After 00:00	≤500 m ²	RMB4000 yuan/hour/exhibition booth
		>500 m ²	RMB6000 yuan/hour/exhibition booth
	Entering the exhibition hall in advance	≤500 m ²	As per the overtime work
		>500 m ²	As per the overtime work
	Working overtime for exhibition removal	≤500 m ²	As per the overtime work
		>500 m ²	As per the overtime work

2.6 Special attention

- (1) When applying for overtime work, the exhibitors shall apply for electricity.
- (2) Overtime work unit shall be submitted to the main venue management office before 15:00 on the day of overtime working, and the delayed application will no longer be accepted.
- (3) For the personnel who needs to enter the site to build and work overtime, please apply to the person in charge of the main exhibition venue management company.
- (4) On-site collection method supports: credit card, cash, Alipay, WeChat.

3. Deposit refund procedure



Explanations:

1. **Normal deposit refund procedure: According to the contractor's valid receipt and withdrawal checklist, the deposit will be refunded to the contractor by the financial department within 20 working days after the exhibition;**
2. **If no waste is left on the ground or no ground is damaged during the exhibition removal and acceptance, etc., the deposit will not be deducted, and the normal refund procedure will be transacted;**

Part VI Precautions for the construction of the raw space booth

1. The exhibitor shall designate a person responsible for fire safety to assume the fire safety responsibilities stipulated in the “Fire Protection Law”. The fire safety personnel of all units shall enter the exhibition hall with the exhibitors, and supervise and inspect the safety ensuring work of its unit in the exhibition arrangement.

2. The arrangement personnel of the exhibitors should know the evacuation routes, indoor fire hydrants, fire extinguishers and manual alarms in the exhibition hall.

3. It is strictly forbidden to smoke in the buildings of the exhibition venue. It is strictly forbidden to work with open fire. It is strictly forbidden to use inflammable and explosive dangerous articles such as paints, thinners, oil paints and pressure vessels. It is strictly forbidden to use any electrical equipment to cook food in violation of regulations.

4. All the temporary constructed facilities (exhibition booth) should be constructed with decorative materials that meet the national fire protection standards of Class B1 and above. It is strictly forbidden to use flammable materials such as elastic fabric and knitted cotton for decoration.

5. All the temporary constructed facilities (exhibition booth) shall be sprayed with fireproof coatings in the wooden structures and light boxes before entering the field. The light boxes shall be reserved with heat emission holes. It is strictly forbidden to use a fully enclosed ceiling in storage rooms, rooms, etc., and at least 50% of the open area should be left.

6. Flame-retardant panels shall be used for the construction of the exhibition materials. Non-combustible materials or flame-retardant materials shall be used for the exhibition. The electrical heating elements of electric appliances or lighting devices used should be kept a certain safe distance from the combustible materials. If they are directly installed on the combustible components or adjacent to combustible materials, thermal insulation and fireproofing measures should be taken.

7. The contractor’s electricians shall be appointed with certificates, consciously abide by the safety electricity operating procedures, and are not allowed to install the electric wires without permission. It is strictly forbidden to use iodine tungsten lamps, high pressure mercury lamps and neon lights as decorative lighting for the booth. If the specified power consumption is exceeded, the application must be submitted to the on-site office of the exhibition hall in advance, and construction can only be carried out after the approval.

8. Construction materials: All construction materials shall be provided with a fire safety certificate to facilitate on-site inspection by relevant departments.

9. All the exhibition arrangement and removal personnel should wear the Construction Permit (exhibitors wear the exhibitor certificate) to enter the hall, and it is strictly forbidden to borrow or lend the certificates.

10. When the exhibition booth are under constructing and exhibiting, the items such as the

constructing structures, exhibits and billboards shall not exceed the size of the booths agreed by Party A and Party B. All the booths in the exhibition hall must be at least two-thirds open on the side facing the passage and on the side facing the adjacent booths.

14. Once the construction drawings of the special booths in the exhibition hall have been examined and approved, the construction unit may not change them without authorization.

17. During the period of exhibition arrangement and removal, all units shall strictly abide by the time regulations of the Organizing Committee, and properly keep the exhibits and the belongings and tools they have carried with them, and shall take the responsibility for the lose.

18. Fireworks are strictly forbidden in the exhibition hall. The construction unit shall not use electric welding, gas welding and other open fire operations during the construction, and fire extinguishers shall be equipped on site.

Part VII Important documents and explanations

1. Declaration material description

Dear exhibitors and contractors:

This Exhibition Manual shall be submitted to the functional departments such as public security, fire safety and safety supervision for filing in response to International Automobile Industry Exhibition Hangzhou China on the latest work spirit of functional departments such as public security, fire safety and safety supervision, and Hangzhou International Expo Center on the safety exhibition and responsibility implementation.

In order to make you successfully participate in the exhibition and carry out related work, and ensure the smooth progress of this year's Hangzhou International Auto Show, all parties are requested to organize the following important documents and bind them together in the form of the book with the original documents during constructing and booth registration. We appreciate your cooperation.

2. List items

- (1) Booth map of the 20th International Automobile Industry Exhibition Hangzhou China;
- (2) Business license, construction qualifications, and copies of legal persons' identity cards of construction units;
- (3) A complete set of drawings of Party B to construct the booth;
- (4) Confirmation letter of the exhibition arrangement unit designated by Party B;
- (5) Form 1 Application Form for Special Booth Construction;
- (6) Form 2 Power of Attorney for Special Booth Construction;
- (7) Form 3 Safety Responsibility Statement for Special Booth Construction;
- (8) Form 4 Electricity Application Form

**The Organizing Committee of the 20th International Automobile Industry Exhibition Hangzhou
China
July 2019**

Attachment

Form 1

Application Form for Special Booth Construction

Deadline: September 10, 2019

Please return the form to: China National Automobile Convention & Exhibition Zhejiang Co., Ltd. Address: 5th Floor, West Podium Building, Hangzhou International Convention and Exhibition Center, 589 Shixiang Road, Hangzhou Zip code: 310015 Phone: 0571-28935005 Fax: (86) 0571-28879696 Http://www.autohz.com.cn Contact: Dai Lawong Wang Hailong	Contractor information (required)	
	Company Name: (seal)	
	Company address:	
	Contact number:	
	Fax:	
	Email:	
	Contact person:	
	Date of filling:	
	Booth Number:	Responsible person:

I Booth area: _____ square meters; floor height: _____ meters;

II To submit your application, you will need the following documents with the company seal:

1. Special booth drawing design requirements:

- (1) The information submitted for review by the drawing reporting unit includes (all drawings shall be submitted in electronic form);
- (2) Three-dimensional Color Rendering;
- (3) Elevation Grid Diagram;
- (4) Plane Figure Dimension Diagram;
- (5) Power Distribution System Diagram;
- (6) Power Distribution Plane Diagram;
- (7) "Power of Attorney for Special Booth Construction" (Attachment) (with copy of ID card of the person in charge of construction);
- (8) Copy of the business license (copy) (the business scope shall include qualifications to undertake exhibition design, production, exhibition services), and "Safety Responsibility Statement for Constructor Unit";

2. Drawing design requirements of "Application Form for Special Booth Construction":

- (1) The Node Diagram should be marked on the Color Rendering;
- (2) All drawings are in A4 breadth, JPG format;
- (3) Include material labeling and construction technology explanatory drawings (including detailed dimensions and material description, booths with beam structures are also attached with the Node Detail Diagram);
- (4) Power Distribution Plane Diagram shall indicate the location of the consumer unit of the booth; the type, power and installation position of the electrical appliances such as lamps.
Power Distribution System Diagram shall indicate the electrical properties, total power, main switch and the rated current and voltage rating (220v/380v) of various protection switches, indicating the wire type and laying method;
- (5) Maintain the necessary clarity after the drawing is enlarged.

Note: For the multiply-story booth, the structural audit report stamped with the seal of the national first-level registered structural engineer seal and the architectural design institute shall be obtained, and the static load test report/calculation sheet shall be provided.

Signature of the site manager:
Exhibitor Signature:

Telephone:
Telephone:

Date of filling:

Form 2**Power of Attorney for Special Booth Construction**

Deadline: September 10, 2019

This is to certify that the 20th International Automobile Industry Exhibition Hangzhou China, exhibitors: _____, booth number: _____, construction area: _____m², and the hereby entrusts _____ to build the special booth for our company, and we hereby certify that:

1. Once the construction unit is qualified upon inspection and approval, it is confirmed that it is the only designated construction unit of the special booth and has the qualification for construction;
2. The construction unit has signed relevant construction contracts with the our company to ensure the safety construction and normal operation of the special booth;
3. Our company has clearly defined the "Hangzhou International Expo Center On-site Construction Management Regulations" and the relevant rules of the construction management of the Organizing Committee, and has informed our company's entrusted construction unit to ensure construction safety on site;
4. Our company cooperates with Hangzhou International Expo Center and the Organizing Committee to supervise the construction units and construction safety of special booths, violations of the "Hangzhou International Expo Center On-site Construction Management Regulations" and the relevant rules of the construction management of the Organizing Committee, Hangzhou International Expo Center and the Organizing Committee have the right to impose penalties on the responsible party and hold the responsible party responsible.

Entrusting unit (seal)

Construction unit (seal)

Signature of the person in charge:

Signature of the person in charge:

Date:

Date:

Form 3**Safety Responsibility Statement for Special Booth Construction**

Deadline: September 10, 2019

Exhibition Name: **The 20th International Automobile Industry Exhibition Hangzhou China**

Booth No.:

Name of exhibitor:

Name of construction unit:

Construction site safety management: On-site contact number:

In order to strengthen the fire safety management of Hangzhou International Expo Center, ensure the fire safety of the exhibition hall, clarify the rights and obligations of the construction unit in the fire protection work, and we hereby sign Safety Responsibility Statement for Special Booth Construction according to the fire protection laws and regulations and relevant regulations. The establishing and construction units entering the exhibition center shall comply with the following regulations:

1. Conscientiously implement the guiding principles, policies and relevant regulations of the fire protection department and strictly abide by the fire protection management regulations of the exhibition hall.

2. The person in charge of the construction unit is responsible for fire safety, shall comprehensively responsible for the fire safety work at the place of residence, and strengthen the fire safety training for employees, so that employees can understand the "Three understandings and Four abilities" (understand the fire hazard of this position, understand preventive measures, understand the fire fighting scheme, be able to give an alarm, be able to use fire-fighting facilities, be able to handle emergency accidents, and be able to organize and evacuation personnel.

3. The construction unit shall provide the Decoration and Construction Drawing, and construct after the approval of the exhibition hall.

4. The construction and establishment of the exhibition hall may not block fire fighting facilities or affect the fire fighting access.

5. During the construction, the wires should not be installed indiscriminately. The wires must be ZR-BVV (nonflammable double-plastic copper core wire) and sheathed wires. The lamps installed in the light boxes and lamp posts shall reserve with convection and heat dissipation holes, and electronic products such as fluorescent lamp ballasts shall be qualified.

6. The relevant construction and installation regulations shall be strictly implemented. All decoration materials and decorative materials shall be made of incombustible or nonflammable materials, and fire protection and heat insulation measures should be taken.

7. Do not use or store inflammable and explosive chemicals in the construction area; the use of kerosene stoves, alcohol stoves, gas stoves is prohibited, and open fire operations such as electric welding and cutting are prohibited.

8. It is strictly forbidden to stack items in walkways, stairs, exits, etc., so as to keep the evacuation passages unblocked.

9. It is strictly forbidden to use open fires in the exhibition hall (including incineration of inflammable materials such as waste paper).

10. Responsible for the safety work in the construction area, take the initiative to take safety protection measures to ensure that no one is killed or injured.

11. The construction unit should be civilized in the exhibition hall, and consciously protect the intactness and integrity of the equipment and other public and private properties in the venue. If there are any damages, the damaging party shall compensate according to the cost.

12. Cooperate with the inspection of the security personnel designated by the Organizing Committee, cooperate with the supervision of the venue equipment personnel and safety management personnel, the violations proposed by the relevant personnel of the Organizing Committee and the staff of the venue shall be promptly rectified.

13. The construction unit shall bear all responsibilities for all the consequences caused by the safety accidents due to its violation operations during the construction process.

14. The construction unit shall construct strictly complying with the "Exhibition Manual", and the ground unit bearing shall not violate the venue regulations.

15. The construction unit shall not use the fixed facilities such as the distribution box and water source of the exhibition hall without permission.

16. After the opening of the exhibition, the construction unit shall arrange the electrician, carpentry and other types of workers on duty, and deal with problems in a timely manner.

17. According to the recommendation of the Organizing Committee, the construction unit shall arrange the overall insurance work for the construction personnel.

18. If the exhibitor violates the above regulations or all other safety accidents and responsibilities arising from other illegal construction, the exhibitor shall be responsible for and bear all the economic losses caused to the Organizing Committee.

Our company attends in the 20th International Automobile Industry Exhibition Hangzhou China hosted by your company and has made the following commitments:

1. Ensure that all materials used in on-site construction meet fire safety regulations.

2. Ensure that the construction of the site complies with the fire safety regulations of the public security.

3. In case of violations, our company is willing to accept the investigation of the relevant departments and bear the relevant responsibilities.

Responsible unit (stamped):**Date:**

Form 4

Electricity Application Form

Deadline: September 10, 2019

Organizing Committee Contact: China National Automobile Convention & Exhibition Zhejiang Co., Ltd. Contact person: Dai Lawong Wang Hailong Address: 5th Floor, West Podium Building, Hangzhou International Convention and Exhibition Center, 589 Shixiang Road, Hangzhou Municipality 310015 Telephone: 0571-28935005 Fax: 0571-28879696 http://www.autohz.com.cn Bank Account: Opening Bank: Hangzhou ICBC Baima Branch Account Name: China National Automobile Convention & Exhibition Zhejiang Co., Ltd. Account number: 1202002109900000881	Company information (required)	
	Company name (stamped):	
	Company address:	
	Contact number:	
	Fax:	
	Contact person:	
	Booth No.:	Responsible person:

The Application Form is as follows:

Project name	Contents		Amount (yuan)	Quantity	Remarks (24 hours of electricity consumption)
Electric charge	Specifications	8 hours power supply for the exhibition			Outdoor installations and 24-hour power supply charge will be 100% additionally charged.
	16A/220V		RMB1500 yuan		
	16A/380V		RMB2000 yuan		
	32A/380V		RMB3800 yuan		
	63A/380V		RMB6800 yuan		
	100A/380V		RMB9600 yuan		
	Temporary electricity during exhibition arrangement and removal	Temporary power supply (for construction and establishment)	RMB600 yuan/piece/exhibition period		

Description: 1. Mark the location of the distribution box on the plane figure;

2. If 24 hours of power supply is needed, please indicate in the remarks column, and the fee is additionally charged by 100%;

3. The cost for outdoor installed electricity is additionally charged by 100%;

4. The application for electricity consumption shall be reported to the main venue party before September 10, and the fee will be additionally charged by 30% for overdue reporting (before entering the hall);

5. On-site application for electricity consumption will be additionally charged by 50% for expedited fee, and electricity is not guaranteed to be fully provided, depending on the situation of the spot. The application will not be accepted the day before the exhibition opening.

6. If the electricity consumer damage or loss the facilities such as cables and air switch distribution boxes provided by Hangzhou International Expo Center, the electricity consumer shall compensate according to the cost, and the relevant documents will be issued by the exhibition hall. The relevant construction deposit may be paid by the damaging party voluntarily or deducted by the main venue party, and the specific amount shall be in accordance with the compensation amount proposed by the exhibition hall.

Date of filling: