

International Exhibition Center of Qingdao Cosmopolitan Exposition

Site Management Manual

I. Move-in (installation) and move-out (dismantling) instructions

You are required to read the following move-in instructions carefully and obliged to inform your staff involved in the move-in and participation of the same. We hope that our services can facilitate your participation. (This manual is applicable to all move-in constructors, exhibitors, and attendees to the Qingdao Cosmopolitan Exposition.)

1. Constructors should strictly follow the relevant national and local laws and regulations, as well as the relevant rules of Qingdao Cosmopolitan Exposition, and obey the management, inspection, and supervision by the Exhibition Center.

2. Before entering the venue, the constructors of special booths must follow the *Application Process for Special Booth Move-in Procedures*, provide necessary sign-up documents, and sign the *Safety Responsibility Agreement for Special Booth Construction*. Anyone who signs this agreement is required to present a sealed letter of introduction or facsimile from the constructor to confirm the signatory's capacity to do so. Dedicated personnel, to be assigned by the constructors, should be responsible for the safety and fire prevention of the booth construction site by identifying safety hazards and handling incidents. Directors in charge of the booth construction have the obligation and responsibility to request their workers to properly wear certified safety helmets and valid documents, and to comply with the relevant regulations of the exhibition and venue.

3. Any constructor that fails to go through relevant move-in procedures as per the *Application Process for Special Booth Move-in Procedures* (providing valid qualification information, etc.) is not allowed to enter the venue for construction. If any booth constructor is found to have entered the venue without approval, the Exhibition Center will impose severe punishment on and even remove the constructor.

4. Special booths must be equipped with certified and effective fire extinguishers (from 4 kg) according to firefighting requirements. Fire extinguishers must be placed in a conspicuous and accessible position in the booth during move-in, exhibition, and move-out to facilitate fire inspection and use. Four fire extinguishers are required in a booth of up to 50 m² (a booth of less than 50 m² should be considered as of 50 m²), and two more extinguishers are required for each additional area of 50 m², and so on. For a two-story booth, the number of fire extinguishers to be configured is increased by 50% on this basis. If any failure to install fire extinguishers according to the firefighting requirements is found in the fire safety inspection, it will be

handled in accordance with the relevant firefighting regulations. To ensure the safety of the exhibition, the fire extinguishers provided by the venue must be used uniformly.

5. The supplies in the venue must be taken good care of. It is not allowed to nail, punch, carve, step on, or use double-sided tape, single-sided tape, instant stickers, or other adhesive products on standard booths and supporting display equipment. No heavy objects can be leaned or hung on standard booths, and no demolition or alteration of standard booths is allowed without permission. Violators shall compensate for the actual damage.

6. Tables, chairs, or other items must not be taken or moved from other booths at will. It is strictly forbidden to install power cords, spotlights, sun lamps, or other lighting fixtures in standard booths. The Exhibition Center has the right to stop this act and confiscate any item in case of any violation.

7. On-site primary processing of wood structures is prohibited in the venue. Chainsaws, cutting machines, welding machines, and air compressors require prior written application to the Construction Management Office and obtain permission before entering the site. The Exhibition Center has the right to stop any organization or individual that uses chainsaws, cutting machines, welding machines, or air compressors without permission. Repeat violators will be dealt with as appropriate.

8. In principle, the use of floor tiles, wall tiles, sandstones, and other stones for booth production and decoration is not allowed in the venue (except for professional exhibitions). If necessary, a written application must be submitted to the Construction Management Office in advance. These materials can be used with the permission, provided that cutting is not implemented at the site during production and decoration.

9. In principle, wood structure production and decoration are not allowed in standard booths. If necessary, a written application for the production and decoration plan must be submitted to the Construction Management Office for review in advance, and construction will be allowed only after the plan is approved.

10. After the opening of the exhibition and during the normal exhibition period, the constructors must have their electricians, carpenters, and other workers stay on duty to deal with issues (if any) in time.

11. Relevant documents must be worn during construction, and fighting is strictly prohibited.

12. The construction and embellishment materials used for special booths must be fire-retardant materials that meet fire safety requirements. The structure must be solid and reliable to avoid safety accidents such as booth collapse. All wooden materials and wooden flooring without fireproof board must be painted with fireproof paint before entering the construction

site.

13. Height is limited to 6 m for an indoor booth and 4 m for an outdoor booth (span should not exceed 5 m). The structure must be solid and safe. The construction materials must be fireproof or treated with fire retardant materials. It is strictly forbidden to nail, hang, or tie any booth structure on the walls, tops, columns, and various special pipelines of the venue. All structures should be connected to the main structure of the booth itself. Any booth should be constructed in strict accordance with the height limit.

14. It is strictly forbidden to use the top net frame of the venue as a tool for lifting the booth structure, to build booths and stack items under the fire shutter doors, and to block the fire protection facilities and equipment (fire hydrants, active infrared intrusion detectors, monitoring probes, firefighting access, etc.) in the venue.

15. Large-area painting, brushing, universal adhesive pasting, and putty brushing are strictly prohibited in the venue. These operations can only be used for repair or seam processing when the venue is well protected, and require written application in advance. Time slots will be arranged by the Construction Management Office of Qingdao Cosmopolitan Exposition Operations for these operations. The Exhibition Center has the right to stop any organization or individual that performs these operations without permission. Repeat violators will be dealt with as appropriate.

16. Lighting fixtures, neon lights, and various electrical facilities and materials should have national professional safety certification, and should be constructed, installed, and used in accordance with the standards of electrical regulations. It is strictly forbidden to use braided wires to connect electrical equipment, and standard double sheathed flame retardant wires should be used instead. The installation of circuits and electrics must be carried out by electricians with valid certificates. Electricians must carry their operating documents with them during the exhibition for verification.

17. It is prohibited to install lamps directly on the columns of the venue as light boxes. All equipment and facilities in the venue should not be dismantled, moved, or damaged. Constructors are not allowed to use the distribution boxes, water sources, or other fixed facilities in the venue without permission.

18. During site construction, construction materials should be placed within the scope of the booth and should not block the aisles. Those blocking the aisles will be disposed of by the Exhibition Center as waste materials.

19. Electricity for the exhibition period cannot be used as construction electricity and will be delivered at 1:00 p.m. the day before the exhibition opening. Non-compliant use of electricity will be dealt with seriously according to relevant regulations.

20. To ensure the normal operation of the fire alarm system, automatic sprinkler system, and power distribution system, the decoration of all special booths cannot be capped in any form.

21. Smoking is not allowed in the venue. The use of flammable (elastic cloth, etc.) and explosive items or volatile items containing radiation, radioactivity, toxicity, and high corrosiveness is strictly prohibited. Electricity, gas welding (gas cylinders are not allowed in the venue), and other open flame operations are prohibited. If any of these operations is necessary, a written application and a safety commitment should be submitted to the Construction Management Office in advance and the relevant operators' documents should be provided. After the application is approved, the fire management fee (RMB 500/position/day) should be paid, safety precautions should be in place, and appropriate fire extinguishers should be configured before the construction can begin. Violators will be dealt with seriously in accordance with relevant regulations.

22. The use of electric heating appliances, such as electric stoves, electric rice cookers, and electric irons, is strictly prohibited in the venue. Once found, the power supply will be stopped and the prohibited appliances will be confiscated.

23. Construction workers should use safe and acceptable lifting tools and operating platforms when working at height, and should fasten safety belts. To protect personal safety, a safety zone should be set up around and guarded. The safety zone should be clearly marked with warning signs.

24. When making booths and laying flooring (after the construction of flooring is completed, obvious safety warning signs must be set at the edge of the flooring) or carrying out other construction works, punching, painting, gluing, posting, or coloring is not allowed on the walls and floors, and no change, demolition, or destruction of the venue building and facilities is allowed. Dragging or pulling is prohibited during construction to avoid any damage to the walls and floors of the venue. Any damage or defacement to the facilities and equipment of the Qingdao Cosmopolitan Exposition during the construction must be compensated for.

25. A glass-decorated booth should use tempered glass to ensure solid and reliable installation. The glass should be clearly marked to prevent shattering and injury. Proper decorative treatment must be made behind all structures of adjacent booths to avoid affecting the overall exhibition effect.

26. The fuel in the tanks of the vehicles exhibited indoors must not exceed the limit specified by the organizer (or the Exhibition Center).

27. Exhibitors and constructors that need to apply for overtime during the move-in process should go to the on-site service office before 17:00 each day for overtime procedures.

28. Exhibitors must enter the site for move-in, participation, and move-out according to the specified timeline and observe the opening and closing time. Exhibitors are responsible for any loss or damage to their exhibits because they fail to attend on time or leave the booths in advance before closing. They should keep their personal bags, cash, cell phones, documents, and other valuables in a safe place during the exhibition and should not leave them at their booths. Valuable exhibits should be placed under the care of someone and vigilance should be raised to prevent theft and fraud.

29. The remaining items and empty boxes must be stacked in the designated place after move-in is finished. Things that are left lying around are considered discarded items and fines are imposed on the booths.

30. A constructor that plans to lay the carpet in the aisle must submit the fire test certificate of the carpet to the Construction Management Office before entering the venue, and go through other related procedures. The constructor must obey the management of the staff of the Construction Management Office during the laying operation, and carry out a vacuum cleaning work for the aisle carpet laid before the opening of the exhibition.

31. If there are safety hazards in booth construction, the constructor concerned must make rectifications on schedule after receiving the *Notice of Rectification* and give feedback on the rectification result to the Construction Management Office in time.

32. Special booth constructors must carry out civilized construction in the process of move-out. Brutal dismantling is prohibited to avoid causing damage to the equipment and facilities in the venue or causing safety accidents. The constructors will be responsible for cleaning up the site. The construction and cleaning deposit will be refunded only after being checked and signed by the management office.

33. In case of fire, explosion, or other emergencies, it is important to remain calm, obey the command of public security and security personnel, and evacuate the personnel in the venue as soon as possible.

34. All construction workers are not allowed to bring children under 12 years old into the move-in and move-out places during the construction without permission.

35. If any constructor violates the above provisions, the venue management has the right to require the constructor to immediately correct or stop construction, and may even ask the constructor to leave the venue. Constructors with serious circumstances will be reported in the industry and recorded in the roster of venue violations.

36. Constructors should be fully responsible for all safety accidents arising from their violation of the above provisions during the exhibition and shall bear the economic losses caused to the Exhibition Center.

37. Matters not covered herein should be governed by the applicable provisions of the municipal public security and firefighting authorities, subject to on-site notification.

II. Site construction safety

i. Sign-up process

To ensure safe and orderly construction, provide efficient and effective on-site services, and promote the smooth conduct of the exhibition, exhibitors and constructors are requested to bring their letters of introduction and business cards of their clerks and handle entry procedures according to the following process before entering the Qingdao Cosmopolitan Exposition for construction and move-in.

1. Preparation documents for special booths:

No.	Document name	Remarks
1	Constructor's certificate of qualification	Photocopies of business license and qualification certificate
2	Power of attorney for construction	The power of attorney issued by the exhibitor must be affixed with the seals of both the exhibitor and the constructor; (if such seals are absent, a photocopy or facsimile copy of the contract signed by the exhibitor and the constructor must be provided) (Appendix I)
3	Safety responsibility agreement for special booth construction	Two originals are required and need to be affixed with the constructor's official seal (Appendix II)
4	Construction application form for special booth	The form needs to be filled out in a complete and clear manner (Appendix III)
5	Letter of volume control commitment	The original letter is needed and should be affixed with the exhibitor's official seal (subject to the organizer's notice) (Appendix IV)
6	Application for entry of electric tools	The names and quantities should be stated in detail, and the application should be affixed with the official seal (these electric tools can only be used for booth repair)
7	Booth facade rendering	Front, side, and top views with dimensions are required, and color drawings are required for rendering (signed and stamped by the designer)
8	Booth plan	The plane distribution of hanging points, the installation location of power distribution boxes, and the regional distribution of the booth should be marked (signed and

		stamped by the designer)
9	Circuit diagram	The electrical circuit, circuit load, specifications and model of the materials used should be marked (signed and stamped by the designer)
10	Booth construction drawings	A full set of drawings is required with detailed dimensions, materials, and specifications (signed and stamped by the designer)
11	Structural safety certificate	Any exhibitor planning to build a two-story booth must provide a certificate of structural safety of the booth issued by the construction authority.
<p>Note: The above documents should be sent to Qingdao Cosmopolitan Exposition via express mail seven days before the move-in.</p> <p>Address: _____ Customer service hotline: _____</p>		

2. Entry procedures for special booths:

No.	Item	Remarks	
1	Document acceptance	Check whether the documents are complete and whether seals are missing	
2	Document receipt	Important documents such as move-in instructions, deposit collection, and handling standards	
3	Payment of relevant fees	Special booth management fee	Subject to the site notice
		Construction deposit	The construction deposit will be paid from RMB 2,000 to 30,000 depending on the booth area, and will be refunded after the move-out is completed, depending on whether there are any violations during the construction period
		Cleaning deposit	The cleaning deposit will be paid from RMB 1,000 to 10,000 depending on the booth area, and will be refunded after the move-out is completed, depending on how the construction site is cleaned

		Fire management	Go through fire procedures, provide appropriate fire extinguishers according to the booth area, set up special guards, and take protective measures
		Electricity for construction and exhibition	Accurate calculation is required, and a 20% handling fee is added to the second filing
		Fire extinguisher	Four sets for up to 50 m ² , and two additional sets for each additional 50 m ²

Note: The above procedures can be handled at the Construction Management Office of Qingdao Cosmopolitan Exposition three days before the move-in, and at the Service Center during the move-in.

Address of the Construction Management Office: _____ Telephone number of the Construction Management Office: _____

3. Issuance of relevant documents

Construction documents are issued according to the organizer’s requirements.

4. Entry

Entry procedures are handled at the Construction Management Office with relevant documents issued by the organizer.

ii. Safety management of special booth construction

1. Definition of special booth:

It is a booth that is specially designed and decorated by the exhibitor in the open space of the venue according to its corporate image and products since it does not need to use a standard booth.

2. Precautions for special booth constructors before move-in:

2.1 Each exhibitor or constructor must fill out the construction application form and the construction safety responsibility statement for special booths 15-30 days before entering the venue for construction. Only with the approval of the Construction Management Office can the exhibitor or constructor go through the construction procedures for special booths, and provide the following documents to the Exhibition Center: power of attorney for construction issued by the organizer/sponsor or exhibitor; a photocopy of the applicant’s business license; one copy of booth construction plan, elevation plan, circuit plan, structure plan, and rendering; photocopies of the special workers’ work licenses (the power of attorney to be affixed with seal; the drawings to be affixed with the designer’s seal together with structural safety statement); letter of volume control commitment; and application for entry of electric tools.

2.2 Insurance management regulations for construction workers

To protect the interests of the site construction workers and exhibition staff, and to reduce the economic burden of enterprises in case of accidents, exhibitors are required to buy the exhibition liability insurance, as follows:

Staff employment liability (accidental injury to construction workers and exhibition staff)	Compensation limit per person	RMB 500,000
	Cumulative limit of compensation	RMB 1.5 million
Third-party liability insurance (accidental injury and property damage to visitors)	Compensation limit per person	RMB 500,000
	Cumulative limit of compensation	RMB 1.5 million
Exhibition building (damage to fixed facilities)	Material loss	RMB 100,000
	Limit of compensation	

2.3 Constructors must pay the relevant fees before entering the construction site on time. They must wear the valid construction documents issued by the relevant department when entering the site.

3. Precautions for special booth constructors during move-in

Special booth constructors must comply with all management regulations of the venue and relevant fire safety regulations, and consciously abide by the following regulations during construction:

3.1 The construction materials used for special booths must be fire-retardant materials that meet fire safety requirements. The structure must be solid and reliable to avoid safety accidents such as booth collapse. All wooden materials and wooden flooring without fireproof board must be painted with fireproof paint before entering the construction site.

3.2 The construction materials used by constructors in building the special booths can only be stacked within the scope of their own booths, without blocking the fire equipment, electrical equipment, emergency exits, and public passages in the venue. Construction of stands/booths and stacking of any objects are not allowed underneath the fireproof rolling shutter doors.

3.3 According to fire regulations, flammable materials must not be used to decorate special booths. In case of special requirements, the consent of the Construction Management Office must be obtained first, and fire retardant must be sprayed or brushed or other fire and flame

retardant treatment is needed before use of flammable materials.

3.4 To ensure the normal operation of the fire alarm system, automatic sprinkler system, and power distribution system, the decoration of all special booths cannot be capped in any form.

3.5 All special booths must be installed and constructed in accordance with the approved plan. If the fire safety of the venue is affected by the unauthorized change of the plan on site (super-high construction, second-story booths exceeding the specified area, or booths occupying the aisle), the venue has the right to cut off power until the rectification is made.

3.6 Constructors must accept the management of the venue staff, and the use of flammable and explosive substances is prohibited. Smoking is prohibited at the construction site, and open flame operation or construction beyond noise standard is strictly prohibited. The use of chainsaws for on-site cutting of decoration materials is prohibited. Special booth constructors cannot make booths on site, but can only assemble them with semi-finished products in the venue. The use of electric welding machines, wind welding machines, argon arc welding machines, grinding wheels, and other spark-generating tools for construction is strictly prohibited. Those who still use illegal tools after being requested not to do so will have their tools confiscated. Painting on site and using high pressure air pumps for painting are prohibited. No large areas of paint should be brushed. If a small amount of repair paint is needed, the ground should be well protected. Any special requirements must be approved by the Qingdao Cosmopolitan Exposition and the relevant procedures must be handled before construction.

3.7 Special booth constructors cannot use strong chemicals, strong odor products, and strong irritants during construction.

3.8 Special booth constructors should leave enough heat dissipation holes when making various light boxes. Fluorescent lamp ballasts should be detached from the boxes. The light boxes made of wood materials should be fireproof and flame retardant with asbestos boards. It is strictly prohibited to use twisted wires, common glue wires, or other materials that do not comply with fire control regulations in electrical installation. Dual jacketed flame retardant wires must be used. If no dual jacketed flame retardant wires are used, the materials must be routed through pipes. Electrical installation must comply with the relevant regulations and professional specifications to ensure the safety of electricity supply and use. In case of violation, the Qingdao Cosmopolitan Exposition's management personnel should have the right to order the construction to stop and supervise the correction.

3.9 All electric lines used by special booth constructors in the booth decoration must be connected with terminals and insulated.

3.10 The height of a special booth should not exceed the limited height (4 m outdoor and

6 m indoor) to avoid affecting the safety.

3.11 Construction workers should use safe and acceptable lifting tools and operating platforms when working at height, and should fasten safety belts. To protect personal safety, a safety zone should be set up around and guarded. The safety zone should be clearly marked with warning signs.

3.12 When making booths and laying flooring or carrying out other construction works, punching, painting, gluing, posting, or coloring is not allowed on the walls and floors, and no change, demolition, or destruction of the venue building and facilities is allowed. Dragging or pulling is prohibited during construction to avoid any damage to the walls and floors of the venue. Any damage or defacement to the facilities and equipment of the venue during the construction must be compensated for.

3.13 It is strictly forbidden to hang or tie any booth structure on the walls, tops, columns, and various special pipelines of the venue. All structures should be connected to the main structure of the booth itself. The use of the top of the venue as a tool for lifting booths is strictly prohibited.

3.14 A glass-decorated booth should use tempered glass to ensure solid and reliable installation. The glass should be clearly marked to prevent shattering and injury.

3.15 The strength of the structure designed by booths should meet the strength required by the load. The construction should ensure the strength, stiffness, stability, and local stability of the booth structure.

3.16 A chassis should be added to the bottom of a column to increase the stress surface of the column and strengthen the solidity of the booth.

3.17 Constructors should always clean up abandoned items during construction. Materials for constructing booths should be neatly placed. It is strictly forbidden to occupy fire escapes and keep the aisles unobstructed.

3.18 After the unpacking of all special booth construction materials, the packing boxes, broken parts, foam, wood chips, adhesive film, and other flammable residual debris must be cleaned up by constructors after the construction is completed and transported away from the venue.

3.19 If a constructor needs to hang promotional materials and special decorations on the steel frame of the roof beam, the constructor should contact the Advertising Department of the venue, and the construction will be allowed only after the department's approval, the payment of hanging fees, and the handling of related procedures. If private hanging of items is found, the venue has the right to dispose of them according to the regulations (Note: the hanging position is limited to the space over an exhibitor's own booth, and the price is detailed in the

price list of advertising charges).

3.20 Proper decorative treatment must be made behind all structures of adjacent booths to avoid affecting the overall exhibition effect.

3.21 If an exhibitor uses several booths and there are public aisles across these booths, the public aisles should not be occupied in the design. It is forbidden to cross the aisles or build a two-story aisle.

3.22 The constructors must truthfully handle the construction procedures according to the actual construction area and the number of construction workers. It is strictly prohibited that the area does not match the reported area or that a certificate is used for multiple situations. One constructor is not allowed to handle construction procedures for another constructor. Any violation will cause the constructor to be disqualified from entering the venue for construction. Construction workers must wear construction documents on site, obey the management of the Qingdao Cosmopolitan Exposition's site managers, and cooperate with the work.

3.23 Special booth constructors should contact the Qingdao Cosmopolitan Exposition's site managers in a timely manner in case of accidents during construction.

3.24 Constructors should carry out civilized construction education and legal education for their workers. If problems occur with a constructor's workers, the Qingdao Cosmopolitan Exposition and the relevant departments will hold the constructor responsible.

4. Regulations for two-story special booth construction

4.1 To ensure the booth safety, and the solidity of all connection points and the overall booth structure, the detailed structural drawings must be provided when building a two-story booth or a booth with complex structure, and affixed with the review seal of a certified design institute and the seal of a national registered structural engineer.

4.2 The two-story booths built inside and outside the venue must be designed and used with steel structure materials and reinforced accordingly to improve the stability and safety of the booth structure. All decoration materials must conform to the relevant national standards.

4.3 The handrails of a two-story booth should not be lower than 1.5 m, and the surface should be made into an arc-shaped surface to prevent misplaced objects from sliding off the railing.

4.4 The load-bearing capacity of a two-story booth should not be less than 400 kg/m². The second floor can only be used for negotiation of business or resting, and cannot be used mainly for displaying exhibits. The number of people staying at the second floor should be strictly controlled.

4.5 The foundation of a two-story booth's beam should be designed with ground beam connection and reinforced with high-strength screw connection, and hard rubber anti-slip mats

should be added to the contact surface with the ground to prevent horizontal movement.

4.6 As the fire sprinklers are blocked by the construction of two-story booths, first-floor booths must be equipped with suspended dry powder fire extinguishers to ensure safety: one for every 20 m² and so on.

4.7 If the area of the upper floor of a two-story booth is larger than 100 m² and the straight-line distance from the evacuation entrance exceeds 15 m, there must be at least two staircase evacuation entrances.

4.8 All materials of electrical lighting facilities must meet the relevant national safety standards. Control electrical boxes must be installed in an obvious and operable location for emergency and maintenance purposes.

4.9 Any special booth constructor that builds a two-story booth must issue a safety commitment letter affixed with the constructor's official seal and signed by its person in charge, and must assume all fire safety responsibilities and construction safety responsibilities. If accidents occur due to booth construction quality issues, the constructor must assume financial and legal responsibilities.

4.10 Additional documents required for two-story special booth decoration

4.10.1 Distribution diagram (indicating the specification type, installation location, and specific installation of lamps, sockets, and master control switch electric box)

4.10.2 Power distribution system diagram (indicating total power consumption, total switch rated current/voltage, wire specifications, and auxiliary installation methods)

4.10.3 Two-story booth beam structure drawing (indicating static load technical data and live load technical data)

5. Regulations for outdoor booth construction

5.1 To build an outdoor booth, the constructor should go through the construction procedures and sign the *Safety Responsibility Agreement for Booth Construction* one week before entering the site. Construction schedule regulations and construction procedures are the same as those for indoor construction.

5.2 The height limit for outdoor booths is 4 m. For booths over 4 m or two-story booths, their structural drawings must be provided and affixed with the review seal of a certified design institute and the seal of a national Level-2 registered structural engineer.

5.3 Outdoor booths should be designed with full consideration of the unsafe factors brought by natural phenomena such as wind and rain to the booths, and effective measures should be taken to prevent them.

5.4 The span of an outdoor booth structure should not exceed 5 m. If it exceeds 5 m, a column should be installed for support. Steel structure should be added to large span walls to

ensure the strength and stability of the walls.

5.5 The structure of an outdoor booth must be safe and reliable. The construction materials should conform to the material usage standards of the relevant state authorities on temporary construction, and the selected materials should be reasonably sturdy. The use of buildings in the square or building decoration, railings, or walls as fixed booths is strictly prohibited. It is strictly forbidden to damage the ground and buildings by drilling holes and fixing expansion bolts.

5.6 During outdoor construction, attention should be paid to the protection of the square ground and buildings. Spilling of paint, coating, adhesive, and other items on the ground and buildings is strictly prohibited. Open flame operation is strictly prohibited. If open flame operation is needed, the constructor must apply for a permit for open flame operation at the Construction Management Office and obtain written consent before construction.

5.7 Outdoor booths should be equipped with their own fire extinguishing equipment. During the exhibition, patrol should be strengthened to ensure personal and booth safety.

5.8 Waterproof lamps, sockets, distribution boxes, and other electrical facilities should be selected for outdoor booths. Reliable rainproof measures and anti-leakage protection measures should be in place for electricity equipment. No joint is allowed for ground wiring, and bridge wiring is used for protection. The metal structure should be protected via grounding.

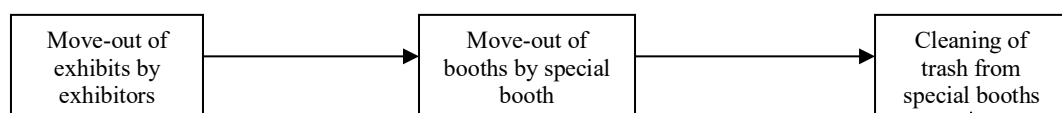
6. Precautions for special booth constructors during exhibition

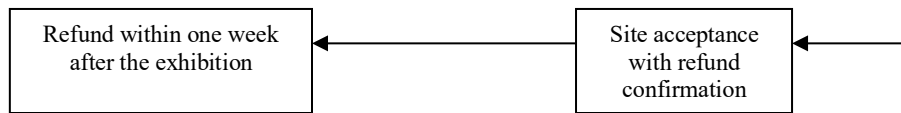
6.1 During the exhibition, special booth constructors must have their construction directors, electricians, carpenters, and other workers stay on duty to deal with issues (if any) in time.

6.2 During the exhibition, special booths must designate someone to turn off the power boxes on their booths before the power is turned off in the venue.

7. Precautions for special booth constructors during move-out

Site acceptance procedures for special booth move-out:





7.1 Special booth constructors must remove all the special installation materials, garbage, and paint, water-based paint and glue stains on the ground or columns within the scope of their own booths during the move-out according to the move-out schedule stipulated by the Qingdao Cosmopolitan Exposition.

7.2 Special booth constructors must dismantle and clear booths and other items according to the schedule, and should consciously schedule and arrange transportation vehicles. In the course of move-out, any damage to the venue facilities should be compensated at the price or restored to their original state.

7.3 If any special booths are found to have remaining wastes or stains or have exceeded the move-out schedule, the venue will charge a garbage disposal fee and a compensation fee for stains according to their area and deduct such fees from the deposit, and will charge an overtime fee for special booths that have exceeded the move-out schedule. Special booths that cannot remove wastes or stains themselves can entrust us to remove them, and we will charge according to the regulations. The special booth constructors must first turn off the power supply on the booths before starting move-out.

7.4 Any special booth constructor must designate a person in charge of the site during the move-out process, so that problems can be handled in time.

7.5 Special booth constructors must carry out civilized construction in the process of move-out, and brutal dismantling is prohibited. Booth materials should be dismantled gently. Large materials such as exhibition walls and backdrops should not be pushed directly onto the ground to avoid causing damage to the venue equipment and facilities or causing safety accidents.

7.6 The dismantling and removal of special booths must strictly implement the principle of “moving out exhibits first, then dismantling the booths, and finally cleaning the booths.” All constructors are not allowed to dismantle their booths until exhibitors have finished moving out and transporting their exhibits.

III. Construction

i. Standard booth construction standards:

1. Review drawings: The steps include a quick and simple review of the drawings, a detailed review of possible problems, finding a good reference for the booth to be marked and positioned, and clearly labeling the booth name and booth number.

2. Budget materials: The quantity of materials to be used should be roughly calculated and collected in accordance with the drawings.

3. Distribution of materials: The materials should be taken lightly and placed gently.

3.1 Key: One-meter aluminum bars are installed and should be accurately positioned (preferably spreading out from the center line of the venue to both sides). Each aluminum bar is placed with a 5-cm column spacing in mind. Aluminum bars should be placed longitudinally and horizontally straight, and more should be properly placed for temporary support.

3.2 When a column is placed, the lower end of the column (with an adjustable foot end) should be placed at the one-meter aluminum edge joint (the column must be equipped with an adjustable foot). Attention should be paid to the column installation of double openings and empty frames. No overlapping is allowed between the columns.

3.3 Double-opening and empty-frame booths should be noted when three-meter aluminum bars are installed.

4. Booth construction

4.1 When erecting frames, the lock head of the flat aluminum bars should be in the same direction, and as far as possible, in the same sequence and direction as installing flat aluminum bars to ensure the accuracy of the position.

4.2 Installation of display boards: Grab the display board vertically with both hands, and hold the bottom of the board with one instep. Slant the board slightly, put one of the lower corners into the column slot, and hold the board straight so that all this side is set into the column slot. Then set the other side into the slot, and then retreat the foot to gently put down the board and into the one-meter aluminum slot. Use the wooden ladder and then level the aluminum bar on top.

4.3 Erect three-meter flat aluminum bars. Lean the three-meter aluminum bar that should be erected on the three-meter frame below on the three-meter frame to be erected, and then stand on the ladder to pull up the three-meter aluminum bar above.

4.4 Adjustment of booth: After the booth is fully formed, all temporary supports will be removed in time, and all materials left in the exhibition area will be sorted into pallets and counted for storage. The error adjustment should be made according to the drawings, and no overall movement is allowed for long-distance changes.

5. Standard booth construction requirements:

5.1 The condition of locking parts should be checked during construction to avoid collapse of exhibition equipment that may cause injuries.

5.2 The trestle ladder should be checked before use to avoid falling. The height across the barriers should not exceed 13 cm, and jumping directly from the ladder is not allowed.

5.3 More attention should be paid to oil stains and obstacles on the ground to prevent slipping and falling.

5.4 In the process of move-out, no brutal construction is allowed to prevent collapse.

5.5 It is important to check whether the power line on the aluminum material is energized.

5.6 Aluminum materials should be prevented from scratching others and hanging down booths when being distributed and transported.

5.7 The temporary supports should be removed in time to prevent tripping over others.

5.8 The means of transporting materials shall not be extra-wide in the process of transportation to prevent hanging down the booths.

ii. Construction standards for change of standard booths to special booths:

1. Installers must wear helmets properly.

2. If the height of an aluminum alloy trestle ladder exceeds 2 m, it is necessary to arrange a special person to guard it. When using a 1.8m-high trestle ladder, it is important to carefully check whether the ladder is intact. When a person moves on a wooden ladder, the height across the barriers should not exceed 13 cm, and jumping directly from the ladder is not allowed.

3. Supports must be erected firmly.

iii. Utilities, telephone, and network installation standards:

1. Materials such as wires and cables should be budgeted according to the scale and characteristics of the exhibition.

2. Electricity installation for standard booths:

2.1 According to the requirements of the organizing committee, the lights should be installed in the center interval of about one meter. (Special attention should be paid to checking whether the 1-m and 2-m connection cables and plug-in boards are damaged. They should not be used if there are hidden dangers.)

2.2 When the socket is installed, it should be turned back at the top of the column to prevent falling off, and the protective wire should be inserted into the aluminum slot.

2.3 The overpass wires pulled from above should be turned at right angles. Multiple wires should be bundled and straightened.

2.4 Electricity, telephone, and network cables should be installed in advance for the functional area, service office, and the organizing committee office.

3. Electricity installation for special booths

3.1 Wiring should be safe. It is important to match the requested load and route reasonably.

3.2 The part of the wire end into the switch must be compacted upside down to avoid loosening or falling off that may result in heat, ignition, and other electrical accidents.

3.3 Double-insulated conductors should enter the distribution box, and the conductors

must be double-insulated and fixed with the box at the inlet hole.

3.4 The distribution box should be installed and fixed in a moderate position (covered with an electrical box cover) for easy switching and maintenance.

3.5 The power cord should be fixed with the ground well box to avoid loosening of the quick plug in the well, and the quick plug should be installed in place and locked with the fastening cover.

3.6 When multiple power lines come out of one well, the lines should be arranged in an orderly manner and not connected. Ground wiring should be protected (with carpet cover or speed bumps) and warning signs should be made.

4. Safe operation: It is strictly forbidden to work with electricity. If one must operate with electricity, it is necessary to take safety measures and emergency plans to ensure the safety of personnel. In this case, two workers should be arranged and a warning sign should be provided.

5. Rotating patrol. It is important to check whether there are illegal wire connections and operations as well as fire hazards. If any, they should be handled in time. If one cannot handle them, he/she should report the situation in time.

6. Installation of water pipes. It is necessary to first determine the guests' water consumption, pipe diameter, and water supply position before installation. After installation, the water pipes should be reasonably protected and the connections should be checked.

7. Telephone and network cables should be installed in time. The installation should be protected against damage to ensure the smooth flow of information.

8. All water and electricity networks should be test run and inspected after installation.

IV. LOGISTICS MANAGEMENT PROCESS

i. Qualification requirement

Certificates: Business license, legal person's ID photocopy, entrance security, letter of authorization, account opening permit, road transportation permit, special equipment manufacturing permit, operator certificate and identity document, insurance policy, vehicle safety checklist in the venue. Machineries (including but not limited to forklifts and cranes) must have all relevant qualifications and certificates, and meet the national emission standards. All machineries (including but not limited to forklifts and cranes), carts, and handling vehicles must have clear operation service signs. Operators shall wear uniforms and possess required work permits.

ii. Service requirement

1. The staff shall provide necessary pre-job training, wear uniforms during working hours, and purchase insurance for all participants on site according to relevant national labor laws and regulations, and sign labor agreements.

2. A sufficient number of machineries (including but not limited to forklifts, cranes, etc.), trolleys, pallet jack and similar handling tools, as well as sufficient manpower (including but not limited to managers, operators, porters, etc.) and material resources shall be prepared to ensure on-site logistics services and rental services of exhibitors. The "sufficient number" mentioned above shall be agreed upon between the logistics service provider and the organizing committee in advance and reported to the company for record according to different exhibition conditions.

3. The logistics service provider must strictly comply with relevant industry regulations in China and local regulations of fire and safety departments to ensure the quality and avoid safety problems. Full-time safety responsible personnel shall be appointed on site for overall safety supervision and management.

4. The logistics service provider can directly determine the logistics cost and its criteria with the organizing committee, which shall be publicized in accordance with the requirements of the organizing committee. The logistics cost shall be charged in strict accordance with the finalized price.

5. All rules, regulations and management provisions of Party A, as well as the management regulations of the Exhibition Center, shall be strictly followed during the exhibition.

6. During the exhibition, if exhibitors need a place to store exhibits and temporarily place packing boxes, they can negotiate the price with the Exhibition Center based on the required area and storage time during each exhibition, and the logistics service provider shall be responsible for the care of the goods.

7. During the exhibition, the logistics service provider is obliged to direct the traffic around the Exhibition Center.

iii. Non-conformance penalties for logistics service provider

1. During the exhibition, the logistics service provider will compensate the exhibitors according to the contract signed with the organizing committee for the delay of move-in and move-out for his own reason. The Exhibition Center will impose a fine of 1,000-2,000 yuan depending on the situation.

2. The service provider will not be allowed to enter the venue unless it purchases insurance for its staff (including staff, temporary workers, and operators), exhibition accident insurance related to loading, unloading, and other logistics operation, cargo insurance, etc. Those who

enter the venue without permission from the venue operation department will be fined 500-1,000 yuan.

3. The logistics service provider who disrupts the order of the exhibition, quarrels and fights with customers, or damages the company image during the exhibition will be fined 2,000-5,000 yuan by the Exhibition Center depending on the seriousness of the situation.

4. The logistics service provider shall take full responsibility for the property losses and casualties caused by the illegal operation of the logistics service provider or the third party employed by the logistics service provider; the Exhibition Center will impose a fine of 2,000-5,000 yuan depending on the seriousness of the situation.

5. The logistics service provider shall not offer exhibitors a price higher than those in the price list (see the attached list for details); once verified, it will be fined 1,000-2,000 yuan.

Attachment 1:

Safety Responsibility for Logistics Operation in the Venue

Exhibition Name: Venue No.:

Company Name:

1. Strictly comply with relevant industry regulations in China and local regulations of fire and safety departments to ensure the quality and put an end to safety accidents.
2. Appoint full-time safety responsible personnel on site for overall safety supervision and management.
3. In case of any problem caused by the logistics service provider or the third party employed by the logistics service provider, the logistics service provider shall be responsible for solving it on site and assume all economic and legal responsibilities.
4. The logistics service provider shall strictly abide by all the rules, regulations and management provisions of the Exhibition Center.
5. During the exhibition, if there is any safety responsibility accident or logistics traffic jam caused by the logistics service provider of the organizer, the logistics service provider shall assume all the responsibilities.

Service provider in the venue (seal)

Date: XX XX, XXXX

Attachment 2

Letter of Authorization

Our company _____, hereby authorizes _____ to be our logistics service provider for this exhibition, and certifies the followings:

1. The logistics company has been confirmed to be the only designated logistics service provider of the exhibition after inspection and examination, and has the qualification of logistics operation;
2. The logistics company has signed the relevant logistics service contract with us to ensure the safety and normal operation of logistics;
3. We have clarified the relevant rules of venue logistics management, and informed relevant management personnel of our company to supervise and manage the on-site operation of the designated logistics company to ensure logistics safety;
4. If there is any safety responsibility accident or logistics traffic jam caused by the logistics service provider during the exhibition, we will assume all the responsibilities.

Authorizing entity (seal)

Authorized entity (seal)

Signature of the authorized representative:

Signature of the authorized representative:

Date: XX XX, XXXX

Date: XX XX, XXXX

V. Catering

i. Catering service standards

1. The catering supplier must ensure that the certificates required for its operation are complete, true and effective. Otherwise, the venue shall have the right to stop the sales and hold them accountable.

2. The boxed lunch supplier must strictly abide by all the rules, regulations and management provisions during the exhibition, and actively cooperate with the on-site catering management personnel in the food supply.

3. Boxed lunch must be delivered with thermostatic vehicles in accordance with national regulations.

4. To ensure the personal safety of the personnel in the exhibition area, the catering routes of the supplier shall strictly comply with the prescribed routes during the move-in, move-out and the exhibition. Private cars, catering vehicles and three-wheeled electric cars are strictly prohibited to enter the exhibition area. Food shall be delivered by trolleys in the exhibition area.

5. During the exhibition, the food supply shall be carried out in strict accordance with the COVID-19 prevention regulations of the conference, and the consequences caused by the violation of COVID-19 prevention requirements shall be borne solely by the boxed lunch

supplier.

6. The supplied products must meet the national hygiene standards. A food safety traceability system shall be established in accordance with the provisions of the *Food Safety Law* to ensure food traceability. Food must be kept fresh and tasty and of good quality and quantity.

7. Boxed lunch must be prepared in accordance with the boxed lunch standards and the guaranteed quantity proposed by the organizer, and the part beyond the guaranteed quantity shall be regulated by the supplier. The supplier shall be responsible for all the consequences caused by its failure to meet the requirements of the organizer in terms of the boxed lunch standards and quantity.

8. When providing services, the supplier shall wear uniforms, speak politely, and not dispute with any customer.

9. The supplier shall be responsible for the dining environment and on-site cleaning of the dining area.

ii. Coffee shop and convenience store service standards

1. During the exhibition, the supplier must strictly abide by all the rules and regulations of the Exhibition Center, and obey the arrangement of the staff in the Exhibition Center. In case of any violation, it will be punished in accordance with relevant regulations.

2. The sold food must comply with the national hygiene standards, with the quality and quantity guaranteed. In case of any safety accident, such as food poisoning, caused by the quality problems of the food store, the supplier shall bear all the responsibility.

3. The supplier must ensure that all relevant certificates required for its operation are complete, authentic and reliable. Otherwise, the sales will be stopped.

4. Coffee shops and convenience stores shall not sell cigarettes, alcohol, lighters and other items banned in the Exhibition Center.

5. If coffee is sold on site during the exhibition, one or two employees shall be sent to the sales site to clean up the tables and ground.

6. Attention shall be paid to fire-proof and theft-proof measures as well as fire safety during the exhibition. Lights and air conditioning in the stores shall be turned off after work.

7. Shop cleaning shall be carried out two days before the move-in period. Any shop that refuses to cooperate with the venue staff, has the problem of poor environment, dirty glass or untidy shelves, and fails to complete the rectification within the specified time shall be shut down during the exhibition and take corrective actions until it meets the requirements.

8. If the venue staff finds any expired food in a store in the early stage of the exhibition, its business qualification during the exhibition shall be cancelled. If the construction personnel

and exhibitors find any expired food sold in the store during the move-in and exhibition periods, the venue staff shall have the right to order the store to immediately take the food off shelves and impose the corresponding punishment.

VI. On-site rental service standards

1. The "List of Rental Items" must be hung on the wall of on-site rental service office, and the rental items must be kept clean and tidy for normal use.

2. After receiving the rental order, the on-site service provider must deliver the rental items to the designated place in time (within 120 minutes) and complete the installation.

3. After the exhibition, the service provider shall recover the rental items in time and return the deposit to the customer. In case of any damage to the items, compensation shall be made based on the relevant price.

4. During the non-exhibition period, the service provider shall carry out regular cleaning and maintenance of the rental items to ensure that they can be used at any time.

Name	Specification	Unit	Price	Deposit
Carpet	300g/m ²	m ²	15 yuan	
	300g/m ² (Flame retardant carpet)	m ²	25 yuan	
Square negotiating table	L 653mm × W 653mm × H 685mm	PCS	120 yuan	300 yuan
Round glass table	Diameter 800mm, Height 750mm	Pcs	150 yuan	300 yuan
Aluminum framed information table	L 974mm × W 475mm × H 760mm	Pcs	120 yuan	300 yuan
Long conference table	L 1,500mm × W 600mm × H 680mm	Pcs	150 yuan	300 yuan
Check-in desk (blue table cloth)	L 1,200mm × W 600mm × H 750mm	Pcs	150 yuan	300 yuan
Conference chair		Pcs	50 yuan	100 yuan

White folding chair		Pcs	30 yuan	50 yuan
Soft arm chair		Pcs	50 yuan	100 yuan
Bar chair		Pcs	80 yuan	150 yuan
Flat plate	L 1,000mm × W 300mm	Pcs	50 yuan	50 yuan
Locker	L 1,000mm × W 500mm × H 750mm	Pcs	250 yuan	300 yuan
1.8m display case (without light)	L 500mm × W 500mm × H 1,800mm	Pcs	350 yuan	300 yuan
1.6m display case (without light)	L 500mm × W 500mm × H 1,600mm	Pcs	300 yuan	300 yuan
White (black) tall glass display case (without light)	L 1,000mm × W 500mm × H 2,000mm	Pcs	500 yuan	400 yuan
White (black) low glass display case (without light)	L 1,030mm × W 535mm × H 1,000mm	Pcs	300 yuan	200 yuan
Low display case	L 500mm × W 500mm × H 500mm	Pcs	150 yuan	150 yuan
Tall display case	L 500mm × W 500mm × H 1,000mm	Pcs	250 yuan	300 yuan
Sofa	L 700mm × W 700mm × H 455mm	Pcs	400 yuan	500 yuan

Long sofa	L 1,500mm × W 700mm × H 450mm	Pcs	60 yuan	1000 yuan
TV stand	L 1,000mm × W 500mm × H 1,000mm	Pcs	100 yuan	100 yuan
LCD TV	42-inch	set	1,000 yuan	3,000 yuan
液晶电视	50 英寸	台	1500 元	3000 元
LCD TV	50-inch	set	1,500 yuan	3,000 yuan
Multipurpose socket	15-hole	Pcs	30 yuan	100 yuan
Spotlight	60W	Pcs	50 yuan	100 yuan
Metal halogen lamp	150W	Pcs	100 yuan	200 yuan
Quartz long-beam spotlight	50W	Pcs	60 yuan	100 yuan
Daylight lamp	40W	Pcs	50 yuan	100 yuan
Light shelf	L 1,000mm × W 300mm × H 2,000mm	Pcs	120 yuan	100 yuan
Standing hanger	1,710mm high	Pcs	150 yuan	200 yuan
Magazine rack	L 380mm × W 150mm	Pcs	150 yuan	200 yuan
Hook		Pcs	5 yuan	10 yuan
Hanging net		Pcs	20 yuan	30 yuan
Lockable door	W 950mm × H 2,000mm	Pcs	300 yuan	300 yuan
Folding door	W 950mm × H 2,000mm	Pcs	300 yuan	300 yuan
Green plants	H ≤ 1m	Pot	80 yuan	100 yuan
	1m < H ≤ 1.5m	Pot	120 yuan	150 yuan

Hand pressing water fountain (disposable)		Pcs	15 yuan	
Fire extinguisher		Pcs	30 yuan	100 yuan
Safety helmet		Pcs	20 yuan	50 yuan
Rope barrier	1m	Pcs	50 yuan	100 yuan
Guide bar	3m	Pcs	100 yuan	
Water dispenser		Set	100 yuan	300 yuan
Barreled water		Pcs	20 yuan	50 yuan
Projection equipment	Projector, projection screen, moving support	Set	3,500 yuan	5,000 yuan
Refrigerator (90L)	L 500mm × W 550mm × H 860mm	Set	1,500 yuan	2,000 yuan
Air conditioner	Central air-conditioning	Venue	2000 yuan per hour	
		Registration on hall	500 yuan per hour	

Note:

The above items can be used for an exhibition period (no more than four days). If it is used for more than four days, 15% service fees will be charged per day.

30% of the rental will be deducted as service charges in case of the return of exhibition equipment (articles) delivered in place.

It is not allowed to bring fire extinguishers to the venue. Fire extinguishers in the venue must be rented.

VII. COVID-19 PREVENTION AND CONTROL

II. IMPLEMENTATION OF COVID-19 PREVENTION AND CONTROL MEASURES BEFORE THE EXHIBITION

1. Health screening. Comprehensive health screening shall be conducted for the exhibition participants, on-site attendees, staff of each working group, staff of each leading department, news media reporters, conference service support personnel and others, and the *Health Screening Form of Exhibition Participants* (Attachment 1) shall be truthfully filled in. The

competent departments and liaison officers of the COVID-19 prevention and control in relevant units shall fill in the *Statistical Summary of Health Screening for Exhibition Participants* (Attachment 2), and submit the signed printed copy to the COVID-19 Prevention and Control Working Group two days before the registration day of the exhibition, or send the scanned copy to the email address. In principle, this form shall be submitted only once, and additional reports will be made in time according to the epidemic situation.

(1) Those who have been confirmed with COVID-19, suspected to have COVID-19, infected with COVID-19 but not showing symptoms; (2) those who have been identified as a close contact and are still in the quarantine and observation period or health monitoring period, identified as a close contact or general contact of close contacts; (3) those who have a fever, cough and other symptoms that have not been cured in the past 14 days, are not cleared of suspicion of infectious diseases and feel physically sick; (4) those who have traveled to or lived in or contacted with the people in medium- and high-risk areas for COVID-19 pandemic during the 21 days before the registration day of the exhibition; (5) those whose community has reported confirmed cases in the past 21 days; (6) those who have traveled to or lived abroad during the 21 days before the registration day of the exhibition are not allowed to participate in the exhibition.

2. Health monitoring. Health monitoring shall be carried out continuously in the form of self-checking and reporting every day for those who are qualified to participate in the exhibition after screening 14 days before the conference. They shall measure their body temperature every morning and evening, and fill in the *Self-Health Monitoring Record of Exhibition Participants* (Attachment 3). The competent departments and liaison officers of the COVID-19 prevention and control in relevant units shall collect and fill in the *Statistical Summary of Self-Health Monitoring of Exhibition Participants* (Attachment 4), and submit the signed printed copy to the COVID-19 Prevention and Control Working Group. In case of any fever, fatigue, cough, sore throat, sneezing, diarrhea, vomiting, jaundice, rash, conjunctival congestion and other suspected symptoms, it shall be reported to the COVID-19 Prevention and Control Working Group in time. Medical treatment and screening shall be conducted as soon as possible. Those who are not cleared of suspicion of infectious diseases or feel physically sick shall not participate in the exhibition. The COVID-19 Prevention and Control Working Group shall review and file the reports one by one for future reference.

3. Nucleic acid test. According to the requirements of the *Notice on Further Implementing Normalized COVID-19 Prevention and Control Measures for Conference, Exhibition and Forum Activities* (QZBF〔2020〕No. 547), for major conferences attended by more than 300

persons from inside and outside the province, nucleic acid testing and fully closed-off management shall be carried out for all the participants. Those who have no valid nucleic acid report in the past seven days are not allowed to attend the conference. If there is a need for the screened exhibitors to take a nucleic acid test, the delegation (contact group) shall organize the nucleic acid test and report the test result to the COVID-19 Prevention and Control Working Group on the registration day of the conference to ensure that the health status of exhibitors meets the requirements of the conference.

4. Health declaration. All exhibitors must apply for a "health code" before the exhibition. Only those with normal health declaration status and green health code can participate in the exhibition and relevant services.

5. Materials for COVID-19 prevention and control. The Conference Affairs Group shall purchase masks, thermometers, disinfectants and other epidemic prevention and control materials in advance, and conduct emergency response drills and staff training in advance.

ii. Implementation of COVID-19 prevention and control measures during the exhibition

1. Registration. After the participants arrive at the conference venue by bus in groups or on their own, the conference organizer shall arrange a security team and the hotel (entity) to "check their health code and temperature," fill in the participant information registration form and deal with the check-in procedure according to the COVID-19 prevention requirements of the hotel after the health information is confirmed OK. Then they can enter the conference venue.

2. Personnel management.

(1) Take personal protective measures. During the exhibition, each leading department and each relevant unit shall be responsible for the prevention and control management of all personnel within the leading department (the entity). Participants shall take proper measures for personal protection in public places. They shall wear masks in a scientific and reasonable way and carry spare masks with them. For face-to-face discussions, a distance of more than one meter shall be kept. Participants shall strictly implement the rules of "three points and one line" between the Exhibition Center, hotel and restaurant, and shall not receive visitors, visit others or gather together. All the participants of the competent departments, relevant entities, working groups, hotels (venues) shall fill in the *Self-Health Monitoring Record of Exhibition Participants* (Attachment 3) from August 24 to 26. The liaison officers of the COVID-19 prevention and control shall collect and fill in the *Statistical Summary of Self-Health Monitoring of Exhibition Participants* (Attachment 4), and submit it to the COVID-19 Prevention and Control Working Group at 20:00 every day. All delegations, working groups and hotels (venues) shall continue to carry out health follow-up for the exhibition participants

in the 14 days after the conference. In case of any abnormality, they shall contact and report it to the regional COVID-19 prevention and control department immediately.

(2) Take prevention and control measures at the exhibition site. Control the total number of attendees, arrange the staff to keep order on site, urge and supervise the people in the venue to maintain social distancing, take seats as required, take personal protection, disinfection and other measures on site, set the flow route of people and the one-way flow of them to reduce the aggregation and crossover of crowds and avoid cross infection to the maximum extent. Strictly enforce the access control. Exhibitors are not allowed to leave the exhibition center or the hotel during the exhibition. If they need to leave, it shall be reported to the COVID-19 Prevention and Control Working Group.

(3) Manage the attendees, journalists and staff on site. The above personnel shall submit the name list, activity content and time before they enter the venue. They are not allowed to go to the designated area for an interview or participate in relevant activities until their health code and body temperature are both confirmed to be OK. After finishing the work, they shall leave the venue as required and not enter other public areas.

3. Exhibition site management. (Complete and refine the content according to the *COVID-19 Prevention and Control Plan of Qingdao in Different Places under Different Situations (Trial)*)

(1) The sponsor, the organizer, and the territory shall supervise and inspect the implementation of COVID-19 prevention and control measures on site, and prohibit the presence of crowds and gatherings at the site. If any problem is found, corrections shall be made on site to ensure that no problem will occur. Establish a ledger for all the participants in the exhibition, strengthen the health follow-up, and report the abnormal situation at any time.

(2) Ensure the venue is well ventilated. When the temperature is suitable, try to enhance the indoor air circulation via natural ventilation. If the central air conditioner will be used, check whether the equipment is normal and whether there is a certain distance between the fresh air inlet and the exhaust outlet before turning it on, and clean the cooling tower to keep the fresh air inlet clean; the maximum fresh air volume shall be used during the operation, and the sanitation management of cooling water and condensed water shall be strengthened. The air supply outlet and other parts shall be cleaned, disinfected or replaced regularly. Once a case exists, the air conditioning and ventilation system shall be cleaned and disinfected, and cannot be used again unless it is confirmed OK after the hygienic evaluation.

(3) Disposable medical masks and hand sanitizer shall be placed at the entrance of the Exhibition Center.

(4) Strictly implement the venue disinfection. Public articles and facilities (such as

storage cabinets, shopping carts, elevator buttons, escalator handles, toilet door handles, and public trash cans) that are frequently touched shall be cleaned and disinfected. Clean and disinfect the elevator regularly, keep the elevator fan running normally, guide the personnel to take the elevator separately, and place paper towels at the elevator entrance and in the elevator. Public toilets shall be equipped with enough hand sanitizer to ensure the work of water supply equipment such as faucets.

(5) During the exhibition, participants shall sit apart from each other and wear medical masks in the whole process. Leaders may not wear masks when delivering speeches or speaking at the conference.

(6) Strictly implement the real-name registration, so as to carry out the tracing and monitoring when necessary.

4. Hotel room and restaurant management.

(1) Keep hotel rooms ventilated and disinfected, strengthen the indoor air circulation, use the central air conditioning system rationally, and maintain the indoor air circulation. Clean and disinfect the rooms regularly every day, and wipe and disinfect key parts of the rooms, such as desktops, seats, chairs, door handles, and faucets.

(2) Keep the dining environment clean and tidy, place the hand sanitizer and hand-sanitizing reminder at the entrance, and hand out disposable gloves before taking meals. Keep the restaurant ventilated and use the central air conditioning system properly. Strengthen the environmental cleaning and disinfection of the restaurant and food processing area, strictly conduct the tableware disinfection, and implement food safety measures.

5. Dining. Make a reasonable arrangement of dining in turn and in different periods to improve the dispersion of dining staff. Increase the distance between seats, keep one-way seats for dining, keep the distance of one meter or more in the queue for taking meals, and wear masks when you are not eating.

6. Protection management for transportation.

(1) Ensure the protection management for inter-city transportation. Guide and urge exhibitors to try to take a flight or train with few passengers. During the travel, they shall prepare complete protective articles, strictly take personal protective measures, wear disposable medical masks in the whole process, maintain their hands clean, try to keep a distance from other people, and reduce the stay time in crowded places in an airport (station).

(2) Strengthen the protection management of vehicles used during the exhibition. If the exhibitors and service personnel go to and from the venue by vehicle, the seat spacing shall be widened appropriately. Such vehicles shall be cleaned and disinfected. Also, it is necessary to keep one-way air circulation, and use air conditioning safely and reasonably.

7. Emergency response.

(1) If any exhibition participant has any uncomfortable symptom such as cough and dyspnea or his body temperature is 37.3°C or above, it shall be reported to the COVID-19 Prevention and Control Working Group (Conference Affairs Group) immediately. And the COVID-19 prevention and control personnel shall take the participant out of the venue or the centralized exhibition area immediately and start the emergency response according to the Emergency Response Plan (see Attachment 5).

(2) Set up a temporary observation area which shall keep away from the necessary passageways for people to enter and exit the venue and centralized exhibition areas. If several people show abnormal symptoms at the same time, they shall be put in quarantine in separate rooms.

Attachments:

1. Health Screening Form of Exhibition Participants
2. Statistical Summary of Health Screening for Exhibition Participants
3. Self-Health Monitoring Record of Exhibition Participants
4. Statistical Summary of Self-Health Monitoring of Exhibition Participants
5. COVID-19 Emergency Response Plan

Health Screening Form of Exhibition Participants

Name:

ID Type:

Contact:

Item	1	2	3	4	5	6	7	8	9
Name	Health code ①Red code ②Yellow code ③Green code	What countries (counties, cities, districts) have you visited during the past 21 days	Has your community reported any COVID-19 cases during the past 21 days ①Yes ②No	Which of the following situations are you in ①Confirmed case ②Asymptomatic COVID-19 patient ③Close contact ④Suspected case ⑤None of the above	Have you been released from quarantine and medical observation ①Yes ②No ③Not among those who are put in quarantine for medical observation	Have you had any of the following symptoms during the past 14 days ①Fever ②Fatigue ③Cough or sneezing ④Sore throat ⑤Diarrhea ⑥Vomiting ⑦Jaundice ⑧Rash ⑨Conjunctival congestion ⑩None of the above	If you had the symptoms listed above, have you been cleared of suspicion of infectious diseases ①Yes ②No	Nucleic acid test result ①Positive ②Negative ③With no need to take a nucleic acid test	Have you been vaccinated against COVID-19 ①Yes ②Not yet ③Not vaccinated because of contraindication

Responsible Person: _____ Phone number: _____ Date: _____

Note: 1. ID type: ①Leader ②Exhibitor ③Organizer ④Staff member ⑤Resident staff member ⑥Local exhibitor ⑦Others.

2. Please select the serial number when filling in the form.

3. This form will only be filled in once.

4. This form shall be submitted to the COVID-19 Prevention and Control Working Group.

5. If there are new exhibitors, it shall be reported at any time.

Statistical Summary of Health Screening for Exhibition Participants

Content	1	2	3	4	5	6	7	8	9	10
Name	Health code ①Red code ②Yellow code ③Green code	What countries (counties, cities, districts) have you visited during the past 21 days	Has your community reported any COVID-19 cases during the past 21 days ①Yes ②No	Which of the following situations are you in ①Confirmed case ②Asymptomatic COVID-19 patient ③Close contact ④Suspected case ⑤None of the above	Have you been released from quarantine and medical observation ③ Yes ②No ③Not among those who are put in quarantine for medical observation	Have you had any of the following symptoms during the past 14 days ①Fever ②Fatigue ③Cough or sneezing ④Sore throat ⑤Diarrhea ⑥Vomiting ⑦Jaundice ⑧Rash ⑨Conjunctival congestion ⑩None of the above	If you had the symptoms listed above, have you been cleared of suspicion of infectious diseases ①Yes ②No	Nucleic acid test result ①Positive ②Negative ③With no need to take a nucleic acid test	Have you been vaccinated against COVID-19 ①Yes ②Not yet ③Not vaccinated because of contraindication	Qualified or not ①Yes ②No

The person responsible for COVID-19 prevention and control in the leading entity (the entity):

Contact:

Date:

Self-Health Monitoring Record of Exhibition Participants

Name:

ID Type:

Contact:

Date of monitoring	Health code ①Red code ②Yellow code ③Green code	Body temperature in the morning	Body temperature in the evening	Have you had the following symptoms ①Fever ②Fatigue ③Cough or sneezing ④Sore throat ⑤Diarrhea ⑥Vomiting ⑦Jaundice ⑧Rash ⑨Conjunctival congestion ⑩None of the above	If you had the symptoms listed above, have you been cleared of suspicion of infectious diseases ①Yes ②No
Date					
Date					
Date					
.....					

The person responsible for COVID-19 prevention and control in the leading entity (the entity):

Contact:

Date:

- Note: 1. ID type: ①Leader ②Exhibitor ③Organizer ④Staff member ⑤Resident staff member ⑥Local exhibitor ⑦Others.
2. Please select the serial number when filling in the form.
3. This form shall be filled in from XX till the end of the conference.
4. This form shall be submitted to the COVID-19 Prevention and Control Working Group (Conference Affairs Group).

Attachment 4

Statistical Summary of Self-Health Monitoring of Exhibition Participants

The person responsible for COVID-19 prevention and control in the leading entity (the entity):

Contact:

Name	Health code ①Red code ②Yellow code ③Green code	Body temperature in the morning	Body temperature in the evening	Have you had the following symptoms ①Fever ②Fatigue ③Cough or sneezing ④Sore throat ⑤Diarrhea ⑥Vomiting ⑦Jaundice ⑧Rash ⑨Conjunctival congestion ⑩None of the above	If you had the symptoms listed above, have you been cleared of suspicion of infectious diseases ①Yes ②No

Date:

COVID-19 Emergency Response Plan

I. Starting of Plan

If it is found that any participant or staff has any abnormal symptom such as fever during the exhibition, the emergency response plan shall be started immediately.

II. Emergency Measures

i. Quarantine and preliminary screening

If any participant or staff member shows an abnormal health condition such as fever, red or yellow code, it shall be checked whether he has taken protective measures including wearing masks, and the liaison officer of COVID-19 Prevention and Control Working Group shall be informed immediately to transfer the participant or staff member to the temporary observation area, and contact the liaison officer of COVID-19 prevention and control in the team or entity of the participant or staff member for communication and follow-up management.

ii. Transfer

The COVID-19 prevention and control personnel shall conduct a preliminary screening on the persons with abnormal conditions. If there is no risk of COVID-19 infection, they shall be sent to a designated place for temporary quarantine. If there is a risk of COVID-19 infection, and the persons have a fever, they shall be immediately sent to the fever clinic of the designated hospital in the region by ambulance. For those with red and yellow codes, it shall be reported to the sub-district or town office of the territory first, and then the sub-district or town office will call 120 to transfer them to the designated place for quarantine by ambulance.

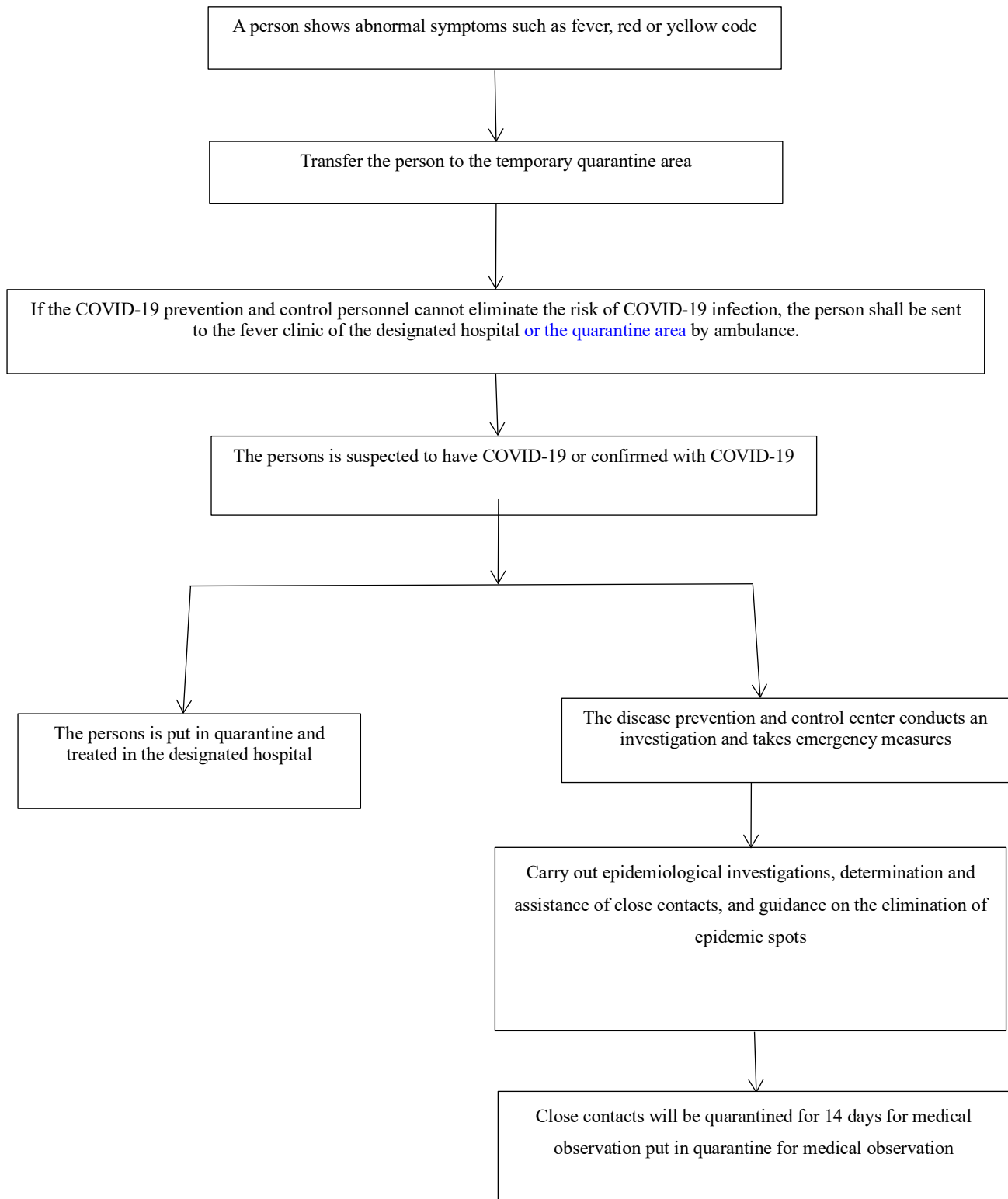
iii. Diagnosis

The designated hospital in the region shall conduct medical screening and COVID-19 nucleic acid test to further clarify the disease diagnosis.

(IV) Response

If there is a suspected or confirmed patient, the regional disease control and prevention center shall immediately conduct an epidemiological survey, determine close contacts according to the survey, and propose emergency response requirements such as quarantine, observation and disinfection of the affected area.

III. Flow Chart of COVID-19 Emergency Response at the Exhibition Site



VIII. Incident Safety Response

i. After receiving the information, the exhibition security personnel shall arrive at the site in time to prevent the situation from getting worse. If necessary, they shall call the police immediately, cordon off the site, and fill in the "Emergency Incident Record" as the basis for

emergency handling.

ii. In terms of the emergency response, the exhibition security team shall:

1. Control the situation and prevent it from getting worse.

2. Reduce the personal and property threats and losses caused by the emergency incident to exhibitors.

3. Minimize the adverse impact of the emergency incident on the exhibition.

4. Effectively record the emergency response.

The security team shall summarize, analyze and evaluate the occurrence, response and impact of the emergency incident, develop an "Emergency Response Evaluation Report," and identify the problems that need improvement.

iii. Presence of suspicious persons or situations at the exhibition site:

1. The exhibition security team shall go to the site in time to control the situation after receiving the information.

2. Call the police if necessary. In case of foreign-related affairs, it shall be reported to the Exit-Entry Administration Office of the Municipal Public Security Bureau, specifically according to the "Measures for Reporting Suspicious Situation," and fill in the "Daily Post Service and Safety Record."

iv. Traffic accident handling

1. In case of a traffic accident in the exhibition area, the personnel responsible for the maintenance of order shall direct the traffic on site, protect the scene and evacuate the onlookers in time.

2. Conduct mediation in time, and inform the traffic police if necessary.

v. Handling of fighting or quarrelling between guests

1. If guests fight or quarrel in the exhibition area, the personnel responsible for the maintenance of order shall first help both sides calm down and try to separate them. If the dissuasion fails, call the public security organ to deal with it.

vi. Handling of suspicious items

If explosive or radioactive substances are found at the exhibition site, the scene shall be cordoned off immediately, and the exhibition security team and police shall be informed, specifically according to the "Measures for Handling of Explosions and Suspicious Explosives."

vii. Handling of guests' illegal activities

If a guest engages in illegal or criminal activities at the exhibition site, the personnel

responsible for the maintenance of order shall control the guest and report it to the superior in time. The exhibition security team shall notify the public security organ in time and assist in investigating the case and arresting the criminal suspect.

viii. Handling of guests' death or accidental injuries

1. If a guest dies of illness, commits suicide or is killed by others in the exhibition area, it shall be reported to the public security organ immediately.

2. If a foreigner dies of illness, commits suicide or is killed by others in the exhibition area, it shall be reported to the Exit-Entry Administration Office of the Public Security Bureau immediately, and the *Trial Measures for Major Safety Incident Reporting System* shall be implemented.

3. If a guest is injured in the exhibition area, call 120 in time and take rescue measures.

ix. Handling of guests' reporting of property loss

If a guest's property is lost, stolen or defrauded in the exhibition area, it shall be dealt with according to the *Measures for Handling of Guests' Reporting of Property Loss*.

1. When any property is found in the exhibition area, it shall be reported to the monitoring center immediately and handed over to the monitoring center for the owner to claim.

2. Keep a detailed record of the property.

3. When claiming the lost property, the claimant shall provide the details of the property, including the date and place. If the information provided is consistent with the actual situation, the claimant will sign on the record and register his ID card number. If it is suspicious, call the police.

4. If the lost property is highly valuable or precious, the monitoring center shall report it to the manager and consider handing it over to the police.

x. Fire emergency response

1. When the exhibition security team receives the fire signal, it shall fill in the "Fire Signal Record" according to the *Fire Signal Handling Methods*.

2. In case of fire, implement the *Fire Fighting Plan* and fill in the "Fire Accident Report."

xi. Handling of guests' food poisoning

1. If guests have food poisoning in the exhibition area, the food and beverage department and the exhibition security team shall report it to the government health department immediately.

2. Send the poisoned guests to hospital for rescue if necessary.

xii. Counter-terrorism emergency response plan

1. Once an emergency incident occurs, the first person to discover it shall report it to the leading group of the command immediately, and dial the alarm number 100, or press the

emergency alarm button to trigger an alarm.

2. The members of the leading group shall start the emergency plan according to the situation, negotiate with the criminal suspect(s) to alleviate the incident, persuade them to stop the crime, and buy time for subduing the criminals and conducting the rescue.

3. Evacuate the people to safe areas and maintain order to avoid any chaos due to the panic of customers and employees, and help customers calm down. Wait for the police to deal with it.

4. Carry out ideological publicity, and help customers stabilize their mood and protect their safety.

5. If someone gets injured, arrange simple rescue on site immediately, call 120, and send the injured person to hospital in time for treatment.

6. Cooperate with the police and relevant departments in the investigation, evidence collection and analysis of the accident; cooperate with the police to analyze the cause of the accident and the responsible personnel.

xiii. Natural disasters

Great attention shall be paid to sudden disastrous weather (wind disaster) during the exhibition (move-in, exhibition, and move-out) according to the characteristics of the exhibition.

1. The natural disasters and accidents involved in this plan mainly include:

(1) The ability of outdoor booths to resist a gale above the eighth level;

(2) The firmness of outdoor booth rooting points and weight for the booths.

2. Preventive measures for natural disasters and accidents at the exhibition site:

(1) The design of outdoor booths shall take full consideration of unsafe factors brought by the wind, rain and other natural phenomena to the booths. The construction of outdoor booths shall ensure the strength, stability and safety of the booth structure, that is to say, there shall be no deformable system. No deformation shall occur under the action of load (mainly wind load). The structural strength of the design shall meet the strength required by the load;

(2) When outdoor exhibition booths are built before the exhibition, persons in charge of the Exhibition Center must clarify the quality requirements of the outdoor exhibition booths with the builder. The outdoor exhibition booths must be strong enough to withstand weather disasters. If there is any damage to the humanoid exhibition equipment on site because of the poor quality of the exhibition booths, the builder shall bear the relevant responsibility. In case of sudden severe weather, the Exhibition Center shall actively coordinate with local government departments to help protect the outdoor exhibition booths and ensure the safety of large-size equipment;

(3) The organizer, persons in charge of the Exhibition Center, and the operator of the main

exhibition must inform each other of the daily weather forecast (especially the wind strength at night) and take corresponding preventive measures;

(4) If it's going to be windy according to the forecast, exhibitors shall be informed to reinforce or remove large outdoor advertisements in time, so as to avoid any damage to persons and exhibits;

(5) The visitor entry area shall be set in the Exhibition Center or the entry procedure shall be simplified where the hardware conditions permit to allow visitors to enter the Exhibition Center as soon as possible;

(6) The operator of the main exhibition shall prepare adequate materials and tools to withstand strong winds.

IX. Safety Check and Access Control Plan

1. X-ray machines and security gates shall be installed at the glass doors of the east and west main entry halls respectively. Each security checkpoint is staffed with qualified security personnel. One gate is for visitors and the other is for exhibitors, both responsible for checking whether the personnel entering the Exhibition Center and the articles they bring meet the safety requirements or not.

2. Each glass door is set up as an emergency exit for visitors, and staffed with security personnel (only for exit).

3. In the Exhibition Center: Before the entrance of exhibitors, all the fire exit doors shall be unlocked to serve as emergency evacuation routes and remain unblocked all the day.