

## **2019 The Fifth China Helicopter Exposition Construction Management Manual of Shell-scheme and Special Stand**

AVIC HUIYING (BEIJING) Exposition Co., Ltd., as the only specify constructor of the fifth China Helicopter Exposition, is responsible for the stand construction of the homecourt, including the construction and management of shell-scheme, approval management of open spaces (special stand), and the design and construction services provided for the exhibitors who need special fitting.

**Executive Organizers of Exhibition:** AVIC HUIYING (BEIJING) Exposition Co., Ltd  
**Tel:** +86 10-85672642 18518765690  
**Fax:** 010-65687575  
**E-mail:** [hzq1100@163.com](mailto:hzq1100@163.com) yang821yang@163.com  
**Account Number:** 110907792810601  
**Opening bank:** CMBC Beijing Jianguo Road Branch  
**Account name:** AVIC HUIYING (BEIJING) Exposition Co., Ltd  
**Address:** Floor 6, Lianri International Building, No. 18,  
Nanlang Jiayuan, Chaoyang District, Beijing  
**Post code:** 100022  
**Contact:** HU Zhiqiang YangYang

### **Exhibitors' stand construction management timetable:**

- 1、 Exhibitors of shell-scheme and special stand should present Form 1 “*Stand fitting Information Statistics Form of Exhibitors*” by e-mail on **September 1st 2019**
- 2、 Exhibitors of special stand should present the following information to AVIC HUIYING (BEIJING) Exposition Co., Ltd. for verification before **September 1st 2019**. The three-dimensional and colorful rendering, planar graph, sectional graph (including detailed size and materials explanation) and structure chart and relative circuit diagram of the design program should be presented to the main contractors by e-mail (fax is rejected) [yang821yang@163.com](mailto:yang821yang@163.com).
- 3、 Before **September 10th 2019**, the exhibitors of shell-scheme should apply for stand reconstruction, and the reconstruction range of shell-scheme is specified as follows: in addition to the channel plate, if it is necessary to demolish the diaphragm wall, exhibitors should apply according to the demolition form of diaphragm wall specified in the construction drawing and the addition and reduction of display tools.
- 4、 The stand builders should handle on-site approach construction procedures from **September 29th to September 30th 2019**. (The exhibitors who arrange exhibition producers to make the stand construction voluntarily should pay relative costs such as management fees and cleaning deposit for the main contractors before entering the site)

- 5、 From **October 5th to 17:30 on October 8th 2019** , special stand fitting construction  
The standard construction work time will be **8:00 a.m. to 17:30 p.m**, and the exhibition closes at **8:00 to 12:00 on October 9th**, then the power supply will be stopped and the site will be cleared
- 6、 Standard booth move-in at **October 7<sup>th</sup> 2019 to 17:30 on October 8<sup>th</sup> 2019**
- 7、 In principle not to accept outside the standard working hours of overtime application, such as exhibitors in the standard working time cannot complete set up, installed, you can apply for in the proposed approach in advance on or before **4th October**, after approved by the contractor at home early in the construction, home contractors will be in accordance with the application of time corresponding overtime fee. (specific expense criteria will be announced separately).
- 8、 9th October 2019 from 08:00 to 12:00 Debugging and trial operation of booth equipment in the hall;
- 9、 9th October 2019 from 12:00 to 17:00 Security check、 Exhibits check in the hall
- 10、 From October 10th to October 13th exhibition;
- 11、 13th October 2019 18:00-22:00 exhibition withdrawal.  
14th October 2019 08:00-17:00 exhibition withdrawal

### Sketch map of the exhibition site

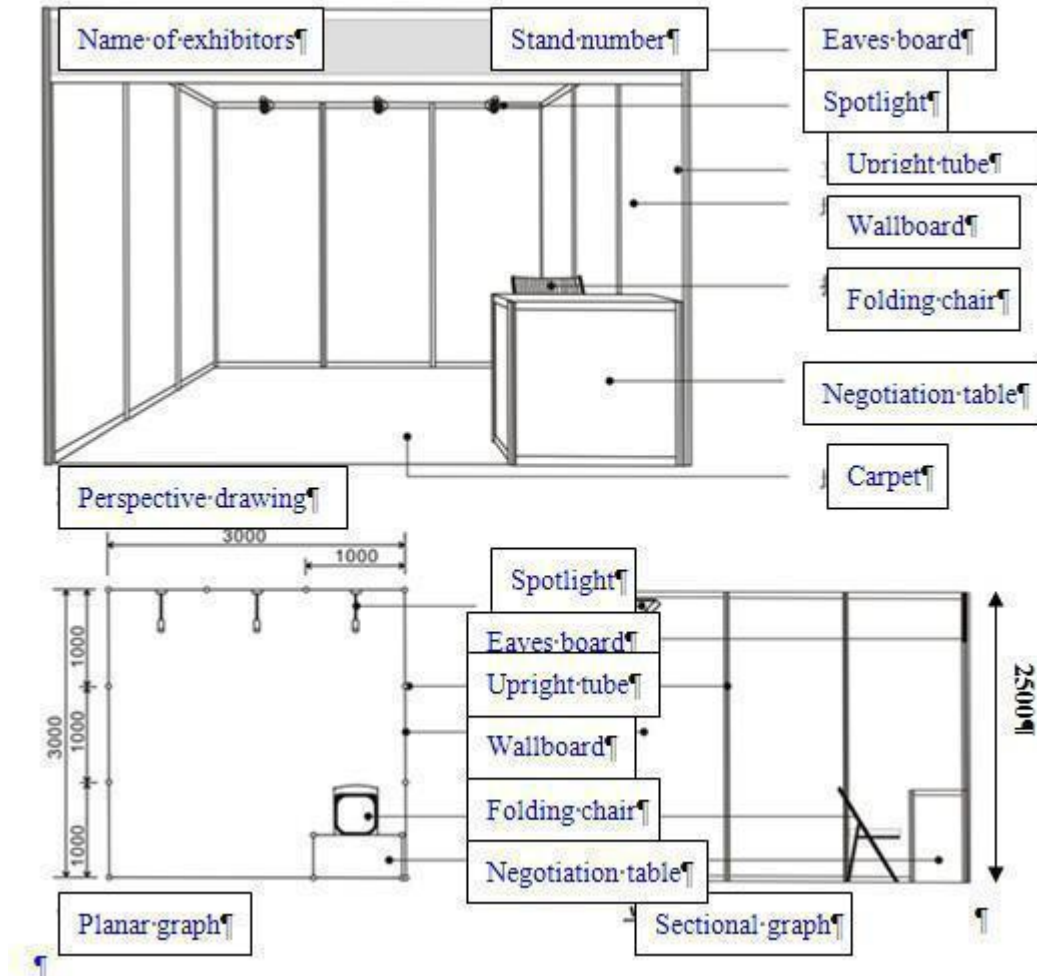


## Shell-scheme exhibitors' notice

### (1) Shell-scheme exhibitors' notice

#### 1、Standard specification of shell-scheme (attached rendering and construction graph)

Sketch map of shell-scheme (3\*3)



Note: Don't use any objects on the display rack or display board such as nails which may possibly damage them. If the exhibitors need to stick objects to the display board, they should remove these objects when withdraw the exhibition.

#### Basic specifications of shell-scheme (3\*3)

- ① As for stand with three sided display boards, two boards and two riggles will be supplied for the stand at the corner; ;
- ② As for the riggle printed with company name in Chinese and English, the height of riggle is 250mm;
- ③ Carpet;
- ④ Three spotlights;
- ⑤ One 5Amp/220V socket;
- ⑥ One negotiation table;
- ⑦ two folding chairs
- ⑧ Trash can (Each standard booth electricity load 500W, if there are special requirements, please apply in advance with the official contractor)

#### 2、Relative factures specifications

Riggle printed with company names both in English and in Chinese (it is exclusive for exhibitors who rent shell-scheme and it should be filled) Please refer to exhibitor's manual for details

### 3、Stand fitting notices of shell-scheme

- (1) The fitting height of shell-scheme should be within 2.5m (including 2.5m).
- (2) From the exhibition date, all the people should enter the exhibition hall with relative certificate, cooperate with and assist the security person for examination. The certificate should not be transferred to others, and people without a certificate should not be taken into the hall. Offenders should be punished.
- (3) It is strictly forbidden to stick any objects to the public's facility, floor or wall of the exhibition hall, or stick any objects on the columns along the gallery of the exhibition hall by paste materials such as single side and double sided adhesive tape, or punch, paint, brush coating, stick or color the wall and the floor. It is strictly forbidden to cut, paint, nail or punch the display materials and display board. It is forbidden to damage all the facilities in the exhibition hall. If anyone violates the specification, he or she would be fined according to 2 to 5 times of the original price of the damaged facility.
- (4) The exhibition stand should be comprehensively operated by the staff from the open day to the last day of the exhibition. The exhibitors and their staff should carry out activities only within their own stand range. The exhibitors should not participate in any activities which may possibly or would disturb the audience or other exhibitors. In addition to looking for local distributors for products marketing, it is forbidden to take away business promotion or investigation in the exhibition hall, and even to recruit employees. Whoever takes part in the exhibition should not hurt the others or make others get hurt; it is forbidden to damage display products, assets and facilities in the exhibition hall.

### 4、Customized Standard Booth

If standard exhibitor needs to remove the partition, please contact **AVIC HUIYING (BEIJING) Exposition Co., Ltd** to inform the detail before 10<sup>th</sup> September 2019.

Note: If exhibitor needs to remove the partition on site, its need pay 200Yuan per each partition.

#### (2) Exhibitors' notice of special stand fitting and manufacture

##### 1、Basic requirements

(1) Exhibitors of special stand should present Form 1 "*Standfitting Information Statistics Form of Exhibitors*" by e-mail on September 1st, 2019

(2) Exhibitors of special stand should present the following information to AVIC HUIYING (BEIJING) Exposition Co., Ltd for verification before September 1st, 2019. The three-dimensional and colorful rendering, planar graph, sectional graph (including detailed size and materials explanation) and structure chart and relative circuit diagram of the design program should be presented to the main contractors by e-mail (Fax is rejected). The constructors of special stand should never change all the contents of the presented records voluntarily; if it is necessary to change the content of the records, it should be presented again to the organization committee before September 10<sup>th</sup> . As for the constructors who change the content of records voluntarily, the committee has the right to reject to supply electricity and make punishment.

(3) As for the design and construction of all the special stands, the vertical orthographic projection should not exceed the range of the preserved space. If the stand design of exhibitors affects the display effect of other exhibitors, the organization committee has the right to ask the exhibitor to change the stand design.

(4) The constructors of special stand should be responsible for the carpet decoration within the scope of stand. All the carpet and floor decorations should not be pasted to the floor directly by foam glue or other gummed paper which is hard to remove.

(5) When decorating the special stand, you should take measures to protect the floor voluntarily to reduce floor pollution, or the exhibition hall would have the right to deduct part of or all the cleaning deposits as cleaning cost.

(6) The construction should be carried out strictly according to the drawing, which should not exceed the range specified in the construction license, and should accept the supervision and examination of the on-site staff of the organization committee at any time.

(7) The constructors of the stand fitting should be responsible for the maintenance work of special stand, which should be supervised by the exhibitors who take charge of the stand.

(8) Exhibition height permitted: if the construction and technology conditions permit, the architecture height at the special stand .No. Hall 1 shall not exceed 6m, No. Hall 2 shall not exceed 4.5m.

(9) The ground bearing: The pavilion USES ground heating, Any degree of damage to the ground is strictly prohibited, The ground is bearing  $2t/m^2$ .

(10) When build the stand, it is forbidden to block the vent, fire fighting equipment and entrance passage. The stand should be arranged according to the yellow line mark.

(11) When you arrange the exhibition stand, the stand fitting should be kept a certain distance away from the fire fighting hydrant (equipment) for easy access.

(12) The exhibition pavilion with adjacent stands should voluntarily coordinate the exhibition boundary and exhibition height according to the stand distribution diagram.

(13) From the exhibition date, all the people should enter the exhibition hall with relative Certificate, cooperate with and assist the security person for examination. The certificate should not be transferred to others, and people without a certificate should not be taken into the hall. Offenders should be punished.

(14) It is strictly forbidden to stick any objects to the public facility, floor or wall in the exhibition hall, or stick any objects on the columns along the gallery of the exhibition hall by paste materials such as single side and double sided adhesive tape, or punch, paint, brush coating, stick or color the wall and the floor. It is strictly forbidden to cut, paint, nail or punch the display materials and display board. It is forbidden to damage all the facilities in the exhibition hall. If anyone violates the specification, he or she would be fined according to 2 to 5 times of the original price of the damaged facility.

(15) All the water and gas supply distribution should be ordered from the exhibition hall within specified time.

(16) The exhibition is open from 08:00 — 17:30. Exhibitors should stop before 17:30 PM on October 8<sup>th</sup>, The principle does not accept overtime applications outside standard time.

(17) Please submit the application form for construction personnel/construction vehicle certificate before September 1st, 2019

## **2、Liability Insurance for Special Exhibition**

In order to reduce the risk of responsibility for building special booths and ensure the safety and security of construction personnel on site, exhibitors or builders are requested to purchase liability insurance for large-scale exhibitions totalling no less than 5 million yuan. Those applying for liability insurance for exhibitions will list the construction units and exhibitors of each special booth together. The insured shall have three liabilities for compensation within the scope of the exhibition area for the claim setup units and exhibitors:

## **3、Examination on constructors**

Exhibitors can voluntarily appoint constructors who meet the following requirements to design and construct stand, but they should report to **AVIC HUIYING (BEIJING) Exposition Co., Ltd** for approval and agreement assigned by the organization committee.

( 1 ) Enterprise which has legitimate operation qualification and has construction qualification of exhibition engineering.

( 2 ) Having professional technology team and personnel who are regularly engaged in the exhibition engineering business. At the same time, it can ensure enough manpower and material resources so as to complete each exhibition arrangement and withdrawal work in specified time.

( 3 ) Being familiar with and conforming to the specifications of exhibition arrangement, withdrawal and construction, and complying with the management of on-site staff of organization committee consciously.

#### **4、 Examination on the application for special stand**

The exhibitors who need special stand should report the record materials such as special stand drawings to AVIC HUIYING (BEIJING) Exposition Co., Ltd before **September 1st** (email), which can refer to “Constructors of Special Stand Handling Construction Procedures”. All the special stand drawings should be approved by **AVIC HUIYING (BEIJING) Exposition Co., Ltd.** with signature and stamp, and then constructors appointed by exhibitors can come to the on-site service counter directly and handle relative procedures to enter the site and begin construction. As for the drawings which are not qualified in the examination, exhibitors should rectify and reform them in accordance with the requirements of **AVIC HUIYING (BEIJING) Exposition Co., Ltd.** and

should report the record materials again before **September 10<sup>th</sup>** . **AVIC HUIYING (BEIJING) Exposition Co., Ltd.** would examine the modified drawing again. Construction period delay and consequences caused by failing to report to examination in due time should be assumed by the exhibitors. Due to the delay due to the failure of the scheduled delivery, the exhibitors shall bear the consequences.the constructors should present the record materials which are qualified in application to the on-site construction office of the exhibition hall.

**Record materials which should be provided for on-site report (September 29<sup>th</sup> , 2019–September 30<sup>th</sup> , 2019) are as follows:**

a. Drawings of special stand which have been approved on line (before September 1<sup>st</sup> ), including:

- (1) Three-dimensional and colorful rendering of the design program.
- (2) Planar graph, sectional graph (including detailed size and materials explanation) of the design program.
- (3) Structure chart of the design program and suggestions signed by structure engineers.
- (4) Relative power supply materials (including the materials explanation such as wiring connection drawing, electricity distribution, switches specifications and wire diameter size and electricity load)

(5) All the design drawing and textual description should adopt A4 specification. (Fax is rejected)

- b. The copy of business license of constructors and the construction certificate
- c. The signed Form 2 *Liability Agreement of Special Stand Construction*.  
Form 6 Protocol of Booth Fire Safety

d. Fill in Form 3 *Confirmation Form of Construction Management Fees and Cleaning* Deposit and pay relative costs.Form 7 Fire Safety Deposit Form

e. Finished relative forms

Form 4 *Letter of Authorization of Special Stand Construction*

Form 5 *Application Form of Special Stand Construction*

Form 8 Application Form of Water and Power Supply Renting

Form 9 The second floor booth is set up

Form 10 Construction workers certificate application form

### **(3) 、 Administrative provisions of safe construction**

#### **1. Fire fighting safety management**

(1) All the stand construction in the exhibition area should conform to the administrative provisions of safe construction.

(2) Exhibitors should be responsible for the safety of their stands. The security staff in the exhibition has the right to ask constructors to show effective security certification document of the stand during routine inspection on the site, for example, companies with design qualifications should show their design documents with stamps (including rendering, structure diagram and copy of certificate). If necessary, they should show the firefighting measures treatment graph and structure bearing statement. The constructors should present the *Construction Authorization Letter* and *Liability Agreement of Special Stand Construction*, which should be signed by both the constructors and the exhibitors to the on-site service counter for the records.

(3) Due to the special situation of the venue, the exhibition center is smoke-free. The construction units must be submitted to the on-site service station for the record that "Letter of Authorization of Construction" and "Construction safety responsibility of the special installation booth" Sign with exhibitors. In addition, we must sign the fire safety responsibility book of the special booth, and pay the security deposit of fire protection. If there is no default, the deposit will be returned after the exhibition.

(4) The stand construction should not block, bury, occupy or jam the firefighting equipment, electric equipment, emergency exit and audience passage. It is forbidden to build any display rack or display stand under the fire resistance rolling shutter door.

(5) During the exhibition arrangement and withdrawal, all kinds of decorating materials and display samples should not be piled around the door of the exhibition hall or on the passage of the hall so as not to block the firefighting passage and fire resisting door.

(6) Smoking is forbidden completely everywhere in the exhibition hall. Aberrant behaviors should be repressed and warned. As for serious violators or incorrigible person, the exhibition hall has the right to persuade them to leave the hall or report to public security organ for treatment.

(7) Sundries such as packing cases and paper scrapes used during the exhibition arrangement should be removed out of the hall in time before the meeting starts. It is forbidden to stack them in the stand, on the cabinet or behind the wooden partition. Violators would be treated seriously in accordance with relative regulations.



(8) Leave enough air holes when making light box. The fluorescent lamp ballast should be separated from the box. The light box made by combustible materials should be handled inside by fire proofing treatment.

(9) It is forbidden to store, use or show combustible, flammable, radioactive or poisonous objects in the exhibition hall. Fire working is forbidden on the construction site.

(10) All the fitting and decorating materials in the exhibition hall should adopt anti-flaming and retarding materials. It is forbidden to use objects such as straw, bamboo, vine, paper, bark, foam, reed, combustible plastic plate (Win top board), combustible carpet, cloth and board, etc. which haven't been handled by fire retardant treatment. The incombustible materials which need pre-manufacture of semi-finished products in other places such as display stand and display rack should have certificate approved by the local public security organ. The copy of the certificate should be presented to the organization committee for inspection and records.

(11) It is forbidden to adopt totally enclosed ceiling on the stand. The stand ceiling should not block the firefighting facilities on the top of exhibition hall. You should make sure that there is at least 50% of flat opening area on the stand ceiling to ensure the fire safety of the stand

(12) The special stand with the area exceeding 50 m<sup>2</sup> should equip one ABC dry powder fire extinguisher of 4kg for each 50 m<sup>2</sup> area, which should be positioned at the correct place from the exhibition date until the exhibition withdrawal.

(13) The carpet used in the booth must meet the standards of flame retardant B1, and provide relevant supporting materials. All wires must be covered with flame retardant pipe.

## 2、Exhibition hall suspension and height management regulations:

**This exhibition hall is a temporary hall. It is constructed by canopies structure. All kinds of exhibitors should not decorate suspension structure in addition to the basic lighting devices. All the structure of the lighting devices should only use bearing lighting device. The height of standard booth should not exceed 2.5m and No. Hall 1 shall not exceed 6m, No. Hall 2 shall not exceed 4.5m. Hoist points are not provided for exhibitors in the exhibition hall.**

(1) During the exhibition, the exhibitors should handle power application procedures (they can pay fees to handle procedures in each exhibition hall) for all the electrical equipment, regardless of the power, dynamic electricity or lighting electricity. The exhibition hall should assign professional electricians to handle the connection. Exhibitors are forbidden to handle the connection privately.

(2) The constructors should report the electricity load to the on-site service counter for inspection before they enter the hall and start the exhibition arrangement. They can power on after the inspection when the construction is completed. All the exhibitors should report truthfully if they want to add the electricity load. Therefore the electricity load of the entire exhibition hall can be regulated reasonably. If the actual electricity load doesn't conform to the reported value, the exhibition hall has the right to reject installation. When the exhibitors report again, they should be **charged doubly** for the extra part, and be treated according to the violation situation.

(3) The exhibitors should consider the power supply position when they design the electricity of the stand, and try to meet the demand of distribution box in the stand, and set the power outlet and removable cover plate aside.

(4) The exhibitors should not alter the electricity drawings and load voluntarily after the confirmation of them. If they are asked to reconstruct the stand which causes power equipment modification and displacement, they should pay extra charges. If they don't pay the charges according to the regulations, they would not be supplied with electricity.

(5) Electricians of the special stand construction units should possess required certificate, or They are not



allowed to enter the hall to construct.

(6) The installation and application of the electricity products in each exhibition area (stand), and the design and laying of pipelines should be in accordance with relative technical regulations of fire fighting. The electric wire should adopt antifoaming wire which is qualified for the inspection of the public security and firefighting department (should possess inspection certificate or mark) and should be laid with metal tubes or incombustible casing. It is forbidden to use twisted wire or aluminum-core wire, etc. It should make safe grounding as well. If there is no qualified antifoaming wire inspected by the public security and firefighting department in the places of exhibitors, exhibitors should adopt the antifoaming wire recognized and inspected by Tianjin public security and firefighting department.

(7) Billboard, down lamp, spotlight, quartz lamp, light box and lamp pole should adopt security measures such as asbestos cushion and air hole, etc.; Fluorescent lamp ballast should adopt fire retardant products; all kinds of lamp should keep 30cm away from the exhibition samples. If there is any decoration which doesn't conform to the security requirements, exhibitors would not be provided with power supply by the organizing committee. The organizing committee would order exhibitors to rectify or demolish it. Any consequences caused by refusal to rectification should be assumed by the exhibitors.

(8) High-power electric equipment such as electric kettle, electric furnace and electric iron, etc. should be within the security load. It is forbidden to use the electric equipment with full load or excessive load. High-power lamp (such as tungsten lamp within 500W) should be covered with shield. It is forbidden to install neon lights.

(9) All the exhibitors should take care of the electric connection points in the exhibition hall and electric equipment in the exhibition area (stand), and should not open, pry and connect and pull them at random. Violators would be punished by power failure. Exhibitors which cause accident would be charged for other losses as well.

(10) The self-chambering electric equipment in the special exhibition area (stand) should be subjected to reasonable centralized management by divisions and districts in accordance with electricity instructions. The exhibitors should install leakage circuit breaker, whose metal cover (including aluminum alloy post) should make multiple grounding. It is forbidden to connect it to the electric cabinet or socket in the exhibition hall, or hang lamps and electric wire by the ceiling. The detailed position of the distribution box in each exhibition hall will be found in "Layout plan of distribution box in the exhibition hall".

(11) The switches of the electric cabinet in special area (stand) should be installed at clear and safe position which is easy for operation.

**(4) 、 Timing of exhibition arrangement**

**1、 Timing of stand apply and inspection**

Move-in	Date	Remarks
Special stand (Laying construction program apply)	Before September 1st	Online application
	September 29th to September 30th	On-site approval, site entering and construction procedures handling
Shell-scheme (fascia board apply)	Before September 10	E-mail
Shell-scheme (modification apply)	Before September 10	Inform by letters

## 2、Timing of exhibition construction and arrangement

Movie-in	Date	Time	Remarks
Special stand	October 5 <sup>th</sup> -8 <sup>th</sup>	Construction has to be done before 17:30pm 8 <sup>th</sup> October	The daily construction time is 8:00-17:30, not accept overtime application
	October 9 <sup>th</sup>	October 9 <sup>th</sup> 8:00-12:00	Exhibition arrangement
		October 9 <sup>th</sup> 12:00-17:00	Close the hall , security check
Shell-scheme	October 7 <sup>th</sup> -8 <sup>th</sup>	Construction has to be done before 17:30pm 8th October	The daily construction time is 8:00-17:30, not accept overtime application
	October 9 <sup>th</sup>	October 9 <sup>th</sup> 8:00-12:00	Exhibition arrangement
		October 9 <sup>th</sup> 12:00-17:00	Close the hall , security check

### (5) 、Arrangement of exhibition withdrawal

#### 1、Timing of exhibition withdrawal

When the exhibition is over, exhibitors should withdraw the exhibition in order according to the exhibition withdrawal schedule. Exhibitors should withdraw the special stands voluntarily out of the exhibition hall. The exhibition withdrawal work should be completed before 22:00 on October 13rd . Specific exhibition withdrawal schedule is as follows:

Time		Working content
13rd October	17:00	Stop audience from entering
	17:30	Stop the power supply of the stand. The exhibitors return relative equipments and take the deposit back.
	18:00	The exhibitors handle exhibition withdrawal procedures and organize the withdrawal.
	19:00	Close the isolating door of each hall. Security guard keep watch the public passage (leading to the bathroom) carefully.
	19:30	Cavalry at the exit of each display area is withdrawn. ◦
	20:00	Large exhibits, equipment and stand are withdrawn from the hall.

## 2、Administrative regulations of exhibition withdrawal

(1) Before the completion of exhibition, exhibitors should not collect exhibits so as not to affect the regular operation of the exhibition.

( 2 ) Once the exhibition is over, exhibitors can immediately start to collect devices, products and document materials.

( 3 ) All the staff who are engaged in the exhibition withdrawal during the withdrawal period should enter and go out of the hall wearing exhibition withdrawal card. It is forbidden to transfer or sell off the exhibitor card, guest card and exhibition withdrawal card to other units or personnel.

(4) All the cartons and crates in the exhibition hall should not be put at the passage so that the carpet of the passage can be removed.

(5) The exhibits should be transported out of the hall on account of the release pass issued by the exhibition hall.

(6) Cherish the facilities in the exhibition hall. It is forbidden to carry out or damage the facilities. Violators should pay for the facilities according to the original price. Serious violators would be punished severely.

(7) Unless exhibitors have special demand, all the objects or exhibition products left on the site after the exhibition withdrawal should be considered as abandoned.

(8) When exhibitors withdraw the exhibition, they should not demolish or move any electric equipment installed by the organizing committee voluntarily. Exhibitors who take away any kinds of equipment and facilities such as exhibition furniture, electricity equipment and communication equipment of the exhibition hall should compensate in the price which is two times of the original. Serious violators would be handled by the security guard department.

(9) Exhibitors should conform to the “Exhibition schedule” and other instructions issued by the organization committee office. All regulations of exhibition withdrawal should subject to the “Exhibition withdrawal notice” issued on the exhibition site.

### 3、Exhibition withdrawal service

#### a、Deposit repayment procedure

(1) Return the renting apparatus to the on-site service counter which handles renting originally in 30 minutes before the exhibition hall closes. (Provide company accounts、 address and other information)

(2) Before the exhibition withdrawal, exhibitors should carry the garbage in the stand out of the hall, which should be confirmed by on-site management staff of the hall. Then exhibitors should come to the on-site service counter directly to handle cleaning deposit repayment procedures. Exhibitors who haven't cleaned the garbage would not get repayment of the cleaning deposit.

#### B、Exhibits return

Please consult the contractors appointed by the organization committee。

#### C 、Transporting vehicle management and route arrangement of vehicle during the exhibition withdrawal

(1) The exhibition withdrawal carpot is limited, therefore all the exhibition withdrawal vehicles should be withdrawn by batches in accordance with regulations.

(2) After 18:00 on October 13rd , Better organize the traffic on the site during dismantling,please respect strictly the relevant regulations and routes of the site.

### (6) On-site service and management of home court

#### construction 1、 Position of on-site service counter

The entrance of the pavilion is prominent and can be consulted by telephone 2、 Service items of on-site service counter

The on-site service counter of exhibition center is responsible for relative items such as consultation, reception, and handling exhibition arrangement procedures, etc., carrying out comprehensive supervision and management of the exhibition construction of exhibitors and constructors, and providing the following services:

- (1) Handling the approval procedures of exhibition stand construction.
- (2) Apply for overtime work
- (3) Apply for power supply and installation of equipment.
- (4) Exhibition appliance location。
- (5) Collection and return of cleaning deposit
- (6) Dismantling application、 Get outing form。
- (7) Collection of other relative costs

3、 On-site office of the organization committee: be responsible for the supervision, management and coordination of the site and providing consultation services for exhibitors and audience.

4、 Details of exhibition furniture and equipment renting will be found in Form “*Application form of exhibition furniture, lamps and green plants renting*”

6、 *Equipment damage and compensation for the facilities. According to the construction venue "101 general assembly plant decoration materials manual price list" for the original price compensation.*

**Temporary Exhibition price list items for damages**

- 1, wall paint: 25 yuan / m<sup>2</sup>
- 2, solid wood doors: 1350 yuan / fan, tang fire doors, metal door: 800 yuan / fan
- 3, wall corrugated board: 650 yuan / m<sup>2</sup> (excluding shipping)
- 4, bathroom wall: 45 yuan / piece bathroom tiles: 40 yuan / piece
- 5, brick: 120 yuan / piece
- 6, windows broken insulation: 850 yuan / m<sup>2</sup> screens: 100 yuan / fan
- 7, brick staircase: 350 yuan / set
- 8, stair railing, aisle railings, stainless steel point laminated glass guardrails are: 700 yuan / m
- 9, ceiling panels: 70 yuan / m<sup>2</sup> air conditioning switch: 350 yuan / only
- 10, LOW-E insulating glass curtain wall: 700 yuan / m<sup>2</sup> glass door: 2000 yuan / fan
- 11, wall sockets, switch panel 40 yuan / block factory gate: 400,000 yuan / door frames
- 12, toilet partition: 1200 yuan / set plants on both sides of the steel doors 20,000 yuan/ tang
- 13, door: 320 yuan / the fire boxes: 3500 yuan / set (box: 400 yuan / only)
- 14, door holder: 30 yuan /only pit box: 13000 yuan /
- 15, door closers: 180 yuan / only plant electrical box (large): 15,000 yuan / only
- 16, lamps: 250 yuan / light plant electrical box (in): 11,000 yuan / only
- 17, retained the ground floor: 150 yuan / m<sup>2</sup> monitoring head: 5000 yuan / only
- 18, high-voltage cabinet: 11,000 yuan / pressure gauge: 500 yuan / only
- 19, air-conditioning power units: 1.5 million yuan / group  
shot left-conditioned unit: 8000 yuan / set

1.

Standfitting Information Statistics Form of Exhibitors

Exhibitors			
Contactor	Contacting method	Telephone	
		Mobile phone	
		Fax	
		E-mail	
Stand number		Stand floor area/quantity	M <sup>2</sup> /piece
Stand types (choose by √)	Shell-scheme	Special stand	Standard modification
Construction (modification) requirements  Special requirements (requirements			
for the extra items which need to add furniture and equipment )			
Notes::			
<p>1、 If it is necessary to reconstruct or install the stand, exhibitors should present their exhibition requirements and construction requirements to ABE - Advanced Business Events, before September 1<sup>st</sup>, 2019</p> <p>2、 Exhibitors of shell-scheme and special stand should present Form 1 “Standfitting Information Statistics Form of Exhibitors” on September 10<sup>th</sup> 2019</p> <p>E-mail: x.dd@helicopter-china-expo.cn Inquiry hotline: +86 (0) 22 58173473</p>			

### **Liability Agreement of Special Stand Construction**

1. Conform to relative rules and regulations strictly, and comply with the construction management, supervision and examination of the administrative department of organization committee to ensure the safety of stand and person.
2. Handle construction qualification registration for the records and application for inspection on construction drawings in accordance with relative regulations of the organization committee, and pay relative costs.
3. Constructors should be responsible for the safety and fire fighting of the construction site, and should assign a safety director on the construction site to take charge of the safety and fire fighting work of the construction site.
4. The stand structure should be firm and safe, and the construction materials should adopt antinflaming or retardant materials. It is forbidden to use spandex fabric and knitted and cotton goods as decorating materials.
5. It is forbidden to hang or bind the stand structure to the top, column and all kinds of special pipelines. All the structures should be connected with the main structure of stand. It is forbidden to use the top net rack as the tool to hand the stand structure.
6. When construct the structurally complicated stand in the exhibition hall and the stand out of the hall, it is necessary to provide detailed structure map with relative inspection stamp capped by qualification design institutions and stamps of national first grade registered structural engineer and review report. It is necessary to fully consider the safety of stand from design to construction to ensure the firmness of each connection points and the entire structure of the stand.
7. Special stands with complicated structure should be prepared with extinguishers which are qualified for annual inspection.
8. The stand structure should not block the fire fighting facility, electric equipment, emergency exit and audience passage. When the platform the constructed, it is necessary to set a slight slope on the verge of the inside platform within the stand range, which leads to public passage, so as to prevent personal injury caused by the head drop between the platform and the ground. It is forbidden to construct any exhibition rack, exhibition stand and entire platform or stack all kinds of goods under the fire resistance rolling shutter door. It is forbidden to wrap or block the upright columns in any forms which hold the fire resistance rolling shutter door to ensure that the fire resistance rolling shutter door can go up and down smoothly.



9. The special stand should not exceed the height No. Hall 1 shall not exceed 6m, No. Hall 2 shall not exceed 4.5m. .
10. If the exhibitors do have a second floor building requirement, please send the design plan and the structure load to the home contractor's mailbox for approval before September 1<sup>st</sup> , and the approval will be carried out. The structural load proof and drawing must be approved by the national registered architect. (the detailed construction requires that the second floor booth of the manual be set up, form 9).
11. It is necessary to make wind proofing measures for the stand outdoors to ensure the strength, rigidity, stability and local stability of the stand structure.
12. The glass materials used for stand decoration should adopt toughened glass, which can ensure the strength and thickness of glass (the thickness of glass on the curtain wall is not less than 8mm). The glass should be installed reasonably and reliably, by manufacturing metal frame or adopting professional hardware. Elastic materials should be used as cushions between the frame, hardware and glass materials to ensure the safety of glass. Glass materials of large areas should be equipped with obvious mark in case of damage and person injury. If glass platform is used, the structural support such as column and wall should be fixed under the platform. It is forbidden to construct stand structure above the smooth glass surface.
13. The selection of stand construction materials should be in accordance with the materials application standard of temporary architecture formulated by relevant national departments and the national environment-friendly requirements.
14. Smoking is forbidden in the exhibition hall. It is forbidden to use inflammable and explosive objects in the stand construction.
15. It is forbidden to adopt totally enclosed ceiling on the stand. The stand ceiling should not block the fire fighting facilities on the top of exhibition hall. You should make sure that there is at least 50% of flat opening area on the stand ceiling to ensure the fire safety of the stand.
16. The stand construction staff should enter the site wearing certificates. It is forbidden to hold a certificate whose information is not in accordance with the person or transfer certificates. Professional technicians should construct with work license.
17. It is forbidden to use neon lights as stand decoration and lighting. All kinds of electric facilities and materials such as lamps should possess national professional safety certificate, and should be constructed, installed and used according to Tianjin electric codes and standards. The electricity connection and installation should use double-layer insulating sheath wires. The terminal blocks should be completely closed and covered with insulating box without any exposure.
18. Electricity is supplied in the opening time of exhibition hall provided by the organization committee, which should not be considered as uninterruptable power supply.

19. Constructors should not touch the fixed facilities in the exhibition hall such as distribution box, water supply and gas supply, etc. Lamps, sockets and switchboard should adopt rainproof type products. Outdoor electric equipment should take reliable rainproof measures.

20. When the exhibition inaugurates, constructors should ask the on-site safety director and professional staff to be on duty on the site and solve problems in time.

21. During exhibition withdrawal, constructors should withdraw all the constructing materials out of the exhibition hall and clean the hall. It is forbidden to stack the materials on the stand or in the courtyard.

22. The construction office reserves the right to implement special limit on special circumstances. Management staff of the construction office has the right to enter the stand for examination.

23. If constructors violate the above regulations when they enter the construction site, withdraw the exhibition and transport, they would assume all the security liabilities such as casualties, fire hazard and building and facility damages in the exhibition hall caused by their violation, and assume all the reputation loss and economic loss caused to the organization committee.

I have read the liability agreement of stand construction carefully, and I promise to conform to this regulation strictly.

Exhibitor name (Stamp) :

Builder name (Stamp) :

Signature:

Signature

Date:

Date:

**Confirmation Form of Construction Management Fees and Cleaning Deposit**

<b>Construction management fees</b>				
NO.	Type	Price		
1	Management fees of construction certificate	20 yuan/piece		
2	Management fees of special stand	25 yuan/m <sup>2</sup> (Single-layer)		
		50 yuan/m <sup>2</sup> (Double-layer)		
3	Construction vehicle certificate (limited to exhibition and withdrawal)	100 RMB/car		
Remarks: The above fees should be paid by the constructors; Cash only is charged on site				
<b>Details of cleaning deposit of special stand</b>				
No	Item	Specifications	Price	Remarks
1	Special stand deposit	Less than 90 m <sup>2</sup> (including 90 m <sup>2</sup> )	20000 uan/exhibition period	1. Construction deposit is assumed by constructors; (Accept t/t, remember to bring the remittance voucher)  2. When the exhibition is over, constructors should transport all the garbage and get deposit repayment by deposit receipt;
2		More than 90 m <sup>2</sup>	40000 yuan/exhibition period	
Number of construction certificate: _____ Cost: _____ Management fees of special stand: _____ Dust collection fees of special stand: _____ Construction deposit of special stand: _____ Total expense: _____ Signature of applicant: _____				

**Letter of Authorization of Special Stand Construction**

Name of exhibitor: \_\_\_\_\_ Stand number: \_\_\_\_\_

Our company promises that we will assign units with construction capability as stand constructors for this exhibition, and conform to each regulation. If we violate any regulations, we will assume all the liabilities.

The stand constructor assigned by our company is :

Telephone number of the stand constructor assigned by our company is: \_\_\_\_\_

Contact: \_\_\_\_\_

Signature of exhibitor: \_\_\_\_\_

Stamp of company: \_\_\_\_\_

Date of signature: \_\_\_\_\_year \_\_\_\_\_month \_\_\_\_\_day

## Application Form of Special Stand Construction

<b>Name of exhibition</b>	First China Helicopter Exposition											
<b>Constructor</b>												
<b>Entrusting company</b>												
<b>Construction content</b>	<input type="checkbox"/> Specially decorated stand				<input type="checkbox"/> Public facility of homecourt							
<b>Construction site</b>	⊙	____ Exhibition hall	No.____stand	<b>Area</b>	_____ ㉓							
	⊙	____ Exhibition hall	No.____stand	<b>Area</b>	_____ ㉓							
	⊙	____ Exhibition hall	No.____stand	<b>Area</b>	_____ ㉓							
<b>Total construction area</b>	_____ ㉓											
<b>Number of construction staff</b>	Person _____											
<b>Time of construction</b>	Year _____		Month _____		Day _____		Year _____		Month _____		Day _____	
<b>Time of withdrawal</b>	Year _____		Month _____		Day _____		Year _____		Month _____		Day _____	
<b>On-site safety director</b>	Name	_____	Director of stand drawings	Name	_____	Director of stand structure	Name	_____				
	Tel	_____		Tel	_____		Tel	_____				
<b>Constructing materials</b>	Stand	<input type="checkbox"/> Steel structure <input type="checkbox"/> Wooden structure <input type="checkbox"/> Glass    Other materials										
	Stand ⊙	<input type="checkbox"/> Steel structure <input type="checkbox"/> Wooden structure <input type="checkbox"/> Glass    Other materials										
	Stand ⊙	<input type="checkbox"/> Steel structure <input type="checkbox"/> Wooden structure <input type="checkbox"/> Glass    Other materials										
<b>Opinions from the construction management office</b>	Responsible person: _____ YearMonth _____ Day _____											
<b>Confirmation of the constructors</b>	Whether agree with the opinions from the construction management office or not : _____  Signature of principal: _____ Year _____ Month _____ Day _____											
<b>Remarks</b>	Year _____ Month _____ Day _____											

6.

**Protocol of Booth Fire Safety**

- 1、 The fire safety rule of the raw space and special booth exhibitors should refer the“Letter of safety and responsibility of Special booth construction”in the 《Construction guide》 .
- 2、 In the periods of building, exposition and dismantling, all the exhibitors should abide the fire safety rule and other safety rules in the hall consciously, Observe the operating instruction of fire safety rigorously, nonobservance will lead you to an accident responsibility such as conflagration and industrial injury, insure the safety of people’s life and hall’s property.
- 3、 All the exhibitors are obliged to check the fire safety of the exposition area every day, if any hidden danger of fire is found, please handle it and inform the organizer in time.
- 4、 Do not occupy the safety passage and safety exit; insure the fire passage and fire door unblocked insure the fire safety system work.
- 5、 Do not take hazardous article, inflammable or explosive goods into the exposition hall. The organizer has right to impose a fine from the caution and confiscate the article to whom break the rules.
- 6、 All the booths should insure safety by using electric devices, it is prohibited to use open flame inside and outside of the exposition hall. The organizer has right to impose a fine from the caution to whom brake the rule.
- 7、 Do not install and alter all kinds of electric equipment, power circuit and switch, do not loading in the power circuit; do not use all kinds of electric equipments without the authorization from the organizer.
- 8、 The organizer has right to check fire safety in all booths at any time, the exhibitor should give complete support, and rectify and reform the problem which find by the organizer actively.

The exhibitor take all the responsibility of human’s life and fire safety accident and Venue facilities damaged buildings which caused by breaking the rules form exhibitor’s part, and assume that all the fame and economic loss caused to the organizing committee.

I have read this Protocol of Booth Fire Safety, and to ensure observe the rule rigorously, fill the caution form of booth fire safety in same time.

Exhibitor name (Stamp) :

Builder name (Stamp) :

Signature:

Signature

Date:

Date

7.

**The 5<sup>th</sup> China Helicopter Exposition  
Fire Safety Deposit Form (For Raw space only)**

<b>Company Name</b>			
<b>Contact</b>		Tel	
		Mobile	
		Fax	
		E-mail	
<b>Booth Number</b>		<b>Booth Dimension (sqm)</b>	
<b>Exhibitor Type</b>	<input type="checkbox"/> Exhibit <input type="checkbox"/> Sell (Please√)		
<b>Booth Type</b> (Please√)	Standard Booth	Special Booth	Customized Standard Booth
	<b>Exemption</b>		
<b>Deposit</b>	Three Thousand Yuan ( ¥5000.00 )		
<b>Note:</b> Please submit this form by 1 <sup>st</sup> September 2019 and pay the deposit to the designated account of the home builder.			
Signature. Stamp: Date:			
AVIC HUIYING (BEIJING) Exposition Co., Ltd Contact: HU Zhiqiang, Yang Yang Tel: +86 10-85672642 +86 10-85672743 Mob: +86 18518765690 +86 18601115101 E-mail: <a href="mailto:hzq1100@163.com">hzq1100@163.com</a> yang821yang@163.com			



### Application Form of Water and Power Supply Renting

Name of company:		Stand number:		Contact:		
No.	Name	Specification	Unit	Rent/Yuan	Quantity	Total
1	Power in the exhibition hall ( Three-phase electricity)	15A/380V	Piece	1000		
		20A/380V	Piece	1500		
		30A/380V	Piece	2000		
		60A/380V	Piece	3500		
		100A/380V	Piece	6500		
		150A/380V	Piece	9500		
2	Power in the exhibition hall (Single phase electricity)	10A/220V	Piece	500		
		15A/220V	Piece	800		
		20A/220V	Piece	1300		
		30A/220V	Piece	1600		
		60A/220V	Piece	2500		
3	Temporary power supply for exhibition arrangement in the exhibition hall (2 days)	15A/220V	Piece	400		
		15A/380V		600		

The electricity applied before September 1st should be charged according to the above expenses. The electricity applied after September 1st should be charged for an extra 30% expenses, the electricity applied after September 10<sup>th</sup> should be charged for an extra 50% expenses

Total expenses:

Signature of applicant:

## **Construction rules for The second floor booth**

In addition to the provision of the special exhibition booth, the construction and application of the two floors must be followed:

1. The second floor booth must be designed to be installed and dismantled in a specified frame, and the upper deck can't cross the hall. Must be careful not to obstruct, block the fire control system, air conditioning system, mechanical ventilation, fire safety equipment, hose cabinet, fire alarm handle, indoor lighting fastening device and monitoring system, etc.
2. The arrangement of the booth, the design staircase of the upper stage, the open exhibition area and the meeting area must be at least one meter away from the corridor. There should be at least 3 meters of space between adjacent booths. If it is impossible to maintain the above spacing, install a screen that is not less than 2 meters high to completely isolate the two booths. The side of the other booth should be white and clean.
3. The railings should not be less than 0.9 meters. The floor of the first floor booth shall be set up at 0.05 meters high. To prevent objects (e.g. glasses) from being placed on the railing, the handrails and tips of the railings should be rounded.

#### 4. Carrying capacity

##### ① Ceiling strength:

When used as a common tourist, conference, product promotion or storage site, the upper deck will have a minimum capacity of 5 thousand cattle/square meters. According to the provisions of part iii of DIN1055, higher carrying capacity is not required in the above range. According to the provisions of the DIN1055, the carrying capacity is allowed to be reduced to 2,000 cattle/m<sup>2</sup> under the following circumstances.

② The upper deck is used for offices and sales offices (area less than 50 square meters) or corridors where people will not stay long. The stairs are not open to the public and have obvious signs.

The specified use of these rooms should be clearly marked on the submitted documents.

##### ③ Stair strength:

All stairs must be built according to the DIN18065 standard, carrying capacity of 5,000 cattle/square meters

##### ④ Railing/support strength:

The design of the railings and stanchion should ensure that the force of 1,000 cattle/square meters can be exerted on the level of the handrail.

#### 5. Fire prevention requirements

The escape route at the top of the upper reaches to the walkway should be less than 25 meters.

The surface area is less than equal to 100 square meters, and there should be at least one staircase outside the booth

The upper floor area is larger than 100 square meters. At least two staircases should be installed at the ends of the platform. One of the stairs is out of the booth.

The space under the stair pedal and the side can not be used for the reactor, nor can the shelf be installed.

If the area covered by the upper stage is more than 30 square meters, according to the VDS, the sprinkler system must be installed, with a sprinkler installed in each area of 12 square meters or covered area. Spray system should cover all rooms.

The upper stage shall not be fitted with a closed ceiling or a canopy. You can use standard metal grids, including lighting, to open area At least than 80%.

Any compartment or inner area of the booth should be able to see the exhibition hall.

If necessary, the organizer reserves the right to require exhibitors to add additional safety or fire precautions. Until the final approval of the entire booth.

6. All the layer structure of booth construction drawings, and shall obtain a national registered structural division approval stamp and structure of the audit report, set up the booth staff to live fire fighters, security personnel, home building company staff to check.

Exhibitors and construction units shall be strictly in accordance with relevant provisions of the above to build the booth, exhibitors and construction units in the hen construction, withdraw pavilion, and in the process of transportation due to the violation of the rules, personnel casualty, a fire caused by the damage of facilities and stadiums buildings all security responsibility accident, such as by exhibitors and take full responsibility for the construction units, and assume that all the fame and the economic loss caused to the organizing committee, home AVIC HUIYING (BEIJING) Exposition Co., Ltd does not undertake any responsibility.

Exhibitor name (Stamp) :

Builder name (Stamp) :

Signature:

Signature

Date:

Date



**Release Pass out of the Hall**

Name of exhibitor:

Stand number:

Name of products	Unit	Quantity

Security guard can release if the above objects are checked to be correct.

Fifth China Helicopter Exposition On-site Office

Person in charge: