

IMCAS

CHINA

2025



**Uniting
the world of
experts**
in dermatology,
plastic surgery,
and aging science

SHANGHAI
KERRY HOTEL PUDONG

RULES & REGULATIONS GUIDELINES

**JULY
11-13
2025**

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Please fill in and sign

Page 3 : 1- SIGNATURE & CONTRACTUAL COMMITMENT

Event Organizer: IMCAS c/o Comexposium Healthcare
Venue contractor: Kerry Hotel Pudong, Shanghai

Paris office

COMEXPOSIUM HEALTHCARE SAS
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COMEXPOSIUM (SHANGHAI) CO., LTD
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Yangpu District, Shanghai, China.
Postcode: 200082
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1 • SIGNATURE & CONTRACTUAL COMMITMENT

I, the undersigned

Last name : _____ First name : _____

as a legal representative for (company name) : _____

Position within the company : _____

Certify that :

• The company I'm representing, its employees or subcontractors will comply with all provisions mentioned in this RULES and REGULATIONS document.

• I, or an authorized representative, will promptly proceed with the payment of any penalty fees if any of the following 10 points are not adhered to:

		Act	Cost in EUROS (excl tax)	Chapter
booth setup and dismantling (only applicable to raw space booth)	1	The setting up and dismantling schedule is exceeded (charged per hour per booth)	1 000 euros per hour per booth (payment must be made onsite immediately)	3.3.c
	2	The booth space is not completely cleaned of any decor, hardware, carpet, etc. (charged per cubic meter of cleaning)	subject to the venue's penalty fees	3.3.b
	3	There is any damage to the booth space, floor, pillar/s, the venue's wall/s, etc.	subject to the venue's penalty fees	3.3.b
room key	4	There is late return of room key(s)	100 euros per day	6.1b
	5	There is loss of meeting room key(s)	400 euros per key	6.1c
badge scanner	6	There is late return of the badge scanner(s)	100 euros per day	8.1.b
	7	There is loss of the badge scanner(s)	500 euros per device	8.1.c
other	8	Early tear-down of your booth before the official closing timeframe	Deduction of PPS points	
	9	Failure to comply with any following rules mentioned in the document	Deduction of PPS points	
	10	Any damages incurring fines from third party (venue, suppliers, etc.)	subject to the venue's penalty fees	

I therefore accept :

- To sign this page (signature & contractual commitment)
- To be bound by the following rules & regulations
- To upload all related documents through my company account on imcas.com.

By policy, IMCAS will charge additional fees **only if the Exhibitor commits one of the above requirements and/or fails to honor the original invoice** that is issued in strict respect with the binding contract.

For violation of any other following rules, Exhibitors, or their concerned suppliers, shall be subject to penalties **ranging from an eviction from the venue or bans on future IMCAS events to the deduction of their PPS points.**

Date (prior to 21 June 2025)

Signature preceded by the mention « Read and approved » :

Date :

Signature :

ESSENTIAL INFORMATION FOR ALL EXHIBITORS

- a. Contact information and the catalog of our official suppliers, including catering, freight forwarders, booth constructors, electricity providers, accommodation, and more, are available in your company account under the [EXHIBITOR SERVICES](#) section.
- b. Detailed information and instructions on booth dimensions and height, onsite delivery, setup and dismantling, and onsite exhibitor services are published in the [LOGISTICS PLANNING](#) section of your company account.

2 • COMPLIANCE & LAW

1. Raw spaces - Obligation to provide booth layout and equipment

- a. **Submit the booth layout to our official constructor at serena.li@pico.com for validation before June 10th, 2025.**

- b. The booth layout must include the following:

- Booth width and length
- Booth maximum height including floorboard and signage, if any
- Partition walls, if any
- Thickness of floor covering and material use (e.g. carpet, floorboard)
- **Technical floor plan with ALL dimensions and 3D designs**

IMCAS reserves the right to refuse the booth installation of exhibitors who have not provided the layout within the time allotted. These plans may be submitted to the Safety Officer for validation if necessary.

- c. In order to verify that the booth being built onsite corresponds to the design previously sent, this layout will be checked during setup. Should the booth building not coincide with your layout, IMCAS reserves the right to amend or stop the construction.

- d. Full ceiling coverings and mezzanines are NOT allowed to be included in the booth due to fire regulations and building codes.

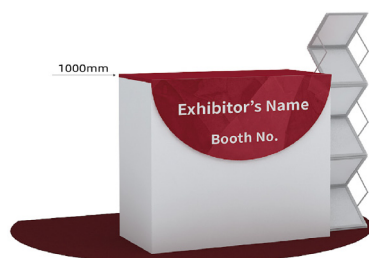
- e. The use of signage in white letters on a green background is prohibited, since these colours are reserved exclusively for the «Exit» sign or the fire services team.

- f. Walls on any open sides of a booth **should not exceed 50% per side** (not to be confused with the sum of all open sides) and shall not affect the visibility of neighboring booths.

- g. Door of storage room built in the booth must open inwards and not towards the aisle.

- h. Please refer to the construction manual provided by our official constructor, PICO, for detailed rules and restrictions outlined in the annex.

2. All-inclusive booths - rules to follow



3 sqm Mobile booth

see detailed description [HERE](#)



Construction PREMIUM

see detailed description [HERE](#)

- a. It is strictly forbidden to customize the mobile booth's counter. Booth signs are NOT allowed to be replaced with a company logo. Due to venue fire safety regulations, no wall will be provided and authorized for mobile booths. Booth signs are NOT allowed to be replaced with a company logo.

- b.** Any promotional materials or AV equipment must be displayed within the allotted booth space and may not extend beyond the space limits.
- c.** No exchange of furniture is permitted. However, the removal of some furniture is allowed before June 11, 2025. If you wish to remove furniture, please email us at logistics@imcas.com.
- d.** The number of wall(s) to be built (except for mobile booths) is indicated on the exhibit map available online in the [LOGISTICS PLANNING](#) section of your company account.
- e.** For the construction PREMIUM packages, any additional requests for booth personalization (e.g., adding a storage room, additional graphics on side wall, etc.) must be coordinated through our official constructor.
- f.** Power supply is not included with any booth space, with the exception of mobile booths. Electricity should be ordered directly by the exhibitor through our supplier (see the [EXHIBITOR SERVICES](#) section).

3. Obligation to comply with the regulations enforced by the following legal institutions

- a.** Labor laws
- b.** Customs (for materials or products from abroad)
- c.** Hygiene (for food or animal species)
- d. Products licenses:** it is the Exhibitors' responsibility to obtain the corresponding marketing and commercialization licenses of the products that are displayed, promoted, or utilized during the event. All products and devices must be legally authorized by the local authorities within the country where the event is held. Products without a license are not permitted to be promoted. Please refer to [Sponsors' FAQ chapter 7.4. Does my product need to be registered to exhibit?](#) for further details.
- e. Medical licenses:** any medical act organized by the Exhibitor during the event shall be executed by physicians qualified and licensed to do so following the laws and regulations of the country where the event takes place. Please note that many countries require a 'Temporary License' for the physicians to legally perform certain medical acts and applications.
- f. Live treatments** are not permitted at booths. A demonstration at a booth is permitted only if it is a non invasive procedure and/or no invasive action of the device used. Therefore, only light cosmetic treatments dedicated to the surface of the skin are allowed, after prior approval of the Scientific Committee. If you would like to demonstrate such a product or device, please send an email to industry-china@imcas.com.

Please refer to [LOGISTICS PLANNING](#) (chapter 3. Sponsored & Granted Activities) for further details on medical licences and live treatments.

- g. Onsite Sales Policy:** All onsite purchases by attendees must be accompanied by an official invoice. To issue invoices, the exhibiting company must be legally registered in the country where the congress is held. If your company is not registered locally, you may proceed with one of the following alternatives:
 - Accept written orders from attendees, or
 - Facilitate purchases through an authorized local distributor.

Direct onsite sales are strongly discouraged. **Should an exhibitor choose to conduct direct sales at their booth, it is done entirely at their own risk. IMCAS and its partners assume no responsibility or liability for any resulting issues or disputes.**

3 • BOOTH SETUP, DECORATION, & DISMANTLING

1. Date, time of installation, decoration, and dismantling information:

- a.** Raw space booth construction:

LEVEL 3: Wednesday, 09 July from 8am to 10pm
Thursday, 10 July from 8am to 8pm

NOTA: Heavy works must be finished by 10 July 2025 at 4pm.

- b.** ALL INCLUSIVE BOOTHS (mobile booth & construction PREMIUM) decoration:
Thursday, 10 July from 4pm to 8pm

- c.** General booth dismantling: **Sunday, 13 July from 5pm to 11pm**

2. Gaining access to the venue for constructors

- a. Exhibitors must fill in the information of their booth constructor and onsite person in charge of setup and dismantling on their company account (Booth section).
- b. Constructors will be given wrist bracelets upon entrance. The venue will be open:
 - i. Setup days:
 - Wednesday, 09 July from 8am to 10pm
 - Thursday, 10 July from 8am to 8pm
 - ii. Dismantling time: Sunday, 13 July from 5pm to 11pm
- c. To enhance the efficiency of loading bay management, our official booth constructor, PICO, will be reaching out to all external constructors (whose contact information must be provided by exhibitors through their company accounts [HERE](#)) to coordinate their time of arrival.
- d. A deposit of RMB 5,000 and a venue management fee of RMB 60 per square meter are required. These are mandatory for all raw space booths not built by our official constructor, PICO. Please refer to the construction manual provided by PICO for detailed rules and restrictions outlined in the annex.
- e. All constructors must wear their company uniform and the pass allocated by PICO at the venue. Should the personnel has no identifiable item on their person, IMCAS reserves the right to evict them from the venue.
- f. The use of safety shoes and protection equipment during set-up and dismantling is compulsory at all times and will be checked by the IMCAS booth team. IMCAS reserves the right to deny access to anyone not wearing safety shoes, and denies any liability for events or injury involving improper dress and/or the failure to follow correct job site dress.

3. Setup and dismantling departure forms (only applicable to raw space booth)

- a. Exhibitors or their contractors must complete their installation by the date and time limits set. If exceeded, access to the venue will not be granted for any packing, machinery, vehicle transports, or external contractors under any circumstance, regardless of the impairment it may cause for the Exhibitor. Constructors remaining onsite after the allocated schedule will be subject to a penalty fee (as specified in chapter 3.2.c).
- b. At the end of booth setup and dismantling, the person in charge (either booth constructor or Exhibitor) must sign the SETUP DEPARTURE FORM & DISMANTLING DEPARTURE FORM by presenting themselves **to the IMCAS booth managing team or the Exhibitor Services room** before leaving the venue. The objective is to ensure that the booth construction and dismantling comply with our rules and regulations.

Should the SETUP and/or DISMANTLING DEPARTURE FORM not be signed, no appeal can be made in the event of any findings of deterioration of the space and/or garbage left at your booth. Penalty fees will be imposed accordingly.

- c. Any excess setup or dismantling time will be billed as follow:
1 000 euros (exclusive tax) per hour exceeded per booth (payment must be made onsite immediately).

4. Delivery and consignment

Please refer to the guidelines published on your company account for detailed instructions (logistics planning --> Delivery to the venue).

- a. OPTION 1 > Using a freight company
 - i. you can either use a freight company of your choice or
 - ii. you can use the service of the appointed IMCAS Official Freight Forwarder:

APT SHOWFREIGHT SHANGHAI CO., LTD.

Contact: Mr. Janson ZHU

Phone: +86 21 6124 0090 Ext. 307

Email: janson.zhu@aptshowfreight.com

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

Please find shipping instructions on company account (exhibitor services --> freight forwarder).

***Exhibitors intending to send small quantities of exhibition materials (such as giveaways or brochures) via courier services (e.g., DHL, FedEx, UPS) should be aware that Chinese customs regulations are particularly strict. Courier shipments are often held at customs until the delegate's arrival in China or, in some cases, even denied entry altogether. To avoid delays or the risk of non-delivery, it is strongly recommended to verify all import regulations in advance and consider using a professional freight forwarder experienced with Chinese customs procedures.

b. OPTION 2 > Direct delivery to the conference venue

i. Venue address:

Kerry Hotel Pudong, Shanghai

No. 1388, Hua Mu Road,

Pudong New Area,

Shanghai 201204 China

ii. On each box/package to be delivered at the conference venue, the name of your company, the booth number, contact info, and the event name should be clearly written.

iii. Deliveries to the venue should be done during booth setup days (see chapter 3.1). Any goods delivered before the allocated booth setup days will not be accepted.

iv. The vehicles delivering your booth materials should present themselves at the venue's service entrance (back service entrance) at above exact delivery time or after, never through the main entrance or public areas.

b. Receiving your goods by courier

i. The consignee whom will accept your goods must be a person from your company. IMCAS and its partners will not be responsible for reception of your goods and materials on your behalf.

ii. Each Exhibitor, or his acknowledged representative, will provide the transportation, receipt, shipment of packages, and recognition for their content. All packages must be unpacked on arrival. If the exhibitors or their agents are not present to receive their package, IMCAS and its partners will not receive it and reserves the right to store, unwrap, or return it to the sender, subjecting the Exhibitor to all costs.

5. Setup

a. Attendance is compulsory at the booth during all installations. The Exhibitor or his duly accredited representative should be present during the visit of all services and is responsible for safety of all parties involved. All persons must comply with security measures imposed by the event venue, IMCAS, and the government throughout the duration of the event.

b. Installation of the booth is to be done by a qualified constructor (constructor registration must be able to be provided on request). All interior booth equipment falls under the responsibility of the Exhibitor. The installing company is responsible for all risks incurred from the provided booth materials and any damage that may be caused within the space.

c. IMCAS will not be responsible for slight differences that could be observed between the dimensions shown during the booking and dimensions in actual location, nor changes within the exhibition environment of the booths (modification of neighboring booths, alleys reconfiguration, etc.).

d. The Exhibitor is responsible for any water installation within the booth and any damage it may cause (e.g. water damage).

e. Booth construction must remain within the limit of the allocated space. Any modification to the existing onsite structures (stringers, panels, curtains, etc.), to occupy the spaces reserved for visitor traffic or another company's booth is prohibited. Any attachment to the booth frames and/or partitions is strictly prohibited.

f. All goods and products presented are subject to review by the IMCAS team. Any goods that may be deemed as dangerous or unappealing must be removed upon request.

g. All fire exits and venue entrances must remain clear and free of obstruction at all time in accordance with the conference venue fire regulations.

h. The maximum height partitions or separating elements, and all decorations including the top advertising signs and floorboard, is fixed at **3 meters maximum for all booths**.

IMCAS/PICO can stop the set up at any time if that request is not fulfilled.

i. No hanging requested by Exhibitors is permitted in the booth spaces or exhibition hall.

j. Any promotional support displayed must be placed within the allotted booth space and may not cross space limits and walls.

k. All plants and flowers must be placed in waterproof flowerpots.

l. Walls or elements blocking visibility on contiguous booth lines will not be permitted.

m. Electrical outlets: links or power cords connecting the power supply of one booth to another is strictly forbidden. Any operations to move or remove the electrical box must involve Viparis' personnel. Penalties will be issued if any damages.

n. Specific case of a "raw space" booth (built and decorated by an external designer/constructor):

- i. Raw space booths are provided with only the floor markings (no further equipment or walls are provided). Therefore the Exhibitor and their set designer must provide the floor coverings and dividing walls. All materials used over carpeted or hard floor areas must be nonslip.
- ii. Wall coverings: every wall built must be properly covered on both sides (**inner and outer**); outer walls should not be left raw/uncovered. In addition to both sides, it is required to neatly cover any protruding part of the walls that may be visible to the public.
- iii. **Floor covering is mandatory**
 1. All exhibition spaces must include floorboard or carpet (provided by the Exhibitor) to prevent any damage to the venue's marble or carpeted surfaces. In case of damage, responsible parties will be charged depending on the charges of the venue and extent of the damages. Failure to comply with these requirements may result in deductions of the PPS points.
 2. Carpets or protection sheets must also be laid in any areas where the Exhibitor is installing booth material during construction. All these protection measures must be done before the commencement of any setup.
 3. Color reference at IMCAS CHINA 2025



Dark Red (carpet color of IMCAS pre-equipped booths)

6. Dismantling

a. The Exhibitor, or their duly accredited representative, is required to be present at their booth from the beginning of the dismantling process through its completion. Note that all Exhibitors are required to verify dismantled spaces and check out with a member of IMCAS staff before departing the venue to ensure there is no damage and waste left at the booth space. Failure to do so may result in charges for any damage or waste found later, which will be billed to the Exhibitor.

b. The initiation of booth breakdown or removal of any exhibition materials prior to the closure of the event or exhibition hall is prohibited. No pallets are allowed in the exhibition halls before the dismantling time. If the Exhibitor has no private storage room, and has not enough space for storage at booth, they may contact IMCAS at logistics@imcas.com to reserve a space in the shared storage room at no cost. Each Exhibitor is allocated about 2 sqm (2-3 boxes and/or 1 device). Please note that the space is submitted to availability. Booking is processed on a first-come, first-served basis.

c. Booth breakdown (including the removal of all goods, company items, specific decorations, waste, and building materials) must be completed by the Exhibitor within the timeframe established by the IMCAS team. IMCAS maintains the rights to move or dispose of any materials left in violation of this. Any materials that are transferred to a storage facility will be fully at the cost and risk of the Exhibitor. IMCAS bears no responsibility for any damages, partial, or total losses that may occur in this process.

d. The Exhibitor must leave the space, decor, and hardware used in the state that it was initially provided. Any undisposed materials or venue deterioration resulting from their installments or distribution of goods before, during, or after the event will be evaluated by both the IMCAS team and the venue. Responsible parties will be charged depending on the charges of the venue and extent of the damages.

e. All booth materials must be superintended by a company representative until it is retrieved by their freight forwarder. IMCAS is not liable for any unattended booth or exhibitor materials.

7. Cleaning

General cleaning will be provided in common areas by the Organizer during the show days. It includes vacuuming in aisles and emptying waste bins. However, Exhibitors are responsible for the daily cleaning of their booths. **IMCAS also maintains the right to impose additional Exhibitors fees for necessary venue cleaning services depending on the charges of the venue.** All charges will be accompanied by visual evidence of the unattended materials.

4 • BOOTH OCCUPATION

1. Respect of the booth renting contract

- a. No subleasing
 - i. The Exhibitor cannot sublease the space it has reserved to another society that is not a division of the same company or a legally authorized agent. They will be required to deliver to IMCAS an authorization or presentation of valid evidence (authorized agent contract or society status).
 - ii. The violation of this agreement will result in the immediate expulsion of one or both parties.
- b. The distribution of both direct and indirect promotional signage, brands, flyers, and products outside of the operational scope of the participating Exhibitor is also prohibited.
- c. Any items that do not conform within these standards will be removed immediately without compensation. IMCAS maintains all rights to determine the validity of the product(s) in question and to take further penalty action in accordance with IMCAS regulations and the extent of the violation.

2. Rules to obey

- a. The fire extinguishers (as provided by the technical services of the congress venue) that are at or nearby booth areas must be accessible at all times.
- b. Any light or sound advertisements, animations, showcases, or demonstrations that could provoke crowding within walkways must be submitted and previously approved by IMCAS. The IMCAS team maintains the right to cancel the authorization granted if the shows or promotional devices disturb the circulation of the event.
- c. Pathways must not be under any case blocked or encroached.
- d. Any remaining packaging, display covers, staff belongings, or items not intended in the booth presentations must be placed out of the sight of attendees. During opening hours of the exhibition hall, exhibit items should not remain covered. In such a case, IMCAS will remove any covering on exposed items without being held responsible for damages or loss which could result from such action.
- e. IMCAS should not be held responsible for any stolen goods before, during and after the congress. the exhibiting company must survey its belongings at all times.
- f. Exhibitors cannot empty their booth or pack up before the end of the exhibition hours on the last day. The total or partial closing of a booth during public opening hours is, by any methods used and especially during a demonstration is strictly forbidden.
- g. No smoking within the congress venue. In accordance with the decree of May, 29th, 1992, smoking is forbidden within exhibition halls and/or public opened spaces, as well as within the booth space.
- h. No food and beverage supplier or caterer, other than the official appointed caterer by the venue (or approved contractor(s) by venue), is allowed to supply or cater food and beverage at the congress venue.
- i. Any equipment or decoration (eg. helium balloons) that could be a potential security risk will be denied and must be removed from the venue.

5 • PROGRAM

1. Program Modification

Please note that while speakers, exhibitions and sessions were confirmed at the time of publishing, circumstances beyond the control of the Organizer may necessitate substitutions, alterations or cancellations.

As such, IMCAS reserves the right to alter or modify the advertised speakers, exhibitions and sessions if necessary, without liability. Any substitutions or alterations will be updated on our portal and notified as soon as possible.

2. Speakers

Speakers who are speaking within sponsored sessions may be considered by the IMCAS Scientific Board to speak or chair within other scientific session(s). IMCAS considers that such scientific sessions do not enter in conflict with any other sponsorship agreement and that speakers should not be restricted to speak only within designated sponsored sessions.

6 • MEETING ROOMS (LEVEL 3)

1. Important information

- a. All rented spaces will be accessible through the venue's personnel, so keys are not required by default. For rooms rented by the same exhibitor for the entire duration of the congress, keys can be collected and returned at IMCAS Exhibitor Services, upon signing the Keys Management Form. Specific instructions and opening hours will be sent via email prior to the congress.
- b. Any late return of the key(s) will be fined at 100 euros (exclusive of tax) per day.
- c. In the event of the loss of the key(s), a fee of 400 euros (exclusive of tax) will be charged per key.
- d. No construction is permitted. Only promotional materials, furniture, and equipment that can be easily set up and removed are allowed. Soliciting participants near the rented space is strictly prohibited.

7 • HOSPITALITY SUITES

1. Important information

- a. All rented spaces will be opened during congress days by the venue's personnel and no keys are required.
- b. It is compulsory to send us the floor plan and 3D design for validation. IMCAS is given the right to refuse the installation of exhibitors who have not returned the layout within the time allotted for approval.
- c. To ensure that the onsite setup aligns with the layout previously submitted, both the decoration and move-in will be inspected during the setup phase. If the actual build does not match the approved design, IMCAS reserves the right to intervene, request adjustments, or halt the construction process.

8 • BADGE SCANNER RENTAL

1. Badge scanner onsite

- a. Badge scanner(s) can be collected from and returned to the IMCAS Exhibitor Services, upon signing the Lead Retrieval Form. Specific instructions and opening hours will be sent via email prior to the congress.
- b. Issued badge scanner(s) become the responsibility of the company representatives to whom the scanner(s) is provided.
- c. Any late return of the badge scanner(s) will be subject to fines at 100 euros (exclusive of tax) per day.
- d. In the event of the loss of the scanner(s), a fee of 500 euros (exclusive of tax) will be charged per scanner.

9 • FREQUENTLY ASKED QUESTIONS

Supplementary information relevant to the congress and its activities can be found online through the IMCAS Sponsor Frequently Asked Questions (FAQs) here: <https://www.imcas.com/en/exhibit/imcas-china-2025/sponsor/faq>

IMCAS reserves the right to change the terms and conditions at any time without prior notice. In the event that changes are made, the revised terms and conditions shall be posted on sponsors' FAQ/company account and the updated version of rules & regulations document will be posted online. Please refer to the latest information on our website <https://www.imcas.com/en> to stay informed on any changes.

光地搭建商须知 (English version on page 6)

一、 光地搭建商须知

1. 展前光地搭建商报馆 (请发送邮件到 serena.li@pico.com)

1.1 光地展台搭建商需于 **2025 年 6 月 11 日**前向大会承建商笔克支付:

电源设施租赁表 (光地必填)

光地展台押金及场地管理费 (详情请查看[链接 — 第 7 章](#))

于展前缴清光地展台搭建押金、场地管理费及其他设施费用并完成报馆手续及交妥所需文件, 逾期办理及付款将影响施工证的申请程序。

1.2 光地展台搭建**押金为人民币 5,000 元** (仅限非官方搭建商笔克搭建的光地)。承建商在施工搭建及撤馆期间没有违反任何守则, 并于撤馆时将展位垃圾处理完毕, 并经酒店验收合格后, 押金会于展会结束后二个月内退回。

1.3 场地管理费为人民币 **60 元/平方米** (仅限非官方搭建商笔克搭建的光地)。

2. 光地搭建商需于 **2025 年 6 月 11 日**前提交的材料

2.1 施工单位营业执照及施工企业法人身份证。

2.2 特装展台搭建委托书及特装展台安全责任承诺书。

2.3 施工人员名单及身份证及特种施工人员证件。

2.4 展台设计效果图、左立面图、右立面图、平面尺寸图、展台结构尺寸图、展台材质说明图、电路线路图、配电系统图。

二、 光地展位搭建要求

1. 光地布展施工单位

1.1 在展会布展、展期及撤展期间，凡涉及酒店内展台搭建、拆除及展期维护施工的，请认真阅读并严格遵守有关规定与要求。同时，积极配合中国政府有关部门及主办单位的监督、检查与管理工作。

1.2 参展商与特装施工企业之间的任何约定或安排属双方之间的合约，如发生任何意外、事故或纠纷，双方应循法律途径解决，主办单位不承担任何责任。

2. 光地展台布展有关要求

展台设计及搭装高度为 **3m**（包括地板、楣板和顶部的任何标志）。展台结构设计必须稳固安全、布局合理，以免展台倒塌造成人员伤亡、财产损失等事故。如展位内有场馆结构柱，结构柱美化高度不得大于展台高度，且结构柱上的固定设施如消防手动报警器等，必须裸露或设置消防门（粘贴醒目消防标识）。

3. 展会光地展台结构安全指引

展会特装展台结构强度应当满足荷载所需要的强度，确保展台结构的整体强度、刚度、稳定性和各连接点的牢固性，具体如下：

3.1 展台结构主体墙落地宽度不小于 120mm，以确保墙体与地面的接触面积；超过 6m 的大跨度墙体及钢框架结构之间应在顶部加设横梁连接，下部须加设立柱支撑。

3.2 所有顶部加设横梁连接的特装展台，须提供横梁与主体连接的细部结构图，结构强度应当满足荷载所需要的强度。横梁必须采用钢结构并连接牢固，柱梁连接必须要用螺栓或者其他安全固定材料，不得采用搭接、绑扎等连接形式。

3.3 使用玻璃材料装饰展台的，必须采用合格的钢化玻璃，要保证玻璃的强度、厚度（幕墙玻璃厚度不小于 10mm）；玻璃的安装方式应合理、可靠，必须制作金属框架或采用专业五金件进行玻璃安装，框架及五金件与玻璃材料之间要使用弹性材料做垫层，确保玻璃使用安全；大面积玻璃材料应粘贴明显标识，以防破碎伤人，若使用玻璃地台，则结构支撑立柱、墙体

必须固定于地台下方，不得直接在光滑玻璃面上方搭设展台结构。

3.4 钢结构立柱应使用直径 100mm 以上的无焊接材料，底部焊接底盘，上部焊接法兰盘以增加立柱的受力面积。

3.5 由于酒店场地地毯的特殊性，需要做好酒店地毯的保护工作，因此所有光地展台搭建商需自备地毯及木板，即需要先铺设一层自带的地毯，再在地毯上铺设一层自带的木板，然后才能开始正常搭建工作，请知悉。

如有违反或造成酒店地毯的损伤，将扣除相应的押金作为赔偿。

4. 施工管理约定

4.1 按筹展时间进场施工，如需加班施工，应提前向主场搭建申请。

4.2 严格按已通过审核确定的展台设计图纸进行施工，未经展会审图服务商同意不得擅自更改。

4.3 施工面积不得超出其约定范围。

4.4 展台设计搭装的材料应选用不低于 B1 级阻燃材料，不得使用草、竹、藤、纸、树皮、泡沫、芦苇、可燃塑料板、可燃地毯、布料和木板等物品作为装修材料。因特殊原因确需使用非不燃或难燃材料的，应事先征得展会书面同意，并采用展会认为适当的防火处理措施，经展会验收合格后方可使用。

4.5 严禁在施工现场使用切割机、电锯、喷漆和香蕉水、酒精、立时贴等易燃品。

4.6 酒店内严禁烧焊（电焊、气焊）和明火作业。

4.7 施工时不得损坏或改变展台内或展台附近的任何固定设施，也不得利用酒店任何固定设施进行固定或悬挂。

4.8 展台范围内或附近如有消防设施、供电设施、通信设施等设施的，施工时不得遮挡，应保持至少 60cm 的安全或可操作距离，并在展台适当位置粘贴指示标识。

4.9 展台、储藏室、设备间、LED 屏隔间等严禁封顶。

4.10 展台背面或侧面裸露部分均应采用双饰面美化处理，其中与其他展位相连的外饰面不允许有任何广告、宣传推广内容。

4.11 展会安全部门人员、专业电工及公安消防局人员按消防批文、本章相关约定及相关规定对所有施工展台进行监管检查，施工单位应自觉接受并配合检查，对不符合安全要求或存在安全隐患的，应按检查人员提出的整改要求及时整改。

4.12 施工完毕后，所有的施工工具及施工物料不得存放于展台内或展台背面（侧面）的空间内，应在封馆前全部清出酒店外。

5. 施工人员要求

5.1 施工人员进场施工必须佩戴安全帽，并做好必要的劳动保护。

5.2 施工人员必须持本人施工证进入施工现场。

5.3 施工人员酒后、身体不适时，严禁进入施工现场。

5.4 施工人员登梯 2 米以上高处作业时，下方应有专人看护。

5.5 电工必须持证上岗并采取必要的绝缘保护措施，方可施工作业。

5.6 高空作业时施工人员应持有高空作业证，方可施工作业。

5.7 施工人员高空作业时，应佩戴安全帽及安全带等防护措施，作业时应采用高挂低用的方式，下方应有安全员监护，严禁无关人员进入工作区域内。

6. 消防安全要求

6.1 场馆建筑内严禁吸烟，严禁明火作业，严禁使用油漆、稀料、汽油以及压力容器等易燃、易爆危险物品。

6.2 严禁任何单位和个人以任何方式占用、遮挡消防疏散通道及出入口。

6.3 所有临建设施（展台）不得遮挡场馆安全疏散门、消防栓、防火卷帘、配电间、卫生间等场馆基础设施。

6.4 所有临建设施（展台）应配备年检合格的灭火器，严格按照消防安全的规定，施工期间每个展台必须按照每 30 m² 1 具、每 50 m² 2 具的标准配备合格有效的灭火器（单具≥4kg）。

6.5 所有临建设施（展台）搭建装饰材料应达到国家 B1 级以上防火标准，严禁使用弹力布和针棉织品等易燃材料做装饰。

6.6 所有临建设施（展台）木质结构及灯箱内应在进场前喷刷防火涂料，灯箱应留有散热孔。

7. 电器要求

7.1 场馆基础电源应为三相五线制。

7.2 照明灯具及电器设施应符合国家安全标准和消防安全要求，并按照 GB19517-2009 国家电气设备安全技术规范施工作业。

7.3 电源接驳应由专业电工操作，且必须持证上岗，禁止非专业人员操作。

7.4 展台应配备二级电箱，各部件齐全完整；所有电箱不得放置储物间及封闭空间内，须安装在展台明显位置，且距地不低于 20cm。

7.5 展台二级电箱总开关应有漏电保护且与申报规格相匹配，并做好接地保护。

7.6 电器连接应使用双层绝缘护套线，连接端子应完全封闭，不得裸露。

7.7 电线穿过地面时，应做过桥保护。

7.8 镇流器等电器元件与木结构接触时，应采用非燃烧材料做隔热保护。

7.9 开展期间各搭建单位应安排专业电工值守，每天清馆前确保已关闭展台用电设施开关，切断电源后方可离场。

7.10 严禁使用碘钨灯、高压汞灯等高温灯具。

7.11 严禁使用电熨斗、电水壶等大功率电器。

7.12 展览期间严禁使用空压机、储气罐等压力容器。如有特殊需求应提前申报，经场馆方许可并放置馆外指定位置，确保安全使用。

Raw Space Constructor Guidelines

I. Raw Space Constructor Guidelines

1.1 Pre-Congress Registration for Raw Space Constructors

Raw space booth constructors must complete the following by **June 11, 2025**, and make payment to the official constructor, Pico (please send contact serena.li@pico.com):

- Power Supply Rental Form (*mandatory for raw space booths*)
- Raw Space Booth Deposit and Venue Management Fee (check more details [HERE – Chapter 7](#))

All fees including the raw space booth construction deposit, venue management fee, and any other facility charges must be paid in full, and all required registration procedures and documents must be completed before the deadline. Late submission or payment may delay the processing of construction permit applications.

1.2 Raw Space Booth Deposit

A **deposit of RMB 5,000** is required (*mandatory for raw space booths not built by our official constructor, PICO*). If the constructor complies with all regulations during setup and dismantling, removes all booth waste upon move-out, and passes venue inspection, the deposit will be refunded within **two months** after the congress concludes.

1.3 Venue Management Fee

A **venue management fee of RMB 60 per square meter** applies (*mandatory for raw space booths not built by our official constructor, PICO*).

2. Documents Required by **June 11, 2025**

- 2.1 Business license of the construction company and ID card of the legal representative.
- 2.2 Personalized booth construction authorization letter and safety responsibility commitment.
- 2.3 List of construction personnel with ID cards and special work certificates.
- 2.4 Booth design renderings, left/right elevation views, floor plan with dimensions, structural diagram, material explanation, circuit diagram, and power distribution system diagram.

II. Raw Space Booth Construction Requirements

1. Booth Construction Companies

- 1.1 During move-in, congress, and move-out periods, any construction, dismantling, or maintenance must comply with relevant regulations. Cooperation with the Chinese government authorities and the organizer's inspections is required.
- 1.2 Any agreement or arrangement between the exhibitor and the personalized booth constructor is a private contract between the two parties. In the event of any accidents, incidents, or disputes, the parties shall resolve them through legal means. The organizer shall not bear any responsibility.

2. Booth Design Requirements

The design and construction height of the booth shall be **3 meters** (including flooring, fascia, and any signage on the top). The booth structure must be stable, secure, and reasonably laid out to prevent accidents such as booth collapse that could lead to personal injury or property damage. If there are structural columns within the booth area, the decorative height of the columns must not exceed the height of the booth. Any fixed facilities on the columns, such as manual fire alarms, must remain exposed or be fitted with a fire door marked with a prominent fire safety sign.

3. Structural Safety Guidelines

The structural strength of personalized booth constructions at the congress must meet the required load-bearing capacity, ensuring the overall strength, rigidity, stability, and the secure connection of all joints in the booth structure, as detailed below:

- 3.1 The width of the booth's structural main wall at the base must not be less than 120 mm to ensure adequate contact area with the floor. For wide-span walls over 6 meters and steel frame structures, horizontal beams must be added at the top for connection, and vertical columns must be added at the bottom for support.
- 3.2 For all special booths with horizontal beams added at the top, detailed structural drawings of the beam-to-main-structure connections must be provided. The structural strength must meet the required load-bearing capacity. Beams must be made of steel and firmly connected. The connection between columns and beams must use bolts or other secure fasteners; lap joints, binding, or similar unsafe methods are strictly prohibited.
- 3.3 If glass materials are used for booth decoration, certified tempered glass must be used to ensure adequate strength and thickness (not less than 10 mm for curtain wall glass). The installation of glass must be rational and reliable, with metal frames or professional hardware used. Elastic materials must be used as cushioning between the glass and the metal components to ensure safety. Large glass panels must be clearly marked to prevent injury from breakage. If a glass floor is used, structural support columns and walls must be fixed beneath the floor and not directly constructed on top of smooth glass surfaces.
- 3.4 Steel structural columns must be made of seamless materials with a diameter of no less than 100 mm. A base plate must be welded to the bottom, and a flange plate must be welded to the top to increase the load-bearing area of the column.

3.5 Due to the specificities of the hotel's carpeting, adequate protection must be ensured. All raw space booth constructors are required to bring their own carpet and wooden boards. A layer of the exhibitor's own carpet must first be laid, followed by a layer of wooden boards, before any construction work can begin.

Any violation or damage to the hotel's carpet will result in a deduction from the deposit as compensation.

4. Construction Management

- 4.1 Construction must begin according to the official move-in schedule. If overtime work is required, an application must be submitted in advance to the official constructor.
- 4.2 Construction must strictly follow the approved booth design drawings. No modifications may be made without prior consent from the Organizer.
- 4.3 The construction area must not exceed the allocated space.
- 4.4 All booth construction materials must be of fire-retardant grade B1 or higher. The use of flammable materials such as straw, bamboo, rattan, paper, bark, foam, reeds, combustible plastic panels, flammable carpets, fabrics, or wooden planks is strictly prohibited. If non-fire-retardant or flammable materials must be used for special reasons, prior written approval from the Organizer must be obtained, appropriate fire protection measures must be implemented, and final acceptance must be obtained before such materials can be used.
- 4.5 The use of cutting machines, electric saws, spray paint, banana oil (amyl acetate), alcohol, adhesive stickers, and other flammable substances is strictly prohibited on-site during construction.
- 4.6 Welding (electric or gas) and open-flame operations are strictly prohibited within the hotel premises.
- 4.7 During construction, no fixed facilities within or near the booth may be damaged, altered, or used for mounting or suspension purposes.
- 4.8 If there are fire safety, power supply, or communication facilities within or near the booth area, these must not be blocked. A minimum clearance of 60 cm must be maintained for safety and accessibility. Directional signage should be visibly placed in appropriate locations on the booth.
- 4.9 Ceilings are strictly prohibited for booths, storage rooms, equipment rooms, or LED screen enclosures.
- 4.10 Any exposed back or side surfaces of the booth must be treated with double-sided finishing. Exterior surfaces that are adjacent to other booths must not display any advertisements or promotional content.
- 4.11 The congress safety department personnel, licensed electricians, and public security fire bureau officials will supervise and inspect all booth constructions in accordance with the fire safety permit, relevant clauses in this chapter, and applicable regulations. Construction units must comply and cooperate fully. Any non-compliance or safety hazards must be rectified promptly following the inspector's instructions.

4.12 After construction is completed, all construction tools and materials must be removed from inside and behind (or beside) the booth. Nothing may be stored in these areas, and everything must be cleared from the hotel before venue closure.

5. Construction Personnel Requirements

- 5.1 All personnel must wear safety helmets and protective gear.
- 5.2 Workers must carry their construction permits to enter the construction area.
- 5.3 Workers are strictly prohibited from entering the site under the influence of alcohol or in poor physical condition.
- 5.4 Workers operating above **2 meters** must have ground supervision.
- 5.5 Electricians must hold valid certificates and adopt necessary insulation protection measures before beginning work.
- 5.6 Workers engaged in high-altitude operations must possess a valid high-altitude work certificate.
- 5.7 Workers must wear helmets and harnesses, with safety lines secured above. Monitors must be present; unauthorized personnel are forbidden in work zones.

6. Fire Safety Requirements

- 6.1 Smoking is strictly prohibited inside the venue buildings. Open flame operations, as well as the use of flammable, explosive materials such as paints, solvents, gasoline, and pressure containers, are strictly prohibited.
- 6.2 No company or individual may occupy or block any fire escape routes or exits in any way.
- 6.3 Temporary structures (booths) must not block the venue's safety evacuation doors, fire hydrants, fire curtains, distribution rooms, restrooms, or any other essential venue infrastructure.
- 6.4 All temporary structures (booths) must be equipped with fire extinguishers that have passed annual inspection. During the construction period, each booth must be equipped with one fire extinguisher for every 30 m² and two for every 50 m² (each extinguisher must be at least 4 kg).
- 6.5 The decoration materials used in all temporary structures (booths) must meet national fire prevention standards of B1 level or higher. The use of flammable materials such as elastic fabrics and cotton textiles for decoration is strictly prohibited.
- 6.6 All wooden structures and lightboxes in temporary structures (booths) must be coated with fire retardant paint before installation. Lightboxes must have ventilation holes.

7. Electrical Requirements

- 7.1 The venue's basic power supply must be a three-phase, five-wire system.

- 7.2 Lighting fixtures and electrical equipment must comply with national safety standards and fire safety requirements and be constructed according to the GB19517-2009 National Electrical Equipment Safety Technical Regulations.
- 7.3 The power connection must be carried out by a qualified electrician, and they must have a valid certification. Non-professional personnel are prohibited from handling electrical connections.
- 7.4 The booth must be equipped with a secondary distribution board, and all components should be complete and intact. Electrical boxes must not be placed in storage rooms or enclosed spaces. They must be installed in an obvious location on the booth, with a minimum height of 20 cm from the ground.
- 7.5 The main switch of the secondary distribution board must have leakage protection, match the declared specifications, and provide proper grounding protection.
- 7.6 Electrical connections should use double-insulated wires, and connection terminals must be fully enclosed and not exposed.
- 7.7 Cables crossing the floor must have protective covers.
- 7.8 When electrical components such as ballasts come into contact with wooden structures, they should be insulated using non-combustible materials.
- 7.9 During the exhibition, each construction unit must arrange for a qualified electrician to be on duty. Before closing the booth each day, ensure that all electrical facilities are switched off, and the power supply is disconnected before leaving.
- 7.10 The use of iodine tungsten lamps, high-pressure mercury lamps, and other high-temperature lamps is strictly prohibited.
- 7.11 The use of high-power electrical appliances such as electric irons and electric kettles is strictly prohibited.
- 7.12 The use of air compressors, gas cylinders, or other pressure vessels is prohibited during the exhibition. If there is a special need, prior approval must be obtained from the venue, and these items must be placed in a designated area outside the venue to ensure safe usage.