

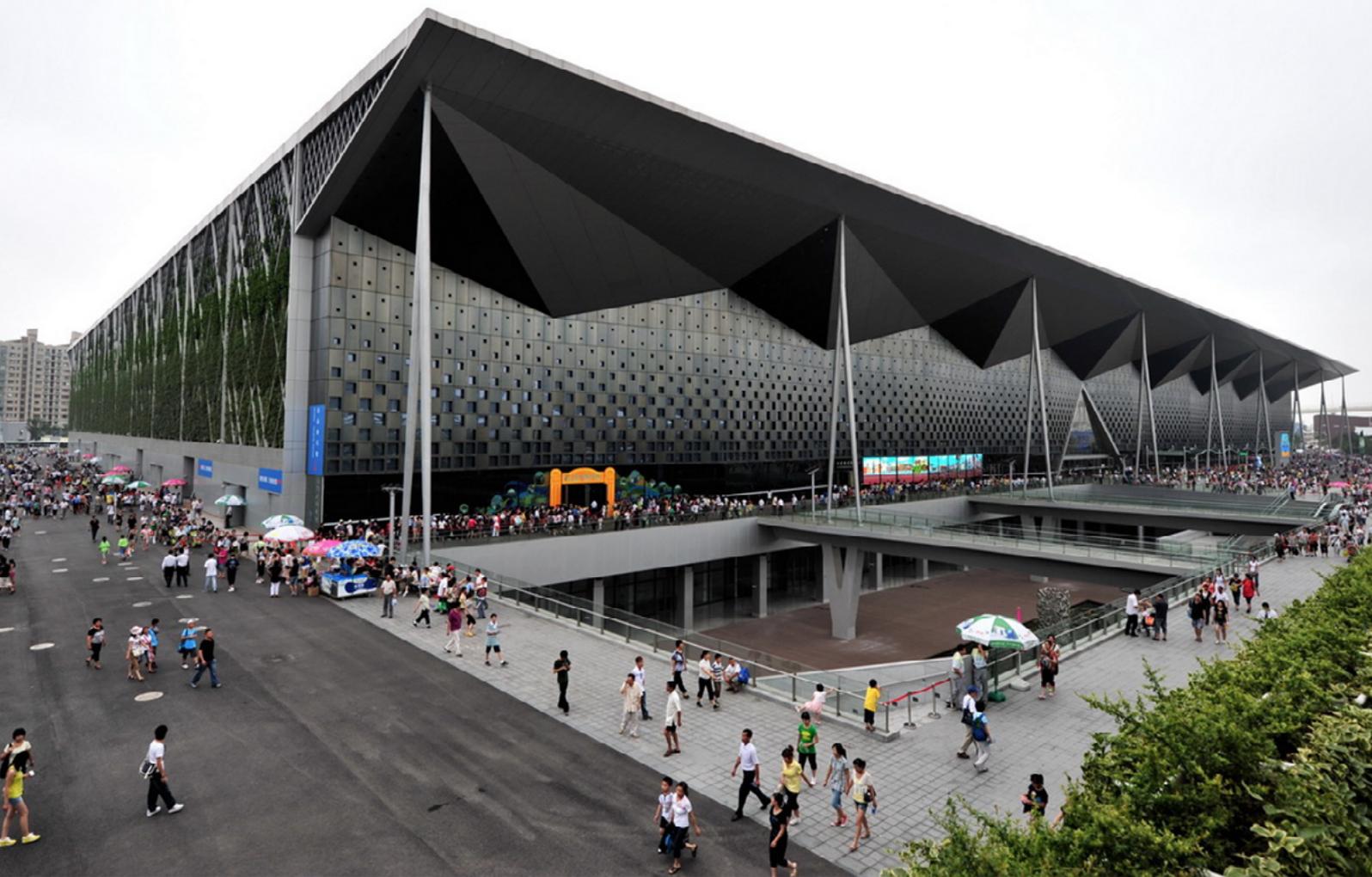
 **VINEXPO**

SHANGHAI

21 - 23 OCT. 2020



**SHANGHAI
REGULATIONS**



VINEXPO SHANGHAI 2020 will take place at The Shanghai World Expo Exhibition and Convention Center (SWECC) in the Exhibition Hall 3 on the second floor.

The documents, “ACCESS REQUIREMENTS” (document I), “**SHANGHAI REGULATIONS**” (document II), and “STAND LAYOUT AND INSTALLATION” (document III) are designed to remind exhibitors, designers and contractors, who work inside these buildings, of the main principles governing their activities and specifically:

- 1 - Requirements regarding access, installation and dismantling (document I)
- 2 - Conditions of work, health and safety regulations (document II)**
- 3 - Safety and fire-fighting measures (document II)**
- 4 - The VINEXPO SHANGHAI rules (document III)
- 5 - The characteristics of the exhibition halls (document III)
- 6 - The VINEXPO SHANGHAI technical rules, including the architectural standard (document III)

By signing the stand application form, Exhibitors agree to abide by all clauses contained in the Technical Manual and in the General Exhibition Regulations, and to ensure that these regulations are respected by stand designers and fitters.

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All stand designs, materials used and construction must comply with the rules and regulations of the SWEECC and those of any public authority or department of the Shanghai and China Government.

>>>IMPORTANT

All raw space contractors have to submit to the appointed supplier, PICO IES, the following design drawings & relevant documents for approval:

- A. Overall 3D drawing* (front and both sides)
- B. Floorplan or Top view of the booth*
- C. Front elevation*
- D. Side elevation*
- E. Detailed list of materials used in the booth, relevant specifications and data
- F. Correct location map of electric box
- G. Copies of qualification certificates for special types of work
- H. Relevant Insurance Policy
- I. Company Business License
- J. Full payment of Raw Space Deposit, Hall management Fee, Electricity & water supply

*All drawings shall indicate the specifications and sizes of all structural materials.

1. WORK CONDITIONS, HEALTH AND SAFETY REGULATIONS

1.1. GENERALITIES

Exhibitors and/or their contractors must comply with the Occupational Safety and Health Ordinance during construction and dismantling of stands:

- appoint contractors having been certified and listed on SWEECC's website.
- appoint an authorized person for on-site supervision of installation/dismantling work,
- provide and maintain safety working equipment and procedures,
- make sure the workplace is safe and healthy.

All construction workers entering the exhibition hall must have an exhibition set up and dismantling personal use card. For details, please refer to « Raw Space Construction Workers Permit Registration & Procedure » or refer to the link below:

http://www.shexpoctr.com/en/anquan_01.html

All construction workers need to present a valid "Set-up and dismantling pass" given by PICO IES.

Any person who, in the opinion of Vinexpo, is carrying out work contrary to the requirements of the Organizer, the local or other competent authority, or the landlords of the building, will be required to stop immediately and may be directed to leave the exhibition site.

It is strictly prohibited to employ illegal workers or workers without a proper work visa in China. Should the issue of illegal workers being employed in the venue arise, neither Vinexpo, the hall management nor their appointed parties shall be held liable for any prosecution or penalty by the local authority of China because of improper employment practice by the exhibitor or his approved third party.

All construction workers entering the exhibition hall must wear helmets, safety belts and relevant safety equipment.

No smoking in the exhibition hall.

No person present inside the exhibition venue is to behave or act in a manner that may cause any harm, injury or damage to other persons or exhibits, nor to exhibition venue property or fixtures.

All Raw Space contractors must purchase their own «relevant public liability insurance and construction personnel insurance».

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1.2. ACCESS EQUIPMENT, HANGING AND SUSPENDED TEMPORARY STRUCTURES AND RIGGING

Access equipment includes scaffolding, towers, mobile elevating work platforms, hydraulic lifts, lifting tables (scissor lifts), and such other equipment. All operators working on such access equipment are obliged to wear appropriate safety equipment or such equipment required by the Relevant Legislation and Regulations of Shanghai.

To ensure the safety of all hanging structures, exhibitors must notify the appointed supplier, PICO IES, of any proposals for hanging banner. The procedure of apply a hanging banner is:

1. Fill and send the Form 5 to PICO IES before the 8th of September
2. PICO IES will inform the order with SWEECC
3. SWEECC will approve the banners' materials and rigging points on-site
4. SWEECC has the rights to reject the banner hanging if the banner or the location of the banner do not fulfill the requirements from SWEECC

All hanging structures are prohibited in the SWEECC.

1.3. USE OF VEHICLES

Any vehicle shall not enter the center without permission.

The height of any vehicle permitted to enter the center shall not be higher than 4m, and the driving speed shall not exceed 5km/hour.

The forklift loading bay operations are organized by the official contractor PICO IES.

Any kind of freight vehicle shall go to the parking space designated by the SWEECC, following instructions to load/unload. Vehicles shall not park by the roads around the venue. All constructing material shall

not be delivered by handcarts or manpower into the venue. Refer to the "Raw Space Construction Workers Permit Registration & Procedure" document in the appendixes.

1.4. PROHIBITION OF LADDERS IN EXCESS OF 2MH

Strictly for safety purposes, the use of ladders in excess of 2mh is prohibited within the SWEECC. Any worker is required to wear safety belt when working on the platform, scaffolding or high reach equipment.

It is strictly forbidden to use a ladder of more than 2 meters. All worker should use a high reach equipment or scaffolding for working at height (over 2 meters). Otherwise, the exhibition hall has the right to refuse admission.

1.5. EMERGENCY PROCEDURES

Please see the attached appendix for your reference.

2. SAFETY AND FIRE-FIGHTING MEASURES

2.1. EXHIBITORS' OBLIGATIONS

Exhibitors, designers and stand fitters must be present in their stands and be able to produce certificates for SWEECC safety officers stating the fire proofing categories of materials and fittings used in their stands.

All materials entering the exhibition hall should use B1 (or higher fireproof level) flame retardant materials and provide relevant inspection reports.

>>> IMPORTANT

Should stands fail to meet safety requirements, SWEECC safety officers have the power to prevent such stands from being opened to the public. Consequently, VINEXPO will refuse to supply electricity and utilities to such stands.

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For heavy goods and machines, a ground supporting plate must be set before the installation.

Machinery such as vehicles, fuel engines, etc. shall be exhibited outdoors. If it has to be exhibited indoors, then no operation or maintenance is allowed; battery must be removed and fuel tank must be empty.

Materials must not be allowed to accumulate in public areas or emergency routes. All irrelevant goods must be removed after move-in or dismantling, or a fine might be filed. Temporary stacks must be secure and reliable, which must not roll over or topple over.

2.2. ACCESS TO RESCUE AND FIRE-FIGHTING EQUIPMENT AND FACILITIES

Stand fittings must not, in any way, prevent access to rescue and firefighting equipment and facilities (see document: Stand Installation: § 2.2. "Accessibility of fire-fighting equipment and facilities").

All fire exits and entrances should be kept clear at all time. All booth structures cannot block fire hydrants and any facilities inside the SWEECC. All booths must be equipped with at least one set (2) of fire extinguishers per 48 square meters.

2.3. CONSTRUCTION AND DECORATION MATERIALS AND FINISHES

The building and decoration materials must not be inflammable cystosepiment, elastic fabric, wooden panel without fire-proof treatment or plastic sheet made by means of petrochemical engineering.

It is forbidden to carry out welding work in the exhibition hall. It is forbidden to cut materials in the exhibition hall. It is forbidden to bring inflammable and explosive materials into the exhibition hall. Pressure vessel shall be set outside of the hall. Inflammable and explosive booths must be replaced by models.

Any electrical, mechanical and chemical item which is identified as dangerous will be forbidden.

The use of air compressors is restricted. A special permission shall be submitted in advance and may not be granted.

Valves must be installed before gas or water connections.

Water for constructions or machines shall be fetched from the designated water basin. It is strictly forbidden to fetch water from the bathroom.

All drapes, curtains, fabrics, signs, fascias, decorative materials night sheets, backdrops, banners, coverings, plastics, skirts, carpet flooring and all other materials used in the construction and decoration of Stands, Temporary Structures, stages or other installations or components, must be noncombustible, inherently non-flammable or durably flameproof and may be inspected by authorized personnel of SWEECC or China Government to verify compliance. The Exhibitor must make available, if requested by SWEECC, relevant documentation relating to fire tests, flame tests, fume tests, and other similar tests which may be required by the Relevant Legislation and Regulations.

The buildings, structures, facilities, equipment and accessories within the exhibiting halls must be kept clean and intact and shall not be leaned against any other structures or facilities. Gouging, nailing or glue-using on terrace, wall or other parts of the venue is not allowed.

- Ceiling cover:
The maximum ceiling area shall not exceed 30% of the stand area, and no ceiling allowed in any enclosed area such as closet or meeting room.
Fire sprinkler should be added if the ceiling cover is more than 160 square meters.

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- Adhesives

Water-based products must be used whenever possible in permissible areas.

- Floor Covering

Any materials used over carpeted or hard floor areas must be of a nature that no slipping (even when moist or wet) or other safety issues will occur.

- Paint

Only fireproof coatings are allowed in the exhibition hall, and spray-painting operations are prohibited.

- Glass Panels

All glass panels and glazing used in the construction of Stands must consist of safety glass a minimum of 4 mm thick. Any uninterrupted, large areas of clear glazing shall be indicated so as to be readily apparent (e.g., by applying warning stripes, dots or logos).

- Sink

It is the responsibility for all Exhibitors and/or their contractors to prepare the sieve for prevention of sink blockage. Exhibitor should be fully liable for any possible consequence resulted from the blockage of drains due to Exhibitor's ignorance to adopt the above measure

2.4. STATEMENT OF COMPLETION OR CERTIFICATION OF MULTI-LEVEL STANDS

When the indoor exhibition stand is built as the second floor (double deck), the floor area of the second-floor stand shall not exceed 200 square meters, and the number of evacuation stairs shall not be less than 2, and the distance between the exits shall not be less than 5 meters.

For the double deck stand or any stand higher than 4.5 meters, the structure of the booth shall be reviewed by the appointed company with the qualification of the booth structure, and a safety report shall be issued. For details, please refer to the "Notice on approval of Ultra-high booth and double deck stand":

http://www.shexpoctr.com/en/anquan_07.html

At the same time, the renderings of the booth, structural safety reports, the materials retardant report and other related materials shall be submitted.

Please refer to:

http://www.shexpoctr.com/en/anquan_07.html

2.5. ELECTRICAL INSTALLATION

In response to the fire department's requirements for safety control of the exhibition site, and further strengthen the implementation of various exhibition site safety work to effectively prevent electrical fire accidents, the Expo Exhibition Hall will fully implement the use of electrical fire monitoring boxes from June 1, 2019. as follows:

- The first-level electric box of the booth shall be declared to the exhibition hall after the construction of the statistical requirements at the home site; the secondary electric box (lighting part) of the booth shall be replaced by the electrical fire monitoring box, and the exhibitor or contractor does not need to carry the secondary electric box by itself (the branching electric box).
- The exhibition hall provides connection between the first-level electrical box of the booth and the electrical fire monitoring box; the following connection of the electrical fire monitoring box is completed by the contractor.

All electricians working in the SWEECC must comply with the subsidiary regulation in the China Government Electricity Ordinance – Electricity (Registration). The Exhibitor (employer of the electrician) shall be liable for any damage caused if his electricians fail to comply with the above requirements. If exhibitors do not work with the appointed electrical supplier PICO IES, the following procedure will apply:

- A valid China electrician's license and the one of the employers must be submitted to the appointed electrical supplier, PICO IES, before work can start,

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- Electrical layout of the stand must be submitted to the appointed electrical supplier PICO IES,
- The installation work will be inspected by the appointed electrical supplier, PICO IES and SWEECC.
- It is strictly forbidden to use tungsten iodine lamp, HQI and Neon lights in the exhibition hall.

If all above documents and on-site inspection are not satisfactory electrical power will not be delivered.

>>> IMPORTANT

Overseas electricians' licenses are not valid in Shanghai.

The electrical cabinet provided for Exhibitors must be installed out of the reach of the public throughout the exhibition but must always be accessible to the security staff. It must neither be located behind a locked door, nor under a sink, nor near water taps.

Exhibitors are liable for any accidental material damage or injury that may occur on their stand or result from any noncompliance with regulations.

2.6. STORAGE OF MATERIALS

It is forbidden to encumber stands with packaging materials and miscellaneous goods that could feed a fire.

2.7. GARBAGE DISPOSAL

Definition of waste:

All the "waste" left over from the scene mainly means:

1. Hazardous waste:

Paint/paint bucket, glue bucket; foamboard, inkjet cloth; waste carpet

2. Construction waste:

Wood, broken glass, iron frame, booth structure, etc.
Move out procedures for Raw Space Stand:

- The order maintenance personal should confirm that the booth is all cleaned and leave no articles or garbage to seal.
- After the clean-up of the booth, the contractor should get the stamp from the SWEECC's security.
- PICO IES will then refund the deposit to the exhibitors or its contractor.

Liquid waste must be poured into sealed containers (prepared by the organizer or the exhibitor). It is strictly forbidden to pour waste liquids into sewers and bathroom sinks.

In case of any violation, PICO IES will deduct the full deposit from the stand.

EMERGENCY PROCEDURES

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FIRE EMERGENCY

IF YOU DETECT FIRE OR SMOKE

- Activate the nearest fire alarm if possible and safe to do so.
- Leave the area of a fire immediately by the nearest exit (emergency exits marked in green); do not use lifts.
- Close the doors behind you.
- Leave the SWEECC by the nearest exit (emergency exits marked in green); do not use lifts.

IN CASE OF FIRE ALARM

1- IF YOU HEAR A FIRE ALARM

- Remain alert and prepare to leave the SWEECC upon hearing a fire alarm.
- Continue activities as normal should fire alarm be discontinued.

2- IF YOU HEAR A FIRE ALARM EVACUATION ANNOUNCEMENT OR INSTRUCTION

- Leave the SWEECC via the nearest exit (emergency exits marked in green); do not use lifts.
- If you encounter smoke in the stairway, use alternate exits where available.
- Do not attempt to remove vehicles from parking garage or loading docks.
- Follow announcements over the public address system or instructions by SWEECC staff and/or fire/police officials.
- Once outside the SWEECC, stay clear of the SWEECC; do not return until conditions are declared safe to do so by SWEECC management or fire/police officials.

MEDICAL EMERGENCY

IN CASE OF A MEDICAL EMERGENCY

- Dial emergency number for Security Control Room from the closest house phone or call +86 21 2089 2574 (24 hours).
- Give exact location.
- Give detailed information when possible of the situation concerning injuries and the cause of any injuries.
- Remain in contact with SWEECC staff until emergency personnel have arrived.