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FOREWORD

Shanghai New International Expo Center Exhibition Hall Use Manual (hereinafter referred to as the *Manual*) is an integral part of the exhibition venue lease contract (hereinafter referred to as the lease contract). The purpose of this manual is to help the organizers who rent the exhibition hall (meeting rooms and outdoor exhibition areas) of Shanghai New International Expo Center Co., Ltd. for exhibitions/non-exhibition activities and the entities that provide other related supporting services to understand the definitions, supplementary clauses of the lease contract of Shanghai New International Expo Center Co., Ltd., as well as the rules and regulations of the exhibition hall. Therefore, the relevant entities shall carefully read this manual, and act accordingly.

Shanghai New International Expo Center Exhibition Hall Use Manual consists of three parts, namely, definition and interpretation, supplementary clauses of the lease contract, and rules and regulations of the exhibition hall.

Organizers and service providers shall pay attention to the following points when using this manual:

1. The information provided in this manual is subject to the current version at the time of implementation.
2. Shanghai New International Expo Center Co., Ltd. reserves the right to adjust and update the manual without prior notice.
3. Shanghai New International Expo Center Co., Ltd. reserves the right of interpretation to this manual within the scope authorized by law.
4. If you have any questions about this manual, please consult Shanghai New International Expo Center Co., Ltd.

Contact

Tel: +86 21 2890 6666

Fax: +86 21 2890 6777

Part One Definition and Interpretation

In the lease contract, the following terms and phrases shall have the following meanings, unless otherwise provided herein:

Party A refers to Shanghai New International Expo Center Co., Ltd.

Party B refers to the legal person or other duly registered entity that enters into a lease contract with Shanghai New International Expo Center Co., Ltd., and has the right to use the exhibition facilities of Shanghai New International Expo Center in accordance with the contract.

Party B's Affiliated Customers refer to Party B's exhibitors, construction providers, transportation providers and other service providers, visitors and all other exhibition participants.

Contract refers to the agreement between Party A and Party B, including but not limited to the clauses of the lease contract, the supplementary clauses and the rules and regulations of Shanghai New International Expo Center.

Center refers to all areas and facilities within the red line of Shanghai New International Expo Center.

Exhibition refers to the exhibitions or other non-exhibition activities held at the center venue leased by Party B.

Public Area means all areas outside the leased area, which are deemed as public areas by Party B, including but not limited to corridors, passageways, entrances, exits, elevator halls, staircases, safety exits and other areas that must be used to enter and exit the leased area.

Leased Area refers to the use area specified in the lease contract and indicated on the floor plan and its ancillary facilities.

Exhibition Date refers to the date on which the exhibition is held within the term of the lease contract.

Entry Date refers to the date of booth construction and exhibit entry within the term of the lease contract.

Exit Date refers to the date of demolition within the term of the lease contract.

Rules and Regulations refer to the rules and regulations of Shanghai New International Expo Center Co., Ltd., which are in force during the lease term and are relevant to the lease.

Part Two Supplementary Clauses to the Exhibition Venue Lease Contract

2.1 Use of the center and its facilities

- 2.1.1 If Party B or its affiliated customers need to alter Party A's facilities or any part thereof, or need to carry large articles or set decorations, signs or posters, they shall obtain the prior written permission from Party A, and shall pay the cleaning and repair fees incurred therefrom.
- 2.1.2 Party A shall not assume any responsibility for the articles brought into the center by Party B or its affiliated customers.

2.2 Booth construction and demolition, exhibit display, loading/unloading and transportation

- 2.2.1 Party B or its affiliated customers shall entrust construction units with appropriate qualifications for booth construction and demolition, exhibit display, loading/unloading, transportation and other work. The construction shall comply with relevant government regulations and obtain approval from competent authorities (if any). The staff shall hold a certificate according to the regulations, and operate according to the technical requirements for each type of work.
- 2.2.2 Party B may entrust the construction provider designated by the conference to coordinate with Party A, confirm the booth construction, facilities, equipment and site service application, pay site service fees and handle other related matters, and may entrust the transportation provider designated by the conference to coordinate with Party A, confirm the transportation of exhibits, manage the unloading area, pay site service fees and handle other related matters. When applying for the entrustment, Party B shall also undertake that it will pay Party A directly if the designated construction provider/transportation provider fails to pay the due amount. Party B shall be responsible for the safety education and management of the designated construction provider/transportation provider and its personnel. Party A will not bear any legal or economic liability for all consequences caused by any mistake of the company or its personnel, and Party B shall bear all liability.
- 2.2.3 All construction personnel of Party B or its affiliated customers shall be managed with real names (See 3.5 Management of real-name identification of construction personnel for details).
- 2.2.4 Party B shall conduct unified management of all articles and materials (such as empty boxes, cardboard boxes, other packaging materials and tools for booth construction) inside and outside the booth, supervise the porters to store the temporary materials within the designated yellow line of the unloading area and accept Party A's unified adjustment or arrangement. Party B shall bear the fees for temporary storage. Party A will not assume any responsibility for the stored materials, including but not limited to the responsibility for safekeeping, maintenance or storage.
- 2.2.5 Party B shall be responsible for removing and transporting exhibits and dismantling the booth structure when leaving the venue, and shall take the garbage and waste (including but not limited to grease waste, KT board,

carpet, foam plastic paper, etc.) out of the center by itself (see 3.2.3 garbage management for details).

- 2.2.6 Booth construction and demolition activities shall not be carried out on the exhibition date. In case of special circumstances (for example, the booth structure has safety risks and needs to be urgently built and reinforced), Party B shall implement the corresponding site management plan to ensure the normal order of the exhibition.
- 2.2.7 When the crane enters the center for operation, Party B shall inform the relevant operators in advance to use sleepers to protect the ground under the support points of the crane, and the crane boom shall not work within 3 meters of the load-bearing steel structure on the top or around the exhibition hall.
- 2.2.8 Party B shall ensure that its affiliated customers take appropriate safety measures during the exhibition. If Party A's property is damaged during the exhibition for reasons not attributable to Party A, Party B shall indemnify Party A in accordance with the *List of Quotations for Damage to Equipment and Accessories of Shanghai New International Expo Center* and the *List of Quotations for Damage to Buildings and Structures of Shanghai New International Expo Center*.

2.3 Responsibility of Party B

- 2.3.1 Party B shall comply with the *Trademark Law*, *Patent Law*, *Copyright Law*, *Anti-Unfair Competition Law* and other intellectual property protection laws and regulations. Without the permission of the right owner, no music, literary or artistic works, image design, trademark or other property protected by law may be performed, used or displayed during the exhibition. During the exhibition, Party B shall set up an intellectual property complaint hotline or arrange specific personnel to deal with intellectual property disputes.
- 2.3.2 Party A shall have the right to obtain necessary information and materials of Party B's exhibition. Before the exhibition, Party B shall proactively disclose to Party A the relevant information and materials related to the exhibition license, production safety, public security and so on.
- 2.3.3 Party B shall be fully responsible for the production safety of the exhibition, and sign an *Agreement on the Production Safety Management of the Exhibition* with Party A. Party B shall conduct safety education and management for exhibition participants, and Party A will not be held responsible for any safety accident of the above-mentioned personnel.
- 2.3.4 Party B shall be responsible for the construction safety of the exhibition, abide by the national and industrial laws and regulations on production safety and operating procedures, assign the safety administrator to be responsible for the safety management during the transportation, construction and removal, and supervise the safety management personnel of each construction provider, exhibitor and transportation provider; otherwise, no construction will be allowed.
- 2.3.5 During the exhibition, Party B shall have a responsible person on duty at the exhibition site to properly deal with customer complaints.
- 2.3.6 Without the prior written consent of Party A, Party B shall not organize fund-raising activities or issue relevant announcements at the center for any purpose.
- 2.3.7 Observe Party A's road signs, safety marks and other instructions.

2.4 Payment terms

Unless otherwise agreed by Party A, all payments from Party B to Party A shall be made in cash or by bank transfer. If payment is made by check, Party B shall deliver the check to Party A no later than 3 working days before the due date of payment.

2.5 Advertising area cost

- 2.5.1 Party A shall have the right to install and publish advertisements, signs, banners, flags, advertising space or other decorations in the center.
- 2.5.2 The advertising space in public areas of the center shall be shared by all parties concerned in proportion to the actual leased area and shall not be exclusive.
- 2.5.3 If Party B needs to publish advertising contents of the exhibition at the center, it shall submit a detailed advertisement release plan to Party A 10 working days prior to the exhibition date, and may not publish it until obtaining Party A's permission.
- 2.5.4 Party B shall ensure that the advertising documents comply with the Advertising Law of the People's Republic of China and relevant laws and regulations, and conform to the contents of the contract, and shall bear the liability or penalty resulting from illegal advertising. In case of any damage to the central building or other accidents caused by the advertisements (which are installed and constructed by Party B with the permission of Party A), Party B shall bear the corresponding liability and economic compensation.
- 2.5.5 If Party B entrusts Party A to make and publish the advertisement, it shall provide Party A with the advertisement pictures 10 working days before the exhibition date. If the advertisement is not submitted in time or the contents of the advertisement are in violation of laws and regulations or inconsistent with the contents of the contract, Party B shall bear the corresponding liability and economic compensation (including but not limited to liquidated damages, fines, production and installation costs, demolition costs, etc.).
- 2.5.6 Party B is responsible for paying the cost of renting the center venue for the advertising campaign.
- 2.5.7 If Party B publishes advertisements that do not conform to the above provisions without authorization, Party A shall have the right to remove them immediately and Party B shall bear the corresponding liability and economic compensation (including but not limited to liquidated damages, fines, production and installation costs, demolition costs, etc.).

2.6 Electricity service charges

- 2.6.1 Apart from the normal lighting of the exhibition hall, any electricity service charges incurred for additional lighting and demonstration of exhibits shall be borne by Party B. Party B shall pay the electricity service charges based on the electricity consumption recorded in the meter and other values according to the charging standard of Party A.
- 2.6.2 The reading of electricity meter shall be completed jointly by the representatives of both parties before entry

and exit, and such reading shall be signed by both parties as the basis for settlement.

2.7 Termination of contract

Under any of the following circumstances, Party A shall have the right to terminate the contract by giving a written notice to Party B:

- (a) Party B fails to pay the amount due under the contract (together with interest) on time and still fails to do so within 14 days after the payment deadline.
- (b) Party A is aware that the exhibition may endanger public safety and order to some extent, or may bring the risk of personal injury or property damage, and Party B's rectification still fails to eliminate the hidden danger.
- (c) Party A has reasonable grounds to infer that Party B may not (or may not be able to) perform its obligations hereunder.

2.8 Other

2.8.1 Party A shall not assume any responsibility for the goods sold during the exhibition.

2.8.2 Party B shall abide by other rules and regulations issued by Party A from time to time.

2.9 Authorization and assignment

2.9.1 Party A and Party B shall ensure that the contract shall be binding upon and shall inure to the benefit of their respective successors and agents.

2.9.2 Without Party A's permission, Party B shall not assign any or all of the benefits or obligations hereunder.

2.10 Guarantee

Without prejudice to the other rights of Party A, Party B shall indemnify Party A and its successors, agents or employees against any lawsuits, demands, damages, charges, indemnities, liabilities and losses arising out of Party B or its affiliated customers' failure to comply with national laws and regulations, the contract or any provisions of Party A.

2.11 Waiver of Compensation and License

2.11.1 Party A's failure to exercise or delay in exercising any right or acceptance of compensation hereunder shall not constitute a waiver of such right, and the exercise of any right or acceptance of any compensation in part shall not preclude the further exercise of the remaining rights or acceptance of the remaining compensation in the future.

2.11.2 Any waiver or permission of Party A hereunder shall be made in writing and may be subject to such conditions as Party A deems appropriate. The waiver or permission is only valid at the time of notification.

2.12 Service

2.12.1 Any communications relating to the contract shall be in writing and may be transmitted by post, fax, email or personal delivery.

2.12.2 Any communications of either Party shall be deemed to have been served to the addressee under the following conditions.

- (a) If by hand, at the time of delivery;
- (b) If by post, two working days after posting in case of domestic delivery, or seven days after posting in case of international delivery;
- (c) If by fax or email, at the time of transmission or sending.

2.13 Partial invalidity

Any illegal or invalid provision of the contract shall not affect the legality, validity or enforceability of any other provision of the contract.

Part Three Rules and Regulations of Exhibition Hall

3.1 Regulations on fire control, safety and order maintenance

3.1.1 Submissions

Before entry, Party B shall submit the following documents to Party A:

- 3.1.1.1 Photocopy of Party B's business license with company seal.
- 3.1.1.2 Information about the administrative license and filing of the exhibition as required by the competent authority.
- 3.1.1.3 Information about exhibitor invitation materials and publications.
- 3.1.1.4 If Party B is not the organizer of the exhibition, it shall also submit the cooperation agreement or power of attorney between Party B and the organizer.
- 3.1.1.5 Photocopy of the insurance policy related to the exhibition.
- 3.1.1.6 Safety responsibility undertaking.
- 3.1.1.7 Authorization for settlement after the meeting.
- 3.1.1.8 Party B's authorization certificate for construction and transportation providers.
- 3.1.1.9 Make remittance or cash payment in advance to pay the site service fee and the deposit. The amount of deposit is decided by Party A and shall be provided 3 days before entry.

3.1.2 Booth construction and site planning

- 3.1.2.1 Except the exhibits, the combustion performance grade of exhibition materials shall not be lower than B1 (flame retardancy).
- 3.1.2.2 The use of fire control facilities shall not be affected. It is strictly prohibited to occupy, block or close the evacuation passage or safety exit.
- 3.1.2.3 There should be an at least 1.2 m (4 ft) wide access between temporary structures and contact points leading to fire hydrants, machine room doors and alarm bells.
- 3.1.2.4 The back passage between the indoor booth and the wall shall not be less than 1 meter, and there should be no stacking.
- 3.1.2.5 The main evacuation channel and other evacuation channels shall be delimited according to the standard layout drawing. The width of the main evacuation channel shall not be less than 6 meters, and the width of other evacuation channels shall not be less than 3 meters.
- 3.1.2.6 Do not attach or hang items from ceiling sprinklers or lighting fixtures. Do not point spotlights or other heating devices at or near sprinklers.
- 3.1.2.7 The booth shall not be used as temporary storage for combustible items.
- 3.1.2.8 During the entry period, combustible items shall be cleaned up in time. The combustible packaging materials of exhibits shall not be stored in the exhibition hall or temporary exhibition shed.
- 3.1.2.9 The construction unit shall carry out construction according to the plan filed with the fire control authority. Without permission, no modification is allowed.

- 3.1.2.10 Party A shall have the right to dismantle and remove the structures or articles not permitted or in violation of the above provisions at the risk and expense of Party B.
- 3.1.2.11 Painting and spraying operations shall be carried out outdoors, with good ventilation, where Party B shall set up a no-fire area, and implement fire safety measures.
- 3.1.2.12 In the exhibition hall, the maximum height of each single-layer booths shall not exceed 6 meters, and the maximum height of a booth of two or more layers shall not exceed 8.5 meters. In the W5 hall, if the height of a booth is more than 8.5 meters, the design plan shall be approved by Party A in advance.
- 3.1.2.13 Operators (such as electricians, welders, forklift drivers, etc.) who enter the center to carry out special operations shall hold an operation certificate stipulated by the government, and personnel without license are not allowed to do such work. The operation shall be carried out in strict accordance with the rules and regulations to eliminate any illegal operation or command.
- 3.1.2.14 Other fire control matters and requirements shall be handled in accordance with the Shanghai local standard *Fire Safety Management Requirements for Key Organizations Part 3: Exhibition Hall* (DB31/540.3-2013).

3.1.3 Submission and review of the booth layout plan

- 3.1.3.1 Party B shall submit the final booth layout plan confirmed by Party A to the fire control authority for review 15 working days before entry. The booth layout plan shall comply with the current fire safety regulations and Party A's provisions on booth layout.
- 3.1.3.2 Three sets of floor plans, with the proportion not less than 1:500, indicating the location, size or net area of the booth.
- 3.1.3.3 If Party A considers that the drawings (confirmed or not confirmed) need to be modified, Party A shall return one set of the said drawings to Party B and indicate where the modification is needed. Party B shall, within ten (10) days after receiving the drawings, revise them and submit the revised version to Party A.
- 3.1.3.4 Party B shall, 15 working days before entry, ensure that the construction company delivers all drawings regarding water, electricity, gas, telephone, network, lifting point and other facilities to Party A, using A3 paper and affixed with common seal.

3.1.4 Review of booth construction design drawings

In order to strengthen the management of booth construction and ensure construction safety, Party B and its affiliated customers shall comply with the following provisions:

- 3.1.4.1 For construction of an indoor single-layer, two-layer or multi-layer booth that exceeds 4.5m (including 4.5m) or for construction of an outdoor booth, the booth construction design drawings (including three-dimensional renderings, detailed size drawing, booth plan, elevation structure drawing, dead load drawing, material list and related calculation data) shall be examined or reviewed by the drawing review company entrusted by Party A.
- 3.1.4.2 The booth construction design drawings may be examined and sealed by a Chinese first-level registered structural engineer engaged by the construction unit, or examined by the drawing review company entrusted by Party A. If a Chinese first-level registered structural engineer is engaged to review the drawings, the

original drawings confirmed with the signature and seal of the first-level registered structural engineer and a photocopy of the qualification certificate of the registered structural engineer shall be submitted to the drawing review company entrusted by Party A. The drawing review company entrusted by Party A will charge a drawing review fee according to the review standards.

- 3.1.4.3 Party B shall stipulate in the *Exhibitor Manual* and other public documents of the exhibition that, the exhibitor or the construction provider shall submit the design drawings of the booth construction (including three-dimensional effect drawing, detailed size drawing, booth plan, elevation structure drawing, material list, etc.) to the drawing review company entrusted by Party A within 20 working days before entry, and bear the corresponding expenses. If the drawings are not submitted on time and there is a need for site review, the drawing review fee will be doubled according to the fee standard.
- 3.1.4.4 If Party A's drawing review company is entrusted to check the calculation of the drawing structure, the drawing review company will issue the structure drawing or the review opinion with the seal and approval of the Chinese first-level registered structural engineer.
- 3.1.4.5 Party B shall ensure that the exhibitor and construction provider shall build the booth in strict accordance with the drawings checked and reviewed by Party A's drawing review company, and shall meet the relevant national standards in terms of structural design, load-bearing, stability and strength to provide sufficient safety.
- 3.1.4.6 If the booth construction design drawings are not checked and reviewed in accordance with the above procedures or fails to pass the review, Party A shall have the right to prohibit the exhibitor or the construction provider from construction at the center, and Party B shall give active cooperation.
- 3.1.4.7 During the booth construction, Party A's drawing review company shall have the right to check on site whether the construction is completed according to the approved structural drawings. If any abnormality is found, Party B shall cooperate with Party A to correct it in time.

3.1.5 Lifting point of exhibition hall

- 3.1.5.1 Do not hang any articles in the exhibition hall without authorization. There are two rows of lifting points in the roof beam position of the exhibition hall. The spacing between two points is 850mm. In case of hanging any articles with Party A's permission, the loading capacity of each lifting point shall not be more than 200kg. The hanging and dismantling operation shall be carried out by Party A's specific personnel. No lifting point may not be used to fix structures connected to the ground or to lift equipment, nor shall it be used for any moving object.
- 3.1.5.2 For any booth close to the wall of the exhibition hall, no lifting point may be installed in the place close to the wall of the exhibition hall, and the part not close to the wall shall be determined on site. If the objects to be suspended may affect the structure of the exhibition hall or the safety of facilities and equipment, the application for lifting point will not be accepted. When a monomer structure is suspended, Party A shall be responsible for installing the lifting point and hoist, and other work shall be completed by the construction party. No suspended advertisements and structures may be placed over the public areas without the consent of Party B.

- 3.1.5.3 Suspension of structure: Any suspended monomer structure shall not exceed 1,000kg; if overweight, the structure shall be decomposed to meet the requirements. Suspension height shall not exceed 9 meters. The suspended structure shall consist of reliably connected metal structure, while no pure wood structure may be suspended.
- 3.1.5.4 Suspension of hoisting flag: The upper edge and lower edge of the hoisting flag shall be firmly fixed on the flag with a metal pipe. A single metal pipe shall be used, and there shall be no breaking point or connection point in the middle of the metal pipe. If the width of the flag is not more than 5 meters and the weight is less than 20 kilograms, it can be hung with cotton rope. If the width or weight exceeds the limited range, the hoisting flag shall be fixed by truss and lifted by hoist.
- 3.1.5.5 Removal of suspended articles: At the time of exit, a summary of the usage of lifting points will be announced. A hoist chain will be placed within a certain period of time at the beginning of exit (the specific time shall be determined according to the usage of lifting points), during which period no building tools or exhibits may be stacked in the aisle.

3.1.6 Work at height

- 3.1.6.1 People working at height (2 meters and above) shall wear safety belts and helmets, and take necessary safety measures to prevent falling objects from hurting others.
- 3.1.6.2 Climbing tools shall meet the safety requirements, and unqualified climbing tools are strictly prohibited. When passing tools or objects, do not throw them. They shall be passed by hands, bagging or by hanging rope.
- 3.1.6.3 Party A shall have the right to suspend the operation of any personnel who do not comply with the height operation standards, and shall the right to take those who do not listen to the dissuasion away from the center. No drunken work.
- 3.1.6.4 The lifting machinery and special vehicles used for booth construction shall only be allowed to enter the exhibition hall with Party A's approval. Party B shall ensure that the lifting machinery, special vehicles, vehicle drivers and mechanical operators comply with the relevant national provisions of the safety management of special equipment. The lifting machinery and special vehicles have complete licenses and insurances, good condition, and annual inspection certificates, and are within the validity period. Vehicle drivers and machinery operators shall operate with licenses consistent with the type of machinery and special vehicles they operate, and shall be equipped with the safety production equipment as stipulated by laws and regulations.

3.1.7 Pressure vessel

- 3.1.7.1 If the exhibition needs to use pressure vessels storing helium, compressed gas, argon, carbon dioxide and other substances, Party B shall carry out reasonable transportation and storage in accordance with relevant provisions or specifications.
- 3.1.7.2 If Party A finds that the pressure vessel is improperly placed or has potential safety hazards, Party A shall

notify Party B to make correction and Party B shall give cooperation.

3.1.7.3 Pressure vessels brought into the center shall comply with relevant safety standards and regulations. The pressure resistance of devices, pipes and other auxiliary facilities using compressed air equipment shall be 15Kg. The connection of pipe mouth shall be fastened by throat hoop and shall not be bound by wire or other items.

3.1.8 Demonstration and operation of exhibits

3.1.8.1 Exhibits can only be demonstrated and operated in the rented booth. Appropriate safety measures shall be taken for all construction machinery. Safety devices and operating signs shall be installed during demonstration and operation, and a safe distance shall be kept from visitors. Safety devices shall not be removed until the power source is cut off and the equipment is secured. Operators shall be any specially trained and qualified personnel of Party B or authorized by Party B. The operation of the equipment shall be supervised by the above personnel. Party B shall not use a motor, engine or power to drive the machine without taking adequate safety measures.

3.1.8.2 For the use of containers storing 250 liters (55 gallons) or more of water and other liquids, Party B shall submit the detailed plan to Party A 15 working days in advance and obtain Party A's permission before bringing them into the center. The above provisions are also applicable to the ice, snow and other different forms of water of the same volume. Such water containers shall be equipped with an independent drainage system, and the water in the containers shall be easily and quickly discharged to the location designated by Party A after the exhibition or at any time in case of emergency. Party B shall ensure that the water will not be discharged onto the ground of the exhibition venue. Party A shall have the right to charge a fee according to the water supply and displacement information provided by Party B. If there is any error between the actual amount and the application information, Party A shall have the right to require Party B to make up the cost according to the actual amount.

3.1.8.3 The display of food and drug exhibits by Party B shall meet the relevant requirements of the food and drug administration or shall be approved in writing by the competent authorities. During the outbreak of epidemic diseases, the relevant requirements of epidemic prevention and control agencies shall also be observed. During the exhibition, it is forbidden to use open fire, gas bottle or other equipment that does not meet the fire safety requirements. Party B shall prepare fire extinguishers, safety protection devices and lampblack filters in advance to deal with lampblack or odor.

3.1.8.4 Vehicle exhibits shall enter the designated booth with the special exhibition certificate issued after Party B's examination and approval, and the minimum fuel stock (generally no more than 1/8 of the fuel tank stock) shall be maintained in the process of entry and exit. Turn off the engine, cut off the battery connection, and remain stationary during the exhibition. If the vehicles need to be displayed dynamically in the outdoor leased area, Party B shall submit the detailed plan to Party A 15 working days in advance and obtain Party A's prior permission before implementation.

3.1.8.5 Charging of exhibits including but not limited to vehicle exhibits is prohibited in the center

3.1.9 Painting

3.1.9.1 Large-area painting work in the center is prohibited. During the entry period, the exhibits or the exhibition booth can have a small-area “repair” painting, and necessary safety protection measures shall be taken, including but not limited to:

3.1.9.1.1 The painting work shall be done in a ventilated place, not at any vertical structure of the center (such as walls, etc.).

3.1.9.1.2 Use only non-toxic paint or soluble paint. The floor of the working area shall be lined with dry paper or plastic film. Spraying is not allowed.

3.1.9.1.3 Painting containers and tools shall be taken away from the center by the operator and shall not be left in the center or washed and dumped in the center. If the operator fails to take the painting containers or tools away from the center in time, Party B shall be responsible for contacting a qualified organization for recycling.

3.1.9.1.4 Party B shall be responsible for any damage to Party A caused by the painting work, and shall make compensation for the cost of repairing the damage and contamination.

3.1.10 Emergency plan

3.1.10.1 Party B shall formulate various emergency plans for its exhibition according to the requirements of government departments and strictly abide by them.

3.1.10.2 When implementing an emergency plan, Party B shall obey the instructions of Party A’s staff.

3.1.10.3 Party B shall strictly limit the number of visitors, which is generally calculated as 1 person per square meter per day.

3.1.10.4 Visitors shall be invited to avoid the time of the opening ceremony and the afternoon of the exit day.

3.1.10.5 Party B shall make a fire emergency plan during the exhibition.

3.1.10.6 Under special circumstances (such as the construction and demolition of an oversized exhibition booth, the entry/exit and installation of large equipment, etc.), Party B shall formulate a specific work plan and obtain Party A’s prior permission before implementation.

3.1.10.7 Party B shall ensure that its staff are professionally trained to properly use the first aid and fire fighting facilities provided by Party A.

3.1.10.8 During special periods such as emergencies or epidemic prevention and control, the limit of the number of visitors shall be adjusted as required by the competent authorities.

3.1.10.9 During the epidemic period, an epidemic prevention plan for public safety shall be formulated as required by the competent authority, and shall be submitted to the competent authority and Party A for review and filing.

3.1.11 Order maintenance service

- 3.1.11.1 Party A shall provide order maintenance services of basic functions, including routine services such as guidance and order maintenance in the center, response to emergencies, assistance in emergency evacuation and other duties.
- 3.1.11.2 Party A shall provide 24-hour general security service in the center. The video surveillance system is open only to the police system. If Party B needs to access the information of the video surveillance system, it shall do so under the guidance of the police.
- 3.1.11.3 Party B shall comply with Party A's safety management regulations, and act accordingly.

3.1.12 Safety check

Party B shall arrange safety inspection equipment as required by the public security organ to conduct safety check on all personnel and articles participating in the exhibition. Fees for safety check equipment and personnel shall be determined by Party B through consultation with the safety check service provider.

3.1.13 Entry/exit rights

Party A's personnel may enter the leased venue, including all booths, at any time due to work needs, but shall minimize the disturbance to Party B's exhibition. Party B shall not obstruct Party A's personnel from exercising the right to control the whole or part of the exhibition hall of Party A. The personnel authorized by Party A shall be accompanied by the staff of Party A or hold a valid certificate issued by Party A when entering the leased venue.

3.1.14 Sound control

During the exhibition, the sound volume of Party B in the indoor and outdoor exhibition areas and other functional areas of the center shall comply with the relevant environmental noise management regulations, generally not exceeding 65 decibels.

3.1.15 UAV and UAV system

The use and operation of an unmanned aerial vehicle (UAV) or an UAV system at the center is prohibited.

3.1.16 Dangerous articles

- 3.1.16.1 Weapons, guns, ammunition, controlled knives, explosives, petroleum, radioactive substances, inflammable and explosive substances, toxic and harmful substances and other substances or equipment that may affect the safety or hinder Party A's operation are prohibited to be brought into the center.
- 3.1.16.2 The amount of solid or liquid dangerous substances placed in the center with Party A's approval shall not exceed 1 day. Remainders shall be placed in special containers and sealed at the place agreed by the relevant competent authorities.
- 3.1.16.3 Smoking is prohibited in any indoor area of the center or in any outdoor non-designated smoking spots.

3.1.17 Animals

- 3.1.17.1 Reptiles, fish, birds and other animals are not allowed to enter the center, unless they are approved exhibits or their use is related to the exhibition, and Party B shall provide relevant certificates to Party A.
- 3.1.17.2 The animals that enter the center with Party A's written permission shall pass the quarantine inspection by the health and epidemic prevention department, and Party B shall ensure that appropriate preventive measures approved by Party A are taken for their care and control.

3.1.18 Balloon

The release of airborne balloons in the center is prohibited. All ordinary air balloons shall be taken away from the center at the time of exit. If they are not taken away, Party B shall bear the related losses or removal expenses.

3.1.19 Catering and flora

- 3.1.19.1 Without Party A's permission, it is not allowed to operate catering or flora rental services in the center.
- 3.1.19.2 If Party B really needs to introduce an external catering supplier into the center to provide catering services, it shall submit a written application to Party A 15 working days before entry, and only with Party A's written confirmation shall the supplier be allowed to enter the center. Party B and the external catering supplier shall comply with the *External Catering Supplier Management System of Shanghai New International Expo Center*.
- 3.1.19.3 The external catering supplier introduced by Party B shall have corresponding business qualifications. Party B shall file a record with the relevant competent authority of Pudong New Area Government before entry and shall undertake to Party A that Party B will be solely responsible for the safety of the food used or sold. Sales of external food and beverage shall strictly comply with Party A's written permission requirements and no food or beverage may not be sold without permission. For the approved sales, the actual supplier shall file their business qualifications with the relevant competent authority, and publicize the relevant certificates and licenses and filing procedures on the sales site. Invoice shall be provided for the sold food or beverage.
- 3.1.19.4 The food and beverage introduced by Party B can only be used or sold in the area designated by Party A. The garbage generated shall be taken away from the center by the food and beverage supplier and shall not be mixed into the public garbage bin of the center.
- 3.1.19.5 Without Party A's written permission, external box lunch is not allowed to enter the exhibition hall.

3.1.20 Publicity materials

The brochures, advertising pages and other publicity materials of Party B's exhibitors shall only be distributed within the scope of the exhibitor's booth. Without written permission of Party A, Party B shall not distribute publicity materials or carry out advertising, demonstration, soliciting business or other activities in the public

areas.

3.2 Regulations on the application and protection of facilities

3.2.1 Application for facilities

3.2.1.1 Notes on application and connection of electric box

3.2.1.1.1 When the exhibitor applies for electricity service, the facility application drawings shall be submitted 15 working days before entry, and in case of exhibition with indoor and outdoor leased area of more than 100,000 square meters, the drawings shall be submitted one month in advance. When submitting an application for electric box, the matching of the power supply voltage of the electric box and the service voltage of the equipment shall be considered to ensure that the electrical circuit and the equipment are not over-current, the insulation is intact, and the grounding is reliable, so as to ensure the safe operation. Application shall be made according to the classification of power electric box and lighting electric box, and electrical fire monitoring box shall be applied according to the regulations. Party A will provide electric box terminals according to the quantity and location of the electric box application submitted by Party B or Party B's affiliated customers, and the equipment used by Party B or Party B's affiliated customers shall be connected to the electric box terminals.

3.2.1.1.2 Notes on electrical box connection

- (a) Personnel engaged in electrical related work shall hold a qualified and valid electrician safety operation certificate.
- (b) The booth shall be constructed with qualified equipment. Do not use single core, twisted pair or aluminum core wire. The wire cross section shall be $\geq 1.5\text{mm}$, and the electrical material shall be equipped with sufficient safety carrying capacity. The three-phase five-wire mode shall be used for 380VAC, and the single-phase three-wire mode shall be used for 220VAC.
- (c) All metal frames and casings shall be reliably grounded. Conductors shall be piped or fixed by other means, and shall not be laid on roads, floors or passageways at will. Electric lines crossing the walkway shall be protected by bridge decks. The branch of the conductor shall be connected with insulated porcelain or plastic joints, with insulation protection measures taken, and not be directly wrapped by insulation tape.
- (d) The distribution box used for each booth shall be placed in the secure area of the booth. When placing the distribution box in the storage room, it is forbidden to lock the door of the storage room. It is strictly prohibited from placing the distribution box in the corridor, fire escape or obvious part of the exhibition booth.
- (e) The outdoor exhibition area shall use rainproof lighting equipment and implement safety measures such as moisture-proof, rain-proof, wind-proof and fall-proof.

3.2.1.2 Application for power transmission and power off service

3.2.1.2.1 Party A shall conduct power transmission across the site at the time point agreed with Party B. 2 hours before

the said time point, Party A will play the broadcast recording to inform the time point of power transmission and relevant safety precautions. Party B and its affiliated customers shall conduct self-inspection during this period to ensure that the operation conforms to the *Low-Voltage Electrical Safety Operation Rules*.

3.2.1.2.2 Power cut during the closing period

- (a) Party B shall cut off the power supply of all facilities in the exhibition venue after all personnel leave at the end of the day. Party A shall have the right to carry out safety inspection of the whole site, and Party B shall assign specialized personnel to carry out safety inspection together. If the power is not cut off in a booth, Party B shall contact the booth personnel to return to the booth immediately and cut off the power or appoint qualified personnel to complete the power off operation. Party B or the booth shall be solely responsible for the consequences of power off.
- (b) If a booth of no self-power off needs to resume power supply, Party B shall submit a written application to Party A, and the power supply will be resumed after passing Party A's safety inspection. Party B shall be responsible for resuming the power supply cut off by itself before opening of exhibition activities.
- (c) If a booth requires 24 hours uninterrupted power supply, Party B shall submit a written application to Party A before submitting the facility application drawings, together with the security undertaking, and Party A may keep the uninterrupted power supply. Party B shall ensure that the exhibitors strictly implement the relevant safety measures.
- (d) Party B shall inform Party A in written form one day before exit of the time and scope of power off during the exit period, as well as the booth number and time of keeping power supply (if any). Party A shall perform power off operation in accordance with the time and scope specified in the notice. Power supply will not be resumed after cut off, and if Party B has a real need, Party A may carry out the power supply operation based on the new application according to the site conditions at the expense of Party B.

3.2.1.3 Application for compressed air

During the exhibition, if Party B needs to extend the supply of gas for facilities or 24 hours, it shall submit an application to Party A in advance (one exhibition hall is the minimum application unit). Party A will decide whether to give permission or not according to the site conditions. Compressed air supply and cut-off time shall be agreed by both parties in advance and shall be operated by Party A.

3.2.1.4 Application for water supply and drainage

- 3.2.1.4.1 Party B shall apply for water and drainage as required by Party A. No cutting of water supply and drainage hoses. After the end of the exhibition on the day, the exhibitor shall voluntarily close the water valve.
- 3.2.1.4.2 Wastewater discharge shall conform to the relevant regulations and standards of Shanghai Municipality. Wastewater containing fixed substances, corrosive substances or viscous substances, such as paint, grease, waste residue, etc., shall be collected and disposed of by a professional company, and shall not be dumped

into drains, pipes, sinks or otherwise left inside the center. Wastewater discharge temperature shall not exceed 45 degrees Celsius.

3.2.1.5 Application for telephone

Party B shall submit an application to Party A before entry, indicating the specific location of the telephone in the booth (please indicate if it is a multi-layer booth) and the type of the telephone (IDD, DDD, LDD, domestic, local). Party A shall enable the telephone in the relevant location according to the time determined by both parties before entry.

3.2.1.6 Application for network

3.2.1.6.1 Party B shall submit an application to Party A before entry, indicating the location of the network in the booth (please indicate if it is a multi-layer booth) and the type of the network bandwidth (refer to the type in Party A's service price list). If there are special requirements or special uses for the network, such as wireless WIFI signals in the exhibition hall, Party B shall inform Party A of the same and bear the corresponding costs. The cables shall be laid by Party A to the designated location specified in Party B's application documents.

3.2.1.6.2 The network will be enabled one day before the exhibition. The network shall be enabled for no more than six consecutive days. Party B shall pay extra fees for any additional days, and Party A will inform Party A of the specific amount in advance. If Party B needs to enable the network in advance, it shall submit a written application 10 working days before entry, and Party B shall bear the related expenses that may be involved in enabling the network in advance.

3.2.1.7 Audio-visual system

Party A shall provide audio-video system rental services and technical support. If Party B entrusts a supplier to install the system equipment, it shall obtain Party A's permission in advance and ensure that the cable laying and configuration meet Party A's standards.

3.2.1.8 Air conditioning and fresh air

3.2.1.8.1 During the lease term, Party B may require the use of fresh air and air conditioning, but shall apply to Party A at least one day in advance and pay the fee. Application for air conditioning shall be on the basis of more than 4 hours in a row. No air conditioning equipment is taken from outside.

3.2.1.8.2 Party B acknowledges that the purpose of opening the fresh air is to help the ventilation of the exhibition hall, and it has no obvious effect on the adjustment of the temperature in the exhibition hall.

3.2.1.9 If Party B needs to bring its own special facilities (such as outdoor gas, ultra-standard or high-purity indoor gas, connecting battery cars, supplementing generators, etc.) into the center, it shall provide a written plan to Party A 15 working days in advance, and provide a list of technical materials as required by Party A for approval before implementation. Party B shall be responsible for the safety management of the facilities and

equipment brought by itself. Party A shall have the right to request Party B to adjust the facilities and equipment according to the site conditions. In case of emergency, Party A shall have the right to immediately stop the operation of Party B's facilities and equipment.

3.2.1.10 Each booth shall apply for facilities independently. Different booths cannot share the same facilities.

3.2.2 Building and ground protection

3.2.2.1 To build partition walls, plywood or construction paper shall be set under the walls to protect the ground. In case of any damage to the ground caused by the installation or demolition of the booth, the repair costs shall be borne by Party B.

3.2.2.2 Do not use nails, glue, thumbtacks or similar materials in any part of the center. Holes in any form in the building or ground are strictly prohibited. The facilities, equipment and structures of the center shall not lean on other forces.

3.2.2.3 When laying a carpet on the ground, an environmentally-friendly carpet that meets the requirements of fire protection and the non-residual double-sided glue shall be used, and any inferior carpet that contains calcium carbonate, double-sided sponge glue or other materials that are hard to clear are strictly prohibited. No patterns, markings, promotional materials, etc. are allowed to be directly pasted on the building or any part of the ground. Do not use adhesives on the ground, cylinder or wall. In case of any tapes or marks left in the leased area, Party B shall be responsible for cleaning up the tapes and making compensation for any damage to the building or the ground.

3.2.2.4 Party B may mark the booth position on the ground of the exhibition hall with washable chalk or with adhesive tape approved by Party A, and shall not use any other marking method. Party B shall bear the cost of removing the lines on the ground without permission.

3.2.2.5 If installation materials or methods may cause damage to the ground of the center, the ground shall be equipped with a protective covering. When handling materials or exhibits by mechanical force, steel plates or boards shall be laid on the ground for protection as the case may be. The protective covering shall be made of protective materials that will not cause skidding or other safety problems (including in wet or soaking conditions) and shall be removed as soon as possible in accordance with the progress of construction.

3.2.3 Ground load bearing

The ground load bearing capacity of the exhibition hall is 3.3 tons per square meter. If the exhibits are operated with vertical vibration components, the above ground load bearing capacity shall be reduced by at least 50%. No heavy objects or structures are allowed on the two main cable ditches in the exhibition hall. The outdoor ground load bearing capacity is different in three areas, respectively: heavy load area, 15 tons per square meter; ordinary load area, 5 tons per square meter; light load area, 2 tons per square meter. Exhibit transportation, placement, demonstration, etc., shall fully consider the above ground load bearing capacity, shall not be overweight. Before any overweight exhibits enter the center, Party B shall obtain permission from Party A and

submit a route plan to Party A. The operation site shall be supervised and managed by Party A. Vehicles or heavy objects are not allowed to crush any trench cover inside and outside the exhibition hall. Do not place booth support points or overweight exhibits on the trench cover.

3.2.4 Garbage disposal

- 3.2.4.1 According to the provisions of *Regulations of Shanghai Municipality on the Management of Domestic Waste*, the center is a mandatory sorting place for solid waste. In accordance with the provisions, the center has set up containers for domestic waste classification. Party B shall consciously classify garbage by the classification method of “hazardous garbage, recyclable garbage, wet garbage and dry garbage” and put them into the corresponding containers.
- 3.2.4.2 Party B shall take all the general waste generated during the exhibition away from the center at the end of the exhibition (including but not limited to: carpet, KT board, foam plastic paper, etc.). If they cannot be taken away, Party B shall contact a qualified garbage collection organization for disposal.
- 3.2.4.3 For any grease waste generated during the exhibition (including but not limited to: food waste oil, machine waste oil/ink, swill, food residues, waste water or waste oil produced after cleaning food/machine, etc.), Party B shall provide its own special grease waste collection containers and take all of them away from the center at the end of the exhibition. If they cannot be taken away, Party B shall contact a qualified garbage collection organization for disposal.
- 3.2.4.4 Dumping of general or grease waste within the center is prohibited (including but not limited to domestic refuse containers, toilets, gutters and ground, road and greening facilities in the exhibition hall and unloading area). The liability for compensation, safety or environmental protection arising from the above actions shall be borne by Party B. Party A shall timely report to the environmental protection department in case of violation of laws and regulations in the process of garbage disposal.

3.2.5 Sand, gravel, soil and similar materials

Where sand, gravel, soil, garden peat, moss or other similar materials are used at the exhibition, the ground shall be covered with leakproof protection. Party B shall ensure that corresponding preventive measures are taken to avoid leakage of the above materials, which may contaminate any part of the center. Party B shall pay a special deposit to Party A before the above materials enter the center. Party B shall indemnify Party A for any damage caused to Party A due to its violation of the aforesaid provisions.

3.3 Entry/exit of exhibits and structures

3.3.1 Goods transportation or removal

- 3.3.1.1 Goods handling is limited to designated unloading areas in the center.

3.3.1.2 When the exhibition is open to the public, no vehicles are allowed to enter the unloading area for goods handling work.

3.3.2 Goods handling

3.3.2.1 When the exhibition is open to the public, it is forbidden to carry large goods in the public areas, the audience passageway, the entrance hall and the entrance square.

3.3.2.2 To ensure safety, any overweight goods shall always be handled by the transportation provider entrusted by Party B.

3.3.3 Goods delivery

Before entry, the goods transported by the exhibitor to the center shall be handled by the transportation provider entrusted by Party B. Before the end of exit, Party B shall ensure that there are no goods left by Party B or its associated customers in the center. Party A will not accept any goods that arrive in advance or are removed late.

3.3.4 Dangerous work area

Goods handling areas, vehicle scheduling areas, and access to and from these areas are all classified as dangerous work areas. The following acts are strictly prohibited in these areas:

3.3.4.1 Drink alcoholic beverages.

3.3.4.2 Over-speeding (more than 5 km/h) or dangerous operation of vehicles or equipment (such acts are strictly prohibited in all areas).

3.3.4.3 Store gasoline, kerosene, diesel oil or other flammable liquids.

3.3.4.4 Any refueling acts.

3.3.5 Stacking of empty containers

3.3.5.1 Within 15 working days before entry, the transportation provider and the construction provider entrusted by Party B shall provide Party A with the location map of empty container stacking points and sign a safety undertaking.

3.3.5.2 During the entry period, empty containers shall be stacked according to the predetermined position in the drawing and shall be adjusted and arranged by Party A. Stacking points shall be prohibited from occupying or blocking public passageways, driveways, pedestrian passageways or fire exits. At the time of stacking, pay attention to keep them neat and beautiful.

3.3.5.3 Empty containers shall be stacked within the yellow line of the designated stacking part in Party A's unloading area, and the stacking height shall not exceed 2 meters. Containers shall not be piled up. If it is necessary to use the site outside the specified stacking area or to stack other items, Party B shall submit a written application to Party A and provide the location map of the stacking points. When stacking empty boxes or

other items, clear marks and non-smoking signs shall be set, which shall indicate, including but not limited to, company name, booth number and user name. Each stacking area shall be equipped with at least one fire extinguisher.

3.3.5.4 Stacking shall be stable and safe. During the exhibition, the transportation provider entrusted by Party B shall assign personnel to inspect the stacking safety and assist Party A to complete the measurement and confirmation of the stacking area.

3.3.6 Transportation vehicles

3.3.6.1 Before transportation vehicles enter the designated parking lot of the exhibition hall, application for *Transportation Vehicle Waiting Certificate* shall be made online in advance. During the entry and exit period, transportation vehicles will enter the designated parking lot of the exhibition hall and wait with the *Transportation Vehicle Waiting Certificate* according to the specified time and route.

3.3.6.2 Before transportation vehicles enter the unloading area, application for *Transportation Vehicle Access Certificate* shall be made with Party A's certificate production center, and the relevant fee shall be paid; only with the *Transportation Vehicle Access Certificate* will the loading/unloading of goods be allowed. Transportation vehicles shall carry out the loading/unloading work in the corresponding unloading area in accordance with the entry sequence and transportation channels arranged by Party A, and parked at the designated parking place. Party A's order maintenance personnel shall have the right to prevent any transportation vehicles that fail to comply with site management from entering the unloading area.

3.3.6.3 The driver of a transportation vehicle shall obey the command of Party A's order maintenance personnel and shall not leave the cab during loading and unloading period, and shall leave immediately after loading and unloading without delay. After loading/unloading the goods on time and leaving, the deposit may be refunded by presenting the *Transportation Vehicle Access Certificate* and the deposit receipt to the certificate production center. Any damage or loss of the *Transportation Vehicle Access Certificate* shall be compensated according to the price. Overtime vehicles will be charged an additional management fee. Party A shall have the right to deduct the deposit in case of traffic jam caused by the vehicles not obeying the command.

3.3.6.4 No vehicle may enter the exhibition hall without permission. If it is necessary to enter the exhibition hall to load/unload goods, it shall make an application in advance and obtain Party A's permission. At the same time, it shall take proper measures to protect the facilities and equipment in the exhibition hall and park in the place designated by Party A's order maintenance personnel. Permitted vehicles entering the exhibition hall shall not carry more than 5 tons of weight, the height of the vehicles shall not exceed 4 meters, and the speed shall not exceed 5 kilometers per hour. During the exhibition, transportation vehicles shall not enter the unloading area; in case of special circumstances, Party A shall obtain Party A's permission in advance and pay the fee according to the provisions. Other procedures shall be handled in accordance with the foregoing provisions.

3.3.6.5 The starting and ending time of application for *Transportation Vehicle Access Certificate* shall be determined according to the time schedule of Party B's exhibition venue lease contract. If Party B needs to extend the

working hours, Party B shall obtain Party A's permission in advance.

- 3.3.6.6 The operation of vehicles in the venue shall be carried out in strict accordance with the safety operation rules. Operators shall be on duty with certificates and the speed shall not exceed 5km per hour.

3.3.7 Special vehicles

- 3.3.7.1 Special vehicles include but not limited to cranes and forklifts. The special vehicles entering the center shall comply with the relevant provisions of the national regulations for safety management of special equipment, have complete licenses and insurances, good condition, and annual inspection certificates, and are within the validity period. Operators shall operate with a license consistent with the type of the special vehicle they are operating.
- 3.3.7.2 Special vehicles shall enter the center with the *Mechanical Force Certificate* issued by the certificate production center. The certificate shall be posted on the surface of the vehicle and shall be consistent with the type of the special vehicle (forklift truck license or crane license, etc.). The driver of the special vehicle shall hold an operation certificate and use it by himself. It is not allowed to lend the certificate to others for operation. No driving without certificate.
- 3.3.7.3 Follow the speed limit strictly and do not exceed the speed limit.
- 3.3.7.4 Strictly abide by the production safety rules. Risky work, illegal operation, drunken driving or smoking in the cab are strictly prohibited.
- 3.3.7.5 Special vehicles are for work purposes only. It is strictly prohibited to drive without work tasks or pick up others.
- 3.3.7.6 The driver shall turn off the engine and pull out the start key when he finishes the current work or leaves the vehicle.
- 3.3.7.7 Special vehicles shall not be parked at will. It shall be parked in the designated area during non-working hours. If the vehicle is parked outside the designated area with permission, the driver shall arrange a specific person to take care of it.
- 3.3.7.8 If the special vehicle or the driver has a safety accident, causing casualties and property losses, the owner of the special vehicle shall bear the liability of compensation and other relevant legal liability.
- 3.3.7.9 Party A shall have the right to punish any special vehicle that violates Party A's relevant provisions in terms of application for certificate, operation or parking.

3.4 Other Management Rules

3.4.1 Facilities and services for the disabled

Party A provides supporting facilities and services for the disabled, such as elevator, toilet, parking space, etc.

3.4.2 Minor entry

Minors are not allowed to enter the center during the entry and exit period. During the exhibition, Party B shall have the right to determine whether to restrict minors from entering the center. If Party B agrees to allow minors to enter the center, Party B shall provide Party A with a *Safety Undertaking of Minors Entering the Exhibition Hall*. If the entry of minors is prohibited, Party B shall make explanations to its affiliated parties by itself.

3.4.3 Public areas and passageways

- 3.4.3.1 If Party B needs to use the public area, it shall obtain permission from Party A. When using the public area with permission, Party B shall ensure that the passageway of the public area is always unblocked and the width of the passageway shall be determined by Party A. The facilities and articles stacked in the public area with Party A's permission shall not affect the use of Party A's fixed facilities or the functions of the exhibition hall.
- 3.4.3.1.1 Party A shall have the right to require Party B to dismantle or remove any articles stacked or structures built without permission in the public area. If Party B refuses to do so, Party A shall have the right to dismantle or remove these articles or structures, and Party B shall bear the relevant expenses or losses caused therefrom.
- 3.4.3.1.2 If Party B uses the public area for commercial activities, it shall obtain Party A's permission in advance and pay a fee according to Party A's quotation.
- 3.4.3.1.3 When two or more exhibitions are held at the same time, the entrance hall, entrance square and other available public areas will be shared proportionally by the parties concerned according to the actual leased space and shall not be exclusive. If the parties cannot reach an agreement, Party A shall have the final decision.
- 3.4.3.2 Goods passageway - Exhibits and bulky goods can only enter the exhibition hall through the designated goods passageway
- 3.4.3.3 Exhibitor/audience passageway - Exhibitors can enter the exhibition hall through the designated exhibitor passageway. Visitors can only enter the exhibition hall through the designated audience passageway.
- 3.4.3.4 Fire passageway - Fire passageway shall be kept unblocked, and it is strictly prohibited to build or place items in the fire passageway.
- 3.4.3.5 Without the permission of Party A, it is not allowed to build or stack items in the fixed shops, in front of the shops, in the passageways or in the video surveillance areas at the entrance/exit of the exhibition hall. In case of unauthorized construction or stacking, Party A shall have the right to request dismantling or removal. If Party B refuses to do so, Party A shall have the right to dismantle or remove the items, and Party B shall bear the relevant expenses or losses caused therefrom.

3.4.4 Meeting rooms, offices and spare rooms

During the lease term, Party B may apply for the use of meeting rooms, offices and spare rooms within the scope rented by Party B, but shall apply to Party A in advance and pay a fee. The meeting rooms shall not be

used for any purpose other than meetings. The offices and spare rooms shall be used according to the purpose of application. Do not move indoor furniture and facilities or arbitrarily post or hang items in the rooms. The contents of indoor construction shall be submitted to Party A in advance for permission.

If Party B uses any office in the center, it may borrow a key from Party A, but shall pay a deposit. Party B shall return the key to Party A before the expiration of the lease term. Party B shall not copy the key nor install or remove any permanent door lock at the center.

3.4.5 Public parking lot

If Party B or Party B's affiliated parties drive a car to the center, they shall park the car as guided by Party A's order maintenance personnel and pay a parking fee.

3.4.6 Sign-in desk

Party B shall set up a sign-in desk for exhibitors and visitors at the location designated by Party A. If it is necessary to set up or build a temporary sign-in desk in the public area or any other location of the center, it shall submit a written plan and drawings to Party A 15 working days in advance for permission before implementation.

3.4.7 Property risk and loss

For any property brought into the center by Party B or its affiliated parties (including but not limited to the exhibits, samples, personal belongings, etc.), they shall take their own measures for safekeeping at their own risk, and Party A will not be liable for any theft, loss or damage of such property. They can check with the security office for any missing property. The lost property obtained by the center will be classified and kept for 30 days. In case of failure to claim the property after the expiration of the period, the property will be deemed as unclaimed, and Party A shall have the right to determine how to disposal of the property at its own discretion.

3.4.8 Management fee

Party A shall have the right to charge a management fee from the construction company and transportation company. Before entry, Party B shall notify the construction company and transportation company to pay the management fee, which shall be collected by Party B or the construction provider and the transportation provider entrusted by Party B and then paid to Party A uniformly. When Party B applies for on-site services in the center, the on-site service fee and construction deposit shall be paid in advance. Payment shall be made by credit card, cheque or cash.

3.5 Real-name identification of construction personnel

- 3.5.1 Party B shall apply to Party A for unified registration, review, production and management of the passes for all construction personnel entering and leaving the site (including designated/non-designated builders and designated carriers).
- 3.5.2 The real name identification procedures shall be carried out by the construction leader, who can apply for passes for several workers (the original ID card of workers shall be provided for on-site application). The real name identification of a company shall be valid for one year. If the period exceeds one year, the applicant shall visit Party A's certificate production center again to handle application and submit relevant documents. If the applicant request changing the name of the company, the construction leader or SMS receiving number after real name identification, it shall, on the day of the change, go through the relevant formalities with Party A's certificate production center by presenting the "Application for Change of Construction Leader/SMS Receiving Number", "Power of Attorney" and a photocopy of the company's business license affixed with common seal. The consequences arising from failure to handle these formalities in time shall be borne by the applicant.
- 3.5.3 The following materials shall be submitted for real name identification: original and photocopy of the second-generation ID card of the construction leader, photocopy of the company's business license (affixed with common seal, *Real Name Identification Form*, *Safety Undertaking of Construction Provider*, and *Confirmation of the Construction Unit and the Construction Leader Voluntarily Accepting SMS Notification*. The above forms and certificates shall be the originals filled in block letters, signed by the person in charge of each company and affixed with common seal. If any person is unable to be present in person, a *Power of Attorney* signed by both parties and affixed with common seal shall be provided (the above documents can be downloaded from www.sniec.net).
- 3.5.4 The construction leader who has completed the real name identification procedures can use the online registration system to submit relevant materials 15 working days before entry to save the time of obtaining the certificate on site.
- 3.5.5 The construction leader who has completed the real name identification procedures can complete the certificate rechecking (with online appointment) or certificate checking (without online appointment) at the certificate production center on the entry day by presenting the original valid certificates (such as the designated construction provider certificate, the designated transportation provider certificate, special installation booth deposit receipt, etc.) and the original ID card of the relevant personnel who need the certificate. Relevant documents can be obtained after verification and payment.
- 3.5.6 During the special period (such as epidemic prevention and control period), the construction leader shall collect the green code color prints or screenshots and photos of the personnel who need to apply for a certificate in advance, and fill out the relevant undertaking to ensure the authenticity of the information. Party A shall have the right to increase or modify the review scope and process of relevant materials according to the need of prevention and control.
- 3.5.7 Reference chart of construction personnel certificate application process.



Shanghai New International Expo Centre Co., Ltd.
上海新国际博览中心有限公司

Construction personnel certificate application process of Shanghai New International Expo Center Co., Ltd.

