



中国国际消费品博览会
CHINA INTERNATIONAL CONSUMER PRODUCTS EXPO

2023 ———— 中国·海南·海口
China Hainan Haikou
04.11 TUE — 04.15 SAT

2023 年中国国际消费品博览会

CHINA INTERNATIONAL CONSUMER PRODUCTS EXPO 2023

参展商手册

Exhibitors' Manual

展会时间: 2023 年 4 月 11 日-15 日

Date: April 11 -15, 2023

展会地点: 海南国际会展中心 (海口)

Location: Hainan International Convention and
Exhibition Center (Haikou)

主办单位: 商务部、海南省人民政府

Sponsors: Ministry of Commerce of PRC and
the People's Government Province

承办单位: 商务部外贸发展局、海南国际经济发展局

Organizers: Trade Development Bureau of the Ministry of Commerce and
Hainan Provincial Bureau of International Economic Development



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前言

Introduction

尊敬的参展商：

Dear exhibitors,

经批准，商务部和海南省人民政府将于 **2023 年 4 月 11 日至 15 日** 在海南共同举办 **2023 中国国际消费品博览会**（以下简称消博会）。这是全国首个以消费精品为主题的国家级展会。

The Ministry of Commerce and the People's Government of Hainan Province will jointly host the first China International Consumer Products Expo (hereinafter referred to as "Hainan Expo") in Hainan April 11 to 15, 2023 with the approval. This is the first national exhibition with the theme of consumer products in China.

举办消博会是落实习近平总书记“4.13”重要讲话、中央 12 号文件和《海南自由贸易港建设总体方案》精神的重要举措，是建设国际旅游消费中心和扩大对外开放、提升海南自贸港国际影响力的重要抓手。目前，各方正致力于将消博会打造成为构建以国内大循环为主体、国内国际双循环相互促进新发展格局的重要国家级开放平台，打造成优化国内消费领域供给侧改革、促进境外消费回流和推动国内消费转型升级的重要载体。

The Hainan Expo is an important move to follow the guidelines of General Secretary Xi Jinping's important speech made on April 13, the No.12 Central Document and the Overall Plan for the Construction of Hainan Free Trade Port. It is also an important measure to build an international tourist consumption center, open wider to the world, and raise the global visibility of the Hainan Free Trade Port. At present, all parties are working to make the Hainan Expo an important national open platform that promotes a dual-cycle development pattern relying on both domestic and international economic cycles, with the domestic cycle being the mainstay, and as

an important vehicle to optimize the supply-side reform of the domestic consumption field, facilitate the return of overseas consumption to China, and drive the transformation and upgrading of domestic consumption.

消博会聚焦“新、特、优”消费精品，汇聚全球消费领域优质资源和知名企业，打造全球消费精品展示、交流和交易的平台，为全球参展参会客商分享海南自贸港未来发展机遇提供服务。

Focusing on “new, featured and excellent” consumer products, Hainan Expo brings together high-quality resources and well-known companies in the global consumer sector, builds a platform for display, exchanges and transactions of global consumer products, and serves global exhibitors and merchants in sharing the future development opportunities presented by Hainan Free Trade Port.

诚挚感谢您参加消博会，我们将在海口市欢迎您的到来！

Thank you for participating in Hainan Expo. We await your presence in Haikou City!

海南国际经济发展局

**Hainan Provincial Bureau of
International Economic Development**

展前提示

Pre-exhibition Tips

尊敬的参展商：

Dear exhibitors:

为了帮助您了解展馆设施与展会的各项要求，顺利做好展前准备工作，我们提供本《参展商手册》，以便您更为简便、高效地办理所需参展手续。

To help you learn about the facilities of the exhibition venue and the exhibition requirements, and prepare for the exhibition, we provide this *Exhibitors' Manual* for your convenient and efficient processing of participation procedures.

一、填写表格

I. Fill out forms

各类所需填写的表单均已在本《参展商手册》的《附表》中列明，请您仔细阅读后，在本手册及表单分别注明的回传截止日期前提交；同时，建议您在表单填妥回传前做好复印备份。

All the forms required to be completed are set out in the “Attached Tables” of the *Exhibitors' Manual*. Please read the forms carefully, and fill out and submit them before the closing dates indicated in this Manual and forms respectively. It is recommended to make a copy of the forms before submission.

二、安全提醒

II. Safety tips

请参展商仔细阅读本《参展商手册》中有关安全生产、消防安全、文明参展等规定并请督促您委托的服务商严格遵守上述规定。

Exhibitors are requested to carefully read the regulations of this *Exhibitor Manual* regarding work safety, fire safety, and orderly participation in the exhibition, and to urge your service providers to observe the above regulations.

三、免责提醒

III. Disclaimer

中国国际消费品博览会承办单位将尽全力提供各方面的优质服务, 以求达到参展商的要求。下列情况下, 承办单位恕不承担任何责任:

The organizer of the China International Consumer Products Expo will spare no effort to provide stellar services in all aspects in line with the requirements of exhibitors. The organizer shall not bear any responsibility under the circumstances described below:

一) 逾期回传表格引起的延误或因此未能提供部分或全部服务;

(1) Delay in or failure to provide part or all of the services caused by the overdue submission of forms;

二) 逾期申请而导致的附加费用或因此未能提供部分或全部服务;

(2) Additional fees or failure to provide part or all of the services caused by overdue application;

三) 未遵守展会规定及相关法规而导致的延误、赔偿、损失等;

(3) Delays, compensation, losses, and so on caused by non-compliance with the regulations of the exhibition and relevant laws and regulations;

四) 未使用展会指定服务商而造成的延误、损失、纠纷等;

(4) Delays, losses, disputes, and so on caused by not engaging service providers designated by the exhibition;

五) 由参展商、搭建商自行提交的刊登资料的准确性与及时性。

(5) The accuracy and timeliness of published materials submitted by exhibitors and booth builders.

一、展会综合服务信息

I Comprehensive service information on exhibition

1、日程安排

展会名称 Name of exhibition		2023 年中国国际消费品博览会 2023 China International Consumer Products Expo		
展馆名称 Name of exhibition venue		海南国际会展中心（地址：海南省海口市秀英区滨海大道 258 号） Hainan International Convention and Exhibition Center (Address: No.258 Binhai Avenue, Xiuying District, Haikou City, Hainan Province)		
展会日程 Exhibition calendar	展商报到布展时间 Time for exhibitor sign-up and exhibition arrangement	特装展位搭建 Construction of special booth	4 月 2 日-4 月 6 日 April 2-April 6	08:30-17:30
		展品进场 Entry of exhibits	4 月 7 日-4 月 8 日 April 7-April 8	08:30-17:30
		安全检查 Security check	4 月 9 日-4 月 10 日 April 9-April 10	08:30-17:30
	开幕式 Opening Ceremony	4 月 10 日晚 On the evening of April 10	(待定) (To be confirmed)	
	开展展期 During the Exhibition	4 月 11 日 April 11	09:00-17:00（16:30 只出不进） 展商 08:00 进馆 09:00-17:00 (no admission after 16:30) exhibitors enter at 08:00	
		4 月 12 日 April 12		
		4 月 13 日 April 13		
		4 月 14 日 April 14		
	撤展时间及注意事项 Booth take-down time and matters for attention	4 月 15 日 April 15	09:00-17:00（14:30 只出不进） 展商 08:00 进馆（展品打包 16:00） 09:00-17:00 (no admission after 16:30) exhibitors enter at 08:00（The exhibits package 16:00）	
		4 月 16 日 April 16	08:30-18:00	
		4 月 17 日 April 17	08:30-18:00	
注意： Notes: 1. 展览会闭幕时间为 4 月 15 日下午 16:00，此时间后电源将被切断				

	<p>所有租用的展具、电器等物品将被回收。</p> <p>1. The closing time of the exhibition is 16:00 pm on April 15. The power will be cut off and all rented items such as furniture will be taken back after the indicated time.</p> <p>2. 请参展商将放置于展位中的物品于 4 月 15 日 22:00 前清理干净, 在此时间后遗留在展览馆内的物品将按废弃物品处理。</p> <p>2. Exhibitors are requested to clean the booth of any items before 22:00 on April 15. Items left in the exhibition hall after the indicated time will be treated as waste.</p>
<p>展商报到</p> <p>Exhibitors registration</p>	<p>请参展商于 (时间待定) 至 “海口鲁能中心-第三届中国国际消费品博览会证件中心” 报到 (海口市秀英区长滨三路 6 号), 领取相关证件及资料。</p> <p>Exhibitors are invited to register at the "Haikou Luneng Center - Badge Center of the 3rd China International Consumer Products Expo" (No. 6, Changbin third Road, Xiuying District, Haikou) at (time to be determined) to collect relevant badges and materials.</p>

友情提醒:

4 月 2 日-15 日, 组委会正常工作时间为早上 8:30 至下午 17: 30;

4 月 16—17 日, 工作时间为上午 8:30 至下午 18:00;

为了更好的服务, 请您在规定时间内提交需求。

Notes:

From April 2 to 15, the normal working hours of the Organizing Committee are from 8:30 to 17:30; From April 16 to 17, the working hours are from 8:30 to 18:00;

To get better services, please submit your requirements within the specified time.

2、展会联系名单

List of exhibition liaisons

2.1 综合服务联系人 Contact person for comprehensive service

承办单位 Organizer	海南国际经济发展局 Hainan Provincial Bureau of International Economic Development	
地 址 Address	中国海南省海口市国兴大道 5 号农信楼 4 楼 F4, 4th Floor, Rural Credit Building, No.5 Guoxing Avenue, Haikou City, Hainan Province, China	
招展热线 Exhibition hotline	+86 (0) 898-6653 8991	
服务热线 Service hotline	+86 4008 413 413	
电子邮箱 Email	HainanExpo@investhainan.cn	
参展商手册下载地址 Download link for Exhibitor Manual	中国国际消费品博览会官网>报名>下载中心 China International Consumer Products Expo website>Registration>Download Center	
官方网站 Website	www.hainanexpo.org.cn	
微信公众号 WeChat public account	中国国际消费品博览会 China International Consumer Products Expo	

2.2. 搭建相关服务联系人 Liaisons for Booth Set-up Services

工作岗位 Post	联系人 Contact	联系电话 Telephone
1-5 号馆搭建咨询 Booth set-up consultation for Halls 1-5	康 乐 Manager Kang	18595757088
6-8 号馆及户外展区 搭建咨询 Booth set-up consultation for Halls 6-8 and outdoor exhibition area	陶旭辉 Manager Tao	15137178535
施工相关证件咨询 Consultation for Construction and dismantling pass	慕延丽 Manager Mu	13592422324
电子邮箱 E-mail	expo.service@investhainan.cn	
搭建须知手册下载地址 Address to download the Building Instructions Manual	中国国际消费品博览会官网>报名>下载中心 China International Consumer Products Expo's official website>Registration>Download Center	

2.3 主场运输服务联系人 Contacts of logistics services at the main venue

场馆 Hall	物流公司 Logistics company	联系人 Contact	电话 Telephone	联系方式 Contact information	EMAIL
1 号馆 Halls 1	中国外运股份有限公司 Sinotrans Limited	胡 堃 Hu Kun	010-52296223	13811532813	hukun@sinotrans.com
		张君畅 Zhang Junchang	010-52295766	13910986822	zhangjunchang@sinotrans.com
2、5 号馆 Halls 2 & 5	海程邦达国际物流有限公司 Bondex International Logistics Co., Ltd.	李鼻冷 lindalee	021-36398662	15800795301	lindalee@bondex.com.cn
		周燕霞 zoe	021-56059855	13524675460	zoe@bondex.com.cn
3、8 号馆 Halls 3 & 8	嘉里大通物流有限公司 KERRY EAS Logistics Limited	郑敏儿 Zheng Miner	0898-66831616	13118933721	miner.zheng@kerryeas.com
		李汶蔚 winni.li	0898-66819560	19943259667	winni.li@kerryeas.com miner.zheng@kerryeas.com
4 号馆 Halls 4	上海依佩克国际运输有限公司 Shanghai ITPC International Transportation Co., Ltd.	沈凌 Shen Ling	021-63803573	18516278707	mix@itpc.net.cn
		孟聆旻 meng	021-63803151	13795307591	meng@itpc.net.cn
省市展区 Premium Brands Provinces, Municipalities	中远海运航空货运代理有限公司 COSCO Shipping Air Freight Co., Ltd.	李明育 li.mingyu	010-51568326	15210157544	li.mingyu@coscoshipping.com
		裴婷 pei.ting	010-51568326	13811915042	pei.ting@coscoshipping.com

3、展馆及配套信息

3. Information on exhibition venue and supporting facilities

3.1 展馆介绍

3.1 Exhibition venue

海南国际会展中心是海南省人民政府确定的重点项目，集会议、展览、酒店、大型商业、住宅为一体的多功能综合体，为海口市发展现代服务业的重要平台和载体。海南国际会展中心可承办展览面积达 12 万㎡的国际大型展会，可以举办 1 万人的会议和多种形式的节庆宴会活动，成为海南省举办国际化公务和商务活动的高端服务平台，同时也是海口独具特色的“城市名片”。

The Hainan International Convention and Exhibition Center, a key project under the Hainan Provincial People's Government, is a multifunctional complex integrating convention, exhibition, hotel, and large-scale commercial and residential buildings. It is an important platform and vehicle for developing the modern service industry in Haikou. The Center can host large-scale international exhibitions with an exhibition area of 120,000m², 10,000-person conventions and various forms of banquets. It serves as a high-end service platform for Hainan Province to hold international government and business activities, and is also the distinctive “ambassador” of Haikou.



展馆俯瞰图 A bird's-eye view of the exhibition venue

3.2 展馆配套信息

3.2 Supporting services of the exhibition venue

1) 商业服务

(1) Commercial service

海南国际会展中心集餐饮、展示、休闲娱乐为一体，并提供银行、物流、保险等相关服务，满足参展相关人士个性化的配置。

The Hainan International Conference and Exhibition Center provides catering, display, leisure and entertainment, banking, logistics, insurance and other related services, able to meet the personalized needs of event participants.

2) 供水量

(2) Water supply

展馆提供展位特殊用水、非生活用水，不提供排水。

Water is provided for special and non-domestic use at the exhibition venue, but drainage is not provided.

3) 移动通讯及网络

(3) Mobile communication and network

展馆各区域全面覆盖了 4G、5G 网络信号，建成了高性能交换网络平台，网络综合布线覆盖全面，可提供包含普通宽带、高速专线宽带、有线固话等服务。（如有网络需求，需在线上报馆截止时间前申报，现场不接受申报。）

The entire exhibition venue is served by 4G and 5G network signals. It has a high-performance switching network platform and network generic cabling, and provides services such as general broadband, high-speed dedicated line broadband, and cable landline. (For use of network service, apply before the deadline for online registration. Application will not be processed on site.)

4) 基础设施

(4) Infrastructure

海南国际会展中心展馆技术参数										
展馆	登录厅	1馆	2馆	3馆	4馆	5馆	6馆(B)	7馆 (C)	8馆(A)	迎宾厅
层数	一层	一层	一层	一层	一层	一层	一层	一层	一层	一层
展馆面积 (㎡)	5130㎡ H:15.41m至 17.02m	12620㎡ L:202m W:62.48m H:14.73m至 21.82m	12250㎡ L:202m W:60.65m H:16.43m 至24.72m	12250㎡ L:202m W:60.65m H:16.86m 至22.23m	12980㎡ L:202m W:64.26m H:16.93m至 20.14m	13206㎡ L:186m W:71m H:高区 26.4m至 22.9m 低区12.45m	13230㎡ L:147m W:90m H:15m至 20m	13950㎡ L:155m W:90m H:15m至 20m	5830㎡ L:88m W:67m H:15m至 20m	4850㎡ L:111m W:43.7m H:9m
限高 (m)	6m									有吊灯处限 高4m，其 它限高5m
展馆承重 (t/㎡)	10kN/㎡ (风管盖板 2kN/m2)	3.5kN/㎡	3.5kN/㎡	3.5kN/㎡	3.5kN/㎡	3.5kN/㎡	2kN/㎡	2kN/㎡	2kN/㎡	
货运入口 (W*h)	1个 (1号展厅 开向前厅)	1-2-3-4号馆货运入口6道门宽4.8m*高 5.2m				3个门宽 4.6m*高5m	B1门: 5m*5m*2 扇; B13 门: 5m*5m	C1门: 5m*5m* 2扇 C17门: 5m*5m C18门: 3.7m*5 m*2扇	A5- A6门: 5.2m*4. 9m	正前门: 4.4m*4.8 m
货运互通 门		1-2-3-4号南至北门宽5m*高4.8m								
防火卷帘 门		1-2-3-4号南至北门宽17m*高6m								
展馆地坪	大理石	金刚砂耐磨							混凝土 (漆面)	混凝土 (大 理石面)
排水 (地 漏)	1个	52个	53个	52个	54个	40个	无	无	无	无
广播系统	46	39	36	36	40	30				
通信网络 设备	24	25	18	18	19	27				
VIP贵宾休 息室面积	东侧VIP:66㎡ L:12m W:5.5m H:3.8m 西侧VIP: 75 ㎡ L:13m W:5.77m H:3.8m	VIP1:91㎡ L:11.07m W:8.19m H:4.3m	VIP2:69㎡ L:9.75m W:7.07m H:4.3m	VIP3:74㎡ L:8.14m W:9.08m H:4.3m	VIP4:45㎡ L:8.08m W:5.59m H:4.3m					
二层会议 室面积		2-1会议室:44㎡ (L:8.3m,W:5.3m,H:3.8m) 2-2会议室: 44㎡ (L:8.3m,W:5.3m,H:高3.8m) 2-3会议室:44㎡ (L:8.3m,W:5.3m,H:3.8m) 2-4会议室:89㎡ (L:10.8m,W:8.25m,H:3.8m) 2-5会议室:46㎡ (L:8.3m,W:5.54m,H:3.7m) 2-6会议室:82㎡ (L:8.4m,W:9.76m,H:3.7m) 2-7会议室:103㎡ (L:10.5m,W:9.81m,H:3.7m) 2-8会议室:102㎡ (L:10.5m,W:9.71m,H:3.7m) 2-9会议室:107㎡ (L:10.9m,W:9.81m,H:3.7m)								
柱子 (根)							17	18	6	无
柱间距 (m)							20(柱心距 离21)	20(柱心 距离21)	20(柱心 距离21)	全无柱
柱子直径 (m)							1.2m至 1.3m	1.2m至 1.3m	1.2m至 1.3m	

Technical parameters of Hainan International Convention and Exhibition Center										
Exhibition hall	Registration hall	Hall 1	Hall 2	Hall 3	Hall 4	Hall 5	Hall 6 (B)	Hall 7 (C)	Hall 8 (A)	Greeting Hall
Floor	F1	F1	F1	F1	F1	F1	F1	F1	F1	F1
Area (m ²)	5,130m ² H: 15.41m to 17.02m	12,620m ² L: 202m W: 62.48m H: 14.73m to 21.82m	12,250m ² L: 202m W: 60.65m H: 16.43m to 24.72m	12,250m ² L: 202m W: 60.65m H: 16.86m to 22.23m	12,980m ² L: 202m W: 64.26m H: 16.93m to 20.14m	13,206m ² L: 186m W: 71m H: high area 26.4m to 22.9m low area 12.45m	13,230m ² L: 147m W: 90m H: 15m to 20m	13,950m ² L: 155m W: 90m H: 15m to 20m	5,830m ² L: 88m W: 67m H: 15m to 20m	4,850m ² L: 111m W: 43.7m H: 9m
Limit height (m)	6m									4m if there is a chandelier, or 5m for other areas
Bearing (t/m ²)	10kN/m ² (covering of air duct 2kN/m ²)	3.5kN/m ²	3.5kN/m ²	3.5kN/m ²	3.5kN/m ²	3.5kN/m ²	2kN/m ²	2kN/m ²	2kN/m ²	
Cargo entrance (W*h)	1 (Hall 1 to the lobby)	Cargo entrance for halls 1-2-3-4 six doors W 4.8m* H 5.2m				3 doors W: 4.6m* H: 5m	B1 door: 5m*5m*2 doors; B13 door: 5m*5m	C1 door: 5m*5m*2 doors; C17 door: 5m*5m; C18 door: 3.7m*5m*2 doors	A5-A6 door: 5.2m*4.9m	Front door: 4.4m*4.8m
Freight connection door		Door 1-2-3-4 south to north W: 5m*H: 4.8m								
Rollers shutter door		Door 1-2-3-4 south to north W: 17m*H: 6m								
Exhibition venue floor	Marble	Carborundum wear-resistant							Concrete (painted surface)	Concrete (marble surface)
Drainage (floor drain)	1 piece	52 pieces	53 pieces	52 pieces	54 pieces	40 pieces	None	None	None	None
Broadcasting system	46	39	36	36	40	30				
Communication network equipment	24	25	18	18	19	27				
VIP lounge area	East side VIP: 66m ² L: 12m W: 5.5m H: 3.8m West side VIP: 75m ² L: 13m W: 5.77m H: 3.8m	VIP1: 91m ² L: 11.07m W: 8.19m H: 4.3m	VIP2: 69m ² L: 9.75m W: 7.07m H: 4.3m	VIP3: 74m ² L: 8.14m W: 9.08m H: 4.3m	VIP4: 45m ² L: 8.08m W: 5.59m H: 4.3m					

F2 meeting room area	2-1 meeting room: 44m ² (L:8.3m, W:5.3m, H:3.8m) 2-2 meeting room: 44m ² (L:8.3m, W:5.3m, H:3.8m) 2-3 meeting room: 44m ² (L:8.3m, W:5.3m, H:3.8m) 2-4 meeting room: 89m ² (L:10.8m, W:8.25m, H:3.8m) 2-5 meeting room: 46m ² (L:8.3m, W:5.54m, H:3.7m) 2-6 meeting room: 82m ² (L:8.4m, W:9.76m, H:3.7m) 2-7 meeting room: 103 m ² (L:10.5m, W:9.81m, H:3.7m) 2-8 meeting room: 102m ² (L:10.5m, W:9.71m, H:3.7m) 2-9 meeting room: 107m ² (L:10.9m, W:9.81m, H:3.7m)				
Column (piece)		17	18	6	None
Column spacing (m)		20(column center distance 21)	20(column center distance 21)	20(column center distance 21)	Column-free
Column diameter (m)		1.2m to 1.3m	1.2m to 1.3m	1.2m to 1.3m	

5) 展区分布示意图

(5) Map of the Exhibition Area



3.3 展馆交通指南

3.3Traffic guide

海南国际会展中心地址：海南省海口市秀英区滨海大道 258 号

Hainan International Convention and Exhibition Center (Address: No.258 Binhai Avenue, Xiuying District, Haikou City, Hainan Province)

1、海口美兰国际机场—海南国际会展中心，距离约 41.5 公里，车程约 50 分钟，打车约 120 元；

1. Haikou Meilan International Airport-Hainan International Convention and Exhibition Center: the distance is about 41.5km, it takes about 50 minutes by car, and the taxi fare is about RMB 120;

2、海口市市区中心—海南国际会展中心，距离约 15 公里，车程约 30 分钟，打车约 45 元；

2. Downtown Haikou-Hainan International Convention and Exhibition Center: the distance is about 15km, it takes about 30 minutes by car, and the taxi fare is about RMB 45;

3、海口站—海南国际会展中心，距离约 8.6 公里，车程约 13 分钟，打车约 23 元；

3. Haikou Railway Station-Hainan International Convention and Exhibition Center: the distance is about 8.6km, it takes about 13 minutes by car, and the taxi fare is about RMB 23;

4、海口市新海港码头—海南国际会展中心，距离约 6.3 公里，车程约 12 分钟，打车约 18 元；

4. Haikou Xinhai Port Wharf-Hainan International Convention and Exhibition Center: the distance is about 6.3km, it takes about 12 minutes by car, and the taxi fare is about RMB 18;

5、海口东站（动车）—海南国际会展中心，距离约 23 公里，车程约 40 分钟，打车约 54 元；

5. The distance from Haikou East Railway Station (CRH train) to Hainan International Conference and Exhibition Center is about 23km. It takes about 40 minutes to drive from Haikou East Railway Station to Hainan International Conference and Exhibition Center. The taxi cost is about RMB 54.

6、海口南港—海南国际会展中心，距离约 7.9 公里，车程约 14 分钟，打车约 22 元；

6. Haikou Nangang-Hainan International Convention and Exhibition Center: the distance

is about 7.9km, it takes about 14 minutes by car, and the taxi fare is about RMB 22;

7、海口长途汽车西站—海南国际会展中心，距离约 14 公里，车程约 21 分钟，打车约 35 元；

7. Haikou West Coach Station - Hainan International Convention and Exhibition Center: the distance is about 14km, it takes about 21 minutes by car, and the taxi fare is about RMB 35;

8、海口秀英港—海南国际会展中心，距离约 11.2 公里，车程约 19 分钟，打车约 29 元；

8. Haikou Xiuying Port-Hainan International Convention and Exhibition Center: the distance is about 11.2km, it takes about 19 minutes by car, and the taxi fare is about RMB 29;

9、市内乘车路线：28 路/28 快，35 区间，37 路/37 快，57 路/57 快，84 路，86 路，旅游观光 1 号线，夜 4 路等开往海口火车站方向，抵达海南国际会展中心站下车。

9. Bus routes in the city: No.28/28 Express, 35A, 37/37 Express, 57/57 Express, 84, 86, Sightseeing 1, Night 4, etc. bound for Haikou Railway Station, and get off at Hainan International Convention and Exhibition Center Station.

二、展会规定

II Exhibition Regulations

1、总则

1. General

1.1 根据中华人民共和国法律法规、海口市人民政府及各有关机构的相关规定，本《展会规定》对包括但不限于安全生产、消防安全、证件管理等相关条款及要求作出了全新的修订，请参展商、搭建商及服务商严格遵守。

1.1 Pursuant to the laws and regulations of the People's Republic of China, and the relevant regulations set forth by the Haikou Municipal People's Government and relevant agencies, the *Exhibition Regulations* have made amendments to relevant clauses and requirements including but not limited to work safety, fire safety, and certificate management. Exhibitors, booth builders and service providers are required to observe the *Exhibition Regulations*.

1.2 本《展会规定》是承办单位与参展商之间签订的《参展合同》不可分割的组成部分；参展商、搭建商及服务商须遵守本《展会规定》，包括由承办单位推出的任何修订文本。

1.2 The *Exhibition Regulations* is an integral part of the *Exhibition Contract* signed between the organizer and exhibitors; exhibitors, booth builders and service providers must observe the *Exhibition Regulations*, including any amendments promulgated by the organizer.

1.3 请参展商仔细阅读本《参展手册》中有关安全生产、消防安全、文明参展等规定。如有任何不明或疑问，可在展会筹备阶段或展会现场向承办单位、展会指定服务商进行咨询。

1.3 Exhibitors are requested to carefully read the regulations of this *Exhibitor Manual* regarding work safety, fire safety, and orderly participation in the exhibition. If you have any doubts or questions, please consult the organizer and the designated service provider during the exhibition preparation stage or at the exhibition site.

1.4 参展商、搭建商及服务商在本届展会期间必须严格遵守承办单位印发或通知的各项

规定及要求,包括但不限于《搭建手册》、《展前通知》、《进馆须知》、《安全须知》、《现场通告》等。

1.4 Exhibitors, booth builders and service providers must abide by the regulations and requirements issued or notified by the organizer during this exhibition, including but not limited to *Booth Set-up Manual, Pre-exhibition Notice, Instructions for Entry into Exhibition Venue, Safety Instructions, and Site Notice*.

2、证件管理

2. Certificate management

为加强中国国际消费品博览会(以下简称“消博会”)各类证件管理,确保消博会安全、有序进行,特制定本管理办法。

To tighten the management of certificates required for the first China International Consumer Products Expo (hereinafter referred to as “Hainan Expo”) and ensure the safe and orderly Hainan Expo, management measures are hereby formulated.

2.1 管理原则

2.1 Management principles

为确保消博会证件严肃性和使用安全性,证件按照“谁邀请、谁申报、谁负责”原则进行管理,严禁“一人多证、一证多用”。

To ensure the serious and safe use of certificates for the Hainan Expo, the certificates are managed under the principle of “accountability for inviters and applicants”. “One person holding multiple certificates, or one certificate for multiple purposes” are strictly prohibited.

2.2 证件种类及使用对象

2.2 Types of certificates and holders

参展商与服务商人员证件: 证件信息包括含人员身份,是进入消博会所有会场、展馆的身份证明,须佩戴。

Personnel certificates for exhibitors and service providers: The certificate contains the identity of the personnel, and is the identity certificate required for entry into the venues and exhibition halls of Hainan Expo.

序号 No	证件类型 Certificate type	办理时间 Processing time	使用时间 Use time	内容 Description
1	参展证 Exhibitor badge	2023年2月20日 -3月20日 February 20-March 20, 2023	2023年4月1日-4月8日、 2023年4月11日-4月15日 April 1-April 8, 2023 April 11-April 15, 2023	<p>(1) 重要参展企业代表。 (1) Important exhibitors' representatives.</p> <p>(2) 各国、各省区市代表团参展商和独立参展商。 (2) Delegation exhibitors from different countries, provinces, autonomous regions, and municipalities and sole exhibitors.</p> <p>(3) 各国、各省区市、商协会等组展机构。 (3) Exhibition organizers from different countries, provinces, autonomous regions, and municipalities and business associations.</p>
2	观展证 Visitor badge	2023年2月20日 -3月20日 February 20-March 20, 2023	2023年4月11日-4月15日 April 11-April 15, 2023	<p>(1) 银行、高端地产邀请的重要客户（个人）。 (1) Important customers (individuals) invited by banks and high-end real estate developers.</p> <p>(2) 参展商邀请的采购商；自主报名的境内外企业。 (2) Purchasers invited by exhibitors; domestic and foreign enterprises who apply for participating in the event.</p> <p>3) 各国、各省市代表团政府人员、重要采购企业代表。 (3) Government personnel from the delegations of different countries, provinces and municipalities and representatives of important purchasing enterprises.</p> <p>(4) 各国、各省市代表团企业； (4) Enterprises from the delegations of different countries, provinces, and municipalities;</p> <p>(5) 各国、商协会等组团机构工作人员 (5) Staff of group participants from different countries, business associations, etc.</p>

参展商证件办理方式：**线上办理**

How to get exhibitor's credentials: **apply online**

点击中国国际消费品博览会官网 <https://www.hainanexpo.org.cn/>> 报名> 参展商登录> 登录报名系统后，在线申请展商及展台工作人员证件，可办理数量依据展位面积核定。

Please visit the official website of China International Consumer Products Expo <https://www.hainanexpo.org.cn/> >Sign Up> How to Exhibit> Exhibitors Registration. After logging in, you can apply for relevant credentials. The number of exhibitors' and booth staff's credentials will be determined based on the booth area.

展台面积 Booth area	36-49 m ²	50-99 m ²	100-399 m ²	400-799 m ²	800 m ² 以上 More than 800 m ²
证件额度 Maximum number of credentials	20 张 20	30 张 30	50 张 50	100 张 100	150 张 150

参展商证件按上述标准申办证件，证件数量在额度内免费，超出限额部分证件由海南经发局核定后按 200 元/张收取证件服务费，可通过报名系统在线电子支付方式缴纳。

参展商证件领取方式为机构自取或邮寄。

Credentials are free of charge within the maximum number. For each of the credentials in excess of the maximum number, RMB 200 will be charged as the service charge upon approval by the Hainan International Economic Development Bureau. Credential service charges can be paid online through the registration system. Exhibitors' credentials can be collected by self-pickup or mail.

机构自取地点为：海口市秀英区长滨三路 6 号海口鲁能中心-第三届中国国际消费品博览会证件中心（如下图）；在录入办证信息环节，取证方式选择邮寄，可获得免费“一证一寄”服务。

Place to receive exhibitor's credentials: The 3rd China International Consumer Products Expo **Registration and Credential Management Center** located in Haikou Luneng Center, No.6 Changbin 3rd Road, Xiuying District, Haikou (as shown in the map). In the process of entering the applying information, choose the way to pick up the documents by mail, you can get free “one certificate, one mail” service.

2.3 专业观众线上报名

2.3 Online registration for professional visitors

点击中国国际消费品博览会官网>报名>「**专业观众入口**」，登录报名系统后，在线点击**新增「团组信息」**以及填写**「团组客商信息」**办理证件。

温馨提示：自主报名的境内外企业在线申办“专业观众”证件，按照 200 元/张收取证件服务费，可通过报名系统在线电子支付方式缴纳。

如遇问题，请联系：4008-413-413

Please click China International Consumer Products Expo's official website -「Sign Up」「**Visitors Registration**」, get registered and add「**Group Information**」and fill in「**Group Merchant Information**」after login.

Reminder: Domestic and foreign enterprises that apply for “professional visitor” documents online on their own will be charged a service fee of 200 RMB per document, which can be paid electronically through the registration system.

If you have any questions, please contact

the service number: 4008-413-413

以上内容、日期等如有变化，将通过官方网站、微信公众号等方式及时发布。

The above content, dates and other changes will be released in a timely manner through the official website, WeChat public account and other channels.



3、基本规定

3. Basic regulations

3.1 展台运作

3.1 Booth operation

- 1) 展台整体布局由承办单位统一规划。如承办单位认为相应展台的布局或位置变动有利于展会，则有权对其分布做出调整。
- (1) The overall layout of booths is planned by the organizer. The organizer has the right to adjust its layout if it deems that the layout or adjustment of the booths is of benefit to the exhibition.
- 2) 展会结束前，所有的展台和展品必须处于正常展览和运转状态，不得以任何理由提前结束展览。
- (2) Before the end of the exhibition, all booths and exhibits must be in operation and in good working order, and shall not be ended ahead of schedule for any reason.
- 3) 参展商不得转让、分租其部分或全部的展台，展台实际使用者必须是与承办单位签署《参展合同》的参展单位。
- (3) Exhibitors are not allowed to transfer or sublet part or all of their booths. The actual users of the booths must be the exhibitors who have signed the Exhibition Contract with the organizer.
- 4) 展台须明显标示出参展商的企业名称及展台编号，标示内容不得违反中国法律法规及展会相关规定。
- (4) The booth must clearly bear the exhibitor's company name and booth number, and the information marked must not contravene Chinese laws and regulations as well as related regulations of the exhibition.
- 5) 展台须按照合同签订的面积清晰划分，展台结构不得超出约定的边界；如有违反，承办单位有权要求其整改并承担相关费用。
- (5) The booth must be clearly delineated according to the area stated in the contract, and the

booth structure must not cross the agreed boundaries. In case of violation, the organizer has the right to require the exhibitor to make rectification and bear the related expenses.

- 6) 参展商不得在其展台边界以外展示、悬挂或分发任何物品。商标展示：如事先未取得主办方的书面批复，不得在展台外部展示徽标或宣传品牌形象（如在裸墙或过道上打出光束或投影）。

- (6) Exhibitors are not allowed to display, hang or hand out any articles outside the boundaries of their booths. 1) Trademark display: no logo or brand image (such as light beam or projection on the bare wall or aisle) may be displayed outside the booth without prior written approval by the sponsor.

- 7) 单层展台主体结构限高 6 米（包含地台高度和悬挑造型等）。

- (7) The overall structure of a single-layered booth is limited to six meters in height (including platform height and overhang structures).

- 8) 双层展台主体结构限高 7 米，字体高度不超过 7.5 米；搭建商需向组委会递交国家一级注册结构工程师审核通过的盖章文件并提供计算书。二层展台结构设计必须稳固安全，防止出现坍塌等事故。原则上，100 m²以下不允许搭建双层展台。（注：迎宾厅限高 5 米，灯下限高 4 米）。

- (8) If the height exceeds six meters for special reasons (The height of the main structure of double-decker exhibition booths shall not exceed 7 meters, and the position of Text shall not be higher than 7.5 meters), prior consent from the Exhibition Affairs Team of the Organizing Committee and competent fire safety department must be obtained in writing first and the safety measures deemed appropriate by the Emergency Management Department of the venue and competent fire safety departments must be taken. (Note: maximum height of the Entrance Hall is five meters and maximum height under the light is four meters)

- 9) 搭建双层结构展台须提前 20 日报组委会展务组审图，审核通过后方可进场搭建。

- (9) to set up a double-layered booth, the drawing must be submitted to the Exhibition

Affairs Team of the Organizing Committee 20 days in advance for review.

- 10) 原则上, 二层展台面积不得超过一层展台面积的 1/3, 如有特殊要求 (最大不能超过一层展台面积的 1/2), 须事先书面征得组委会展务组和相关职能部门同意, 并采用相关职能部门认为适当的安全措施。
- (10) In principle, the area of the second floor of the booth shall not exceed that of the first floor by 1/3. For special requirements (it shall not exceed the area of the first floor by 1/2 at the most), exhibitors must obtain prior written consent from the exhibition affairs team and the relevant functional unitst and adopt safety measures deemed appropriate by the relevant functional units. The second floor must be of a stable and safe structure to prevent accidents such as collapse. In principle, a two-story booth less than 100m² is not allowed.
- 11) 所有展台须保证完整性及美观性, 同时符合承办单位及相关部门的质量标准和安全标准; 如有违反, 承办单位有权要求其整改并承担相关费用。
- (11) All booths must be complete and aesthetically pleasing, and also comply with the quality standards and safety standards laid down by the organizer and related departments. In case of violation, the organizer has the right to require the exhibitor to make rectification and bear the related expenses.
- 12) 不得利用相邻展台的墙板作为自己的墙板, 相邻展台搭建高度不一致的, 展台高出部分应由参展商或其搭建商予以美化处理。
- (12) It is not allowed to use the panel wall of an adjacent booth as your own panel wall. If adjacent booths have different heights, the excessive part of the booth should be treated by the exhibitor or their booth builder.

3.2 展品演示

3.2 Exhibit demonstration

- 1) 参展商须确保其展品均是自身生产、合法代理或经销的产品，其展品、展位设计、宣传品不侵犯他人知识产权；若出现知识产权纠纷的，按照《中国国际消费品博览会知识产权保护方案》处理。

(1) Exhibitors are required to ensure that they are the producer, legal agent or distributor of their exhibits, and their exhibits, booth design, and promotional materials should not infringe upon the intellectual property rights of others. Any disputes over intellectual property are solved according to the China International Consumer Products Expo Plan on the Protection of Intellectual Property Rights.
- 2) 参展商不得直接或间接展示、宣传与企业自身产品服务无关的材料，不得进行违反中国法律或公序良俗的行为，也不得在展览场地以任何形式陈列、展示、宣传任何其他展会的资料或为其进行任何形式的宣传活动。违反中国法律法规和展会举办地政府相关法规和规定的，参展商应依法承担相应的法律责任。

(2) Exhibitors are not allowed to display or promote, directly or indirectly, materials unrelated to their own products and services, perform acts that violate Chinese laws or public order and good customs, or display and promote any materials on other exhibitions in any form, or perform any form of publicity events at the exhibition venue. Exhibitors who violate Chinese laws and regulations or relevant local laws and regulations shall bear corresponding liability in accordance with the law.
- 3) 严禁展示、发放与展会主题或展品范围不相符的宣传资料，包括但不限于海报、文件、影视或视听作品等。

(3) It is forbidden to display and hand out promotional materials inconsistent with the theme of the exhibition or the scope of exhibits, including but not limited to posters, documents, film and television works or audio-visual works.
- 4) 如展会现场涉及机械类展品需动态演示的，参展商须提前向组委会展务组提交有关于动态展品演示的详细材料，获组委会展务组书面批准后方可进行。具体请详见附表《动态展品演示申请表》。

- (4) If mechanical exhibits require dynamic demonstration at the exhibition venue, the exhibitor must submit detailed materials on the demonstration of dynamic exhibits to the exhibition affairs team in advance, and can only perform demonstration after obtaining the written approval of the exhibition affairs team. For details, please refer to the attached table Application Form for Dynamic Demonstration of Exhibits.
- 5) 参展商须确保任何参与展示的机械设备由专业人员操作。在无专业人员监管的情况下, 不可进行涉及机械类展品的动态演示活动。
- (5) Exhibitors must ensure that any machinery or equipment as exhibits are operated by professionals. Dynamic demonstrations involving mechanical exhibits are not allowed in the absence of professional supervision.
- 6) 参展商须确保其所有可运转的机器均配有安全装置, 且安全装置仅在机器被切断电源后方可移走。
- (6) Exhibitors must ensure that all working machinery is equipped with safety devices, which can only be removed after the machinery is powered off.
- 7) 机械设备的出风口、排气口不得面向相邻展台或人行通道: 如展品演示过程中产生噪音、热量、气体和烟尘等污染或可能干扰展会进行的, 应做好防护措施。
- (7) The air outlets and exhaust outlets of machinery equipment must not be directed at adjacent booths or passageways: protective measures should be taken if noise, heat, gas, smoke and other pollution caused during the demonstration of exhibits may interfere with the exhibition.
- 8) 进行切割切削、激光等易产生明火、高温、人体伤害的危险展品演示时, 必须配备并安装符合中国相关部门质量标准的防护罩, 并安排专业人员操作且按规定配备灭火器。
- (8) When performing a dangerous demonstration of exhibits that easily cause open flames, high temperatures, and human injury such as cutting and laser use, protective cover in line with the quality standards established by relevant Chinese government bodies

- must be equipped and operated by professional personnel, and fire extinguishers must be equipped in accordance with regulations.
- 9) 确保在演示、使用电子、无线通讯、卫星传输设备时均获得了组委会展务组和当地相关政府管理部门的许可，并遵守演示的规定。
- (9) Exhibitors ensure that exhibitors have obtained permission from the exhibition affairs team and relevant local government administration departments when demonstrating and using electronic, wireless communication, and satellite transmission equipment, and observe the demonstration regulations.
- 10) 所有展示车辆需根据承办单位和展馆的指定路线,凭相关车证入场;在未经允许的时间内,展示车辆不得在展馆内随意行驶;所有进入展馆的各类展示车辆的油箱油量不得超过5%,如有违反则不得驶入。
- (10) All exhibition vehicles enter the venue along the route designated by the organizer and the exhibition venue on presentation of relevant vehicle permits; exhibition vehicles are not allowed to drive in the exhibition venue outside the permitted hours; the remaining oil capacity on any type of exhibitions entering the exhibition hall must not exceed 5% of the oil tank capacity. Otherwise, vehicles are not allowed inside the venue.
- 11) 参展商或其他单位不得私自通过各种网络设备和手段(包括但不限于无线 Wi-Fi, iBeacon, BLE, NFC 等)收集、使用展会现场的个人信息(包括电子信息)。
- (11) Exhibitors or other units are not allowed to privately collect and use personal information (including electronic information) at the exhibition venue through various network equipment and means (including but not limited to Wi-Fi, iBeacon, BLE, and NFC).

3.3 现场活动申报

3.3 Application for on-site activity

1) 可申办活动主体

1. Subjects that can apply for activities

第三届中国国际消费品博览会（以下简称第三届消博会）相关参与方可成为配套现场活动申办主体，包括：组委会成员等单位，国际组织，参展国别（地区），参展商，采购商，各省、自治区、直辖市、计划单列市及新疆生产建设兵团，招商招展合作单位，消博会合作支持单位，主流媒体，海南省直部门、市县、园区相关单位等。

The relevant participants of the 3rd China International Consumer Products Expo (hereinafter referred to as the 3rd Hainan Expo) can become the main body of applying for on-site activities, including: members of the Organizing Committee and other units, international organizations, countries and regions, exhibitors, purchasers, domestic provinces, autonomous regions, municipalities, cities under separate state planning, and Xinjiang Production and Construction Corps, investment and exhibition cooperation units, Hainan Expo cooperation and support units, mainstream media, Hainan provincial departments, cities and counties, zones and other relevant units.

2) 活动类型

2. Type of activities

为有效发挥配套活动服务展会的功能作用，加强规划统筹，2023 消博会市场化活动分为以下类别：

In order that supporting activities serve the exhibition and planning and coordination are effectively carried out, the supporting activities of the first Hainan Expo fall into the following categories:

（一）新品展示类。支持参展企业举办新产品发布会、新服务展示、品牌推介等活动，将消博会打造成为新品首发地。

(1) New product display. Exhibitors are supported to hold new product launches, new service demonstrations, brand promotion and others to make Hainan Expo the place

where new products are first launched.

(二) 采购对接类。支持参展商、采购商、各交易团、消博会合作单位、支持单位等举办采购对接、签约仪式等活动，促进供需采购。

(2) Procurement matching. Support exhibitors, buyers, trading groups, Hainan Expo's cooperative units, supporters, etc. to hold procurement matching, signing ceremonies and so on to facilitate supply and demand matching.

(三) 国别推介类。支持参展国别及相关贸易投资促进机构举办重点国别合作交流、国别产品说明会、贸易投资推介等活动。

(3) Country-specific promotion. Countries participating in the exhibition and relevant trade and investment promotion agencies are supported to hold events such as cooperation exchange meetings between key countries, country-specific product presentations and trade & investment promotion.

(四) 行业推介类。支持重点行业举办自贸港相关行业新机遇论坛等活动。

(4) Industry promotion. Key industry associations are supported to organize events such as forums on new opportunities presented by free trade ports.

(五) 其他类别。除以上类型活动外，配套活动还包括其他类型，如专题推介会、时装走秀、现场体验互动、餐会酒会、文艺活动等。

(5) Other categories. In addition to the foregoing, supporting activities include theme presentations, fashion shows, on-site interaction, banquets and cocktail parties and entertainment.

3) 申办流程

3) Application process

按照相关主体申办、统一排期、细化实施、优化服务的思路，统筹组织配套活动。

Supporting activities are coordinated according to the concept of exhibitor application, unified scheduling, implementation, and optimized services.

(一) 登录中国国际消费品博览会官方网址 (<https://www.hainanexpo.org.cn/>)，进入全

球消费论坛--配套现场活动页面，点击活动申办页面进入申办登录入口，注册账号后（已有账号直接登录）完善保存机构信息。点击我要办活动，进入活动申请页面，按要求填写相关活动信息，信息全部填写完成后下载《活动申办表》并按要求加盖主办单位印章，或出具主办单位同意主办证明文件。活动由多个主办方共同主办的，主办单位须依次盖章或出具同意共同主办的证明文件。完成后须回传已加盖印章的扫描件或同意主办的证明文件，提交审核。（详请可参见“活动申办操作指南”）

(1) Log in to China International Consumer Products Expo's official website (<https://www.hainanexpo.org.cn/>), visit the "Global Consumer Forum - Forum Activities" page, click the Activity Application login icon, register an account (directly log in if you have an account already), fill in and save your information. Click "I want to apply for an activity" and enter the "Activity Application" page. Fill in relevant activity information as required. After all the information is completed, download the *Activity Application Form*, and affix the sponsor's stamp to it as required, or provide a document certifying that the sponsor agrees to host the activity. If the activity is sponsored by more than one sponsors, the sponsors must affix their stamps in turn or issue a document proving that they agree to host the activity jointly. After that, the stamped scanned copy or the documents proving the consent to host the activity must be submitted for review. (For details, please refer to the "Activity Application Manual")

（二）联系人及联系方式

Contacts

申报单位 Applicant	负责部门 Department in charge	联系人 Contact	联系电话 Contact number
国际参展商、招商招展合作单位 International exhibitors and business& exhibition cooperation	会展合作部 Conference and Exhibition Department	曲先生 Mr. Qu	17386831777
采购商 Purchaser	投资促进一部 Investment Promotion	曹女士 Ms. Cao	18268840054

	Department I		
主流媒体 Mainstream media	信息宣传部 Information Publicity Department	余女士 Ms. Yu	18844547669
国际组织，组委会成员等单位，参展国别（地区），各省、自治区、直辖市、计划单列市及新疆生产建设兵团，消博会合作支持单位，海南省直部门、市县、园区相关单位 International organizations, members of the Organizing Committee, participating countries (regions), provinces, autonomous regions, municipalities directly under the Central Government, cities specifically designated in the state plan, Xinjiang Production and Construction Corps, partners of China International Consumer Products Expo, Hainan provincial departments, cities, counties, and relevant industrial parks.	会展活动部 Department of Exhibition Cooperation	黄女士 Ms. Huang	13519899544

4) 相关要求

4. Relevant requirements

(一) 活动构成。

对标国际国内一流博览会，按照配套活动以会促展的功能定位，坚持主题契合、突出重点、高品位、安全可控等要求，结合场馆资源情况，将活动总量控制在一定规模。对相关单位借势举办的商业性营利活动，原则上不予安排。

(1) Activity composition.

In line with the international and domestic first-class exhibitions, the total number of activities is controlled as appropriate to suit the positioning of supporting activities to serve the exhibition based on the requirements such as conformity with the expo theme, focus on key points, high quality, safety, and controllable events, with consideration to the venue resources. In principle, commercial profit-making activities held by related

units will not be arranged.

(二) 监督管理。

按照“谁主办、谁负责”的原则，落实配套活动主体责任。主办方要加强对配套活动内容、嘉宾邀请、观点言行的提前审查和现场监测，制定完善应急预案；按照相关法律法规要求，依法向公安等部门报备，消除安全隐患。

(2) Supervision and management. In accordance with the principle of “the sponsor is the responsible party”, the accountability of the sponsors for supporting activities is implemented. The event sponsors shall carry out the advance review and on-site monitoring of the content of supporting activities, guests invited, formulating emergency plans. They shall report to the public security and other departments according to relevant laws and regulations to remove potential safety hazards.

(三) 统筹排期。

根据各方活动申办实际情况，按程序审核，统筹排期情况。排期情况确定后，各活动主办方与海南国际经济发展局对接，签署合同、会场服务等事宜。根据活动总体安排，适时按要求上传更新活动议程，细化活动方案，稳步组织实施相关活动。

(3) Coordination and scheduling.

Considering the actual situation of activities applied, the scheduling will be reviewed and coordinated according to the procedure. After the scheduling is set, the sponsors will connect Hainan Provincial Bureau of International Economic Development to sign contracts and discuss venue services and other matters. According to the overall arrangement of the event, the sponsors shall upload the updated agenda of the event as required in due time, refine the plan, and steadily organize and implement the related activities.

(四) 截止日期。

以上相关活动申办流程于 2023 年 3 月 10 日截止。

(4) Deadline for application.

The application for the relevant activities above closes on March 10, 2023.

3.4 特殊物品、禁限带物品进馆

3.4 Entry of special items and prohibited/restricted items into the exhibition venue

- 1) 特殊物品泛指空压机、润滑油、柴油等丙类油品、惰性气体、助燃或可燃气体的等。参展商须严格按照要求填写、办理特殊物品进馆申请表，确保信息完整、准确，获承办单位书面批准后方可带入展馆内，同时做好特殊物品进馆后的现场安全管理工作。具体请详见附件《特殊物品进馆申请表》。
 - (1) Special items generally refer to air compressors, lubricating oil, Class-C oils such as diesel, inert gases, combustion-supporting or combustible gases, etc. Exhibitors must fill out the application form for entry of special items in accordance with the requirements and ensure that the information is complete and accurate. Such items can only be brought into the exhibition venue with written approval from the organizer. At the same time, the on-site safety management of special items should be carried out. For details, please refer to the attached table Application Form for Entry of Special Items.
 - 2) 禁带物品是指违反中国法律法规的物品；限带物品是指虽然不违反中国法律法规，但可能影响海南国际会展中心安全和运营秩序，不得带入的物品。展品中如有刀具等涉及禁、限带物品的，参展商要在展品进入海南国际会展中心前以书面形式（包括展品种类数量、入场时间、安全管理措施等）向组委会展务组申报。具体请详见附件：《禁限带物品须知》。
 - (2) Prohibited items refer to items that contravene Chinese laws and regulations; restricted items refer to items that do not contravene Chinese laws and regulations but may compromise safety and operation order at the Hainan International Convention and Exhibition Center, and are not allowed inside the center. If the exhibits include prohibited or restricted items such as knives, exhibitors must report to the exhibition affairs team in writing (including the number of exhibits, entry time, safety management measures) before the entry of exhibits into the Hainan International Convention and Exhibition Center. For details, please refer to the annex Instructions

on Prohibited and Restricted Items.

- 3) 对于经批准后准予带入展馆内的特殊物品或禁限带物品，使用或存放过程中的相关风险、责任仍由参展商承担。
- (3) For special items or prohibited/restricted items that are permitted inside the exhibition venue, the risks and responsibilities for the use or storage of such exhibits shall still be borne by the exhibitor.

3.5 展场布置

3.5 Exhibition venue layout

- 1) 展馆的地面承重能力具体请详见本《参展手册》中“基础设施”，展品操作或演示时如有垂直振动部件的，应做好减震、防震措施。
- (1) Details of the ground load-bearing capacity of the exhibition venue are shown in the Infrastructure part of this Exhibitor Manual. Shock-absorbing and shockproof measures should be taken if exhibits contain vertical vibration parts during the operation or demonstration.
- 2) 展品不得借力或倚靠展馆的固定设施设备和结构；展馆地沟、地井的取电口和立式电柜大门必须确保得以正常开启。
- (2) Exhibits shall not rely on the fixed facilities and structures at the exhibition venue; the electricity outlets of the ground trenches and wells and vertical electric cabinet's doors at the exhibition venue must be kept in working order.
- 3) 不得在展馆地面、墙面等位置使用钉子、胶水等材料粘贴、悬挂装饰物及海报等。
- (3) It is not allowed to use materials such as nails and glue to stick or hang decorations and posters on the ground, walls or other areas of the exhibition venue.
- 4) 不得在展馆内、外场地使用 T 艇、气球、无人机等空中悬停装备。
- (4) It is not allowed to use T-boats, balloons, UAVs and other aerial equipment inside or near the exhibition venue.
- 5) 严禁在未经采取防漏保护的措施下使用污水、沙土、泥炭、苔等类似材料参与搭建及展

示，以防粘污展馆固定设施设备。

- (5) It is forbidden to use sewage, sandy soil, peat, moss and similar materials to build booths or for exhibition purposes without taking preventive measures, in order to prevent damage to fixed facilities and equipment at the exhibition venue.
- 6) 严禁使用含碳酸钙的地毯；严禁使用双面海绵胶或其他难以清除的材料铺设地毯；必须使用不燃或难燃的环保地毯及布制双面胶。
- (6) It is forbidden to use calcium carbonate-containing carpets, and to use double-sided blown-sponge or other materials that are difficult to remove for carpeting. It is required to use non-flammable or fire-retardant environmentally friendly carpets and double-sided cloth tape.
- 7) 结构中如有玻璃装饰或搭建的展台，必须确保施工及安装牢固，并在可视的高度设有醒目标识，以防造成人员伤亡。
- (7) If the glass is used for decoration or booth construction, it must be built and installed securely, and eye-catching signs are placed at a visible height to prevent injury.

3.6 损坏赔偿

3.6 Compensation for damage

- 1) 参展商及其委托的服务商如未能遵守展会规定所造成展馆固定设施、租用设备、地面、墙面等财物损坏或其他人员的人身损害，须承担相关赔偿责任。
- (1) Exhibitors and their entrusted service providers shall be liable for compensation if they fail to comply with the exhibition regulations and cause damage to the fixed facilities, rented equipment, ground, walls and other property of the exhibition venue, or cause personal injury.
- 2) 参展商及其委托的服务商如未能遵守展会规定所造成无法正常开通或及时维修展馆设施设备的，须承担相关赔偿责任。
- (2) Exhibitors and their entrusted service providers shall be liable for compensation if the facilities and equipment of the exhibition venue cannot be opened or repaired in a timely manner due to their failure to comply with the exhibition regulations.

3.7 摄影及录像

3.7 Photography and video recording

- 1) 未经承办单位书面批准，参展商不可携带大型专业摄影器材入场；禁止参展商使用无人机、摇臂摄像机等进行摄录。
(1) Exhibitors are not allowed to use large professional photographic equipment in the exhibition venue without written approval from the organizer. Exhibitors are prohibited from using UAVs, crane cameras, etc. for recording purposes.
- 2) 参展商如需在展会现场摄影或录像的，不得侵犯展会承办单位、其他参展商以及其他任何第三方合法享有的知识产权以及其他相关权益，不得扰乱展会秩序。
(2) Exhibitors who take photos or record videos at the exhibition venue for their needs shall not infringe upon the intellectual property rights and other related rights lawfully enjoyed by the expo organizer, other exhibitors and any other third parties, and shall not disturb order at the exhibition venue.

3.8 音量控制

3.8 Volume control

展会规定各展台进行展品演示或其他相关活动时的设备运转音量最大为 60 分贝，允许在短时间内超过上限 10-20 分贝；获得承办单位批准的特别演出，允许在短时间内超过上限 20 分贝。如中国法律法规或其他规范标准有相关规定的，以其规定为准。

It is stipulated that the maximum sound volume of operating equipment during exhibit demonstrations or other activities at the booths is 60 decibels, and 10-20 decibels above the upper limit is only allowed within a short period of time; more than 20 decibels above the upper limit is allowed within a short period of time for special performances approved by the expo organizer. If Chinese laws, regulations or other specifications and standards contain relevant provisions, such provisions shall prevail.

3.9 展场清洁

3.9 Cleaning of the exhibition venue

- 1) 展会期间，展馆公共区域的清洁工作由承办单位负责。参展商须做好自身展台区域内的清洁工作，包括展台内部及展品的清洁（不含施工搭建垃圾），请在每天闭馆离开前将垃圾放置于展馆门外垃圾存放点。

(1) During the expo, the organizer is responsible for cleaning public areas of the exhibition venue; exhibitors are responsible for cleaning their own booth areas, including the inside of the booth and exhibits (excluding booth construction waste). Please place the waste at the dumping ground outside the exhibition venue before leaving the exhibition venue every day.
- 2) 废弃液体、餐饮排污及非常温液体等须倾倒在展馆指定地点或自备的密闭容器内，不得在展馆室内外展沟、地沟、卫生间洗脸池或水池内倾倒任何垃圾，如有违反，参展商或其搭建商将承担由此造成地污染清理、水管堵塞等费用，以及承担相应的行政处罚和由此产生的其他相关责任。

(2) Waste liquids, catering waste and liquids not at room temperature, etc. must be left at the designated place of the exhibition venue or self-provided airtight container, and no waste shall be placed at the exhibition trench, ground trench, bathroom sink or pool inside or outside the exhibition venue. Exhibitor or their booth builders in violation of the regulations shall bear the costs of resulting cleanup, treatment of blocked water pipes, etc., as well as corresponding administrative penalties and other related resulting responsibilities.
- 3) 展会期间如需额外清洁服务的，可提前向承办单位申请。具体请详见附表《临时保洁申请表》。

(3) Exhibitors that require extra cleaning services during the exhibition can apply to the organizer in advance. For details, please refer to the attached table Application Form for Temporary Cleaning.

3.10 货品存储

3.10 Storage of goods

存储或运输展品的各类箱体及包装材料不得存储在展馆内部，参展商须预先通过展会指定的主场运输服务商安排、存放上述物品。

Boxes and packaging materials for storing or transporting exhibits shall not be kept in the exhibition venue; exhibitors must arrange the transportation service provider designated by the expo organizer to store the aforesaid items.

3.11 安全保卫

3.11 Security

- 1) 展会期间请妥善保管好展品及个人财物，手提电脑等重要物品，建议使用防盗锁，谨防失窃；如有遗失、被盗，及时告知承办单位。
- (1) During the exhibition, please keep safe the exhibits, as well as personal belongings, laptops and other important products. It is recommended to use anti-theft locks; in case of any loss or theft, inform the organizer in a timely manner.
- 2) 请在每日闭馆前对贵重展品及物品采取有效地保护措施。
- (2) Please take effective measures to protect valuable exhibits and items before leaving the exhibition venue every day.
- 3) 参展商如需额外配备安保人员的，应填写申请，经组委会展务组审核、批准后予以派驻，相关费用由参展商自行承担。具体请详见附表《临时保安申请表》。
- (3) Exhibitors who need extra security personnel should fill out an application form. Security personnel is dispatched after the application is reviewed and approved by the organizer, with the relevant expenses borne by the exhibitor. For details, please refer to the attached table Application Form for Temporary Security Service.

3.12 责任及保险

3.12 Liability and insurance

- 1) 为保障展会期间安全，参展商须为其工作人员、财产等投保同时责成其委托的服务商购

买有关人身、财产等保险。否则，参展商须自行承担相关责任及损失。

- (1) To ensure safety during the exhibition, exhibitors must take out insurance for their staff, property, etc., and at the same time instruct their entrusted service providers to take out relevant personal and property insurance. Otherwise, exhibitors shall bear the relevant responsibilities and losses.
- 2) 参展商须为其参展的展品购买全程运输保险及财产保险，包括从出发地到展台（含展期）再回至出发地。
- (2) Exhibitors must take out comprehensive transportation insurance and property insurance for their exhibits, including from the place of departure to the booth (including the exhibition period) and back again.
- 3) 参展商应投保公众责任险，时效建议是从参展商、搭建商及服务商进入展馆起，到其所有人员、展品和财物从展馆撤出为止。
- (3) Exhibitors should take out public liability insurance. The insurance period is recommended to run from the entry of exhibitors, booth builders and service providers into the exhibition venue to the withdrawal of all personnel, exhibits and property from the exhibition venue.

3.13 最终未能参展

3.13 Failure to participate in the exhibition

参展商签署《参展合同》后，未征得承办单位书面同意退出参展或未能参展的，已缴纳的展位费用以及其他费用概不退还，且承办单位有权将相应的展位转给第三方。承办单位因此承担额外费用的，参展单位应赔偿。

If an exhibitor quits the exhibition or fails to participate in the exhibition without written consent of the organizer after signing the Exhibition Participation Contract, the booth charges and other fees paid already will not be refunded and the organizer is entitled to transfer the exhibitor's booth to a third party. The exhibitor shall compensate for any additional costs incurred by the organizer.

3.14 知识产权保护

3.14 Protection of intellectual property rights

展会将设立“知识产权保护与商事纠纷处理服务中心”，提供知识产权相关的法律服务和
其他与展会相关的法律服务。

The Intellectual Property Protection and Commercial Dispute Resolution Service Center
is set up to provide legal services related to intellectual property rights and the
exhibition.

知识产权保护注意事项

Matters for attention regarding the protection of intellectual property rights

- 1) 如果参展商已在中国海关就参展项目的知识产权进行了备案，请及时将进境货物收货人
信息加入合法使用人名单，以便参展品顺利通关。如展品已取得知识产权，请携带产权
证书或其他证明材料。
- 1) If the exhibitor has filed with the China Customs regarding intellectual property rights
of the exhibits, the information on the consignee of the imported goods should be
added to the list of lawful users in a timely manner to facilitate the customs clearance
of exhibits. If intellectual property rights have been obtained for the exhibits, please
bring along the property rights certificate or other evidentiary materials.
- 2) 参展商应在展前和展中加强对其展品、展位设计、包装、广告宣传材料及其他任何展示
部分的自查自纠，防止侵犯他人知识产权。若因知识产权侵权而遭到相关部门处理或相
关权利人主张权利的，应按中华人民共和国法律法规自行承担损失和赔偿责任。
- 2) Exhibitors should carry out self-examination and self-correction regarding their
exhibits, booth design, packaging, promotional materials and any others for display
before and during the exhibition to prevent infringement of the intellectual property
rights of a third party. Should the exhibitor be punished by the relevant authorities or
relevant right holders claim rights regarding the infringement of intellectual property
rights, the exhibitor shall be liable for losses and compensation as per the laws and
regulations of the People's Republic of China.

- 3) 展会期间, 未经允许不得对他人展品拍照、录像或以其他方式记录、复制展品的关键技术特征。展台设计、展板、图纸的著作权等同时受到相关法律保护。
- 3) It is not allowed to take photos, record videos or record or copy in other ways the key technical features of the exhibits of others without permission during the exhibition. The copyright on booth design, display boards, drawings, etc. is also protected by relevant laws.
- 4) 如使用音乐, 参展商须依法获得授权或办理许可。
- 4) Exhibitors are required to obtain authorization or apply for the permit in accordance with the law for the use of music.
- 5) 参展商应遵守《中国国际消费品博览会知识产权保护方案》。如遇到知识产权纠纷, 请及时联系现场联合监管工作组, 并配合工作人员工作。
- 5) Exhibitors shall comply with the China International Consumer Products Expo Plan on the Protection of Intellectual Property Rights. In case of disputes over intellectual property, please contact the on-site joint regulatory working group in a timely manner and cooperate with the staff.
- 6) 未经展会承办单位书面同意, 任何参展商、服务商、供应商等不得使用展会承办单位或展会的标识、展会名称(含中英文)、宣传口号、吉祥物形象等。
- 6) Without the written consent of the expo organizer, no exhibitor, service provider, supplier, etc. shall use, inter alia, the expo organizer's or exhibition's logo, exhibition name (including Chinese and English), publicity slogan, and image of mascot.

3.15 不可抗力

3.15 Force majeure

由于地震、台风、水灾、火灾、战争、瘟疫、社会骚乱、罢工、示威游行、恐怖活动或威胁、进口限制政府干预及其他承办单位不可预见、不可克服并对其发生和后果不能防止或避免的事件, 使展会不能如期举办的, 或如期举办将使履行成本过高, 因此取消展会或延迟展会时间的, 承办单位将在该事件发生后立即通知参展单位。在上述情况下,

若展会取消，承办单位将会把实际收取的参展费用全额无息退还至参展单位付款账户，无须承担其他任何违约责任。

If the exhibition cannot be held as scheduled, or the scheduled holding of the exhibition is too costly and thus the exhibition will be canceled or postponed due to earthquake, typhoon, floods, fire, war, epidemic, social unrest, strike, demonstration, terrorist activities or threats, restrictions of import, government intervention, and other unforeseeable and insurmountable events whose occurrence and consequences cannot be prevented or avoided, the organizer will notify the exhibitors promptly after the said event occurs. If the exhibition is canceled under the above circumstances, the organizer will refund in full the participation fee actually received to the exhibitors' payment accounts without interest, without bearing any other liability for breach of contract.

3.16 展品运输

3.16 Transport of exhibits

展品运输的车辆、时间及路线安排均由展会指定的主场运输服务商提供，相关服务请参展商提前联系主场运输服务商。如因未使用展会指定的主场运输服务商而造成延误、服务差错或纠纷，承办单位不承担任何责任和损失。具体请详见《展品运输手册》。

The vehicles, time and route planning for the transport of exhibits are provided by the transport service provider designated by the expo organizer. For services, exhibitors should contact the transport service provider in advance. If exhibitors do not engage the designated transport service provider and cause delays, service problems or disputes, the organizer shall not bear any liability or loss. For details, please refer to *Transport of Exhibits* in this Manual.

3.17 最终解释权

3.17 Final interpretation right

承办单位保留对本《参展商手册》的最终解释权。

The organizer reserves the final interpretation right regarding this *Exhibitor Manual*

三、特装展台设计、搭建及报馆

III Design, construction and application for special booth

1、配套设施租赁

1. Lease of supporting facilities

1.1 水、电、设施租赁

1.1 Water, electricity and facilities leasing

- 1) 展台如需配套用水、电、设施租赁的，参展商须在 **2023 年 3 月 14 日** 之前向组委会展务组提交申请。为确保展台用电安全，防止电气火灾事故发生，由展馆方统一提供智慧安全电箱租赁服务（展台搭建商自带二级电箱**及超出部分电缆线**），并负责该电箱的拆装工作。**请详见报馆系统提交下单。**
- (1) If water, electricity, and facility leasing is required for the booth, the exhibitor must file an application with the exhibition affairs team of the Organizing Committee before March 14,2023. To ensure the safe use of electricity and prevent electrical fire accidents at the booths, the exhibition authorities provide unified smart and safe electric box leasing service (booth builder provides their own secondary distribution box and the extension part of the cable), and are responsible for the dismantling and installation of the distribution box. **For details, refer to the registration system where you can place an order.**
- 2) 展台如需 24 小时供电的，搭建商须在 **2023 年 3 月 14 日** 之前向组委会展务组提交申请。**请详见报馆系统提交下单。**
- (2) If the booth requires a 24-hour power supply, the exhibitor must file an application with the exhibition affairs team before March 14,2023. **For details, refer to the registration system where you can place an order.**
- 3) 搭建商申请动力箱时，须在 **2023 年 3 月 14 日** 之前向组委会展务组提交申请。**请详见报馆系统提交下单。**

- (3) For the application for the power control box, exhibitors must file an application with the exhibition affairs team before March 14, 2023. For details, refer to the registration system where you can place an order.
- 4) 如搭建商对压缩空气有特殊要求或超过 1.6m³/min 的, 建议搭建商自带空压机并在 2023 年 3 月 14 日之前向组委会展务组提交申请。具体请详见附表:《特殊物品进馆申请表》。
- (4) If exhibitors have special requirements or over 1.6m³ /min for compressed air, it is recommended that exhibitors bring their own air compressor and file an application with the exhibition affairs team before March 14, 2023. For details, please refer to the attached table: *Application Form for Entry of Special Items*.

1.2 网络、电话租赁

1.2 Internet access and telephone facilities leasing

展台如需配套用网络、电话设施租赁的, 搭建商须在 2023 年 3 月 14 日之前向组委会展务组提交申请, 现场不接受申报。为进一步加强展会网络安全工作, 承办单位特拟定网络安全管理须知, 请详见报馆系统提交下单。

If the booth requires internet access and telephone facilities, the exhibitor must file an application with the exhibition affairs team before March 14, 2023. On-site application is not processed. To ensure network security during the exhibition, the organizer specially formulates the instructions on network security management. For details, refer to the registration system where you can place an order.

1.3 展具租赁

1.3 Exhibition appliance leasing

参展商如需租赁展具, 请在 2023 年 3 月 14 日之前向组委会展务组提交申请, 具体请详见报馆线上流程线上商品预定。现场申请可能无法满足需求。

If exhibitors need to rent exhibition appliances, please file an application with the exhibition affairs team before March 14, 2023. For details, please refer to the online

product reservation during the online booth construction application. On-site application may not meet your demands.

1.4 临时保洁

1.4 Temporary cleaning service

参展商如需临时保洁，请在 **2023 年 3 月 14 日** 之前向组委会展务组提交申请，具体请详见附表《临时保洁申请表》。

If exhibitors require a temporary cleaning service, please file an application with the exhibition affairs team before March 14, 2023. For details, please refer to the attached table *Application Form for Temporary Cleaning*.

1.5 临时保安

1.5 Temporary security

参展商如需临时保安，请在 **2023 年 3 月 14 日** 之前向组委会展务组提交申请，具体请详见附表《临时保安申请表》。

If exhibitors require temporary security service, please file an application with the exhibition affairs team before March 14, 2023. For details, please refer to the attached table *Application Form for Temporary Security*.

2、特装展台设计及搭建

2. Special booth design and setup

2.1 特装搭建服务商

2.1 Special booth setup service providers

为全面加强展会特装展台的安全生产管理工作，确保展台搭建、拆除及展期维护严格遵守承办单位及展馆的相关安全生产的规定与要求，承办单位特别推荐了多家资质良好、经验丰富、管理严格的特装施工服务商，以供展商自行选用，承办单位不负责为参展单位推荐具体的特装施工服务商。具体请详见附件 8《特装搭建服务商推荐名单》或消博会官方网站。

To comprehensively ensure the safety of special booths during the exhibition, and

ensure compliance with the relevant work safety regulations and requirements of the organizer and the exhibition venue authorities during booth construction, dismantling and exhibition maintenance, the organizer recommends several qualified, experienced and well-trained special booth construction service providers for exhibitors to choose from. The organizer is not responsible for recommending specific construction service providers for exhibitors. For details, please refer to the annex Special Booth Service. For details, refer to Annex 8 *List of Recommended Special Booth Setup Service Providers* or China International Consumer Products Expo's official website.

如需自带特装施工服务商，参展商须在 2023 年 3 月 4 日之前向承办单位提出书面申请，具体请详见附表：《自带特装展台搭建申请表》。若申请通过，参展商或其自带特装施工服务商须签署搭建施工安全责任书，并在 2023 年 3 月 14 日之前向所在展区的组委会展务组提交。另在接到申请通过通知后 10 日内，由参展商或其自带的特装施工服务商向承办单位缴纳 15 万元（人民币）诚信保证金。

If the exhibition engages its own special booth construction service provider, the exhibitor must file a written application with the organizer before March 14, 2023. For details, please refer to the attached table *Application Form for Self-designated Special Booth Construction Service Provider*. If the application is approved, the exhibitor or their special booth builder must sign and submit the letter on liability for construction safety to the respective exhibition affairs team before March 14, 2023. For details, please refer to the attached table Letter on Liability for Construction Safety. Moreover, the exhibitor or their own special booth builder shall pay an integrity deposit of RMB 150,000 to the organizer within 10 days upon receiving the notification on the approved application.

2.2 特装展台展商须知

2.2 Instructions for exhibitors using special booths

- 1) 根据消防安全规定，为确保展台的安全性，所有展台的搭建必须由专业的具有资格认证

的搭建商完成。

- (1) To ensure booth safety, the building of all booths must be carried out by a professional and certified booth builder according to the firefighting regulations.
- 2) 展厅主通道只允许搭建单层展台，限高 6 米。主通道展台原则上须确保四个面无遮挡，不得对同一视觉面上的相邻展台造成视线阻碍，搭建结构不得超过展台深度的 1/2。
- (2) Only single-storey booths with a height limit of 6 meters may be set up along the main aisle in the exhibition hall. In principle, booths along the main aisle must be free from covering on their all four sides and they may not obstruct the view of neighboring booths on the same visual surface. The booth structure set up cannot exceed 1/2 of the depth of the booth.
- 3) 展位搭建不得超出规定的相应功能区域，超出规定边界的违规搭建将被要求拆除，由此产生的后果由参展商、搭建商自行承担。
- (3) The booths built shall not exceed the specified corresponding functional areas. The booths exceeding the specified boundaries will be required to be dismantled, with the resulting consequences borne by the exhibitors and booth builders.
- 4) 展位搭建的设计须符合各相关专业技术准则的要求（如安全用电、消防、结构、给排水等）。
- (4) The design of booths must meet the requirements of relevant specialized technical standards (such as safe use of electricity, fire protection, structure, water supply and drainage).
- 5) 单层展台主体结构限高 6 米（包含地台高度和悬挑造型等）。
- (5) The overall structure of a single-layered booth is limited to six meters in height (including platform height and overhang structures).
- 6) 双层展台主体结构限高 7 米，字体高度不超过 7.5 米；搭建商需向组委会递交国家一级

注册结构工程师审核通过的盖章文件并提供计算书。二层展台结构设计必须稳固安全，防止出现坍塌等事故。原则上，100 m²以下不允许搭建双层展台。（注：迎宾厅限高 5 米，灯下限高 4 米）。

- (6) If the height exceeds six meters for special reasons (The height of the main structure of double-decker exhibition booths shall not exceed 7 meters, and the position of Text shall not be higher than 7.5 meters), prior consent from the Exhibition Affairs Team of the Organizing Committee and competent fire safety department must be obtained in writing first and the safety measures deemed appropriate by the Emergency Management Department of the venue and competent fire safety departments must be taken. (Note: maximum height of the Entrance Hall is five meters and maximum height under the light is four meters)
- 7) 搭建双层结构展台须提前 20 日报组委会展务组审图，审核通过后方可进场搭建。
- (7) to set up a double-layered booth, the drawing must be submitted to the Exhibition Affairs Team of the Organizing Committee 20 days in advance for review.
- 8) 原则上，二层展台面积不得超过一层展台面积的 1/3,如有特殊要求（最大不能超过一层展台面积的 1/2），须事先书面征得组委会展务组和相关职能部门同意，并采用相关职能部门认为适当的安全措施
- (8) In principle, the area of the second floor of the booth shall not exceed that of the first floor by 1/3. For special requirements (it shall not exceed the area of the first floor by 1/2 at the most), exhibitors must obtain prior written consent from the exhibition affairs team and therelevant functional units and adopt safety measures deemed appropriate by the erelevant functional units. The second floor must be of a stable and safe structure to prevent accidents such as collapse. In principle, a two-story booth less than 100m² is not allowed.
- 9) 展位木质结构单跨跨度限制在 4 米以内，钢结构和钢木混合结构（包括内衬钢质方筒、

铁架)单跨结构限制在6米以内,成型钢网架跨度可根据其截面可适当放宽,但最大不得超过10米。

- (9) The single span of the wooden structure of the booth is limited to less than four meters, and the single span of steel structure and steel-wood structure (including the inner steel square tube and iron support) is limited to less than six meters. The span of the formed steel truss can be appropriately widened according to the cross profile, but should not exceed ten meters at the most.
- 10) 相邻展台之间若背板高度在限高范围内但高度不统一情况下,不允许搭建结构外露,需用洁净的白色物料进行覆盖遮掩。
- (10) If the back panels between adjoining booths are within the height limit but vary in height, the structure is not allowed to be exposed. It shall be covered with clean white materials.
- 11) 展品及其他大件物品运出展馆后,应当及时运离红线范围,禁止在红线范围内堆放。违反本规定造成堵塞的物品,将被强制清走,违反者将承担由此产生的一切相关费用。
- (11) Exhibits and other bulk items should be kept far away from the red lines in a timely manner after leaving the exhibition venue. Items that block the roads in violation of this regulation will be removed, with all related expenses borne by the violator.
- 12) 参展商、搭建服务商必须依据国家相关法律、法规,采取必要的安全防范措施,配置必要的劳动防护用品,保障展位施工人员人身安全。
- (12) Exhibitors and building service providers must take necessary safety measures in accordance with relevant national laws and regulations, and provide necessary labor protection supplies to ensure the personal safety of construction personnel.
- 13) 特装展位结构性不可以做全封顶设计。
- (13) The structure of special booths shall not contain a full-coverage ceiling.

四、展会服务

IV Exhibition Service

1、特装搭建服务商推荐名单

1. List of Recommended Booth Builders for Special Booth

为更好地为参展商提供服务,确保展会特装展台设计装修的质量及安全生产管理工作顺利进行,经过评选,特推荐一批特装搭建服务商,供参展商选择。具体的特装施工服务商请详见附件 8《特装搭建服务商推荐名单》或到消博会官网 > 服务 > 特装服务栏查询。(排名不分前后)

In order to provide better services to exhibitors and guarantee the quality and work safety of special booths' design and decoration, a number of special booth setup service providers are recommended for exhibitors. For details, refer to Annex 8 *List of Recommended Special Booth Setup Service Providers* or go to China International Consumer Products Expo's official website > Services > Special Booth Setup Service column for inquiries. (In no particular order).

2、保险服务

2. Insurance service

太平财产保险有限公司

Taiping General Insurance Co., Ltd

中国太平保险集团作为中央直管的四大国有金融保险集团之一,历经 90 多年的发展,培养了一支专业素养高、敬业精神强的员工队伍。集团总部位于香港,是中国保险业国际化经营水平与服务经验最为丰富的保险企业。基于对消博会海外参展商多、国际化特点突出,为海南自贸港战略提供助力与支持考虑,与消博会进行战略合作,并由太平财产保险有限公司为消费品博览会提供展览会责任险、财产一切险、畅无忧(隔离津贴版)等保险服务,各种相关保障均可通过来电咨询。

As one of the four major state-owned financial insurance groups under the central government, Taiping General Insurance has cultivated a staff team of high professional quality and dedication over the ninety years. With the headquarter located in Hongkong, the company has

high international management capability and rich service experience. The number of companies attending China International Consumer Products Expo is great and many of them are from countries all over the world. To show our support to Hainan Free Trade Port Strategy, Taiping General Insurance decided to collaborate with the Expo, providing insurances services including exhibition liability insurance, property insurance, and carefree (quarantine allowance version). Please contact us for more information on any related insurance.

序号 N0.	联系人 Contact	手机 Telephone	邮箱 E-mail
1	夏广鑫 XIA Guangxin	86-13359555666	haixiagx@tpi.cntaiping.com

3、酒店服务

3. Hotel service

为保障本次消博会参展企业的住宿需求，组委会筛选一批展馆周边酒店，供参展商选择，酒店具体详情见附件7《酒店服务列表》或消博会官网 > 服务 > 酒店服务栏查询。

链接: <https://www.hainanexpo.org.cn/services/43.html>

In order to satisfy the accommodation demands of exhibitors participating in the China International Consumer Products Expo, the Organizing Committee recommends a number of hotels around the venue to exhibitors. Details of the hotels are shown in Annex 7 *List of Hotels* or go to China International Consumer Products Expo's official website > Services > Hotel Service column for inquiries.

URL: <https://www.hainanexpo.org.cn/services/43.html>

4、展具租赁服务

4. Exhibition Appliance Rental Service

(展具类别、收费标准详情见搭建报馆系统)

(The type of exhibition tools and charge are detailed in the booth construction application system)

5、翻译服务

5. Translation service

北京中外翻译咨询有限公司

Beijing Chinese-Foreign Translation & Information Service Co., Ltd

简称中外翻译，成立于 1983 年，是中国外文局下属国有企业、中国译协理事单位，专注于翻译事业、专心于服务体验、专业于定制行业解决方案，致力于打造融通中外的“翻译国家队”。中外翻译前身是中国翻译工作者协会（现中国译协）翻译服务部，办公机构设在中国外文局。凭借数十年积累的翻译工作经验、翻译人才资源和中国外文局主管的中国译协的行业优势，中外翻译赢得了广大政府机构、社会团体、大型企业、跨国公司、国际组织和个人用户的普遍信任，在业内确立了良好的声誉。

Beijing Chinese-Foreign Translation & Information Service(CTIS): established in 1983, it is a state-owned enterprise affiliated to CIPG and a council member of TAC. Focusing on the translation cause, devoted to the service experience, and being professional in customizing solutions, it commits itself to function as the “National Translation Team” to connect China and the outside world. Based in CIPG, CTIS’s predecessor was the Translation Service Department of TAC. Thanks to its translation experience accumulated for decades, talent resources and industrial advantages of TAC in the charge of CIPG, CTIS has won the general trust of the clients, and has established a good reputation in the industry.

序号 No.	联系人 Contacts	手机 (Tel):	邮箱 E-mail:
1	江旭 (Xu Jiang)	86-13901267824	xu.jiang@ctis-cn.com
2	王璇 (Xuan Wang)	86-13611230687	xuan.wang@ctis-cn.com
3	车明皓(Minghao Che)	86-18301506725	minghao.che@ctis-cn.com
4	李国庆 (Guoqing Li)	86-13136133136	guoqing.li@ctis-cn.com
5	孙传芳 (Chuanfang Sun)	86-15910777312	chuanfang.li@ctis-cn.com

6、餐饮服务

6. Catering services

待定

7、礼仪、模特服务

7. Etiquette and model Services

待定

8、摄像、摄像服务

8 .Photography Services

待定

9、临时保洁服务

9. Temporary Cleaning Services

如需保洁相关服务，请自行联系以下公司，商定相关业务

If you need cleaning services, please contact the following companies to negotiate relevant business.

序号 No.	公司名称 Company' s name	联系人 Contact	手机 Mobile
1	东方环球（海南）国际会展 中心运营管理有限公司	陈柏翰 Chen,bohan	86-13322022400

10、临时安保服务

10. Temporary Security Services

待定

五、附件

V Annexes

附件 1 《展位使用管理及违规处理办法》

Annex 1: Measures for Booth Management and Violation Handling

为加强中国国际消费品博览会（以下称消博会）展位使用管理，打击违规转让或转租（卖）展位以及在展馆内无正式参展证明或游动式销售涉嫌三无、假冒伪劣商品的行为，规范展览秩序，特制定本办法。

These measures are formulated to strengthen the management of booths at the China International Consumer Products Expo (hereinafter referred to as Hainan Expo), crack down on illegal transfer or re-lease (sale) of booths, as well as acts of selling fake and shoddy commodities and those without production date, quality certification or manufacturer in the exhibition venue without a formal certificate of participation or in a mobile way, and maintain order in the exhibition venue.

1、展位使用的要求

1. Requirements for the Use of Booths

第一条 展区划分为：旅居生活、服务消费、时尚精品、高端食品保健品、时尚生活、国际综合、双循环买全球、国内省市自治区以及国货精品展区。

Article 1 The Exhibition areas are divided into: Lifestyle & Outdoor, Service & Consumption, Fashion Products, Food, Supplement & Beverage, Fashion Life, International Products, E-Commerce & Duty Free, Premium Brands of Chinese Provinces, Municipalities, and Autonomous Regions

第二条 消博会展位仅限审核通过，并获得当届《消博会展位确认书》的企业（以下简称“参展企业”）使用。

Article 2 The booth of Hainan Expo can only be used by enterprises that have gained the approval and obtained the *Confirmation Letter for Using the Booth of Hainan Expo*

(hereinafter referred to as the exhibitors).

第三条 参展企业须按参展实名制，以实际使用者的名义如实在消博会相关管理系统进行备案登记，按消博会规定使用展位，并承担相应的责任。

Article 3 The exhibitors shall, in accordance with the real-name registration system, truthfully record and register in the relevant management system of Hainan Expo in the name of the actual users, use the booths in accordance with the regulations of Hainan Expo, and bear the corresponding responsibilities.

第四条 消博会严禁违规转让或转租（卖）展位。实际使用者须与展位楣板标明的参展企业一致。参展企业保证严格遵守本办法，不得以任何形式转让或转租（卖）展位，对因违规转让或转租（卖）展位引起的一切后果负完全责任。

Article 4 It is strictly prohibited to transfer or re-lease (sell) booths in violation of regulations. The actual users must be consistent with the exhibitors indicated on the booth lintel board. The exhibitors pledge to strictly abide by these measures, not to transfer or re-lease (sell) the booth in any form, and take full responsibility for all consequences caused hereby if they do so.

第五条 参展企业指定专人负责展位的使用。各参展企业在展会期间须带《消博会展位确认书》原件，以备消博会展位检查组现场查验。

Article 5 Exhibitors shall designate a person to take charge of using the booths. During the exhibition, all exhibitors shall bring the original Confirmation Letter for Using the Booth of Hainan Expo for on-site inspection by the booth inspection team of Hainan Expo.

第六条 展位负责人须为该展位参展企业正式工作人员，并具有消博会核发的当届参展商证。

Article 6 The person in charge of the booth shall be a full-time employee of the exhibitor, and shall have the valid exhibitor certificate issued by Hainan Expo.

第七条 展览期间参展企业展位负责人在岗，并配合展位检查组对展位使用情况进行检查。

Article 7 During the exhibition, the person in charge of the booth of the exhibitor shall be

on duty and cooperate with the booth inspection team in booth inspection.

第八条 联营参展时，展位楣板上只列明参展企业名称，同时必须具备包括联营（供货）单位信息的参展证明。参展企业不得以任何名义向联营（供货）单位收取超出正常展位费的任何费用。

Article 8 If associates participate in the exhibition, only the name of the exhibitor shall be listed on the booth lintel board, and the participating certificate including the information of the associate (supplier) shall be provided. The exhibitors shall not charge any fees exceeding the normal booth fees from the associate (supplier) in any name.

第九条 严禁参展商在大会规定的展览期间（4月11日-4月15日，每天9:00开馆至17:00闭馆）提前撤展；如有特殊情况需提前撤展的，须向展位检查组提前申报、审核备案，并办理相关展品放行。

Article 9 It is strictly prohibited for exhibitors to withdraw the exhibition in advance during the exhibition period specified by Hainan Expo (from April 11 to April 15, from 9:00 to 17:00 every day); in case of extraordinary circumstances, the exhibitor shall report to the booth inspection team in advance, and withdraw exhibits after approval.

第十条 参展商展样品必须符合所在展区设定的展品范围，不得展出与本展区无关联的商品。

Article 10 The exhibits must be within the specific scope set by the exhibition area where they are displayed, and any exhibit irrelevant to the exhibition area shall not be displayed.

第十一条 消博会展务会务部牵头组成消博会展位检查组，负责对违规转让或转租（卖）展位情况进行现场检查；参展企业须完全接受由展位检查组实施的对展位使用管理情况的现场检查和监管。

Article 11 The exhibition affairs department of Hainan Expo shall take the lead in forming a booth inspection team, which shall be responsible for on-site inspection of the illegal transfer or re-lease (sale) of booths; the exhibitors shall fully accept the on-site inspection and supervision on the use of booths by the booth inspection team.

2、违规使用展位的认定

2. Violations in Use of Booths

第十二条 存在以下情况的，视为违规转让、转租（卖）展位的行为（以下简称“倒卖展位”）。

Article 12 Any of the following circumstances shall be deemed as an act of illegal transfer or re-lease (sale) of booths (hereinafter referred to as “reselling booths”).

1. 以非参展商单位的名义对外签约。

1. Sign contracts in the name of non-exhibitor units.

2. 在展位内派发非参展单位名称的名片、宣传资料。

2. Distribute business cards and publicity materials with the names of non-exhibitors in the booths.

3. 展位内参展人员无正式参展证。

3. There is no formal exhibition certificate for exhibitors of the booths.

4. 参展企业无法提供与消博会备案登记企业信息资料相符的参展证明或其他证明材料。

4. The exhibitor cannot provide the exhibitor certificate or other certifications consistent with the enterprise information registered in the Hainan Expo system.

5. 展位实际使用与参展证明或楣板不符。

5. The booth has not been used in a way consistent with the participating certificate or the lintel board.

6. 参展商展样品不符合所在展区设定的展品范围或展出与本展区无关联的商品。

6. The exhibits of the exhibitors are not included in the specific scope of exhibits set by the exhibition area or the exhibits displayed are irrelevant to the exhibition area.

7. 以任何方式将展位转让、转租（卖）。

7. Transfer, re-lease (sell) the booth in any way.

8. 经消博会展位检查组确认的其他违规转让或转租（卖）展位行为。

8. Other illegal transfer or re-lease (sale) of booths confirmed by the booth inspection team of Hainan Expo.

第十三条 存在以下情况的，视为在展馆内无正式参展证明或游动式销售涉嫌三无、假冒伪劣商品的行为（以下简称“展虫”）。

Article 13 Any of the following circumstances shall be deemed as an act of selling fake and shoddy commodities and those without production date, quality certification or manufacturer in the exhibition venue without a formal participating certificate or in a mobile way (hereinafter referred to as “exhibition insects”).

1. 展位内无法出示参展证明。

1. No participating certificate in the booth.

2. 未经大会确认、许可,占用室内、外展场公共区域进行游动售卖的行为。

2. Occupy the public area of the indoor and outdoor exhibition venues for mobile sales without the confirmation and permission of the Hainan Expo.

3. 涉嫌出售、展出三无产品和假冒伪劣商品。

3. Sell and display fake and shoddy commodities and those without production date, quality certification or manufacturer.

第十四条 存在以下情况的，视为扰乱展览秩序的行为。

Article 14 Any of the following circumstances shall be deemed as acts of disturbing the order of the exhibition.

1. 未向消博会展务组申请占道派发非大会正式宣传品或流动群体性宣传行为。

1. Occupy the passage to distribute non-official publicity materials or conduct group publicity in a mobile way without applying to the exhibition affairs group of the Hainan Expo.

2. 展位内音响设备在宣传时超过 60 分贝以上，影响其他展位正常洽谈的行为。

2. The sound equipment in the booth exceeds 60 decibels during publicity, which affects the normal negotiation of other exhibits.

3. 展品超展位区域范围的摆放行为。

3. Place exhibits outside the exhibition area.

3、违规使用展位的处理流程

3. Measures for Violations in Use of Booths

第十五条 对倒卖展位的处理

Article 15 Measures for Handling Acts of Reselling Booths

1. 经展位检查组现场确认，填写《消博会违规展位查处确认单》（以下简称《违规查处确认单》），并报展位检查组负责人核准签字后，没收相关参展企业人员参展证件。

1. Confiscate the exhibition certificates of relevant exhibitors upon on-site confirmation by the booth inspection team, completion of the *Confirmation Form of Penalties for Violations in Using the Booths of Hainan Expo* (hereinafter referred to as the *Confirmation Form*) with approval and signature of the head of the booth inspection team.

2. 由展位检查组将《违规查处确认单》报展务会务部主管领导审批后：

2. After the booth inspection team submits the *Confirmation Form* to the competent leader of the exhibition affairs department for approval:

1) 通知相关违规展位参展企业于当日闭馆后，进馆自行将展位内展品清出展馆。

(1) Notify the relevant exhibitors to clear the exhibits in the booth out of the exhibition hall by themselves after the exhibition is closed that day.

2) 通知违规企业所属交易团（或组展机构）到场监督该展位内展品清理工作。

(2) Notify the trading group (or exhibition organization) to which the relevant exhibitors belong to attend the exhibition venue to see about the cleaning of the exhibits in the booth.

3) 通知所在区域主场承建单位以展板围蔽的方式封闭展位。

(3) Notify the main contractor in the venue to enclose the booth with the exhibition board.

3. 首次违规倒卖展位的参展企业记入违规准黑名单，违规企业处罚结果通知其所属交易

团（或组展机构）。

3. The exhibitors that illegally resell booths for the first time shall be recorded in the blacklist-to-be, and the penalties of these exhibitors shall be notified to the trading group (or exhibition organization) to which they belong.

4. 累计两届违规倒卖展位的参展企业，取消其自下届消博会起连续两届的参展资格，列入违规黑名单，报大会证件中心在处罚期内不予办理参展证件。处罚结果通知其所属交易团（或组展机构），并在消博会官方网站通报。

4. The exhibitors who have illegally resold booths for two consecutive sessions will be disqualified from participating in the exhibition for two consecutive sessions since the next Hainan Expo, listed in the blacklist of violations, and reported to the certificate center of Hainan Expo which will not give exhibition certificates to them within the suspension period. The penalties will be notified to the trading group (or exhibition organization) to which it belongs, and shall be reported on the official website of Hainan Expo.

第十六条 对“展虫”的处理

Article 16 Measures for Eliminating “Exhibition Insects”

经展位检查组现场确认，填写《违规展位查处确认单》，并报展位检查组负责人核准签字后：

Upon on-site confirmation by the booth inspection team, completion of the *Confirmation Form* with approval and signature of the head of the booth inspection team:

1. 没收相关人员参展证件，登记身份证件信息，相关违规人员由保安人员护送出场馆，并将其身份信息报大会证件中心，取消其进出本届消博会展馆的资格。

1. The exhibition certificates of relevant exhibitors will be confiscated, and their ID information will be registered. These violators will be escorted off the venue by

security staff, and their ID information will be reported to the certificate center of Hainan Expo, and they are disqualified to enter the exhibition venue of Hainan Expo.

2. 暂扣其现场售卖、展出商品。

2. Temporarily detain their exhibits and commodities for sale.

3. 对相关违规销售、展出涉嫌三无、假冒伪劣商品的，由展位检查组移交有关工商部门处理。

3. Those who illegally sell fake and shoddy commodities and those without production date, quality certification or manufacturer shall be handed over by the booth inspection team to the relevant industrial and commercial departments.

第十七条 对扰乱展览秩序的处理

Article 17 Measures for Disturbance of Exhibition Order

1. 对首次违规行为，给予口头和书面警告，并责令其停止违规行为。

1. Verbal and written warnings shall be given to the first-time violator who shall observe the order to stop the violation.

2. 对再次违规行为，暂扣其相关参展证件，责令展位负责人到大会展位检查组办公室，作出书面检查，保证不再发生类似违规行为。

2. In case of any further violation, the relevant exhibition certificates shall be temporarily withheld, and the person in charge of the booth shall go to the office of the booth inspection team to write a self-review to ensure that no similar violation will occur again.

4、加强参展源头管理，建立监控机制

4.Reinforce the Management of Exhibitors and Establish a Monitoring Mechanism

第十八条 参展企业在展览现场，须持《消博会展位确认书》原件，以备展位检查组在展览期间随时查验。

Article 18 At the exhibition venue, the exhibitors shall carry the original *Confirmation*

Letter for Using the Booth of Hainan Expo for on-site inspection by the booth inspection team of Hainan Expo at any time during the exhibition.

第十九条 参展商展样品开展后原则上不得运进展馆。确有特殊情况的，须到消博会展务组开具《消博会展览期间展样品进馆证明》，经消博会展务组审核盖章后，报展馆门禁放行。

Article 19 In principle, the exhibits shall not be transported into the exhibition venue after the exhibition is opened. In case of any special circumstances, the exhibitors shall apply to the exhibition affairs group of Hainan Expo for the *Entry Certificate of Exhibits During the Exhibition Period of Hainan Expo*. Upon approval by the exhibition affairs group, they shall show the sealed certificates to the entrance guard to enter the exhibition venue.

第二十条 由展位检查组会同会展中心共同监管展馆仓储区，对展览期间相关参展企业大量展样品进出仓储区的，实行严格监管放行制。

Article 20 The booth inspection team shall jointly supervise the storage area of the exhibition venue with the convention and exhibition center, and reinforce supervision on exhibits entering and leaving the storage area on a large scale during the exhibition period.

第二十一条 本办法具体问题由展务会务部负责解释。

Article 21 All rights reserved with the exhibition affairs department of Hainan Expo.

第二十二条 本办法自公布之日起执行。

Article 22 These measures shall be implemented as of the date of issue.

附件 2 《中国国际消费品博览会知识产权保护方案》

Annex 2: Intellectual Property Protection Program of China

International Consumer Products Expo

为确保中国国际消费品博览会知识产权保护工作的顺利进行,根据我国《展会知识产权保护办法》及《知识产权海关保护条例》的相关规定,现制订中国国际消费品博览会知识产权保护方案如下:

In order to ensure the smooth progress of intellectual property protection of China International Consumer Products Expo, and in accordance with the relevant provisions of *Measures for the Protection of Intellectual Property Rights During Exhibitions* and *Regulations on Customs Protection of Intellectual Property Rights*, the intellectual property protection program of China International Consumer Products Expo is hereby formulated as follows:

1、总则

I. General Principles

- 1) 展会依法维护知识产权权利人的合法权益。展会有关部门在招商招展时,加强对参展方有关知识产权的保护和对参展项目(包括展品、展板及有关宣传资料等)的知识产权状况的审查。
(1) The Expo protects the legitimate rights and interests of intellectual property rights holders according to law. The relevant departments of the Expo will strengthen the protection of intellectual property rights of exhibitors and the review of intellectual property rights of participating projects (including exhibits, exhibition boards and related publicity materials) when inviting investment and inviting exhibitions.
- 2) 参展方应当合法参展,不得侵犯他人知识产权,并应对知识产权保护部门或司法部门的调查予以配合。
(2) Exhibitors shall participate in the Expo legally, shall not infringe upon the intellectual property rights of others, and shall cooperate with the investigation by the intellectual

property protection department or judicial department.

2、投诉机构

2. Complaint Organization

- 1) 展会设立知识产权保护和法律服务部门，作为展会知识产权投诉机构，由展会主办方、知识产权、市场监管及海口海关等部门人员组成，负责对展会期间知识产权保护的协调、监督、检查、维护展会的正常交易秩序。

(1) An Intellectual Property Protection and Legal Service Department is set up at the Expo. As an intellectual property complaint organization, it is composed of exhibition organizers and personnel from intellectual property, market supervision, Haikou Customs and other departments, and is responsible for coordinating, supervising and inspecting intellectual property protection and maintaining the normal transaction order during the Expo.

- 2) 知识产权保护和法律服务部将请海南省当地相关知识产权保护部门派人员进驻展会现场，依法对侵权案件进行处理。同时，海口海关将派员进驻展会现场监管、抽查知识产权状况。

(2) The Intellectual Property Protection and Legal Services Department will invite relevant local intellectual property protection departments in Hainan Province to send personnel to the exhibition site to handle infringement cases according to law. At the same time, Haikou Customs will send personnel to the exhibition site to supervise and spot check the status of intellectual property rights.

- 3) 展会知识产权投诉机构主要职责：

(3) Main responsibilities of the intellectual property complaint organization

A 接受知识产权权利人的投诉，暂停涉嫌侵犯知识产权的展品在展会期间展出。

A. Accept complaints from intellectual property rights holders and suspend exhibits suspected of infringing intellectual property rights during the Expo;

B 将有关投诉材料移交相关知识产权保护部门；对于尚未办结海关手续的货物物品，移交海口海关办理。

B. Transfer the complaint materials to the relevant intellectual property protection

department; hand over the goods that have not completed customs formalities to Haikou Customs for handling;

C 协调和督促投诉的处理。

C. Coordinate and supervise the response to complaints;

D 对展会知识产权保护信息进行统计和分析。

D. Conduct statistics and analysis on the intellectual property protection information of the Expo.

3、投诉处理

3. Response to Complaints

1) 知识产权权利人可以向展会知识产权投诉机构投诉，也可直接向知识产权保护部门投诉。权利人向投诉机构投诉的，应当提交以下材料：

(1) Intellectual property rights holders may file a complaint to the Expo ' s intellectual property complaint organization or directly to the intellectual property protection department. Where a right holder files a complaint to the complaint organization, the following materials shall be submitted:

A 合法有效的知识产权权属证明；

A. Legal and valid intellectual property ownership certificate;

B 涉嫌侵权当事人的基本信息；

B. Basic information of the suspected infringing party;

C 涉嫌侵权的理由和证据；

C. Reasons and evidence for suspected infringement;

D 委托代理人投诉的，应提交授权委托书。

D. If an agent is authorized to file the complaint, a power of attorney shall be submitted.

2) 投诉人提交虚假投诉材料或其他因投诉不实给被投诉人带来损失的，应当承担相应法律任。

- (2) If the complainant submits false complaint materials or causes losses to the complainee due to false complaints, the complainant shall bear the corresponding legal liabilities.
- 3) 展会知识产权投诉机构在收到符合规定的投诉材料后, 应于 24 小时内将其移交至知识产权行保护部门。
- (3) After receiving the complaint materials in compliance with the regulations, the Expo' s intellectual property complaint organization shall hand them over to the intellectual property protection department within 24 hours.
- 4) 地方知识产权保护部门受理投诉或者处理请求的, 应当通知展会主办方, 并及时通知被投诉人或者被请求人。
- (4) When accepting a complaint or handling a request, the local intellectual property protection department shall notify the exhibition organizer and notify the complainee or respondent in time.
- 5) 在处理侵犯知识产权的投诉或者请求程序中, 地方知识产权保护部门可以根据展会的展期指定被投诉人或者被请求人的答辩期限。
- (5) In the process of handling complaints or requests for infringement of intellectual property rights, the local intellectual property protection department may designate the complainee or respondent' s reply deadline according to the exhibition period.
- 6) 被投诉人或者被请求人提交答辩书后, 除非有必要作进一步调查, 地方知识产权保护部门应当及时作出决定并送交双方当事人; 被投诉人或者被请求人逾期未提交答辩书的, 不影响地方知识产权保护部门作出决定。
- (6) After the complainee or the respondent submits the reply, unless it is necessary to make further investigation, the local intellectual property protection department shall make a decision in time and deliver it to both parties. If the complainee or the respondent fails to submit the reply within the time limit, it will not affect the decision of the local intellectual property protection department.
- 7) 展会结束后, 知识产权保护部门应当及时将有关处理结果通告展会主办方。展会主办方应当

做好展会知识产权保护的统计分析工作，并将有关情况及时报展会管理部门。

- (7) After the exhibition, the intellectual property protection department shall notify the exhibition organizer of the relevant results in response to the complaint. The exhibition organizer shall conduct a statistical analysis of intellectual property protection properly and report the relevant situation to the exhibition management department in time.

4、法律责任

4. Legal Liability

- 1) 对涉嫌侵犯知识产权的投诉，地方知识产权保护部门认定侵权成立的，应会同会展管理部门依法对参展方进行处理。
- (1) In respect of a complaint involving suspected infringement of intellectual property rights, if the local intellectual property protection department determines that the infringement is established, it shall, in conjunction with the exhibition management department, deal with the involved exhibitor according to law.
- 2) 对涉嫌侵犯发明或者实用新型专利权的处理请求，地方知识产权保护部门认定侵权成立的，应当依据专利法第十一条第一款关于禁止许诺销售行为的规定以及专利法第五十七条关于责令侵权人立即停止侵权行为的规定作出处理决定，责令被请求人从展会上撤出侵权展品，销毁介绍侵权展品的宣传材料，更换介绍侵权项目的展板。
- (2) In respect of a request for a response to suspected infringement of the patent right for invention or utility model, if the local intellectual property protection department determines that the infringement is established, it shall make a decision in accordance with Paragraph 1 under Article 11 of the Patent Law on prohibited offering for sales and Article 57 of the Patent Law on ordering the infringing party to stop the infringement immediately, and order the respondent to withdraw the infringing exhibits from the exhibition, destroy the publicity materials introducing the infringing exhibits and replace the display boards introducing the infringing items.
- 3) 对涉嫌侵犯外观设计专利权的处理请求，被请求人在展会上销售其展品，地方知识产权保护

部门认定侵权成立的,应当依据专利法第十一条第二款关于禁止销售行为的规定以及第五十七条关于责令侵权人立即停止侵权行为的规定作出处理决定,责令被请求人从展会上撤出侵权展品。

- (3) In respect of a request for a response to suspected infringement of the design patent right, if the local intellectual property protection department determines that the infringement is established when the respondent sells the concerned exhibits at the exhibition, it shall make a decision in accordance with Paragraph 2 under Article 11 of the Patent Law on prohibited sales and Article 57 on ordering the infringing party to stop the infringement immediately, and order the respondent to withdraw the infringing exhibits from the exhibition.
- 4) 在展会期间假冒他人专利或以非专利产品冒充专利产品,以非专利方法冒充专利方法的,地方知识产权保护部门应当依据专利法第五十八条和第五十九条规定进行处罚。
- (4) The local intellectual property protection department shall impose penalties on those who pass off others' patents or pass off non-patented products as patented products or pass off non-patented methods as patented methods during the exhibition in accordance with the provisions of Article 58 and Article 59 of the Patent Law.
- 5) 对有关商标案件的处理请求,地方工商行政管理部门认定侵权成立的,应当根据《商标法》《商标法实施条例》等相关规定进行处罚。
- (5) In respect of a request for a response to a trademark case, if the local administrative department for industry and commerce determines that the infringement is established, it shall impose penalties in accordance with the Trademark Law, the Regulations for the Implementation of the Trademark Law and other relevant provisions.
- 6) 对侵犯著作权及相关权利的处理请求,地方著作权行政管理部门认定侵权成立的,应当根据著作权法第四十七条的规定进行处罚,没收、销毁侵权展品及介绍侵权展品的宣传材料,更换介绍展出项目的展板。
- (6) In respect of a request for a response to the infringement of copyright and other relevant

rights, if the local copyright administration department determines the infringement is established, it shall, in accordance with the provisions of Article 47 of the Copyright Law, impose penalties, confiscate and destroy the infringing exhibits and the publicity materials introducing the infringing exhibits, and replace the display boards introducing the exhibited items.

- 7) 请求人除请求制止被请求人的侵权展出行为之外, 还请求制止同一被请求人的其他侵犯知识产权行为的, 地方知识产权保护部门对发生在其管辖地域之内的涉嫌侵权行为, 可以依照相关知识产权法律法规以及规章的规定进行处理。
- (7) Where the claimant requests putting a stop to the infringing exhibition of the respondent as well as other intellectual property infringements by the same respondent, the local intellectual property protection department may deal with the suspected infringements within its jurisdiction in accordance with relevant intellectual property laws, regulations and rules.
- 8) 参展方侵权成立的, 展会管理部门可依法对有关参展方予以公告。参展方连续两次以上侵权行为成立的, 展会主办方应禁止其参加下一届展会。
- (8) If an infringement by an exhibitor is established, the exhibition management department may make an announcement to the exhibitor concerned according to law. If an exhibitor commits more than two consecutive infringements, the organizer shall ban the exhibitor concerned from the next exhibition.

附件 3 《中国国际消费品博览会商事纠纷防范与投诉处理办法》

Annex 3: Measures for Prevention of Commercial Disputes and Handling of Complaints of China International Consumer Products Expo

- 1、为协调解决中国国际消费品博览会（以下称“消博会”）参展单位与采购商之间产生的商事纠纷，维护展会秩序，保护交易各方的合法权益，根据中华人民共和国相关法律法规和消博会相关管理规定，制定本办法。
1. These Measures are formulated in accordance with the relevant laws and regulations of the People's Republic of China and the relevant regulations on the administration of China International Consumer Products Expo (hereinafter referred to as "Hainan Expo") for the purpose of coordinating and resolving the commercial disputes between exhibitors and purchasers, maintaining the order of the exhibition and protecting the legitimate rights and interests of all parties involved in the transaction.
- 2、本办法适用于消博会企业商业展的参展单位与采购商之间产生的商事纠纷（以下称“商事纠纷”）的防范及投诉与处理。
2. These Measures apply to the prevention of commercial disputes and handling of complaints between exhibitors and purchasers in the trade and business exhibition of the Hainan Expo.
- 3、消博会的参展单位和采购商在协商达成交易意向及订立、履行合同时，应当遵循公平、自愿、平等和诚实信用原则。
3. Exhibitors and purchasers attending the Hainan Expo shall follow the principles of fairness, voluntariness, equality and good faith when reaching a transaction intention and concluding and performing the contract through negotiation.
- 4、展会方建议参展单位与采购商达成交易意向后应签订书面合同，明确合同标的、数量、质量、价款或报酬、履行期限、地点和方式、违约责任以及争议解决方法等条款内容。合同内容应明确、具体、完整，以防范风险，及时解决纠纷。
4. The exhibition organizer suggests that exhibitors and purchasers should sign a written

contract after reaching a transaction intention, specifying the contract object, quantity, quality, price or remuneration, the time limit, place and method of performance, liability for breach of contract and method of dispute resolution. The contents of the contract should be clear, specific and complete to prevent risks and solve disputes in time.

- 5、 参展单位与采购商出现商事纠纷的，展会方鼓励双方通过友好协商的方式解决。双方经协商仍无法解决的，可按照本办法规定提出投诉并请求处理，或依照双方约定的争议解决方法处理。
5. If there is any commercial dispute between exhibitors and purchasers, the exhibition organizer encourages both parties to solve it through friendly negotiation. If the dispute fails to be solved through negotiation between both parties, they may file a complaint and request settlement in accordance with the provisions of these Measures, or resolve the dispute by the settlement method agreed by the parties.
- 6、 展会方在消博会期间设立知识产权保护与商事纠纷处理服务中心（以下称“服务中心”），受理商事纠纷投诉。展会方与中国国际经济贸易仲裁委员会等单位共同派出工作人员，在服务中心负责商事纠纷投诉的接受与处理，提供有关商事法律咨询服务供咨询人参考。
6. During the Hainan Expo, the exhibition organizer will set up a Service Center for Intellectual Property Protection and Commercial Disputes Settling (hereinafter referred to as the “Service Center”) to accept complaints of commercial disputes. The exhibition organizer, together with China International Economic and Trade Arbitration Commission (CIETAC) and other units, will send staff to be responsible for accepting and handling commercial disputes and complaints in the Service Center, and provide commercial legal consulting services for inquirers.
- 7、 服务中心可以公布和发放有关咨询材料，提供中国对外贸易法律法规、国际贸易法律风险防范、商事仲裁等方面的信息，帮助参展单位与采购商更好地了解中国法律政策环境。
7. The Service Center can publish and distribute relevant consulting materials, provide information on China’s foreign trade laws and regulations, legal risk prevention in

international trade, commercial arbitration, etc., to help exhibitors and purchasers better understand China's legal and policy environment.

- 8、结合参展单位与采购商需求，服务中心可以开展多种形式的商事法律咨询服务活动，增强参展单位与采购商的法律意识，引导规范交易。

8. In response to the needs of exhibitors and purchasers, the Service Center can carry out various forms of commercial legal consulting services, to enhance the legal awareness of exhibitors and purchasers, and guide and regulate transactions.

- 9、提起商事纠纷投诉应同时具备以下条件：

9. The following conditions should be met at the same time when filing a commercial dispute complaint:

- 1) 投诉人和被投诉人应为消博会的参展单位或采购商，且均在展馆现场；

- (1) The complainant and the complainees should be the exhibitors or purchasers of the Hainan Expo, and both of them are on site at the exhibition venue;

- 2) 投诉人应向服务中心现场投诉，服务中心不接受电话或电子邮件等其他形式的投诉；

- (2) The complainant shall file a complaint to the Service Center on the spot, and the Service Center will not accept complaints in other forms such as via telephone or email;

- 3) 投诉人应提供本办法第十条规定的材料。被投诉人不在展馆现场的，服务中心可协助投诉人联系相关部门或机构协调处理。

- (3) The complainant shall provide the materials specified in Article 10 of these Measures.

If the complainees is not on site at the exhibition venue, the Service Center can assist the complainant to contact relevant departments or agencies for coordination.

- 10、投诉人投诉时应提供以下材料：

10. The complainant shall provide the following materials when lodging a complaint:

- 1) 投诉申请书（附件）；

- (1) Application for Complaint (Annex);

- 2) 投诉人参加当届消博会的有效证件及相关身份证明文件;
 - (2) The complainant's valid certificate and relevant identification documents for attending the current Hainan Expo;
 - 3) 与纠纷相关的证据材料, 包括但不限于交易合同、付款凭证、来往函件等;
 - (3) Evidence materials related to the dispute, including but not limited to transaction contracts, payment vouchers, correspondences, etc.
 - 4) 委托代理人投诉的, 应当提交授权委托书及代理人身份证明文件。授权委托书应当由委托人签名或盖章, 并记载委托事项和权限;
 - (4) If an agent is authorized to make a complaint, the power of attorney and the identity certificate of the agent shall be submitted. The power of attorney shall be signed or sealed by the principal, and shall record the entrusted matters and limits of authority;
 - 5) 服务中心认为应提交的其他材料。
 - (5) Other materials that the Service Center deems necessary for submission.
-
- 11、投诉人提交的所有材料应当真实、合法、有效。材料是外文的, 应当附中文译本。
 11. All the materials submitted by the complainant shall be true, legal and valid. If the materials are in a foreign language, a Chinese translation shall be attached.
 - 12、服务中心接到投诉后, 认为符合本办法第九条和第十条规定的, 应予以受理, 并根据投诉人提供的被投诉人联络方式通知被投诉人。
 12. The Service Center shall accept the complaint and notify the complainees according to the contact information of the complainees provided by the complainant if it deems that the complaint complies with the provisions of Article 9 and Article 10 of these Measures.
 - 13、服务中心受理投诉后, 应向投诉人与被投诉人了解情况, 对双方进行调解。
 13. After accepting a complaint, the Service Center shall inquire about the situation from the complainant and the complainees and conduct mediation between them.
 - 14、调解成功的, 服务中心可以制作调解协议, 由双方当事人或其代理人在调解协议上盖章或

签字；双方当事人也可以自行签订和解协议。

14. If the mediation is successful, the Service Center may make a reconciliation agreement, which shall be stamped or signed by both parties or their agents. Both parties concerned may also sign a settlement agreement on their own.

● 双方当事人签订调解协议或和解协议的，可以根据双方达成的仲裁协议，请求中国国际经济贸易仲裁委员会按照调解协议或和解协议的内容作出仲裁裁决。

● Where the parties have concluded a reconciliation agreement or a settlement agreement, they may, in accordance with the arbitration agreement reached between the parties, request the China International Economic and Trade Arbitration Commission to make an arbitration award in accordance with the contents of the reconciliation agreement or settlement agreement.

● 仲裁裁决具有强制执行力，双方当事人应及时、全面履行仲裁裁决。一方当事人不履行仲裁裁决的，另一方当事人可以依法向有管辖权的法院申请执行。

● The arbitration award is enforceable, and the parties shall promptly and fully perform the arbitration award. If one party fails to perform the arbitration award, the other party may apply to the court having jurisdiction for enforcement according to law.

- 15、调解不成功的，双方可按照约定的争议解决方式处理；没有约定的，建议就争议解决方式做出具体约定。

15. If the mediation fails, the parties may settle the dispute according to the agreed method. If there is no such agreement, it is suggested that a specific agreement be made on the method of dispute settlement.

- 16、参展单位和采购商应配合服务中心工作，遵守展会秩序管理相关规定，不得因纠纷问题影响展会秩序。对影响展会秩序的，依照展会秩序管理相关规定处理。

16. Exhibitors and purchasers shall cooperate with the Service Center, abide by the relevant regulations for the exhibition order management, and shall not affect the exhibition order due to disputes. Those that affect the exhibition order shall be dealt with in accordance

with the relevant regulations for the exhibition order management.

17、服务中心建立投诉档案制度，应及时整理投诉和处理情况并进行统计分析，相关信息可作为下届消博会参展资格评审的参考。

17. The Service Center shall establish a complaint archiving system, and shall sort out and respond to the complaints in a timely manner and conduct statistical analyses. The relevant information can be used as a reference for the exhibition qualification assessment in the next Hainan Expo.

18、本办法由消博会组委会负责解释。

18. The Hainan Expo Organizing Committee is responsible for the interpretation of these Measures.

办法自发布之日起施行。有关附件请至消博会官方网站下载。

The Measures shall go into effect as of the date of publication. Please download the relevant appendices from the Hainan Expo' s official website.

附件 4 《禁限带物品须知》

Annex 4: Notice on Prohibited and Restricted Items

为确保博览会期间海南国际会展中心安全有序,海口市公安局已制定下发消费品博览会期间物品管控相关指导意见,明确了禁限带物品清单,现提醒参展商及其搭建商和工作人员,要自觉遵守禁限带物品规定,确保博览会现场安全有序。

To ensure the safety and order of the Hainan International Convention and Exhibition Center during the Expo, Haikou Public Security Bureau has developed and issued relevant instructions on items control during the Hainan Expo, providing a list of prohibited and restricted items. We would like to kindly remind all exhibitors, their booth builders and staff to consciously abide by the regulations on prohibited and restricted items to ensure the safety and order on the Expo site.

1、禁带物品

1. Prohibited Items

禁带物品是指违反中国法律法规的物品。安检、安保人员发现禁带物品的,根据法律规定予以收缴,或立即实施应急处置,并对携带人和相关人员予以扣留,依法进行审查处理。禁止人员带入海南国际会展中心的物品包括:

Prohibited items refer to goods or articles that violate Chinese laws and regulations. In case of prohibited items found by security inspection or security guard personnel, such items shall be confiscated according to the law, or emergency response will be activated immediately, and the carrier and related personnel shall be detained, investigated and dealt with according to the law. Items prohibited from being brought into Hainan International Convention and Exhibition Center include:

- 1) 枪支、弹药、爆炸物品。
(1) Guns, ammunition and explosives.
- 2) 仿枪及弩、弓箭、匕首等管制器具。

- (2) Simulation guns and crossbows, bows and arrows, daggers and other control instruments.
- 3) 烟花爆竹、汽油、酒精等易燃、易爆危险物品。
- (3) Fireworks, gasoline, alcohol and other flammable and explosive dangerous goods.
- 4) 剧毒、腐蚀性等危险化学品及放射性物品，包括但不限于强酸、放射性同位素等危险物品。
- (4) Highly toxic, corrosive and other hazardous chemicals and radioactive substances, including but not limited to strong acids, radioactive isotopes and other hazardous substances.
- 5) 有害生物制剂、传染病病原体等危险物质。
- (5) Harmful biological agents, pathogens of infectious diseases and other dangerous substances.
- 6) 海洛因、可卡因、大麻、冰毒等各类毒品。
- (6) Heroin, cocaine, marijuana, methamphetamine and other drugs.
- 7) 中国法律法规明令禁止的其它物品。
- (7) Other items expressly prohibited by Chinese laws and regulations.

2、限带物品

2. Restricted Items

限带物品是指虽然不违反中国法律法规，但可能影响海南国际会展中心安全和运营秩序，不得带入的物品。安检、安保人员发现限带物品的，应要求携带人将限带物品丢弃于指定容器，或寄（暂）存，或采取其他方式自行处理。

Restricted items refer to goods or articles that may affect the security and operation order of the Hainan International Convention and Exhibition Center, although they do not violate Chinese laws and regulations. If the security inspection or security guard personnel find any restricted items, the carrier will be asked to discard the restricted items in the designated container, register them for (temporary) storage, or take other measures to dispose of such items.

限制人员带入海南国际会展中心的物品包括：

Items restricted from being brought into the Hainan International Convention and Exhibition Center include:

- 1) 带有政治、种族、宗教、商业和违反中国法律法规的横幅、标语、广告牌以及其它用于宣传的物品。
(1) Banners, slogans, billboards and other propaganda articles featuring political, racial, religious or commercial tones and in violation of Chinese laws and regulations
- 2) 除婴儿车与轮椅之外的任何代步工具，包括但不限于助动车、电动自行车、摩托车（包括轻便摩托车）、踏板车、自行车、滑板、旱冰鞋等。
(2) Any means of transportation other than baby carriages and wheelchairs, including but not limited to convertible cars, electric bicycles, motorcycles (including mopeds), scooters, bicycles, skateboards, roller skates, etc.
- 3) 无人机等“低慢小”航空器。
(3) Drones and other “low-altitude, slow and small” aircraft.
- 4) 动物（导盲犬等服务类动物除外）。
(4) Animals (other than service animals such as guide dogs).
- 5) 球棒、长棍、长柄伞、尖锐物等易造成人身伤害的物品。
(5) Bats, sticks, long-handle umbrellas, sharp objects and other objects liable to cause personal injury.
- 6) 球、球拍、飞碟及类似物品。
(6) Balls, rackets, flying saucers and similar objects.
- 7) 体积较大、不适宜带入海南国际会展中心和场馆的箱包等。
(7) Large bags and suitcases that are not suitable for being brought into Hainan International Convention and Exhibition Center and halls.
- 8) 展开面积超过 2 米×1 米的旗帜、长度超过 1 米的旗杆。
(8) Flags with an extended area exceeding 2m×1m and flagpoles with a length of more than 1 meter.

- 9) 干扰海南国际会展中心无线通讯电子信号、集群信号或妨碍他人参观的未经授权物品，包括但不限于激光装置、扩音设备、对讲机、无线电设备等。
- (9) Unauthorized items that interfere with the wireless electronic signals or cluster signals of Hainan International Convention and Exhibition Center or interfere with others' visits, including but not limited to laser devices, loudspeakers, walkie-talkies, radio equipment, etc.
- 10) 打火机、火柴等点火器具。
- (10) Lighters, matches and other ignition equipment.
- 11) 其他可能影响安全或违反中国法律法规的物品，如注射器、药剂、风筝等。
- (11) Other items that may affect the safety or violate Chinese laws and regulations, such as syringes, potions, kites, etc.

3、特别说明

3. Special Instructions

- 1) 进馆物品中如有刀具等涉及禁、限带物品的，请在相关物品进入海南国际会展中心前以书面形式向承办单位申请备案。申请人应该负责其物品的安全，具体请详见附表：《禁限带物品入场报备申报表》。
- (1) If there are knives and other prohibited or restricted items among the items entering the exhibition venue, please apply in writing to the organizer for registration before the relevant items enter Hainan International Convention and Exhibition Center. The applicant shall be responsible for the safety of the items. For details, please refer to the attached table *Registration Form of Prohibited and Restricted Items*.
- 2) 持证车辆禁限带物品清单：持证车辆禁限带物品政策按照人员禁限带物品政策执行。允许随车携带必备的维修工具和应急逃生设备，包括但不限于千斤顶、灭火器、逃生锤和扳手、螺丝刀等。
- (2) List of prohibited and restricted items in licensed vehicles: the policy of prohibited and

restricted items in licensed vehicles shall be implemented in accordance with the policy of prohibited and restricted items carried by personnel. It is allowed to carry in the vehicle necessary maintenance tools and emergency escape equipment, including but not limited to jacks, fire extinguishers, escape hammers, wrenches, screwdrivers, etc.

- 2) 媒体等专门工作人员可携带必备的器材或用品进入海南国际会展中心，接受安检后准予带入，但需由其所属主管部门严格管理。
- (3) Media and other specialized staff, after receiving security checks, can bring necessary equipment or supplies into Hainan International Convention and Exhibition Center, but such items are subject to strict management by the competent departments.
- 4) 维保、技术服务人员可携带必备维修工具和必备物品进入海南国际会展中心，接受安检后准予带入，但需由其所属主管部门严格管理。
- (4) Maintenance and technical service personnel, after receiving security checks, can bring necessary maintenance tools and articles into Hainan International Convention and Exhibition Center, but such items are subject to strict management by the competent departments.
- 5) 专业礼仪、演职人员可携带少量的、必备的摩丝、发胶等化妆品，但必须由其所在部门提供人员名单，并作出责任担保承诺，经查验证件后准予带入。
- (5) Professional etiquette and cast members can carry a small number of essential cosmetics such as mousse and styling gel, but their departments must provide a list of personnel and make a commitment of liability guarantee, and they are allowed to bring such items into the venue after their certificates are verified.
- 6) 残疾人随身携带的、必备的轮椅以及拐杖、助行架等较长的残疾人用具不列入限带物品清单；乘坐轮椅的残疾人随身携带的、必要的维修工具不列入限带物品清单。
- (6) Wheelchairs, crutches, walking frames and other long paraphernalia that are essential to and carried by persons with disabilities are not included in the list of restricted items; necessary maintenance tools carried by persons with disabilities in wheelchairs are not

included in the list of restricted items.

- 7) 残疾人随身携带的、必备的、少量的急救药品和必需的医用品等不列入限带物品清单，但须经残疾人服务工作人员确认后方可带入。
- (7) A small number of first aid medicines and medical supplies essential to and carried by persons with disabilities are not included in the list of restricted items, but such items can only be brought in after being confirmed by the service staff for persons with disabilities.
- 8) 特殊人群携带的特殊饮品，如婴儿牛奶、糖尿病人饮料等，可向受检人员说明相关规定，经现场试用和登记后，允许其携带，并告知其作为特例处理。
- (8) Special drinks carried by special people, such as baby milk and drinks for diabetics, after the inspected person is informed of relevant regulations, plus on-site trial and registration, can be brought into the exhibition venue as special cases.
- 9) 对于固态药品并在合理范围内的，允许其携带；对于水剂药品，原则上不允许其携带，确保实际需要的，经现场试用和登记，允许其携带，并告知其作为特例处理。
- (9) Solid medicines that are within a reasonable range are allowed to be carried. In principle, liquid medicines are not allowed to be carried, but if such medicines are needed in practice, they are allowed to be carried after on-site trial and registration, and the inspected person shall be informed of this treatment as a special case.
- 10) 对于笔记本电脑试用 X 光机进行单独检查。
- (10) Laptops shall receive a separate inspection by the X-ray machine.
- 11) 受检人携带鲜花等装饰物品的，原则上进行 X 光机检查，对于大型花束由安检人员进行手工检查。
- (11) In principle, flowers or other decorative items carried by an inspected person shall receive inspections by the X-ray machine. Large bouquets of flowers shall receive manual inspections by the security personnel.
- 12) 受检人声明系孕妇或携带心脏起搏器的，安检人员应告知安检设备对其无不良影响，可以接受安全检查。如果受检人坚持不接受安全门和仪器设备检查的，可对其进行徒手检查。
- (12) If an inspected person declares to be a pregnant woman or he/she carries a pacemaker,

the security personnel shall inform the inspected person that the security inspection equipment has no adverse effects on him/her and he/she can accept the security inspection. If the inspected person insists on not accepting the inspection by safety doors and instruments and equipment, he/she can be inspected manually.

13) 对于受检人丢弃的可疑密闭物品或包裹, 安检人员应当令其迅速收拾并接受开包或开罐检查, 必要时放至 X 光机接受检查。检查时携带人要在现场, 确认安全后方可放行。

(13) For suspicious sealed articles or packages discarded by an inspected person, the security personnel shall order the inspected person to pick up such items quickly, which shall be opened for inspection or be put on the X-ray machine for inspection, if necessary. When such inspections are in process, the carrier should be at the scene, and the carrier can be released only after the items are confirmed to be safe.

4、申报流程

4. Registration Procedures

1) 线上登记报备流程

(1) Online Registration and Filing Procedures

A 参展商、搭建商根据本须知中禁限带物品进馆要求, 登录线上展务系统填写附表《禁限带物品入场报备申报表》提交。

A. According to the requirements of this Notice, exhibitors and booth builders shall log into the online exhibition service system and fill in the attached *Registration Form of Prohibited and Restricted Items* for submission.

B 2023 年 3 月 14 日表单回传截止后, 将由大会承办单位进行统一审核, 通过审核的表单可由参展商、搭建商自行在线上展务系统中下载、打印。

B. After the submission deadline for the registration form on March 14 2023, the organizer will review the form in a unified way. The approved form can be downloaded and printed by the exhibitors and booth builders themselves from the online exhibition service system.

C 进馆时, 参展商、搭建商须持有上述通过审核的纸质盖章表单, 在安检时交于安检点查验人

员，经现场核对后协同物品进入。

- C. When entering the exhibition hall, exhibitors and booth builders shall hold the approved paper stamped form mentioned above and hand it over to the inspection personnel at the security checkpoint during security checks. After on-site verification, they can enter the exhibition venue with the items concerned.
- D 对于确实无法通过线上申请的，大会将适时开通邮箱申请渠道，具体申报流程及回传方式后续公布。
- D. For those who cannot file an application via the online system, email application channels will be opened in due course. The detailed application procedures and return methods will be announced later.

2) 现场登记报备流程

(2)On-site Registration and Filing Procedures

- A 大会将会在展会现场服务点设置填表服务台；参展商、搭建商现场填写《禁限带物品入场报备申报表》纸质三联单。
- A The form filling service desk will be set up at the on-site service point of the exhibition. Exhibitors and booth builders shall fill in the paper triplicate Registration Form of Prohibited and Restricted Items on site.
- B 现场填写完毕后，交现场工作人员审核，审核通过后大会工作人员留存一联备案，另外两联将返还给现场填表人员（即参展商、搭建商），便于在安检时交于安检点查验人员（一联），经现场核对后协同物品进入。
- B. The form completed on site shall be handed over to the on-site staff for review. After the form passes the review, the organizer will keep one copy for registration, and the other two copies will be returned to the persons who filled in the form (i.e., exhibitors and booth builders), so that they can hand one copy over to the inspection staff at the security checkpoint during the security check. After on-site verification, they will enter the exhibition venue together with the items concerned.

附件 5 《中国国际消费品博览会参展商现场制作与派送食品安全指南》

Annex 5: Guidelines for Ensuring the Safety of On-site Produced and Giveaway Foods for Exhibitors of China International Consumer Products Expo

为确保本届中国国际消费品博览会成功举办，保证各国参展商现场制作与派送食品的安全，现将食品安全管理指南告知如下：

In order to ensure the success of the first China International Consumer Products Expo and ensure the safety of foods produced and offered by exhibitors from all over the world, this Food Safety Management Guidelines is hereby notified as follows:

- 1、用于试吃、免费派送的食品未加贴中文标签的，参展商应在展品旁边以中文注明品名、保质期、禁忌、食用方法等事项。同时，参展商应做好试吃、派送的记录。
1. If a sample or giveaway food is not labeled in Chinese, the exhibitor shall indicate the name, shelf life, taboos and edible methods in Chinese beside the exhibit. At the same time, exhibitors should keep records of food sampling and giveaways.
- 2、对需要冷藏、冷冻的食品，应按照标签说明书采用冰箱、冰柜等设备设施贮存食品。贮存食品应有防尘材料遮盖，设置隔离设施以确保食品不被参观者直接触摸。
2. For foods that need to be refrigerated or frozen, refrigerators, freezers and other equipment and facilities shall be used to store the foods according to the label specifications. Stored foods should be covered with dust-proof materials and protected by isolation facilities to ensure that the foods are not directly touched by visitors.
- 3、需要拆除包装用于试吃和派送的食品，建议采用少量多次方式拆除包装。已拆除食品内外包装，用于试吃和派送的，一般存放时间不超过 2 小时，超过 2 小时的应予以废弃处理。
3. For foods that need to be removed from packaging before being tasted and given away, it is recommended to remove the packaging by a small amount each time and by multiple times. For foods already removed from packaging to be used for tasting and giveaway, in general, they shall be stored for no more than two hours. Foods that have been stored for more than two hours shall be discarded.

- 4、超过保质期、腐败变质、油脂酸败、霉变、生虫、污秽不洁、有异物或者其他感官性状异常的食品，不得用于试吃和派送。废弃食品应在展馆场所内就地以捣碎等破坏性处理销毁。
4. It is forbidden to provide or give away foods that have exceeded the shelf life, or are rotten, spoiled, rancid, moldy, insect-borne or filthy, or have foreign matters or other sensory abnormalities. Discarded foods should be destroyed by crushing and other destructive treatment on the spot in the exhibition venue.
- 5、现场加工食品（如煎烤食品、现场榨果汁、食品分切等活动）的原料应清洗干净、保持新鲜。不使用腐败变质、生虫、发霉等不安全食品原料。食品加工用水应符合饮用水卫生要求。
5. The raw materials of on-site processed foods (such as frying and baking food, on-site juicing and food slicing) should be cleaned and kept fresh. Do not use rotten or spoiled, insect-borne, moldy or other unsafe food raw materials. The water used for food processing shall meet the sanitary requirements of drinking water.
- 6、接触食品的各种机械设备、工具、容器、包装材料必须符合食品安全标准和要求，使用后应当及时洗净，保持清洁，必要时使用前进行消毒。用于试吃的容器和餐具，建议使用一次性可降解的环保餐盒、餐袋、餐盘、餐叉。
6. All kinds of machinery, equipment, tools, containers and packaging materials in contact with food must meet the food safety standards and requirements. They should be washed in time after use, kept clean and disinfected before use if necessary. For containers and tableware used for sample tasting, it is recommended to use disposable degradable environment-friendly food boxes, bags, plates and forks.
- 7、从事食品现场加工和派送活动的工作人员应事前洗手，并佩戴口罩、手套和帽子。
7. Staff engaged in on-site food processing and giveaway activities should wash their hands in advance, and wear masks, gloves and hats.

附件 6 《各展馆展品安全保护方案》

Annex 6: Safety Protection Plan for Exhibits in Each Exhibition Hall

为了确保本届消博会展览期间展品安全，贯彻“预防为主，确保重点”的方针，建立健全人防、物防、技防三道安全网，切实加强安全防范工作，制定安全保障方案如下：

In order to ensure the safety of exhibits during the first Hainan Expo, implement the policy of “prevention first, priority areas guaranteed”, establish and improve the safety nets guaranteed by personnel, materials and technology, and effectively strengthen the safety prevention efforts, this safety protection plan is developed as follows:

1、规章制度

1. Rules and Regulations

建立健全的各项规章制度，做到制度完善配套齐全，程序规范可行。

Various rules and regulations shall be established and improved so that feasible standardized procedures can be set up for personnel to follow.

2、监控系统

2. Monitoring System

完善展馆内各区域及周围附属区域的电子监控系统，确保监控摄像头、入侵报警探测器等设备安全可靠。将电视监视技术与报警技术相结合，实现完善的监控管理。

The electronic monitoring system in each area of the exhibition venue and its surrounding ancillary areas shall be improved to ensure the safety and reliability of surveillance cameras, intrusion alarm detectors and other equipment. TV monitoring technology and alarm technology shall be combined to achieve perfect monitoring management.

3、门禁系统

3. Access Control System

在场馆重要入口及重要区域安装门禁系统。重点区域实行 24 小时保安和保卫人员值班执勤及巡逻岗巡查等制度，实时掌握安全动态。

The access control system shall be installed at important entrances and areas of the exhibition venue. A 24-hour security duty and patrol system shall be set up for key parts of the exhibition venue to ensure a

real-time grasp of the safety dynamics.

4、值班制度

4. Duty System

实行人防、物防、技防的有机结合。监控室实行 24 小时值班，密切关注馆内各区域，特别是展厅、库房等重点部位的动向，及时处理安全隐患和突发事件，发现可疑迹象及时报告，并做好详细记录。

Safety monitoring and control guaranteed by personnel, materials and technology shall be implemented.

There should be personnel put on duty 24 hours a day in the monitoring room to pay close attention to the dynamics of various areas in the exhibition venue, especially the exhibition halls, warehouse and other key parts, so as to respond to potential safety hazards and emergencies in time. Any suspicious signs identified should be reported in time and be recorded in detail.

5、开馆、闭馆检查

5. Inspections Before the Opening and After the Closing of the Exhibition Venue

保安和保卫人员每天开馆前、闭馆后对展馆展品状况进行认真核查，发现情况及时汇报。清场时认真核实展柜、出入口是否关好，电源是否切断，门禁系统是否工作正常等，并认真做好当班记录方可离场。

Security personnel shall check the exhibits before the opening and after the closing of the exhibition venue every day, and report identified suspicious situations in time. When the exhibition venue is cleared, security personnel shall carefully check whether the showcases, entrances and exits are closed, whether the power supply is cut off, whether the access control system is working normally, etc., and make a proper duty record before leaving the exhibition venue.

6、消防安全

6. Fire Safety

展馆内重点区域配备灭火器和报警设施，定期进行安全防火检查，消除火灾隐患。对工作人员进行消防知识培训，通过实际操作演练，使员工们对灭火器等消防设施性能有进一步了解。展馆及其附近区域严禁存放易燃易爆物品、腐蚀性物品及其他有碍展品安全的物品。

The key parts of the exhibition venue shall be equipped with fire extinguishers and alarm facilities, and

regular safety and fire prevention checks shall be carried out to eliminate fire hazards. It is required that staff be provided with fire prevention training and participate in practical drills so as to fully understand the properties of fire extinguishers and other fire fighting facilities. Flammable, explosive, corrosive and other articles that will endanger the safety of exhibits are strictly prohibited in the exhibition venue and its adjacent areas.

7、独立仓储专区

7. Independent Storage Area

在独立仓储专区放置保险柜，可供展商存储贵重展品，保险柜密码由展商自身设置，保险柜钥匙由展商自身保管。并且本专区提供 24 小时专业人员值守及监控、巡查

A safe is placed in the independent storage area for the exhibitors to store valuable exhibits. The password of the safe is set by the exhibitors themselves, and the key of the safe is kept by the exhibitors themselves. Professional personnel is put on duty 24 hours a day to monitor and make patrol inspections of this area.

序号 NO.	联系人 Contact	手机 Telephone	邮箱 E-mail
1	张明月	15638167228	1614284234@qq.com

附件 7 《酒店服务列表》

Annex 7: List of Hotels

第三届消博会拟推荐酒店列表（海口初稿）

序号	行政 地区	档次	名称	地址	电话
1	秀英区	国际品牌	海口万豪酒店	海南省海口市秀英区滨海大道 292 号	0898-68708666
2	秀英区	国际品牌	海口香格里拉酒店	海南省海口市秀英区滨海大道 256 号	0898-68707799
3	秀英区	国际品牌	海口喜来登酒店	海南省海口市秀英区滨海大道 136 号	0898-68708888
4	秀英区	国际品牌	海口西海岸假日酒店	海南省海口市秀英区滨海西路 191 号	0898-31396666
5	秀英区	国际品牌	海口南海希尔顿欢朋酒店	海南省海口秀英区南海大道 889 号 南海幸福汇一期	0898-68610999
6	龙华区	国际品牌	海口丽思卡尔顿酒店	海南省海口市龙华区羊山大道 39 号	0898-66836888
7	龙华区	国际品牌	海口万丽酒店	海南省海口市龙华区羊山大道 39 号	0898-66836888
8	龙华区	国际品牌	海口希尔顿酒店	海南省海口市龙华区滨海大道 109-9 号	0898-36798888
9	龙华区	国际品牌	海口索菲特大酒店	海南省海口市龙华区滨海大道 105 号	0898-31289999
10	龙华区	国际品牌	海口朗廷酒店	海南省海口市龙华区滨海大道 77 号	0898-66969777
11	龙华区	国际品牌	海口威斯汀酒店	海南省海口市龙华区渡海路 100 号	0898-66591888
12	美兰区	国际品牌	海口华彩洲际酒店 (原海口华彩华邑酒店)	海南省海口市美兰区碧海大道 21 号	0898-36303333

13	美兰区	国际品牌	海口星海湾铂尔曼酒店	海南省海口市美兰区新埠岛西苑路 21 号	0898-66106666
14	美兰区	国际品牌	海口鲁能希尔顿酒店	海南省海口市美兰区琼山大道 2 号	0898-36398888
15	美兰区	国际品牌	海甸岛希尔顿欢朋	海南省海口市美兰区春华路 3 号 (海大北门附近)	0898-66563888
16	美兰区	国际品牌	海口新埠岛诺富特酒店	海南省海口市美兰区新埠街道横沟二街 6 号	0898-36606666
17	秀英区	五星酒店	海口天佑大酒店	海南省海口市秀英区滨海大道长安路 2 号	0898-31688855
18	龙华区	五星酒店	海南君华海逸酒店	海南省海口市龙华区文华路 18 号	0898-68548888
19	龙华区	五星酒店	海口观澜湖度假酒店	海南省海口市龙华区观澜湖大道 1 号	0898-68683888
20	秀英区	高档酒店	凯宾康年酒店	海南省海口市秀英区西海岸长滨东三街 5 号	0898-36365599
21	秀英区	高档酒店	海口红燕堂酒店	海南省海口市秀英区滨海大道 140 号 (五源河湿地公园旁)	0898-31287777
22	秀英区	高档酒店	亚特国际会议中心	海口市秀英区长滨一路 7 号	0898-36306666
23	美兰区	高档酒店	海南迎宾馆一期	海南省海口市美兰区大英山西三路 9 号	0898-65206666
24	美兰区	高档酒店	鹏晖泰得大酒店	海南省海口市美兰区和平大道 18 号	0898-66268888
25	美兰区	高档酒店	明光胜意大酒店	海南省海口市琼山区南海大道 9 号	0898-32166666

26	美兰区	高档酒店	海南新燕泰大酒店	海南省海口市海甸五东路 18 号	0898-36769666
27	秀英区	四星酒店	海南中改院国际学术交流中心	海南省海口市秀英区长滨路东四街一号	0898-66180000
28	秀英区	四星酒店	皇马假日醉海南大酒店	海南省海口市秀英区美华路 8 号	0898-66603888
29	秀英区	四星酒店	海南凯威大酒店	海南省海口市秀英区海港路 20 号。	0898-68628288
30	龙华区	四星酒店	海南宝华海景大酒店	海南省海口市龙华区滨海大道 69 号	0898-68536699
31	龙华区	四星酒店	黄金海景大酒店	海南省海口市龙华区滨海大道 67 号	0898-68519988
32	龙华区	四星酒店	皇马假日游艇度假酒店	海南省海口市龙华区观海路 100 号	0898-68572235
33	龙华区	四星酒店	海南鸿运大酒店	海口市海秀东路 15 号彩虹天桥旁	0898-36665625
34	龙华区	四星酒店	海南金银龙大酒店	海南省海口市龙华区高铁东站前路 6 号	0898-66990001
35	龙华区	四星酒店	赛仑吉地大酒店	海口市龙华区海秀中路 52 号警备区旁	66778888 转 3005
36	龙华区	四星酒店	海南太阳城大酒店	海南省海口市龙华区龙华路 16 甲号	0898-66205006
37	龙华区	四星酒店	万利隆商务酒店	海南省海口市龙华区金龙路 19 号	0898-68569635
38	美兰区	四星酒店	海南皇马假日大酒店	海南省海口市美兰区海府路 22 号	0898-66669992
39	美兰区	四星酒店	皇马假日海岛风情酒店	海南省海口市美兰区滨江路 72 号	0898-66669906
40	美兰区	四星酒店	新奥斯罗克酒店	海口市美兰区海秀路 12 号	0898-66530666
41	美兰区	四星酒店	海口鑫源温泉大酒店	海口市美兰区海秀东路 16 号	0898-66735111

42	琼山区	四星酒店	维也纳国际酒店海口高铁东站店	海南省海口市琼山区中山南路 2-6 号	0898-36666688
43	琼山区	四星酒店	海口天艺东环大酒店	海南省海口市琼山区龙昆南路 139 号	0898-65991777
44	秀英区	中档酒店	海口金色阳光酒店	海南省海口市秀英区滨海大道 278 号长滨五路口（国际会展中心旁）	0898-68728899
45	秀英区	中档酒店	海口巨制国际酒店	海南省海口市秀英区长滨三路 8 号	0898-66108666
46	秀英区	中档酒店	海南乌兰温泉大酒店	海南省海口市秀英区长怡路 7 号	0898-68706666
47	秀英区	中档酒店	维也纳酒店（会展店）	海南省海口市秀英区滨海大道长滨东二街 6 号	0898-68398888
48	秀英区	中档酒店	丽枫滨海店	海南省海口市秀英区滨海大道 299 号	0898-31560588
49	秀英区	中档酒店	永嘉酒店（西站店）	海南省海口市龙华区南海大道 75 号	0898-66961111
50	龙华区	中档酒店	海口兴泰粤海酒店	海南省海口市龙华区国贸路 26 号（原汇通大厦）	0898-68553939
51	龙华区	中档酒店	海口宝发胜意酒店	海南省海口市龙华区玉沙路 28 号宝发国际大厦	0898-31966666
52	龙华区	中档酒店	金莲花荷泰海景酒店	海南省海口市龙华区滨海大道 89 号	0898-68566888
53	龙华区	中档酒店	海南博源酒店	海南省海口市龙华区滨海大道泰华路 23 号	0898-36631666
54	龙华区	中档酒店	永嘉大酒店南海大道店	海南省海口市龙华区南海大道 75 号	0898-66961111
55	龙华区	中档酒店	海口湾恒大逸阁度假公寓	海口市龙华区海棠路 3 号恒大海口湾	0898-36696789

				二期内	
56	龙华区	中档酒店	海南复兴城悦玺海景酒店	海南省海口市龙华区滨海大道 32 号世纪大桥西侧新外滩复兴城	0898-66561888
57	龙华区	中档酒店	登廷大酒店	海南省海口市秀英区金集路 11 号	0898-66533666
58	美兰区	中档酒店	海口美兰国际机场酒店	海南省海口市美兰区美兰国际机场航安一街 5 号	0898-36796666
59	美兰区	中档酒店	荷泰红城湖	海口市琼山区朱云路 12 号	0898-65338888
60	美兰区	中档酒店	海口五指山国际温泉酒店	海口市美兰区五指山路 8 号	0898-65356361
61	美兰区	中档酒店	海南大学国际学术交流中心酒店	人民大道 58 号海南大学东门右侧	0898-66736666
62	美兰区	中档酒店	海南大酒店	海口市美兰区海府路 51 号	0898-65360381
63	美兰区	中档酒店	登廷 S 酒店（海口日月广场免税店）	海口市美兰区勤政街与海府路交叉口南 60 米	0898-66511666
64	琼山区	中档酒店	海口宝丰大酒店	海南省海口市琼山区新大洲大道 521-29 号	0898-65229681
65	龙华区	三星酒店	龙泉大酒店	海南省海口市龙华区大同路 22 号（人民公园对面）	0898-66751117
66	龙华区	三星酒店	海口龙华驿墨博物馆酒店（皇马假日南海博物馆酒店）	海南省海口市龙华区龙华西路 61 号	0898-31569666
67	龙华区	三星酒店	龙泉酒店旗舰店	海南省海口市美兰区龙昆南路 18 号	0898-66758333
68	秀英区	舒适型	兴湖半岛酒店	海南省海口市秀英区滨海大道 195 号	0898-68702350

69	秀英区	舒适型	桔子海口秀英酒店	海口市秀英区秀英街道美俗路 8 号	0898-68557789
70	龙华区	舒适型	绿佳源精品酒店	海南省海口市龙华区海口市滨海大道 63 号	898-68512688
71	龙华区	舒适型	海口国贸中心漫心酒店	海南省海口市龙华区国贸三横路 8 号	0898-68599199
72	龙华区	舒适型	海口国贸中心亚朵 X 酒店	海口市龙华区国贸三横路 8 号	0898-68523333
73	龙华区	舒适型	城市精选酒店 海口国贸中心万象城店	海口市龙华区国贸三横路 8 号	0898-68599088
74	美兰区	舒适型	海口美兰绿地铂骊 Q 酒店	海南省海口市美兰区海榆大道 9 号美兰缤纷城 F1	0898-36338888
75	琼山区	舒适型	海口海岛森林酒店	海口市琼山区凤翔东路 99 号	0898-36651111
76	秀英区	经济型	海南印象家酒店	海南省海口市秀英区长滨四路 9 号	0898-32883333
77	秀英区	经济型	天艺 0898 酒店	海口市秀英区海秀西路 160 号金鼎大厦	0898-68607677
78	龙华区	经济型	仟那酒店（海口万绿园店）	海口市龙华区滨海大道 97 号	0898-68530999
79	龙华区	经济型	海口 SKYBIRD 嘉虹酒店	海口市龙华区海秀路 9 号	0898-36795166
80	龙华区	经济型	良智汇品酒店	龙华区南海大道 96 号	66567777
81	龙华区	经济型	明阳大酒店	海南省海口市龙华区海秀东路 29 号	0898-36769099
82	龙华区	经济型	佳捷精品酒店友谊阳光城店	海南省海口市龙华区侨中路 7 号	36611111
83	美兰区	经济型	海口万信至格酒店	海口市美兰区美苑路 38 号	0898-65358236
第三届消博会拟推荐酒店列表（澄迈初稿）					

序号	行政 地区	档次	名称	地址	电话
84	澄迈县	高档酒店	熙康云舍	老城欣龙路 11 号	0898-36969999
85	澄迈县	国际品牌	澄迈鲁能蔚景温德姆酒店	海南省澄迈县老城 开发区盈滨半岛永 庆大道西路 30 号	0898-36509999
86	澄迈县	国际品牌	海南澄迈富力希尔顿逸 林度假酒店	海南省澄迈县福山 镇红树湾 C01	0898-36508888
87	澄迈县	中档酒店	澄迈西海岸大酒店	澄迈县老城开发区 盈滨半岛	0898-67491881
88	澄迈县	中档酒店	景廷海景酒店	海南省澄迈县盈滨 路盈滨路与永庆大 道东路交叉口	67609999
89	澄迈县	中档酒店	海南大鹏中州国际饭店	海南省澄迈县永庆 大道东路与滨海西 路交叉口南 50 米	0898-31963333
90	澄迈县	中档酒店	海南亚泰温泉酒店	西海岸盈滨半岛滨 海大道 290 号	36967777

附件 8 《特装搭建服务商推荐名单》

Annex 8: List of Recommended Special Booth Setup Service Providers

第三届中国国际消费品博览会
特装搭建服务商推荐名单

第三届中国国际消费品博览会将于2023年4月11日-15日在海南自贸港举行。
为更好地为参展商提供服务,确保展会特装展台设计装修的质量及安全生产管理工作顺利进行,经过评选,特推荐一批特装搭建服务商,供参展商选择。现将名单公布如下(排名不分前后)。

序号	公司名称	联系人	电话
1	海南红帆会展服务有限公司	陈白雪	13876689031
2	海南中昇国际会展服务有限公司	卢欣灵	18389940850
3	海南逸展宏图文化传媒有限公司	彭逸文	17733181808
4	天道创服(海南)网络科技有限公司	邱海盛	13876500495
5	海南广盛建筑工程有限公司	吴月权	18689777788
6	睿拓传媒广告(海南)有限公司	王磊	13910619582
7	海南惠嘉圆会展服务有限公司	何洋	13907649679
8	海南春秋西点商务会议展览有限公司	罗燕	18689573131
9	三亚智承传媒有限公司	邬志鹏	15501838929
10	东方环球国际会展集团有限公司	谭琴	13888594311
11	广东力美会展科技有限公司	徐治国	13826125532
12	广州天唯展览服务有限公司	韩雪	18664718191
13	广州凌尚展览服务有限公司	吴泽香	18819368613
14	广州音诺展览服务有限公司	朱东吴	13242888688
15	广州广交会展览工程有限公司	谭宇峰	13922276438
16	广州市尚雅展示设计有限公司	李恩	18774936432
17	广州宏大会展服务有限公司	张方	13929529859
18	广州裕飞展览策划有限公司	胡波	13902324433
19	广州凡尚展览策划有限公司	陈如镇	18620274676
20	广州交易会广告有限公司	陈伟国	13922249605
21	广州叁达展示设计工程有限公司	何嘉欣	15915796130

序号	公司名称	联系人	电话
22	广州市华毅展示设计有限公司	黄海军	13808840830
23	广州美恒空间艺术工程有限公司	陈嘉瑜	13719096309
24	广州路维文化科技集团有限公司	吴媛媛	18902285229
25	广州启田展览服务有限公司	毛云峰	18688383266
26	广州标榜展览设计有限公司	顾燕文	13609773603
27	广州泰琦广告设计有限公司	林静璇	13719402973
28	广州特展展览策划有限公司	王柳春	18102835185
29	广州市昊明展览服务有限公司	陈佩青	13802746181
30	哲商国际文化传媒（深圳）有限公司	曾妙云	13590111200
31	智奥会展（深圳）有限公司	周丽静	18682180537
32	深圳市先秦展览资讯有限公司	旷锋	18938933339
33	深圳鼎晟展览设计有限公司	史东波	13686875840
34	广西中智兴会展服务有限公司	辛坤伟	13878706488
35	广西新影响华文文化创意股份有限公司	林欣	13877110333
36	上海易采展览服务有限公司	罗先生	13917428766
37	上海摩睿会展有限公司	陈一婷	13524354299
38	上海凯朗空间设计工程有限公司	钟向阳	13585833982
39	上海唐都文化传播有限公司	李静	18601635186
40	中励展览（上海）有限公司	何艳	18916379818
41	上海茵斯展览服务有限公司	周芳	13482440707
42	建同会展服务（上海）有限公司	王琴	13916062786
43	点意空间（上海）展览设计工程有限公司	卢泽鑫	15800616834
44	纳奇展览工程（上海）有限公司	吴孝强	18721568815
45	上海空尽文化发展有限公司	孙天龙	15901985164
46	上海朗沃展览工程有限公司	孙雯	13241419704
47	上海博象展览有限公司	党庆中	17758755725

序号	公司名称	联系人	电话
48	上海良展建筑装饰工程有限公司	牛家良	13601806759
49	上海南石会展有限公司	陈娟	15900528891
50	上海北狮创意策划有限公司	张钊	15800831219
51	德致（上海）展览服务有限公司	许霆筠	15921291673
52	欧马腾会展科技（上海）有限公司	高兴	18918152621
53	上海逸岚会展服务有限公司	Stella Liang	15800670465
54	上海吉诺会展服务有限公司	桂心闾	13918369992
55	诺艾概念展示（上海）有限公司	金旭	13801717921
56	利筱展览展示服务（上海）有限公司	刘先生	15601776715
57	上海驰初展览展示工程有限公司	丁松	13651872931
58	上海普朗广告有限公司	雷忠	13524146023
59	上海景桥会展服务有限公司	刘微	15026415501
60	上海灵硕会展服务有限公司	李金叶	13052276353
61	上海轩维企业形象策划有限公司	李汪平	13482348634
62	上海极度智慧展览股份有限公司	许晶晶	18017895569
63	上海现代国际展览有限公司	韩丁	13472757194
64	上海意点会展服务有限公司	曾丕权	18721683954
65	上海臻鼎会展服务有限公司	刘宏亮	13524491939
66	上海中诗展览服务有限公司	王丽芳	13681913473
67	上海沃高展览展示有限公司	柳传宏	13916472802
68	上海优画建筑装饰工程有限公司	顾晨	13601801781
69	上海佳世展览有限公司	蒋海君	19916713085
70	上海瑞马展览服务有限公司	姜真	13061778732
71	牧亦会展科技（上海）有限公司	丁益芝	13764069452
72	上海拓迅广告有限公司	吴中原	13262259986
73	上海汉友文化传播有限公司	王翊歆	18502139943

六、附表

VI. Attached Tables

附表 1 《动态展品演示申请表》

Attached Table 1 Application for Dynamic Exhibit Demonstration

参展单位: Exhibitor:	展台负责人: Booth manager:
展台号: Booth number:	电话: Telephone:
移动电话: Mobile phone:	传真: Fax:
<p>申请内容</p> <p>Application contents</p> <p>因参展产品需要进行动态演示, 现向承办单位申请:</p> <p>Since our exhibits need to be demonstrated in a dynamic way, we apply for:</p> <p><input type="checkbox"/> 切割机现场演示;</p> <p><input type="checkbox"/> live demonstration of cutting machines;</p> <p><input type="checkbox"/> 电焊机现场演示;</p> <p><input type="checkbox"/> live demonstration of electric welding machines;</p> <p><input type="checkbox"/> 切削类机器现场演示;</p> <p><input type="checkbox"/> live demonstration of cutting machines;</p> <p><input type="checkbox"/> 其他:</p> <p><input type="checkbox"/> Others:</p> <p>为了做好现场演示相关安全保障工作, 现我司承诺做好以下安全措施:</p> <p>In order to guarantee safety during the live demonstration, we now promise to take the following safety measures:</p> <p>委派专职安全负责人: _____ 联系电话: _____ 负责现场管理, 由专业人员进行现场操作演示。同时, 我司现郑重承诺上述动态演示不会对本次展会造成任何不良影响, 若发生任何安全事故由我司承担一切责任。</p>	

We will appoint a full-time person in charge of safety, i.e. _____ Contact number:_____ to be responsible for on-site management. Professional personnel will carry out on-site operations and demonstrations. Meanwhile, we solemnly promise that the above dynamic demonstration will not cause any adverse impact on this event and if any safety accident occurs, we will bear all the responsibilities arising therefrom.

签名/盖章:
Signature/stamp:

日期: 年 月 日
Date: MM/DD/YYYY

附表 2 《自带特装展台搭建申请表》

Attached Table 2 Application for Self-arranged Special Booth Setup

表单回传截止日期: **2023.3.4**

邮箱: **expo.service@investhainan.cn**

Deadline for returning the form: **2023.3.4**

Email: **expo.service@investhainan.cn**

参展商信息	
Exhibitor's information	
公司名称: Company name:	展台负责人: Booth manager:
展台号: Booth number:	移动电话: Mobile phone:
面积: Area:	邮箱: Email:
自带搭建商信息	
Self-arranged booth setup service provider's information	
公司名称: Company name:	搭建负责人: Person in charge of booth setup:
电话: Telephone:	移动电话: Mobile phone:
传真: Fax:	邮箱: Email:
搭建商递交资料 (作为本表附件, 加盖公章及骑缝章)	
Documents to be submitted by the booth setup service provider (as an annex to this form, affixed with a common seal and cross-page seal)	
<p>1. 具有独立法人资格的单位, 营业范围包括室内装修或展览装修工程服务。(出具营业执照)</p> <p>1. For a unit as an independent legal entity, its business scope should cover interior decoration or exhibition decoration engineering services. (Business License should be provided)</p> <p>2. 公司在近 2 年内在大型国际类展会特装展台设计、搭建的业绩。(出具业绩清单以及相关合同复印件)</p>	

<p>2. The company's performance in the design and setup of special booths for large international exhibition events in the latest two years. (A list of performance and copies of relevant contracts should be provided)</p> <p>3. 公司技术团队组成。（提供技术团队名单、资格证书、及特种作业操作证等）</p> <p>3. The company's technical team. (A list of members of the technical team and their qualification certificates and special operation certificates should be provided)</p>	
<p>参展商签名/盖章：</p> <p>Exhibitor's signature/stamp:</p>	<p>搭建商签名/盖章：</p> <p>Booth setup service provider's signature/stamp:</p>
<p>时间： 年 月 日</p> <p>Time: MM/DD/YYYY</p>	<p>时间： 年 月 日</p> <p>Time: MM/DD/YYYY</p>
<p>请将表单回传至承办单位以下联系方式</p> <p>Please return the form to the following address</p>	
<p>邮箱：</p> <p>Email:</p>	<p>expo.service@investhainan.cn</p>

附表 3 《特殊物品进馆申请表》**Attached Table 3 Application for Entry of Special Items into the Exhibition Venue****表单回传截止日期: 2023.4.1****邮箱: expo.service@investhainan.cn****Deadline for returning the form: 2023.4.1****Email: expo.service@investhainan.cn**

参展单位: Exhibitor:	展台负责人: Booth manager:
展台号: Booth number:	电话: Telephone:
移动电话: Mobile phone:	传真: Fax:
邮箱: Email:	
<p>申请内容</p> <p>Application contents</p> <p>因参展设备须使用以下特殊物品, 现向承办单位申请:</p> <p>Since the following special items are to be used for our exhibits, we apply for:</p> <p><input type="checkbox"/> 惰性气体钢瓶进场使用;</p> <p><input type="checkbox"/> the use of inert gas cylinders in the exhibition venue;</p> <p><input type="checkbox"/> 润滑油、柴油等进场使用;</p> <p><input type="checkbox"/> the use of lubricants and diesel oil in the exhibition venue;</p> <p><input type="checkbox"/> 空压机;</p> <p><input type="checkbox"/> the use of air compressor;</p> <p><input type="checkbox"/> 其他:</p> <p><input type="checkbox"/> Others:</p> <p>申请上述特殊物品进馆需另行情况说明, 详细阐述具体用途、规格、尺寸等要素, 并附上物品图例、检验报告等材料。</p> <p>To apply for entry of the above special items into the venue, explanations should be provided additionally to specify the specific purpose of use, specifications, dimensions and other elements. Illustrations and inspection reports of these items should be attached.</p> <p>为了做好现场相关安全保障工作, 现我司承诺做好以下安全措施:</p>	

In order to guarantee on-site safety, we promise to take the following safety measures:

委派专职安全负责人:_____联系电话: _____负责现场管理, 由专业人员进行现场操作演示。同时, 我司现郑重承诺上述物品使用不会对本次展会造成任何不良影响, 若发生任何安全事故由我司承担一切责任。

We will appoint a full-time person in charge of safety, i.e. _____Contact number: _____to be responsible for on-site management. Professional personnel will carry out on-site operations and demonstrations. Meanwhile, we solemnly promise that the use of the above goods will not cause any adverse impact on this event and if any safety accident occurs, we will bear all the responsibilities arising therefrom.

签名/盖章:
Signature/stamp:

日期: 年 月 日
Date: MM/DD/YYYY

附表 4 《展台 24 小时用电申请表》

Attached Table 4 Application for 24-hour Electricity Use in the Booth

表单回传截止日期: **2023.3.14**

邮箱: expo.service@investhainan.cn

Deadline for returning the form: **2023.3.14**

Email: expo.service@investhainan.cn

申报日期: 年 月 日 (申报单位盖章)

Date of declaration: (stamped by the applicant)

公司名称 Company name:					
展位号 Booth number		现场负责人 On-site manager:		电 话 Tel.:	
电箱规格 Electrical box specifications					
申请用电时间 Date of electricity use applied	年 月 日 时至 年 月 日 时 From to				
24 小时用电申请 Application for 24-hour electricity use					
设备类型 Equipment type	数 量 Quantity	用电功率 Power of electricity used	用 途 Purpose		

重要提示:

Important notes:

1.24 小时用电的展位电器必须使用符合消防安全的合格产品;

1. The electrical appliances used at the booth with 24-hour electricity use must be qualified products that comply with fire safety regulations.

2.申请 24 小时用电设备必须符合展会展览内容;

2. The equipment for which 24-hour electricity use is applied must comply with the purpose of the exhibition during the event.

3.必须专线专用、应配置独立用电回路, 不得接入照明及其他相关器材, 清理易燃杂物;

3. Dedicated line must be used for a dedicated purpose. Independent electricity circuit should be configured, with no access to lighting and other related equipment. Flammable materials should be cleaned up.

4.承建方必须安排有专人负责,并服从安保人员和现场电工的管理。

4. The booth setup service provider must arrange a person to be in charge and obey the management of security personnel and on-site electricians.

安全承诺:

Safety commitment:

我司已阅读并同意上述内容, 现郑重承诺上述 24 小时用电申请不会对本次展会造成任何不良影响, 若发生任何安全事故由我司承担一切责任。

We have read and agreed to the above contents. Now we solemnly promise that the above application for 24-hour electricity use will not cause any adverse impact on this event and if any safety accident occurs, we will bear all the responsibilities arising therefrom.

附表 5 《临时保洁申请表》

Attached Table 5 Application for Temporary Cleaning Service

表单回传截止日期: **2023.3.14**

邮箱: expo.service@investhainan.cn

Deadline for returning the form: **2023.3.14**

Email: expo.service@investhainan.cn

参展单位: Exhibitor:	展台负责人: Booth manager:		
展台号: Booth number:	电话: Telephone:		
移动电话: Mobile phone:	传真: Fax:		
邮箱: Email:			
<p>友情提示: Kindly reminders:</p> <p>参展商临时雇佣组委会展务组的保洁人员, 须填写工作内容(可另附纸张填写); 承办单位将根据需求安排保洁人员, 经现场签字确认后统一收费; 如所提工作要求不能满足的, 将以邮件形式告知展商, 敬请谅解。</p> <p>To hire cleaning workers from the exhibition affairs team of the Organizing Committee temporarily, an exhibitor must fill in the work content (additional paper may be used). The organizer will arrange cleaning workers according to the demand. The cleaning fee will be charged uniformly after the service is signed and confirmed on site. If the proposed work requirements cannot be met, the organizer will inform the exhibitor by email. Your understanding will be greatly appreciated.</p>			
<p>工作要求: Work requirements:</p>			
工作人数: Number of workers required:		工作时间: Working hours:	
工作地点: Work location:			
工作内容: Work content:			
<p>签名/盖章: Signature/stamp:</p>	<p>日期: 年 月 日 Date: MM/DD/YYYY</p>		

附表 6 《临时保安申请表》

Attached Table 6 Application for Temporary Security Service

表单回传截止日期: 2023.3.14

邮箱: expo.service@investhainan.cn

Deadline for returning the form: 2023.3.14

Email: expo.service@investhainan.cn

参展单位: Exhibitor:	展台负责人: Booth manager:		
展台号: Booth number:	电话: Telephone:		
移动电话: Mobile phone:	传真: Fax:		
邮箱: Email:			
<p>友情提示:</p> <p>Kindly reminders:</p> <p>参展商临时雇佣组委会展务组的保安人员, 须填写工作内容(可另附纸张填写); 承办单位将根据需求安排保安人员, 经现场签字确认后统一收费; 如所提工作要求不能满足的, 将以邮件形式告知展商, 敬请谅解。</p> <p>To hire security personnel from the exhibition affairs team of the Organizing Committee temporarily, an exhibitor must fill in the work content (additional paper may be used). The organizer will arrange security personnel according to the demand. The security fee will be charged uniformly after the service is signed and confirmed on site. If the proposed work requirements cannot be met, the organizer will inform the exhibitor by email. Your understanding will be greatly appreciated.</p>			
<p>工作要求:</p> <p>Work requirements:</p>			
工作人数: Number of workers required:		工作时间: Working hours:	
工作地点: Work location:			
工作内容: Work content:			
签名/盖章: Signature/stamp:	日期: 年 月 日 Date: MM/DD/YYYY		

附表 7 《展台提前进场申请表》***Attached Table 7 Application for Early Entry of Booths into the Exhibition Venue***表单回传截止日期: **2023.3.14**邮箱: **expo.service@investhainan.cn**Deadline for returning the form: **2023.3.14**Email: **expo.service@investhainan.cn**

填表人信息:	<input type="checkbox"/> 参展公司 <input type="checkbox"/> 搭建公司		
Completed by:	<input type="checkbox"/> Exhibitor <input type="checkbox"/> Booth setup service provider		
公司名称:			展台负责人:
Company name:			Booth manager:
展台号:			电话:
Booth number:			Telephone:
移动电话:			传真:
Mobile phone:			Fax:
邮箱:			
Email:			
申请内容			
Application contents			
序号	项目	时间	提前进场原因
S/N	Project	Time	Reasons for entering the exhibition venue in advance
1			
2			
3			

安全承诺:**Safety commitment:**

由于上述原因，我司申请在上述时间对展台提前进场，以确保展会的顺利举办。我司已阅读相关规定、要求及注意事项，现郑重承诺上述提前进场申请不会对本次展会造成任何不良影响，若发生任何安全事故或不良后果均由我司承担一切责任。

Due to the above reasons, we apply for enabling our booth to enter the exhibition venue in advance at the abovementioned time so as to ensure that the event is held successfully. We have read the relevant regulations, requirements and instructions. Now we solemnly promise that the abovementioned early entry will not cause any adverse impact on the event and if any safety accident or adverse consequence occurs, we will bear all the responsibilities arising therefrom.

签名/盖章:

日期: 年 月 日

Signature/stamp:

Date: MM/DD/YYYY

附表 8 《禁限带物品入场申报登记表》

Attached Table 8 *Registration Form for Entry of Prohibited and Restricted Items*

表单回传截止日期: **2023.4.1**

邮箱: **expo.service@investhainan.cn**

Deadline for returning the form: **2023.4.1**

Email: **expo.service@investhainan.cn**

填表人信息: Completed by:		<input type="checkbox"/> 参展公司 <input type="checkbox"/> 搭建公司 <input type="checkbox"/> Exhibitor <input type="checkbox"/> Booth setup service provider			
单位名称: Unit name:		展台号: Booth number:			
展台负责人: Booth manager:		移动电话: Mobile phone:			
物品安全负责人: Person in charge of goods safety:		移动电话: Mobile phone:			
邮箱: Email:					
物品类别 Category	序号 S/N	物品名称 Name	规格/型号 Specifications & model	数量 Quantity	物品用途 Purpose of use
禁带物品 Prohibited items	1				
	2				
	3				
限带物品 Restricted items	1				
	2				
	3				

安全责任承诺

Safety responsibility commitments

承诺严格遵守中华人民共和国现行法规，消费品博览会展会相关安全政策和要求，如实填写禁限带物品登记表，接受大会专业安检；承诺不携带超过禁限带物品登记表范围内的物品进入展馆；妥善使用、管理禁限带物品，不丢失、不转借，确保安全；承诺如因管理、使用不当所造成的不良后果，自愿接受调查并承担法律责任。

We promise to strictly comply with the existing laws and regulations of the People's Republic of China and relevant security policies and requirements of China International Consumer Products Expo; we will fill in the prohibited and restricted items registration form and accept the professional security checks of the event; we will not bring items other than those recorded in the prohibited and restricted items registration form into the exhibition venue; we will properly use and manage the prohibited and restricted items and not to lose or lend them to others and we will ensure their safety; we will accept the investigation and bear the legal liability for any adverse consequence caused due to improper management and use of such items.

温馨提示

Kindly reminders

本表所指禁限带物品以附件《消费品博览会禁限带物品须知》所列为准；

The prohibited and restricted items referred to in this form are subject to those listed in the annex Notes on Prohibited and Restricted Items at China International Consumer Products Expo.

填写表单时须确保信息真实完整，现场如有不符则不予放行，相应后果自行承担；

Please provide true and complete information when filling out the form. If it is found on site that the information provided is not true, you will not be allowed to enter the venue and you will take corresponding consequences.

现场申报需前往消费品博览会现场服务台受理，审核通过后方可携带物品入场。

To report your items on site, go to the on-site service desk of the event. You can enter the exhibition venue with your items only after you pass the review and approval procedure.

签名/盖章：

Signature/stamp:

场馆方审核：

Reviewed and approved by:

日期： 年 月 日

Date: MM/DD/YYYY

日期： 年 月 日

Date: MM/DD/YYYY

附表 9 《跨海运输通行证申请表》

Attached Table 9: Form of Application for Cross-Sea Transportation
Pass

通行证仅提供给搭建商和主场运输商的货运车辆

表单回传截止日期: **2023.3.22** Deadline for returning the form: **2023.3.22**

跨海车辆信息汇总表 (必 须 提 交 至 2432394174@qq.com)

Summary of Cross-sea Vehicle Information (submit it to 2432394174@qq.com)

公司名称 Company name			
展位号 Booth number			
负责人 Responsible person		电话 Telephone	
车辆 1 (车牌号) Vehicle 1 (license plate number)		车辆尺寸 Vehicle size	
车辆 2 (车牌号) Vehicle 2 (license plate number)		车辆尺寸 Vehicle size	
车辆 3 (车牌号) Vehicle 3 (license plate number)		车辆尺寸 Vehicle size	
车辆 4 (车牌号) Vehicle 4 (license plate number)		车辆尺寸 Vehicle size	
车辆 5 (车牌号) Vehicle 5 (license plate number)		车辆尺寸 Vehicle size	
驾驶员姓名 Driver name		电话 Telephone	
预计到达时间 Expected arrival time	_____月_____日 上午 下午 上半夜 下半夜 Morning, afternoon, before midnight, after midnight of _____(MM-DD)		
跨海车证邮寄地址 (收件人信息) Mailing address for cross-sea vehicle credentials (Recipient information)			