

CONNECT CREATE  
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Exhibitor Manual



设计引领·内外循环·全链协同  
Design Trend Global Trade Full Supply Chain

广州·琶洲  
GUANGZHOU  
2026.03.28-31



第57届中国（广州）国际家具博览会  
THE 57th  
CHINA INTERNATIONAL  
FURNITURE FAIR(GUANGZHOU)





## **FOREWORD**

**Dear exhibitors,**

We would like to express our sincere gratitude for participating in the China International Furniture Machinery & Furniture Raw Materials Fair (Guangzhou) 2026 / interzum Guangzhou held at the Canton Fair Complex from March 28 to 31, 2026, and the 57<sup>th</sup> China (Guangzhou) International Furniture Fair (Office Environment and Commercial Space Exhibition) held at the same time.

In order to enable exhibitors to obtain perfect and timely supporting services, to ensure that exhibitors can smoothly prepare and dismantle the exhibition during the exhibition, and to ensure that the exhibition is held in good order and achieve complete success, this exhibition manual is specially compiled for the reference and compliance of exhibitors. The right to interpret the manual belongs to China Foreign Trade Guangzhou Exhibition Co., Ltd.

All exhibitors are requested to read through this manual carefully, be familiar with the procedures for planning and dismantling the exhibition, and make relevant preparations for the exhibition in advance.

If you need more detailed information or further assistance, please contact the relevant contractor, transporter, exhibition recruitment agency directly or China Foreign Trade Guangzhou Exhibition Co., Ltd. During the exhibition, please contact the on-site service points of the conference.

Wish your company great success!

China International Furniture Machinery & Furniture Raw Materials Fair  
(Guangzhou)2026/ interzum Guangzhou.  
December, 2025

### Flow Chart of Participation for Exhibitors

Procedure	Remark
Apply for a booth.	Visit our official website: <a href="http://www.ciff-gz.com">www.ciff-gz.com</a> to download the application forms and fax or email the completed application forms together with your business licenses to our relevant contact persons.
Confirm the booth after paying the deposit.	Among them, the standard booth must pay the full booth fee in one lump sum.
Receive the relevant information for participation.	The host will send Vehicle Badges, Invitations and Booth Confirmation by courier.
Transport the exhibits.	Contact the host carrier of the Guangzhou Home Expo, please refer to the "Exhibitor Manual" for details.
Construct the booth. (Raw Space, Standard Booth)	Submit the drawing verification information and Application for Use of Electricity to the official contractors according to the requirements of the Exhibitor Manual.
Pay the balance for booth.	
Receive the badges for admission (Exhibition Preparation Badge, Exhibitor Badge).	Submit the information such as the Receipt for Raw Space Construction Management Fees and apply for the Exhibition Preparation Badge according to the requirements of the Exhibitor Manual.
Arrange booth and put exhibits in place.	
Attend the exhibition.	On-site Talks. Intellectual Property Protection.
Move Out.	Refer to the Exhibitor Manual for the specific move-out schedule.  Exhibition sample return service, Contact the main carrier of the Guangzhou Home Expo.
Receive the Exhibit/Sample Release Slip.	
Move out the exhibits, samples and display racks.	

No.	Description	Received by	Deadline	Page
B1	Booth fascia board (to be returned when required)	Fair Main Site Contractor	February 28, 2026	42
B2	Configuration and location of rented facilities (must be returned)	Fair Main Site Contractor	March 5, 2026	43
B3	Rental of exhibition equipment (to be returned when required)	Fair Main Site Contractor	March 5, 2026	44
B4	Application for Space Decoration and Safety Undertaking (must be returned)	Fair Main Site Contractor	February 28, 2026	54
B5	Application for electricity use (must be returned)	Fair Main Site Contractor	February 28, 2026	60
B6	Telephone application (to be returned when required)	Fair Main Site Contractor	February 28, 2026	62
B7	Safety Responsibility Letter (to be returned when required)	Fair Main Site Contractor	February 28, 2026	64
B8	Application for removal of leakage device (to be returned if necessary)	Fair Main Site Contractor	March 15, 2026	65
	Construction registration form (must be returned)	Fair Main Site Contractor	Pre-construction	31
	Shipping authorization (to be returned when required)	Fair Main Site Contractor	As required by the carrier	67
	Exhibit Customs Clearance Procedures and Reply Slip (to be returned when required)	Fair Main Site Contractor	As required by the carrier	71
	Quarantine receipt for wooden packaging (to be returned when required)	Fair Main Site Contractor	As required by the carrier	73
	List of overseas exhibits (must be returned)	Fair Main Site Contractor	24 February 2026	77
A1	Temporary assistance (to be returned when required)	Service Unit	Subject to the date specified by the service provider	86



A2	Meeting room reservations (to be returned when required)	Organizer	22 February 2026	87
A3	Hotel accommodation (to be returned when required)	Hotel Check-in	Subject to the date specified by the hotel	88

**All forms must be returned by the required date to ensure timely processing. Forms submitted beyond the deadline will not be accepted and all consequences or costs arising therefrom will be the sole responsibility of the exhibitor.**

## Special Tips

- ❖ The text of the fascia will be made according to the Chinese and English names in the exhibition confirmation form, if there is any change, please take the initiative to contact the main contractor.
- ❖ All special construction units are required to participate in the qualification certification of special exhibition units organized by China Foreign Trade Guangzhou Exhibition Co., Ltd., and the name of the certification unit can be found on the official website of China Foreign Trade Guangzhou Exhibition Co., Ltd. [www.cfte.com](http://www.cfte.com) or the official website of Guangzhou Home Expo [www.ciff-gz.com](http://www.ciff-gz.com).
- ❖ All contractors are required to purchase exhibition liability insurance or similar insurance, see page 24 for details.
- ❖ Please pay attention to the time change and carry out the preparation and dismantling work on time, the specific time of the exhibition is detailed in the basic information of the exhibition (pages 16-27) and the must-read for exhibitors (pages 28-38).
- ❖ All special construction units shall pay the special booth construction management fee in accordance with the special construction management fee standard of the Canton Fair Complex (20 yuan/square meter, the booth area paid includes the column area), which will be collected in full by the main contractor and then transferred to the exhibition hall.
- ❖ It is necessary to strictly implement the exhibition safety, fire management regulations and booth construction requirements, and for the units that violate the rules, the conference will deduct the construction deposit in accordance with the "Exhibition Construction Management Penalty Regulations".
- ❖ Precautions for handling certificates:
  - (1) The exhibitor card must be applied for free at the designated place from March 24 to 27, please refer to the basic information of the expo for details;
  - (2) The construction personnel certificate and the vehicle license for the dismantling of the exhibition (including exhibits and construction vehicles) must complete the online registration procedures in advance before entering the exhibition. The relevant certification points will provide paid certificate production services from 9:00 to 18:00 every day from 10 days before entering the venue, please refer to the "Notice on the Implementation of the New Regulations on the Issuance of Daily Exhibition Certificates at the Canton Fair Complex" for details.
- ❖ During the exhibition, no catwalk activities of any kind shall be arranged in or around the booth, and the volume of sound publicity and performance in the booth shall not exceed 60 decibels.
- ❖ The car license for this year's exhibition has been adjusted, which is divided into exhibit car license and construction car license, one certificate for each car, see the text description on the car license for details.
- ❖ Precautions for on-site security:
  - (1) In order to prevent accidents, all exhibitors must pay attention to taking care of their personal belongings and exhibits. Computer lock service is provided free of charge in each exhibition hall, and exhibitors with computers should contact the security office of the museum.
  - (2) The security personnel of each exhibitor's booth must obey the management of the exhibition and shall not hinder the on-site security and fire management personnel from entering the booth for inspection.
- ❖ Special precautions for exhibition dismantling and booth decoration:
  - (1) The cargo size of the freight elevator in Area B is limited to 3200mm (length), × 2200mm (height) × 2200mm (width).
  - (2) The size of the goods entering and exiting the freight elevator on the north side of Hall 14 (3 units), the southwest side of Hall 15 (3 units), and the southwest side of Hall 16 (3 units) of Hall C Exhibition Hall are limited to: 6200mm (length), × 2200mm (height), × 2200mm (width) Weight limit: 10T; The cargo size of the remaining 18 freight elevators in and out of the freight elevator is limited to: 3200mm (length), × 2200mm (height), × 2200mm (width) weight limit: 5T, please pay special attention to exhibitors and construction units, and make relevant preparations.



- (3) The height limit of the booth in the exhibition hall in Area C: 4.5 meters, and no double-layer booths are allowed.
- ❖ After pre-registration, visitors to this year's Home Expo can directly enter the exhibition with their second-generation ID cards.
  - ❖ The Canton Fair Complex does not allow all participants to bring or order takeaway food from outside the exhibition hall to enter the exhibition hall for consumption.
  - ❖ During the preparation and dismantling period, vehicles entering the second and third floors of the exhibition hall will be limited to 10 meters (including 10 meters), 5 tons (including 5 tons), and 3.8 meters (including 3.8 meters) in height. Over-long, overweight, and over-height vehicles must be unloaded and passed in the parking lot designated by the exhibition hall (except for Area C).
  - ❖ The hanging point area of the Canton Fair Complex only includes the exhibition hall of Area B and the exhibition hall of Area D, please refer to the requirements for the use of hanging points (pages 46-49) for details.

## **Notice on the Implementation of the New Badge Application Regulations for Daily Exhibitions at the China Import & Export Fair Complex**

All exhibitors and constructors:

In order to purify the exhibition environment of the Canton Fair Complex, strengthen the safe production of daily exhibition preparation and dismantling construction, and meet the requirements of the traffic police department that trucks must make an appointment to enter the Pazhou area, the Canton Fair Complex (ABCD area) began to implement the real-name system for the preparation and dismantling of exhibition personnel and trucks, and the appointment of certificates and truck timing inspection for daily exhibitions. The relevant certification process and fee standards are hereby notified as follows:

### **I. Types of Badges, Charging Rates and Validity Period**

#### **(I) Prepare for the removal of truck documents**

1. Target users: Freight vehicles that transport materials, exhibits and equipment in and out of the exhibition hall during the preparation and dismantling of the exhibition.
2. Charging standard: 50 yuan per car per certificate, 300 yuan deposit.
3. Validity period of the certificate and the return of the deposit: the vehicle is regarded as a validity period once after the entry and exit verification timing point on the date of use of the license (a car license can only enter and exit once), and the free stay time of the current entry is 150 minutes, and the overtime fee is deducted from the deposit (50 yuan will be deducted for every more than half an hour, and less than half an hour will be calculated as half an hour). Missing entry or exit timing information may result in the full amount of the deposit being forfeited. Please be sure to remind truck drivers to check whether the information has been entered through the timing start and timing end points, and to follow the designated route (on the back of the witness).

#### **(II) Preparation for the removal of the construction personnel pass (if the exhibitor enters the exhibition only for inspection and does not need construction, this certificate is not required)**

1. Target users: During the preparation and dismantling of the exhibition, those who need to enter the hall to engage in booth installation, cargo transportation/loading and unloading, equipment installation, etc., must apply for a pass.
2. Charging standard: 40 yuan per certificate (10 yuan for personal accident insurance).
3. Validity period of the certificate: The pass is valid during the exhibition preparation and dismantling period indicated in the certificate, and there is no need to apply for the certificate repeatedly. For exhibitions held in phases, certificates are required for each period.

### **II. Process for Badge Application**

(I) Exhibitors need to apply for truck documents in advance to avoid affecting the efficiency of the exhibition. Daily exhibition planning and removal of exhibition



personnel and vehicle certification process (exhibitor version), click to download:

<https://www.ciff-gz.com/pdf?link=https%3A%2F%2Foss.ciff-gz.com%2Fpdf%2F92043051aae336622bc17daf4321d2de.docx>

(II) The process of applying for the license of the personnel and vehicles for the daily exhibition preparation and dismantling (construction unit), click to download:

[https://www.ciff-gz.com/pdf?link=https%3A%2F%2Foss.ciff-gz.com%2Fpdf%2F2025%2F12%2F29%2F1766991064\\_vO6kjz.docx](https://www.ciff-gz.com/pdf?link=https%3A%2F%2Foss.ciff-gz.com%2Fpdf%2F2025%2F12%2F29%2F1766991064_vO6kjz.docx)

**After applying, reviewing and completing the payment of personnel or vehicle documents, if you need express mailing service, you can fill in the recipient's name, telephone number, detailed receiving address, etc. in the system to complete the mailing application, and the postage will be paid.**

### **III. Establishment of Badge Service Centers**

The China Import & Export Fair Complex will set up the badge service centers to provide services for all entities of daily exhibitions. Given below are the specific locations:

1. Area A: Counters 6-1 & 6-2, Pearl River Promenade.
2. Area B: Badge Service Center on Zhanchang Road East, Exit A of Pazhou Metro Station (Registration Office for Overseas Buyers of Canton Fair).
3. Area C: Hall 16.1, Exit C of Pazhou Metro Station (Registration Office for Overseas Buyers of Canton Fair).
4. Area D: Counters 17-2 & 17-3, Pearl River Promenade.

### **IV. Badge Service Time**

Starting 10 days before entering the venue, 9:00-18:00 each day.

### **V. Traffic hours and road sections of the exhibition trucks**

#### **(I) Traffic hours:**

1. From 22:00 in the evening before the day of arrival to 7:00 in the day of arrival and from 9:00 to 15:00 every day during the day of arrival.
2. From 22:00 in the evening before the day of the withdrawal to 7:00 in the day of the withdrawal and from 16:00-22:00 every day during the withdrawal.

#### **(II) Road section:**

During the above time period, trucks that have applied for the arrival and withdrawal of the exhibition permit are allowed to enter and exit the exhibition hall at Xinhua Express Exit to the east of Xingang East Road, Xingang East Road (Xinzhou Wharf to Modiesha Road), Yuejiang Road (Huizhan East Road to Modiesha Road), Modiesha Road, Huizhan East Road, Nanfeng East Road, Fengpu Middle Road (Keyun Road to South China Expressway Section), and Huizhan South 1st Road.

**Note: Consultation telephone number of the certificate making center:**

**89131079 in Area A; 89130186 in Area B ;89071064 in Area C; 89133628 in Area D .**

## **The Initiative on “Green Exhibition”**

### **-----Create a Green Exhibition, Implement Green Development**

#### **All Exhibitors and Builders:**

In order to thoroughly implement the spirit of the 20th National Congress of the Communist Party of China, further promote the green, recycling, and low-carbon development of the exhibition, improve the utilization and regeneration of resources, continuously accelerate the pace of green environmental protection, and move towards the goal of "green exhibition".

#### **(I) Green Move-in**

Exhibitors use non-toxic, harmless, recyclable environmental protection materials, and the main frame is made of profiles (steel structure, aluminum profile); No special plate waste will be generated; No paint and plastering are used; The booth lighting fixtures use environmentally friendly and energy-saving lamps.

#### **(II) Green Participation**

1. Exhibitors are encouraged to use exhibitors and equipment that meet national environmental protection standards to achieve green exhibitions.
2. Encourage exhibitors to use recyclable or degradable packaging materials to reduce the impact on the environment.
3. Exhibitors are encouraged to take public transportation as much as possible to participate in the exhibition to achieve green travel.
4. Control lighting, noise and other pollution during the exhibition to create a comfortable negotiation environment.
5. Implement garbage classification and recycling to reduce the amount of garbage.

#### **(III) Green Move-out**

1. Abide by the laws and regulations on national safety production, strictly implement the operating procedures, and do not operate in violation of regulations; Ensure construction safety, do a good job in the personal safety protection of construction personnel, and prohibit barbaric construction.
2. Give priority to the recycling and utilization of degradable, recyclable, decomposable and other materials to reduce the generation of waste plates and garbage.

Note: The use of non-degradable plastic bags is prohibited during the exhibition.

China International Furniture Machinery &  
Furniture Raw Materials Fair (Guangzhou) 2026 /  
interzum Guangzhou

December, 2025

## Rules on Security Management for Exhibition

To strengthen the construction management for exhibition and guarantee the successful exhibition, the Rules are formulated. It is applicable to the related matters of exhibitors and their authorized construction companies in the course of move- in, move- out and booth management. Exhibitors shall take effective measures to ensure that their authorized construction companies abide by the Rules, make clear the management rights of the Organizer for the construction companies and their staff (hereinafter referred to as guarantee that the construction companies shall assume responsibilities for the Organizer in the course of move-in, move-out and booth management).The Official Contractor shall interpret the uncovered matters hereto.

### I. Rules on Safety Construction

1. All construction companies (including the exhibitors for their own move-in and move-out, the same below) are not allowed to enter the construction site unless the **Safety Responsibility Agreement with official seals of exhibitor and construction company (if yes)** (See page 60 for details) are submitted to the Official Contractor for record.
2. All the application forms for raw space decoration, design drawings and the *Safety Responsibility Agreement* must be submitted to the Official Contractor for preliminary review before **February 28, 2026,** The construction companies that fail to pass the drawing review are not allowed to enter the construction site.
3. The construction personnel must properly wear the qualified safety helmets and badges to enter the construction site during the move-in and move-out. The labor safety products for the construction personnel shall comply with the labor protection requirements.
4. **The ladders and scaffolds** on the construction site **shall be firm and the connections require rigid staking. Do not use the scaffolds with truckles. Things placed or persons standing on the top are prohibited if the climbing tools are moved.** No wooden ladders shall be used on the site.
5. The construction personnel are **prohibited to fight, come to blows, gamble or have any behavior that violates the Security Management Punishment Law and the Criminal Law.** Once it is found, the Organizer is entitled to drive out the actors from the exhibition hall, confiscate their construction badges and refuse to let them enter the construction site.
6. All specialized construction personnel shall engage in their own specialized construction only. **Interdisciplinary construction is prohibited. The electrical construction personnel shall hold specialized operation certificates issued by the state department concerned and wear badges in the course of electrical construction.** The change in electrical construction personnel by the construction companies shall be applied for beforehand and construction is not allowed unless the relevant construction badge is obtained.
7. The construction companies shall **not carry electric saws, cutters, welders or compressors to the hall for operation without permission.**
8. The overhead work requires use of the qualified and safe lifting tools and operating platforms. The construction personnel working high above the ground shall **tie the safety belts and wear and use the related labor safety tools.** The construction party shall set up the safety zone around the overhead work area and offer clear warning signs as well as send special persons to direct and take care of the related work.
9. The construction companies are **prohibited to use the fairground structure for hanging or binding, etc without authorization**
10. The booth **with decoration and backboard higher than the adjacent booth shall be treated** to keep the exhibition hall beautiful as a whole.
11. The construction companies shall **neither block the fire facilities in the course of move-in and move-out nor occupy the fire exits, emergency exits and emergency accesses.**
12. The construction companies are **prohibited to use the inflammable, explosive and contraband goods in the course of construction and prohibited to engage in large-area spray paint or paint in the exhibition hall.** If the booth requires water and electricity installation, prior application shall be made and construction shall be done according to the approved design plan. **Connection without permission or overload connection with the electrical equipment is prohibited.**
13. The materials for booths shall be flame retardant or flame resistant in compliance with the national standard for use of temporary building materials and be fire-retardant treated. The high-temperature light boxes and strong lighting in the booths **shall be provided with protective devices and allow for**

**heat dissipation.**

14. No open flame operation such as electric welding and gas welding in the hall is allowed.
15. **The construction badges** for the construction personnel shall **never be altered, duplicated or lent.** The construction personnel shall obey the inspection by the Organizer's related personnel when coming in and out of the construction site.
16. **Uncivilized construction, illegal booth construction or dismantling or premature move-out against the sponsor's Rules is prohibited.**
17. **Damage to the hall facilities, equipment or change in their use nature and positions is prohibited.** Once it is found, punishment shall be given according to the seriousness of the case.
18. During the construction and exhibition, in case of on-site fire, work collapse or other major property loss and casualties due to the construction company, the Organizer is entitled to confiscate all its deposits, ask the construction company to compensate the loss arising therefrom, revoke its on-site construction permit and submit the case to the judicial organs to prosecute in respect of criminal responsibility if the case is serious.
19. In case of booth breakage, slant or collapse, or other major property loss and casualties during the exhibition, the Organizer is entitled to confiscate all deposits, ask the construction company to compensate the loss arising therefrom, revoke its on-site construction permit and submit the case to the judicial organs to prosecute it in respect of criminal responsibility if the case is serious.
20. **It is strongly recommended that all exhibitors or construction companies should buy related insurance for their staff, construction personnel, exhibits or other valuables as guarantee for safety, loss, theft, damage and fire.**

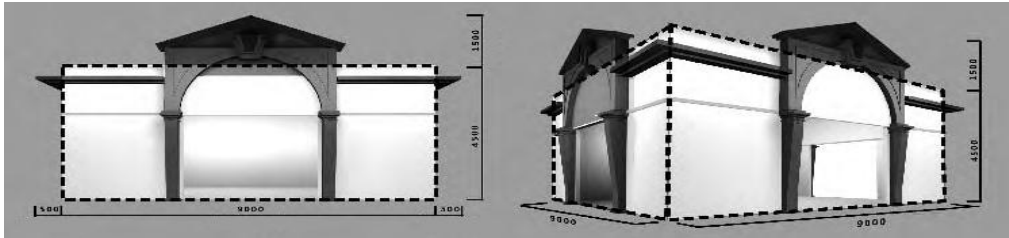
**II. Rules on Booth Cleaning:**

1. When the construction unit dismantles the exhibition, it must clean up the decoration garbage of the booth at the same time, and shall not be stacked in the exhibition hall, the stairwell of the exhibition hall and the unloading area of the exhibition hall.
2. During the dismantling process, if the special components need to be transported by elevator, the components need to be designed according to the size of the freight elevator, and the recommended sizes of the West 1 and West 2, West 6 and West 7 elevators are 3.5 meters long, 2.5 meters high and 1.6 meters wide.  
The recommended dimensions of West 3 and West 8 are 5 m long, 2.5 m high and 2.6 m wide;  
Stopovers - 1st, 1st, 2nd, 3rd.
3. The construction unit must dismantle the booth and remove the decoration garbage within the specified time, and the deposit will be deducted for delay.

**III. Rules on Maintaining On-site Order of the Fair:**

1. **The audio promotion and performance volume** of the exhibitors in the booths during the exhibition **shall not exceed 60db.** The Official Contractor is entitled to take measures for temporary power cut and order the violators to rectify if they fail to correct after warning.
2. **The booths require the licensed electricians on duty during the exhibition.** In the event of any accidents such as power cut or sparks due to electricity overload and improper use of electricity, the Official Contractor is entitled to cut power for the booths of the violators, order them to rectify and ask them to compensate the damaged fairground facilities and equipment arising therefrom.
3. **Special persons are required to take charge of the booths installed with water equipment** in the booths. In the event of the carpet on the exhibition passage soaked with water or damaged hall facilities and equipment caused by water leakage, splash and spill due to improper operation or neglect, the Organizer is entitled to order them to compensate.
4. **No exhibits, tools and packing materials** in the booths **shall be placed on the ceiling, back wall and outside the booths. Influence on the exhibition image or blockage in fire access and fairground renovation passage is prohibited.**
5. **The projection area of the booth construction material is prohibited to exceed the rent area.**
6. **It is strictly forbidden for the highest point of the booth building to exceed the height limit** (the height limit for booth construction: the height limit for single-layer booths is 4.5 meters, and the highest point of double-layer booths shall not exceed 6 meters).

**Key: Booth area 9,000mmX9,000mm, ceiling height for single-decker construction 4,500mm. (Ceiling height for double-decker construction 6,000mm, by the same rule) The correct construction scope is in the dotted line shown in the figure. Outside the dotted line is the ultra wide and ultrahigh area.**



#### **IV. Rules on Application for Intellectual Property Rights**

In order to protect intellectual property rights, encourage design innovation, maintain normal trading order, and protect the legitimate rights and interests of exhibitors and intellectual property rights holders. According to the relevant provisions of national laws, the exhibition will establish an intellectual property record and publicity system, all exhibitors are requested to provide copies of relevant supporting materials (including: certificate of rights, identity certificate of right holder or industrial and commercial registration certificate, certificate of legal status of rights, intellectual property license contract) for the exhibition projects involving intellectual property rights 30 days before the start of the exhibition, and please fill in the "intellectual property application form" and submit it to the organizer for publicity. Please refer to the official website for specific regulations and how to apply [www.ciff-gz.com](http://www.ciff-gz.com).

#### **V. Rules on Quality Requirements for Safety Helmets and Correct Use by Construction Personnel**

##### **(I) About Quality Requirements for Safety Helmets:**

The safety helmets shall pass the ISO9001:2000 Quality System Certification. Try to avoid high mass impact or puncture. The helmets are required to be replaced after suffering impact or puncture damage. Do not change their structures; or you have to bear all the consequences arising therefrom. No contact with paint, solvent, gasoline or similar substances. Use the neutral detergent or lukewarm water for washing.

##### **(II) Rules on Correct Use of Safety Helmets by Construction Personnel**

- (1) Adjust the adjustable bands behind the helmet to the proper position according to your head shape before wearing it. Fasten the elastic straps in the helmet. The degree of tightness of the inner cushion is adjusted by the straps. The vertical distance from your head to the top of the helmet shall be between 25 ~ 50mm and not less than 32mm so that the helmet can have enough space to cushion in case of impact and help ventilation between your head and the helmet.
- (2) Do not have your helmet on crooked. Do not put the brim behind on the back of your head, or its protection against impact will be reduced.
- (3) The lower strap of the helmet must be fastened securely under your jaw. The degree of tightness shall be proper to prevent the helmet from being blown away by the wind or from being knocked by other impediment or from coming off due to your head turning up and down.
- (4) The top of the helmet is provided with harness inside. Some have a small vent for ventilation. Do not make an opening in use for ventilation, which will reduce the strength of the helmet.
- (5) The helmets will gradually be damaged in the process of use. Check regularly whether there are chaps, depression, cracks or wear & tear. Replace them if any abnormal phenomenon is found. Do not use them any more. The helmets that suffer any impact or cracks shall be discarded regardless of damage or not.
- (6) Do not use the helmets with only chin strap connected with shell, namely the helmets without inner cushion.
- (7) The construction personnel in the on-site operation are not allowed to take off their helmets, lay aside or use them as cushion.
- (8) Most helmets are made of high-density low-pressure polyethylene plastic and have the properties of hardening and deterioration. Do not expose them to the sun for a long time.
- (9) For the new helmets, first check whether they have the certificates for production permitted by the

Labor Department and the certificates of quality, and then check any damage or uneven thickness or inner cushion, adjustable bands and elastic straps are complete and effective. Replace them immediately if they fall short of the requirements.

(10) It is also required to wear the helmets for indoor operation on site. Wear them carefully especially for indoor live-wire operation because the helmets can prevent collision and provide insulation protection.

(11) Keep the helmets clean in use. No contact with the source of fire. Do not paint them randomly. Do not use them as stool to prevent loss. In case of loss or damage, reissue or replace them immediately. Persons without helmets are not allowed to enter the construction site.

## **VI. Method of using safety rope**

(1) Each user uses a fixed set of safety rope.

(2) Take some necessary preventive measures before each use, and ensure safe rescue if necessary.

(3) The safety rope is only used by one person at a time, and the user should know how to use it.

(4) Before each use, check the safety rope. If in doubt, replace the safety rope immediately. - During use, take all necessary measures to avoid damage to the equipment. - Avoid contact with sharp objects and corrosive substances.

(5) A safety rope conforming to EN354 may be used in conjunction with a shock absorber provided that the total length of the connection to the fall safety belt (connected via a connector) does not exceed 2 metres.

(6) If the safety rope is adjustable, check the position of the regulator regularly during use.

(7) After a fall accident, the safety rope cannot continue to be used.

(8) Do not replace the parts on the safety rope.

(9) Choose an object with a high bearing capacity (at least 10kN). The support point should be above the user.

(10) The safety rope without shock absorber is not used as an anti-fall system.



## GUIDE

### **Please Note >>>>>>**

- Move-in & Move-out Time ----Refer to Page 17 for details.
- New Method for Visitor Check-in and Invitation Distribution ----Refer to Page 18 for details.
- Service provider contact information ----Refer to Page 26 for details.
- Move-in & Move-out Notice and Attention to Move-out ----Refer to Page 29 - 30 for details.
- Construction Registration Form ----Refer to Page 31 for details.
- Fire Control Requirements ----Refer to Page 33 for details.
- Interim Provisions for Protection of Intellectual Property Rights ----Refer to Page 35-37 for details.
- Hygiene Guarantee Work ----Refer to Page 38 for details.

### **The raw space booth exhibitors should note >>>>>>**

Regulations for Raw Space Ceiling Height and Construction Requirements ----Refer to Page 45-46 for details.

- The height limit of the first floor booth is 4.5 meters, and the height limit of the two-story booth is 6 meters;.
- Only the second floor can be built with a booth area of more than 180 square meters (the second floor is not allowed in the exhibition hall in Area C);
- The exhibition area of the second floor shall not be greater than 50% of the exhibition area of the first floor, and shall not be less than 50 square meters;
- If the above regulations are violated, the exhibition will deduct 50% or more of the construction deposit according to the circumstances; Enterprises with continuous violations will be rejected by the exhibition to participate in the exhibition;
- All enclosed special booths, with at least two entrances and exits;
- All decoration and decoration materials are made of non-combustible or non-combustible materials;
- Fire hydrants shall not be obstructed, and fire escapes shall not be occupied;
- It is strictly forbidden to install and connect the power supply and pull the wires without authorization;
- Electricians are certified to work.

Requirements for the construction of double-layer special booths ----Refer to Page 47-48 for details.

Requirements for the construction of floating platform/north corridor/flyover booth----Refer to Page 49 for details.

Requirements for the use of lifting points - Refer to pages 50-53

Application for decoration of special booths ----Refer to Page 56-57 for details.

Application for power leasing of special booths ----Refer to Page 58-59 for details.

### **The shell scheme booth exhibitors should note >>>>>>**

Shell Scheme Booth Specification ----Refer to Page 41 for details.

Fascia Board ----Refer to Page 42 for details.

Furniture Rental and other service ----Refer to Page 43 for details.



## CONTENTS

Chapter 1 General Information .....	17
Chapter 2 Notices .....	28
Move-in&Move-out Notice .....	29
Attachment I Construction Registration Form .....	31
Ten regulations on fire safety in the exhibition hall .....	33
Electricity management responsibilities .....	34
Interim Provisions on the Protection of Intellectual Property Rights .....	35
Health security work .....	38
Chapter 3 General Guide to Booth Construction .....	39
Shell Scheme Booth Specification .....	41
Form B1: Fascia Board .....	42
Form B2: Service Location Plan .....	43
Form B3: Furniture Rental .....	44
Raw Space Construction Regulations .....	45
Specifications of Double-Decker Booth Construction Requirement .....	47
Construction Requirements for floating platform/north corridor/flyover booth .....	49
Requirements for use of Suspension Points .....	54
Form B4: Raw Space Construction Application .....	56
Blueprint Design Sample of Booth Fitment .....	52
Form B5: Power Rental .....	60
Form B6: Application for Telephone .....	62
Form B7: Safety Responsibility Agreement .....	64
Form B8: Application for dismantling of anti-leakage device .....	65
Chapter 4 Overseas Transportation Guideline .....	66
APPENDIX III Transport Order to Official Forwarder .....	74
APPENDIX IV Exhibits customs clearance procedures and return receipts .....	75
APPENDIX V Quarantine entry into China wood packaging requirements and return receipt .....	77





中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR  
(GUANG ZHOU)

# Chapter 1 General Information

## 1. FAIR TITLE

The 57<sup>th</sup> China International Furniture Fair(Guangzhou)-Phase 2

## 2. VENUE

China Import & Export Fair Complex

Add: No. 382, Yuejiang Zhong Road, Haizhu District, Guangzhou, China

## 3. HALL ARRANGEMENT

Hall 1.1-20.1, Hall 1.2-20.2, Hall 9.3-11.3,14.3-16.3, Hall 14.4.-16.4

## 4. OPENING DATES & HOURS

Opening Dates: March 28-31, 2026

Opening Hours:	Exhibitor:	08:30-18:00 March 28-30, 2026
		08:30-17:00 March 31, 2026
	Professional Visitor:	09:00-18:00 March 28-30, 2026
		09:00-17:00 March 31, 2026

## 5. MOVE-IN & MOVE-OUT SCHEDULE

a) Move-in and Booth Arrangement (for raw space booth exhibitors)

09:00-17:00 March 24-25, 2026

08:30-23:00 March 26-27, 2026

b) Move-in and booth decoration(for shell scheme booth exhibitors only)

08:30-23:00 March 26-27, 2026

c) Apply for relevant documents

09:00-17:00 March 24-25, 2026

08:30-23:00 March 26-27, 2026

d) Exhibits departed

17:00-24:00 March 31, 2026

e) Decoration materials leave the site

Area B:9:00-18:00 April 1, 2026

Area C 9:00-16:00 April 1, 2026

f) Early admission fee RMB 41 / m<sup>2</sup> / 8 hours (The fee structure will apply if the venue has available dates. The starting booth size is 150 m<sup>2</sup> ; if it is less than 150 m<sup>2</sup> , it will be charged as 150 m<sup>2</sup> . If it exceeds 150 m<sup>2</sup> , the actual area will be charged.)

g) Over Time (Charged)

If the exhibitor needs to extend the working hours, please go to the site office of the contractor one hour before the exhibition closes to complete the overtime procedures. Otherwise, the exhibition will not be able to arrange the relevant personnel to work overtime. Overtime expenses shall be borne by the exhibitor.

### Charge Rate:

#### Fee Standards

Application within the specified time: ¥4 per square meter per hour(During the move-in and move-out periods:

Minimum billing area: 100 square meters. Any booth with an area less than 100m<sup>2</sup> shall be charged as 100m<sup>2</sup>; areas exceeding 100m<sup>2</sup> shall be calculated based on the actual net area.

Overtime: Minimum 3-hour charge. Any overtime less than 3 hours shall be billed as 3 hours; additional time beyond 3 hours shall be charged in 2-hour increments.

Overtime during the exhibition period shall be charged on an hourly basis.)

Late application: ¥5 per square meter per hour(During the move-in and move-out periods:

Minimum billing area: 100 square meters. Any booth with an area less than 100m<sup>2</sup> shall be charged as 100m<sup>2</sup>; areas exceeding 100m<sup>2</sup> shall be calculated based on the actual net area.

Overtime: Minimum 3-hour charge. Any overtime less than 3 hours shall be billed as 3 hours; additional time beyond 3 hours shall be charged in 2-hour increments.

Overtime during the exhibition period shall be charged on an hourly basis.)

Exhibitors must complete the dismantling of their booths within the timeframe specified by the conference by April 1, 2026. The conference will not accept any requests for delayed dismantling. If an exhibitor is unable to remove their exhibits and decorative materials from the exhibition hall within the allotted time, the conference



will dispatch removal personnel to assist the manufacturer in doing so, and the exhibitor will be responsible for the associated costs.

## 6. HOW TO GET TO THE VENUE

China Import & Export Fair Complex is situated at No. 382, Yuejiang Zhong Rd., Haizhu District, Guangzhou.

China Import & Export Fair Complex is situated at No. 980, Xingang East Rd., Haizhu District, Guangzhou.

Exhibitors can get to the venue by the following routes:

- a) Take Metro Line 8 to Exit A of Pazhou Station to reach Area B of the exhibition hall, and Exit C of Pazhou Station can reach Area C of the exhibition hall (those who take Metro Line 1 can transfer to Line 2 at Gongyuanqian Station and transfer to Line 8 at Changgang Station; Those who take Metro Line 3 can transfer to Line 8 at Kecun Station).
- b) By car, you can choose to go to Xingang East Road via Guangzhou Bridge, Jiangwan Bridge, Haiyin Bridge, or Huangpu Avenue to South China Expressway or Liede Bridge or Pazhou Bridge (South China Expressway requires a fee, and the rest are free) See page 98-104 "Traffic Guide" for details.

## 7. OFFICIAL BADGES

- a. Type of official badges & instructions:

\*Exhibitor badges:

18M<sup>2</sup> (including 18M<sup>2</sup>): 4 exhibitor badges.

19-36M<sup>2</sup> (including 36M<sup>2</sup>): 6 exhibitor badges.

37-54M<sup>2</sup> (including 54M<sup>2</sup>): 8 exhibitor badges.

More than 55M<sup>2</sup>: 1.5 documents per 9M<sup>2</sup> for more than 54M<sup>2</sup> (the decimal part is rounded).

\*Contractor badges: (handled and produced by Canton Fair Exhibition Hall) for raw space exhibitors only.

\*VIP badges: For distinguished guests specially invited by the organizer.

\*Staff badges: For staff of the organizer.

\*Professional Visitor badges: used by domestic/overseas visitors with business cards.

\*General spectator: used by domestic/overseas visitors without business cards..

\*Press badges: Specially invited media and journalists.

\*Prepare and withdraw exhibition car permits badges: For the collection and withdrawal of vehicles used, is the collection and withdrawal of exhibition vehicles to transport exhibition racks, exhibits into the exhibition hall voucher (by the Canton Fair pavilion unified handling and production).

- b. Official badge management & regulations:

\*Before exhibitors register, each participant must complete online real-name registration.

\* Exhibitors need to present the original booth confirmation (copy with official seal) and company name card to the exhibitor registration center (Counter 5-5 of Pearl River Promenade in Area A, Counter 11-1 of Pearl River Promenade in Area B, Hall 16.1 of Area C, Counter 20-1 of Pearl River Promenade in Area D) to get the paper certificate.

\* During the exhibition, all personnel must present the second-generation ID card, wear the relevant paper certificate on the chest, and consciously cooperate with the security personnel to check, otherwise they are not allowed to enter the exhibition. All certificates are strictly prohibited to lend, sell, alter, offenders will be prosecuted.

\* The exhibition car license must be completed in advance before the entrance and collected at the designated registration point.

- c. Application and use of building permit:

In order to prevent miscellaneous personnel from entering the hall and ensure the good order of the exhibition site, the construction certificate is issued by the Canton Fair Pavilion, and the construction company is put on record, and the construction personnel's real name system is implemented:

\* Before registration, each site construction personnel must complete online real-name registration.

\* Paper certificates shall be used by special persons and shall not be borrowed or exchanged. If they flow into the hands of illegal persons and cause losses to the exhibition, they shall be held jointly and severally liable.

## 8. INVITATION FOR EXHIBITORS

The conference also provides more convenient ways for merchants to handle: online pre-registration and WeChat



pre-registration. Merchants can log on to the official website of the Home Expo ([www.ciff-gz.com](http://www.ciff-gz.com)) or follow the official WeChat of the Home Expo (WeChat ID: China National Expo CIFF) for pre-registration.

### 9. DESIGNATED HOTEL FOR THE CONFERENCE

The conference will provide designated hotel accommodation services for the participating merchants. Merchants who book hotel rooms at the designated hotel of the conference can get the preferential price agreed between the conference and the hotel. Exhibitors or visitors can complete the Hotel Accommodation Form A4 and fax it to the designated hotels.

### 10. ELECTRICITY SUPPLY, EQUIPMENT REQUIREMENTS AND ELECTRICITY SAFETY REGULATIONS

- a) Electricity supply: The conference will provide basic exhibition hall lighting. The standard power supply is: three-phase five-wire system, 380 volts/220 volts (V) 50 Hz (Hz), maximum load 100 amps, if there is a greater power demand, it should be requested in advance.
- b) The power supply of the booth will be turned off immediately after the end of the exhibition every day, if you need 24-hour power supply or delayed power cut-off, please contact the contractor as soon as possible at your own expense.
- c) In order to ensure the safe use of electricity and sufficient power supply, all additional power supply and electricity consumption of electrical equipment must be declared to the conference contractor in advance and can only be supplied after its permission.
- d) The quality standards of products must be selected in line with the relevant national standards, and their installation, wiring and dismantling must be constructed and tested by licensed technicians, and subject to the supervision of relevant departments. During the normal power supply process, the exhibitor has the obligation to maintain the power distribution equipment of the exhibition hall.
- e) The wire must be ZR-BVV (flame retardant double plastic copper core wire) and sheathed wire. It is forbidden to use flower wire and aluminum core wire.
- f) If the single-phase load exceeds 10A current, the three-phase power supply design should be adopted, and the three-phase load should be evenly distributed to the booth.
- g) The metal protection pipe and metal components shall be electrically crossed and safely grounded.
- h) Each electrical circuit must have a special protective ground wire, and be connected to all metal objects that may be in contact with leakage.
- i) Downlights and quartz lamps should be protected by asbestos pads; Advertising light boxes and lampposts must have convection heat dissipation holes. Lamps, rectifiers and triggers must be selected from the fire department inspection qualified products.
- j) The fluorescent lamp ballast shall be installed separately from the fluorescent lamp tube and shall not be bundled together.
- k) Protective covers should be installed when using high-power heating lamps (such as iodine-tungsten lamps above 100W). It is forbidden to use high-power lamps above 500W.
- l) All exhibitors and construction units should pay attention to the electrical facilities of the exhibition hall, and are not allowed to be connected indiscriminately. The exhibitor shall be responsible for compensating for the losses caused to the exhibition hall.
- m) The electrical appliances and distribution facilities such as lines and switches in the booth should be consciously inspected by the electrician of the conference. If hidden dangers are discovered, they must cooperate with rectification, and must not refuse to inspect or refuse to rectify under pretext.
- n) The booth must be equipped with its own booth electricity control box (secondary electrical box), equipped with a safe and reliable air circuit breaker and leakage protector (30mA, action time less than 0.1S) according to the specifications, and installed in a safe, obvious, and convenient location for operation and inspection; In principle, the distribution box shall not be installed in an enclosed space, and if it needs to be installed, the room shall not be locked, and the door shall be marked with the words "distribution room". The setting value of the total switch protection of the total control electric box of the booth power consumption shall be lower than or equal to 80% of the protection setting value of the fixed power switch connected to the exhibition hall to ensure the safe operation of the power supply system of the exhibition hall. If the set value of booth switch protection cannot be adapted, the exhibitor or construction contractor shall adjust the electricity consumption by itself until this requirement is met; General lighting, mechanical power, frequency conversion equipment, thyristor control equipment, stage dimming equipment, amplification equipment and 24-hour electrical equipment should be classified to set up independent circuits, and it is strictly forbidden to share the same circuit. Important electrical equipment and electricity consumption on important occasions and locations should be equipped with a main and a standby dual-circuit power supply.



- o) 1 socket can only be used for 1 display device with a power of less than 500 watts, and it is strictly forbidden to use multi-purpose sockets to prevent short circuit caused by overload.

## 11. TRANSPORTATION OF EXHIBITS

- a). Except for the permission of the conference, during the opening of the exhibition, the exhibits shall not be transported into the hall, and the exhibits shall not be moved out of the venue before the end of the exhibition. Exhibitors are required to present a release slip to the security guard upon withdrawal before leaving the exhibition with their exhibits.
- b). After 15:00 on the last day of the exhibition (March 31, 2026), exhibitors should go to the on-site office of the conference contractor to collect the exhibit release slip.
- c). Exhibitors can use the underground freight elevator to send their hand-held items to the exhibition hall, and they can also use trolleys to transport light exhibits to each booth.
- d). Exhibitors are not allowed to use their own mechanical freight tools such as hook trucks, boom trucks, forklifts, hydraulic trucks, iron wheel trolleys, etc. to transport heavy exhibits in the exhibition hall (if you need to transport heavy exhibits, please contact the conference carrier).

## 12. VENUE SPECIFICATION & EQUIPMENT

Technical data from the exhibition hall of the Pavilion in Area A

Exhibition hall number	1.1、2.1、3.1、4.1、5.1	6.1、7.1、8.1	1.2、2.2、3.2、4.2、5.2
Main entrance	8.5m wide, 5.5meters high	8.5m wide, 5.5meters high	8.5m wide, 5.5meters high
Dimensions of the showroom	126.6mX86m	6.1、8.1馆: 108.3mX86m 7.1Hall: 40mX86m	126.6mX86m
Can be built at a high level	The height limit of the first floor booth is 4.5 meters, and the height limit of the second floor booth is 6 meters (the height limit of all booths in Hall 1.1-5.1 in Area A is 4.5 meters)		
Lift	Area A has 46 escalators, 24 vertical elevators (1.35T) and 16 horizontal elevators; Except for the marked freight elevators, other elevators are only for personnel use and are not allowed to carry out freight.		
Ground load-bearing	5tons/sq.m	5tons/sq.m	1.35tons/sq.m
Power supply mode	3-phase 5-wire system380V/220V/50HZ	3-phase 5-wire system380V/220V/50HZ	3-phase 5-wire system380V/220V/50HZ
Electricity	2250kw/hall	2250kw/hall,7.1Hall: 800kw	2250kw/hall
Water supply equipment	Yes	Yes	Yes
Lighting of the exhibition hall	250LX	250LX	250LX
Air conditioning equipment	Yes	Yes	Yes
Fire fighting equipment	Automatic fire alarm system Stationary automatic fire extinguishing system Fire hydrant system Portable fire extinguishers	Automatic fire alarm system Stationary automatic fire extinguishing system Fire hydrant system Portable fire extinguishers	Automatic fire alarm system Stationary automatic fire extinguishing system Fire hydrant system Portable fire extinguishers
Phone	Straight lines in the city, domestically and abroad	Straight lines in the city, domestically and abroad	Straight lines in the city, domestically and abroad
Broadband	Wireless broadband network (up to 100M) Wired broadband network (shared 100M)	Wireless broadband network (up to 100M) Wired broadband network (shared 100M)	Wireless broadband network (up to 100M) Wired broadband network (shared 100M)

Technical data from the exhibition hall of the Pavilion in Area B

Exhibition	9.1、10.1、11.1	12.1	13.1	9.2、10.2、11.2	12.2	13.2	9.3、10.3、11.3
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hall							
Main entrance	7.6Mx5.3M	7.6Mx5.3M	7.6Mx5.3M	7.6Mx5.3M	7.6Mx5.3M	7.6Mx5.3M	7.6Mx5.3M
Dimensions of the showroom	115.5Mx85M	106.5Mx85M	106.5Mx85M	115.5Mx85M	106.5Mx85M	106.5Mx85M	115.5Mx85M
Height limit for buildings	The height limit of the first floor booth is 4.5 meters, and the height limit of the second floor booth is 6 meters						
Lift	There are 10 freight elevators (5T), 2 (3T) and 1 (2T) in Area B; 40 escalators, 12 passenger elevators (1.35T), 6 horizontal elevators, and 10 office elevators; Except for the marked freight elevators, other elevators are only for personnel use and are not allowed to carry out freight.						
Ground load-bearing	5T/M <sup>2</sup>	5T/M <sup>2</sup>	5T/M <sup>2</sup>	1.5T/M <sup>2</sup>	1.5T/M <sup>2</sup>	1.5T/M <sup>2</sup>	1.5T/M <sup>2</sup>
Power supply mode	3-phase 5-wire system380V/220V/50HZ						
Electricity	1440kw/hall						
Water supply equipment	According to the groove setting, one ditch has 6 interface boxes. The setting of each water supply and drainage interface box is: water supply Dg15 a, Dg20 a; Drain DN20 a, DN32 a(floor drain)			Dividing ditch setting, one ditch 6 interface boxes. The setting of each water supply and drainage interface box is: water supply Dg15 a, Dg20 a; Drain DN20 a, DN32 a(floor drain)			
Lighting of the exhibition hall	180LX			200LX			
Air conditioning equipment	The east-west direction of the nozzle is supplied with air, and the height of the air supply outlet from the ground is about 8.4 meters			The north-south direction of the nozzle is supplied with air, and the height of the air supply outlet from the ground is about 8.4 meters			
Fire fighting equipment	Automatic alarm system, indoor and outdoor fire hydrant system, large space intelligent fire extinguishing system, intelligent evacuation system, automatic water sprinkler system, gas fire extinguishing system, mechanical smoke exhaust and electric smoke exhaust window system, etc						
Phone	Straight lines in the city, domestically and abroad						
Broadband	There are about 400 data ports in each exhibition hall, with a maximum transmission speed of 100M; More than 800 voice-ports; 16 single multi-mode fiber ports, maximum transmission speed of 1000M; All exhibition halls are equipped with Wi-Fi.						

**Technical data of the floating platform exhibition hall in Area A/B a**

Exhibition hall number	Area A Floating Terrace	Area B Floating Terrace
Can be built at a high level	The height limit is 2.5 meters	The height limit is 2.5 meters
Ground load-bearing	350kg/m <sup>2</sup>	350kg/m <sup>2</sup>
Power supply mode	3-phase 5-wire system 380V/220V/50HZ	3-phase 5-wire system 380V/220V/50HZ
Water supply equipment	not	not
Lighting of the exhibition hall	Natural daylight during the day	Natural daylight during the day
Air conditioning equipment	Yes	Yes
Fire fighting equipment	not	not
Phone	Straight lines in the city, domestically and abroad	Straight lines in the city, domestically and abroad



Broadband	Wireless Broadband (100M)Wired Broadband (Shared 100M)	Wireless Broadband (100M)Wired Broadband (Shared 100M)
Note: The building material cannot be made of plates, but must be built with aluminum.		

## Technical data of the exhibition hall in Area C

Exhibition hall	14.1、 15.1	14.2、 15.2、 16.2	14.3、 15.3、 16.3	14.4、 15.4、 16.4
Main entrance	6.98Mx4.19M	6.98Mx4.19M	6.98Mx4.19M	6.98Mx4.19M
Dimensions of the showroom	88.2Mx81M	88.2Mx81M	88.2Mx81M	88.2Mx81M
Height limit for buildings	The height of the booth is limited to 4.5 meters			
Ground load-bearing	5T/M <sup>2</sup>	1T/M <sup>2</sup>	1T/M <sup>2</sup>	1T/M <sup>2</sup>
Power supply mode	3-phase 5-wire system380V/220V/50HZ			
Electricity	1400kw/hall			
Water supply equipment	Yes			
Lighting of the exhibition hall	300LX			
Freight elevator equipment	North side of Hall 14 (3 units), Southwest side of Hall 15 (3 units), Southwest side of Hall 16 (3 units) The size of the goods entering and exiting the freight elevator is limited to: 6200mm (length) ×2200mm (height) ×2200mm (width) Weight limit: 10T			
	The remaining 18 freight elevators The size of the goods entering and exiting the freight elevator is limited to: 3200mm (length) ×2200mm (height) ×2200mm (width) weight limit: 5T			
Air conditioning equipment	The east-west direction of the nozzle is supplied with air, and the height of the air supply outlet from the ground is about 8.4 meters		The east-west direction of the nozzle is supplied with air, and the height of the air supply outlet from the ground is about 8.4 meters	
Fire fighting equipment	Automatic fire alarm system, indoor and outdoor fire hydrant system, large space intelligent fire extinguishing system, intelligent evacuation system, automatic water sprinkler system, gas fire hydrant system, mechanical smoke exhaust and electric smoke exhaust window system, etc			
Phone	In the city, domestic and foreign direct lines can be opened (see Table B6 for details)			
Broadband	Wireless broadband network, wired broadband network (see Table B6 for details).			

## Technical data of the walkway exhibition hall outside the north gate of Area C

Exhibition hall number	Walkway outside the north gate of Area C
Can be built at a high level	The height limit is 2.8 meters
Ground load-bearing	Ground floor4T/M <sup>2</sup> 2-3floors1T/M <sup>2</sup>
Power supply mode	3-phase 5-wire system380V/220V/50HZ
Water supply equipment	not
Lighting of the exhibition hall	Natural daylight during the day
Air	not





conditioning equipment	
Fire fighting equipment	Water cannons, fire hydrants, portable fire extinguishers, smoke masks
Phone	Straight lines in the city, domestically and abroad
Broadband	Unlimited Broadband (100M), Limited Broadband (100M)

## Technical data of the exhibition hall in Area D

Exhibition hall number	17.1、18.1、19.1、20.1	17.2、18.2、19.2、20.2
Floor	Layer 1	Layer 2
Exhibition hall elevation (mM)	±0.00	16.00
Main Entrance (mM)	The north gate is 7.6 meters × 5 meters The south gate is 9.8 meters × 4.9 meters	The north gate is 12 meters × 2.8 meters The south gate is 9.8 meters × 4.5 meters
Exhibition hall size (mM)	120×87.7	120×87.7
Exhibition hall area (m2 m²)	10550	10550
Number of standard stalls that can be mounted (pcs)	572	576
Clear Height of the Exhibition Hall (mM)	The clear height (under the beam) is 12.8 meters, and the low point (under the air duct) is 11.9 meters.	The clear height is 11.2~12.5 meters from north to south
Column mesh size (m) Span (longitudinal) × column spacing (horizontal)	27×30	/
Buildable Height (mM)	The height limit of the single-story booth is 4.5 meters, and the height limit of the two-story booth is 6 meters (if there is an ultra-high requirement, it can only be implemented after being approved by the security department of the customer service center in advance)	
Ground load-bearing (Ton/m2)	5	2
Ceiling hanging point in the exhibition hall	≤ 500KG	≤ 350KG
Power supply mode	3-phase 5-wire system380V/220V/50HZ	3-phase 5-wire system380V/220V/50HZ
Total power supply capacity (kW)	5000A (each exhibition hall has a total of 19 trenches, 6 power connection areas in each trench, of which the maximum capacity in the largest power connection is 125A, 6 on the east and west sides of the wall, a total of 12 large power connection points, the largest power connection point is 400A)	5000A (each exhibition hall has a total of 19 trenches, 6 power connection areas in each trench, of which the maximum capacity in the largest power connection is 125A, 6 on the east and west sides of the wall, a total of 12 large power connection points, the largest power connection point is 400A)
Water supply equipment	Ditch setting, a ditch 8 interface boxes (6 DN20, 2 DN50 water supply), each water supply and drainage interface box is set up: water supply DN20 or DN50 a; Drain DN100 a. The water supply pressure ≤ 0.2MPa, in line with the "Sanitary Standard for Drinking Water GB5749-2006"	Ditch setting, a ditch 8 interface boxes (6 DN20, 2 DN50 water supply), each water supply and drainage interface box is set up: water supply DN20 or DN50 a; Drain DN100 a. The water supply pressure ≤ 0.2MPa, in line with the "Sanitary Standard for Drinking Water GB5749-2006"
Gas supply equipment	Each exhibition hall can provide a maximum of 6.5m³/min (after treatment by a heatless adsorption dryer), a pressure of 1.0MPa, a quality level of 2.2.1 compressed air, compressed air ditch setting, each ditch has 10 DN25 air supply points.	
Brightness of the showroom ( LX )	300	300
Lift	1. There are 41 vertical passenger elevators in Area D (with a	





	<p>load capacity of 1600KG, including 2 in Xideng, 16 in the exhibition hall, 5 in Dongdeng, and 18 in the conference center); 14 self-propelled sidewalks (located on the Pearl River Promenade); 3 passenger/cargo elevators (load capacity of 1600KG, door opening size: width * height 1100 * 2100, car size: width * height * depth 1100 * 2100 * 1700, all located in the conference center); 4 sets of 3-ton freight elevators (load capacity of 3000KG, door opening size: width * height 1800 * 2500, car size: width * height * depth 1800 * 2500 * 2900, respectively located in each exhibition hall 1 unit); 6 5-ton freight elevators (load capacity of 5000KG, door opening size: width * height 2300 * 2500, car size: width * height * depth 2300 * 2500 * 3600, respectively located in each exhibition hall 1, 2 conference center); 2 10-ton large freight elevators (load capacity of 10,000KG, door opening size: width * height 2400 * 2500, car size: width * height * depth 2400 * 2500 * 6200, respectively located in the conference center 1, 1 east board) 45 escalators (6 in the west and 8 in the exhibition hall, 8 in the Pearl River promenade, 7 in the east and 16 in the conference center)</p> <p>2. Except for passenger/cargo elevators, freight elevators, and large freight elevators, other elevators are only for personnel use, and freight transportation is not allowed.</p>	
Air conditioning equipment	<p>1. The air supply in the exhibition hall adopts the east-west direction, and two rows of air outlets are set up in each exhibition hall, and the height of the air outlet from the ground is 6.4 meters and 7.5 meters respectively.</p> <p>2. The air conditioning temperature of the exhibition hall is set to 23~26 degrees.</p>	<p>1. The air supply in the exhibition hall adopts the east-west direction, and two rows of air outlets are set up in each exhibition hall, and the height of the air outlet from the ground is 5.2 meters and 8.9 meters respectively.</p> <p>2. The air conditioning temperature of the exhibition hall is set to 23~26 degrees</p>
Fire fighting equipment	<p>Yes. Note: Area D covers an area of 238,000 square meters and a construction area of 460,000 square meters.</p>	

## 13. SECURITY GUARD

- Security at the venue will be arranged by the organizer, with special security guards patrolling the venue 24 hours a day. The exhibition is covered by public liability insurance, and every effort will be made to ensure the safety of the venue and exhibits during the exhibition. However, the organizer will not be responsible for the injury of staff and the loss or damage of exhibits.
- The exhibition has a large flow of people, complex personnel, and theft incidents occur from time to time, so all exhibitors must pay attention to taking care of their personal belongings and exhibits.
- During the preparation and withdrawal period, exhibitors are responsible for the safety of their exhibits, and if necessary, exhibitors can hire individual guards to accompany them.
- If you spot any suspicious person, please notify the security guard immediately.
- After the exhibition, please do not leave valuables in the booth and ensure that all display cases are locked. It is the responsibility of the exhibitor to take good care of his valuables.

## 14. INSURANCE & LIABILITY

- During the exhibition, exhibition and withdrawal period, the exhibitor shall bear and be responsible for compensating the expenses or compensation claims caused by its related persons and shopping. So as to protect the interests of the organizers and venue leaders.
- All construction units must purchase exhibition liability insurance or similar insurance. Among them, the compensation limit for personal injury or death is not less than 2 million yuan/person, and the cumulative compensation limit for personal injury or death per accident is not less than 6 million yuan. The insured shall include on-site construction personnel of the construction unit and on-site staff of the exhibitor; The insurance coverage shall include the area of the booth and the surrounding area..**
- The Conference strongly recommends that all construction units purchase for their booths, including but not limited to public liability insurance, employer liability insurance, and project all insurance.



- d) Under the circumstances beyond the control of the organizer, the organizer shall not be responsible for the inability of the booth to be constructed, reconstructed or dismantled, or the inability of the exhibition center to provide a certain service, or any changes in regulations and codes due to any conditions.
- e) The organizer reserves the right to cancel the exhibition completely, cancel part of the exhibition or postpone the exhibition. The booth fee will be arranged according to the specific situation.

## **15. STAND CLEANING**

The Host will arrange for the general cleaning of the exhibition premises and stands prior to the opening of the exhibition and daily thereafter. Exhibitors, forwarders and agents are responsible for removing packing materials, empty cartons, wooden crates, etc. before the exhibition opens daily. Extra removal charges will be incurred if the above items are discarded in any part of the exhibition hall.

## **16. SALES OF EXHIBITS & STORAGE**

- a) Retail of exhibits at the fair is not allowed, Otherwise, the resulting industrial and commercial taxes and other responsibilities shall be borne by themselves.
- b) There is a warehouse for exhibitors to store items, please contact the designated freight forwarder directly for details.

## **17. GENERAL REGULATIONS**

- a) Exhibitors should consciously abide by the relevant national laws such as intellectual property rights and copyrights, and violators shall bear all responsibilities. For exhibits involving trademarks, patents and copyrights, exhibitors must obtain legal patent certificates or license contracts, see page 29 for details.
- b) Without the approval of the organizer, exhibitors are not allowed to distribute promotional materials unrelated to the exhibited products in the venue; All commercial or promotional activities of exhibitors are limited to their booths and must not be a nuisance to guests or other exhibitors.
- c) Non-exhibitors are strictly prohibited from engaging in any trading or promotional activities in the venue. If you become aware of such a situation, you are requested to inform the Conference in a timely manner.
- d) Photography or videography is strictly prohibited in the venue without permission. If necessary, exhibitors can place a "No Photography" sign in a conspicuous position in the booth.
- e) Exhibitors who need to conduct product demonstrations and performances in the booth must strictly comply with the relevant safety and fire regulations, and can do so with the approval of the relevant competent authorities. During the demonstration and performance, the sound effect shall not affect the negotiation of other exhibitors.
- f) Smoking is strictly prohibited in the exhibition hall, exhibitors should consciously protect the public facilities and fire-fighting equipment in the hall, cooperate with the conference to do a good job in fire safety, and strictly prohibit the random movement of fire-fighting facilities and fire safety signs on the ground.
- g) All exhibitors should strictly abide by the fire safety regulations and take all fire prevention measures to ensure the safety of the public, as detailed on page 25.
- h) Please do not post notices with discriminatory or racial language on the booth, and the Organizer reserves the right to ask exhibitors to remove the notices immediately if they are found or complained. Do not post "refuse domestic sales", "refuse to go with peers" and other words in the booth to refuse guests to visit, should use polite words such as "make an appointment to visit" to arrange buyers to visit, please treat all guests equally, and receive domestic and foreign merchants in a civilized way.
- i) If the exhibitor fails to register 24 hours before the opening of the exhibition and does not give any explanation, the organizer has the right to arrange the booth for other use, and the paid fee will not be refunded.

**18. China International Furniture Fair(Guangzhou) Main Site Construction and Carrier Service Providers Contact Form****a) CIFF Guangzhou main site construction service provider****Contractor of Area A Main Site: Guangzhou Minchuang Exhibition Planning Ltd.**

Address: Room 206, second Floor, Pazhou Hotel, No. 37, Xingang East Road, Haizhu District, Guangzhou, China

CRS: <http://120.48.3.244:6060/index.aspx>

Email: [gzminchuang88@163.com](mailto:gzminchuang88@163.com)

Contact: Mr. Lee 18027441557/ Ms. Ke 13556087313/ Ms. Xie 13922347876/ Mr. Lee 13826218843

Name: Guangzhou Minchuang Exhibition Planning Ltd.

Bank of Account: ICBC Guangzhou Yule Street Sub-branch

Account number: 3602879809100070395

**Contractor of Area B Main Site: Guangzhou Canton Fair Exhibition Engineering Ltd.**

Address: Office 1+002, Office Area A, Canton Fair Complex, No. 382 Yuejiang Zhong Road, Haizhu District, Guangzhou, China

Postal code: 510335

CRS: <http://selfservice.cantonfairedc.com>

Builders QQ group: 776862322

E-mail: [cfedc01@cfedc.net](mailto:cfedc01@cfedc.net)

Contact: First floor (9.1-11.1) Mr. Du 020-89139527, (12.1-13.1) Mr. Hong 020-89139749.

Second floor (9.2-11.2) Mr. Cai 020-89139723, (12.2-13.2) Ms. Guo 020-89139626.

Third Floor (9.3-11.3) Mr. Mo 020-89139626

Bank of Account: Bank of China Limited Guangzhou Canton Fair Sub-branch

Account number: 680857744434

**Contractor of Area C Main Site: Guangzhou GaoYi ChuangZhan Exhibition Engineering Ltd.**

Address: 10/F., Bao Supply Building, No.363 Longkou East Road, Tianhe District, Guangzhou City, Guangdong Province, P.R. China

Tel: 020-87556680 Fax: 020-85573690

E-mail: [gaoyi\\_zc@163.com](mailto:gaoyi_zc@163.com)

Contact: Mr. Liu 18011954753/ Ms. Wu 18024069235

Account Name: Guangzhou Gao Yi Chuang Zhan Exhibition Engineering Ltd.

Bank of Account: ICBC Guangzhou Sun Plaza Sub-branch

Account number: 3602 8803 1910 0073 533

**Contractor of Area D Main Site: Guangzhou Xinling Exhibition Ltd.**

Company Address: Guangzhou City, Haizhu District, Pazhou Street, Huangpu Village, Tai Chung Street, No. 16, Room 206 (Convention and Exhibition East Business Center)

CRS: <http://xinling.fair-smart.com>

E-mail: [xinlingzhanlan@163.com](mailto:xinlingzhanlan@163.com)

Contact: Mr. Liu 19896941993/ Mr. Su 15992328917/ Ms. Jiang 18028601211

Bank of Account: Industrial and Commercial Bank of China Guangzhou Asite Sub-branch

Account number: 3602072209200525630

**b) Freight forwarding service provider of the CIFF Guangzhou (exhibitors decide whether to use the designated freight forwarder of the General Assembly as the transportation agent for exhibits. Any arrangement between the exhibitor and the freight forwarder is purely a matter between the two parties, and the fair will not be responsible for any accidents or disputes that may occur during transportation, except for assisting them to solve the problem).**

Domestic transportation agent: Guangzhou Canton Fair Exhibition Engineering Ltd.

Address: Area B, Canton Fair Complex, No. 382, Yuejiang Zhong Road



## China International Furniture Fair(Guangzhou)-Phase 2 (March 28-31, 2026)

Contact: Mr. Ou Xiongqiang 19068572040 Mr. Liao Zhiwei 13922268031 Mr. Luo Haolin 18168920368

E-mail: ouxiongqiang@qq.com/1282457267@qq.com

Overseas Transportation Agent: Guangzhou Canton Fair Exhibition Engineering Ltd.

Address: Area B, Canton Fair Complex, No. 382, Yuejiang Zhong Road

Contact: Mr. Xu 15918599009 Mr. Xu 13825020842

E-mail: 471578407@qq.com/chrisxu@cfedc.net

### **c ) Magazine Editorial Service Provider: Guangzhou Huakan Exhibition Service Ltd.**

Address: Shop 110, Building 3, Binhai Yucheng, No. 140 Haixiang Street, Nansha District, Guangzhou, China

Tel: 020-39096605

Fax: 020-39096607

Contact: Zhang Hua15018751067

E-mail: info@huakan2000.com



中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR  
(GUANG ZHOU)

## Chapter 2 Notices

## Move-in & Move-out Notice

In order to ensure the smooth participation of exhibitors, the exhibition work arrangements during the preparation and dismantling of the exhibition are as follows: Notice of Preparation (Withdrawal) of Exhibition

### ● Move-in (March 24-27)

1. The time for applying for the certificate is March 24-27, and the exhibitor can collect the exhibitor card at the exhibitor registration office with the original or copy of the booth confirmation (with your company's official seal) and the company's business card under the condition of paying the relevant fees.
2. In strict accordance with the requirements of the "Ten Regulations on Fire Safety of the Exhibition Hall", make all preparations for the exhibition.
3. Consciously protect the public facilities and fire-fighting facilities in the exhibition hall, and it is strictly forbidden to move the fire-fighting equipment and destroy the fire-fighting signs on the ground, and the offenders will be fined.
4. All exhibitors are requested to design the booth into a combination in advance, which will save time and be safe and fast, and it is not recommended to open sawing materials on site.
5. Distribution of exhibitors' registration offices:  
Area B: Counter 11-2, Pearl River Promenade, Hall 11.2  
Area C: Hall 16.1
6. Move-in Schedule:  
**March 24-25, 2026 09:00-17:00**  
**March 26-27, 2026 08:30-23:00**
7. On-site office of the service provider:  
The on-site office of the main contractor: Counter 2-1 ,2-2 of Pearl River Promenade in Area A, Counter 12-2 of Pearl River Promenade in Area B, Middle Platform between Halls 15.3 and 16.3 in Area C, and Counter 19-6 of Pearl River Promenade in Area D.  
The on-site office of the main carrier service provider: Counter 2-5 of Pearl River Promenade in Area A, Counter 12-1 of Pearl River Promenade in Area B, Middle Platform between Halls 15.3 and 16.3 in Area C, and Counter 20-2 of Pearl River Promenade in Area D.
8. There is a warehousing service on site, and the cost is borne by the exhibitor. (Please contact the home carrier for details)
9. The vehicle must drive and queue up for dispatch according to the schematic diagram on the back of the "Raise (Remove) Exhibition Vehicle License", and if there is any change, the on-site notice arrangement shall prevail.

### ● Move-out (March 31-April 1)

1. The dismantling of the exhibition will start at 17:00 on March 31, and the dismantling time of various booths is as follows:

**Area B:**

**April 1, 2026 09:00-18:00**

**Area C:**

**April 1, 2026 09:00-16:00**

2. All exhibits must be checked by the doorman with the "Exhibits Release Slip" before they can be released. Exhibitors can pick up the exhibit release slip at the corresponding on-site office of the main contractor after 15:00 on the day of dismantling.
3. The conference does not advocate exhibitors to retail exhibition samples, all responsibilities caused by retail shall be borne by exhibitors, and the sold exhibition samples will be taken away from the exhibition hall after 17:00 on March 31 with sales invoices or receipts.
4. Vehicles must drive and queue up according to the driving route of the exhibition hall, and if there is any change, please refer to the on-site notification arrangement.

### Precautions for dismantling

I. During the dismantling period, all vehicles must enter the waiting area with the "Preparatory (Withdrawal) Vehicle Permit", and the dismantling vehicles will be stopped from entering the museum 30 minutes before the end of the exhibition time. Drive according to the schematic diagram on the back of the manual and wait in line for scheduling, and do not park at other places at will. The staff has the right to order the driver to drive the car back to the waiting area and wait in line again, and those who do not obey the command will be handed over to the traffic police.

II. During the dismantling period, all exhibitors are requested to increase the number of additional personnel, and the dismantling work must be completed within the time arranged by the conference, and no overtime can be applied. In order to reserve space and facilitate vehicle allocation, it is strictly forbidden to stack exhibits and decoration materials around the entrances and exits of the south and north of the exhibition hall.

III. Starting from 17:00 on the closing day (March 31), exhibitors can pull the packaging of the exhibits to the booth



with a trolley (plastic soft wheel) for packaging, and the packaging handed over for storage and storage can also be assisted by the main carrier to transport, but shall not be transported into the hall by vehicles.

The "Exhibits Release Slip" will be collected from the designated main contractor of the Organiser at 15:00 on the same day, and all exhibits must be verified by the doorman with the "Exhibits Release Slip" before they can be released.

IV. Starting at 17:00 on March 31, garbage removal, standard booths and all electrical equipment will begin to be dismantled, and the exhibition business must be cleared before the specified time on April 1.

V. During the dismantling period, each exhibitor shall designate a special person to guard the valuables, exhibits or decoration materials in the booth and be responsible for directing the dismantling work. When dismantling the display frame with a large area or a strong body, the method of split disassembly should be adopted to break the tall display frame into parts and dismantle it in batches. The dismantling scope should not go beyond the area of the booth, and do not push the wall to the adjacent booth to avoid unnecessary safety accidents. Exhibits, decoration materials and tools shall not be placed on the passage, so as not to block the passage and affect the dismantling process of the conference.

VI. Exhibitors must dismantle the exhibition racks, exhibits and decoration materials and return them to the exhibition hall and if they do not clean up on time or stack the decoration materials on the passage or the road of the exhibition hall, the conference will clean up on their behalf, and the cleaning costs shall be borne by the exhibitors and punished according to the degree of their impact on the dismantling work of the exhibition, and the fines and cleaning fees will be deducted from the clearance deposit, and the insufficient part must be paid separately by the exhibitors.

VII. All exhibitors and their entrusted contractors are requested to strictly follow the relevant regulations of the conference, and all vehicles must drive and stop in accordance with the routes specified in the "Vehicle Driving Route and Waiting Location Map" on the back of their vehicle licenses, and obey the instructions of the traffic police and traffic commanders of the exhibition hall. Otherwise, the exhibitor shall be responsible for the consequences of the delay. Exhibitors can view the "Vehicle Routes and Parking Maps" and the relevant regulations of the exhibition on the official website of the exhibition, which is [www.ciff-gz.com](http://www.ciff-gz.com).

Thank you for your cooperation!

Note: The above arrangements are subject to the actual arrangements at the exhibition site.



## APPENDIX I

The contractor badges shall be issued based on the **Safety Responsibility Agreement, Construction Registration Form, Receipt for Raw Space Construction Management Fees, ID copy of the construction personnel and the Photocopy of the Electrician License.** Please complete the

Construction Registration Form and prepare the ID copy before proceeding to the Exhibitor Registration Desk to get the contractor badges. The contents in the Construction Registration Form must be true and complete and list the information of construction principal and all personnel in detail.

## CONSTRUCTION REGISTRATION FORM

Booth No.: \_\_\_\_\_ Exhibitor: \_\_\_\_\_

Construction Company: \_\_\_\_\_ Construction Team Leader: \_\_\_\_\_

ID No.: \_\_\_\_\_ Mobile Phone No.: \_\_\_\_\_

Contractors List:

Name	Sex	Age	Name	Sex	Age	Name	Sex	Age
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
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	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	

Construction Company must abide the General Regulations such as the rules for fire prevention, Electricity and so on and coordinate with the host to put the Move-in rules into effect. The construction company shall assume all responsibilities for any problems during the move-in, exhibition and move-out.

Signature: \_\_\_\_\_

Construction Company: (Official Seal): \_\_\_\_\_

Date: \_\_\_\_\_



### **Ten regulations on safety and fire prevention of the exhibition hall**

All exhibitors, contractors and staff must comply with the Fire Protection Law of the People's Republic of China and the relevant fire safety regulations of the exhibition hall.

1.Smoking is strictly prohibited in the exhibition hall. Violators will be severely punished depending on the circumstances.

2.Keep the passage unblocked, and the width of the main passage shall not be less than 6 meters. The evacuation door should be opened and unblocked, and should not be locked. It is strictly forbidden to arrange and display samples in the front room of the passage and the building (electric) elevator, and the offender will be ordered to dismantle it.

3.It is strictly forbidden to connect or pull wires (including lighting and advertising lighting). If you really need to install, you must declare to the contractor of the conference in advance, and the electrician must hold a certificate to work after the review and approval of the conference. The installation materials must be qualified products, and the exhibitor shall be responsible for accidents and disputes caused by the use of substandard products in violation of the regulations. During installation, flame-retardant wires should be used and electricity safety regulations should be observed, and power supply can only be used after passing the experience and inspection.

4.To decorate the exhibition hall by yourself, set up booths, booths (racks), billboards (racks), and grilles (scaffolding), etc., you must declare to the contractor of the conference in advance. Construction can only be carried out after approval, and the decoration materials should use flame-retardant plywood or non-combustible materials, otherwise they will be regarded as violations and ordered to be demolished.

5.In the construction, decoration and exhibition arrangement, fire hydrants and other fire-fighting facilities shall not be blocked, embezzled, encircled, or damaged, and the decoration frame and the top of the booth shall not be covered in any form, so as not to block the function of the fire sprinkler and smoke detector.

6.It is strictly forbidden to use electric stoves, electric kettles, electric irons, iodine-tungsten lamps, neon lamps and other electric heating appliances and high-power lamps in the exhibition hall.

7.It is strictly forbidden to bring toxic or dangerous goods into the exhibition hall. Such as: fireworks, firecrackers, gasoline, Tianna water, alcohol, gas, hydrogen, oxygen and dangerous and highly toxic chemical products, etc., such exhibition samples are only allowed to use substitutes.

8.The packing boxes, sundries, paper scraps and excess exhibition samples of the exhibitor samples must be cleaned up and transported out of the compound in time, and it is strictly forbidden to store them in the booth, on the top of the counter and on the back of the board wall. Violators are punished and ordered to clean up.

9.Conscientiously do a good job of clearing the site to ensure safety after shift. The key points are:

(1)cleaning up flammable debris, fires and other hazards.

(2)Cut off the power supply.

(3)Close doors and windows.

10.Open flames are not allowed to be used during construction and performance in the exhibition venue. Violators will be held responsible.

All exhibitors are requested to pay attention to the above regulations and strictly implement them, and if there is any violation, they will be investigated for economic and legal responsibility.

## **Responsibilities for Management of Electricity Use**

### **I.Exhibitor's Responsibilities**

- (I)Responsible for the safety of electricity consumption during the exhibition construction and exhibition;
- (II)Urge the commissioned booth contractor to comply with these regulations and implement the work of electricity safety;
- (III)Urge the commissioned booth contractor to implement the rectification requirements put forward by the exhibition hall to eliminate security risks;
- (IV)Together with the commissioned booth contractor sign and submit the "Exhibition safety electricity.

### **II.Contractor's Responsibilities**

#### **(I)Official Contractor's Responsibilities**

1. The official contractors, authorized by the host (organizer) to manage the electricity use for the exhibition, shall be responsible for the safety of all electrical facilities and lines installed in the venue. The main person in charge shall assume direct responsibility for on-site electrical safety. The official contractors are entitled to exercise the compulsory management means for unsafe behaviors in the area under their jurisdiction.
2. To strictly implement the relevant national fire code, electrical design and installation/construction specifications, regulations and standards, control the on-site electricity use in an all-round way and standardize the exhibition construction and management of electrical safety.
3. To assist the host/organizer in managing the on-site electrical safety, clarify the person in charge of on-site electrical safety, implement the safety work plan and electrical safety management measures and guarantee the safety of all on-site electrical lines and electrical equipment installed.
4. To be responsible for electrical safety patrol during the move-in, move-out and exhibition, participate in booth construction acceptance, eliminate the potential hazards in electrical safety, implement the relevant correction measures and assume direct responsibility for safety of electrical equipment installed.
5. To implement the suggestions for correction made by the Complex and subject themselves to the safety inspection by the Complex.

#### **(II)Booth Contractor's Responsibilities**

1. The booth contractors, as the electrical installation organizations for booths authorized by exhibitors, shall be responsible for electrical safety for booth construction during the move-in construction and exhibition.
2. To strictly implement the relevant national fire code, electrical design and installation/construction specifications, regulations and standards, control the on-site electricity use in an all-round way and standardize the exhibition construction and management of electrical safety.
3. To assist the host (organizer) in managing the on-site electrical safety, clarify the person in charge of on-site electrical safety, implement the safety work plan and electrical safety management measures and guarantee the safety of all on-site electrical lines and electrical equipment installed.
4. To be responsible for electrical safety patrol during the move-in, move-out and exhibition, participate in booth construction acceptance, eliminate the potential hazards in electrical safety, implement the relevant correction measures and assume direct responsibility for safety of electrical equipment installed.
5. To implement the suggestions for correction made by the Complex and subject themselves to the safety inspection by the Complex.

## **Interim Provisions on the Protection of Intellectual Property Rights**

In order to strengthen the protection of intellectual property rights during the exhibition, encourage design innovation, standardize the market order, and establish a good image of the exhibition in the protection of intellectual property rights, the exhibition makes the following provisions on the protection of intellectual property rights during the exhibition:

1.Exhibitors should consciously abide by China's laws and regulations on intellectual property protection and the relevant regulations of the conference on exhibits (including but not limited to exhibits posted and placed in the booth, promotional pictures, materials and unopened box items) and intellectual property management, and cooperate with the protection of intellectual property rights in the exhibition.

2.Exhibitors shall strictly review the intellectual property status of exhibits and prohibit the display of exhibits or promotional materials that infringe on the intellectual property rights of others. Without the permission of the intellectual property rights holder, exhibitors are not allowed to exhibit, quote or trade with products for which others enjoy intellectual property rights.

3.If the exhibitor has the intellectual property rights of its exhibits, exhibit packaging, promotional materials and any display parts of the booth or is legally authorized, the exhibitor shall fill in the "Exhibitor Intellectual Property Information Filing Form" 30 days before the opening date of the exhibition, and provide a legal and valid certificate of intellectual property ownership to the exhibition organizer for filing and publicity. If the exhibitor fails to submit the intellectual property rights for the record, it will not affect the handling of complaints during the exhibition.

4.The organizer of the exhibition will strengthen on-site supervision, strictly review the status of exhibits, exhibition boards, and related promotional materials during the preparation and exhibition, and have the right to request rectification if suspected infringement is found, and will report to the relevant management department in a timely manner.

5.The complainant must provide a guarantee to the exhibition organizer, and if the malicious complaint causes losses to the exhibition organizer or the respondent, the complainant shall bear the corresponding legal responsibility to the organizer and/or the respondent.

6.The complained exhibitor and its exhibitors must actively cooperate with the inspection work of the intellectual property management department or the on-site office to ensure the smooth progress of the exhibition. In the performance of their duties, the intellectual property management department and the conference may request the cooperation and assistance of the public security and exhibition hall security personnel.

7.The Intellectual Property Office (hereinafter referred to as the "On-site Office") is set up at the exhibition site, which is composed of the exhibition organizer and its hired professionals and local intellectual property management departments, and is the only institution at the exhibition site to accept complaints of suspected intellectual property infringement in the exhibition hall during the current exhibition.

8.Conditions for accepting intellectual property infringement disputes in the on-site office

If the following conditions are met, the on-site office shall accept complaints or requests for handling complaints of infringement of intellectual property rights:

(1)According to laws and regulations, the identity of the complainant shall be the owner of the intellectual property rights or the licensee of the intellectual property rights with independent claims or the legal successor of the intellectual property rights;

- (2) If a foreigner or foreign enterprise who does not have a habitual residence or business office in China complains about infringement, it shall entrust an agency established in accordance with the law in China to handle it;
- (3) There is a clear respondent;
- (4) There are clear matters of request, specific facts and reasons;
- (5) The parties did not file a lawsuit with the people's court for the dispute.

In any of the following circumstances, the on-site office will not accept complaints or requests for handling complaints of infringement of intellectual property rights:

- (1) The parties have initiated legal proceedings with a people's court.
- (2) The parties have filed a complaint with the IPR administrative authority.
- (3) The patent right is under the invalidation procedure.
- (4) There is a dispute over the ownership of the trademark right or patent right, which is under the trial procedure of a people's court or the mediation procedure of the patent administrative authority.
- (5) The registered trademark is under the revocation or invalidation procedure.
- (6) The registered trademark has been revoked or declared invalid and is under the review procedure or the trial procedure of a people's court.
- (7) Cases that can only be governed and handled by specialized authorities, or disputes prohibited by laws and regulations from being resolved through people's mediation.
- (8) Repeat complaints filed by the same complainant against the same respondent for the same IPR.
- (9) Cases involving internal structures of large mechanical equipment, precision instruments, product manufacturing methods, etc., which are difficult to determine on-site.
- (10) Other cases that are not suitable for mediation by the on-site office.

#### 9. Handling of suspected infringement of intellectual property rights

- (1) Participants with valid certificates to participate in this exhibition can complain to the on-site office (or the local intellectual property office) if they find that the exhibits, promotional materials and part of the display displayed in the booth are suspected of infringement in the exhibition hall. The on-site office does not accept other forms of complaints, such as phone calls and e-mails.
- (2) When complaining a complaint, the complainant shall first present to the office staff proof of identity (the identity certificate of a natural person, a copy of the registration certificate of a legal person or other organization with an official seal, and the identity document of its legal representative or person in charge), proof of rights (including a certificate of rights, proof of legal status of rights, or proof of legal inheritance of intellectual property rights), and authorization materials (power of attorney, identity certificate of the agent).
- (3) If a utility model patent or a design patent is involved, the on-site office may require the complainant to submit a patent evaluation report issued by the patent administration department under the State Council.
- (4) For complaints about alleged infringement of the internal structure of the product and the manufacturing method of the product, the on-site office may require the complainant to submit further evidence to prove the alleged infringement in addition to the required complaint materials.
- (5) After the above-mentioned relevant documents have been verified and valid by the staff, the complainant shall fill in the "Complaint Request Form" as required.
- (6) After receiving the Complaint Request and relevant supporting materials, the office will arrange staff to handle the complaint as soon as possible.
- (7) The office may take photographs, audio and video recordings to collect evidence at the suspected infringing booth, or cooperate with the administrative and judicial departments to collect evidence on the spot, or cooperate with the notary department to conduct notarization, and the exhibitors shall cooperate. The office shall be responsible for the confidentiality of the materials obtained by taking photographs, audio and video recordings, and shall not provide them to the public except through legal procedures.

(8)The on-site office handles the case of suspected infringement, and the respondent shall actively assist the office staff in inspecting the suspected exhibits after being informed of the suspected infringement of the exhibits on display. If the respondent believes that the complained product is not infringing, it shall present relevant evidence in a timely manner and make a certificate of non-infringement.

(9)If the respondent is unable to provide effective evidence of "non-infringement" on the part of the exhibits complained of alleged infringement, the office staff has the right to take measures such as covering up and removing the exhibits suspected of infringement. The Respondent shall cooperate in signing the "Notice of Assistance in Investigation and Handling" and undertake not to operate or exhibit the allegedly infringing exhibits during the exhibition. If the respondent refuses to cooperate with the measures to cover up or remove the exhibition, or re-exhibits the allegedly infringing exhibits after on-site mediation, causing losses to the exhibition organizer or the respondent, the respondent shall bear the corresponding legal responsibility to the exhibition organizer and/or the complainant.

(10) If the respondent has any objection to the handling result, he or she may submit supplementary evidence of non-infringement to the on-site office within 24 hours. If the evidence is valid, the office shall immediately revoke the relevant measures and allow it to continue to exhibit; If the evidence presented is invalid, overdue, or no supplementary evidence is presented, the General Assembly has the right to maintain the relevant handling measures.

(11) The protection of intellectual property rights at the exhibition is a temporary remedy, and the on-site office handles the suspected infringement cases, and the office staff makes a preliminary judgment on the infringement based on their professional knowledge and experience, and informs the complainant of the reasons for the decision. If the complainant does not accept the result, he or she may directly file a lawsuit with the people's court or submit a request to the department responsible for intellectual property management for the alleged infringement of the complainant. The complainant shall not disturb the order of the exhibition and the on-site office, otherwise he shall bear the corresponding responsibilities to the exhibition organizer.

(12) If the complainant's request is less than 24 hours before the end of the exhibition, the on-site office will not accept it.

(13) If the complainant withdraws the complaint, the "Application for Withdrawal of Complaint" shall be submitted during the development period, and the on-site office will not accept the withdrawal application if it is not submitted during the development period.

(14) In order to maintain the order of the conference, the complainant shall not take further action against the respondent at the exhibition site (except for notarization and evidence collection) after the office has made a disposition and the respondent has accepted the treatment, and before the end of the exhibition.

10. These provisions shall come into force on the date of promulgation, and if there is any conflict between the previous relevant provisions and these provisions, these provisions shall prevail. If these provisions are not provided for or conflict with relevant national laws and regulations, the relevant national laws and regulations shall prevail.

**Note: The "Exhibitor Intellectual Property Information Filing Form" can be downloaded from <https://www.ciff-gz.com/download>**



### **Health Security Work**

- I. The Organizer designates the exhibitor's leaders as the persons in charge of health, who shall be responsible for health security work of their own enterprises and keep informed on the health status of their staff. All participants shall consciously obey management of the persons in charge of health, cooperate with them and provide personal information about sanitation and epidemic prevention.
- II. Participants shall maintain good working and living environment and personal hygiene, take preventive measures if in public places, pay attention to dietetic hygiene, natural ventilation indoors, climate changes, cold prevention and warmth retention, strike a proper balance between work and rest, take care of themselves and shall not dine out casually or go on working in spite of illness.
- III. In case of fever, cough, headache, vomit, diarrhea or other discomfort in the hotel, report to the persons in charge of health immediately and go to the nearby hospital for check and treatment immediately. Do not go on working in spite of illness and do not enter the Complex. If the said symptoms occur in the Complex, report to the Organizers' health security duty room immediately to arrange check and treatment in the designated hospital.
- IV. To ensure the hygienic safety of the Complex, exhibitors shall cooperate with the security staff in prohibiting takeaway in the Complex. Participants shall dine at the canteen provided by the Organizer as far as possible. Do not bring the food such as box lunch to the Complex if eating out.
- V. Participants shall strictly comply with the rules and regulations of the Organizer concerning health security, strengthen organization discipline, safeguard the normal order consciously and shall not discuss, inquire or disseminate relevant information casually.
- VI. The Organizer shall publicize the knowledge about personal hygiene and disease prevention and publish the relevant health security information through the relevant media. Participants shall keep abreast of the health trends and disease prevention knowledge and enhance awareness of disease prevention.
- VII. The Organizer sets up a clinic on the Zhujiang Walkway.
- VIII. The Organizer prohibits participants from bringing food to the halls. Exhibitors may provide their clients with food such as cakes subject to the approval of the authority concerned such as Health Supervision Department.
- IX. Everyone is the first person responsible for his/her own health. He/she should adhere to good hygiene habits such as wearing masks and washing hands frequently. He/she should keep a distance between people in public places and complete vaccines and immunization in a timely manner. When the epidemic is severe, the elderly, pregnant women and children with underlying diseases should minimize their visits to crowded places. Asymptomatic infected persons and mild cases should take home self-care, reduce contact with fellow residents, rationally use symptomatic drugs according to relevant guidelines, do a good job of health monitoring, and promptly go to a medical institution if the condition worsens.



中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR  
(GUANG ZHOU)

## **Chapter 3 General Guide to Booth Construction**

## General Guide to Booth Construction

This Booth Decoration Instructions and Forms are designed to assist exhibitors in setting up their exhibition booths, please complete all forms and return them to the Organizer Contractor before the deadline to ensure timely processing. For all furniture and electrical appliances, a 20% surcharge will be charged for late applications and a 50% surcharge for on-site applications.

	Shell Scheme Booth Form	Deadline
B1	Fascia Board (Optional)	February 28, 2026
B2	Service Location Plan (Must be returned)	March 5, 2026
B3	Furniture Rental (Optional)	March 5, 2026

	Raw Space Form	Deadline
B4	Raw Space Construction Application(Must be returned)	February 28, 2026
B5	Power for Lighting Rental (Must be returned)	February 28 2026
B6	Telephone Rental (Optional)	February 28, 2026

Please complete the form and return it to the Fair Main Site Contractor by email or fax.



## Shell Scheme Booth Specification

Each standard booth (outer size: 3 m x 3 m; Inner size: 2.97m x 2.97m) are all standard according to the following specifications:

Fascia Board:	Standard fascia board with booth number and exhibitor's name in both Chinese and English.
Wall Paneling :	A fascia board, three-side walls (white laminated panels) held by Aluminium modular system.
Furniture:	One Square Table (aluminum), two folding chairs, one waste basket and booth carpet.
Electrical Items :	Equipped with two 100W spotlights or 40W fluorescent lights.
Receptacle:	220V power socket (500W) apiece.

A) Booths of less than 18 square meters can only get the furniture and electrical configuration provided to the standard booth of 9 square meters, and only the booth with a booth area of 9 square meters can get the corresponding multiple of furniture and electrical configuration.

B) If the exhibitor orders two or more standard booths in a row in a row, the organizer contractor will remove the hoarding between the two booths unless specifically requested by the exhibitor.

C) No nails or any devices shall be nailed to the hoarding, aluminum support, floor, ceiling, column and fire sprinkler, and compensation shall be made according to the price if there is any violation.

D) It is strictly forbidden to connect or increase lighting fixtures without permission, and the power socket applied for shall not be plugged into the booth lighting fixtures, and its maximum capacity shall be within 500W, and electrical equipment exceeding the capacity shall not be used. It is strictly forbidden to use the socket board in series.

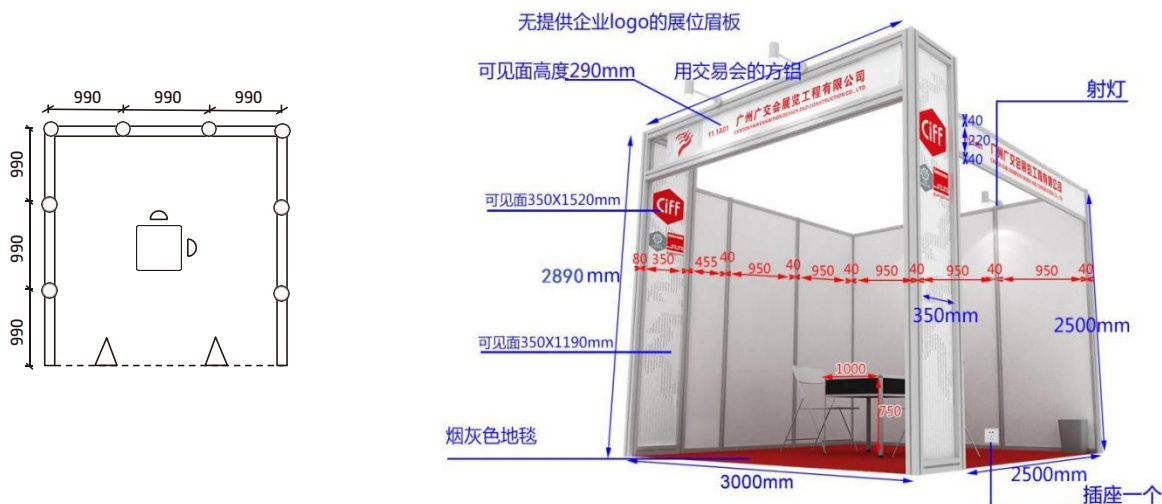
E) All the electrical facilities and equipment installed on the booth equipped with the standard booth shall not be dismantled or displaced at will, let alone taken out of the exhibition hall.

F) Exhibitors' own non-lighting electrical equipment (e.g. televisions, VCRs, refrigerators, etc.) must be approved by the contractor, and the use of electrical installations with non-conforming electrical circuits in the booth is strictly prohibited.

G) If exhibitors wish to rent items not listed in the form, please contact the contractor directly.

H) Exhibitors are responsible for maintaining the integrity of the booth facilities and rented items, and are responsible for compensation for any damages.

Attached: Standard booth configuration diagram





***Please return by February 28, 2026***

Fascia Board

**B1**

Booth No : \_\_\_\_\_

Please indicate below the exact words of your Chinese (no more than 20 characters) and English (no more than 40 letters) company name to be written on the standard fascia board (please use BLOCK letter)

Exhibitors participating at domestic prices are not allowed to include the words of foreign countries in their company names on the fascia board.

Chinese

English																			

Remark: A 20% surcharge shall be paid for overdue order and a 50% surcharge shall be paid for on-site order.

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_

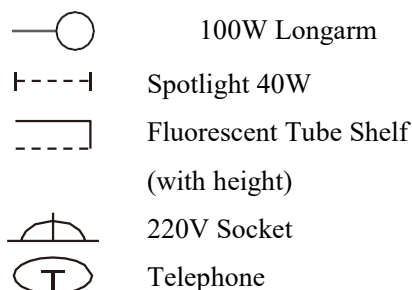
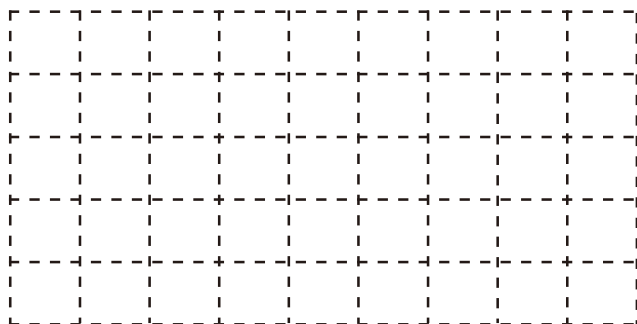
***Please return by March 5, 2026***

**Service Location Plan**

# B2

Booth No : \_\_\_\_\_

Please indicate the position of water points, spotlights, sockets, electrical orders, telephone and shelves (with height) etc. on the plan below including both the standard provision and any extra items you have ordered. If you have booked a corner booth, please indicate on the diagram below if side wall(s) are required.


**PLAN OF BOOTH (Scale: 1 box=1sqm)**

- Notice:
- 1.If the exhibitor fails to submit this drawing, the organiser contractor will install it at an appropriate location. On-site location changes will incur an additional surcharge.
  - 2.All rental electrical sockets are for non-lighting use only, exhibitors or private contractors who bring their own lighting fixtures for renovation purposes must consult the organiser contractor and pay the relevant fees for all lighting installation and connection.
  - 3.To be valid, the additional facilities indicated in the above diagram must be submitted together with the relevant forms before the deadline.
  - 4..All the funds to be paid in advance by exhibitors should be remitted no later than 7 days before the exhibition is entered, and the organizer will only arrange the delivery of the items that have been confirmed to have received the payment.
  - 5.If there is more than one standard booth and the enterprise needs not to open the booth, please attach the drawings and indicate the setting of the partition that needs to be set up, and send it back to the main contractor.

Remark: A 20% surcharge shall be paid for overdue order and a 50% surcharge shall be paid for on-site order.

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_

***Please return by March 5, 2026***

Furniture Rental

**B3**

Booth No : \_\_\_\_\_

DESCRIPTION	RENTAL / UNIT	QTY	AMOUNT(USD)
FURNITURE RENTAL	RMB		
Long-arm spotlights	80		
fluorescent lamp	80		
Socket 3A (up to 500W, non-lighting, within 8 hours)	100		
Showboard 100(W) x 250(H)cm	30		
Shelf 100(L) x 30(W)cm	30		
Square Table(aluminum)68(L) x 68(W) x 78(H)cm	100		
Metal Round Tale(aluminum)95(L) x 45(W) x 76(H)cm	100		
Steel Folding Chair	15		
Carper 450g	16		
Folding Door 100(W) x 240(H)cm	100		
Showcase 100(L) x 50(W) x 250(H)cm	215		
Other exhibits			
		<b>Total:</b>	

**Remarks**

1. All applications with the payments shall be valid before March 5. A 20% surcharge shall be paid for overdue order and a 50% surcharge shall be paid for on-site order.
2. Please mark all applied items on the Location Plan and confirm the implementation with the Official Contractor before move-in.
3. All standard booth supporting facilities (including furniture and electric appliance) are not replaced. Surcharge shall be imposed for on-site replacement.
4. Submit the payable cash to the Official Contractor.
  - a. In case of payment in cheque or remittance, send the remittance slip and this application form to the Official Contractor before March 5. Payment in cheque or remittance shall be rejected after March 5.
  - b. In case of payment in cash, please go to the Official Contractor on site.
5. The Official Contractor must reply the applicants in 3 working days after confirming receipt of their application forms; otherwise the contractor shall bear all costs arising therefrom.

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_

## Raw Space Construction Regulations

When applying for the special installation project, the booth shall submit the copy of the business license of the construction unit, the copy of the ID card of the legal representative (must be stamped with the official seal of the construction unit), the original construction drawings (in duplicate) and stamped with the official seal of the construction unit to the home contractor for review before the specified date.

Exhibitors who rent the open space must choose the construction company certified by China Foreign Trade Guangzhou Exhibition Co., Ltd. to set up the booth, and please read the following precautions and fill in the form B4-B5, and return to the home contractor within the specified date.

1. Anything mentioned in 《Regulations for Stand Construction & Decoration》 is to be abide.
2. The construction must be constructed to comply with the dimensions of the space allocated. It's vertical projection cannot be over boundaries of this line..
3. Fire safety requirements for special booth erection:
  - a. Height limit for booth construction: single-layer booth height is 4.5 meters, and the highest point of Double-Decker booth shall not exceed 6 meters. If the booth is built too high, the on-site fire department will investigate and handle all responsibilities and consequences at the exhibitors' own responsibility.
  - b. All closed special booth, at least two entrances and exits.
  - c. Installed under 2 meters and a single glass area of more than 3 square meters, or installed in a position above 2 meters, regardless of the size of the area, all need to use tempered glass.
  - d. The decoration of the use of wood materials should be according to 0.5 kg per square meter of fire retardant paint for flame retardant treatment; With cloth material decoration and capping, there should be 0.2 meters between cloth and cloth, and spray flame retardant according to 5 square meters/kg (nylon cloth, mesh cloth according to 8 square meters/kg).
  - e. All decoration and decoration materials must be made of non-combustible or non-combustible materials. The exhibition hall is not allowed to use non-flame retardant treatment of grass, rattan, paper, bark, foam, reed, bamboo, combustible plastic board (Bandong board, KT board, sunshine board), combustible carpet, cloth and wood for decoration and decoration materials.
  - f. Billboards, light boxes, lamp posts must have convection heat dissipation holes, fluorescent lamp ballast should be used fire research units qualified products.
  - g. Each booth downlights, spotlights, quartz lights and other lamps must be installed with exhibits, ornaments, etc. at a distance of more than 0.3 meters, and should be installed with junction boxes, wires should not be exposed.
  - h. The use of inflammable, explosive and dangerous chemical products is prohibited. Including tenna water, pine water, alcohol and lighter gas, hydrogen, oxygen and other volatile flammable solutions, flammable gases.
  - i. The backboard of the booth must be beautified and decorated to maintain the overall beauty of the exhibition hall.
  - j. Shall not be in the exhibition hall pedestrian passage, stair intersection, elevator door, fire facilities, air conditioning machine return air outlet and other areas at random, random hanging, random nail all kinds of exhibits, promotional materials or other signs.
  - k. The special booth structure shall not block or cover the ground electric wellhead, lighting, power box, telephone distribution box. Do not block the fire hydrant, do not occupy the fire channel.
  - l. The electricians of the exhibition unit must hold valid certificates to work, otherwise they are not allowed to enter the museum for construction.
  - m. No open fire is allowed in the exhibition.
  - n. The conference does not advocate special booth capping. If you need to cap, you must install hanging automatic fire extinguishers (6 kg) according to fire regulations, 1 per 20 square meters, 2 per 20-30 square meters, and so on.
  - o. The installation of electricity in the exhibition site must be declared to the home contractor in advance, after review, under the supervision of the assembly electrician can be implemented, it is strictly prohibited to install power and pull wires without authorization. The exhibitor is responsible for connecting the pile under the switch of the electric box. The builder shall bring his own electric box to connect with the electric box provided by the exhibition hall. Direct connection with the electric box provided by the exhibition hall is strictly prohibited.
  - p. Booth drawings include front, side and section, indicating size, materials, text description and power load, and attached circuit diagram. All drawings must be submitted to the site contractor by February 28, 2026. For the design drawing that does not meet the requirements, the home contractor has the right to reject the approval of the drawing and ask the exhibitor to make amendments.
  - q. Enter the construction site personnel must wear a good helmet in accordance with the regulations.

The material and construction of the scaffold must meet the requirements of the construction code and be firm and reliable. It is forbidden to use a step ladder with a length of more than 2 meters. When working at height of more than 2 meters, you must use scaffolding and other climbing facilities, and there must be personnel standing by to watch over the operation. The workers working at height must wear safety belts correctly according to the principle of "high hanging and low use". It is forbidden to use scaffolding with safety risks. The ladder used for construction must be strong and reliable. Safety helmet must be worn when working on stairs.

4.Strengthen the civilized management of the construction site, shall not wear slippers, light limbs into the construction of the museum.

5.All construction materials and exhibits must be evacuated and properly disposed of by exhibitors before the specified time on April 1, 2026; Additional charges apply if processed by the Conference.

6.No construction, construction or assembly is allowed in the lobby without permission. The structure of the floor, walls, doors, Windows or other parts of the building shall not be altered. No nails, screws or holes shall be driven into any part of the building. Losses caused by violations shall be borne by the responsible party.

7.Do not use the main equipment and facilities of the exhibition hall to rely on the exhibition frame of the booth. It is strictly forbidden to hang objects on fire sprinkler facilities or lamps. Construction units are not allowed to hang or pull heavy objects on the grid, and once they are found hanging without permission, they shall be removed immediately and fined.

8.Only non-residual single-sided or double-sided cloth sole tape is allowed to be used to fix carpets and other floor coverings to the cement floor. Do not use adhesive on stone floors or walls. It is not allowed to use sticky (pastable) patterns or promotional materials on the back to any part of the building. In case of violation, the cleaning fee will be paid by the exhibitor.

9.Please do not bring the same or similar display tools and aluminum materials to the exhibition hall for construction. If the above items are needed for construction, the exhibition hall should be checked and prepared by the staff of the property Department before entering the exhibition hall, otherwise the exhibition hall has the right to deny the release of the above materials when the exhibition is withdrawn.shall not wear slippers, light limbs into the construction of the museum.

## Double-Decker Booth Construction Requirements

**With regard to safety and fire protection, double-decker booth construction is not permitted in principle. If double-decker booth is requested, please submit a special application in written form. All double-decker booth designs should abide by the following rules.**

1. The special decoration legal unit to build a Double-Decker booth must have the following qualifications:
  - a. With independent legal personality, through the special qualification audit of A-level units, at the same time by the industrial and commercial departments to engage in construction and exhibition engineering professional companies;
  - b. The registered capital must be more than 2 million yuan (including 2 million yuan);
  - c. With more than 3 years of experience in large-scale exhibition special installation construction.
2. The booth area is not less than 180 square meters can apply for the construction of Double-Decker booth.
3. The Double-Decker booth must be designed and built by a professional company with relevant qualifications, and the total height of the Double-Decker part of the booth cannot exceed 6 meters (if the above provisions are violated, the exhibition will deduct 50% or more of the construction deposit according to the circumstances; Continuous violation of the enterprise, the exhibition will reject its application for participation).
4. The approval of whether to build a Double-Decker booth will refer to the following relevant factors:
  - a. The position and occupied area of the booth in the exhibition hall.
  - b. whether it affects the overall effect of the pavilion, whether it blocks the relevant signs of the pavilion, whether it affects the visual impact of the adjacent booth.
5. The area of the second floor booth shall not be greater than 50% of the area of the first floor booth, and shall not be less than 50 square meters. The height of the booth on the second floor shall not be less than 2.5 meters from the ground to ensure the safe structure of the booth.
6. Double-decker booth materials and electricity safety requirements:
  - a. Double-decker booth bearing structure must be built with steel, and do a good job of anti-leakage protection grounding.
  - b. Decorative materials must be non-combustible or non-combustible materials, electrical parts must be constructed in strict accordance with the requirements of electricity.
  - c. The material standards used in the booth construction must comply with the corresponding national regulations on the floor, coaming and ceiling.
7. Fire extinguisher configuration: Due to the Double-Decker booth blocking the fire sprinkler, in order to ensure safety, the first-layer booth must be equipped with a hanging fire extinguisher (6 kg), one for every 20 square meters, two for 20-30 square meters, and so on.
8. The booth on the second floor is limited to business negotiation, no exhibition samples are allowed, and no electric heating appliances are allowed; It is strictly prohibited to carry out other activities deemed unsafe by the public security and fire departments, and it is prohibited to engage in various demonstration activities.
9. The double-storey stand must be designed so that it can be installed and removed within the specified time, the upper level of the stand cannot cross the corridor of the exhibition hall, and the stairs, open exhibition areas and meeting areas must be at least three meters away from the corridor.
10. There should be at least 3 meters between the adjacent booth spacing, if you can not maintain this spacing, you should install not less than two meters high screen so that the two booths are completely isolated, and the side facing the adjacent booth should be white, clean and blank appearance. The adjacent booth can use this side for promotional purposes.
11. The railing of the second floor shall not be less than 0.9 meters. The ground at the opening of the booth on the first floor shall be equipped with 0.05m high anti-shaking wood blasting strips. The railing should be made into a circular arc to prevent objects from slipping off the railing.
12. Bearing: the application documents submitted should indicate the specified purpose of the upper booth, the second floor booth can only be used for negotiations, meetings, not for storage and other purposes, and the upper booth bearing capacity shall not be less than 200 kg/square meter; All stairs must be built according to DIN18065 with a carrying capacity of not less than 200 kg/m<sup>2</sup>; The design of the railings and pillars shall ensure that a force of 1000 n/m<sup>2</sup> can be applied horizontally at the handrails.
13. The escape route from the farthest point of the upper booth to the corridor should be less than 25 meters away.
14. When the booth area of the second floor is less than 100 square meters, there should be a staircase; If the upper booth area is more than 100 square meters, there should be at least two ladders or an evacuation width greater than 2M. If necessary, the organizer has the right to require exhibitors to add additional safety or fire protection facilities until the design of the entire stand meets the fire protection requirements.
15. The drawings for the Double-Decker exhibition stand must be approved by a professional company with relevant qualifications, and the relevant costs shall be borne by the exhibitors.
16. Where the construction unit of the Double-Decker booth, must have experience in the construction of



large-scale exhibition, have the ability and promise to bear the responsibility for all accidents that occur. In the implementation of the construction and use, must be subject to the supervision of the General Assembly.

17. To build a Double-Decker booth, an application must be submitted to the contractor of the conference before February 28, 2026, and the following information must be provided when applying: (and all drawings must have the seal of the design institute above Class B (including Class B) and the seal of the national first-class registered structural engineer).

- Two copies of "Double-Decker booth special decoration application" form.
- Original and photocopy of the business license of the construction unit (with official seal).
- Two copies of color stereoscopic renderings of the booth (including bird 's-eye view).
- Four copies of the floor plan of the first floor booth.  
(size and material indicated on the drawing).
- Four copies of the floor plan of the second floor booth.  
(size and material indicated on the drawing).
- Four copies of the structure of the combination of beam, column and floor, .
- Four copies of front elevation drawing and side elevation drawings  
(the height and material are indicated on the drawing).
- Two copies of electrical distribution diagram and distribution system diagram.  
(the diagram indicates the electrical materials).
- Four copies of section view in quadruplicate.
- Two copies of static load test report or static load calculation and material instructions  
(Grade B or above < including Grade B > design institute seal, national level 1 registered structural engineer seal).
- Two copies of booth planning manual and erection material technical data report.
- Two copies of safety responsibility letter, in duplicate, stamped with the official seal of the construction unit, and the person in charge signature, leave contact information.

## **Construction Requirements for Floating Sill Booths in Area A/Area B/ Area C north corridor/flyover booth**

Based on fire and security reasons, the exhibitors for floating sill booths in Area A/Area B/Area C north corridor/flyover shall abide by the following requirements during the booth construction and management:

- I. The height of north floating sill booth in Area A/Area B/ flyover booth shall be less than 2.5m. The height of Area C north corridor booth shall be less than 2.8m. Enough passage shall be provided during move-out.
- II. The north floating sill booths in Area A/Area B/ flyover booth require strict control of electricity use. The maximum shall be less than 54A and 380V (namely 85% of 63A/380V). The floating sill booths in Area B have no power supply. Installation cost shall be paid separately in case of use (63A power supply).
- III. No water supply and drainage facilities will be provided for the floating sill booths in Area A/Area B/ flyover booth.
- IV. The opening of the floating platform booth is retracted into the floating platform 1 meter, and the booth tables and chairs cannot be placed in the booth, so as not to affect the evacuation of people in the aisle.
- V. One meter aisle is set aside at the back of the floating platform booth to prevent falling objects.
- VI. In case of any activities arrangement during the CIFF, it is necessary to submit the related activities plan and go on subject to the approval of the sponsor.
- VII. No show in any form shall be arranged in or around the booths during the CIFF. The audio promotion and performance volume in the booth shall be less than 60db.
- VIII. It is required to arrange security guards to take care of the booths in the evening. No valuables shall be stored. In the event of lost goods in the booth, the exhibitors shall be held responsible for all the consequences.

## Requirements for the Use of Suspension Points

Only in Area B and Area D of the Canton Fair Complex support suspension service. Service providers are authorized by the Canton Fair Complex, responsible for the marketing, operation, and execution of suspension points within exhibition halls. Suspension service is applied for by exhibition/event organizers or venue contractors to service providers.

### I. Suspension Parameters

1. Area B: Suspension points cover the entire area. Each suspension point has a load capacity of 200kg. The height from the upper edge of the hanging structure to the floor is  $\leq 6.5$  meters for single-layer and double-layer booths in first-floor and second-floor exhibition halls, and  $\leq 6.5$  meters for single-layer booths and  $\leq 8$  meters for double-layer booths in third-floor exhibition halls.
2. Area D: Suspension points cover the entire area. Each suspension point has a load capacity of 200kg. The height from the upper edge of the hanging structure to the floor is  $\leq 6.5$  meters for single-layer booths and  $\leq 8$  meters for double-layer booths.

### II. Responsibilities

Suspension service providers install slings and hoists and place them at designated heights. Users of the suspension points provide suspended objects below the hoist hook and are responsible for device safety.

### III. Guidelines to Structural Suspension Service

1. Suspension requirements of structural lifting points
  - (1) Structural hanging points can be suspended including: lamps, projectors, light boxes, signboards, ceiling ceilings, LED screens and trusses and metal frame structures for hanging the above equipment
    - Suspension shall be prepared and assembled by the user of the lifting point.
    - The hangings must be solid and reliable metal or steel and wood assembly structure, shall not hang pure wood structure, ultra-low sound and linear array sound.
    - The lifting point cannot be used for lifting other non-hanging objects and equipment.
    - The suspension shall be in a static display state and shall not be used for any active structure or equipment suspension.
    - The suspension structure shall be an independent suspended structure and shall not be connected with the ground structure.
    - The facilities and equipment affecting the safety of the Canton Fair exhibition hall shall not be suspended.
  - (2) The size of the hanging structure must not exceed the size of the booth.
  - (3) The load of the hanging structure must be evenly distributed. Uneven load causing structural instability or other safety hazards is not allowed.
  - (4) If the suspended objects involve electrical connections, the wiring should be neat. High-voltage wires must be laid in conduits, while low-voltage signal wires may be laid without conduits but must be arranged neatly. Electrical wire joints are not allowed to be wrapped with tape and must be connected using insulated terminals. An independent power control switch must be installed on the ground.
  - (5) The connection between the hanging structure and the truss must be firm and reliable.
  - (6) The connection between the hanging structure and the hoist hook must use a dedicated lifting shackle, and detailed drawings should be provided.
  - (7) Each device installed on the hanging structure must be equipped with a separate steel wire safety device (as shown in the drawing).
  - (8) The fire resistance rating of the hanging materials must reach Class B1 or above.
  - (9) Detailed construction plans and techniques, as well as structural load calculation documents (bearing the stamp of a registered first-level structural engineer), must be provided for complex booths.

(10) Special trusses must be used for the main load-bearing truss structure, meeting national specifications and having a firm and reliable connection. The material specifications and models of the load-bearing truss, as well as detailed connection diagrams, must be provided. Self-welded trusses are strictly prohibited.

(11) The span of the 200mm aluminum frame should be within 4 meters, that of the 300mm aluminum frame should be within 6 meters, and that of the 400mm aluminum frame should be within 9 meters, based on actual suspension plan.

## 2.Requirements for Structural Suspension Equipment

(1) When using more than 16 suspension points for a single structure, electric hoists should be used to ensure the safety during lifting and lowering. Electric hoists used for the entire structure should be of the same brand and specification.

(2) The hanging structure should adhere to the principle of vertical suspension, with one suspension point assigned to each hoist. Tilting or pulling at an angle is not allowed.

(3) For the use of suspension points, please rent electric hoists or manual hoists from the Canton Fair Complex. Suspension service providers of the Canton Fair Complex are responsible for the installation of suspension points (sling), hoist installation, and hoist collection. After the hanging structure is suspended, the chain from the floor to the suspended object should be taken care of by the booth contractor. Lifting and lowering of suspended objects using rented electric hoists is carried out by suspension service providers of the Canton Fair Complex. The lifting and lowering of suspended objects using rented manual hoists in the booth is carried out by the user of the suspension points under the supervision of the suspension service provider.

## 3.Application for Suspension Service

(1) The user of suspension points should submit the application for suspension service to the exhibition organizer or venue contractor. Booth contractors of the Canton Fair Complex must submit the application for suspension service and equipment rental to the suspension service provider 20 calendar days before the start of the exhibition, along with the initial version of application materials and drawings (electronic version). Please refer to item (4) "Checklist for Application Documents for Suspension Service". The number and locations of suspension points must be confirmed. Finalized application materials and drawings (two hard copies with official seals) should be submitted to the suspension service provider 7 calendar days before the start of the exhibition.

(2) For special exhibitions with consecutive exhibition periods, the deadline for suspension point and equipment rental applications will be adjusted by the Canton Fair Complex based on scheduling. The specific dates will be announced after consultation between the suspension service provider and the Canton Fair Complex.

(3) Applications for suspension service must be submitted in advance within declared time. On-site suspension point applications submitted after the deadline will not be accepted. Suspension point locations and equipment rental applications that are submitted after the deadline or not completed within the specified time must be reviewed and approved by the suspension service provider based on the feasibility of on-site execution before the order can be confirmed. Suspension service providers of the Canton Fair Complex have the right to unconditionally reject applications for suspension point locations and equipment rental submitted after the deadline or not completed within specified time.

(4) Checklist for Application Documents for suspension service:

Num ber	Category	Description
1	Suspension Service Confirmation Form	The confirmation form should be submitted in hard copy with the official seal of the suspension point user.
2	Suspension Service Safety Commitment Letter	The safety commitment letter should be submitted in hard copy with the official seal of the suspension point user.
3	Approval Certificate for Suspension Point Structure at the Booth	The finalized version should be submitted in hard copy with the official seal of the exhibition/event organizer or venue contractor (they can create their own version).
4	Booth Construction Insurance	The insurance should cover the installation and dismantling of suspension points.
5	Drawings for Suspension Point Structure	1. Overall layout of suspension points in the entire exhibition hall (orientation diagram). 2. Multi-angle renderings of suspension point booths. 3. Dimensional distribution diagram of suspension points (drawn according to the available suspension point locations in the exhibition hall, clearly indicating the positions of all suspension point booths and

		<p>the distances from the four sides of the booth).</p> <p>4. Detailed list and description of material and weight for suspended objects.</p> <p>5. Data list for suspended objects (clearly indicating the dimensions, weight, material specifications of each structure, equipment models, specifications, quantities, and self-weight on the structure).</p> <p>6. Connection methods between suspension structures, hoist hooks, and trusses.</p> <p>7. Blueprint of booth suspension structure and suspension point load-bearing report designed by a qualified design entity, with design stamps on the drawings and reports.</p>
6	Application Form for Suspension Point Lifting	The application should be submitted 4 hours in advance and in hard copy with an official seal (can be provided on-site).

(5) The suspension point user must ensure the authenticity and accuracy of the declared information and must not make unauthorized changes. Once the suspension plan is approved, the on-site construction must be carried out according to the confirmed plan. If it is found that the on-site construction deviates from the originally submitted plan or the suspended objects exceed the declared weight, the exhibition hall has the right to stop on-site construction. The suspension point user must reduce the weight of suspended objects or add suspension points as required. Additional cost for suspension points on-site will be charged at 2.5 times the original price.

(6) The suspension point user is responsible for any related costs incurred due to late application caused by the disapproval of the suspension plan or other reasons. The suspension point user is also responsible for any rectification costs and other losses incurred due to failure to implement declared weight.

(7) Booth contractors are responsible for the electrical distribution, testing, and commissioning of hanging equipment. If this affects the lifting of booth structure, the booth contractor shall bear the responsibility.

(8) If the booth contractor rents manual hoists from suspension service provider, once the hanging structure is in place, the hoist chains should be properly stored by the booth contractor according to requirements.

#### 4. Workflow for Structural Suspension Service

(1) The suspension point user (exhibitor/booth construction entity) submits the application for suspension service to the venue contractor of the Canton Fair Complex.

(2) The main contractor of the Canton Fair Complex conducts initial review of the documents and drawings, compiles qualified booth information, and submits the application to the suspension service provider.

(3) The suspension service provider reviews the application materials and communicates with the main contractor and the suspension point user to make any necessary modifications or supplementary submissions for problematic booths. For booths that pass the initial review, the suspension service provider provides review opinions and a suspension point layout plan to the main contractor for confirmation.

(4) The main contractor of the Canton Fair Complex and the suspension point user confirm the suspension point plan, conduct a re-examination of the application materials, and submit both the hard copy and electronic version of the application materials to the suspension service provider. The suspension point layout plan must be confirmed and stamped by the exhibitor/booth construction entity.

(5) Booth layout is marked on-site. Suspension point user, venue contractor of the Canton Fair Complex, and suspension service provider jointly determine the location of hanging structure and suspension points.

(6) The suspension service provider installs suspension straps and hoists.

(7) After the booth contractor completes installation of the hanging structure and self-inspection of suspension point bindings, it applies for lifting of the hanging structure. The lifting can be carried out only upon joint inspection and approval by the main contractor of the Canton Fair Complex and the suspension service provider.

(8) If the booth contractor rents manual hoists from the suspension service provider, the lifting operation is conducted under the joint supervision of the main contractor of the Canton Fair Complex and the suspension service provider. If an electric hoist is rented from the suspension service provider, the booth contractor cooperates with the suspension service provider in the lifting of the hanging structure.

- (9) Once the booth's hanging structure is lifted into place, venue contractor of the Canton Fair Complex submits the booth suspension service confirmation form to the suspension service provider to confirm the completion of suspension point lifting and specify the quantities of suspension points, rented trusses, hoists, straps, and chain bags.
- (10) After the exhibition concludes, the booth contractor dismantles the ground exhibition structure and levels the area. Once the floor meets the requirements for lifting operations, the booth contractor applies to the venue contractor of the Canton Fair Complex for lowering the suspending structure.
- (11) The venue contractor of the Canton Fair Complex and the suspension service provider conduct an on-site inspection. The lowering of the suspending structure is allowed if the ground meets the requirements for lifting.
- (12) If the booth contractor rents manual hoists from the suspension service provider, the lowering of the suspending structure is conducted under the joint supervision of the venue contractor of the Canton Fair Complex and the suspension service provider. If an electric hoist is rented from the suspension service provider, the booth contractor cooperates with the suspension service provider in the lowering of the suspending structure.
- (13) After the booth contractor completes the dismantling of the hanging structure, the suspension straps and hoists are collected by the suspension service provider.
- (14) The venue contractor of the Canton Fair Complex signs and confirms the exhibition's suspension service contract with the suspension service provider, verifying the workload and concluding the suspension service.

## 5. Fees

No.	Suspension Point	Fees
1	200 KG capacity suspension point	2,000 CNY/Unit/Exhibition
2	Manual chain hoist with 10-12m chain (1 ton)	300 CNY/Unit/Exhibition
3	Manual chain hoist with 15-20m chain (1 ton)	450 CNY/Unit/Exhibition
4	Electric chain hoist with 10m chain (1 ton)	1,200 CNY/Unit/Exhibition
5	Electric chain hoist with 20m chain (1 ton)	1,500 CNY/Unit/Exhibition

Notes:

- Structural suspension points refer to suspension points for hanging booth structures, lighting fixtures, sound equipment, and other non-lightweight items.
- The above prices include installation fee for the hoist. When applying for suspension points, it is mandatory to rent the hoist equipment provided by the Canton Fair Complex and use of self-provided hoists is not allowed.
- All drawings of suspension points must be submitted for approval at least 20 calendar days before entering the venue. The quantity and locations of the suspension points must be confirmed at least 7 calendar days before entering the venue. On-site suspension point applications will not be accepted.
- Suspension point fees are charged based on the number of mother points used. For safety reasons, a single conversion frame can have a maximum of two contact points with hanging items. If there are more than two contact points, the suspension service provider will assess safety factors such as load capacity. If conditions permit, the number of contact points under the conversion frame can be increased, and the suspension point fees will be charged based on the number of contact points under conversion frame.

***Please return by February 28, 2026***

Raw Space Construction Application

**B4**

Booth No : \_\_\_\_\_

Booth No				The area of the vacant land	
Exhibitors				Address of the unit	
Exhibitors are responsible		Telephone		Identification number	
Name of the construction unit				Address of the unit	
The person in charge of construction		Telephone		E-mail/fax	
Booth construction dimensions				Building area	
Number of floors				The area of the second floor	
Main structure materials and	Diameter of the steel pipe _____ mm ; Wooden square _____ mm ; Plank _____ mm ; I-beams _____ mm				
Two-layer support structural material	Diameter of the steel pipe _____ mm ; Wooden square _____ mm ; Plank _____ mm ; I-beams _____ mm				
Briefly describe the main structure structure and component connection methods and the instructions for the use of the main materials, the safe construction procedures required for the safe construction and demolition of the booth, the necessary tools to ensure safety and the description of the use of tools, safety key precautions and safety measures					
Design drawings (including floor plans, renderings, and circuit diagrams) are detailed on pages 56-59.			Attached		
Exhibitors promise:		<p>Our unit promises to supervise and urge the construction unit to design and construct in strict accordance with the requirements of the national mandatory technical specifications and standards for construction projects and the "Exhibition Safety Management Regulations". And configure fire extinguishing equipment according to regulations to ensure the structural safety and construction safety of the booth during the exhibition period (including preparation and dismantling). It has unshirkable responsibility for the loss of life and property of on-site personnel caused by booth collapse, falling objects, fire and other reasons caused by the construction safety of this booth and bears the corresponding responsibilities arising therefrom.</p> <p>The unit promises to accept the supervision and management of the relevant departments of the conference, earnestly implement safety and security measures and rectification measures, eliminate hidden dangers at any time, and ensure safety.</p>			





	<p>Signature of the person in charge : Exhibitors (stamped): Time:</p>
<p>The construction unit is committed :</p>	<p>Our unit promises that in the construction of the booth, the construction will be carried out in strict accordance with the requirements of the national mandatory technical specifications, standards and "Exhibition Safety Management Regulations" for construction projects, and configure fire extinguishing equipment in accordance with the regulations to ensure the structural safety and construction safety of the booth during the exhibition (including preparation and dismantling). It shall be responsible for the loss of life and property of on-site personnel caused by booth collapse, falling objects, fire and other reasons caused by the construction safety problems of the booth undertaken by the contractor, and bear all the responsibilities arising therefrom.</p> <p>The unit promises to accept the supervision and management of the relevant departments of the conference, earnestly implement safety and security measures and rectification measures, eliminate hidden dangers in a timely manner, and ensure safety.</p> <p>Signature of the person in charge : Exhibitors (stamped): Time:</p>

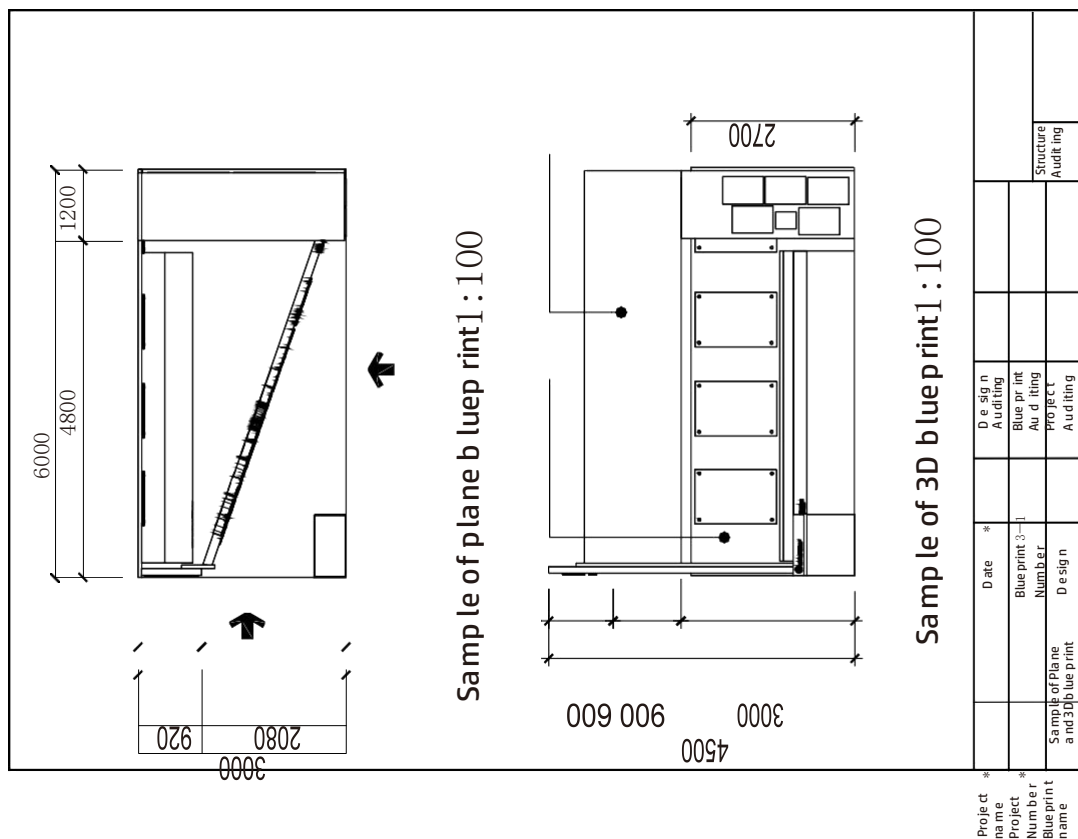
## Blueprint design plan Sample of special designing booth

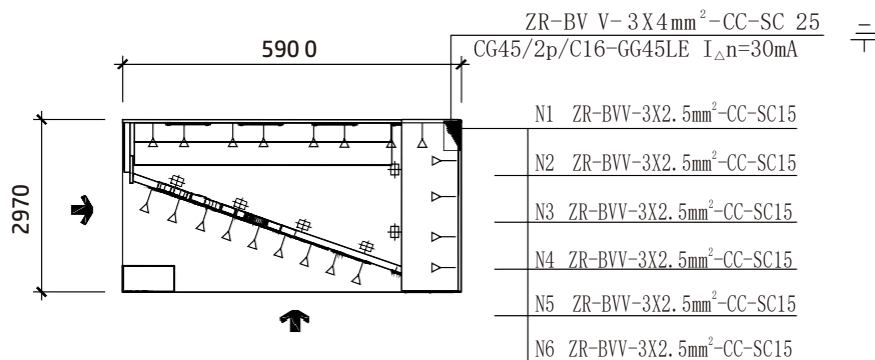
220V

Sample of plane and 3D blueprint  
(only for reference)



## Sample of 3D image blueprint(only for reference)





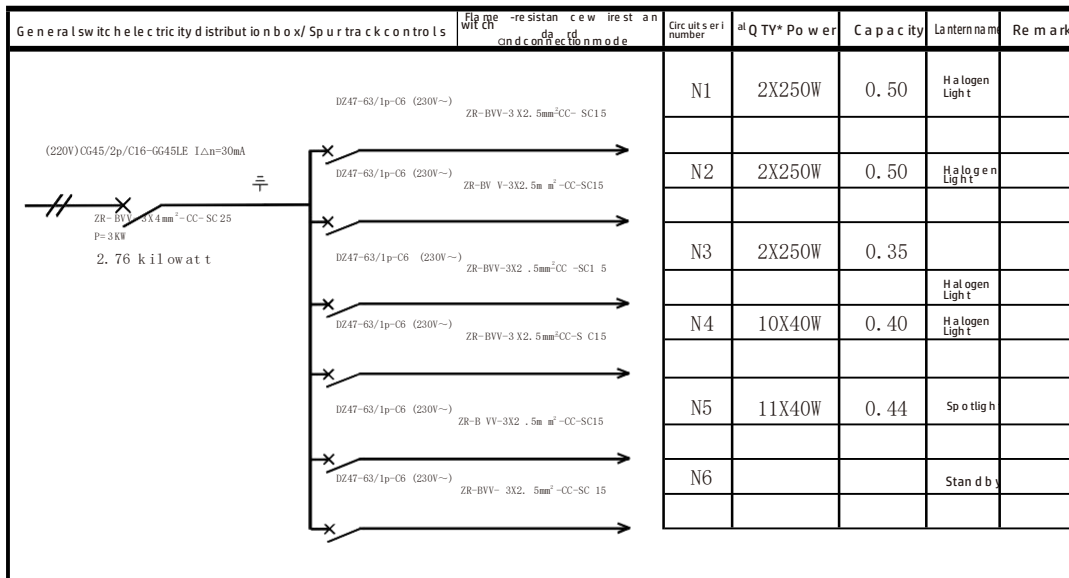
Floor plan of electrical layout (only for reference)

1:100

Switch electricity distribution box: (220V)  
POWER (KW) : 3  
Electricity (A) : 16

Symbol	Name	Power	QTY
	Halogen Light	250W	6
	Spotlight	60W	21
	Switch electricity distribution box	220V 16A	1
	of electricity	2.76KW	

Project name	Date	Auditing
Project Number	Blue print Number	Examine and Approve
Blue print name	Design	
		Blue print of electrical



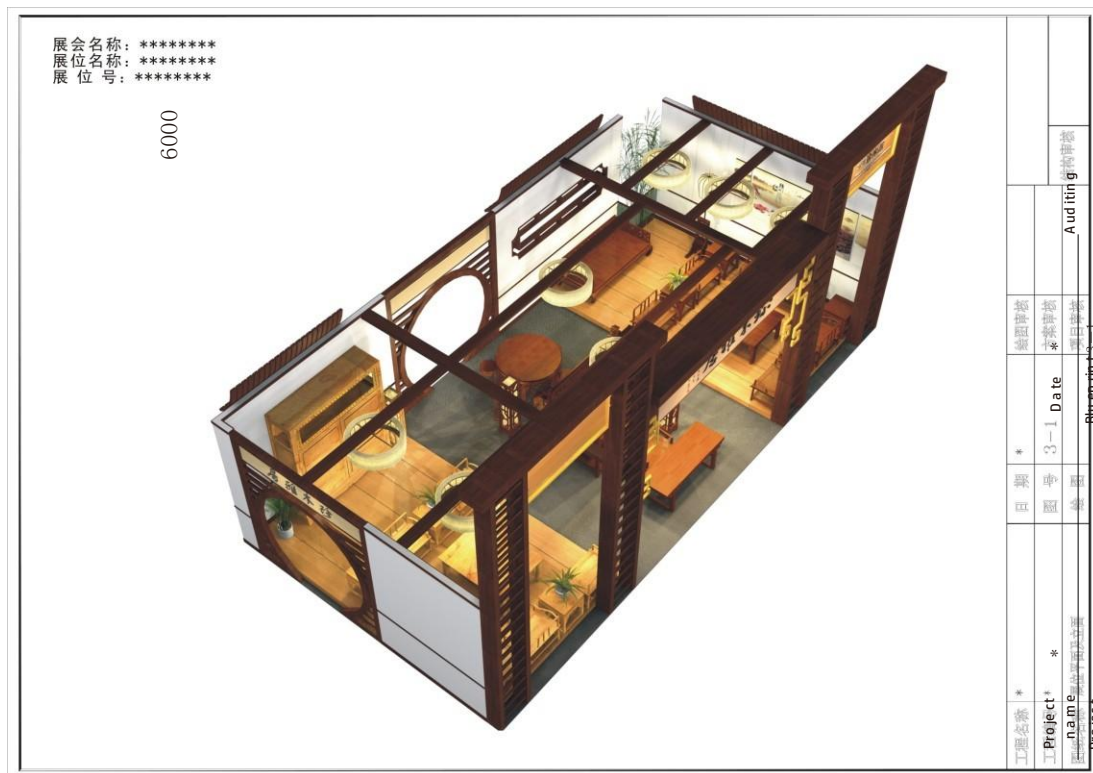
Blue print of special designing switch system (only for reference)

Project name	Date	Auditing
Project Number	Blue print Number	Examine and Approve
Blue print name	Design	
		Blue print of special designing switch system

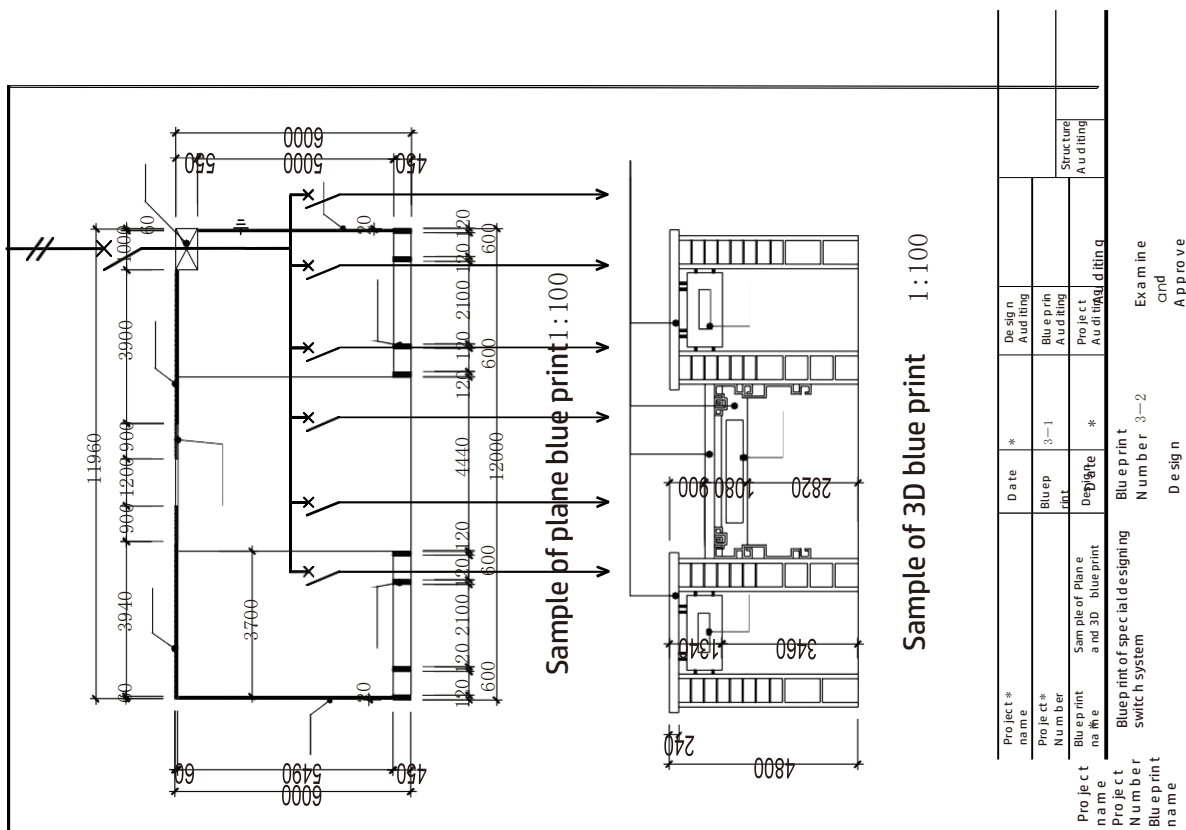
## Blueprint design plan Sample of special designing booth

380V

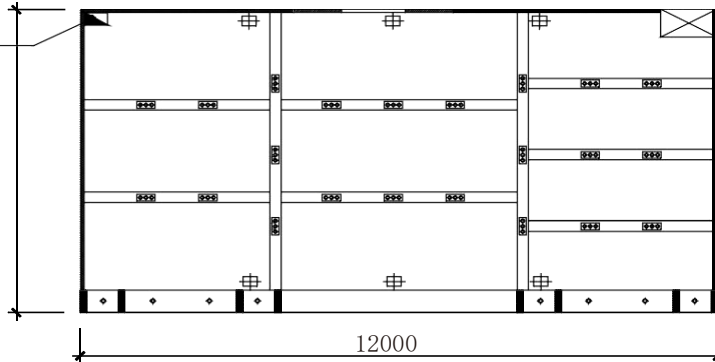
Sample of plane and 3D  
blueprint (only for  
reference)



Sample of 3D image blueprint(only for reference)



Switch electricity  
distribution box  
GG45/3p/C16-GG45LE I<sub>n</sub>=30mA  
ZR-BVV-5X4mm<sup>2</sup>-CC-SC25



**Floor plan of electric  
(only for reference)**  
**1:100**

Sym bol	N ame	Pow er	Q TY
	H a lo gen Ligh t	250W	6
	Thre e-h ead ligh t	60W	20
	Switc h e l e c t r i c i t y d i s t r i b u t i o n b o x	380V 16A	1
	A c t u a l v o l u m e o f e l e c t r i c i t y	5.60KW	

General switch electricity distribution box/Spur track control switch	Fire-resistance wire standard and connection mode	Circuit serial number	QTY*Power	Capacity	Lantern name	Remark
(220V) GG45/2p/C16-GG45LE I <sub>Δn</sub> =30mA  ZR-BVV- 3 X 4 mm <sup>2</sup> - CC- SC 25 P= 8 KW 5.60 kilowatt	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm <sup>2</sup> -CC-SC15	N1	3X250W	0.75	Halogen Light	
	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm <sup>2</sup> -CC-SC15	N2	4X150W	0.60	Three-head Light	
	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm <sup>2</sup> -CC-SC15	N3	20X40W	0.80	Light	
	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm <sup>2</sup> -CC-SC15	N4	3X250W	0.75	Halogen Light	
	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm <sup>2</sup> -CC-SC15	N5	4X150W	0.60	Three-head Light	
	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm <sup>2</sup> -CC-SC15	N6	4X150W	0.60	Three-head Light	
	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm <sup>2</sup> -CC-SC15	N7	5X150W	0.75	Three-head Light	
	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm <sup>2</sup> -CC-SC15	N8	5X150W	0.75	Three-head Light	
	DZ47-63/1p-C6 (230V~) ZR-BVV-3X2.5mm <sup>2</sup> -CC-SC15	N9			Standby	

**Blue print of special designing  
switch system( only for reference )**



Please return by February 28, 2026

Power Rental

B5

Booth No : \_\_\_\_\_

DESCRIPTION	UNIT(RMB)	QTY	AMOUNT
6A/220V ( <1.3 KW )	350		
10A/220V ( <2.2 KW )	450		
16A/220V ( <3.5 KW )	610		
6A/380V ( <3 KW )	620		
10A/380V ( <5 KW )	850		
16A/380V ( <8 KW )	1,050		
20A/380V ( <10 KW )	1,250		
25A/380V ( <13 KW )	1,560		
32A/380V ( <16 KW )	1,800		
40A/380V ( <20 KW )	2,270		
50A/380V ( <25 KW )	2,820		
63A/380V ( <30 KW )	3,400		
100A/380V ( <50 KW )	5,450		
150A/380V ( <75 KW )	7,950		
200A/380V ( <100 KW )	10,900		
250A/380V ( <125 KW )	13,650		
220V construction electrical box service fee	100yuan/lot/time		
380V construction electrical box service fee	130yuan/lot/time		
The booth electrical box was moved	150yuan/lot/time		
		<b>Total:</b>	

**Remark:**

1. According to the opinions of the safety production supervision department, due to the high incidence of accidents during the construction of the special exhibition booth, the construction electricity and the display electricity need to be managed separately. As a result, the exhibition hall will charge the service fee for the construction electrical box, as follows: 220V construction electrical box service fee: 100 yuan/piece/time; 380V construction electrical box service fee: 130 yuan/piece/time.

2. A 20% surcharge will be charged for applications beyond the deadline, and a 50% surcharge will be charged for on-site applications.

3. Exhibitors must rent the electrical box of the exhibition hall, and the electrician of the exhibition hall is responsible for the electrical connection from the electrical box to the fixed facilities of the exhibition hall; The location of the electrical box is allocated by the contractor according to the load of the ground well of the venue. The exhibitor shall be responsible for the electrical connection work of the electric box switch pile, and the builder shall bring his own electrical box to connect with the electrical box provided by the exhibition hall, and it is strictly forbidden to connect directly with the electrical box provided by the exhibition hall.

4. The above quotation has included the rental of 1 electric box and the cable from the power supply point of the exhibition hall to the electric box, if the power consumption above 63A exceeds 30 meters, the exhibitor needs to pay the cable fee separately (63A-100A: 25 yuan/meter, 150A: 40 yuan/meter, 200A: 50 yuan/meter, 250A: 70 yuan/meter, 300A or more: 90 yuan/meter).

5. If you need 24-hour uninterruptible power supply, you need to charge 3 times the above price.

6. All the technical indicators of the lower electrical box shall not be greater than 80% of the technical indicators of the upper electrical box, so as to ensure the safe operation of the power supply system of the exhibition hall.

7. The contractor must reply to the applicant within 3 working days after confirming the receipt of the application form,



otherwise all costs incurred by the contractor shall be borne by the contractor.

**8.Payment Method:**

(1) If you use cheque or remittance, please pay the amount due before February 28 (late payment will not be accepted), and return the remittance slip together with this application form to the main contractor;

(2) If you pay in cash, please go to the main contractor on-site.

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_



***Please return by February 28, 2026*****Application for Telephone****B6**

Booth No : \_\_\_\_\_

DESCRIPTION	RENTAL / UNIT (RMB)	QTY	AMOUNT(USD)
Local Phone(direct)	600		
Deposit for IDD	2,000		
Deposit for telephone	500		
Wired broadband: 5M broadband (suitable for 5 terminals, can be wired by itself)	1200		
Wired broadband 15M broadband (applicable to 10 terminals, can be wired by themselves)	2500		
Wired broadband: 30M broadband (applicable to 20 terminals, can be wired by itself)	4500		
Wired networking	900		
Optical fiber 10M private line (only includes one common public IP, can be wired by itself, unlimited number of terminals)	6000		
Optical fiber 20M private line (only includes one common public IP, can be wired by itself, unlimited number of terminals)	11000		
Optical fiber 30M private line (only includes one common public IP, can be wired by itself, unlimited number of terminals)	15000		
Optical fiber 40M private line (only includes one common public IP, can be wired by itself, unlimited number of terminals)	20000		
Optical fiber 60M private line (only includes one common public IP, can be wired by itself, unlimited number of terminals)	25000		
Optical fiber 100M private line (only includes one common public IP, can be wired by itself, unlimited number of terminals)	50000		
Total:			



Please indicate the position of telephone on the below plan:



- If the telephone is not damaged, the deposit will be refunded after the exhibition.
- Long-distance calls are billed based on actual call charges.
- Reservations cannot be cancelled.
- All the funds to be paid by exhibitors in advance should be remitted no later than 3 days before the exhibition's entrance, and the organizer will only arrange the delivery of the items that have been confirmed to have received the payment.

① Telephone

**Remarks: All applications must be paid by 28 February to be valid, a 20% surcharge will be added for orders beyond the deadline, and a 50% surcharge will be charged for on-site orders.**

---

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_



***Please return by February 28, 2026***

**Safety Responsibility Agreement**

**B7**

Booth No : \_\_\_\_\_

**Exhibitor's Promise**

We promise to have understood the *Service Manual* in detail, conscientiously manage and supervise the construction company to design and do construction in accordance with the state related compulsory technical specifications & standards for construction engineering and the requirements of the *Service Manual*, obey the management of the CIFF departments concerned on the construction site, provide fire extinguishing appliance according to rules and wear safety helmets to access the site. We shall be held responsible for any violation. In the event of self-construction, we shall sign and assume responsibility for safety of the construction company.

Principal's Signature: \_\_\_\_\_

(Company Seal)

**Construction Company's Promise**

We promise to have understood the *Service Manual* in detail. Upon signature of the Agreement, we shall automatically become a person-in-charge for safety of booth construction, water & electricity use, fire and public security and manage the booth production & construction safety, fire safety and exhibition safety & move-out safety during the CIFF. We manage and do construction in the light of the safe, civilized, economic and effective principle, avoid casualties and property damage accidents in the course of construction and promise as follows:

- ① Be held responsible for safety of our own property and staff, conduct safety production education for the staff beforehand, provide necessary safety measures and buy insurance for them and bear the cost arising therefrom.
- ② Ensure the compliance with all safety rules and assume all responsibilities for booth related safety & fire accidents and accidents and for all consequences arising from booth construction quality problems during the exhibition.
- ③ In the event of any booth related casualties and accidents, we shall assume all related loss arising therefrom.
- ④ We promise to accept the supervision and management of the Official Contractor and Convention & Exhibition Center, implement the safety guarantee & rectification measures, eliminate potential hazards any time and guarantee the Complex safety. In the event of any potential safety hazard, we shall conscientiously obey the compulsory management means of the Official Contractor.
- ⑤ In the event of accidents, we shall spare no effort to cooperate with the Organizer in emergency measures and all the aftermaths such as medical and compensation work.

Principal's Signature: \_\_\_\_\_

(Company Seal)

\_\_\_\_\_  
Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_



*Please return by March 15, 2026*

Application form for disassembling the leakage protection switch

**B8** Booth No : \_\_\_\_\_

### Application for booth dismantling of anti-leakage device

Contractor for the main venue of the conference :

Our booth number:\_\_\_\_\_, It is necessary (not required) to apply for  
disassembly of the leakage-proof electrical installation

\_\_\_\_\_.Our company will ensure the safety of  
the electricity of the exhibition, if there is a safety accident caused by  
this, all the consequences will be responsible for our company.

Our on-site safety officer:

Contact Number (Mobile):

Company name (stamped):

Time:



中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR  
(GUANG ZHOU)

## **Chapter 4 Overseas Transportation Guideline**



## Notice on the Entry/Exit Declaration Requirements for Overseas Exhibits

All Exhibitors:

In order to ensure that your overseas exhibits can be transported to the booths smoothly, and to avoid the entry and exit of overseas exhibits in violation of related laws and regulations, resulting in unnecessary losses, in accordance with the provisions of Articles 34 and 35 of the Annex of the **Announcement No.18 (2019) of the General Administration of Customs of the People's Republic of China**, the Standardized Declaration Catalog and Interpretations of the **Customs of the People's Republic of China** for Import and Export of Goods and the Circular of the State Council on Printing and Issuing the Work Program for Optimizing Port Business Environment to Promote Cross-border Trade Facilitation (GF [2018] No. 37), the matters requiring special attention for customs declaration of import and export of overseas exhibits are notified as follows:

I. It is required to truthfully fill out the contents in the list and unify the format of exhibit list.

- (1) Box No----- The number on the outer package.
- (2) Packaging Material-----The actual material of the outer package, such as the wooden outer package must have the IPPC logo.
- (3) Size of Outer Package----- To be filled out truthfully.
- (4) Volume----- To be filled out truthfully.
- (5) Gross Weight-----To be filled out truthfully. Accurate gross weight shall be provided, especially for maritime goods. Each forwarder shall ensure and provide accurate Verified Gross Mass (VGM) data.
- (6) Net Weight----- To be filled out truthfully (In case of multiple items, each item must be filled out)
- (7) Name of Goods in English---To be filled out truthfully.(8) Name of Goods in Chinese-----Please translate carefully. If it is difficult to translate, relevant photos and parameter references shall be provided.
- (9) **Materials in Chinese and English-----For a single material, provide the name of the material. For multiple materials, specify the name of each material and confirm the location of each material (for example: table: glass tabletop, pine wood table frame. If the material is particle board, plywood or MDF, etc., please indicate whether there is a veneer, and state if yes)**
- (10) ) Country of Origin-----To be filled out according to the actual origin of the goods.
- (11) Brand-----To be filled out according to the actual brand of the goods. In case of no brand, fill out "No". For a machine, please provide a nameplate photo.
- (12) Model-----To be filled out according to the actual model of the goods. In case of no model, fill out "No". For a machine, please provide a nameplate photo.
- (13) Exhibit Specifications----- Refers to the specifications of the exhibits after assembly. (For example: A table is unpacked to facilitate transportation, but will be reassembled during the actual display. The assembled size is not the outer package size)
- (14) Materials in Latin----- If the goods contain solid wood, please provide the Latin name of the solid wood tree species (For the endangered tree species, the certificate of endangered species shall be provided; otherwise import is forbidden).
- (15) Commodity Code Provide the initial product code truthfully for reference by the customs broker.
- (16) Quantity & Unit----- To be filled out truthfully. "1 Box" shall not be displayed. Clear quantity and unit shall be provided (for example: Catalogs: 1 box. It is wrong, and shall be filled out as: Catalogs:100 copies)
- (17) Unit/Total Prices ----To be filled out according to the actual price of the goods. The price of the goods shall not be deliberately lowered because of the need to pay more taxes or deposits. In case of lower prices, the customs will review the prices and impose penalties, affecting the customs clearance speed. The final prices are based on the prices of the customs database.
- (18) Processing Methods The processing methods will be simplified into 3 categories: a. Sold, b. Return, c. Consumed. Fill it out truthfully. **For wood products, boards and furniture, application for "Consumed" is not allowed. In principle, application for "Consumed" for tax exemption is for the promotional products only.**
- (19) Provide the photos of the goods as far as possible, attach them to the rightmost side corresponding to the name of the goods in the list. 10 to 15 Items are the best per page. In case of any increase, fill out on the next page. The list header shall be filled out truthfully, including name of exhibitor, country of exhibitor, hall number, booth number and name of the exhibition. For goods of CIFF, please specify whether the goods will be displayed in the Phase 1 or Phase 2.
- (20) The declaration norm of each exhibit is different. After receiving the list submitted by an exhibitor according to the said requirements, the customs broker will check the name of the goods again, state the norm that requires other standardized declaration and ask the exhibitor to supplement the relevant materials through the forwarder.

II. The Customs' Requirements for Customs Clearance Time

- (1) Air Import----- It is required to confirm that the list fully meets the declaration requirements before the overseas exhibitors deliver the goods. If an exhibitor delivers the goods in advance without permission and the list fails to meet the declaration requirements, the customs clearance time will be affected and the customs shall not accept the list. The overseas exhibitor and forwarder shall handle the formalities for the goods to be returned or converted to the general trade list.
- (2) Road Import It is required to confirm that the list meets the declaration requirements before declaration for import. For fast customs clearance, the forwarder shall weigh the goods in advance in Hong Kong to provide accurate gross weight of the goods.
- (3) Sea Import Please contact the forwarder to choose the transport method of exhibits:

If transshipment in Hong Kong is chosen, the list and related declaration norm shall be confirmed by the customs broker before the exhibits are arranged to be shipped to Huangpu.

If stand-on vessel is chosen to ship the exhibits, the list and declaration norm shall be confirmed by the customs broker before the exhibits are shipped from the port of departure; otherwise the exhibitor and forwarder shall handle change in the manifests and return by themselves.

**All goods shall be declared truthfully, and shall not be concealed or omitted. If the prohibited goods for import are involved, exhibitors shall actively cooperate and shall not import rigidly. If you have any questions, please contact the official forwarder in time (Please refer to Page 61 for detailed contact information).**

It is hereby notified.

## China International Furniture Fair(Guangzhou)-Phase 2 (March 28-31, 2026)

The organizer of the exhibition commissions Canton Fair Exhibition Design & Construction Co., Ltd. as the designated overseas transport and site operation of the general agent, if any exhibits need to be transported from Hong Kong or overseas to Guangzhou, please call: foreign freight forwarder.

### I)ROUTING

All exhibits are best to be consolidated in Hong Kong from where they will be moved overland to Guangzhou.

### II)DEADLINE FOR EXHIBITS AND CUSTOMS DECLARATION DOCUMENTS:

1. The exhibits must arrive at the said port/airport by the following dates and the documents must be sent to official forwarders by the following dates. (All exhibits shall be consolidated in Hong Kong from where they will be transported overland to the exhibition venue in Guangzhou.)

#### Time Schedule

- |   |                   |
|---|-------------------|
| (1) Document Deadline: Appendix 3 to 6                                      | February 24, 2026 |
| (2) Original Bill of Lading and Master Air Waybill                          | February 24, 2026 |
| (3) Promotion Materials, Gifts and Consumables for China Customs Censorship | February 24, 2026 |
| (4) Exhibits reach Hong Kong Port/Warehouse (by Air and Ocean)              | March 3-5, 2026   |
| (5) Inbound Freight Payment to official forwarders                          | March 6, 2026     |

#### Remarks:

\*All exhibits (including outer and inner packaging) using log packaging materials must be fumigated in the country of origin and stamped with the IPPC (International Plant Protection Convention) certification mark. This requirement is valid in all countries and regions (including Hong Kong Special Administrative Region, Macau Special Administrative Region and Taiwan)

\*The annual public holidays will affect the customs clearance delivery time. Therefore, all exhibitors must comply with the delivery schedule of the carrier..

\*Overseas exhibitors can also obtain relevant information from the carrier's designated branches/agents. (including delivery date, shipping costs, etc.)

\*Goods shipped from Hong Kong Special Administrative Region, Macao Special Administrative Region and Taiwan Region are regarded as overseas exhibits.

### III)SHIPPING DOCUMENTS

Please fill in the shipping bill of lading or air waybill according to the instructions below:

Consignee	Notify Party
(Please contact the carrier to confirm the consignee)	China International Furniture Machinery & Furniture Raw Materials Fair (Guangzhou) 2026
	Exhibitor: _____
	Hall & Booth No: _____

Exhibitors should indicate that the goods are EXHIBITION GOODS on all waybills, and add the re-export to Guangzhou, China for exhibition purposes (please specify the name of the exhibition), and notify the carrier by fax or email immediately after shipment for the purpose of receiving and customs clearance.

### (IV) CUSTOMS & EXHIBITION DOCUMENTS REQUIREMENT :

- Customs declaration list of temporary imported exhibits: one copy.
- Power of attorney for shipment: one copy.
- The logo of the International Plant Protection Convention (see page67 for details: description and receipt of wood packaging quarantine requirements for entering China).
- If the exhibits are machinery, computer equipment and high-tech products, a product specification must be provided.
- If exhibits need to have a Hong Kong import and export permit, exhibitors must apply for it by themselves.
- According to the Regulations of the Customs of the People's Republic of China on the Supervision of Exhibits, promotional souvenirs, catalogues, posters, maps and videotapes or CDs played on the site must be submitted in



duplicate to China Customs for review before the exhibition. When the exhibits are delivered to the carrier, they will be delivered to the carrier by air mail or express delivery for forwarding to China Customs for review. Any samples that

have not been reviewed by the Customs will not be given, distributed or used during the exhibition.

**\*Remarks:** The full set shipping manual will be provided to each exhibitor upon confirm to participation.

Should you have any query, please feel to contact us by phone number:

contact: Mr.Xu, Tel: 15918599009 contact: Mr.Xu, Tel:13825020842

**(V) Fee schedule: (the following quotes are quoted using the exchange rate of USD: RMB 1:7)**

1.	<p><b><i>Exhibits will be shipped from Hong Kong to our booth in Guangzhou.</i></b></p> <p>Provision of consolidation services, including picking up of exhibits at the warehouse of the General Assembly carrier during the collection period in Hong Kong, freight forwarding services from Hong Kong to the Guangzhou Exhibition Hall and temporary importation of exhibits under Customs supervision; distribution of exhibits at the exhibition halls to assist in unpacking and positioning of exhibits (excluding assembly and second positioning), cleaning of empty containers and moving of packaging materials to the outdoor storage area at the exhibition halls.</p>	<p><b><i>\$57.00/m3/freight ton in USD for up to 3 m3</i></b>  <b><i>\$57.00/m3/freight ton in USD for 3-6 m3</i></b>  <b><i>\$56.00/m3/freight ton in USD for 6 m3 or more</i></b></p>
2.	<p><b><i>Transportation services for sold exhibits</i></b></p> <p>Including the cost of indoor storage of empty crates and packing materials during the exhibition. Delivery of these materials to each booth after the exhibition, assistance in repacking and arrangement of transportation of packed exhibits to the outdoor storage area of the exhibition site according to the consignment of the sold items, and assistance in transferring the sold items to the buyers after the exhibition.</p>	<p><b><i>\$16.00/m3/freight ton in USD for up to 3 m3</i></b>  <b><i>\$16.00/m3/freight ton in USD for 3-6 m3</i></b>  <b><i>\$14.00/m3/freight ton in USD for 6 m3 or more</i></b></p>
3.	<p><b><i>Exhibits will be shipped back from the booth to Hong Kong</i></b></p>	<p><b><i>The return and inbound rates are the same (see 1)</i></b></p>
4.	<p><b><i>Documentation and liaison fees (applicable to inbound and return exhibits)</i></b></p>	<p><b><i>USD \$30.00/exhibitor/trip</i></b></p>
5.	<p><b><i>EDI Customs Brokerage Fee</i></b></p>	<p><b><i>Full Container:</i></b>  <b><i>\$5.00/m3/exhibitor/ticket in USD</i></b>  <b><i>Bulk:</i></b>  <b><i>\$45.00/exhibitor/shipment in USD</i></b></p>
6.	<p><b><i>Customs data entry service fee</i></b></p>	<p><b><i>\$5.00/page in USD</i></b></p>
7.	<p><b><i>Local pick-up service in Hong Kong (including pick-up from freight stations/exhibitors' warehouses/underground warehouses to the carriers' warehouses in the main site of the fair)</i></b></p>	<p><b><i>\$10/m3 (minimum \$50/ticket per shipment), extra charge for overweight is subject to negotiation.</i></b></p>
8.	<p><b><i>Translation services for the customs declaration of exhibits</i></b></p>	<p><b><i>\$5.00/page in USD (maximum charge per visit \$30/ticket in USD).</i></b></p>
9.	<p><b><i>Hong Kong Warehousing Service (less than one week is counted as one week)</i></b>  <b><i>i. Incoming exhibits arrive in Hong Kong before the collection period</i></b>  <b><i>ii. Retention of return exhibits in port after free storage period</i></b></p>	<p><b><i>\$10/m3/1000 kg/week in USD</i></b>  <b><i>\$10/m3/1000 kg/week in USD</i></b></p>

10	Overweight & Overlimit Surcharge					
	Single item				Surcharge Rates	
	Parameters					
	Length (m)	Width (m)	Height (m)	Weight (tons)	Meet or exceed any of the	Meet or exceed any three
	≥5 M	≥2.1 M	≥2.1 M	≥3 T	20%	30%
	≥7M	≥2.3 M	≥2.5 M	≥5 T	30%	50%
	≥10 M	≥2.4 M	≥2.8 M	≥10 T	discuss separately	
	Remarks: Applicable to points 1-3 of the above rates, if the weight of a single piece of cargo exceeds 10 tons, the price is negotiable.					

## Remarks:

i) Quarantine Inspection and Fumigation: Details please refer to Notice-Page73.

ii) All Food & Beverage/Plant products:

In accordance to the law of People's Republic of China, all plant / food products are submitted to quarantine authorization before shipment to China and on-site sanitary inspection. (At least one month before import to China)

**Important:** In order for the food and beverage/plant exhibits to be allowed to be imported, exhibitors are required to notify the carriers in advance and submit the accurate customs declaration list and relevant documents/samples to the carriers so that they can be submitted to the domestic quarantine authorities for approval of whether to import the exhibits into the Mainland for exhibition. For exhibits of table wine and alcoholic beverages, the detailed nature and type, quantity, capacity of each bottle, alcohol content and value must be reported. All such exhibits are subject to a tax and will not be refunded. If the domestic quarantine authorities determine that the exhibits are allowed to be shipped to the domestic exhibition, the relevant service and transportation costs will be negotiated separately.

## VII) REMARKS

1. a. The above rates do not include the following fees:

China Port Management Fee (calculated at 2/1000 of the value of the goods, with a minimum of US\$7.00/ticket per shipment) and port miscellaneous charges incurred during the round-trip journey through Hong Kong, such as: unpacking and terminal fees, terminal registration fees, handling fees at air terminals, overtime storage fees at airports/terminals, import and export declaration fees of the Hong Kong Special Administrative Region Government (calculated at 5/10,000 of the value of goods, minimum US\$17.00/ticket/shipment) and BizLink) data entry fees of US\$2.00/time, Taxes of the Hong Kong Special Administrative Region and China Customs, etc. If it actually happens, the carrier will collect it from the exhibitors according to the actual reimbursement situation.

b. Exhibition customs tariffs:

The exhibits will be cleared by bonded provisional import and no tax will be charged if the exhibits are for display purposes only. However, after the end of the exhibition, if the exhibits are retained or gifted, they need to pay taxes in accordance with customs regulations. In addition, small gifts such as ballpoint pens, clocks, watches, key rings, etc., may be taxed according to their quantity and value.

2. Minimum 1 CBM /1 METRIC TON Per exhibitor for every surface consignment, whichever is greater, and minimum for 20' container is 23 cbm / freight tons, 40' container is 46 cbm / freight tons for FCL surface shipment.

3. Volume and weight conversion in air freight rate is 6 cbm = 1000 kilo.

4. Cargo arrived beyond deadline, **an additional handling surcharge 30%** will be added to cover the additional cost, but it is not a guarantee the late-come exhibit arrival the site before the opening of exhibition.

5. All freight charge must be settled in accordance with our schedule mentioned on attachment (TIME SCHEDULE). A2.5% outlay commission will be added for unpaid invoice beyond Fair open date.

6. Above rates are based on General Cargoes (packed or unpacked) only. For specialized cargoes which need hiring of floating cranes, lighters etc., additional charges will be levied in accordance with actual outlays.

7. Unpacked cargo without container is accepted.

8. Our fees and charges are subject to revision so as to reflect any increase in our costs caused by exchange rate variations, increased freight or fuel charges, adjustments in insurance premium, revise of the tariff of our agent at exhibition city, or increases of any other charges pertaining to the shipment of this consignment beyond the control of this company which come into effect after acceptance of your order and prior to delivery to the consignee.

9. All overseas shipments (sea freight or air freight) must be consigned as per our instruction at front page on "FREIGHT PREPAID" basis, otherwise we will levy **3-5% commission** on the freight which we pay on your behalf to the local carriers.

10. Above rates are quoted for all exhibition hall at ground floor, a 20% surcharges for upstairs will be added.
11. Official forwarder reserve the rights to amend the above rates if in case the exhibition is changed its date, city or venue.
12. Surcharges for handling of dangerous cargo will be given upon request.
13. All ocean bills of lading and documents must be mailed to the carrier before the deadline in accordance with the shipping guidelines, otherwise the delay will not be caused by the carrier.
14. Official forwarder reserve the rights to issue separate quotation for individual package with dimensions attaining or exceeding-  
LENGTH:5M                      WIDTH:2.1M                      HEIGHT:2.1M
15. Official forwarder does not take any responsibility for:
  - a. If any exhibits is not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.
  - b. Any tax /duty for sold exhibits.
16. Any service required from exhibitors not covered by tariff should be notified official forwarder in advance, quotation will be given upon request.
17. This tariff is compiled on volume or weight basis and have no correlation with the value of exhibits, thus no insurance coverage is included. Insurance coverage is subject to separate quotation.
18. All transactions are subject to the company' s standard trading conditions (copies available on request from the company)and which in certain cases, exclude or limit the company's liability.

## NOTICE

### INSPECTION AND QUARANTINE IN CHINA

#### Effective Date:

Month Day Year (Date of Shipments Arrival China)

#### Applied Countries, Cities, and Districts:

All countries/Cities (Including Hong Kong SAR, and Taiwan)

#### Applied Scope:

All non-processed wooden packing material used to carry, pack, pad and support, and reinforce the goods, such as, but not limit to, wooden case, crate, pallet, frame, beam, skid,, wedge, sleeper and pad.

#### Exempted Scope:

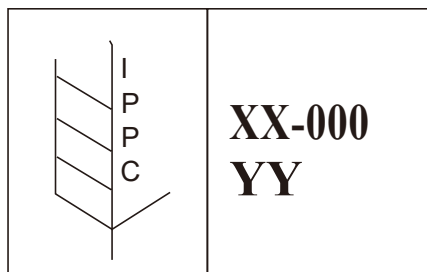
1. Being heated and pressed wooden packing materials, such as: plywood, particleboard, fiberboard, etc.
2. Veneer core, saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.

#### Treatment/Fumigation Standard:

Wooden packing materials must be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the export countries, cities, or districts, and marked with “IPPC” (sample shown as below) on two opposite sides .

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer/ treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, or MB)

If the wooden packaging material without the official mark of “IPPC” or with the mark but in unqualified treatment, the Authorities will destroy the cargoes or return them to the port of origin.



Where:

IPPC -Abbreviation of “International Plant Protection Convention” , XX-International Standardization Organization (ISO) two letter country code;  
000-Wood packing producing enterprise code approved by official plant quarantine authorizations in export counties or territories;  
YY-The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment -HT

APPENDIX 3

## Transport Order to Official Forwarders

Exhibitor: \_\_\_\_\_

Stand No.: \_\_\_\_\_

Our company is the exhibitor of the above exhibition, hereby entrust Canton Fair Exhibition Design & Construction Co., Ltd. to carry our exhibits transportation services. The detailed information of the exhibits can be found in the attached declaration list of temporary imported exhibits. We guarantee that the declaration is true and effective. If the Chinese Customs and relevant departments find that the goods do not conform to the declaration, all consequences and costs shall be borne by our company. We acknowledge that the rate of Canton Fair Exhibition Design & Construction Co., Ltd. is based on the volume and weight calculation, without insurance, and need to pay the full cost before you can get the goods. At the same time, we accept the business terms of Canton Fair Exhibition Design & Construction Co., Ltd. .

We will arrange the insurance coverage for the exhibits by ourselves.

For your information, please transport our exhibits to the exhibition site as follows:

☐ From Hongkong to GUANGZHOU by surface.

Total \_\_\_\_\_ CBM/KILOS Total \_\_\_\_\_ packages

☐ From GUANGZHOU Seaport.(FOR FCL ONLY)

Total \_\_\_\_\_ CBM/KILOS Total \_\_\_\_\_ packages

☐ From GUANGZHOU Airport.

Total \_\_\_\_\_ CBM/KILOS Total \_\_\_\_\_ packages

☐ From the entrance of the exhibition site.

Total \_\_\_\_\_ CBM/KILOS Total \_\_\_\_\_ packages

On-site Contact Person(s)

Our representative(s), details as below, shall arrive at the fair site before the Exhibition opens and Contact **Canton Fair Exhibition Design & Construction Co., Ltd.** for unpacking, repacking, and customs clearance.

Mr./Ms./Mrs. \_\_\_\_\_ (Mobile No. \_\_\_\_\_)

Mr./Ms./Mrs. \_\_\_\_\_ (Mobile No. \_\_\_\_\_)

Date and Time of their arrival: \_\_\_\_\_ AM/PM

Signature & Company Chop: \_\_\_\_\_

Name and Title in Block Letter: \_\_\_\_\_

Date: \_\_\_\_\_

APPENDIX 4

## Acknowledgement of Quarantine Inspection and Fumigation Formalities

Dear Exhibitor,

Canton Fair Exhibition Design & Construction Co., Ltd. as the general transport agent of this exhibition, is honored to provide you with transport and customs clearance services related to exhibits. As your exhibits from overseas entering China are temporary imported goods, the goods are subject to strict supervision by the Chinese authorities after import. Therefore, please strictly comply with the following rules to avoid recruitment delays or losses.

**A) Return of Exhibits**

Please provide disposal instructions for all of your exhibits, regardless of disposal nature, to before the closing of exhibition. For any emergency needs in return shipments, your instructions **MUST** reach our company **BEFORE** the opening of exhibition.

**B) Sold**

Without prior approval of the Chinese Authorities, exhibits are prohibited from being sold by retail to visitors on spot. Any sales, irrespective of value, is mandatory to go through official procedures packed and returned to the customs bonded warehouse after the fair pending till the completion of import formalities, and clearance of tax and duties, local transportation, as well as bonded warehouse storage charges by the exhibitor, buyer or official importer.

**C) Consumed Exhibits**

Promotional Materials: Publicities, Souvenirs, Samples, Visual Aids, or etc.

If exhibitors plan to use audio-visual materials or distribute promotional items at the exhibition venue, they must clearly list them on the temporary import declaration form. Please send all audio-visual materials (CDs, video tapes, photos, maps, etc.) and two copies of each promotional item (such as brochures, leaflets, souvenirs, samples, etc.) by express delivery to our company (address as follows) for customs review before the deadline on the schedule. The review process takes approximately three to four working days. The authorities will determine the tax amount based on the type, value and quantity of the products. To avoid delays, exhibitors are advised to apply to their domestic freight forwarders as soon as possible.

**D) Give-away to Domestic Company**

Give-away items means the exhibitor provides its agent, sub-company, and corporate partners in PR China with its exhibits free for the purpose of business development. The clearance procedures are same as Sold exhibits packed and returned to the customs bonded warehouse after the fair pending till the completion of import formalities, and clearance of tax and duties, local transportation, as well as bonded warehouse storage charges by the exhibitor, receiver or official importer.

**E) Abandoned Exhibits**

Under the Customs' rules and regulations, no abandoned exhibits are allowed to be disposed by exhibitor's own arrangement. They must be re-packed and handed over to the Customs' disposal via. Waste treatment charges, storage, and related charges are at the exhibitor's account. It is also subject to the Authorities' approval for abandoned that the earlier submission of your declaration of abandoned exhibits, the more storage charges you could save. You are suggested to submit your declaration to before the opening of the fair. Despite of abandoned exhibits, any violation of these official rules and regulations will also drag you into the possibilities of fine and penalties. After the submission of declaration, no change is accepted by the Authorities.

For further information and queries, please do not hesitate to contact us.

Wish you have every success in the exhibition!

-----  
**Acknowledged by:** \_\_\_\_\_

Company name: \_\_\_\_\_

Name of representative: \_\_\_\_\_

Signature of representative and company chop: \_\_\_\_\_

Date: \_\_\_\_\_



APPENDIX 5

**Acknowledgement of Quarantine Inspection and Fumigation Formalities**

**Wooden Materials**

With effect from 1 January 2006, all exhibits containing wood materials (inner or outer packaging) or wood filling, as well as wood chips and sticks, must be treated under the heat treatment (HT) or methyl bromide fumigation (MB) procedures approved by the relevant Chinese authorities before entering the territory of China. And on both sides of the wood packaging material branded with the "IPPC" International Plant Protection Convention organization special logo (see the attached notice for details). Exhibitors are required to submit a Wood Fumigation Certificate (approved Heat Treatment/Fumigation Certificate) to the Chinese authorities as proof. However, the authorities will still conduct a comprehensive quarantine of inbound goods and verify that all goods are in good condition before they are released. If the authorities deem it problematic, it may be mandatory to re-fumigate the exhibits in China, at the exhibitor's expense. In other words, the "IPPC" mark and the wooden fumigation certificate are not the final standard, and the quarantine officials reserve the right to make the final decision. If the exhibits cannot be displayed in the exhibition in time due to wood fumigation again, our company is exempted from liability. This clause applies to all import countries, cities and regions (including Hong Kong, Macau and Taiwan).

The authorities have imposed a comprehensive quarantine on all incoming exhibits and severely punished violators. Exhibitors are requested to handle fumigation matters carefully to avoid delays and losses.

**Used Stuffing and Packing Materials**

The Chinese authorities strictly prohibit the use of imported exhibits as used materials for filling the packaging, such as newspapers, wrapping paper, paper scraps, bubble wrap, etc., in China, and violators will be punished by the Chinese authorities.

Exhibitors are required to take all the fillers imported into the country in their original boxes in the form of return shipments or hand carrying after the end of the exhibition, regardless of whether they sell, return or abandon the exhibits, and exhibitors are strictly prohibited from disposing of the packaging materials as if they were in China in the form of payment. For example, if the exhibits are sold, the exhibits can be left for general import trade procedures, but the original filling in the box must leave the country.

Based on this special situation, exhibitors are advised to prepare some new fillers and packaging materials to enter the country with the exhibits in case of emergency.

**Meat, Dairy Products, Produce, Plants**

In view of the strict management of the import of food, beverages, meat, dairy products, agricultural products and plants by the customs and inspection and quarantine departments, special import license documents are required for import. Usually these permits are applied for for large commercial items and are complicated, time-consuming and costly. Therefore, exhibitors are advised not to ship such items with the goods. Failure to do so may result in late delivery and additional costs. If exhibitors must ship such items, please confirm that they have a valid certificate of origin and an official health certificate, and ship such goods separately. Please be sure to contact us one month before our delivery date in order to consult with the relevant authorities and apply for the relevant license documents. Please do not arrange delivery without our company's confirmation. Any costs incurred will be quoted separately.

**Canton Fair Exhibition Design & Construction Co., Ltd.**

**Acknowledged by:** \_\_\_\_\_

Company name: \_\_\_\_\_

Name of representative: \_\_\_\_\_

Signature of representative and company chop: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX 6

FORM A													COMPULSORY必须交回							
<div>List of Exhibits  展览品清单</div>																				
<div>Deadline  递交期限：February 24 ,2026</div>																				
<div>Return to表格填妥后请交回：</div> <div>CANTON FAIR EXHIBITION DESIGN AND CONSTRUCTION CO.,LTD</div> <div>E-mail电邮: 471578407@qq.com / chrisxu@cfedc.net</div> <div>Contacts联络人: Mr.Xu BoQuan (86)15918599009 / Mr.Chris (86)13825020842</div>										<div>Please use our label here  请使用我司提供的标签</div> <div>Company  公司：_____</div> <div>Booth No.  展台号：_____Contact负责人：_____</div> <div>Tel  电话：_____Fax传真：_____</div> <div>Email  电邮：_____</div>										
										PAGE NO. : 页数										
EXHIBITION：CIFF 2026- PHASE 2 展览会:The 57th China International Furniture Fair(Guangzhou)						VENUE：China Import and Export Fair Pazhou Complex, Guangzhou, China. 地点:广交会展馆														
Exhibitor 参展商		Dim - L,W , H		Gross Wt.	Net Wt.	Country / Region 国别 / 地区		Hall No. 馆号		Booth No. 展台号	Total Pkgs 总件数	Disposals  展品处理方法： a. Sold已售								
Case No. 箱号 (Packing包装)		尺寸-长宽高 (cm)		毛重 (Kg)	净重    (Kg)	Description of Exhibits 展品名称规格		Country of Origin	Quantity	Unit Price	Total	H. S. No.	b. Return返回 c. Abandoned & Consumed放弃和消耗 d. Donated / Given Aw  赠送							
						English 英文		Chinese 中文	原产地	数量	单价 (US\$)	总价 (US\$)	商品代号							
				Grand  G. W .	Grand N. W .													Grand Value		
				总毛重	总净重													总值		

Remarks 注:

1. The brand name(s), model nos., serial nos., must be declared if exhibits are machine, electrical appliances or computers. Al so, such information must be marked on outside **packin** 若展品是机械、电器或计算机产品, 均须申报品牌名称、型号及序号。同时须在外箱包装上清楚注明。
2. The form must be completed accurately by typewriting and sent to us by email. 此表格须准确打印输入手写, 并以电邮方式发至我司。
3. The "H. S. No." (Harmonized System) must be completed by an exhibitor or its agent(s). 展商或其代理必须填写"商品代号"栏。
4. Detailed description of exhibits, i.e, Model No. and Serial No. of machines, equipment, accessories, materials of exhibits must be specified. 展品(机器、设备、配件、原材料等)的详细规格资料, 即型号、序号必须详细填报。
5. Non-conformable declaration is at exhibitor's own risk, in terms of customs detention, late delivery, extra cost, etc. 如因填写资料不符合而导致的风险, 如海关滞留、延迟交付、额外费用等, 均须由展商自行承担。
6. All Shipping Instructions are subjected to our Standard Trading Conditions, and available on request. 所有货运委托均按我司业务守则办理, 如有其他需要, 可另行提供。

Authorized Signature:  
授权人签署

Date:  
日期:



中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR  
(GUANG ZHOU)

# Chapter 5 Advertisement



Ciff

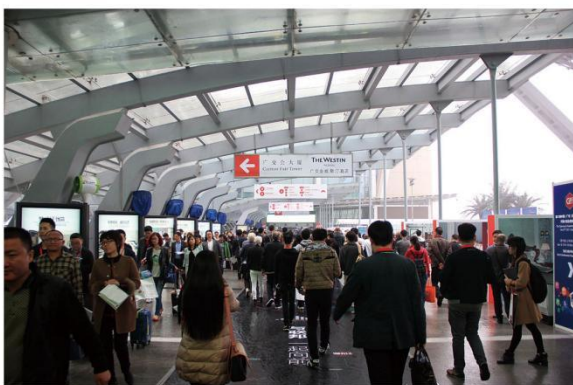
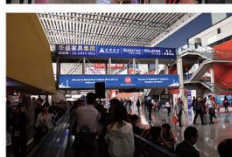
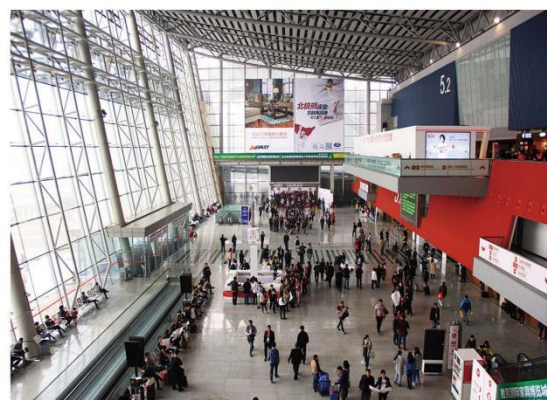
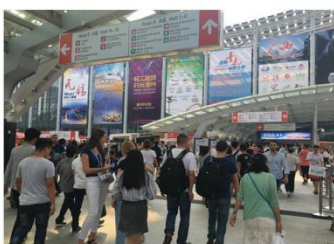
**Efficient Brand  
Promotion to more than**

**363,825 Professional Buyers**

**Easier Access to  
Business Success  
– Onsite Advertisement**



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 or contact us directly.



## **Precautions for on-site advertising subscription**

Advertising Time:

Phase I: March 18-21, 2026

Phase II: March 28- 31, 2026

Advertising Area:

China Import and Export Fair

Complex PWTC EXPO (only for

Phase I)

Recommendations for Advertising:

\*The above quotation includes the production cost of the spray painting, the cost of painting, and the cost of advertising.

\* Fees must be paid to "China Foreign Trade Guangzhou Exhibition Co., Ltd." and must indicate the order number.

\*Advertising design (Tif file format and JPG format, pixel requirement 300DPI or above), provided by advertisers.

\*The first batch of drafts and all proofed manuscripts must be submitted before January 10, 2026, and the submissions must be completed before February 1, 2026, and sent to:

\*Exhibitor Marketing Department, Huajia Branch, China Foreign Trade Guangzhou Exhibition Co., Ltd., Exhibitor Marketing Department, No. 16, Canton Fair Complex, No. 980 Xingang East Road, Haizhu District, Guangzhou, China, Zip code: 510335

The account information is as follows:

Account Name: China Foreign Trade Guangzhou Exhibition Co., Ltd

RMB opening bank: Bank of China Guangzhou Canton Fair Branch

Account Number: 631457755129

For more information and to order, please contact:

China Foreign Trade Guangzhou Exhibition Co., Ltd

Contact: Miss Chen

Telephone: (86) 2089128361

Fax: (86) 2089128222-8116

E-mail : chenml@cffe.com

## **Publication advertising content and subscription**

### **1.The content of the advertisement and subscription of the "Journal".**

The journal is the official publication designated by the exhibition, which has a large circulation, strong pertinence, detailed content and complete information, and is an effective procurement guide for domestic and foreign buyers, and is collected by a large number of buyers and used as a dictionary of procurement guidelines, with a long-term advertising effect.

There are many forms of advertising in the journal, and exhibitors can carry out different placements according to their own promotion priorities, and it is recommended that exhibitors do extensive and comprehensive publicity for their company, brand image and main products in the journal.

Precautions:

a.Catalogue size: 143mm (width) × 208mm (height)

b.Advertising size: 143mm (width) × 208mm (height), with 3mm bleeding space reserved

c.Delivery standard: The electronic version is provided by the exhibitor itself (in jpg or tiff or ai format, CMYK four colors, pixel requirements of 300dpi or above) or the exhibitor provides advertising film to Guangzhou Huakan Exhibition Service Co., Ltd.

d.The relevant fee is only the cost of advertising in the catalogue, the advertising film is provided by the exhibitors themselves, if you need to be filmed by Guangzhou Huakan Exhibition Service Co., Ltd., an additional fee of RMB200/edition of the film will be charged.

e.Please provide film tablets to Guangzhou Huakan Exhibition Service Co., Ltd. before February 15, 2026, mailing address: Shop 110, Building 3, Binhai Yucheng, No. 140, Haixiang Street, Nansha District, Guangzhou.

### **2. "Catalogue", "Visitor Guide" and the LOGO of the booth guide plan in the exhibition hall are solicited**

With the continuous development of the economy, consumers' demand for brand consumption is increasing, and buyers hope to cooperate with enterprises with brand influence for a long time. Logo (LOGO) as a symbolic logo of the enterprise or brand, is an important part of the brand image promotion, during the exhibition, the scene through a large number of distribution of "journal", "visitor guide" and other publicity media, as well as the exhibition hall set up a number of booth guide maps, convenient buyers and visitors to quickly find their own concern of the enterprise, exhibitors choose to publish the enterprise or brand logo (LOGO), can be a good expansion of the promotion of corporate image, and let buyers and visitors quickly search for your booth.

### **3.Logo Locations and Forms**

a.Logos in Exhibitors Directory of Catalogue (Black & White)

Location: Exhibitors Directory in catalogue (Arranged in numerical order of booth number) Expressive Form: Black & white logo and writing

Promotion Form: Black & white corporate or brand logo

Note: The Exhibitors Directory in the catalogue arranges the information about all exhibitors in numerical order of booth number. Logo advertising in the catalogue can promote brand and attract the attention of buyers to your company information.



<b>展位号/Booth No.: S15.3A01</b> <b>广东东泰五金精密制造有限公司</b> <b>GUANGDONG DONGTAI HARDWARE PRECISION MANUFACTURING CO., LTD.</b>		 <b>Global Quality Benchmark</b>	
<b>Add:</b> 2, He'an Industry Rd., 1, Dongfeng, Leliu, Shunde, Foshan, Guangdong, P.R. China <b>Postal Code:</b> 528322 <b>Tel:</b> +86-757-2533 2283 <b>Fax:</b> +86-757-2555 1876 <b>Contact Person:</b> Zhifen Wu <b>Title:</b> Director/Sales Deputy Director <b>E-Mail:</b> sales@dtchardware.com <b>Website:</b> www.dtcetc.com <b>Brand:</b> DTC <b>Business Nature:</b> Manufacturer <b>Products Categories:</b> Hinge Series, Slide Series, Lifting System, Sliding Door System, Basket System And Connecting Fittings <b>Major Market:</b> China Mainland, China Hongkong/Taiwan/Macau, U.S.A./Canada, Southeast Asia, Europe, Japan/Korea <b>Products:</b> Kitchen, Wardrobe, Bathroom and Housing Industry Hardware			

(Examples from previous exhibitions)

## b.Logos in Brands Directory of Catalogue (Color)

Location: Brands Directory in catalogue (Placed in front of the Table of Contents of the catalogue). Expressive Form: Color logo and writing

Promotion Form: Color corporate or brand logo, brand names in Chinese and English, business names in Chinese and English, Booth No. and in which page of the Exhibitors' Directory.

Note: As customers increase brand commodity consumption, buyers prefer to cooperate with influential brands. The Brand Directory is offered between the color-paged advertisement and the Table of Contents in the catalogue to highlight space and facilitate buyer's search. Each page of this area provides the information about five brands so that buyers can search the relevant company information while the brands are promoted.



(Examples from previous exhibitions)

For more information and to order, please contact:

China Foreign Trade Guangzhou Exhibition Co., Ltd

Contact: Miss Chen

Telephone: (86) 2089128361

Fax: (86) 2089128222-8116

E-mail: chenml@cifte.com



中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR  
(GUANG ZHOU)

## Chapter 6 Exhibition Forms

### **Exhibition Form Checklist**

No.	Exhibition Form	Deadline
A1	Temporary service staff	
A2	Meeting room booking	March 6, 2026
A3	Hotel Housing Form	

All forms must be returned by the required date to ensure timely processing. Late submissions will not be accepted and the exhibitor will be responsible for any consequences or costs arising therefrom.



Temporary Service Worker Application Form **A1** Booth No : \_\_\_\_\_

---

Classification of Personnel	Sex	Language Required	Date (From__to__)

---

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date: \_\_\_\_\_

Company Chop: \_\_\_\_\_

***Please return by March 6, 2026***

**On-site Activity Collection Form**
**A2**

Booth No : \_\_\_\_\_

Thank you for choosing China International Furniture Machinery&Furniture Raw Materials Fair(Guangzhou)2026/interzum guangzhou.

In order to meet the diversified display and communication needs of the furniture industry, the exhibition organizer can assist in booking various multimedia meeting rooms that can accommodate 20-500 people in the Canton Fair Complex.

The requirements for activities that can be rented in the meeting room are as follows:

- \* Based on the discussion and experience sharing of issues in the development of home furnishing-related industries, including the exchange of policies, technologies, trends, etc.;
- \* Regular membership events, meetings, etc. of the Chamber of Commerce;
- \* Industry experts, authoritative research results promotion, etc.

Exhibitors interested in renting the meeting room should fill in the application form and email to: zhangxx@fairwindow.com.cn,

Mr. Zhang, or call 020-89128371 for consultation. The requirements are as follows:

E-leaflets: CIFF will use the buyer and exhibitor database and issue the E-leaflets to publish the recommended events.

Business Name		Booth No.	
Date and Time			
Venue and Equipment Requirements			
Event Scale	Estimated Number of Audience	Name of Moderator/ Keynote Speaker	
Moderator/Keynote Speaker Profile (Background)			
Forms	Industry Seminar <input type="checkbox"/> Product Launch Conference <input type="checkbox"/> , Buyer Presentation <input type="checkbox"/> Other:		
Event Schedule			

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_



**If necessary, please make a copy of this form and fax it to the hotel**

**Hotel Housing Form****A3**

Booth No : \_\_\_\_\_

Your reservation will be available at the best rate negotiated between us and each hotel during the booking period. After the hotel confirms your reservation, you can go directly to the hotel lobby reception to check in with this form and your ID card when you arrive in Guangzhou. For more information, please refer to the official website of China (Guangzhou) International Furniture Fair [www.ciff-gz.com](http://www.ciff-gz.com)

Please complete the following form:

Name of Hotel	Type of the Room	Date of Arrival	Date of Departure	Guest's Name	Remarks

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date : \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_



中国（广州）国际家具博览会

CHINA INTERNATIONAL FURNITURE FAIR  
(GUANG ZHOU)

## Chapter 7

**China Foreign Trade Guangzhou Exhibition  
Co., Ltd.**

**Regulations on Penalties for  
Exhibition Construction Management**



## **China Foreign Trade Guangzhou Exhibition Co., Ltd.**

### **Regulations on Penalties for Exhibition Construction Management**

#### **Chapter I General Provisions**

Article 1 These Regulations are formulated in accordance with the principle of "whoever hosts is responsible" for exhibition safety as stipulated in the "Regulations on the Safety Administration of Large-Scale Mass Activities" (Decree No. 505 of the State Council) and in combination with the actual situation of China Foreign Trade Guangzhou Exhibition Co., Ltd. (hereinafter referred to as "CFTE"). The purpose is to ensure on-site production safety during exhibitions, protect the safety of people's lives and national property, standardize on-site exhibition management, rectify exhibition order, effectively curb potential safety hazards, and severely handle safety accidents.

Article 2 These Regulations shall apply to construction units (hereinafter referred to as "construction units") that are entrusted by CFTE, exhibitors who have confirmed CFTE's exhibition participation regulations, or any practitioners in the exhibition to engage in booth construction or environmental layout projects at the exhibition sites hosted or co-hosted by CFTE in China.

#### **Chapter II Detailed Rules for Penalties for Safety Accidents and Other Violations**

##### **➤ Section I Booth Structural Safety**

Article 3 If a construction unit causes a fatal accident due to its construction and/or the constructed project during the exhibition, its construction qualification shall be revoked. Based on the handling opinions or accident investigation reports issued by relevant government departments and the settlement and compensation status of the special decoration construction enterprise, at least RMB 100,000 (all amounts below are in RMB) of the Construction Safety Deposit (hereinafter referred to as "Deposit") shall be deducted. In serious cases, the full amount of the Safety Deposit shall be deducted. The construction unit shall bear all economic and legal responsibilities arising from the accident. The construction unit shall be included in the blacklist and shall never directly or indirectly engage in on-site booth construction or environmental layout projects for all exhibitions hosted or co-hosted by CFTE in China.

Article 4 If a booth collapses during the exhibition, the construction unit's construction qualification shall be revoked, RMB 50,000 of the Deposit shall be deducted each time, and the construction unit shall not directly or indirectly engage in on-site booth construction or environmental layout projects for all exhibitions hosted or co-hosted by CFTE in China within three years.

If a person is injured due to illegal construction of a booth during the exhibition, RMB 20,000 to RMB 50,000 of the Deposit shall be deducted for each serious injury, with 20 points deducted each time; RMB 3,000 to RMB 10,000 of the Deposit shall be deducted for each minor injury, with 10 points deducted each time. For specific penalty standards, refer to the attached "Table of Classification of Construction Injury Severity and Penalty Measures".

Article 5 Construction units must conduct special reinforcement treatment on crossbeams of booths with a span exceeding 6 meters (including 6 meters). If a booth with potential structural safety hazards fails to be rectified and improved: for each crossbeam or stress point not reinforced, RMB 10,000 of the Deposit shall be deducted with 5 points deducted; for each fallen crossbeam or ornament, RMB 15,000 of the Deposit shall be deducted with 5 points deducted.

Article 6 If a booth exceeds the height and width limits specified in the exhibitor manual of the exhibition and fails to be rectified within the specified time limit, in addition to ordering the suspension of construction, RMB 10,000 of the Deposit shall be deducted each time with 5 points deducted.

Article 7 Construction units must obtain the approval opinion of the exhibition's main contractor (the unit entrusted and managed by CFTE to directly conduct on-site specific management of construction units) on the special decoration (hereinafter referred to as "special decoration") construction plan before entering the venue. If the special decoration construction is not approved, RMB 10,000 of the Deposit shall be deducted each time with 5 points deducted.

Article 8 For booth decorations involving glass materials, the thickness of glass materials shall not be less than 8mm for tempered glass; for glass materials exceeding 2 meters in height, the thickness shall not be less than 12mm for tempered glass and must be pasted with explosion-proof film; the area of a single glass piece shall not exceed 3 m<sup>2</sup>; obvious safety warning signs shall be pasted when a large area of glass is used. Any violation of the above provisions shall result in a deduction of RMB 10,000 of the Deposit per item with 5 points deducted.

Article 9 If a construction unit fails to construct in accordance with the declared drawing specifications or constructs according to unapproved drawings, RMB 10,000 of the Deposit shall be deducted with 5 points deducted.

Article 10 For non-functional "fake second-floor" booths, the construction unit of each illegal booth shall be deducted RMB 50,000 of the Deposit. Depending on the severity of the circumstances, its construction qualification may be suspended or revoked with 10 points deducted.

Article 11 It is strictly prohibited to split booths for construction. Construction units must construct strictly in accordance with the drawings. For illegal construction by splitting booths, RMB 5,000 to RMB 50,000 of the Deposit shall be deducted depending on the severity of the circumstances, and the construction qualification may be suspended or revoked with 2-10 points deducted.

➤ **Section II Public Security and Fire Safety**

Article 12 If a fire is caused due to violation of fire safety requirements during the exhibition, the construction unit shall be included in the blacklist and shall never directly or indirectly engage in on-site booth construction or environmental layout projects for all exhibitions hosted or co-hosted by CFTE in China. Based on the handling opinions or accident investigation reports issued by relevant government departments and the settlement and compensation status of the special decoration construction enterprise, at least RMB 100,000 of the Safety Deposit shall be deducted. In serious cases, the full amount of the Safety Deposit shall be deducted, and the construction unit shall compensate CFTE for all losses and bear all economic and legal responsibilities arising from the accident.

Article 13 If a fire alarm is triggered due to violation of fire safety requirements during the exhibition, RMB 50,000 of the Deposit shall be deducted, the construction qualification shall be revoked for two years, and the construction unit shall bear all economic and legal responsibilities arising from the accident.

Article 14 The combustion performance grade of exhibition and construction materials used in booths (such as carpets, plates, etc., excluding exhibits) shall not be lower than Grade B1 (flame-retardant). If violated, the Deposit shall be deducted according to the following standards: for booths with an area of less than 150 square meters (excluding 150 square meters), RMB 1,000 shall be deducted per booth; for booths with an area of 150 square meters to less than 400 square meters, RMB 3,000 shall be deducted per booth; for booths with an area of 400 square meters or more (including 400 square meters), RMB 5,000 shall be deducted per booth. 2 points shall be deducted for each violation mentioned above.

Article 15 During the exhibition, combustible materials (such as combustible packaging materials, combustible plates, etc.) shall not be stored in temporary warehouses. If violated, RMB 5,000 of the Deposit shall be deducted with 2 points deducted.

Article 16 During the exhibition, if a construction unit conducts illegal hot work (such as electric welding, electric cutting, etc.) on the exhibition site or illegally uses flammable and explosive materials (such as gasoline, kerosene, etc.) during construction, RMB 5,000 of the Deposit shall be deducted each time with 2 points deducted.

Article 17 If the opening of a booth's fire hydrant is blocked, the fire passage is obstructed, insufficient fire-fighting equipment is equipped as required, or the exhibition hall's fire-fighting facilities and equipment are arbitrarily embezzled, damaged, shielded, sealed, dismantled, or deactivated, RMB 10,000 of the Deposit shall be deducted each time with 3 points deducted.

Article 18 Anyone who takes exhibition hall fire-fighting equipment out of the venue shall have RMB 10,000 of the Deposit deducted each time with 3 points deducted and shall be handed over to the public security organ for handling.

Article 19 If the staff of a construction unit engage in fighting or gathering to make trouble in the exhibition hall, RMB 30,000 of the Deposit shall be deducted each time with 10 points deducted.

Article 20 If a construction unit suspends services midway due to disputes with customers, causing adverse effects on the exhibition's image, RMB 50,000 of the Deposit shall be deducted, and the construction qualification shall be revoked for two years.

Article 21 If a labor dispute arises due to arrears of workers' wages and medical expenses, causing adverse effects on the exhibition's image, RMB 50,000 of the Deposit shall be deducted, and the construction qualification shall be revoked for two years.

Article 22 If a construction unit plagiarizes or embezzles the design plan of another company, RMB 5,000 of the Deposit shall be deducted each time, and the unit shall compensate the other party for losses with 5 points deducted each time.

Article 23 All booths shall be equipped with annually inspected and qualified fire extinguishers. In strict accordance with fire safety regulations, each exhibition platform must be equipped with qualified and effective fire extinguishers (single unit  $\geq 2\text{kg}$ ) at the standard of 1 extinguisher per  $20\text{m}^2$  and 2 extinguishers per  $50\text{m}^2$ . If violated, RMB 5,000 of the Deposit shall be deducted with 2 points deducted.

➤ **Section III Construction Safety**

Article 24 Special operation personnel of construction units must hold valid certificates to work. If violated, in addition to ordering immediate rectification, RMB 1,000 of the Deposit shall be deducted per person each time with 2 points deducted.

Article 25 Construction personnel must wear safety helmets when working off the ground and fasten safety belts

when engaging in high-altitude operations. If violated, in addition to ordering immediate rectification, RMB 500 of the Deposit shall be deducted per person each time with 1 point deducted.

Article 26 Operating tools such as ladders and scaffolding used at the construction site must be firm, and joints must be rigidly anchored. When using the above tools for operation, 1-2 construction personnel shall be assigned to stand by around the tools to ensure the safety of the operators. Wooden ladders shall not be used; no objects shall be placed or people shall stand on the top of mobile elevated tools; construction personnel around ladders, scaffolding and other operating tools shall not leave their posts without permission. If violated, in addition to ordering immediate rectification, RMB 1,000 of the Deposit shall be deducted per person each time with 2 points deducted.

Article 27 Construction units shall not bring cutting machines or welding machines into the venue for operation without permission. If violated, RMB 10,000 of the Deposit shall be deducted each time with 5 points deducted.

Article 28 During the exhibition dismantling period, special decoration construction units that conduct barbaric dismantling or violent demolition, including but not limited to: 1. Pushing or pulling down the entire exhibition platform; 2. Pushing or pulling down the exhibition platform structure onto the passage after the basic cleaning of the booth; 3. Pushing or pulling down part of the exhibition platform structure when there are personnel working in or beside the booth, shall be deemed as barbaric dismantling or violent demolition. Based on on-site videos or pictures, RMB 2,000 to RMB 10,000 of the Deposit shall be deducted each time depending on the severity of the circumstances with 3 points deducted.

### **Chapter III On-Site Management**

#### **➤ Section I Electricity Management**

Article 29 If a construction unit fails to design and install power distribution lines in accordance with regulations and standards, resulting in personal injury or death or property loss due to illegal electrical operations, its construction qualification shall be revoked. Based on the handling opinions or accident investigation reports issued by relevant government departments and the settlement and compensation status of the special decoration construction enterprise, at least RMB 100,000 of the Safety Deposit shall be deducted. In serious cases, the full amount of the Safety Deposit shall be deducted, and the construction unit shall compensate CFTE for all losses and bear all economic and legal responsibilities arising from the accident. In addition, the construction unit shall be included in the blacklist and shall never directly or indirectly engage in on-site booth construction or environmental layout projects for all exhibitions hosted or co-hosted by CFTE in China.

Article 30 If illegal installation causes a power outage in the exhibition hall, RMB 30,000 of the Deposit shall be deducted, the construction unit shall compensate for all losses caused by the accident, and the construction qualification shall be revoked for two years.

Article 31 The power connection of all electricity-consuming units must be carried out in strict accordance with the national "Electrical Safety Specifications". No smoke or fire accidents shall occur at any time. The use of aging lamps, electrical boxes, or aging on-site booth circuits and power materials (sparks, smoke, pungent odors, minor fires, lamp falling) shall result in a deduction of RMB 5,000 per occurrence with 3 points deducted. In serious cases, the construction unit shall bear all economic and legal responsibilities arising from the accident.

Article 32 If the declared electrical load and electrical nature are false or concealed, RMB 3,000 of the Deposit shall be deducted each time with 3 points deducted.

Article 33 Electrical lines must use flame-retardant cables and insulated sheathed wires. If violated, RMB 2,000 of the Deposit shall be deducted with 2 points deducted.

Article 34 When connecting branch electrical lines, insulation tape shall not be used for direct wrapping; insulation ceramic or plastic joints must be used for connection, and insulation protection measures shall be taken. If violated, RMB 2,000 of the Deposit shall be deducted each time with 3 points deducted.

Article 35 Concealed electrical lines must be protected by threading pipes; when laid along the ground across passages, they shall be protected by bridge plates or other methods. If violated, RMB 2,000 of the Deposit shall be deducted with 3 points deducted.

Article 36 Metal components in booths must adopt grounding protection measures, and 30mA leakage protection devices shall be installed at the terminals of electrical equipment control switches. If violated, RMB 2,000 of the Deposit shall be deducted with 3 points deducted.

Article 37 When high-temperature electrical components and electrical equipment are close to materials with non-Class A (non-combustible) combustion performance, heat insulation, heat dissipation and other protection measures shall be taken; the distance between various lamps and combustible materials shall not be less than 0.5m. If violated, RMB 2,000 of the Deposit shall be deducted with 2 points deducted.

Article 38 During the exhibition, no power connection equipment such as cable connection sockets or distribution

boxes shall be installed in the temporary warehouses of booths for power supply. If violated, RMB 2,000 of the Deposit shall be deducted with 2 points deducted.

Article 39 Without prior declaration and approval by the exhibition hall, arbitrarily pulling and connecting the exhibition hall's power supply shall result in a deduction of RMB 5,000 of the Deposit each time with 3 points deducted.

Article 40 When constructing a booth, concealing, blocking, or failing to expose the distribution box. If inspected and failing to rectify as required, RMB 3,000 of the Deposit shall be deducted each time with 2 points deducted.

Article 41 When constructing a booth, advertising light boxes without opening holes for heat dissipation. If inspected and failing to rectify as required, RMB 3,000 of the Deposit shall be deducted each time with 2 points deducted.

## **Section II On-Site Order**

Article 42 Construction units may enter the exhibition hall for construction in advance only after approval and completing relevant payment procedures as required. Arbitrarily entering the venue in advance or making false declarations shall result in a deduction of RMB 5,000 of the Deposit each time, and the corresponding fees shall be paid in accordance with regulations with 2 points deducted.

Article 43 When entering or exiting the construction site, construction personnel shall take the initiative to wear certificates and obey the inspection of relevant personnel; they shall not alter, copy, or transfer certificates. If violated, RMB 500 of the Deposit shall be deducted each time with 1 point deducted.

Article 44 Posting advertisements or notices randomly in the exhibition hall is prohibited. If inspected and failing to rectify as required, RMB 1,000 of the Deposit shall be deducted each time with 2 points deducted.

Article 45 The exposed backboards of special decoration booths must be beautified. If inspected and failing to rectify as required, RMB 5,000 of the Deposit shall be deducted each time with 2 points deducted.

Article 46 Arbitrarily carrying out any construction on the exhibition hall's facilities (including but not limited to ceiling suspension, modification, hanging, nailing, pulling, drilling, etc.) shall result in a deduction of RMB 5,000 of the Deposit each time with 2 points deducted. The construction unit shall also compensate the exhibition hall for all losses caused by the illegal construction and shall be handed over to the public security organ for handling.

Article 47 Arbitrarily modifying standard booths shall result in a deduction of RMB 2,000 of the Deposit each time with 2 points deducted.

Article 48 During the exhibition dismantling period, special decoration waste must be directly transported away or piled up at the designated stacking point and cleaned up within the specified time. Failure to evacuate the exhibition hall within the specified time shall result in a deduction of RMB 50 per square meter of the Deposit based on the booth area, with 2 points deducted per booth.

Article 49 After the exhibition hall is closed, if the dismantled materials are not evacuated from the exhibition hall area (including parking lots, outdoor passages of the exhibition hall, and roads outside the exhibition hall) beyond the time limit (more than 5 hours after the exhibition hall is closed), RMB 5,000 of the Deposit shall be deducted each time with 2 points deducted.

Article 50 After receiving a rectification notice, the construction unit must rectify and improve within the specified time. If refusing to sign for the rectification notice or failing to cooperate with the work, in addition to deducting the corresponding violation fees, RMB 5,000 of the Deposit shall be deducted each time with 2 points deducted.

Article 51 When constructing on-site, construction units must comply with the relevant management measures of national/local government departments and administrative agencies. If violated, RMB 5,000 of the Deposit shall be deducted each time, and the unit shall be transferred to the relevant government departments and administrative agencies for handling with 10 points deducted.

Article 52 During the China International Building Decoration Fair, if a construction unit arbitrarily installs any sound source amplification equipment (such as audio systems and loudspeakers) in the booth and refuses to remove it from the exhibition hall after repeated warnings, RMB 10,000 of the Deposit shall be deducted with 5 points deducted.

## **Section III Others**

Article 53 For other violations that affect structural, electrical, fire, construction and other safety as well as on-site construction management and order, after verification, corresponding deductions of the Deposit or suspension/cancellation of construction qualifications may be made with reference to the penalty standards for similar violations.

## **Chapter IV Explanations on Blacklist, Construction Deposit, and Point Deduction**

Article 54 If any accident is caused due to the construction unit's reasons, the construction unit shall bear all legal responsibilities and be responsible for compensating all losses to the relevant units or individuals. The construction unit

has no right to request the use of the Deposit for such loss compensation.

Article 55 Deduction of the full amount of the Deposit refers to deducting the full amount of the Deposit paid by the construction unit in accordance with the unified standard or deducting the Deposit of the accident booth paid by the construction unit based on the booth area. If a construction unit violates multiple penalty provisions of these Regulations, the total fine amount shall be the sum of the fines for multiple violations.

Article 56 If the deducted amount exceeds the Deposit paid by the construction unit, the construction unit must make up the full deducted amount on the same day in accordance with these Regulations. Otherwise, CFTE has the right to immediately suspend its construction, and all consequences and losses arising therefrom shall be borne by the construction unit.

Article 57 Each construction unit has a total of 100 points per contract cycle. After the end of each exhibition, the Exhibition Services Department shall count the points of all construction units. When the points are deducted to below 60, the qualification for the next exhibition shall be automatically revoked until the end of the contract cycle. The construction unit may submit a written application for renewal in the next contract cycle. For construction units whose qualifications are directly revoked due to other major violations, the revocation period shall be implemented, and the qualification may be restored only after submitting a written application upon the expiration of the revocation period.

Article 58 For the detailed operating rules of the above-mentioned "blacklist", refer to Annex 2, "Implementation Rules for the Blacklist Management of Special Decoration Qualified Construction Units".

### **Chapter V Supplementary Provisions**

Article 59 Matters not covered in these Regulations shall be implemented in accordance with relevant national laws and regulations and the provisions of China Foreign Trade Center Group Co., Ltd.

Article 60 These Regulations are drafted by the Exhibition Services Department, which shall assume the management responsibility for these Regulations, be responsible for supervising the problems existing in the whole implementation process, and be responsible for interpretation. The Exhibition Services Department may propose revisions and adjustments to the existing problems on an annual basis, which shall be implemented only after being approved by the CFTE General Manager's Office Meeting.

Article 61 These Regulations shall come into force on the date of promulgation. In case of any conflict or inconsistency with these Regulations, these Regulations shall prevail.

Article 62 Explanations on the Entry into Force and Retroactivity of the Initial and Revised Contents.(1) The initial document number and initial promulgation time of these Regulations are the initial constraints on the relevant work content. With the passage of time, the revision and improvement of national laws and regulations and higher-level management provisions, and changes in the enterprise's actual situation, these Regulations will be continuously revised. Each revised content shall come into force on the date of revision.(2) The previous revised versions of these Regulations shall be kept in the General Office and the interpreting department respectively. If it is necessary to trace the historical implementation situation, the interpreting department shall be responsible for issuing a situation explanation and putting forward corresponding handling opinions.

Annex: Table of Classification of Construction Injury Severity and Penalty Measures

**China Foreign Trade Guangzhou Exhibition Co., Ltd.**

**January 10, 2020**



**Annex 1: Table of Classification of Construction Injury Severity and Penalty Measures**

Category	Level	Severity of Injury	Penalty Measures
Severe Injury (refers to injuries that cause disability of limbs, disfigurement, loss of hearing, loss of vision, loss of function of other organs, or other major harm to personal health)	Level 1	<p>Severe injury, including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Severe injuries requiring major surgery to save lives.</li> <li>2. Severe burns/scalds on vital parts of the human body, or severe burns/scalds on non-vital parts accounting for more than 40% of the total body area.</li> <li>3. Severe fractures (such as skull fractures, spinal fractures caused by injury), severe cerebral concussion, etc.</li> <li>4. Severe injuries to the eyes or ears with the possibility of blindness or deafness.</li> <li>5. Severe internal injuries: central nervous system dysfunction, visceral damage, internal bleeding, or peritoneal injury, etc.</li> </ol>	RMB 50,000 of the Deposit shall be deducted, and the construction unit shall not directly or indirectly engage in on-site booth construction or environmental layout projects for all exhibitions hosted or co-hosted by CFTE in China within five years.
	Level 2	<ol style="list-style-type: none"> <li>6. Hand injuries: Amputation of one section of the thumb; amputation of two sections of any one of the index finger, middle finger, ring finger, or little finger, or amputation of one section of any two of them; severe local tendon injuries causing dysfunction with the possibility of disability of inability to flex and extend freely.</li> <li>7. Foot injuries: Amputation of three or more toes; severe local tendon injuries causing dysfunction with the possibility of disability of inability to walk freely.</li> <li>8. Severe damage to some</li> </ol>	RMB 20,000 of the Deposit shall be deducted.

		joints of the limbs resulting in joint stiffness or inability to move the joints voluntarily. 9. Burns/scalds on non-vital parts of the human body accounting for less than 40% of the total body area.	
Minor Injury (refers to injuries caused by various external factors such as physics, chemistry, and biology, resulting in a certain degree of damage to tissue and organ structure or partial functional impairment, which do not constitute severe injury nor belong to slight injury)	Level 3	Minor injury, including but not limited to: 1. Hand injuries: Amputation of one section of any one of the index finger, middle finger, ring finger, or little finger. 2. Foot injuries: Amputation of less than three toes. 3. Severe fractures or bone cracks: Such as fractures of the long bones of the limbs, sternum fractures, etc.	RMB 10,000 of the Deposit shall be deducted.
	Level 4	4. Fractures, bone cracks, or joint damage: General fractures or bone cracks of the hands or feet; severe damage to some finger joints, such as joint ligament tears, etc. 5. Oral injuries affecting facial appearance, pronunciation, or eating.	RMB 5,000 of the Deposit shall be deducted.
	Level 5	6. Severe soft tissue injuries to limbs, scalps, etc., caused by sharp or blunt instruments resulting in excessive bleeding.	RMB 3,000 of the Deposit shall be deducted.

Specific determination shall be made with reference to the "Standards for Identification of Human Injury Severity".  
 If the relevant standards are updated, the latest standards shall prevail.



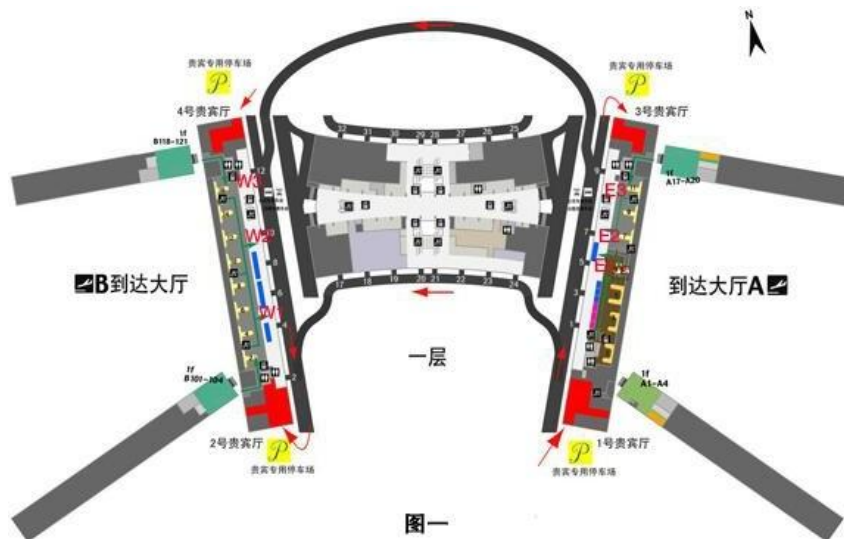
## Directions

### 1. Free airport shuttle bus

Route 1: Baiyun Airport Canton Fair Complex/Poly Complex

Time: March 28-30, 10:00-14:30 (two shifts every 30 minutes)

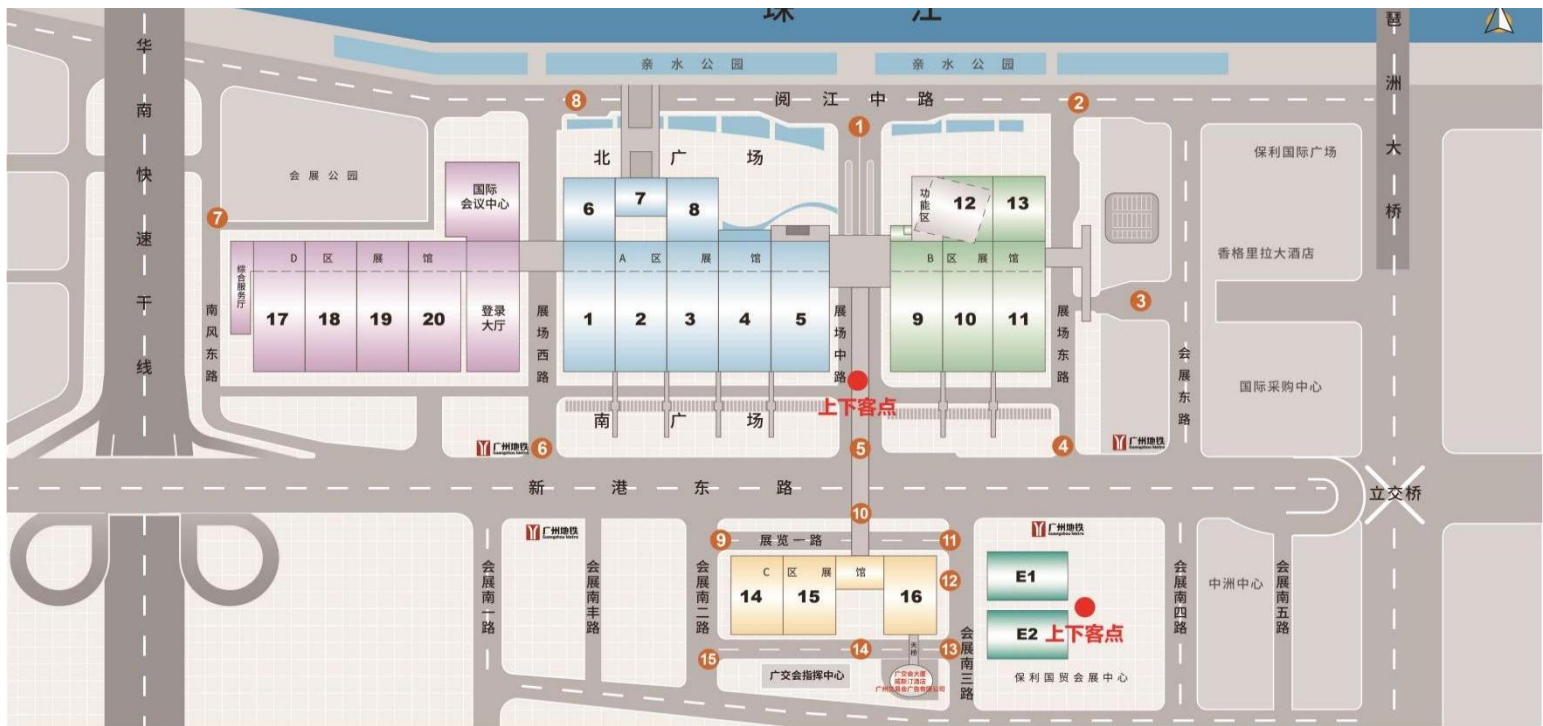
Airport Pick-up Points: The organizer of the Furniture Fair has arranged staff holding signs to receive passengers at the exits of Arrival Hall A (E1, E3) and Arrival Hall B (W1, W2, W3) of Terminal T1, positions 21-29 of the East Passenger Station of Terminal T2, and domestic and international arrival exits.



Route 2: Canton Fair Complex / Poly World Trade Center Exhibition Hall ↔ Baiyun Airport

Time: March 31, 13:00-15:00 (two shifts every hour)

Venue Pick-up Point: East Gate of Hall 5.1, Area A of Canton Fair Complex, Huizhan Middle Road



1 — 15  
1-15号门

## 2. Free shuttle bus to the exhibition hall

Time: 9:30-17:00, March 28-31

Pick-up and drop-off points:

- Gate 2 of the exhibition hall: near the northeast parking lot of the exhibition hall
- Gate 4 of the exhibition hall: near the Pazhou Metro Entrance, Pazhou Metro Exit Permit Office
- South Road, Exhibition Field, Area B: near Hall 10-11
- South Road, Exhibition Field, Area B: near Hall 9-10
- Gate 1 of the exhibition hall: near the North Square of Area A, Hall 5
- East entrance and exit of Y passage in Area A: near Hall 4 and Hall 5
- South Road, Exhibition Field, Area A: near Hall 3-5
- South Road, Exhibition Field in Area A: near Hall 1-3
- The west entrance and exit of Y passage in Area A: near Hall 1 and Hall 6
- Gate 6 of the exhibition hall: near the entrance of Xingangdong Metro
- Gate 10 of Area C: near Hall 14-16
- South Gate of Hall 19, Area D



### 3. Subway

#### a. From Baiyun Airport to the Canton Fair Complex

Route: Airport South Railway Station--- Xingangdong/Pazhou Station

From Airport South Metro Station, take the North Extension of Metro Line 3 (12 stops) to Tiyu West Road Station, transfer to Metro Line 3 (3 stops) to Kecun Metro Station, transfer to Metro Line 8 (4 stops) and get off at Xingangdong/Pazhou Station (Canton Fair Complex/Poly Complex).

Time: about 1 hour and 3 minutes, ticket price: 8 yuan

#### b. From the railway station to the Canton Fair Complex

(1) Route: Guangzhou Railway Station --- Xingangdong/Pazhou Station

From Guangzhou Railway Station, take Metro Line 2 (7 stops) to Changgang Metro Station and transfer to Metro Line 8 (8 stops) to Xingangdong/Pazhou Station (Canton Fair Complex/Poly Complex).

Time: about 34 minutes, ticket price: 5 yuan

(2) Route: Guangzhou East Railway Station--- Xingangdong/Pazhou Station

Walk about 20 meters from Guangzhou East Railway Station to the G1 entrance and exit of Guangzhou East Railway Station, take Metro Line 1 (2 stops), Metro Line 3 North Extension (2 stops) to Tiyu West Road Station, transfer to Metro Line 3 (3 stops), transfer to Kecun Metro Station, transfer to Metro Line 8 (4 stops) to Xingangdong/Pazhou Station (Canton Fair Complex/Poly Complex).

Time: about 35 minutes, ticket price: 4 yuan

(3) Route: Guangzhou South Railway Station--- Xingangdong/Pazhou Station

Take Metro Line 2 (8 stops) from Guangzhou South Metro Station to Changgang Metro Station and transfer to Metro Line 8 (8 stops) to Xingangdong/Pazhou Station (Canton Fair Complex/Poly Complex).

Duration: Approximately 41 minutes, ticket price:

### 4. Taxi

The unit price of the taxi is 2.6 yuan/km, and the starting price is 12 yuan (including 2.5 km rental); In addition to paying the rent according to the meter, passengers will also be required to pay additional tolls and other related fees such as highway tolls and bridge tolls incurred during the journey if the journey requires additional toll sections.

The whole journey from Guangzhou Railway Station to the Canton Fair Complex is about 17 kilometers, the cost is about 47 yuan, and the time is about 32 minutes. The whole journey from Guangzhou East Railway Station to the Canton Fair Complex is about 10 kilometers, the cost is about 31 yuan, and the time is about 20 minutes.

The whole journey from Guangzhou South Railway Station to the Canton Fair Complex is about 21.8 kilometers, the cost is about 64 yuan, and the time is about 46 minutes. The whole journey from Baiyun Airport to the Canton Fair Complex is 37.7 kilometers, the cost is about 114 yuan, and the time is about 1 hour.

The above information is for reference only and does not include tolls, bridge tolls and other factors that may significantly increase the cost.

### 5.Pricing for parking vehicles.

Daytime			Nighttime			24-Hour
Parking Period	Rate (RMB per 30 minutes)	Rate (RMB per 30 minutes)	Parking Period	Rate (RMB per 30 minutes)	Maximum Limit (RMB)	Maximum Limit (RMB)
	Within 3 hours	Exceeding 3 hours				
07:30-21:30	2.5	5	21:30 - 07:30 next day	1	10	45

**Remarks:**

1. The above pricing applies to small vehicles.

2. Large vehicles and super-sized vehicles are charged based on the actual number of small parking spaces they occupy.

Vehicles that park for less than 15 minutes are free of charge. Vehicles that park for more than 15 minutes will have the first 15 minutes counted as part of the billing period. Any portion of the billing period that does not reach half a hour will be calculated as half a hour.

Military police vehicles, rescue hospital ambulances, fire trucks, and vehicles used for emergency repairs in municipal projects are free of charge.





## 配套服务位置平面图

Layout of Fairground Service Points



展商报到 Exhibitor Registration	观众办证处 Visitor Registration	机场巴士下客点 Airport Shuttle Bus	柜台编号 Counter number
大会主场承建 Official Contractor	VIP休息室 VIP Lounge	地铁站 Metro Station	咨询处 Information
大会主场承运 Official Forwarder	新闻中心 Press Center	银行 Bank	
现场客户服务中心 Customer care Center	医疗室 Clinic	邮局 Post	



## Office and Commercial Space CIFM/interzum guangzhou



**March 28-31, 2026**  
**Canton Fair Complex**

### Office and Commercial Space

Office Space	1.1-5.1/2.2-4.2	Public Commercial Space/ Hotel Project & Interiors Furnishings	9.2-10.2
Medical & Healthcare Furniture	5.1	Public Commercial Space/School Space	10.2-11.2
Trendy Design	5.2	Trendy Seating	17.1-20.1/17.2-19.2
Intelligent Steel Furniture	1.2	International Brands	20.2
Office Furniture Component	6.1-8.1		
Smart Office	7.1-8.1		

### CIFM/interzum guangzhou

Woodworking Machinery	9.1-11.1	International Hall	14.1-15.1
Machinery, Tools & Supporting Technology	12.1	Upholstery Materials & Accessories	14.2-16.2
Mattress & Sewing Machinery	13.1	Furniture Materials	14.3-16.3/14.4-16.4
Hardware	12.2-13.2/9.3-11.3		