



中国国际纺织机械展览会
暨ITMA亚洲展览会
ITMA ASIA + CITME 2026

Technical Regulations

20-24 November 2026

National Exhibition and Convention Center
Shanghai · China

www.itmaasia.com | www.citme.com.cn



DEADLINES FOR EXHIBITORS

1.	<ul style="list-style-type: none"> Issue of Application for Admission and Rental Contract for Stand Space, General Regulations and Index of Products Invoice for 20% deposit issued to exhibitors for payment 	18 June 2025
2.	Return of Application for Admission and Rental Contract for Stand Space	24 March 2026
3.	<ul style="list-style-type: none"> Issue of Certificate of Admission Issue of Notification of Stand Space Allocation Issue of invoice for 80% for stand space rental and 100% open-side surcharges for payment within 14 days Issue of Technical Regulations Opening of online service order platform Opening of Operations Centre 	11 June 2026
4.	<ul style="list-style-type: none"> Submission of service forms, including order for A11 services (Important note: A11 orders submitted after deadline are chargeable and stock availability is not guaranteed) Submission of stand plans, design and exhibits layout 	20 August 2026
5.	<ul style="list-style-type: none"> Issue of invoice for double-storey stand space for immediate payment Final confirmation of exhibitor details used for digital Exhibitor Listing 	11 September 2026
6.	<p>Stand Build-up</p> <p><u>Hall Opening Hours</u></p> <ul style="list-style-type: none"> 0900 to 1800 hours 	14 – 19 November 2026
7.	<p>ITMA ASIA + CITME 2026 Exhibition Period</p> <p><u>Hall Opening Hours</u></p> <p>Exhibitor access to halls</p> <ul style="list-style-type: none"> 20-24 November 2026: 0815 to 1800 hours <p>Visitor access to halls</p> <ul style="list-style-type: none"> 20-23 November 2026: 0900 to 1730 hours 24 November 2026: 0900 to 1630 hours 	20 – 24 November 2026
8.	<p>Stand Dismantling</p> <p><u>Hall Opening Hours</u></p> <ul style="list-style-type: none"> 25-26 November 2026: 0900 to 1800 hours 27 November 2026: 0900 to 1200 hours 	25 – 27 November 2026

Note: Information may be subject to change at the discretion of the Organiser.

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Updated as at 22 June 2026



IMPORTANT CONTACTS

Organiser

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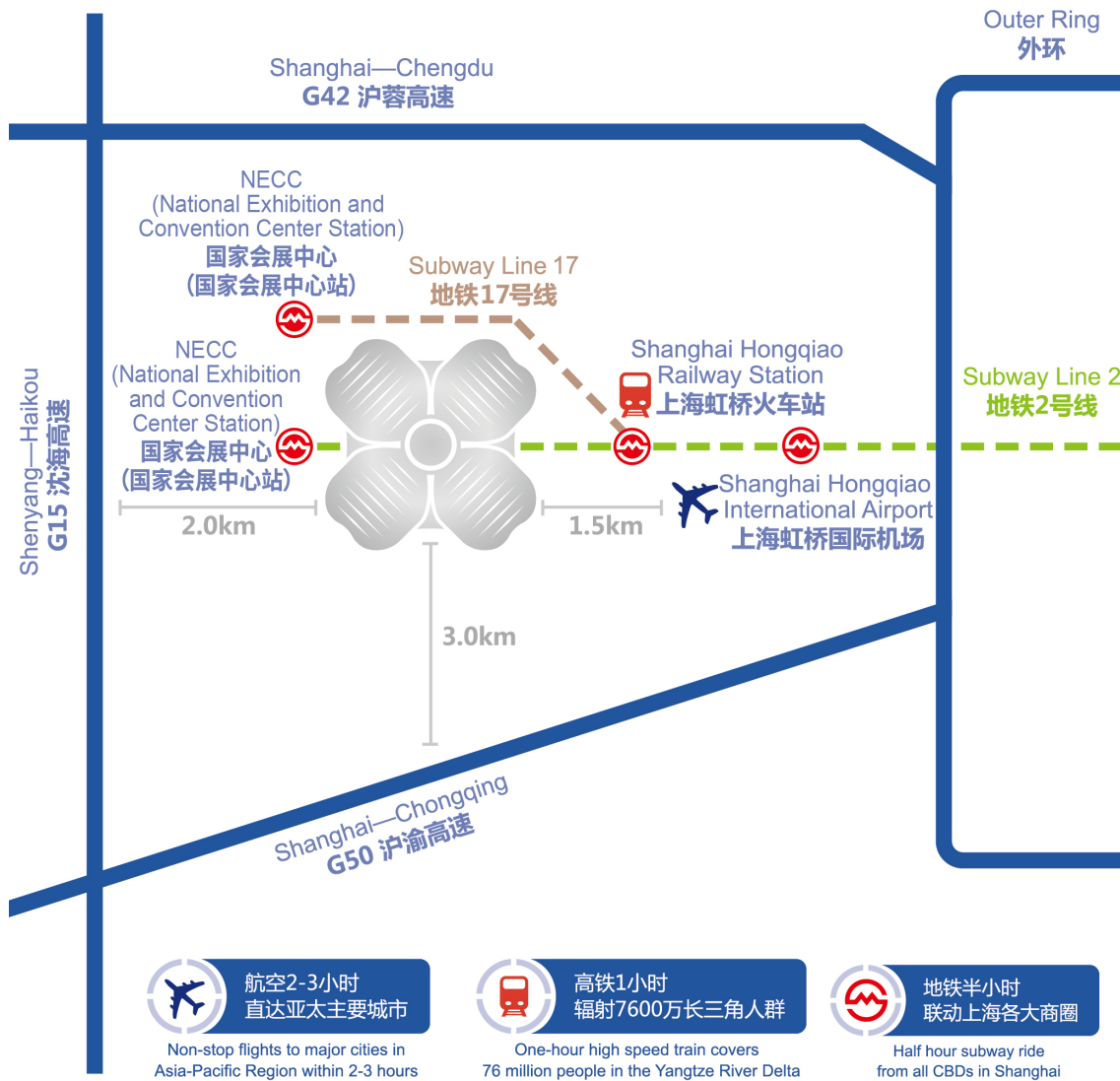
Travel Agent

Beijing J.N.H Business Service Co., Ltd.

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Ms. Alison Lee
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During the stand build-up, dismantling and the exhibition periods, the Service Team is available to advise exhibitors on services to be provided, routine issues and other operational issues. Exhibitors can contact the Service Team at the Service Offices located outside the halls.

Geographical Location and Directions to NECC (Shanghai)



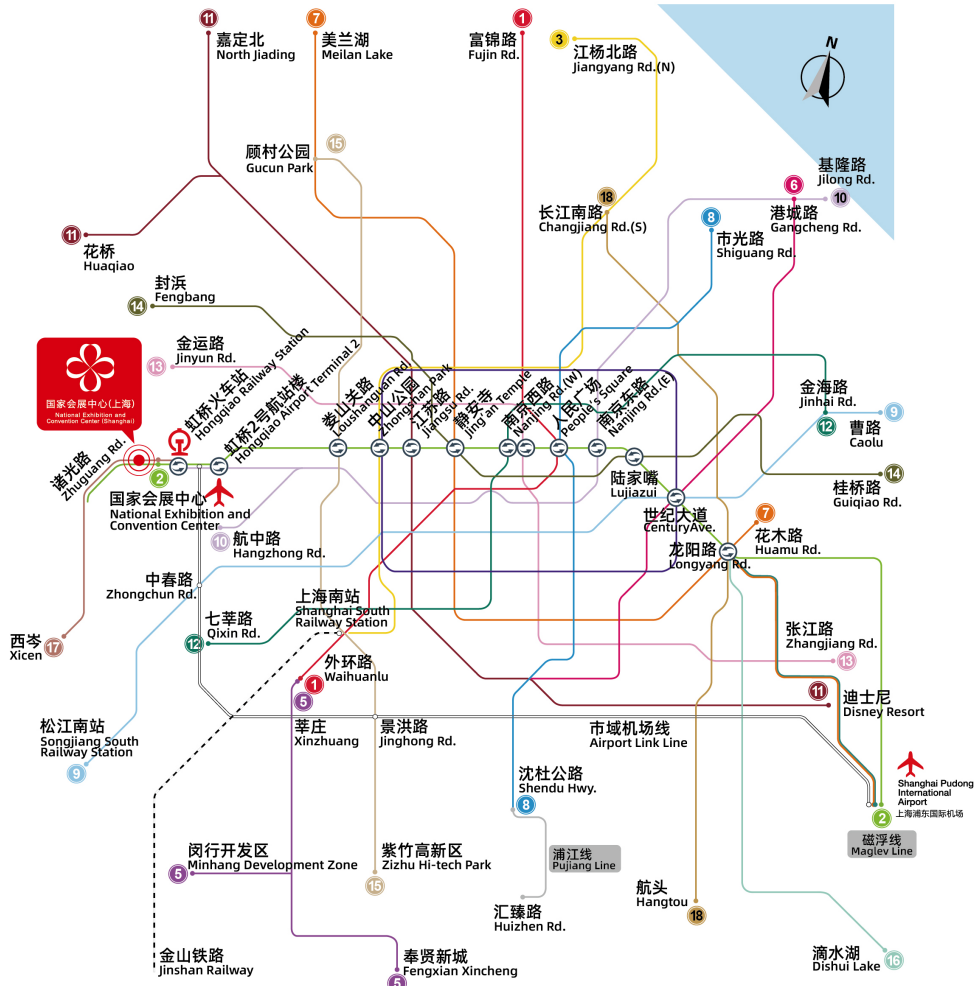
National Exhibition Convention Centre (NECC)

Address: South Gate: No.168 Yinggang East Road
East Gate: No.111 Laigang Road

North Gate: No.333 Songze Avenue
West Gate: No.1888 Zhuguang Road

Shanghai Zip Code: 201702

上海轨道交通网络示意图 SHANGHAI METRO NETWORK MAP



By Metro:

Line 2: National Exhibition and Convention Center

Line 17: National Exhibition and Convention Center

By Bus:

No.865: Metro Line 10

No.706: Metro Line 9

No.776: Metro Line 10

By Car (Within Shanghai):

a. North/North-East: Mid-ring Road-S5-S20-Beidi Viaduct-Jiamin Viaduct-Songze Viaduct

b. City: North Cross Channel-Beidi Viaduct-Jiamin Viaduct-Songze Viaduct

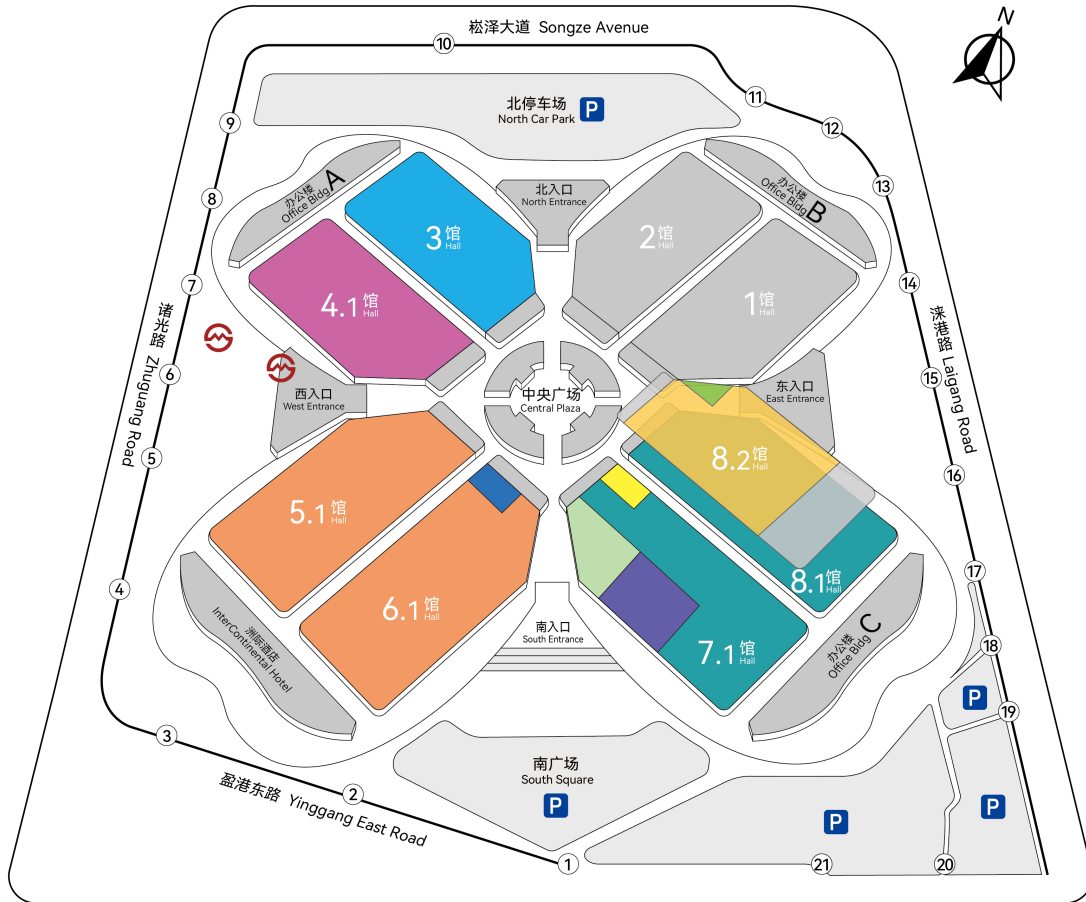
c. South/South-West: G60-Jiamin Viaduct-Yinggang East Road

d. East/South-East Areas: Avoid Yanan Viaduct as much as possible

Route A: Huqing Interchange-Yingbin Road 3-Shenbin South Road-Shenlan Road-Huaxiang Road-Yinggang East Road

Route B: Huqing Interchange-Yingbin Road 1-Youle Road-Lianhong Road-Yingle Road-Xianxia West Road-Shenhong Road-Yanghong Road-Songze Interchange-Panlong Road

Hall Layout and Sector Allocation Plan



- | | | |
|---|--|----------------------------------|
| Weaving
织造 | Garment & Textile Processing
服装及其他纺织品加工 | Nonwovens
非织造 |
| Knitting & Hosiery
针织 | Embroidery
绣花 | Dyeing & Finishing
染整 |
| Spinning & Man-made Fibre Production
纺纱、化纤 | Braiding
编织 | Printing & Inks
印花、墨水 |
| Winding, Texturing & Twisting
络筒、变形及捻线 | Narrow Fabrics Weaving Machines
窄幅织机 | Research And Innovation
研究与创新 |
| Testing
测试 | Colourants & Chemicals
染料、化学品 | |

下列工艺分区：软件、机器和装置操作分布在所有展馆中。复合材料机械分布在7.1馆。再循环设备分布在5.1馆，7.1馆和8.1馆。物流分布在除4.1馆和8.2馆之外的所有展馆。纺织工业的服务分布在除3号馆之外的所有展馆。
以上工艺分区仅供参考，请以现场实际展位分配为准。

The following sectors can be found in all halls: Software, Equipment for Plant Operations. Composites can be found in Hall 7.1. Recycling can be found in Halls 5.1, 7.1 and 8.1. Logistics is not located in Halls 4.1 and 8.2. Services for Textile Industry is not located in Hall 3.

The sector plan is for reference only. Please refer to the floor plan for booth locations.

地铁2号线国家会展中心站 NECC Station, Metro Line 2

TECHNICAL REGULATIONS

Technical Specifications of the Halls

Facilities	Hall 3	Hall 4.1	Hall 5.1	Hall 6.1	Hall 7.1	Hall 8.1	Hall 8.2
Space (Gross)	26,829 sqm	26,193 sqm	26,193 sqm	26,867 sqm	26,867 sqm	26,193 sqm	26,477 sqm
Exhibit Loading Access	8 m(W) X 6.5 m(H) Truck height limit 4.5m						
Floor	Hall 3, 4.1 Solid Concrete, Indoor Loading Capacity At 5 ton/sqm Hall 5.1, 6.1,7.1,8.1 Solid Concrete, Indoor Loading Capacity At 3.5 ton/sqm Hall 8.2 Solid Concrete, Indoor Loading Capacity At 1.5 ton/sqm						
Power	13,479 kW	13,479 kW	10,531 kW	10,531 kW	10,531 kW	10,531 kW	6,740 kW
Power Supply	3-Phase, 5-Line, 380V/220V, 50Hz						
Compressed Air	Average Pressure Of 6-8 Bar (0.6-0.8 MPa), Various Outlets At 15 mm(D), 20 mm(D), 25 mm(D)						
Lighting	300 lx						
Height	32 m	12 m	12 m	12 m	12 m	12 m	17 m
Hanging Point	Not Available						
Water Supply	Various Outlets At 15 mm(D), 20 mm(D)						
Drainage	Each Outlet At 25 mm(D)						
Fire Protection	Automatic Fire Sprinkler, Detection & Alarm System with Riser & Hose Reel, Fire-rated Roller Shutter, Fire Extinguishers, Portable & Fixed Fire Hydrants						
Air-Conditioning	Existing						
Ventilation	Existing						
Telephone	Local Telephone Line (LDD), Domestic Telephone Line (DDD), International Telephone Line (IDD)						
Internet	Cable-based broadband 10M-30M, Fibre-Based broadband 10M-100M (providing one static IP address) No Wireless And ISDN						
Security System	24 Hour CCTV, Central Video Surveillance and Sensor Alarm System						
Broadcasting System	Available						
Emergency Lighting	Available						
Toilet	6 Gents and 6 Ladies Per Hall						

The Technical Regulations contain the legally binding text and are binding in all legal issues that involve this document.

B1. General

The rules governing participation in ITMA ASIA + CITME 2026 (hereinafter known as “the Combined Exhibition”) Exhibition Technical Regulations (hereinafter “Technical Regulations”) have been defined by the Owners and the Organisers to ensure that all exhibitors experience a safe and commercially successful exhibition.

The Combined Exhibition is Asia's leading platform of textile machinery. It has a reputation of attracting exhibitors and visitors of the highest calibre. To maintain and uphold this reputation, it is important that the presentation of the exhibition is of the highest standard. These regulations aim to ensure that the ideals of the Combined Exhibition are maintained, while at the same time allowing exhibitors to project their corporate personality and products to the fullest.

All exhibitors must abide by “Technical Regulations”

B2. Exhibition Service Team

The Combined Exhibition will be held in the halls of National Exhibition and Convention Centre (hereinafter called “the Venue”) from Friday 20 November to Tuesday 24 November 2026 (both dates inclusive). Beijing Textile Machinery International Exhibition Co., Ltd. (BJITME) (hereinafter called “the Organiser”), has been authorised to organise the Combined Exhibition within the framework of the “General Regulations” and “Technical Regulations”.

The ITMA ASIA + CITME 2026 Service Team (hereinafter called “the Service Team”) includes Operations Centre, Technical Service Provider (TSP) and Onsite Logistics Contractor (OLC). Their contact details can be found on page 5.

For all questions relating to the Technical Regulations and online service order platform, exhibitors should address their correspondences to the Operations Centre.

Exhibitors should always communicate via email, and the stand number must always be indicated in all correspondence and communications.

B3. List of Online Service Forms

The entitlements stated in Article A11 of the “General Regulations” are free of charge to exhibitors provided that the Service Team receives the exhibitors’ online service forms, by the stipulated deadline via the online service order platform. All compulsory service forms must be submitted. Receipt of forms after the deadline will be subject to a late surcharge (see Article B6).

- Online service forms available from: 11 June 2026
- Deadline to submit online service forms (**except Form 2B, 13 to 18 and 21**): 20 August 2026
- Deadline to submit online service form 21: 25 September 2026
- Deadline to submit online service forms 2B, 13 to 18: 19 October 2026

TECHNICAL REGULATIONS

Forms	Online Service Forms	Closing Date
Form 1※	Machinery Layout and Stand Construction	20 August 2026
Form 1A	Shell Scheme Package	
Form 1B	Special Design Stand Construction for Single-Storey Stand	
Form 1C	Special Design Stand Construction for Double-Storey Stand	
Form 2※	A11 Electricity for Lighting and Machine	
Form 2A	Additional & 24-hour Electricity	19 October 2026
Form 2B	A11 Late Application for Lighting and Machine	
Form 2C※	Application for Removal of Leakage Protector	20 August 2026
Form 2D	Light Fittings and Accessories	
Form 2E	Electrical Fittings and Accessories	
Form 2F	Electrical Work	
Form 3※	A11 Water Connection and Drainage	
Form 3A	Additional Water Connection and Drainage	
Form 4	Compressed Air	
Form 5	Stand Security Service	
Form 6	Meeting Rooms	
Form 7	Internet Access	
Form 8※	Exhibitor Badges, Installer Passes and Service Passes	
Form 9	Furniture and Floral Decorations	
Form 10	Carpeting	
Form 11	Temporary Personnel	
Form 12※	Declaration of Risks	19 October 2026
Form 13	Truck Permit Application (Exhibits/Construction Materials)	
Form 14	A11 Onsite Handling of Exhibits	
Form 15	Additional Equipment for Build-up/Dismantling Period	
Form 16	A11 Demonstration Consumables Delivery Schedule	
Form 17	A11 Removal of Demonstration Waste Materials	
Form 18	Storage	20 August 2026
Form 19	Passenger Vehicle Parking Pass	
Form 20	Onsite Promotional Activity	25 September 2026
Form 21	Exhibitors Invitation Letter for Visa Application	
Form 22	Advertising in Exhibition Visitor Guide	20 August 2026
Form 22A	Onsite Advertising Opportunities	
Form 23	Insurance	
Form 24※	Intellectual Property Rights Protection Declaration	
Form 25※	Letter of Undertaking - Dismantling	
Form 26※	Letter of Responsibility for Safety Construction	
Form 27	Catering Services	

(Note: ※ stands for compulsory)

B4. Management Team

The Service Team will assign bilingual (Chinese and English) staff to each Hall to advise exhibitors on services available to them, and on regulatory and other operational issues. The Vetting Team comprises representatives from the Operations Centre, the Organiser and the Co-Organiser.

B5. Exhibitor Stand Management

Exhibitors must appoint a Stand Manager who will be responsible for informing staff and service providers working on their stands of the applicable regulations, and for providing them with the relevant copies of these regulations and ensure to comply with.

Exhibitors must ensure compliance with and application of the regulations on their stands. Exhibitors are responsible for damages and losses caused to any individuals, or property, by their staff or by their contractor, equipment, objects or machines used on the premises of the venue.

Exhibitors must grant free access to all stand equipment and premises to staff or representatives of the Organisers, the Service Team and their contractors, as well as to the Owners and their representatives.

B6. Payments, Deadlines and Surcharges

Services will be available for online ordering and payment on 11 June 2026.

All relevant services orders, including A11 orders, must be submitted and paid by 20 August 2026 (except Form 2B, 13 to 18 and 21).

A 10% surcharge will be applied to service orders submitted after 20 August 2026.

A 50% surcharge will be applied to service orders submitted after 19 October 2026.

For all paid services cancelled on or before 20 August 2026, exhibitors will receive a refund less any remittance bank charges. There will be no refund for cancellations made after 20 August 2026. For service orders subject to later deadlines, the same surcharge and refund schedule shall apply by reference to the later deadlines.

Orders and payments received after the deadlines are subject to stock availability. The Organiser cannot be held responsible for any losses resulting from the non-availability of stocks.

Exhibitors must pay all service fees in full within the specified deadlines to gain access to the Venue and receive the requested services.

B7. Payment Methods for Service Orders

Exhibitors should pay the same amount as the quotation in RMB according to the exchange rate on the day that the payment is remitted via the following payment mode:

Pre-site Orders	Onsite Orders
Telegraphic Transfer	Credit Card
	Cash
	WeChat pay
	Alipay

Exhibitors and/or their appointed stand contractor must ensure that they pay all bank charges relating to bank transfers and clearing of bank drafts. Otherwise, they will be invoiced for the unpaid bank charges.

1. Payment of all services other than services offered by the OLC must be remitted to the TSP's Bank Account:

Payment in RMB, USD or EUROS

Beneficiary Name: BEIJING PICO EXHIBITION MANAGEMENT CO., LTD.
 Account Number: 000000501510886564
 Name of Bank: Standard Chartered Bank (China) Limited Beijing Branch
 Address: 12/F, Standard Chartered Tower, World Finance Centre, No.1 East Third Ring Middle Road, Chaoyang Dist., Beijing 100020, P.R. China
 Swift Code: SCBL CNSXBJG

2. Payment for services ordered and any other services offered by the OLC must be remitted to the OLC's Bank Account:

Payment in RMB

Beneficiary Name: Schenker China Ltd
Name of Bank: Bank of China, Shanghai Branch, LuWan Sub-Branch
Account No: 445559247953
Beneficiary Tel: +86 21 6170 8888

Payment in USD or EUR

Beneficiary Name: Schenker China Ltd
Name of Bank: Bank of China, Shanghai Branch, LuWan Sub-Branch
USD Account No.: 452059238955
EUR Account No.: 440359242518
Swift Code: BKCHCNBJ300
Beneficiary Tel: +86 21 6170 8888

B8. Performance Bond and Penalties

B8.1 Performance Bond

A performance bond must be paid to the TSP by all exhibitors' appointed stand contractor or exhibitors constructing their own stands. This performance bond is a refundable deposit which must be paid by 30 September 2026. The performance bond is calculated based on the stand area. Payment details can be found in Form 1B and 1C in the online service order platform. Exhibitors who order shell scheme package from the online service order platform are not required to submit any performance bond. Please refer to below table for details.

Stand Area	Performance Bond (RMB) / Stand
200 sqm and below	20,000.00
201 sqm to 300 sqm	30,000.00
301 sqm to 500 sqm	50,000.00
501 sqm and above	100,000.00

The performance bond is levied in order to ensure that the rules and regulations are followed and to cover any loss to the exhibition and the halls arising directly or indirectly from any infringement. The performance bond will be refunded in full within 45 days of the completion of the stand dismantling, provided that the stand dismantling is completed on time by 1200 hours on 27 November 2026 and no infringement is made during the stand build-up, exhibition and stand dismantling periods.

The performance bond will not be refunded onsite.

Except for the waste removal services included in the stand space rental (see Article 11 of the "General Regulations"), any costs incurred from clearing waste left behind or improperly handled by exhibitors or their contractors during build-up or dismantling (such as stand structures, components, flooring, machinery, or machine parts) will be deducted from the performance bond.

If the performance bond is insufficient to cover the total amount of penalties or clearing costs, the Operations Centre will seek recovery of the remaining balance from the exhibitor.

All bank handling charges related to the performance bond shall be borne by the exhibitor.

B8.2 Penalties for Infringements

Exhibitors and their appointed stand contractors infringing the regulations such as but not limited to exceeding the stand height limit, displaying authorised exhibits, leaving their stands unmanned during the opening hours of the show or obstructing aisles with stand structures and machinery parts etc. will be subjected to penalties. (Refer to the table for penalties below).

Exhibitors and contractors MUST rectify all infringements immediately. If the infringements are not rectified the exhibitor must pay the penalties stipulated in the Technical Regulations, and the Organiser reserves the right to cut off the power supply to the stand or close the stand.

Stand Area	Penalty (RMB)/Infringement/Stand
200 sqm and below	3,000.00
201 sqm to 300 sqm	6,000.00
301 sqm to 500 sqm	9,000.00
501 sqm and above	12,000.00

B9. Stand Build-up, Exhibition Period and Stand Dismantling

The schedule for stand build-up, stand dismantling and exhibition period for exhibitors is as follows:

Date	Stand Build-up	Exhibition Period	Stand Dismantling		
			24 November (Hand-carried items only)	25 – 26 November	27 November
Opening Hours	0900	0815	1700	0900	0900
Closing Hours	1800	1800	1800	1800	1200

For general safety reasons, the halls and the exhibition grounds are closed outside these times.

Exhibitors who need to work outside of these hours must apply in writing by 1400 hours on the day concerned to the ITMA ASIA + CITME 2026 Service Office outside the hall. Exhibitors will be charged an hourly rate as per the table below for working outside the official hours.

Time	Overtime Charge
1800 – 2200 hours (Min. 1 hour)	RMB 1,100/1,000 sqm/hour
After 2200 hours to 0900 hours the next day (Min. 1 hour)	RMB 2,200/1,000 sqm/hour

Note:

- 1) All area values are processed according to the principle of rounding up, and the minimum counting unit is 1,000 square meters.
- 2) No overtime request will be allowed on 19 November 2026.
- 3) For other issues, please contact the Operations Centre.

B9.1 Stand Build-up

Exhibitors and their appointed stand contractor must sign the “Letter of Responsibility for Safety Construction” before move-in (Form 26 via the online service order platform).

In the event that stand construction is not started by 1200 hours on 19 November 2026, or is deemed by the Organiser that stand construction will not be completed by 1800 hours on 19 November 2026, the Organiser reserves the right, after giving prior notice, to make other use of the stand space without any compensation to the exhibitor. The Organiser will issue a registered or hand-delivered letter and/or by email to the exhibitor, stating the reasons, and such a letter will constitute simultaneously a withdrawal of admission and termination of the “Rental Contract” by the Organiser. Such action will not relieve the defaulting exhibitor of his liability for stand rental charge, services and installations provided.

B9.2 Stand Dismantling

Stands may only be dismantled from 25 November 2026. Only hand-carried items (accessories, computers, advertising documents, etc.) can be removed on 24 November 2026 between the period of 1700 hours and 1800 hours.

Exhibitors who dismantle their stand equipment, graphics, displays or remove hand-carried items before 1700 hours on 24 November 2026 will be charged a penalty by the Organiser. See B8 Performance Bond and Penalties.

All costs incurred for the above as well as the risks of theft, loss and damage will be borne by the exhibitor.

Exhibitors must apply for exit permits from the respective ITMA ASIA + CITME 2026 Service Office before 24 November 2026 in order to remove hand-carried items (accessories, computer, advertising documents, etc.) from the halls from 1700 – 1800 hours. Exit permits will be given to exhibitors once all invoices have been fully paid. A copy of the exit permit must be submitted to the hall security officers for verification.

Stand dismantling must be completed by 1200 hours on 27 November 2026 at the latest. By the end of the dismantling period, the exhibitor is obliged to clear his stand completely of all stand building material, exhibits and all other items, and he must restore the stand area to its original state. Any material remaining on the stands after this time will be removed and disposed by the Organiser at the expense of the exhibitor.

Exhibitors shall relinquish any claims against the Organiser, Service Team and their contractors regarding such removals, or other consequences, as well as any losses or damages.

B10. Space Only and Shell Scheme Package

The stand space rental charge includes items defined in Article A11 of the “General Regulations” but does not include stand fittings, carpet and other items.

Exhibitors can order a "Shell Scheme Package" provided by the TSP. This includes walls, lighting, carpet and electrical sockets based on the stand size. Full details with prices and illustrations can be found in Service Form 1A of the online service order platform.

B11. Exhibition Stand Plan Approval

B11.1 Submission of Plans

All exhibitors must submit their stand design, structural drawings, and design renderings via Form 1 of the online service order platform by 20 August 2026. These submissions must include technical specifications, floor plans, and elevation drawings. All plans must utilise the provided legends and symbols and be drawn to a scale of 1:20 or 1:50, depending on the stand size. Any complex stand structures must also include internal structural drawings; for further details, please refer to B12.6.

For all single-storey and double-storey stands with structures exceeding 4.4 metres in height or having structures covering more than 50% of the total stand area, the drawings must be endorsed by a Grade A National Registered Structural Engineer before submitted to the online service order platform for vetting. In accordance with Fire Safety Bureau regulations, the area of the topmost ceiling and any individual room must be at least 50% open (See also Article B12.2).

Note: For the package stand, only the floor plan of the booth needs to be provided.

All stand design submission must contain the following data:

1. Technical drawing information:

- 1) Company name of the exhibitor as per space application
- 2) Exhibitor's hall and stand numbers
- 3) Indication of open sides, aisles and neighbours' stand numbers
- 4) Dimensions of stand including walls, columns, beams and stand fitting materials etc. and scale used
- 5) Indication of doors facing the aisles and their opening direction
- 6) Description of the construction materials used, including the flooring types. The dimensions and proportions of the walls, columns, beams, and decoration materials of the stand must be indicated. For details, please refer to B14.2.
- 7) Total enclosed area of all the ceilings (if any)
- 8) The exhibition stand ought to be equipped with storage spaces, including such items as cabinets and storage rooms.
- 9) Mark the positions of power, compressed air, water connection points.

2. Exhibit layout plan:

- 1) Index of Products (IOP)
- 2) External dimensions of exhibits (length, width and height in metres), including any overhanging or protruding elements

B11.2 Stand Plan Approval

All stand plans submitted by exhibitors will be reviewed by the Vetting Team to ensure compliance with the Technical Regulations.

The Vetting Team will complete the review and provide feedback within 10 working days provided that the submissions are complete and in good order.

If the stand plans are not approved, the Vetting Team will advise the exhibitor on the amendments required to bring the submission into compliance with the Technical Regulations.

Exhibitors will be notified via email if their stand plans are approved. The notification will include the approved drawings bearing the stamp of approval. The exhibitor and their appointed stand contractor must construct the stand strictly in accordance with the approved plans.

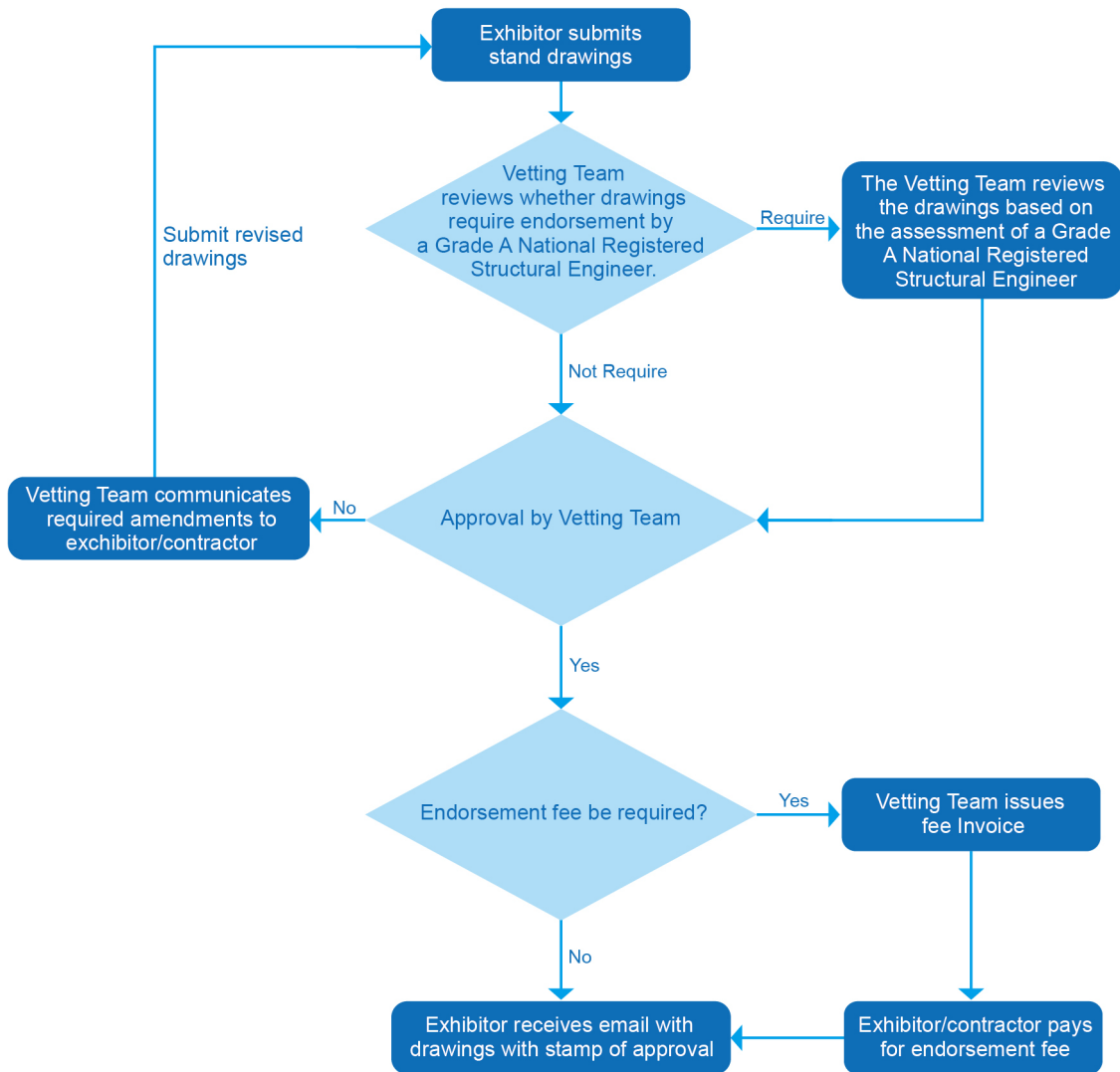
Where a stand design exceeds 4.4 metres in height or incorporates a double-storey structure, the exhibitor is required to pay the relevant endorsement fee before receiving the stand approval.

B11.3 Building Permit for Stand Construction

Appointed stand contractors must obtain a Building Permit issued by the TSP before commencing any construction work at the Venue.

To obtain the Building Permit, the stand contractor must upload the relevant qualifications and documentation through the online service order platform. Upon successful verification, the TSP will issue the Building Permit, which must then be presented at the Venue's Certificate Centre to obtain work passes and vehicle passes.

Stand Approval Flow Chart



Note: The standard period for stand plan approval is 10 working days. If the submitted drawing is being processed and there is a revised drawing to be submitted for review, additional vetting fees will be imposed.

B12. Regulations for the Construction of Stands

B12.1 General

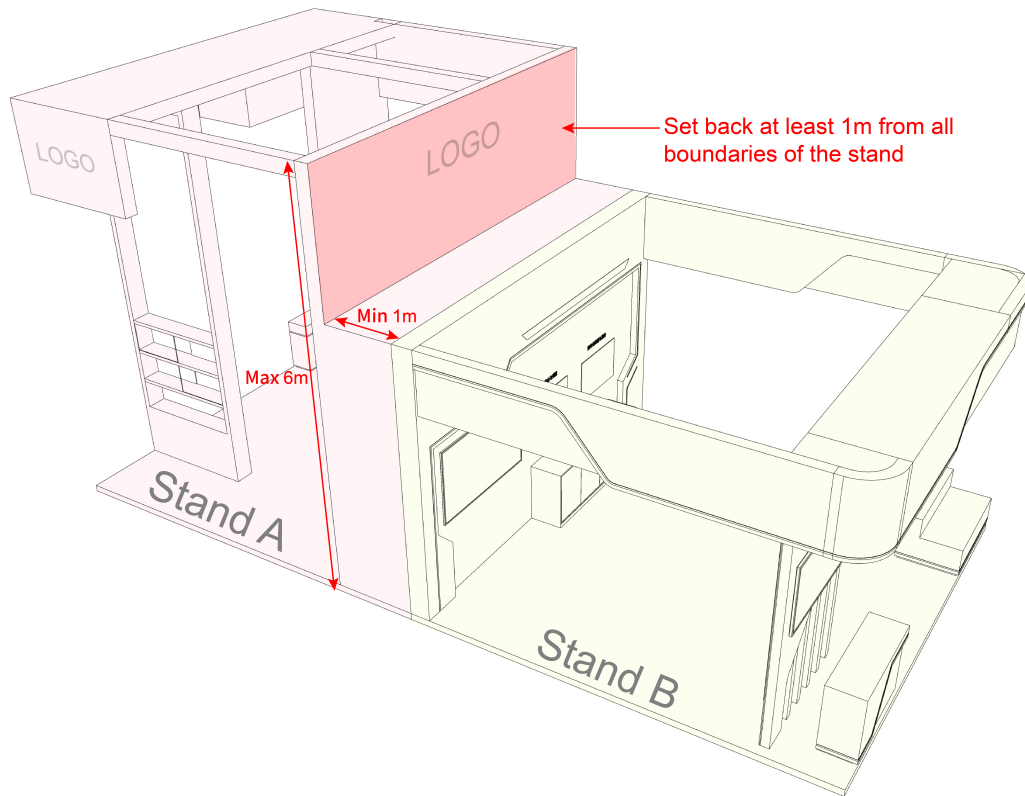
All exhibitors, assembly personnel, stand contractors and sub-contractors must commit to abiding by the "Technical Regulations" and the technical and safety regulations stipulated in the 'Online System Service Forms', as well as complying with the current effective laws and regulations for preventing occupational hazards. The 'Letter of Undertaking - Dismantling' and the 'Letter of Responsibility for Safety Construction' must be submitted on Forms 25 and 26 via the online service order platform.

1. Everyone working in the venue must be in possession of a work permit and must wear it in a visible place at all times. To obtain the work permit, exhibitors must complete the relevant form. The work permit is personal and non-transferable. The process for obtaining building permits can be found in the upcoming 'Pre-arrival Guide'.
2. During the build-up and dismantling period of the exhibition, all people entering the Venue Hall must wear safety helmets.
3. No construction of an exhibition stand onsite will be permitted unless prior approval has been granted.
4. The Vetting Team has the right to require exhibitors to submit all sample materials for the exhibition booth setup along with the stand drawing, so as to facilitate the further vetting.
5. The Vetting Team will check that stand fittings are constructed in accordance with previously approved designs. If there is any deviation which contravenes the regulations stipulated in this Technical Regulations or which violates legal provisions, the Vetting Team is entitled to stop all work on stand construction. A warning will be issued to these exhibitors (in writing by hand-delivered letter), requesting that the necessary steps be taken in order to comply with the regulations.
6. If after having received a final warning the exhibitor still contravenes the regulations, the Organiser is entitled to terminate the power to the stand and to close it down, and a penalty will be charged by The TSP, see B8 Performance Bond and Penalties.

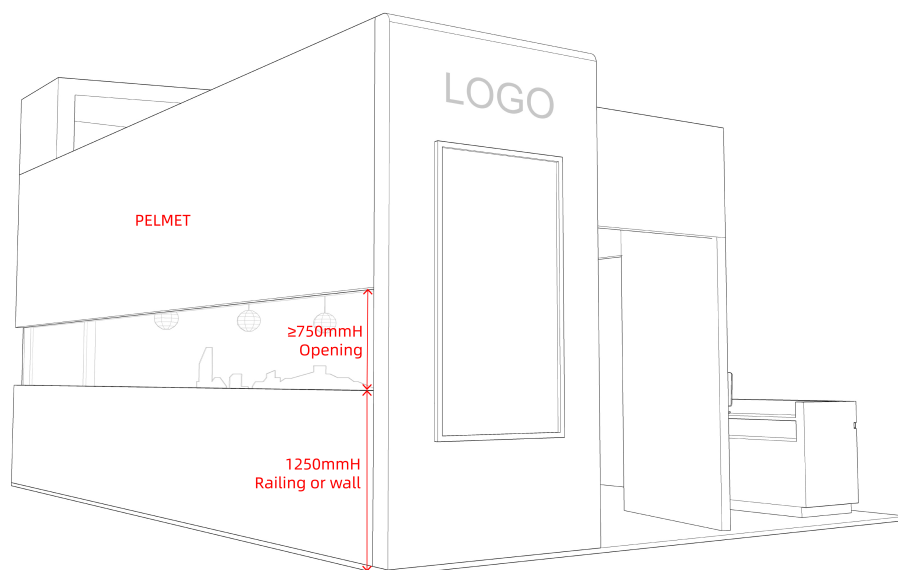
B12.2 Style, Standard of Presentation, Dimensions

The design and furnishing of a stand, as well as any construction work, is the responsibility of the exhibitor. The Vetting Team requires that the following criteria be adhered to:

1. Every stand must, as a minimum, have a floor covering and a storage facility (e.g., cabinets, storerooms).
2. Exhibitors with neighbouring stands must build their own dividing wall.
3. The finishing of the stand fitting must be of the same quality on all sides (including the sides which overlook the aisles and/or neighbouring stands). The closed side facing the neighbouring stand must not bear any logos or trademarks of the exhibitor.
4. Logos and trademarks of exhibitors on stand fitting, banners or any promotional materials on the sides facing the neighbouring stands are allowed if the stand fitting, banner or promotional material is set back at least 1 m from all boundaries of the stand, or a written approval from the neighbour is obtained by the exhibitor and submitted to the Vetting Team.



5. It is recommended that exhibitors exchange information with their neighbours to avoid conflict during the exhibition.
6. Every visitor must have free access to the exhibits. All exhibits must be visible by a person standing in the aisles and must be shown in accordance with the safety regulations.
7. No walls can be built along more than 50% of the length of each open side. This applies to all exhibitors (shell scheme packages and special stand construction). A 'wall' is defined as an upright structure over 1.25 m high and which is not fully transparent, i.e., a solid wall, fabric, graphic panels, LED screen or 'pop-up' displays etc.
8. Exhibitors may use transparent tempered glass, organic glass (plexiglass), or any other fully transparent material to enclose an entire open side. If an exhibitor intends to use opaque materials to build a wall, the wall built along the stand boundary line must not exceed 1.25 meters in height; alternatively, a solid wall may be built to enclose the opening provided it is set back by 1.5 meters from the stand boundary line.
9. Exhibitors wishing to construct wall along the full length of an opening side may divide the wall into three sections: lower, middle, and upper. The lower section must not exceed 1.25 meters in height from the ground; the middle section must use fully transparent materials and remain unobstructed, with a height of at least 0.75 meters; any upper section must be a construction structure that ensures safety. Please refer to the following diagram.



10. Stand construction, the installation of materials to be exhibited and poster supporting structures must be sufficiently stable to ensure public safety. Platforms open to the public that are elevated more than 0.5 m must be surrounded by a handrail at least 0.9 m high.
11. Single storey stands with structures higher than 4.4 m or having structures that cover more than 50% of the total stand area must seek special approval from the Vetting Team (See Article B11.1).
12. It is strictly forbidden to encroach on aisles with any exhibit or stand fitting elements like light box, display screens or electronic systems, except wall mounted spotlights at 2.4 m height and above. Doors and windows when opening outwards must be set back and not exceed the boundaries of the stand.
13. Stand construction (including double-storey stands) must not exceed 6 m in height from the ground. Stand and exhibit inscriptions, logos and trademarks must not exceed the maximum height of 6 m (measured from the ground to the top of the inscription, logo and trademark).
14. Air conditioning compressor is not allowed inside the hall. Exhibitors should seek approval from Operations Centre on appropriate placement of compressors outside the hall subject to the Venue's approval.
15. All platform corners must be clearly and visibly marked, unless they are occupied by heavy exhibits.
16. All lighting must be arranged in such a way as to avoid any disturbance to visitors and neighbouring exhibitors. Strobes and other flashing lights are not permitted. Audio-visual presentations must be volume-controlled not exceed 65 decibels to avoid any disturbance to visitors and neighbouring exhibitors.
17. In accordance to fire safety bureau regulations, the top most ceiling of any single room must be at least 50% open; fully enclosed ceiling is strictly prohibited. For double-storey stands, exhibitors may cover their stands with a false ceiling of non-flammable material on the lower floor unit as long as the fire and safety regulations are always respected.
18. Exhibitors must install two approved fire extinguishers (type ABC, 6 kg) for every 50 sqm or part thereof of stand area in visible and accessible positions. Exhibitors can order fire extinguishers via the online service order platform. In addition, stand manual fire alarm devices (fire extinguishing shells) are required, see B14.2 for more information.

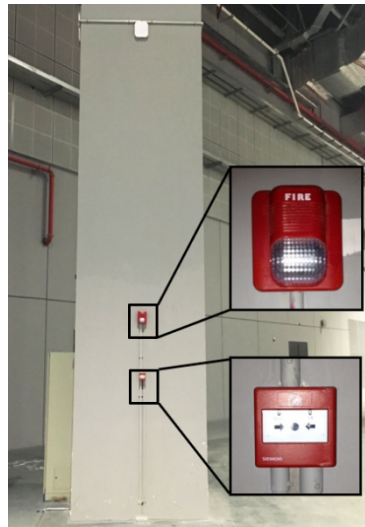
B12.3 Stand Construction Safety & Pillar Cladding

1. For stand construction with glass panels, only tempered glass should be used. Glass panels must be safely positioned, and properly secured. Indications or signs should be provided to prevent people from walking into the glass. Metal frames or professional hardware must be used for installation. An elastic material must be used as a cushion between the frame or hardware and the glass panel to ensure the safety of the

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glass. If a glass floor is used, the structural support column and wall must be fixed under the floor and the stand structure must not be built directly above the glass panel.

2. For stand structures with steel columns; the columns must be made of seamless (non-welded) material with a diameter of at least 10 cm. The column base must be securely welded to a base plate with diameter of no less than 60 cm to ensure the structural stability of the stand. No part of the steel base shall exceed the boundaries of the stand.
3. The wall thickness of any structural column or pipe must be at least 0.8 cm. The use of rusted or corroded column or pipe for structural support is strictly not allowed.
4. All wall structures should be at least 12 cm thick and the wall should be directly connected to the floor.
5. For working at heights below 2 m, A-frame ladders can be used. For working at heights from 2 m to 3 m, mobile scaffolds must be used and the wheels must be locked, cross bracings must be securely fastened, every level must be covered with platform and at the level where the work is carried out, guardrails must be installed. For working at heights above 3 m, appropriate equipment and safety measures must be adopted as per national standards. All the above-mentioned activities must be supervised by a specialist and if necessary, the working area should be cordoned off with warning tape.
6. During construction, manual material lifts cannot be used for lifting or supporting of I-beams and other heavy structures.
7. Stand construction materials used must be approved material by relevant authorities. The temporary structural materials used must comply with the local fire safety bureau and environmental protection requirements.
8. Carrying out large-scale wall sanding work in the exhibition hall is strictly prohibited. All wall sanding work should be done in the factory by the stand contractor. Only small-scale jointing operation is allowed in the exhibition hall. Large-scale wall sanding work will result in an immediate suspension of construction.
9. Exhibitors who have a pillar within their stand can build cladding around it up to a maximum height of 6 m from the ground. Exhibitors must comply with the following regulations:
 - 1) Coverings must not be applied directly to the pillar but must be separated from it by means of an empty space or a soft material such as felt or insulating material placed against the pillar.
 - 2) The cladding must be carried out by the exhibitor's stand contractor in accordance with the regulations laid out in this Technical Regulations.
 - 3) No cladding is allowed to protrude onto the aisle.
 - 4) It is not permitted to use the pillar to create extra space for storage.
 - 5) Any fire safety equipment, connection or service boxes must not be covered. They must be accessible at all times. A minimum distance of 0.85 m is to be kept clear in front of the electrical cabinet.
 - 6) Manual fire alarm activation button and beacon light with fire siren on venue pillars must not be covered. Exhibitors who wish to clad the pillar have to cut a hole of minimum 15 cm by 15 cm such that the relevant facilities on the venue pillars are visible at all times.



An example of a pillar with manual fire alarm activation button and beacon light with fire siren.

The Vetting Team reserves the right to refuse a proposal for any cladding around the pillars.

B12.4 Floor Marking

The Service Team will measure the rented space and mark the corners of the stand on the floor of the hall prior to the stand build-up period. It is essential that the exhibitor's stand remains within the marked boundaries.

B12.5 Stand Numbering

The Service Team will provide each stand with a uniform stand sign indicating the name of the exhibitor and its hall and stand number free of charge. The sign must be displayed at the stand in a clearly visible manner. It may only be removed with the prior consent of the Organiser.

B12.6 Double-Storey Stands, Platforms, Ramps and Bridges

Application and Approval

Exhibitors planning to construct double-storey stands, platforms, ramps or bridges must submit detailed design and internal structure drawings with Form 1C on the online service order platform no later than 20 August 2026.

Structural designs (including architectural, mechanical and electrical drawings) must be reviewed and approved by a qualified structural engineer. If you require assistance with this, please contact the Operations Centre.

Double-storey stands, platforms, ramps, and bridges must be designed to maintain clear sightlines and must not adversely affect the visibility of neighbouring exhibitors. Exhibitors must seek prior approval from the Vetting Team by submitting the following documents:

1. Construction layout plans including ground and upper floors
2. Structural calculations including the following: Full structural calculations for all construction elements based on the maximum floor load capacity of the exhibition hall. All construction elements must take into account the maximum load-bearing capacity of the exhibition floors, providing comprehensive structural calculations.
 - Detailed transfer of column loads to any upper floors.
 - Maximum load-bearing capacity of walls and handrails (which should be no less than 1 kN/m²).
 - Detailed information of the structural engineer, including their position and the date of the drawings.

The Vetting Team reserves the right to request further modifications based on health, safety, and fire regulations.

Exhibitors will be notified via email if their stand plans are approved. The notification will include the approved drawings bearing the stamp of approval.

Double-Storey Stands

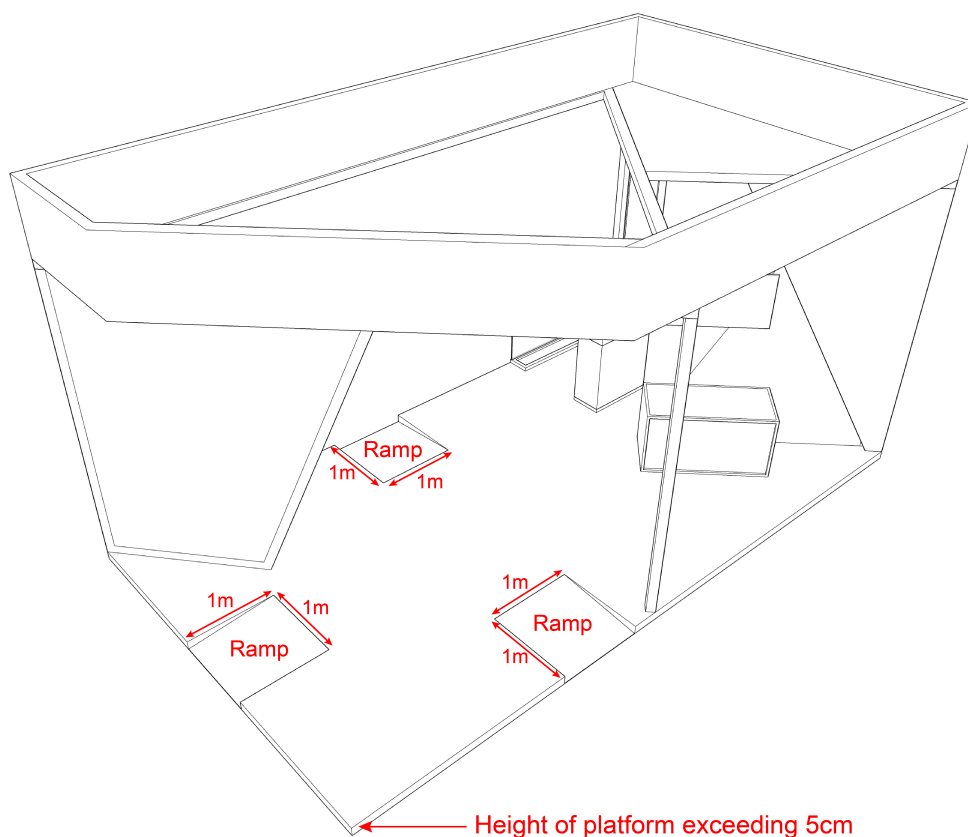
Double-storey stands may be constructed if the stand area exceeds 50 sqm and no side is less than 5 m in length. These structures must comply with the regulations contained in Article B12.2 as well as the following requirement:

1. The permissible occupant load of the upper floor must be calculated based on a ratio of one person to 1.5 sqm. The maximum occupant load capacity must be clearly displayed at the stair entrance using 25 mm block lettering.
2. Staircase railings must not be lower than 1.05 m in height. The top surface of the handrail must be arc-shaped to prevent objects from being placed on it. The horizontal load capacity of the handrail surface must be at least 1 kN/sqm.
3. Staircases must be at least 1 m in width and equipped with handrails. Wide staircases require handrails on both sides. Staircases exceeding 2.4 m in width must also include a middle handrail. Staircases with more than two landings must have continuous handrails. Stair treads must have a minimum depth of 220 mm and a maximum rise of 180 mm.
4. If the upper floor area exceeds 200 sqm, at least 2 staircases are required and the linear distances between the 2 nearest staircases of the upper floor must be at least 5 m.
5. Any covered ceiling areas within the stand must be equipped with temporary fire sprinklers, with at least one installed per 8 sqm. The ceiling area of any individual room must not exceed 50% of the room's total area. For any room located beneath the second floor, at least 50% of one side must remain open.
6. Every 50 sqm of the upper level must be equipped with two approved 6kg ABC-type fire extinguishers, which must be placed in prominent and accessible locations.
7. Design plans must incorporate exit signs, emergency lighting and prominent staircase lighting. Protective railings must be installed during build-up and dismantling to prevent the fall of persons or objects.
8. If glass is used for the upper level, it must be tempered glass with minimum thickness of 1 cm.
9. No unauthorised heavy exhibits may be placed on the upper platform of a double-storey stand.

Platforms, Ramps, Bridges

Stands with platform or stage over 0.5 m high, exhibitor must seek prior approval from the Operation Centre.

All stands with accessible platform exceeding than 5 cm must have an access ramp. The slope of any ramp must be uniform and no steeper than 1:10. Level landings shall be provided at the top and bottom of ramps and any intermediate position where exit doors open on to them. The minimum width of the ramp must be 1 m. This slope must be within the stand and must not protrude into the aisle.



B12.7 Extent of Liability

If the exhibitor or the stand contractor he appoints does not comply with the above stand construction regulations, exhibitor is liable for any damage and loss resulting from violation of these regulations.

Moreover, the exhibitor or the stand contractor he appoints agrees to exempt the Owners and the Organiser of the show from all claims by third parties that may be asserted due to violation of the stand construction regulations.

B13. Exhibition Halls

B13.1 Floor Loading Capacity

The floor load-bearing capacity is 5,000 kg/sqm for Halls 3 & 4.1, 3,500 kg/sqm for Halls 5.1, 6.1, 7.1 & 8.1, and 1,500 kg/sqm for Hall 8.2. If there is any vertically vibrating part in the exhibit operation, the above-mentioned floor load-bearing capacity should be reduced at least by 50%. It is prohibited to build-up a stand or pile heavy goods over the perimeter trenches in the exhibition hall. The perimeter trenches cannot be used as load-bearing points. If machines have to be placed on these trenches, base plates and load spreaders must be used. The above-mentioned floor load-bearing capacity must be taken into consideration during the goods transportation, placement, demonstration and operation. Should there be any question, please contact the Operations Centre.

B13.2 Utility Malfunctions

All utility supply malfunctions related to electricity, water, compressed air, air conditioning, or telecommunications must be reported immediately to the TSP. The Organisers is not liable for any losses resulting from equipment failure, force majeure or prohibitions issued by the fire department.

B13.3 Care of the Halls

1. The hall components and technical facilities must not be damaged, contaminated, or altered in any way. Stand construction structures or exhibits must not damage or collide with exhibition hall facilities.

2. All stand building materials used must not obstruct or hinder the inspection of the hall facilities
3. The use of grease, paint, adhesives, or other materials that are difficult to remove on the exhibition hall floors, walls, or hall facilities is strictly prohibited. Actions such as drilling holes, installing expansion bolts, or using nails and thumbtacks are forbidden.
4. It is prohibited to fix, hang, paste, or install decorations, signages, ceiling materials, or technical equipment onto the exhibition hall floors, structures, pillars, walls, frameworks, or auxiliary facilities without prior written approval from the Service Team. Costs incurred for the repair of any damage to the exhibition hall shall be borne by the relevant exhibitor or their contractors.
5. It is strictly prohibited to dispose any waste liquids, food/beverage waste, liquids containing solid substances, or non-ambient temperature liquids into the exhibition hall's sewers, service trenches, or restroom sinks.
6. The exhibitor shall be held fully liable for any losses arising from any of the abovementioned prohibited actions.

B13.4 Hall Floors

Carpets, platforms, and all other stand structures or exhibits must be kept strictly within the stand area. The quality of carpets laid at the stands must meet relevant national standards for environmental protection, fire prevention, and flame retardancy. For order of carpet, please submit Form 10 via the online service order platform.

Only non-residual single or double-sided adhesive tape may be used to fix carpets and other floor coverings to the hall floor. Exhibitors are responsible for the removal of all adhesive tape and residual marks within their stand area. Any damage to the floor caused by the use of unapproved adhesive tape will be remediated by the Service Team, with all associated costs borne by the exhibitor. If partition walls are to be constructed, plywood or construction paper must be placed under the walls to protect the floor surface. Exhibitors are liable for the repair costs of any floor damage resulting from the construction or dismantling of the stand.

B13.5 Floor Loading and Load Spreaders

Where required, special arrangements including the provision of suitable base plates and/or load-spreaders may be required for any exhibit exceeding the existing floor loading capacity of the exhibition venue.

B13.6 Rigging and Hanging Points

Rigging and hanging points service is not available for the suspension of trusses, lightings, etc.

B13.7 Damage and Repair

Exhibitors must immediately inform the Service Team of any damage which occurs. Any damage caused by exhibitors or their contractors within the venue, its buildings or facilities will be remedied by the Service Team at the expense of the exhibitor at the end of the Combined Exhibition.

B14. Venue Safety Regulations

B14.1 Emergency Exits, Escape Hatches, Hall Aisles

The exits and aisles designated as such in the hall plans are to be kept clear over their full width. They serve as escape routes in emergencies and must therefore never be obstructed by objects left in the way or protruding, and must be maintained in good order with non-slippery and even surfaces and free from trip hazards.

Doors along emergency exit routes and aisles must be easy to open from the inside over their full width. These doors must always be opened towards the public gangways of the halls without protruding into the gangways. Exit doors, escape hatches and any signs indicating their position must not be obstructed, built over, blocked, covered or made unrecognisable in any other way.

All hall aisles designated as such must not be obstructed or built upon.

Stands with fully or semi enclosed space of more than 120 sqm must have at least two separate exit/escape routes, with a minimum width of 0.9 m each. The stand must be designed in such a way as to avoid creating any poorly accessible rooms, corners or alcoves. All separate rooms used by staff (offices, meetings rooms, etc.) within the given stand area must offer an adequately clear view of the nearest escape route and a path leading to same.

Rooms that are only accessible via another separate room (so-called trapped rooms) are prohibited. If within a given stand the maximum length of an escape route to a hall aisle exceeds 10 m, the stand must be equipped with a second exit and/or an aisle at least 2.5 m wide leading to a hall aisle.

Access to Safety Equipment and Signage

Under no circumstances may any illuminated signage, fire extinguisher, fire hydrants, or other protective equipment or material be covered or obstructed. Access to connection boxes (electricity, water, compressed air, etc.) and access ways to hall offices and equipment must not be blocked.

Emergency Evacuation

The Organiser is entitled to order offices, buildings and/or halls to be closed and evacuated for safety reasons.

B14.2 Fire Prevention Regulations

Stand Construction and Decorative Materials

In accordance with the venue and fire safety regulations, special design stands must rent a set of stand manual fire alarm device (fire extinguishing shells), requirements are as follows:

1. Stand manual fire alarm devices should be configured for every 200 sqm;
2. If the area is less than 200 sqm, it is calculated and configured as 200 sqm.

More details will be published in the Pre-Arrival Guide.

Materials used for the construction and installation of the exhibition stand and any other structures must consist entirely of non-flammable materials with a burning diffusion rate not lower than Class B1 as required by both national and local fire-control regulations of Shanghai. A fire safety test report approved by the Fire Safety Bureau showing at least B1 rating of the fire-retardant carpet must be submitted to the TSP before commencing work. Exhibitors must provide the corresponding test certificates. Each special design stand must appoint a fire safety officer.

For safety reasons, during build-up and dismantling, no materials or working tools which could cause an obstruction may be placed in the aisles. All materials must remain within the perimeter of the stand itself. The venue's cleaning services will remove any objects left in the aisles and the exhibitor and/or stand contractor will have no right to claim any damages incurred. The cost of removing the obstruction will be charged to the exhibitor accordingly.

Readily flammable materials and such that drip or give off toxic gases when burning, such as polystyrene, rigid foam (Styropor) or similar materials may not be used. Decorative material with standard fire resistance may be used in certain areas if its location is sufficiently protected against fire. A test certificate confirming the classification of the material used may need to be presented.

Engine-Driven Vehicles as Ancillary Displays

Engine-driven vehicles, vessels or machinery will only be admitted to be displayed during the exhibition if specifically agreed with the Vetting Team. The fuel tanks of vehicles with a combustion motor on display must be completely empty and closed with the fuel caps locked and all batteries disconnected.

Use of Balloons and Flying Objects

Balloons and any type of flying objects are strictly prohibited within the exhibition halls.

Use of Gas tanks

Gas tanks must be placed outside the exhibition halls. Exhibitors must ensure the safe operation and maintenance of such gas tanks.

Smoke Machines

The use of smoke machines (including humidifiers) must be coordinated with the Service Team, and is subject to the approval from the Venue.

Flammable Container

It is forbidden to put containers made of flammable materials inside the stand.

Stand and Textile Coverings

All coverings must be of a fire-resistant nature.

Smoking at the Venue

Smoking in the halls and anywhere with non-smoking signs is strictly prohibited during the Combined Exhibition. This applies to the build-up, exhibition and dismantling periods.

Painting in the Halls

Only water-based emulsion paint and fire-resistant paint are allowed in the venue with all necessary safety precautions in place. These precautions include:

1. Painting in an area properly ventilated
2. Use of non-toxic paints
3. Covering the concrete floor with dry paper or plastic film
4. No washing of paint material within the venue or in its vicinity
5. Stand contractors should take any painting waste and container with them out of the venue and dispose of properly in accordance with the relevant regulations. It should not be discarded or left within the venue.

B14.3 Exposed Cable Protection

Wiring and cabling directly beneath the carpet is strictly prohibited if there are no platforms installed. All wiring and cabling to be installed with conduit, cable cover/protectors and proper connection and termination. All wiring joints to be installed with approved insulated connectors to ensure no exposure of wiring. It is also prohibited to use adhesive tape to wraparound connecting areas.

B14.4 Personal Protective Equipment (PPE)

Exhibitors and contractors are required to carry with them and use the necessary protective equipment such as protective helmets, eye protection, hand protection and safety footwear as required by the specific activity during build-up and dismantling. A safety officer should be appointed and present at the stand during build-up and dismantling periods. The safety officer should be easily identifiable such as wearing a safety vest labelled "Safety Officer" at the back. Stand contractors should wear contractor badges at all times. The Venue and the Service Team shall conduct inspection and reserve the right to ask errant workers to leave the premises.

B15. Installation of Electrical Facilities

B15.1 General

Applications for electrical installation works must be ordered via Form 2 in the online service order platform.

Exhibitors must declare detailed information for all machines intended for operation during the exhibition via Form 1 in the online service order platform no later than 20 August 2026.

All electrical installations made by exhibitors and their stand contractors must comply with the Venue's safety regulations. In the event that an onsite electrical engineer identifies any hazardous conditions or potential risks to visitors or other exhibitors, the Service Team reserves the right to disconnect the power supply to the affected stand immediately.

B15.2 Connections

Electrical installations from the service trenches to the stands may only be fitted by the TSP. These electrical installations include the main electrical connection and cabling, master fuse and, if applicable, the switched isolator, for connections up to 20 kW. Specific power requirements must be discussed with the TSP.

Exhibitors who order electrical fittings and installations from the TSP are required to show the location of any additional electrical fittings that they have ordered via the online service order platform.

The exhibitor is responsible for ensuring that the electrical installation is able to supply sufficient power to all items at the stand requiring electricity so that they can operate simultaneously. Should the TSP determine that the electricity is insufficient, the TSP will advise exhibitors to upgrade the electrical installation.

B15.3 Installation

Exhibitors are responsible for supplying transformers, adaptors, converters, power stabilisers and uninterruptible power supplies (UPS) etc.

Exhibitors who require special arrangements (e.g., different voltages and frequency or connections to equipment) must arrange for their own transformers, adaptors and converters or order through the TSP.

If exhibitors are making their own connections, it is recommended that small power equipment (lighting, fridges, fax etc.) is separated from high power equipment (machinery etc.). After installation, the Electrical Contractor and the TSP will inspect the connections before turning on the supply.

The installation personnel for electrical wiring and facilities must hold valid electrician operation certificates. A copy of the certificates must be submitted to the Operations Centre before move-in.

Any connections, machines or equipment that have not been authorised, do not comply with the relevant regulations or use more power than requested for by the exhibitor on the service forms are prohibited. They can be removed from the stand and put in storage by the Organiser at the expense and risk of the exhibitor.

B15.4 Electrical Specifications and Regulations

The venue has the following electrical specifications

- Working voltages: 220 V single-phase, 380 V three-phase
- General hall lighting: 300 lx

Exhibitors should note the following points regarding the Electrical Regulations:

1. Contractors working at the venue must ensure that all power tools in use are suitable for use with the local supply.
2. All connections must be made using approved elements and they must have the correct isolation level (twisted connections are not allowed).
3. Every main switchboard must be completely accessible for inspection.
4. Each switchboard supplied by the TSP has an earth bonded to the venue's installation.
5. The TSP will not make any earth conductor connection in the stand's installation. This connection must be made by the exhibitor's appointed contractor.
6. Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be ≥ 1.5 mm. All wiring must be protected with piping.
7. Three-phase five-wire system must be applied for the line voltage (L1, L2, L3, N, PE) and single-phase three-wire system for the phase voltage (L, N, PE).
8. All metal stand structures must be reliably grounded. Wire routing must be clearly defined and fixed; cables are not permitted to be laid unsecured across aisles. They must be enclosed in conduits or secured using

other appropriate methods. When electrical lines cross stand aisles, plastic conduits or floor cable protectors must be used for protection. It is strictly prohibited to lay wires located within the stand floor directly under carpeting; they must be protected by plastic conduits or floor cable protectors.

9. All portable/mobile electric tools used must be qualified and must comply with the Electrical Safety Authority requirement. Temporary power lines for construction must be sheathed copper wires with no joints in the middle. It is strictly forbidden to put wires without plugs directly into receptacles.
10. High-temperature lamps such as iodine-tungsten lamps and neon lights must not be installed without permission and examination from the relevant authority.
11. The local authorities will carry out an electrical examination before the opening of the exhibition. Exhibitors must make modifications according to the authorities' requirements if necessary. Failure to carry out modifications or failure to meet the requirements even after the modifications will result in no power supply being connected to the stand. Any loss caused thereby must be borne by the exhibitors.
12. All electrical switchboards must be placed within the stands. According to the requirements of the Shanghai Fire Bureau, the switchboards are not allowed to be placed in enclosed areas like storerooms and should be mounted on prominent walls with an insulating layer with a minimum fire rating of class B1. If the switchboard is placed on the ground, it must be covered with a protective enclosure with easy access and labelled "Beware of electric shock". The TSP and other related departments may conduct spot checks to ensure compliance. Each electrical switchbox will also come with a compatible electrical monitoring device.

B15.5 Periods of Electrical Power Supply

The TSP will supply power accordingly to the requirements submitted by exhibitors via Form 2 and 2A in the online service platform.

The stand space rental includes intermittent power connections and a 24-hour single phase socket for domestic use. Please refer to Article A11 for details.

Note:

- 1) Power supply for machinery and lighting equipment is restricted to designated operational hours.
- 2) Domestic power is intended for air conditioning compressors, laptops, fax machines, refrigerators, televisions, LED screens and kitchen appliances.

Intermittent connection will be switched on as follows:

	Stand Build-up	Exhibition Period	Stand Dismantling*
Date	14 – 19 November	20 – 24 November	25 November
Opening Hours	0900	0815	0900
Closing Hours	1800	1800	1200

* Exhibitors who require power supply during dismantling period must apply onsite with the TSP by 1100 hours on 24 November

The exhibitor shall bear all costs incurred for the following requirements:

1. 24-hour power supply for machines or lighting;
2. Domestic power usage with a total load exceeding 4 amperes.

After the exhibitors/contractors have completed the power connection, those requiring electricity for equipment testing must apply with the TSP. For applications submitted by 1000 hours on the day concerned, power will be supplied by 1200 hours provided the TSP and the Venue have completed and confirmed the power inspection. If the inspection fails, exhibitors/contractors must rectify the problems and reapply with the TSP in the afternoon.

The deadline for the same-day reapplication is 1330 hours. After the TSP and the Venue have completed the power inspection and confirmation, power will be provided after 1500 hours on the same day. If the afternoon inspection fails, a re-inspection will be conducted the following day. Power supply will not be provided until the stand successfully passes the re-inspection.

B16. Installation of Water and Waste Water Facilities

B16.1 General

The stand space rental fee includes water supply for machinery and domestic usage. For details, please refer to A11 of the “General Regulations”.

If 24-hour continuous water supply is required, please submit Form 3A via the online service order platform service system. All associated costs shall be borne by the exhibitors.

B16.2 Connections

Water/waste water connections from the service trenches to the stand may only be installed by the TSP. Exhibitors are not allowed from obtaining water via unauthorised connections from neighbouring stands without prior approval from the Service Team.

A technical plan indicating the positions of water supply and drainage must be submitted simultaneously with Form 3A. Water and drainage points will be provided to the stand according to the positions specified on the submitted technical floor plan, however no free connection service will be provided.

Exhibitors are responsible for ensuring that their water supply and drainage systems meet the stand's requirements and can be operated simultaneously.

Should the Service Team determine that the requested water/waste water installation is insufficient to guarantee the simultaneous operation of all required items, the TSP will advise the exhibitors to upgrade their water/waste water application.

B16.3 Installation

The installation of water supply and drainage within the stand may be completed by the exhibitor or their appointed contractor.

Should the exhibitor require the TSP to provide water supply and drainage connection services, all related costs shall be borne by the exhibitor.

B16.4 Periods of Water Supply

The supply of water will be available as follows:

Date	Stand Build-up		Exhibition Period	
	18 – 19 November	20 – 23 November	24 November	
Opening Hours	0900	0815	0815	
Closing Hours	1800	1800	1900	

Note: Water supply is strictly limited to the hours stated above; requests for early or extended service will not be accepted.

B17. Installation of Compressed Air Facilities and Tubes

B17.1 General

Compressed air must be ordered via Form 4 in the online service order platform.

Exhibitors who need to bring their own air compressors, gas storage tanks or other air compressed equipment into the exhibition hall are required to submit applications to the TSP in advance. Entry is only permitted upon approval. If unauthorised equipment is brought into the exhibition hall, the Service Team and the Venue reserve the right to demand its removal. For serious breaches, the Organiser, Venue and TSP have the right to take the necessary measures such as cutting the power supply to the stand.

When designing the stand, the exhibitor and their contractors must take into account that compressed air connections remain accessible for inspection at all times.

B17.2 Connections

1. The technical floor plan indicating the location of the compressed air must be submitted together with the Form.

2. Exhibitors intending to bring their own air compressors must apply to the Operations Centre by 20 August 2026. Equipment may only be brought onsite subject to prior official approval.
3. According to the rules of the Venue, each air compressor is for the use of ONE machine only. Sharing or combined use of compressed air is strictly prohibited.
4. The compressed air must be connected to the Venue hall's air outlet through a connector.
5. The pipe connection from the compressed air outlet point to the exhibition stand can only be arranged by the TSP.
6. Exhibitors are not allowed to employ personnel who have not been approved by the technical service provider for the connection of compressed air.
7. The exhibitors must ensure that the equipment is fully prepared when connecting the compressed air, and that the required compressed air supply is sufficient and can operate simultaneously.
8. Should the Service Team determine that the compressed air installation ordered by the exhibitor cannot guarantee the simultaneous operation of all items requiring compressed air, the Service Team will advise Exhibitors to upgrade the compressed air supply.
9. Without prior review by the Service Team, exhibitors are prohibited from privately connecting compressed air from adjacent booths.

B17.3 Compressed Air Specifications

The Venue provides a centralised compressed air supply with a compressor outlet pressure of 6-8 Bar (0.6-0.8 MPa). Exhibitors are responsible for installing dryers, filters, or other necessary devices based on their specific requirements.

Exhibitors requiring higher pressure or different compressed air specifications must contact the Operations Centre.

B17.4 Periods of Compressed Air Supply

The supply of compressed air will be available as follows:

	Stand Build-up	Exhibition Period	
Date	17 – 19 November	20 – 23 November	24 November
Opening Hours	0900	0815	0815
Closing Hours	1800	1800	1900

Note: Compressed air services will terminate after 24 November; no requests for extensions will be accepted.

B17.5 Exhibitors Bring Their Own Equipment

Exhibitors may only use their own air compressors if the compressed air specifications provided by the Venue cannot meet their specific requirements. In such cases, prior permission must be obtained from the TSP. These compressors must be installed and placed at a designated location outside the Venue halls. Relevant exhibitors must apply for a dedicated power box for their external compressors; please note that the cost of an outdoor power box is 1.5 times that of an indoor power box.

In according with the Fire and Safety regulations of the venue, independent air compressors and pressure vessels are strictly prohibited inside the halls, unless they are an integral, built -in part of the machine.

All air compressors and pressure vessels brought into the Venue must comply to all relevant safety standards and regulations. The pressure resistance of the equipment and tubes must be $\geq 15 \text{ kg/cm}^2$. Pipe connections must be secured with tube clamps; wiring or other materials are not permitted for fastening.

Nameplates on compressors and pressure vessels must specify the type of liquid or gas contained. Tanks must be sprayed with warning colours according to relevant standards. Connecting and disconnecting air compressors or pressure vessels is prohibited while the audience is present.

B18. Waste Management

B18.1 General

The OLC will provide removal of demonstration waste which is included in the stand rental price for the periods specified in Article A11 of the General Regulations. Exhibitors are required to submit the information via Form 17 on the online service order platform.

Exhibitors are responsible for the correct, environmentally friendly disposal of waste at the exhibition ground. Exhibitors have the option of correctly disposing the waste themselves outside the exhibition grounds or allowing the contractors appointed by the Service Team to dispose of the waste on their behalf. General waste disposal is provided free of charge, excluding stand structures, stand elements, floor coverings, machinery and parts of machinery. Removal of these specified items will be charged separately.

B18.2 Waste Disposal

It is strictly prohibited to store waste materials and garbage in the aisles.

All non-recyclable, recyclable and residual waste generated by the stand must be disposed of regularly. Exhibitors are required to accumulate such waste at the edge of the stand to facilitate collection. Waste removal operations will commence daily after 1800 hours.

B18.3 Stand Building Waste Materials

Stand building waste materials generated during build-up and dismantling must be disposed of by the stand contractor. The Venue may dispose of such waste on behalf of the stand contractor. However, all expenses incurred in the removal will be charged to the stand contractor.

The Organiser reserves the right to deduct this amount from the stand contractor's performance bond (see B8 – Performance Bond and Penalties).

B19. Machine Safety and Demonstration of Exhibits

B19.1 Demonstration of Exhibits and Safety Devices

All plant and machinery (either in operation or not) shall be effectively guarded to prevent injury to any person.

A list of all machines or equipment which are to be demonstrated and in operation must be declared via the online service order platform (Form 1) for approval by the Service team.

Special Precautions During Machine Operation

1. Exhibitors are fully responsible for all the displays and demonstrations.
2. Machines must not be demonstrated or brought into operation without the presence of a qualified operator on the stand.
3. No person shall demonstrate or operate a machine unless he/she has received appropriate training and clear instructions; both in relation to the operation of the machine and his/her responsibilities to the members of the public in both normal and emergency situations.
4. All machinery must be correctly stabilised in order to prevent movement.
5. Machinery can only be operated once it has been safely installed, commissioned and in good working condition.
6. Emergency stop controls must be visible and easily accessible.
7. Adequate lighting must be provided both for the machine and its surrounding area.

8. All sources of power to and from the machine including electrical, pneumatic and hydraulic, must be provided with an isolator which can be switched off at any time.
9. Acoustic promotion devices with loud speakers and all exhibiting machinery must have in-built volume-regulators and/or noise diffuser; and when in operation must not interfere with the comfort level (not exceeding 65 dB) of visitors and exhibitors. Where necessary, appropriate noise-reducing measures such as silencers, ear plugs and ear defenders must be used.
10. Adequate extraction or other equally effective methods must be provided for dust, chips and fumes. Where necessary, appropriate explosion release and fire prevention measures must be incorporated.
11. Where appropriate, screens must be used to provide adequate eye protection to members of the public.
12. Persons demonstrating machines must wear adequate personal protective equipment where appropriate.
13. Where demonstrations are likely to create toxic or noxious fumes or unacceptably strong-smelling odours in the hall, consideration must be given to providing exhaust.
14. Exhibitors are advised to make the necessary adjustments on their exhibits for machine demonstration if they are particularly sensitive to air flow from the venue's air conditioning system as The Venue will not be able to adjust the vents to suit individual needs.
15. Exhibitors who have to perform demonstrations in special atmospheric humidity conditions must provide their own air humidifiers.

The Service Team will control all health and safety matters relating to the Combined Exhibition, and its decision is final in all matters. Failure to abide by the decision of the Service Team may result in the withdrawal of the exhibitor's right to demonstrate exhibits, restriction on the use of the exhibition stand and/or other appropriate action, such as the cutting of power to the stand.

B19.2 Operating Prohibition

Exhibitors must not demonstrate machinery in a way that will cause a nuisance to neighbouring exhibitors, particularly in respect to the production of heat, vibrations, sprays, pollution due to solvents, excessive noise, fibres or particulates (e.g. fabric dust).

The Vetting Team is entitled to forbid the operation, exhibition or presence of machinery or equipment at the stand if anything jeopardises the safety of visitors and exhibitors or causes excessive inconvenience, pollution or noise.

B20. Exhibitor/Installer/Service Badges

Exhibitor, installer and service badges will be issued if list of names is submitted via the online service order platform (Form 8) by 20 August 2026.

Full name (as per passport), passport number, a copy of passport page and recent photograph & email address (for non-Chinese nationals)/ID number & mobile phone number (for Chinese nationals) are required information during registration of badges. Only upon successful verification onsite will the badge holders be allowed to enter the halls. If a Chinese visa invitation letter is required, please submit Form 21 via the online service order platform.

Exhibitors should note that should the same exhibiting personnel submit a badge order for both exhibitor and installer badges, only one badge (exhibitor badge) would be issued.

Please note that badges will be released only when payment for space rental and services has been paid in full. Badges are non-transferable. The Organiser reserves the right to request the identity card of the person wearing the badge, and subsequently will deny entry of any person without a proper badge.

Every person entering the Venue Hall must register with their real names and carry their identification documents. Only those who have their original identification documents verified on site can enter the Venue Hall.

It is strictly prohibited for exhibitors, installers and service providers to enter the stands of other exhibitors without authorisation.

Types of Badges

For ease of identification, different coloured badges will be supplied to exhibitors, visitors, press, and service contractors.

Each badge will show in large print:

- Person's Name
- Company Name
- Country
- Type of Badge: Exhibitor/Installer/Service Badges

B20.1 Exhibitor Badges

Local exhibitors must carry their original ID cards for entry. On the first day of arrival at the Venue, exhibitors from Hong Kong, Macau, Taiwan, and overseas must present their original travel documents or passports for verification. All exhibitors are required to wear their badges at all times while within the exhibition area.

Entry into the halls without an authorised badge, and failure to produce a badge will result in immediate expulsion from the halls. Exhibitor badges are not to be used for contractors or persons not working on the stand.

Exhibitor badges (included in the stand rental charges, see Article A11 of the General Regulations) are provided as follows:

(Only ground floor area counted)

Stand Dimension (Only ground floor area counted)	Quantity
Up to 20sqm	5
21sqm to 60sqm	10
61sqm to 150sqm	20
151sqm to 300sqm	30
301sqm to 500sqm	40
501sqm and above	40 + 5 badges for each additional 100sqm

Exhibitor badges are valid between 14 and 27 November 2026.

Additional badges are available at a charge. Please refer to the relevant service form for further information.

The number of badges required and names of persons to be issued must be entered through the relevant service form.

Exhibitors must collect their badges and passes at the Exhibitors' Registration area from 14 November 2026.

Stand Assistants, Catering staff and Translator are required to apply for Exhibitor Badges. For Guest Badges, please refer to Article B21 for more information.

B20.2 Installer Badges

Installer badges are issued to personnel from the exhibiting companies working during build-up and dismantling.

Stand contractors should apply for contractor badges/work permits for their workers directly from the venue using real-name authentication.

Installer badges are valid for the following duration only:

- Build-up period : 14 – 19 November 2026
- Dismantling period : 25 – 27 November 2026

B20.3 Service Badges

Service Badges are supplied to service providers such as delivery staff and service staff to allow them to enter the exhibition halls. They are entitled to a short stay only. During the exhibition period, 20 to 24 November 2026, these service badges are valid from 0815 hours to 1800 hours.

B21. Exhibitor Guest Badges

Exhibitors who wish to invite their customers to visit the exhibition may do so online from 11 June to 18 November 2026. Please visit www.itmaasia.com and click on 'Exhibitor Guest Badges'. If a Chinese visa invitation letter is required, please submit Form 21 via the online service order platform.

B22. Wi-Fi Access

The Venue provides public Wi-Fi access named "NECC-FREE". Exhibitors could connect to the Wi-Fi signal after login and verification.

To avoid signal interference, exhibitors are prohibited from bringing their own mobile Wi-Fi or other network devices that may cause signal interference to the venue.

If you require customised Wi-Fi network, please contact the Operations Centre.

B23. Catering Service

A variety of catering outlets are located within the Venue.

Exhibitors requiring catering services may choose from the authorised catering vendors inside the Venue. Applications for catering services must be submitted via Form 27 of the online service order platform.

To ensure food safety, exhibitors are strictly prohibited from ordering meals or lunch boxes from outside vendors for delivery into the Venue. If catering is required, please purchase directly from the authorised vendors located within the venue.

B24. Stand Cleaning

During the build-up and dismantling periods, the Venue's cleaning contractor will perform general cleaning of public areas. This service does not include the cleaning of individual stands. Waste removal will be conducted daily after the exhibition is closed to the public.

B25. Empty Packaging

Empty packaging materials will be collected by the OLC throughout the day during stand build-up.

The storage of empty packaging, packing material on stands and outside stands in the hall or in the loading yard is prohibited. The storage of such items at the venue is handled by the OLC appointed by the Organiser. This service is free of charge.

If exhibitors fail to remove items inappropriately stored despite having been asked to do so, the Service Team is entitled to have them removed at the expense and risk of the respective exhibitors.

B26. Floral Decoration, Furniture and Miscellaneous Equipment

Exhibitors can order furniture and accessories via the online service order platform (Form 9).

B27. Meeting Rooms

There are rooms available at the venue for booking for the entire period of the exhibition. Meeting rooms will be allocated on a first-come-first-served basis, and can be ordered via the online service order platform (Form 6). Exhibitors who need to furnish the meeting rooms or require additional services (e.g. audio-visual equipment) may contact the Operations Centre.

B28. Security and Security Personnel

The Operations Centre will provide general security services for the Venue from 14 November to 27 November 2026. This service is intended to provide appropriate security measures and should not be construed as a guarantee of safety.

The Organiser accepts no responsibility or liability for the security of exhibits or items within the stands. When necessary, exhibitors may request the Service Team to review CCTV footage or other security facilities.

Exhibitors with specific security requirements may apply to hire additional security personnel via Form 5 of the online service order platform. The use of private security companies within the venue is strictly prohibited.

Note: The risk of loss for exhibits and personal property is significantly higher during the build-up, exhibition, and dismantling periods. Exhibitors are responsible to safeguard their property and ensure all portable valuables are secured or removed from the Venue after the daily closing of the halls.

B29. Temporary Personnel

Exhibitors may hire the services of temporary personnel, such as secretaries, stand assistants and interpreters via the online service order platform (Form 11).

B30. Intellectual Property Rights

Exhibitors must ensure that all laws relating to intellectual property are adhered to and to guarantee that the products displayed do not infringe these laws (see Article 17 of the General Regulations). Exhibitors are required to sign (Form 24) via the online service order platform.

B31. Exhibitors' and Contractors' Insurance

B31.1 Exhibitors' Insurance

Exhibitors could submit insurance information via Form 23 via the online service order platform. For details, please refer to A11 of the "General Regulations". Exhibitors who fail to submit the Insurance Service Form as required will be regarded as having abandoned insurance, and will not be covered by the insurance policy of the organizing unit of the Combined Exhibition.

During the exhibition, the Organiser will arrange insurance for exhibitors free of charge in respect of the following:

1. Standard exhibition insurance, including fire and public liability insurance, will be provided for all exhibits.
2. The insurance policy does not cover exhibitor's personal property and company-owned mobile phones, laptop computer, etc. and transportation of exhibits from their point of origin to the venue.
3. The Organiser will maintain third party public liability insurance for the exhibitors. This policy will act as an excess coverage over and above the exhibitors' own corporate or personal liabilities policies and until limits of such exhibitors' policies have been exhausted. The limit of indemnity will be capped at RMB 15,000,000 per accident, incident and occurrence.
4. The Exhibitor shall not be entitled to request from The Organiser any amounts that exceed such limit of indemnity.
5. The Organiser, upon written request from the exhibitor no earlier than 20 August 2026 will provide details of the extent of the cover briefly outlined above before the Combined Exhibition. Exhibitors who do not request for the details of this cover will be deemed to have accepted the terms and conditions of all insurance maintained by the Organiser.
6. Exhibitors are recommended to take up their own insurance for their equipment prior to arriving at the venue and after leaving the venue.
7. Exhibitors should report and provide written material immediately to the Service Team in the event of any damages and/or loss to the exhibit if they intend to file claims against the Organiser's insurance policy (supported with a police report in case of loss). Following the exhibitor's report, the Service Team would inform the insurance company to send qualified personnel to access damages to the exhibit. Please note

that the Organiser is unable to accept any claim for damages before the exhibit arrives at the venue or after the exhibit leaves the venue.

B31.2 Contractors' Stand Insurance

All contractors must purchase the stand insurance according to the venue's requirements. Otherwise, they will not be allowed to work in the hall. For details of the insurance requirement, please see table below or consult the Operations Centre.

Proposal	Stand Size	Sum Insured (RMB)	Cost of Insurance
A	0-100 sqm and below	Venue Liability: 3 million Employee Liability: 6 million 3rd Party Liability: 6 million Cumulative liability limit: 15 million	RMB 230 / Stand
B	101 sqm – 200 sqm		RMB 280 / Stand
C	201 sqm – 300 sqm		RMB 300 / Stand
D	301 sqm – 500 sqm		RMB 500 / Stand
E	501 sqm and above		RMB 800 / Stand

Note:

Compensation limit: The compensation limits for both the employee liability and the liability of third-party personnel are both set at RMB 2000000.00 /person/incident.

B32. Logistics, Customs Clearance and Lifting

B32.1 Onsite Logistics Contractor

The Onsite Logistics Contractor (OLC) is responsible for the following services:

1. Customs clearance services for shipments where the OLC is the designated consignee; this and responsibility for the customs clearance of re-export and return transport required for imported exhibits. This service is included in the stand space rental fee. For further details, please refer to Article 11 of the "General Regulations." If the consignee is any party other than the OLC, the exhibitor or their designated freight forwarder shall be responsible for all customs clearance procedures.
2. Temporary and permanent import customs clearance services are provided; all associated costs shall be borne by the exhibitor.
3. The OLC exercises sole handling rights at the Venue to provide loading or unloading services for goods and stand structures, including transport to and front the stand and the vehicles. Provision of lifting equipment is available to exhibitors and stand contractors for additional fee.
4. Handling of exhibits from the marshalling yard to the respective stand (including unloading from trucks and the one-time positioning of exhibits according to the machine layout map provided by the exhibitor); provision of auxiliary equipment for assembly and dismantling of exhibits. After the exhibition, exhibits shall be loaded onto the vehicle of the freight forwarder or the exhibitor. This service must be ordered via Form 14 in the online service order platform. and Article 11 of the "General Regulations" for details.
5. Any costs arising from re-positioning of exhibits or their late arrival at the designated point shall be borne by the exhibitor. For further details, please refer to Form 15 of the online service order platform.
6. Upon completion of the delivery and installation of exhibits at the stand, the OLC shall be responsible for the collection and storage of all empty crates and packaging materials; as well as their return during the dismantling period.
7. Storage and handling of demonstration materials and consumables to the stand. For further details, please refer to Form 16 and Table 17 of the online service order platform.
8. Removal of demonstration fabric waste generated is included. However, the removal of stand structures, construction materials, flooring, discarded packaging, machinery, and mechanical components will be subject to additional charges.

Note:

- 1) Requests for ad-hoc onsite logistics services must be submitted at least 24 hours in advance. Any requests made with less than 24 hours' notice will be subject to the availability of manpower, equipment, and current onsite conditions; any resulting costs shall be borne by the exhibitor.
- 2) "Exhibitors are strongly advised to use flatbed or side-loading vehicles with drop-down sides. Please avoid using box trucks or closed vans, as these can lead to significant delays in loading and unloading operations.
- 3) Onsite unloading and stand delivery of construction materials must be confirmed in advance by the official logistics provider. All associated costs shall be borne by the exhibitor.
- 4) The transport and handling of exhibits within the exhibition halls shall be managed exclusively by the official onsite logistics provider. All onsite operations, including loading and unloading, are strictly confined to the indoor areas of the venue.

B32.2 Transportation of Machines and Other Exhibits

All exhibits received by the OLC (whether by sea, land or air) must be shipped "Freight Prepaid".

1. If customs clearance is required, the exhibitor must notify the OLC at least two weeks prior to the shipment of the exhibits.
2. If no Customs clearance is required, detailed shipping information must be provided to the OLC no later than 20 August 2026.
3. If the OLC is not notified of the shipment, the exhibitor shall be responsible for all resulting costs if the exhibits fail to arrive at the stand on time.

B32.3 Customs Clearance

Should exhibits require transport from the port to the exhibition venue, exhibitors shall provide the OLC with copies of the following documentation two weeks prior to the exhibits' arrival at the Venue:

Commercial invoices, detailed packing lists, bills of lading or air waybills, customs declaration lists for temporary import exhibits, import licences, ATA carnets or tax receipts.

1. For Temporary Importation

All overseas exhibitors must provide a combined invoice/packing list for the exhibits temporarily imported, specific to the Combined Exhibition (forms to be provided by the OLC), and prior to the arrival of the cargo in Shanghai, China.

Chinese Customs accept temporary import of exhibits on ATA Carnet. Exhibitors using the ATA Carnet must inform the OLC before shipment if they are going to entrust the clearance and delivery from Shanghai Ports to the venue, to the OLC. Relevant information on the usage of the ATA Carnet is generally available from the local Chamber of Commerce and Industry, or foreign trade authority of the exporting country.

Exhibits consigned to the OLC will be cleared at Shanghai Ports and transported to the stands before 13 November or on the required move-in date.

Exhibitors making their own freight arrangement from the port to the venue have to request and coordinate the above with their appointed freight forwarder.

The schedule for customs clearance and delivery will be affected by National Day holidays (1 – 7 October) and the Mid-Autumn Festival, so exhibitors must take these into consideration and plan ahead.

2. For Final Importation (goods which will be consumed at the Exhibition)

Sold machines, demonstration consumables, promotional materials and presents must be imported with full duty and tax paid. Exhibitors must provide the OLC with necessary information to avoid delays in customs clearance.

B32.4 Arrival of Exhibits and Delivery to Stands

All arrivals of exhibits and deliveries to the stands will be coordinated by the OLC based on the information provided by the exhibitors in Form 14 "A11 Onsite Handling of Exhibits" and these must be in accordance with the dates of availability of the halls as specified in Article B9. The OLC reserves the right to re-schedule delivery should the situation warrant it.

Exhibitor must submit Form 13 - 18 via the online service order platform by 20 August 2026. Late submission of exhibits or those not communicated to the OLC before move-in shall have handling costs charged to exhibitors.

Exhibitors' using their own freight forwarders must ensure that the OLC is aware of all delivery schedules, and their freight forwarders are expected to cooperate with the OLC to ensure the efficient handling of exhibits. Exhibitor's onsite representatives must be present during the scheduled exhibits' move-in and positioning. Additional operational costs due to absence of the representatives will be borne by the exhibitor.

Additional requirements can be ordered via online service order platform (Form 15) as these services will be invoiced by the OLC.

Requests for early move-in, late move-out or extensions must be approved in advance by Service Team.

B32.5 On-site Freight Vehicle Management

Truck permits can be applied for via Form 13 of the online Service order platform. The OLC will mail these to exhibitors one week prior to the build-up period. Freight vehicles must present this pass to enter the marshalling area.

Vehicles requiring access to the unloading bay must proceed to the Permit Application Centre at the North Hall (NH) to apply for a "Loading Bay Access Permit".

The fee for the "Loading Bay Access Permit" is RMB 350 per pass, which includes a RMB 30 production fee, a RMB 20 management fee, and a RMB 300 deposit. Once the pass is issued, the production and management fees (totalling RMB 50) are non-refundable. After the 90-minute (free) loading/unloading period expires, RMB 100 will be deducted from the deposit for every 30-minute increment. Any duration less than 30 minutes will be charged as a full 30-minute period.

All freight vehicles carrying exhibits or construction materials must exit the venue within the designated build-up and dismantling hours. Any vehicle remaining beyond the permitted time will be towed by the Venue management. All associated losses and expenses shall be borne solely by the exhibitor or the contractor.

B32.6 Packing Materials: Collection, Storage and Return

OLC provides free storage area for the empty packaging and materials.

During stand build-up, exhibitors must keep the empty packing cases and packing materials on their stand ready to be collected by the OLC throughout the day. Stacking is not allowed to avoid accidents of falling boxes.

Any empty packing cases and packing materials left in the aisles will be considered as waste for permanent removal.

Empty packing cases and packing materials must be clearly marked with the stand number and company name so that they can easily be returned at the end of the exhibition (labels will be provided free of charge by the OLC).

During the exhibition period, any packaging in the booth is not permitted.

Empty packing cases will start to be returned to stands from 1800 hours on 24 November 2026, after the exhibition has closed and packing must be carried out from 0900 hours on 25 November 2026 to 1200 hours on 27 November 2026.

B32.7 Packing and Labelling of Exhibits

According to latest announcement by the General Administration of Quality Supervision, Inspection and Quarantine of China, from 1 January 2006, all inbound cargos containing wooden packing materials (WPM), such as wooden crates, lath cases, wooden pallets, wooden frames, wooden barrels, wooden shafts, wooden wedges, pads, sleepers and linings etc., must be fumigated according to the quarantine and pest control methods confirmed by China in the country of origin by a company recognised by the local government's Plant Quarantine Agency before sending the cargo to China.

To ensure the WPM is properly treated either by Heat Treatment (HT) or Methyl Bromide (MB), IPPC must be marked or stamped on the external packaging.

Exhibitors must ensure all items to be sent to the venue are suitably packed for transport up to arrival on the stands. We strongly recommend using only strong packing materials that can also be used for the return shipment.

To identify each single item of exhibits and equipment, exhibitors must label all items including hall and stand number to avoid any misunderstanding in delivery.

To facilitate handling operations and protect machinery and/or exhibits from damages during handling, the packing cases and machines must be in qualified packing and fitted with necessary lifting points for forklift or crane.

Delivery of any loose packs, such as packs of drinks, miscellaneous bags, furniture and office equipment must be handled by the exhibitors themselves. To ensure smooth operations of the loading bays and driveway, these loose packs must be handled quickly and safely by the staff of the exhibitors.

B32.8 Exhibit Consignee and Lifting Equipment

For exhibits arriving directly at the venue, the designated consignee must be the exhibitor or the contractor. If the OLC is required to receive goods on your behalf, you must notify them in writing prior to the shipment's arrival.

The OLC is the exclusive provider of forklifts, cranes, and all other lifting and hoisting equipment at the exhibition site. Exhibitors and their contractors are strictly prohibited from bringing or using their own forklifts or any mechanical lifting equipment. The only exception is manual pallet jacks, which are permitted for use within the stand area only.

B32.9 Return Shipments

Exhibits will only be permitted to leave the exhibition grounds once exhibitors have paid all outstanding invoices in full and obtained the exit permits.

It is the exhibitors' responsibility to inform the OLC directly or through their own appointed freight forwarders in advance, of the return shipment of the exhibits with regard to:

- Re-exportation
- Bonded warehousing requirements
- Final import in China
- Transfer to other exhibitions in Shanghai or other cities

After the exhibition dismantling, 20 working days must be reserved for the customs clearance of return shipment. Any request for final import in China, transfer to other exhibitions in Shanghai or other cities, must be applied in writing with reasons stated to OLC to submit to the Chinese Customs.

The OLC will only be responsible for handling the exportation procedure for the goods whose importation procedure is completed by the OLC. Exhibitors utilising import services of other freight forwarders must get their own appointed freight forwarders to complete the export procedure.

B33. Storage of Exhibits and Materials

B33.1 Storage of Exhibits and Materials

Both enclosed and open storage spaces must be requested via Form 18 of the online service order platform.

The open storage area is located within the unloading zone and is available for the complimentary storage of exhibits and materials.

The quantity and types of packaging materials provided must strictly match the information submitted in the online service order platform. This ensures that handling equipment and operational methods are appropriately allocated.

During the exhibition, only a limited daily supply of raw materials for demonstration purposes is permitted to be stored within the stand area.

The storage of containers, timber, straw, cardboard, textile raw materials, or any other items—regardless of whether they are flammable—is strictly prohibited inside the stand, in public aisles, in the gaps between booths, or any other unauthorised areas within the Venue.

B33.2 Storage of Flammable Materials

Unless approved by the Venue and the relevant authorities in writing,

1. No open flame or flammable gas is allowed in the venue.
2. No explosive, petrol and highly flammable toxic or corrosive substance is allowed to be used in the halls. Radioactive substances shall not be brought into the venue.
3. No more than one day's supply of any dangerous goods shall be stored within the venue or stands at any time, and the remainder must be stored in appropriate containers and sealed in a location approved by the Service Team.
4. Toxic waste must be sealed in suitable containers with clear markings, and must be handled according to the relevant government rules governing waste disposal.

Exhibitors must pack dangerous substances as declared in the relevant service form, in suitable containers facilitating storage. Storage at the venue, subject to approval, will be located outside the halls. Exhibitors must ensure that the specifications and requirement of the dangerous goods are the same as that declared in Service Form 12.

Extra costs are payable by exhibitor if any special handling is necessary to comply with the local safety regulations.

B33.3 Stand Deliveries during the Exhibition Period

Daily delivery of demonstration consumables should be ordered via online service order platform (Form 16).

Delivery of goods from the storage areas to the exhibitor's stand is provided free of charge by the OLC for goods stored in the communal storage area and from exhibitors' private storage areas.

Deliveries are between 1700 hours and 1745 hours daily. Exhibitors must notify the OLC of their delivery requirements by 1200 hours on the day concerned. Exhibitors who require delivery from their private storage areas outside these times must provide it themselves after obtaining approval from the OLC. Access to storage areas is limited to badge holders only.

B34. Passenger Vehicle Parking Pass

Parking passes can be applied for via Form 19 of the online service order platform.

Exhibitors are eligible for complimentary parking passes based on their stand size (applicable to small passenger vehicles only and within designated parking areas):

- | | | |
|----|---------------------------------|----------|
| 1. | Stands from 50 sqm to 150 sqm : | 1 pass |
| 2. | Stands from 151 sqm to 300 sqm: | 2 passes |
| 3. | Stands from 301 sqm and above: | 3 passes |

These car park lots are valid from 19 – 24 November 2026.

B35. General Regulations for Advertising

The application for advertising must be submitted on Form 22 and 22A via the online service order platform.

1. Advertising may only be booked by registered exhibitors of the Combined Exhibition.
2. Any kind of advertising promotion related to non-exhibiting companies is strictly prohibited.
3. Any kind of advertising promotion related to products which are not included in the "Index of Products", especially promotion of second-hand or reconditioned machinery and accessories is strictly prohibited.
4. No exhibitor will be permitted to use the name of another exhibitor or the name of a product of another exhibitor on their advertisement unless the exhibitor concerned has provided a written approval.

TECHNICAL REGULATIONS

5. Advertising related to promoting other exhibitions - except ITMA, CITME, ITMA ASIA + CITME branded exhibitions - is strictly prohibited.
6. Associations of textile machinery and accessories are permitted to advertise in the printed Visitor Guide and at the venue if they have a national pavilion or stand at the Combined Exhibition. However, they are not permitted to promote any companies which are not exhibitors at the show.
7. No exhibitor will be permitted to dominate an area by his advertising. For the Visitor Guide, each exhibitor is allowed to book up to one full page advertisement. For onsite marketing opportunities, each exhibitor may book a maximum of 30% of the total advertising opportunities in each category and at the venue.
8. The Organiser reserves the right to decline advertisements which in their opinion are not suitable, which may cause offence (e.g., religions, sexist, racist, etc.) and which infringe these regulations.
9. Advertising space will be allocated on first-come-first-served basis subject to the availability.
10. The Show Owners and Organiser are not responsible for any error, loss, damage or claim resulting from the failure of any advertisement.
11. All advertising materials must be submitted before 24 September 2026. Late submissions are not guaranteed space. Costs incurred will not be refunded, and no compensation for any costs will be provided.

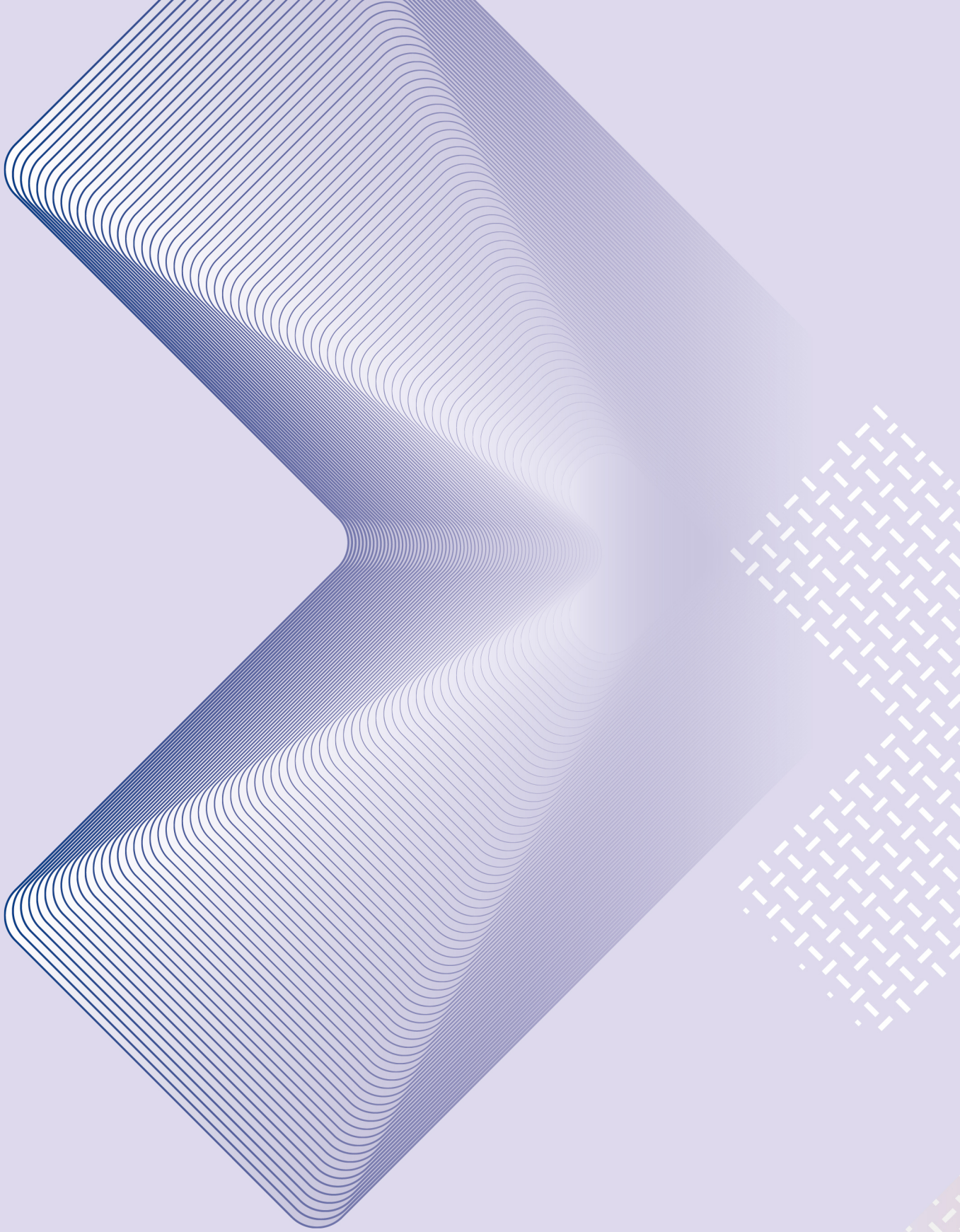
B36. Onsite Promotional Activity

On-site promotional activities ought to be declared through Form 20 via the online service order platform.

B37. Exhibitor Pre-Arrival Guide

An Exhibitor Pre-Arrival Guide will be published in mid-Oct 2026 detailing onsite procedures, facilities and amenities, as well as other hospitality services.

This can be downloaded from the Combined Exhibition official websites www.itmaasia.com (English) and www.citme.com.cn (Chinese). Printed copies will also be available onsite.



www.itmaasia.com