

ProPak China 2024



Construction Service Manual

19- 21 June. 2024

National Exhibition & Convention Centre (NECC)

7.1H /8.1H



Beijing PBR Creative INT LTD.



Design Approval Process

All design proposals must be approved in advance by the Organizers and their appointed Official Stand Contactor. All designs must conform to all statutory requirements and those set out in this Manual, and include the following:

	Document	Content
1	Qualification certificate of Contractor	Copy of Business License
2	Application form for construction	Form 1
3	Construction Regulations and Declaration of Safety Responsibility	Form 2
4	Electric Box, Compressed Air, Water and Drainage Application	Form 3
5	Additional Furniture and Lighting & Sockets	Form 4
6	Hanging Flag, Hanging point, Telecom & Audio Visual Equipment Application	Form 5
7	Stand Layout	Form 6
8	STAND DESIGN DRAWINGS	 Plan View, showing clearly all dimensions, walling and major exhibits. Elevation Views, showing clearly all dimensions, graphics, etc. Structural calculations/drawings proving structural stability, weight loadings, etc. Details of materials and fire protection. Number of furniture and plants, AV equipment. Risk Check (Form 16 in this Manual) The hanging flag can be required with the image, materials, weight and detail dimension.
9	Stand Electrical Plan	
10	Special trade certificate (Electrician certificate、	
	Climbing certificate)	

Please send above all documents to http://exposoft.com.cn/pbr/orderonline on or before 17th May. 2024



Online system for instructions for use:

- 1. The exhibition need to submit information online.
- 2. Exhibitors/builders can log on to the online system to fill in the different contents of the application, we will issue orders separately.
- 3. Fill in the system must be clear about the full name of the exhibitor company, Venue No., Booth No., type and area.
- 4. A phone number can only register a exhibitor name or build the company name, registered phone number is the login user name.
- 5. The e-mail address used to send the order after receiving the approval of official contractor must be accurate. Please remit the money within 3 working days after receiving the order sent by mail and upload the money transfer certificate online.

Shell Scheme:

Log in: http://exposoft.com.cn/pbr/orderonline

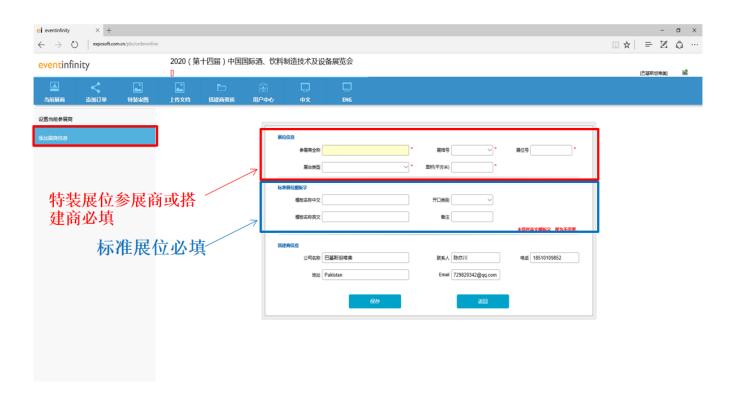




Shell Scheme: Log in the website: http://exposoft.com.cn/pbr/orderonline

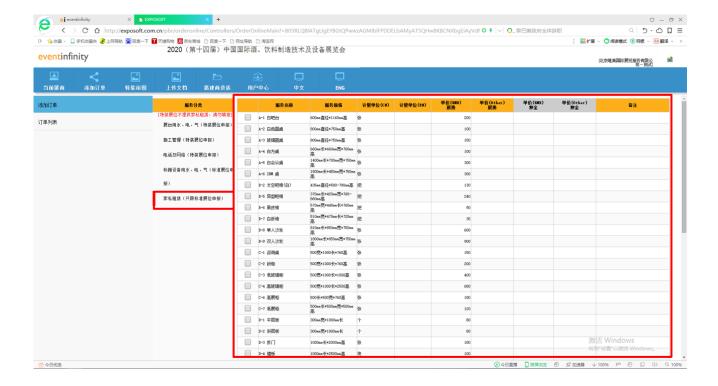


Add the information



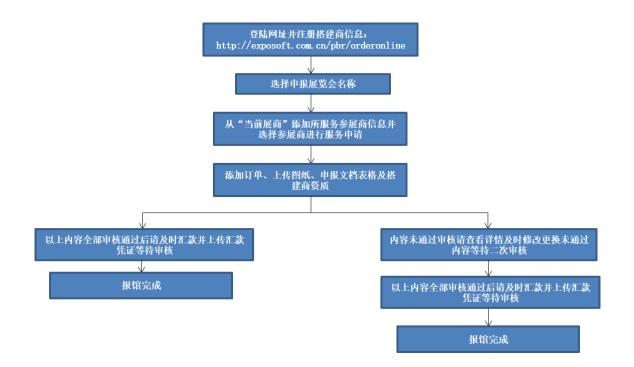


Shell Scheme: If you need to rent additional furniture, please fill in



Raw Space

Log in the website: http://exposoft.com.cn/pbr/orderonline

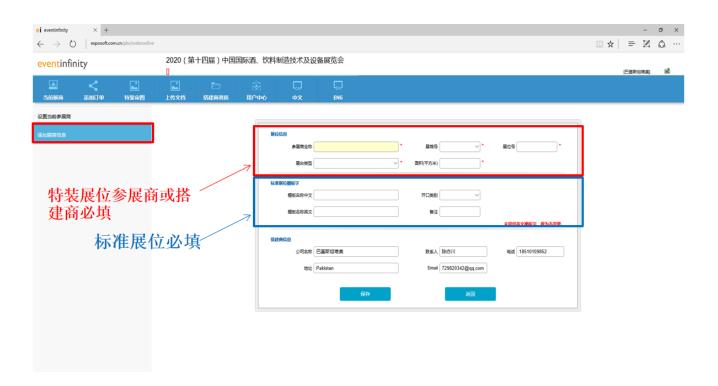




Raw Space: Log in the Website: http://exposoft.com.cn/pbr/orderonline



Add the information

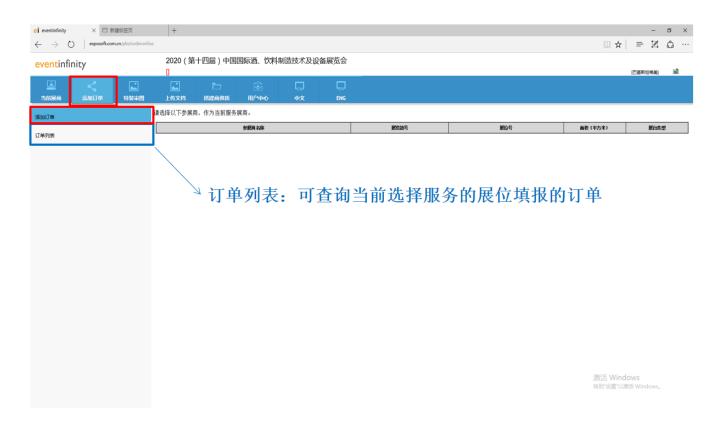




Select the exhibitor

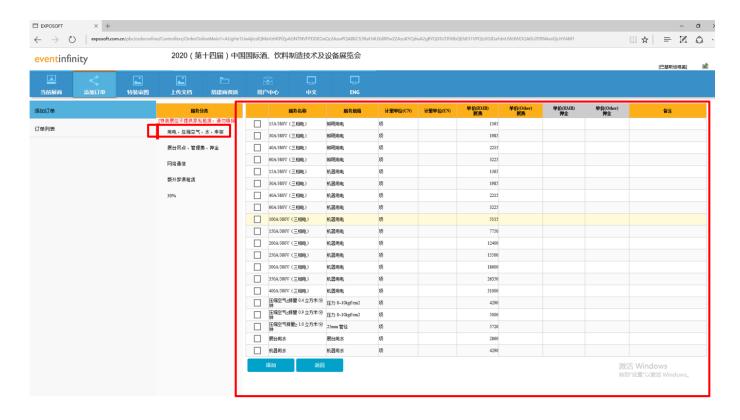


Add the information





Apply the water 、electric and compressed Air



Apply the hall management fee, hanging point and deposit

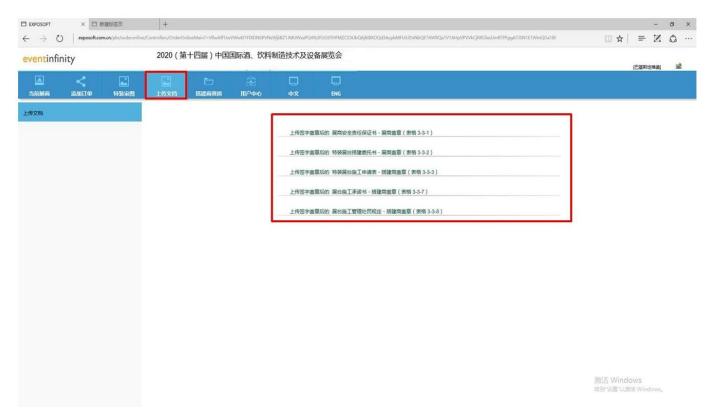




Submit the design draw



Submit the document





The Certificate of the construction



User Center





Form 1 Application form for construction

Deadline: 17th May. 2024

Company Name:		Booth No.:				
Contractor' s Company Name:						
Contractor' s Co. Ad./Tel.:						
Venue:	Contracted Space:: Sqm					
Person in Charge On-site:		Mobile:				
Designer:		Mobile:				
Remark:						
Applicant:	Mobile:		Date::			



Form 2 CONSTRUCTION REGULATIONS AND DECLARATION OF SAFETY RESPONSIBILITY

Deadline: 17th May. 2024

In order to strengthen the safety management of NECC's facilities and exhibiting booth construction at the fairground and to avoid any accident, we, the raw space booth contractor, guarantee that we will strictly comply with the following regulations during the build-up/dismantling period:

- 1. To strictly adhere to the national and local governmental policies on safe production and fire prevention and to implement the related regulations.
- 2. Each stand contractor should pay relevant fees and submit respective application forms & drawings for stand construction approval according to request of the organizer and NECC. The booth must be built according to approved drawings submitted.
- 3. During the build-up/show/dismantling period, each stand contractor should appoint an onsite full-time manager responsible for the safety and fire prevention of stand construction. The onsite manager should be reachable by phone at all times and take care of the safety.
- 4. We, the raw space exhibitor and stand contractor, have studied this Exhibitor Manual, including this form. We hereby accept that all terms in the Exhibitor Manual are recognized as legally binding in all parts and declare that the stand construction will comply with all regulations stated in the manual. We will be to blame and take all responsibilities if violating the relevant regulations and will accept all penalties from the management of the organizer and NECC.

Booth No.:	Exhibitor	Stand Contractor
Company Name:		
Onsite Safety Manager		
(Name)		
Committed and Signed		
by Onsite Safety		
Manager		
(Valid with Company		
Stamp only)		



Form 3 ELECTRIC BOX, COMPRESSED AIR, WATER & DRAINAGE APPLICATION

Deadline: 17th May. 2024

50% Late order surcharge.......Orders received from 18th May. 2024

100% Late order surcharge......Orders received from 27th May. 2024

Cancellation Clause: 50% cost will be charged for any cancellation of order before 18th May. 2024

Cancellation of orders after 18th May. 2024 will not be entertained and the full price shall apply.

Using the given symbols, indicate the position of your machines / equipment and the water / drainage outlet you have ordered. Changes of positions on-site cause a 50% surcharge.

A. Electric box for Lighting

No.	Items	Unit Price(RMB)	Quantity	Amount
20A-1	15A/380V Main Power	1595.00		
20A-2	30A/380V Main Power	2120.00		
20A-3	60A/380V Main Power	3225.00		
20A-4	100A/380V Main Power	4940.00		
20A-5	150A/380V Main Power	7240.00		
20A-6	200A/380V Main Power	11230.00		
			Sub-Tot	tal:

B. Electric box for Machine

No.	Items	Unit Price(RMB)	Quantity	Amount
20B-1	15A/380V Main Power	1595.00		
20B-2	30A/380V Main Power	2120.00		
20B-3	60A/380V Main Power	3225.00		
20B-4	100A/380V Main Power	4940.00		
20B-5	150A/380V Main Power	7240.00		
20B-6	200A/380V Main Power	11230.00		
20B-7	15A/380V Main Power (24hr)	1915.00		
20B-8	30A/380V Main Power (24hr)	2545.00		
20B-9	60A/380V Main Power (24hr)	3870.00		
20B-10	100A/380V Main Power (24hr)	5930.00		
20B-11	150A/380V Main Power (24hr)	8690.00		
20B-12	200A/380V Main Power (24hr)	13480.00		
			Sub-Tot	al:

IMPORTANT NOTE:

- 1. Only the Official Contractor will be permitted to undertake electrical work from the source of supply in the exhibition area. For sensitive machines, please bring your own stabilizer to cater for voltage fluctuation.
- 2. Exhibitors or Exhibitor appointed contractors should bring their own electrical boxes with residual current protective device (the residual operating current should not exceed 30mA) to connect with the electrical boxes provided by the venue. Only five-core cable could be used. If any special reason, Exhibitors or Exhibitor appointed contractors required to remove the protective device, an application should be submitted to Official Contractors PBR Exhibits for Hall 7.1 /8.1 before 31th. May., 2024.
- 3. 220V socket supplied is NOT to be used for lighting connection purpose. Please take note that the maximum power output for 5A/220V Single Phase is 500W & 15A/220V Single Phase is 2000W and any requirements exceeding these specification must apply for special arrangement.
- 4. Exhibitors who are taking space only should order a three phase outlet for lighting purpose. A separate power outlet should be ordered, if there is a machine to be demonstrated. Those who do not follow the above instructions will be liable for any costs that the organizers may have for connecting lighting and electrics for the stand.



C. Compressed Air

No.	Items	Unit Price(RMB)	Quantity	Amount
20A-1	Compressed air 0.5HP-5HP(=<0.4m3/Min & 8kgf/cm2)	3900.00		
20A-2	Compressed air 6HP-10HP(=<0.9m3/Min & 8kgf/cm2)	4550.00		
20A-3	Compressed air (1m3/Min)	5200.00		
			Sub-Total:	:

IMPORTANT NOTE:

- 1. Payment to be made upon presentation of invoice. Quotation for other sizes will be provided upon request. Connection between termination point of supply hose and machine/equipment is to be carried out by the exhibitor or their own constructors, as well as to provide their own connectors or joints.
- 2. Exhibitors must provide their own filter if clean/dry air is needed.
- 3. No permit for own compressed air in venue.

D. Water and Drainage

No.	Items	Unit Price(RMB)	Quantity	Amount
20A-1	Water supply for booth	2340.00		
20A-2	Water supply for machine	2600.00		
			Sub-Tota	l:

IMPORTANT NOTE:

- 1. We understand and agree that all piping from the main must be carried out by the Official Stand Contractor. Water supply /drainage will be provided during exhibition opening hours only
- 2. Connection between inlet/drainage point and equipment/sink is to be carried out by the exhibitors or their own constructors, as well as to provide their own connectors or joints

	Sub-Total::
Surcharge:	Total:

DO NOT pay for these services until you receive an invoice from the official contractor - Beijing PBR Creative INT LTD

	Beijing PBR Creative INT LTD.	
	Contact Person: Mr. Clemen	
	Tel: 010-84551155-819	
Stand No.:	E-mail: mingyuan.cui@pbr.net.cn	
	Contact Person: Mr. Michael	
	Tel: 010-84551155-806	
	E-mail: Michael.pan@pbr.net.cn	
Date:		



Form 4 ADDITIONAL FURNITURE AND LIGHTING & SOCKETS

Deadline: 27th May. 2024

50% Late order surcharge.......Orders received from 28th May. 2024
Cancellation Clause: 50% cost will be charged for any cancellation of order before 28th May. 2024
Cancellation of orders after 28th May. 2024 will not be entertained and the full price shall apply.
Using the given symbols, indicate the position of your machines / equipment and the water / drainage outlet you have ordered. Changes of positions on-site cause a 50% surcharge.

A. Additional Furniture

No.	Items	Dimension	Unit Price(RMB)	Quantity	Amount
C01	Black Leather Arm	570W x 550D x 760SHmm	110.00		
C59	Gourd Style Chair	480W x 550D x 760SHmm	150.00		
C08	White Folding Chair	510W x 470D x 720SHmm	32.00		
C122	Style Chair	460W x 420D x 820SHmm	200.00		
BS02	Bar Stool	370Ø x 840SHmm	160.00		
S03	Sofa	800W x 770D x 760SHmm	650.00		
S04	Sofa	1470W x 770D x 760SHmm	1000.00		
RT01	Round Table	750Ø x 780Hmm	130.00		
BT08	Tall Round Table	600Ø x 1100Hmm	160.00		
M33	Table w/ Tablecloth	1800L x 600W x 750Hmm	350.00		
MA01	Information Counter	1030L x 535W x 750Hmm	120.00		
MA02	Lockable Cupboard	1030L x 535W x 1000Hmm	150.00		
MA05	Low Glass Showcase	1030L x 535W x 1000Hmm	300.00		
MA06	Tall Glass Showcase	1030L x 535W x 2170Hmm	450.00		
MA08	Square Table	600L x 600W x 760Hmm	120.00		
MS02	Flat Shelf	1000L x 300Wmm	45.00		
MS03	Slope Shelf	1000L x 300Wmm	45.00		
MM01	Folding Door	950W x 2000Hmm	180.00		
MM02	Lockable Door	950W x 2000Hmm	350.00		
M09	Coat Hanger		80.00		
M01	Belt Barricade		100.00		
M05	Catalogue Rack	310L x 310D x 1420Hmm	120.00		
MM02	System Panel	1000W x 2400Hmm	150.00		
21A-1	Carpet	每平米	40.00		
M16	Wastebasket		10.00		
<u> </u>				Sub-Total:	



B. Additional Furniture and Lighting & Sockets

No.	Items	Dimension	Unit Price(RMB)	Quantity	Amount
ML001	100W Spotlight		100.00		
ML002	100W Long Arm Spotlight		120.00		
ML006	40W Fluorescent Tube		100.00		
ML005	300W Floodlight		350.00		
21B-1	13A/220V Single Phase Socket	(Max 500W)	120.00		
21B-2	13A/220V Single Phase Socket	(24hr. Max 500W)	180.00		
21B-3	15A/220V Single Phase Socket	(Max 500W)	300.00		
21B-4	15A/220V Single Phase Socket	(24hr. Max 500W)	450.00		·
				Sub-Total:	

	Sub-Total::
Surcharge:	Total:

DO NOT pay for these services until you receive an invoice from the official contractor - Beijing PBR Creative INT LTD.

Company:		Beijing PBR Creative INT LTD.	
Name: Stand No.:		Contact Person: Ms. Xinyi Li	
E-mail:		Tel: 010-84551155-809	
Signature: Date:		E-mail: xinyi.li@pbr.net.cn	



Form 5 HANGING FLAG APPLICATION & TELECOM & AUDIO VISUAL EQUIPMENT APPLICATION

Deadline: 13th May. 2024

Cancellation Clause: 50% cost will be charged for any cancellation of order before 13th May. 2024 Cancellation of orders after 14th May. 2024 will not be entertained and the full price shall apply.

A. Hanging

No.	Items		Unit Price(RMB)	
22A-1	Hanging Flag	4mHx6mW 8mW×12mH,	RMB 38400.00	
			A) RMB 2,600/per point	
22A-2	Irregular Hanging	>4mHx6mW	B) RMB 800/per sqm/side (including	
22A-2	Flag	>4IIIHXOIIIVV	banner production, release fee)	
			C) Double-sides basis	
22A-3	Hanging Point		RMB 2600.00/per point	
22A-4	Chain Hoists	1 ton/15 meters chain each.	RMB 390.00 each	
22A-5	Chain Hoists	1 ton/25 meters chain each.	RMB 580.00 each	
22A-6	Electric Hoist	1 ton/15 meters chain each.	RMB 1550.00 each	
22A-7	Electric Hoist	1 ton/25meters chain each.	RMB 1950.00 each	
224.0	Hanging point	300mmx300mm Less than one meter is	RMB 2150.00 each	
22A-8	truss structure	counted as one meter		
224.0	Hanging point	400mmx400mm Less than one meter is	RMB 2200.00 each	
22A-9	truss structure	counted as one meter		
224 10	Hanging point	400mmx600mm Less than one meter is	RMB 2240.00 each	
22A-10	truss structure	counted as one meter		
224 11	Hanging point	600mmx600mm Less than one meter is	RMB 2260.00 each	
22A-11	truss structure	counted as one meter		
224 12	Hall management	C	RMB 25.00	
22A-12	fee	Sqm		
Sub-Total:				

IMPORTANT NOTE:

- 1) Hanging banner and hanging point application: send construction plan view, showing clearly all dimensions, materials and weight to official contractor.
- 2) The total number of hanging points are checked and decided by the landlord's technicians ONLY AT THE SITE
- 3) If the stand is located close to the walls, no hanging flag may be available. The flag only can be hang above the
- 4) The hanging points cannot be used to fix or stabilize any stand structure connected with the floor.

B. Telecom

No.	Items		Unit Price(RMB))	Quantity	Amount
22B-1	DDD Line	Exclude deposit RMB 1000.00	1040.00		
22B-2	IDD Line	Exclude deposit RMB 4000.00	3000.00		



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22B-3	Broadband	(10M, 1 Public static IP address)	3900.00		
22B-4	Broadband	(15M, 1 Public static IP address)	6500.00		
22B-5	Broadband	(30M, 1 Public static IP address)	9750.00		
22B-6	Broadband	(10M, 1 Public dedicated IP address)	7800.00		
22B-7	Broadband	(15M, 1 Public dedicated IP address)	13000.00		
22B-8	Broadband	(30M, 1 Public dedicated IP address)	19500.00		
	•			Sub-Total:	

IMPORTANT NOTE:

- 1) Orders are received on a first-come first-served basis.
- 2) Telephone line will be operational during exhibition opening days only. Telephone handset will be distributed onsite one day before the exhibition opens. Each exhibitor is responsible for all expenses (including loss of handsets) incurred on the allocated telephone(s). Any refund of deposit will be made after the exhibition.

C. AUDIO VISUAL EQUIPMENT

No.	Items	Unit Price(RMB))	Quantity	Amount
22C-1	42" Plasma with USB	3300.00		
22C-2	DVD	280.00		
			Sub-Total:	

D. Others

No.	Items	Unit Price(RMB))	Quantity	Amount
E06	Refrigerator 90litre (Exclude 24hr power point)	400.00		
E09	Water Dispenser (1 bottle of water/show day)	300.00		
			Sub-Total:	

IMPORTANT NOTE:

The rental cost covers the show period from 19–21 Jun., 2024. Above quotation does not include supply of electrical power point. Please refer to Form 3 to place order for your power point requirements.

	Sub-Total::	
Surcharge:	Total:	

DO NOT pay for these services until you receive an invoice from the official contractor - Beijing PBR Creative INT LTD.

Company:		Beijing PBR Creative INT LTD.
Name: Stand No.:		Contact Person: Ms. Xinyi Li
E-mail:		Tel: 010-84551155-809
Signature:	Date	E-mail: xinyi.li@pbr.net.cn



ADDITIONALFURNITURE









Form 6 Stand Layout

Deadline: 17th May. 2024

Stand Size: _____(m): ____(m)

You are requested to send your stand layout showing your main supply points (electricity, water, internet, etc.).

Item	Symbol	Quantity	Specifications
Power point	Р		
Water point	W		
compressed air	Α		
Network	N		

S	Stand Backwall Neighbo	oring Booth No: ()
Right (Neighborin Booth No,: ()	ng O	Left (Neighboring Booth No,: ()

Company:		Beijing PBR Creative INT LTD.
		Contact Person: Mr. Clemen
Name: Stand No.:		Tel: 010-84551155-819
Name.	Stand No	E-mail: mingyuan.cui@pbr.net.cn
E-mail:		Contact Person: Mr. Michael
		Tel: 010-84551155-806
Signature:	Date:	E-mail: Michael.pan@pbr.net.cn



Upload format of copy of Special Certificate

