***Price List of Administration Fee, Deposit, Overtime Fee and Regulations on Punishment of Booth Construction***

**1. Administration Fee**

This fee is charged by the administrative department of the exhibition hall to all exhibitors, which is included in the booth fee for package booth and the paid to the administrative department of the exhibition hall by Organizer of the exhibition. However, the management fee for raw space is not included in the price of space fee, which needs to be paid by the raw space builder (or the exhibitor). Generally, the Organizer entrusts Official Stand Contractor to collect and finally pay to the administrative department of the exhibition hall.

**2. Deposit**

The raw space builder (or the exhibitor) shall pay the booth waste clearing and transportation fee and deposit to the administrative department of the exhibition hall. Generally, the Organizer entrusts the Official Stand Contractor to collect the fees and pay to the administrative department of the exhibition hall, and return the deposit.

**3. The Use Fee of Lifting Point**

The use fee of the lifting point on the top of the exhibition hall shall be charged by the administrative department of the exhibition hall. Generally, the Organizer will entrust the Official Stand Contractor to collect the fee and be responsible for settlement with the administrative department of the exhibition hall.

**4. Drawing Review Fee**

Drawing review fee is for raw space design, which needs to be reviewed by qualified architectural structure design units and designers, and the expenses incurred need to be paid by raw space builders (or the exhibitors). The cost is generally entrusted by the Organizer to Official Stand Contractor.

For two-floor and multi-floor booths, sometimes the administrative department of the exhibition hall needs to conduct checking, in this case, the raw space builder (or the exhibitor) needs to pay a checking fee. The checking fee is also charged by Official Stand Contractor entrusted by the Organizer.

**Notes:** When determining the drawing review matters, please contact the operation Department of MetalForm China of CCMI to confirm the drawing review requirements

*Operation Department,*

*MetalForm China Division,*

*Confederation of Chinese MetalForming Industry*

*10/F Boya Tower C, Zhonguancun Life Science Park,*

*Beiqing Rd., Changping, Beijing 102206, P. R. China.*

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**5.** The raw space Builder (or exhibitor) shall pay the **waste cleaning and transportation fee and deposit** to the Official Stand Contractor.

Construction waste cleaning and transportation fee, CNY3.00/m3.

Deposit: CNY10,000.00 below 54m3 (including 54 m3).

More than 54 m3, CNY20,000.00.

**6. Administration Fee**

The management fee: CNY25,00/m3.

Storage fee: CNY40,00 m3during the exhibition period.

**7. Drawing Review Fee**

(1)The fee for drawing review of general raw space is CNY10,00/m3.

(2) Indoor and outdoor double-floor, multi-floor and outdoor open-air booths, indoor single-floor raw space booth with the height of more than 4.5 meters (including 4.5 meters) (Beijing 5 meters (the height of booths around the exhibition hall is limited to 4 meters)) or the top covering area more than 50% of the booth space.

* The fees for single-floor and multi-floor booths are CNY25,00 m2 and CNY50,00 / m2 respectively when the review is directly taken by the company designated or approved by the administrative department of the exhibition hall.
* If the reviewing by other companies, the audit fee is CNY18,00 / m2 for single-floor and CNY 25,00 / m2 for double floor and multi-floor booths when the auditing is taken by the company designated or approved by the administrative department of the exhibition hall.

**8. Overtime Fee**

The construction unit shall arrange the construction progress reasonably and complete the booth construction on time. If overtime is required, apply for overtime before 15:00 on the same day, and the exhibition hall will be charged with additional fees. Overtime charge standard:

18:00-22:00 (application from 1 hour) CNY 1500,00 / h

22:00 - 8:00 the next day (application from 1 hour) CNY 2800,00 / h

**Note:** if the fee needs to be charged through China Forging Association, 16% VAT will be added.

**9. Flowers Arranged on Stand**

According to the requirements of some exhibition halls, management fees may be charged, or outsourcing and leasing are prohibited. Please consult to:

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**10. Regulations on Punishment of Booth Construction**

All construction units entering the exhibition hall shall consciously abide by the rules and regulations of the exhibition hall and the exhibition, and accept the supervision and law enforcement of the exhibition hall and the relevant administrative departments of the exhibition. If the construction unit and construction personnel violate the management regulations and cause collapse, casualties, fire and other safety accidents of the construction project, exhibition stand during construction, exhibition, removal and transportation, the construction unit shall take full responsibility and bear legal responsibility and all economic and reputation losses caused to the administrative department of the exhibition hall, the organizer and the official stand contractor. According to the seriousness of the case, the official stand contractor will give a warning to the construction unit, deduct all the construction deposit and give a punish of publicity in the industry..

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| **No.** | **Contents** | **Penalty（CNY）** |
| 1 | In case of power connection without written permission, in addition to paying the power connection fee, a fine of CNY5000,00 will be imposed.  | 5000 |
| 2 | Without written permission, those who use open fire to work in the exhibition hall shall be confiscated of their operating equipment and fined more than CNY2000,00. | ≥2000 |
| 3 | In case of leakage of equipment and facilities connected with water source by the construction unit, in addition to compensation for the losses caused to the venue, it shall also be fined more than CNY2000,00.  | 2000～5000 |
| 4 | In case of stand structural instability and other major potential safety hazards in the construction of exhibition stand, isolation area shall be set up immediately for rectification and a fine of CNY2000,00-5000,00 shall be imposed.  | 2000～5000 |
| 5 | If the fire passage, fire shutter door, emergency exit, fire facilities, public passage, power distribution cabinet and camera are blocked, they shall be removed for rectification and fined CNY2000-5000,00. | 2000～5000 |
| 6 | If various combustible textile articles and wooden structures are used in the construction of the exhibition stand without fire retardant coating, it shall be rectified immediately and fined CNY2000,00-5000 ,00. | 2000～5000 |
| 7 | In case of using prohibited electrical materials (neon lamp, high temperature iodine tungsten lamp, high temperature quartz lamp, parallel wire, twist wire, etc.) in violation of electrician's operation regulations, the construction work shall be stopped immediately, rectified and fined CNY2000,00-5000,00.  | 2000～5000 |
| 8 | In case of any violation of the fire safety management regulations of Shanghai Municipality on exhibition and sales, such as mixing, spraying and painting in the exhibition hall, it shall be stopped immediately, rectified and fined CNY2000,00-5000,00.  | 2000～5000 |
| 9 | If inflammable and explosive materials (thinner, alcohol, etc.) are used in booth construction, the construction work shall be stopped immediately, rectified and fined CNY2000,00-5000,00.  | 2000～5000 |
| 10 | When using electric saw, electric planer, electric cutting and other tools, if spark occurs, the operation shall be stopped immediately and rectified, and a fine of CNY2000,00-5000,00 shall be imposed. | 2000～5000 |
| 11 | Dumping waste oil and other wastes into the hall or trench should be stopped immediately, and a fine of CNY2000,00-5000,00 shall be imposed.  | 2000～5000 |
| 12 | For the back-to-back booth, it the adjacent wall/building is higher than that of the other booth, and the back is not covered, it shall be rectified immediately. And a fine of CNY2000,00-5000,00 will be imposed. | 2000～5000 |
| 13 | If the booth is built beyond the specified height, it shall be rectified immediately, and a fine of CNY1000-5000 shall be imposed.  | 1000～5000 |
| 14 | The construction of exhibition stand and various activities shall be carried out by hanging, binding, nailing and pasting on the top, wall, column, railing, doors and windows of the exhibition hall and various special pipelines, and a fine of more than CNY1000,00 shall be imposed.  | ≥1000 |
| 15 | In case of blocking the hall passage during construction, preventing others from passing, and disobeying the dissuasion, the construction unit shall be fined CNY1000,00-5000,00.  | 1000～5000 |
| 16 | In case of any ground damage caused by the brutal dismantling of the stand, the overturning of the stand and the handling of goods, the damage shall be corrected immediately and a fine of more than CNY1000,00 shall be imposed.  | ≥1000 |
| 17 | If the exhibition stand structure is sold to the acquired individuals and units without permission during the withdrawal, the construction unit shall be fined CNY1000,00-2000,00.  | 1000～2000 |
| 18 | In case of the construction waste not cleaned up or cleaned or not accepted during the demolition, a penalty of CNY500,00-5000,00 will be deducted from the construction deposit. | 500～5000 |
| 19 | If do not cooperated with the exhibition hall and the official stand contractor,a penalty of CNY2000,00 will be taken depending on the circumstances. | ≥2000 |
| 20 | If the safety helmet is not worn in accordance with the regulations during the construction, the rectification shall be carried out immediately, and the construction unit shall be fined CNY200,00 per person.  | ≥200/person |
| 21 | If no fire extinguisher is equipped during the construction, the deposit of CNY1000,00 shall be deducted for each booth.  | 1000 |
| 22 | During the construction and exhibition period, if the power supply of the booth is not cut off after the closing of the hall every day, CNY5000,00 will be deducted for each booth.  | 5000/stand/times |
| 23 | If the capacity of power supply is not reported truthfully during the exhibition, 100% of the excess shall be charged according to the price in Manuel.  | / |
| 24 | The electric box provided by the raw space booth builder shall be complete, and the power switch and cable shall not be exposed. The violator shall be fined CNY500,00. | 500 |
| 25 | In violation of the electrical installation construction specifications and engaging in electrical construction operations without valid certificates, the construction operation shall be stopped immediately and a fine of CNY2000,00-5000,00 shall be imposed. | 2000～5000 |