

# The 29<sup>th</sup> China International Trenchless Technology Conference and Exhibition (ITTC 2026)

**April 22-24, 2026**

**National Convention and Exhibition Center in Tianjin, Hall S13+S14**

Welcome to the ITTC 2026 Exhibitor Kit! Please take a moment to familiarize yourself with this document, as it serves as your comprehensive guide to all exhibitor essentials. New items will be added in December as we confirm more details surrounding the 2026 show, so check back for the latest news to our Facebook and e-newsletter and official website when exhibition dates approach.

**What you will find in this kit?** In the Exhibitor Kit, you will find information to help you plan your practical and logistical information at the show. You will find Show Info, Move-in/out information, Booth Regulations, Safety Regulations, Code of Conduct, Service Order forms, etc.

## Exhibitor Manual

- **Section 1: Exhibition Info & Maps**
- **Section 2: Setup& Teardown**
- **Section 3: Booth Regulation**
- **Section 4: Health & Safety**
- **Section 5: Exhibitor Badge & Company Description**
- **Section 6: Service Ordering Forms**

### Section 1: Exhibition Information

**Exhibition Title:** The 28th China International Trenchless Technology Conference and Exhibition (ITTC2025)

**Hosted by:** ITTC Organizing Committee & Shanghai Kexi Cultural Exchange Co., Ltd.

**Exhibition Hours**

Wednesday, April 22, 2026 9:15 AM - 17:00 PM

Thursday, April 23, 2026 9:00 AM - 17:00 PM

Friday, April 24, 2026 9:00 AM - 13:00 PM

(Exhibition staff must enter the venue 45 minutes before opening each day during the exhibition period and leave within 30 minutes after closing.)

**Exhibition Set Up Dates**

Monday-Tuesday, April 20-21, 2026 8:30 AM - 19:00 PM

(All booth setup and decoration must be completed by 6:00 AM on April 22, 2026. Any requests for overtime setup or teardown work must be submitted before 16:00 PM on the day of overtime.)

**Exhibition Teardown Dates**

Friday, April 24, 2026 14:00 PM-24:00 PM Midnight

(Standard booth teardown starts at 14:00 sharp. Exhibitors are advised to promptly remove promotional materials and posters from display panels, finish packaging/shipping and exit hall on time.)

**Conference Dates**

Wednesday, April 22, 2026 Afternoon Keynote Speech sessions

Thursday, April 23, 2026 Full-Day Technical Speech Sessions

**Location**

National Convention and Exhibition Center in Tianjin, Hall S13+S14

Address: No. 888, Guozhan Avenue, Jinnan District, Tianjin, China

For Google map search, use the address for the “Four Points by Sheraton Tianjin, National Convention and Exhibition Center” or “No 8 Guorui Road, Xianshuigu, Tianjin, China, 300350” is more convenient since the locations are side by side.

**Conference Location**

The National Convention and Exhibition Center, Tianjin, Hall S14 Special Zone

**On-site Registration Desk for Exhibitor and Visitor**

The registration desk is located at the Southeast Lobby. Operation Times:

Monday-Tuesday, April 20-21, 2026 8:30 AM - 19:00 PM (Exhibitor Sign-in/Sign-out, No general visitor access)

Wednesday, April 22, 2026 9:15 AM - 17:00 PM

Thursday, April 23, 2026 9:00 AM - 17:00 PM

Friday, April 24, 2026 9:00 AM - 13:00 PM

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The organizer requires all exhibitors to utilize the designated freight agent, venue service provider, and advertising agency for relevant services or consultations. Please refer to the following contact list for specific contact information. The organizer and

relevant agencies shall not be held liable for any delays in exhibits, service errors, disputes, or other issues affecting participation resulting from failure to use the designated agents.

**Onsite International Exhibitor Liaison**

Contact: Patrick Tong Cell: +86 18919638302 Email: patrick@cstt.org

**Onsite Forklift and Crane Rental**

Langfang Huanchen Exhibition Services Co., Ltd.

Contact: Wei Tian Cell: +86 18610411085

**On-Site Loading and International Freight Services**

International Exhibitor Contact: Cathy Li Cell: +86 13666250072

**Onsite Furniture Rental**

Contact: Ping Zhou Cell: +86 13920237885

**Venue Service Team**

Contact: Sixiu Jia Cell: +86 18301125337 Email: jiasixiu@cmeceexpo.com

Contact: Shilong Li Cell: +86 19271081892

Website: [www.cmeceexpo.com](http://www.cmeceexpo.com)

**Security & First Aids**

Please go to the registration desk located in the Southeast Lobby for assistance.

**Floor Plan**

Exhibitor Floorplan

## 2026中国国际非开挖技术研讨会暨展览会平面图

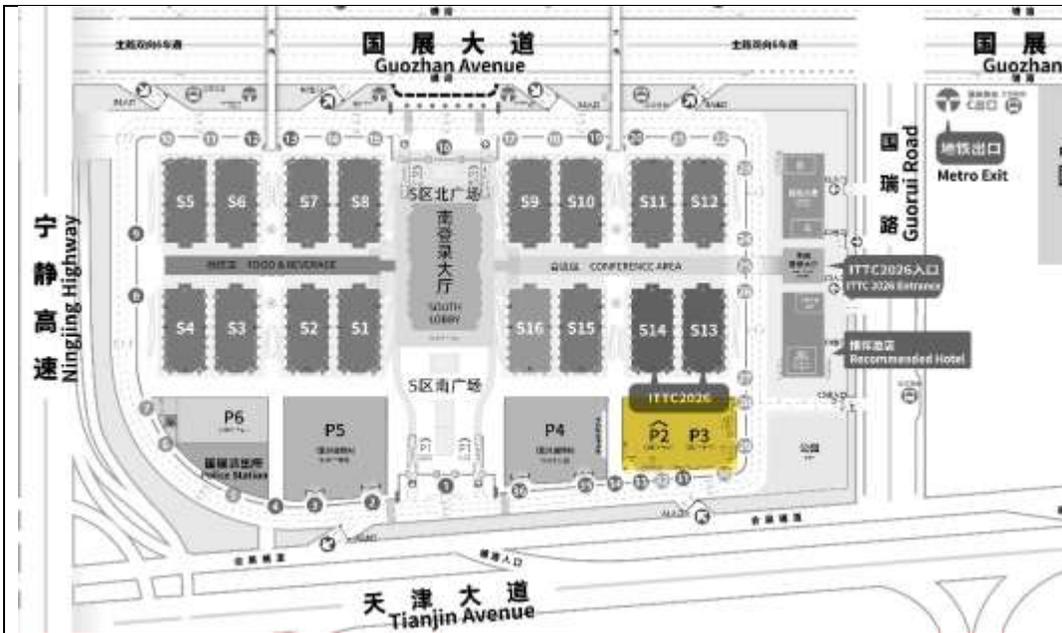
### 2026 INTERNATIONAL TRENCHLESS TECHNOLOGY CONFERENCE FLOOR PLAN

- A Standard Booth 3x3m=9m<sup>2</sup>
- B Raw Space 6.4x10m=64m<sup>2</sup>
- C Raw Space 12x20m=240m<sup>2</sup>
- D Raw Space 18x20m=360m<sup>2</sup>
- E Raw Space 6x6m=36m<sup>2</sup>
- F Raw Space 16x10m=160m<sup>2</sup>
- G Raw Space 20x22m=440m<sup>2</sup>
- H Raw Space 10x10m=100m<sup>2</sup>



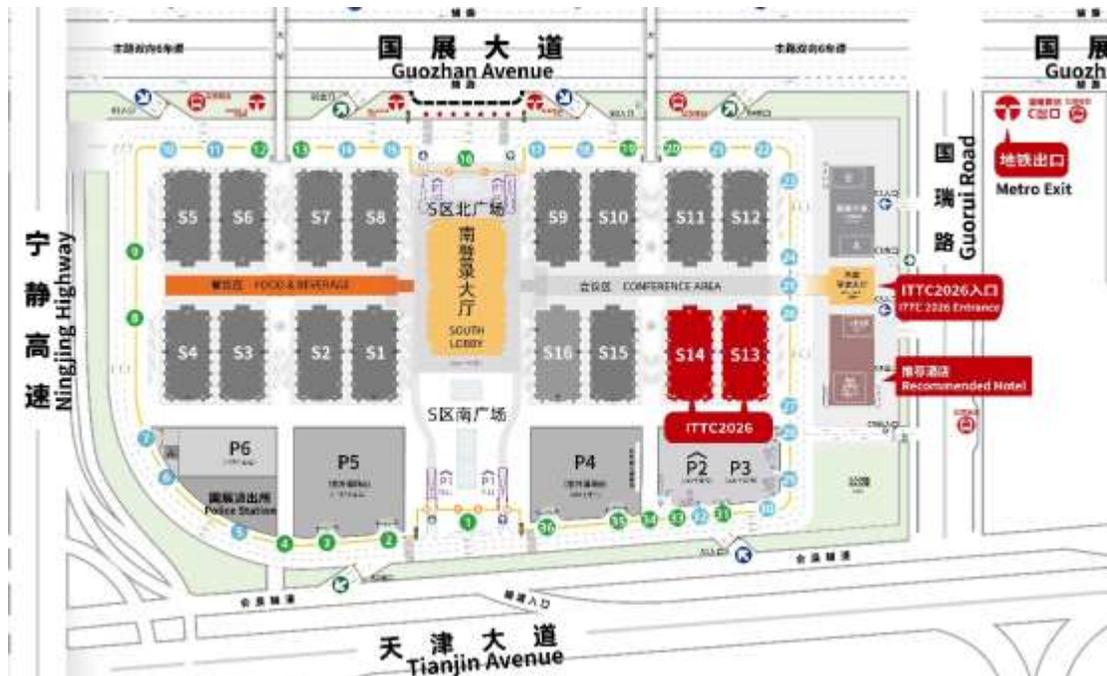
### Parking Information

Parking area for ITTC attendees are P2 and P3 parking lots at South side of the exhibition building by the Guozhan Avenue, 700 parking spots in total.



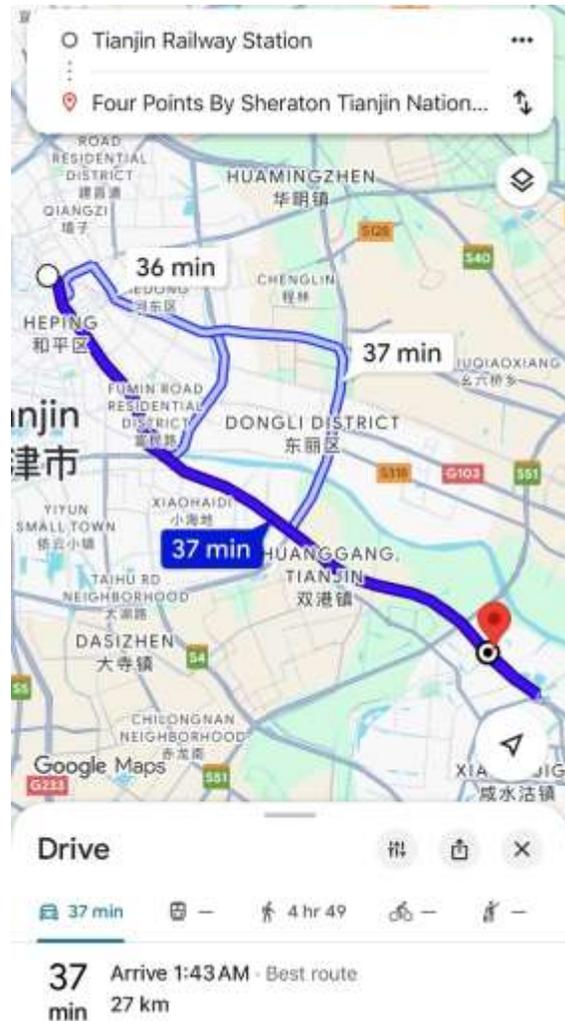
**Map of Surrounding Facilities**

The exhibition halls are fully equipped with restaurants, meeting spaces, retail services, green spaces, and is close to subway stations and hotels.



**Getting to the Venue**

Via Airport or via Rail station. About 35 minutes by taxi.



### Transportation from Beijing to Tianjin

Easy access to rail trains that runs daily between Beijing and Tianjin



### Accommodations

Four Points by Sheraton Tianjin, National Convention and Exhibition Center is a recommended hotel option.

Address: No 8 Guorui Road, Xianshuigu, Tianjin, China, 300350

Rooms are available based on availability. To view rates and rooms, please go to hotel's official website.

Please make your own reservation and confirm your room based on your needs. Upon checkout, please proceed to the hotel front desk to obtain an official accommodation invoice.

### Technical Specifications for Indoor Exhibition Halls

Facilities	National Convention and Exhibition Center Hall S
Hall Number	Hall S13/S14
Hall Area (sq m)	12500 sq m/ Hall
Hall Dimensions (m x m)	120mx84m
Hall Clear Height (m)	16m
Maximum Booth Height (m)	4.5m

Suspension Points Available	Available
Suspension Point Load Capacity (kg)	200kg/ Point
Suspension Point Height Limit (m)	The height limit for structures containing trusses is 6 meters.
Water Supply Equipment	Maximum water supply capacity per exhibition hall: 12 m <sup>3</sup> /h Water supply pressure: 0.3 MPa
Power Supply Equipment	Power Supply: 3-phase 5-wire system, 380V/50Hz Total Power Capacity: 3600kW/exhibition hall
Compressed Air	The total gas supply for adjacent exhibition halls is 6.5 m <sup>3</sup> /min, which can be expanded to 25 m <sup>3</sup> /min by connecting external equipment.
Freight Door Dimensions	6m (W) x 6m (H) Delivery Method: Dedicated truck access to each exhibition hall/unloading area
Floor Load Capacity	5 tons per square meter
Fire Protection System	Fire Alarm System, Indoor and Outdoor Fire Hydrant System, Automatic Fire Monitor System, Automatic Sprinkler System, Fire-Resistant Glass Sprinkler Cooling System, Gas and Dry Powder Fire Suppression System, Mechanical and Electric Smoke Exhaust System, Mobile Firefighting Equipment System, etc.
Hall Illuminance (LX/Hall)	300
Security System	24-hour security service, central monitoring, sensor alarms
Public Announcement System	Covering the entire hall

\*The organizing committee will not provide complimentary hoisting services to exhibitors.

\*Exhibitors with oversized exhibits must submit a written application to the organizing committee by April 7, 2026, to ensure early load-in and priority setup.

\*Exhibitors displaying large equipment must provide their own floor protection materials (e.g., steel plates, rubber mats, thick wooden planks) to prevent damage to the venue floor and potential liability claims.

## Section 2: Setup & Teardown

### Set Up Procedures

Start by reporting to the exhibitor check-in desk located at Southeast Lobby. Access is from Southeast lobby during operation hours. You will be greeted by the onsite staff, who checks exhibitor identity, distribute entrance badges, and guide them to their booth locations.

The organizer reserves the right to make adjustments and changes to the distribution of booths if the organizer believes that changes in the layout or location of the corresponding booths are beneficial to the exhibition and all exhibitors.

### **On-site verification**

During set-up and teardown days, exhibitors' check-in must present either: A business card bearing the exhibitor's name as listed on the exhibition contract; A photocopy of the exhibition contract (a photo stored on a mobile device is acceptable); A photocopy of the booth fee remittance slip (a photo stored on a mobile device is acceptable). After confirming full payment of all relevant fees, including the exhibition fee, exhibitors may proceed to the Exhibitor Check-In Desk to complete check-in procedures.

During set-up and teardown days, all exhibitors must wear the badges and safety helmets at the exhibition. The exhibition strictly monitors admission eligibility. All exhibitors, their representatives, guests, and professional visitors must wear their respective badges to gain entry. Exhibitor badges are strictly for personal use only and will not be replaced if lost.

During exhibition opening days, due to local policy, international exhibitors and visitors who registered online are required to authenticate their real names and provide identity-matching documents onsite to obtain an admission QR code for the electronic gate at the Southeast Lobby registration desk.

### **Setup Traffic Route for Truck and parking (must be delivered to drivers!)**

Truck Route: Xinli Toll Station → Ningjing Expressway → Jingu Highway → Xinchang Road → Guozhan Avenue → B3 Entrance

Note: Tianjin Avenue is closed to trucks



**Outside Route Map for Logistics Trucks**  
(e.g., Exhibit Transportation, Decoration, and Setup)



All exhibition setup/teardown trucks shall proceed via Xin Chai Road to the service road of Guozhan Avenue, enter the exhibition grounds via Entrance B3, and access Parking Lot P4 through Gate 35.  
After verification of exhibition vehicle passes (issued on-site by the main service provider), exit from Parking Lot P4 will be permitted. Follow the directional route map and comply with on-site staff instructions to enter the premises in an orderly manner

for unloading. Upon completion of unloading, exit via Gate 20 and proceed to Exit B4 for departure.

### **Tianjin City Restrictions on Freight Vehicle Operations**

- All freight motor vehicles (excluding new energy vehicles) are prohibited from travelling on the Outer Ring Road between 7:00 AM and 7:00 PM daily.
- All freight motor vehicles (excluding new energy vehicles) are prohibited from travelling on roads within the Outer Ring Road (excluding the Outer Ring Road itself) between 7:00 AM and 10:00 PM daily.
- Medium and heavy-duty freight vehicles from both within and outside the city are prohibited from travelling on roads within the Outer Ring Road (including the Outer Ring Road itself) 24 hours a day.
- Certain road sections feature truck prohibition signs restricting truck access. Examples include truck prohibition signs around the Five Avenues area and signs along expressways restricting medium and heavy trucks 24 hours a day; Tianjin Avenue prohibits trucks.
- Permit Application Requirements: Daytime permits implement total volume control, primarily divided into Outer Ring Road permits and permits for roads within the Outer Ring Road. - Outer Ring Road permits are exclusively for freight vehicles belonging to entities located on or near the Outer Ring Road Section 2. Entities requiring daytime (7:00 AM to 7:00 PM) access to enter or exit the Outer Ring Road may apply for a daytime permit through the local traffic police brigade. Holders may travel on Outer Ring Road Section 3 from 7:00 AM to 7:00 PM. Permits for travel within the Outer Ring Road are no longer issued due to environmental protection requirements.
- Nighttime Passes are issued free of charge upon request. Vehicle owners may apply online via the Tianjin Public Security Traffic Management Bureau's Integrated Traffic Safety Service Management Platform (<http://tj.122.gov.cn>). For medium and heavy-duty vehicles holding such passes: - Permitted on the Outer Ring Road daily from 7:00 PM to 7:00 AM the following day - Permitted within the Outer Ring Road daily from 10:00 PM to 7:00 AM - Permitted on expressways daily from 10:00 PM to 4:00 AM the following day
- Special note: Medium and heavy-duty cargo trucks may only apply for nighttime permits except under special circumstances. Prior to permit application, vehicles must undergo emissions compliance verification by environmental authorities. Permitted vehicles must strictly adhere to designated times, zones, and routes as specified on the permit to ensure lawful and safe operation.

### **Freight Company Delivery and Loading**

For exhibitors who plan to have items delivered to the exhibition, please contact the official freight forwarder for service details. Neither the organizing committee nor the venue operator will accept any exhibits/goods.

Contact: Cathy Li Cell: +86 13666250072, Email: 342012729@qq.com

- Please note: All overseas products and exhibits must undergo customs clearance before entering the venue. Items that have not undergone customs clearance will not be permitted to leave the venue once brought inside. Exhibitors shall bear full responsibility for any consequences arising from this.
- Generally, exhibits, stationery, beverages, etc., within the exhibition hall are not subject to taxation. If distributing any souvenirs, declare them to customs for approval. To maintain order at the exhibition site, distributing souvenirs is discouraged except for small gifts to clients and service personnel. (If crowd density poses safety risks, the organizer reserves the right to suspend all gift distribution.)
- All printed materials, slides, videos, and films intended for distribution during the exhibition must be pre-approved by Chinese Customs.
- Exhibitors using their own mechanical transport equipment shall bear full responsibility for any losses incurred.
- No designated area is provided within the exhibition hall for storing empty packaging boxes/wooden crates or packaging materials. Any goods or packaging items left in aisles outside these designated areas will be removed without prior notice and subject to additional fees.
- Exit Permit On the final day of the exhibition, exhibitors must complete a list of major categories of exhibits and display equipment to be removed from the venue. This list must be submitted to the organizing committee for official stamping to obtain an exit permit.

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### **Teardown**

Exhibitors will teardown on the last day of the show, starting from the show closing time. Please follow the teardown schedule and finish the teardown within time. Exhibitors are advised to promptly remove promotional materials and posters from display panels, finish packaging/shipping and exit hall on time.

Items leased during the exhibition should be returned to the proper location on time when moving out after verification by the onsite staff. All packaging materials and garbage are to be taken away by the exhibitor.

Move-Out and Teardown Traffic Route for Truck and parking is the same as the setup day route.

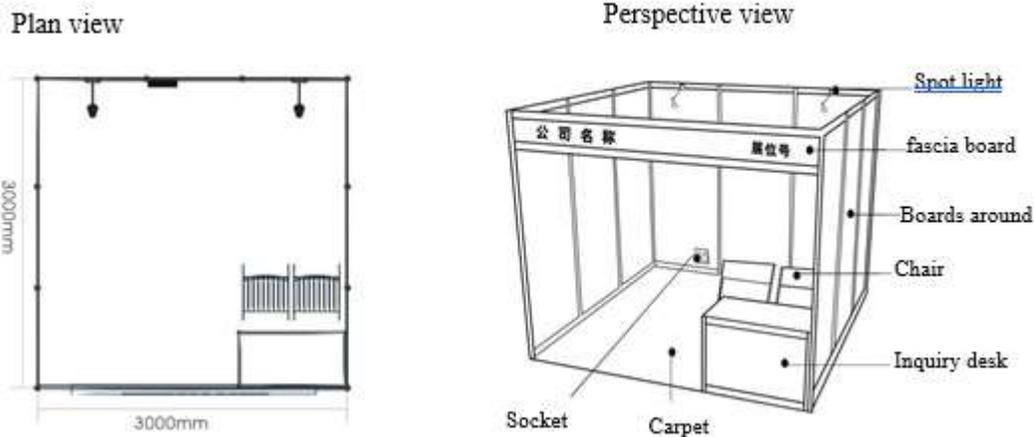
## **Section 3: Booth Regulation**

### **Standard Booth Information**

The booth is constructed by aluminum frames and whiteboards. The booth contains: A fascia board with the Chinese/English title of the exhibitor and booth number, an

inquiry desk, two chairs, two spotlights, and a 220V/5A power socket.

The booth at the corners has two fascia boards placed at the front and the corner sides. If two or more consecutive booths are ordered by one exhibitor, the board between these booths will be removed automatically; exhibitors can request to keep the boards unremoved if necessary.



Booths larger than 9 square meters but less than 18 square meters will only be provided with one set of the furniture and electrical appliances of a standard 9-square-meter booth. Only booths with an area that is a multiple of 9 square meters will receive furniture and appliance configurations corresponding to that multiple.

No other installations are permitted within the standard booth structure. Please contact the relevant contractor from the exhibition if you need additional furniture or need to dismantle or modify your booth. Additional amenities such as special decorations, extra furniture, appliances, etc., are available for paid rental. Please submit a rental request in advance using the application form.

The organizer reserves the right to adjust and modify the distribution of booths if it deems changes to the layout or location of booths beneficial to the exhibition and all exhibitors.

**Subletting or transferring exhibition booth space is strictly prohibited**

Regardless of financial considerations or other agreements, exhibitors are not permitted to assign, transfer, or sublet any portion of their exhibition area, leased offices, meeting rooms, storage spaces, or other facilities. Exhibitors designated as exclusive agents must disclose the names of the companies they represent and the products being exhibited on behalf of those companies when applying to participate.

This regulation also applies to any supplementary materials or products not classified as exhibits. Exhibitors may not directly or indirectly display or promote any products not owned or represented by them. The organizer reserves the right to cover or remove any products violating this regulation from the exhibition hall.

### **Electrical equipment and Lighting**

Exhibitors or their contractors for standard booths wishing to bring their own specialized lighting fixtures, bulbs, and equipment for their booths must notify the venue's main service provider by April 7, 2026. Applicants shall provide the following information:

- Specifications, wattage, and quantity of lighting fixtures
- Total number of devices to be installed
- Electrical installation wiring diagram
- Designated construction company name
- Names and ID numbers of all electrical installation personnel
- Power order from the Exhibitor Manual

Note: Each outlet may only power one display device or machine. Multi-outlet adapters are prohibited to prevent short circuits caused by overload. Severe short circuit incidents may require several hours to resolve, causing inconvenience to other exhibitors. During setup/teardown periods, exhibitors may obtain a temporary power supply upon application to the designated contractor, with related costs borne by the exhibitor.

All electrical equipment installed by exhibitors (including lighting fixtures) must be approved by the organizing committee. Exhibitors are prohibited from using electrical installations with non-compliant circuits within their booths, and wiring from sockets for lighting purposes is strictly forbidden. Violators will be held liable for damages and compensation resulting from power outages or short circuits in the affected area.

The use of high-power electrical equipment exceeding 500 watts on standard power outlets within booths is strictly prohibited. For requirements involving high-power electrical equipment exceeding 500 watts, please contact the main venue in advance for consultation or application.

The organizer reserves the right to disconnect or remove any electrical equipment deemed hazardous or potentially disruptive to other exhibitors or visitors. The Organizing Committee reserves the right to place switch panels and overload protection distribution boxes at appropriate locations within exhibition booths.

## **Booth Regulations**

To ensure the smooth operation of this exhibition, all exhibitors must cooperate with the on-site management of the main service provider and organizer, and strictly adhere to the venue regulations:

- Exhibitors are responsible for safeguarding their own property. The venue assumes no legal or financial liability for theft of exhibitor property or exhibits (National Convention and Exhibition Center (Tianjin) Public Security Police Station emergency number: (022) 8158 7691).
- Exhibitors are strictly prohibited from dismantling or modifying booth structures (including socket fixtures) without authorization. Should accidents occur due to unauthorized modifications, exhibitors shall bear full responsibility for their own losses and compensate the venue and organizers for all resulting damages, including but not limited to mental distress and material losses.
- No drilling, punching holes, or any form of modification is permitted on aluminum support frames or display panels within booths.
- The use of high-power electrical equipment exceeding 500 watts on standard booth power outlets is strictly prohibited. For high-power equipment exceeding 500 watts, apply for additional power supply at the venue's One-Stop Service Center.
- Directly affixing graphics, foam tape, painting, or altering display panels is strictly prohibited. If graphics must be affixed to panels, apply masking tape or vehicle decal backing first.
- To ensure efficient venue cleanup and timely handover, promptly clear and remove all personal belongings from your booth after the designated closing time. Requests for extended display periods must be submitted in advance to the venue management for special arrangements.

## **Exhibits and Onsite Events**

- Exhibitors requiring demonstrations or live displays of equipment, exhibits, or products within their booths must comply with the following:
- Submit all detailed documentation for demonstration exhibits to the organizer in writing, including transfer components, flammable materials, lasers, and other hazardous items, and obtain approval prior to entering the exhibition venue.
- Ensure all machinery in operation is equipped with safety devices, which may only be removed when the machine's power supply is disconnected.
- Ensure all operational machinery on display is operated by the exhibitor's qualified personnel and remains inactive without their supervision.
- All operational exhibits must be securely installed, guarded, and anchored to prevent movement. Placement within the booth must not pose any danger or

risk of injury to visitors, staff, or contractors.

- Start-up devices must be placed independently to prevent operation by visitors or other unauthorized personnel.
- Prevent toxic gases, exhaust fumes, or other irritants generated by exhibits from entering the exhibition hall. Demonstrations involving such exhibits require approval from relevant regulatory authorities in addition to the organizer.
- Demonstrations involving gas cylinders, open flames, welding, etc., must incorporate protective devices. Such demonstrations require prior notification to the organizer and approval from the fire department before use.
- Sufficient protective measures must be taken to prevent damage to exhibition hall floors, carpets, and other facilities. Exhibitors shall be solely responsible for any resulting damage.
- The use and demonstration of electronic, wireless communication, and satellite transmission equipment must obtain permission from local government authorities and comply with relevant regulations and requirements.
- Ensure all exhibits are products manufactured, represented, or distributed by the exhibitor and do not involve intellectual property disputes. In case of intellectual property disputes, the organizer reserves the right to suspend the exhibit and refer the matter to the on-site intellectual property office for coordination and resolution.
- Ensure noise levels do not disturb visitors or other exhibitors. The maximum permitted volume for all booths at this exhibition is 60 decibels. For booths that fail to comply after warnings, the organizer will take necessary measures to stop the violation. Repeated offenders will have their booth power disconnected, and any resulting losses shall be borne solely by the exhibitor.
- Any activities conducted at the exhibition site (including distribution of gifts and materials) must be declared in writing to the organizer in advance and approved before implementation. Exhibitors are prohibited from conducting parades or processions at the exhibition site. Exhibitors must ensure that such activities do not contain politically sensitive or culturally inappropriate content. During events, exhibitors must maintain exhibition safety. The organizer reserves the right to advise or temporarily suspend activities based on on-site safety conditions. For live performances at adjacent booths within the same hall, the organizer requires staggered scheduling. Should any issues arise during activities, the organizer reserves the right to reduce volume, shut down equipment, or halt the activity.
- All exhibits, posters, documents, and materials brought into the exhibition hall must be relevant to the theme of this exhibition and approved by the organizer. Should any exhibits, promotional materials, or exhibit accessories be found to

violate these regulations, the organizer reserves the right to remove such items from the exhibition hall.

Exhibitors violating the rules and regulations of the venue will be penalized on-site with the following fines:

Damages Occurred	USD 30/ piece
Use of high-power electrical equipment over 500 watts in the booth's standard electrical outlets.	USD 70/ item
Disassemble and change flat aluminum	USD 30/ m
Directly pasting or sponge gluing images on the exhibition boards.	USD 30/ item
Paint or other contamination on the exhibition boards	USD 30/ item
Disassembly and alteration of exhibition boards	USD 30 / item
Damaged panels	USD 30/ item
Aluminum columns were disassembled and changed	USD 30/ item
Missing materials such as flat aluminum and aluminum poles.	USD 70/ item
Others	Refer to above rates

## Section 4: Health & Safety

### General Safety Regulation

- Exhibitors, guests, and staff must comply with the organizer's unified arrangements and adhere to all regulations of the exhibition venue.
- All attendees must wear the exhibition badges issued by the organizing committee. Construction personnel must wear safety attire, hold valid credentials while on duty, and strictly comply with the construction requirements stipulated in the State Council's Regulations on the Safety Management of Large-Scale Public Events.
- Exhibitors must safeguard their own property. Booths must be staffed at all times during setup, exhibition, and dismantling. Exhibitors bear sole responsibility for any loss of property occurring during these periods.
- Exhibitors must maintain the integrity of exhibition fixtures and other fixed facilities provided by the venue. Any damage incurred must be compensated at full value.

- Exhibitors must prioritize personal safety. Exhibitors bear sole responsibility for any accidental injuries sustained during setup, exhibition, or dismantling due to personal negligence.
- Construction contractors must properly dispose of all construction waste from their booths. Waste must not be left in exhibition hall aisles or other areas.
- During setup and dismantling, all tools, materials, and other items belonging to construction contractors must be accompanied by an official exit permit issued by the Exhibition Organizing Committee when leaving the venue.
- During the exhibition period, exhibits shall not be removed from the venue in principle. If removal is absolutely necessary, the exhibiting entity must complete exit procedures with the Exhibition Organizing Committee.
- Exhibitors must strictly adhere to the exhibition areas designated by the Exhibition Organizing Committee. Exhibits and promotional materials shall not occupy public passageways, and advertising shall not be displayed on public walls or columns.
- Vehicles and exhibits are strictly prohibited from being parked or placed near exhibition hall entrances/exits, emergency exits, fixed firefighting equipment, and electrical switch cabinets (boxes).
- Open flames are strictly prohibited in exhibition areas during the event.
- Please maintain cleanliness and hygiene in the exhibition halls. Smoking, spitting, littering with fruit peels, paper scraps, or other waste is strictly prohibited.
- Strict traffic control will be enforced during exhibition setup and dismantling. Transportation vehicle access times and routes into the venue will be centrally managed by the official logistics agent and organizers. Exhibitors must submit advance applications and coordinate directly.
- Credit card payments are not accepted for this exhibition. All payments must be made via cash, bank wire transfer, bank transfer, or local checks (with fees borne by the exhibitor). On-site payments are accepted in cash only.

### **Insurance**

Exhibitors should purchase effective and sufficient insurance for the exhibition, including theft insurance, fire insurance, public liability insurance, property damage insurance, life insurance, third-party loss, accident insurance, natural hazards insurance, act of God insurance and other insurances necessary. The organizing committee will not be responsible for any injury, damage or theft occurring during the exhibition.

### **Cancellation Policy**

Due to force majeure, the exhibition schedule may be subject to change. The organizer shall not be liable for any direct or indirect losses incurred by exhibitors resulting from the following causes: fire, flood, earthquake, storm, epidemic diseases or other natural disasters, government actions, or legal judgments arising from labor disputes.

Exhibitors who have signed and submitted a valid booth contract but fail to exhibit, and who have not been released from contractual obligations by the organizer, shall pay all fees stipulated in the contract and any additional expenses incurred by the organizer due to the exhibitor's non-participation.

In the event of on-site disagreements or disputes, exhibitors and their service providers must respect and comply with the organizer's decisions. To accommodate unforeseen circumstances and ensure the best interests of the exhibition and all participants, the organizer reserves the right to revise decisions as necessary.

### **Fire Proofing**

In accordance with the Regulations on the Safety Management of Large-Scale Public Events promulgated and implemented by the State Council of China in 2007, as well as relevant national laws and regulations, the organizer(s) shall bear primary responsibility for fire safety at the exhibition they host. The organizer(s) shall conscientiously implement the Fire Protection Law of the People's Republic of China and the Tianjin Municipal Fire Protection Regulations, formulate fire prevention measures, strictly enforce fire safety accountability systems, and conduct rigorous inspections and management.

Exhibitors should take sufficient fire prevention measures for public safety. All display materials must be fireproofed or made of a fire-retardant material. All exhibitors, their contractors, staff, agents, service personnel, etc. must comply with the Fire Protection Law of the People's Republic of China as well as the fire safety regulations of local authorities and code of conduct of the exhibition venue. Any onsite personnel who encounter a fire during the exhibition is responsible for activating the fire alarm to warn others.

Written approval must be obtained from local Fire Department for the following actions:

Demonstration or operation of heaters, barbecue grills, heat or open flame appliances, candles, lanterns, torches, welding equipment, or other smoke-producing materials at the exhibition. Electric stoves, electric kettles, electric irons, iodine-tungsten lamps, and other electric heating appliances, as well as high-wattage lighting fixtures, are prohibited within the exhibition halls. Demonstration, operation of any electrical, mechanical, or chemical appliance that may be determined to be hazardous must be reported to the appropriate department for approval.

Strictly prohibited items or actions include but not limited to: Open flames and temporary gas lighting, the use of explosive/flammable/corrosive gases for display purposes, the use of other corrosive materials/radioactive materials, the use of strong lighting without external cover, and other use of hazardous materials.

Smoking is strictly prohibited inside the exhibition halls. The use of flammable and explosive substances such as gasoline, rubber water, paint, etc. is strictly prohibited during construction.

For mechanical exhibits such as internal combustion locomotives, automobiles, tractors, and various gasoline or diesel engines, only residual fuel (below the red line) shall remain in the fuel tanks. These vehicles shall not be serviced or started. Construction should not block fire protection systems, air-conditioning systems, mechanical vents, fire safety equipment, hose cabinets, fire alarm handles, indoor lighting fasteners and monitoring systems. Fire lanes in and around the exhibition hall must be kept clear and unobstructed.

At least two fire extinguishers that have passed the annual safety inspection must be kept on site during and after booth construction. Exhibitors are required to thoroughly clear the exhibition area to ensure safety, removing flammable debris, ignition sources, and other fire hazards, and turning off all power to the booths.

#### **Use of Hazardous Materials**

Written approval must be obtained from local Fire Department to use toxic or hazardous materials, including flammable liquids, compressed gases, or hazardous chemicals.

According to the regulations of the Municipal Public Security department "Pavilion Safety Regulations", no gas air such as compressed air is allowed to enter the pavilion. For compressed containers, exhibitors must ensure the safe shipment and storage of their containers of helium, compressed air, argon, carbon dioxide, and other pressurized gases. If a compressed container does not have a safety device, the Organizer will notify the exhibitor to evacuate the compressed container safely from the exhibition hall immediately. Any compression devices required to enter the exhibition hall must meet the relevant safety standards.

#### **Storage Regulation**

Exhibitors must arrange for the storage of Cardboard boxes, crates, boxes, packing materials and containers through a relevant exhibition contractor. Packaging boxes, debris, paper scraps, and excess exhibition samples must be promptly cleared and removed from the exhibition hall public and private areas.

Packing materials or brochures cannot be stored in booth baffles and other specialized service areas. No items shall be attached to or suspended from ceiling sprinkler systems or lighting fixtures in case of a fire hazard.

The onsite staff reserves the right to remove and dispose of items left in the exhibition halls overnight in the public area. Any costs incurred for re-storage and disposal of such materials will be borne by the exhibitor.

What to do in the following situations:

**Theft or damage occurred within your booth overnight or outside of Show hours:**

- Contact the registration desk located at Southeast Lobby or, depending on the value of the lost contact local police office.

**Theft or damage occurs within your booth (or someone else's) during show hours:**

- If you did NOT witness the theft or damage: follow the instructions listed above.
- If you DID witness theft from a booth: you can either call the police immediately (followed by notifying the onsite staff team).

**An exhibitor or visitor is ill or needs medical treatment:**

- There will be dedicated first aid attendants available in the first aids office/at the registration desk located at Southeast Lobby during exhibition hours or, depending on level of emergency, contact local hospital.

**You have found a wallet/purse in the washroom or a credit card has been left in your booth, etc.:**

- If you find a lost object, please bring it to the registration desk located at Southeast Lobby, onsite staff will make an audio announcement to find the owner.

**You have discovered a fire:**

- No matter how small the fire spreads, leave the fire area and sound the building alarm (fire alarm handles are located at all exit doors).

## Section 5: Exhibitor Badge & Company Description

### Exhibitor Badges

The name and company name will be printed on exhibitor badges, booth signage, exhibition program books, etc. Please complete the following info tables, company description and submit the info before the deadline, the organizing committee will prepare the requested items for exhibitors.

The exhibitors' badges will be available at the registration desk at Southeast lobby on the first day of move-in. The quantity standards for exhibitor badges:

Booth size (sqm)	9 (A)	36(E)	64(B)	100-160(H/F)	≥240 (C/D/G)
Badge quantity	5	8	15	30	50

Please fill the following form carefully, an additional 20USD will be charged correspondingly for any alteration of the info after the form submission deadline.

Exhibitors' staff must wear badges at all time onsite during the exhibition. A total of five exhibitor badges are available for each 9x9 sqm booth. Exhibitors should apply and collect a new badge as soon as possible if the old one is lost or damaged. Organizers, designated contractors, and relevant staff members of this exhibition will wear "Staff" identification badges.

Application Deadline: April 7, 2026		Submit the forms to: Patrick Tong Email: <a href="mailto:patrick@cstt.org">patrick@cstt.org</a>		
Booth Number		Company Name		
	Staff Name	Title	Passport Number	Email
Staff1				
Staff 2				
Staff 3				
Staff 4				

Staff 5				
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Signature of applicant: \_\_\_\_\_ Company Seal: \_\_\_\_\_

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### Program Books

The organizing committee will publish the Chinese and English titles of the exhibitors' companies and a brief introduction of their business in the exhibition program book.

Please write the description here. All fields are mandatory.

Privacy Statement: This section must be completed thoroughly by the company/organization. The information will be used for PR, the official website, official WeChat promotions, and database searches by the organizing committee. Companies are required to provide detailed information.

Application Deadline: March 14, 2026		Submit the forms to: Patrick Tong Email: <a href="mailto:patrick@cstt.org">patrick@cstt.org</a>	
Booth Number		Booth Size	
Company Name English			
Company Name Chinese			
Company Address			
Company Website			
International Contact Name		Title	
Phone		Email	
Company Description English	Max 250 words		

Company Description Chinese	Max 250 words
Exhibitor Trademarks and Brands	Max 250 words
Company Logo	jpg.png.jpeg.fomart, 180*60px; or LOGO svg file

Signature of applicant: \_\_\_\_\_ Company Seal: \_\_\_\_\_

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### Booth Fascia Boards

Please provide the company name for the booth Fascia boards.

Application Deadline: April 7, 2026	Submit the forms to: Sixiu Jia Email: <a href="mailto:jasixiu@cmeceexpo.com">jasixiu@cmeceexpo.com</a>
Company Name English	
Company Name Chinese	

Signature of applicant: \_\_\_\_\_ Company Seal: \_\_\_\_\_

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### New Product Launch Speech

If your representative would like to present a speech at the new product launch zone, here's the application form to fill in info.

Translation Fee Schedule (If service needed): \$430USD/20 minutes (Time to be mutually agreed upon; included in the promotional schedule)

Application Deadline: March 20, 2026	Submit the forms to: Patrick Tong Email: <a href="mailto:patrick@cstt.org">patrick@cstt.org</a>		
Presenter's Name		Title	
Speech Organizer Name		Title	
Company Name English			
Company Name Chinese			
Speech Topic Summary	Max 50 words		

Do you need simultaneous translation onsite? Yes/ No	
Please indicate which language you need translation service for?	Additional fees apply
Do you need other equipment for rental for the speech? Yes/ No	Additional fees apply

Signature of applicant: \_\_\_\_\_ Company Seal: \_\_\_\_\_

### Section 6: Service Ordering Forms

Please fill the form for additional rental requests of exhibition Furniture, facilities, tools, decorative pieces, etc.

Application Deadline: April 7, 2026			Submit the forms to: Sixiu Jia Email: <a href="mailto:jasixiu@cmeceexpo.com">jasixiu@cmeceexpo.com</a>			
	Item	Size (m)	Unit Price (USD)	Images	Quantity	Total
1	Round Table	/	8			
2	Long Table A (Tablecloth included)	1.2m*0.6m	6			
3	Long Table B (Tablecloth included)	1.8m*0.6m	12			
4	White Folding Chair	/	10			
5	Banquet Chair (Chair cover included)	/	15			
6	Bar Chair	/	6			
7	One table and Four Chairs (Banquet Chair)	/	12			

8	One table and Four Chairs (White Plastic Chair)	/	12			
9	Water Fountain (Two buckets of water included)	/	15			
10	Bucket Water	/	30			
11	55-inch TV (with floor stand)	/	58			
12	65-inch TV (with floor stand)	/	72			
13	75-inch TV (with floor stand)	/	100			
14	Glass cabinet Short	1m*0.5*1m	200			
15	Glass cabinet Tall	1m*0.5*2m Three-layer partition	380			
16	Shelf	0.71m*0.34m*1.62m	12			
Total						

Note: Payment for exhibition equipment rental requests must be completed by April 7. Failure to pay will be considered as an unsuccessful reservation. For rentals required after April 7, please rent at the on-site rental counter.

Signature of applicant: \_\_\_\_\_

Company Seal: \_\_\_\_\_

# Appendix: Exhibitor Frequently Asked Questions (FAQ)

## Registration & Application

### **How do I apply to become an exhibitor?**

Exhibitors must fill in the application form, sign and submit an official booth contract with the ITTC Organizing Committee. Please pay 50% of the total fee so as to keep your booth. After full payment, exhibitors may proceed with badge application, company profile submission, and service orders according to the Exhibitor Manual. Application info can be found here <https://en.cstt.org.cn/exhibitor>

### **What is the show time?**

Wednesday, April 22, 2026 9:15 AM - 17:00 PM

Thursday, April 23, 2026 9:00 AM - 17:00 PM

Friday, April 24, 2026 9:00 AM - 13:00 PM

Exhibition staff must enter the venue 45 minutes before opening each day during the exhibition period and leave within 30 minutes after closing.

### **What is the exhibitor registration deadline?**

Key deadlines include booth registration deadline March 22, 2026, company description submission by March 14, 2026, and badge application and service orders by April 7, 2026. Late submissions may result in additional charges or rejection.

### **Are co-exhibitors allowed?**

Subletting, transferring, or sharing booth space is strictly prohibited. Exhibitors may only display products manufactured or officially represented by their own company.

### **What happens if an exhibitor cancels or does not attend?**

Exhibitors who fail to participate without a written release from the organizer are still required to pay all contractual fees, including any additional expenses incurred by the organizer.

### **Do you provide an invoice for booth fees/ conference registration payment?**

For international registered companies, we can issue pro forma invoices (pre-invoices) or invoices in English. But If the invoice is issued to a Chinese company acting as a payment agent, a Chinese tax authority invoice is required. Chinese tax invoices can only be issued after the payment has been received.

## Booth Space

### **What is the minimum booth size?**

The standard booth unit is 9 square meters. Booths must be ordered in multiples of 9 sqm. For any special decorated booth and fees, please check official website or contact staff.

### **What is included in a standard booth?**

A standard booth includes aluminum frame, white panels, fascia board with company name, one inquiry desk, two chairs, two spotlights, and one 220V/5A power socket.

### **What is not included in the booth fee?**

Additional furniture, extra electricity, internet, freight handling, customs clearance, and special equipment services are not included. All additional services must be ordered separately via official contractors.

### **Can I modify the booth structure?**

Exhibitors are not allowed to modify booth structures. Any customization must be approved and handled by designated contractors.

## Move-In, Setup & Move-Out

### **When is exhibitor's move-in and setup?**

Setup takes place on April 20–21, 2026, from 08:30 to 19:00. All setup must be completed by 06:00 on April 22. Present proof of payment and exhibitor identity at check-in.

### **When is the teardown and move-out?**

Teardown is scheduled on April 24, 2026, from 14:00 to 24:00. Early dismantling is not permitted. Early dismantling before official closing time is not permitted. Please note when working overtime beyond the scheduled teardown period, an application for the overtime service should be submitted, and overtime fees should be paid accordingly.

### **Are there special requirements during setup?**

All personnel must wear exhibitor badges and safety helmets during setup and teardown. Exhibitors are responsible for their own safety and the behaviors of their staff members.

## Badges & Access

### **How many exhibitor badges are provided?**

Badge allocation is based on booth size, starting from 5 badges for a 9 sqm booth. Badges are non-transferable. Lost badges must be re-applied for and wear at all times.

### **Where can badges be collected?**

Badges can be collected at the Southeast Lobby Registration Desk starting April 20, 2026. Exhibitors set up only, no general visitors' admission on the day.

## Electricity, Equipment & Safety

### **Are high-power electrical devices allowed?**

Devices over 500 watts require prior approval and special power supply arrangements.

### **Can exhibitors use extension cords or multi-outlet adapters?**

No. Multi-outlet adapters are prohibited due to fire and overload risks

### **Are live demonstrations of machinery permitted?**

Yes, but only with **prior written approval**. Demonstrations involving machinery, gas, lasers, heat, noise, or hazardous materials must meet strict safety and fire regulations. If unapproved equipment is brought onsite, the organizer have right and responsibility to remove it for security reasons.

## Shipping, Freight & Customs

### **Must exhibitors use the official freight forwarder?**

Yes. All exhibitors are required to use the **designated freight and logistics agents**. The organizer and venue will not accept goods delivered by unauthorized parties.

### **Are customs clearance services required for overseas exhibits?**

Yes. **All overseas exhibits must complete customs clearance** before entering the venue. Exhibits without clearance will not be allowed to leave the venue once inside.

### **Is there storage room onsite?**

No. The venue provides **no storage space** for crates or packaging materials. Items left in aisles or public areas will be removed and charged

## Insurance, Liability & Security

### **Is insurance required?**

Exhibitors are strongly advised to obtain comprehensive insurance. The organizer is not responsible for loss or damage.

**Who should exhibitors contact onsite for assistance, such as first aid, venue announcements, lost and found, etc?**

Exhibitors may contact the ITTC onsite registration desk located at Southeast lobby, or the assigned staff for support.

**Who is responsible for theft or damage?**

Exhibitors are solely responsible for safeguarding their property. We recommend exhibitors to take away personal belongings and valuables in the evening time. Theft or damage should be reported immediately to the registration desk or local police

## Marketing, Promotion & Onsite Act

**Can exhibitors distribute brochures or gifts?**

Yes, but all distribution activities must be declared in advance and approved. Distribution may be suspended if crowd safety is affected.

**Can exhibitors organize performances or promotional events?**

Yes, subject to prior approval. Noise levels must not exceed **60 dB**, and activities must not block aisles or disturb neighboring booths.

**What if I have more questions? Who should I contact?**

Contact the international exhibitor liaison via:

Patrick Tong Cell: +86 18919638302 Email: [patrick@cstt.org](mailto:patrick@cstt.org)