



IEEE/RSJ International Conference on Intelligent Robots and Systems IROS 2025

———— Human-Robotics Frontier ————

EXHIBITOR MANUAL



CATALOGUE

○ Exhibition Information	03
○ Exhibition Schedule	03
○ Registration Procedures and Safety Reminder	03
○ Documentation Description	04
○ Domestic Express Delivery and Logistics	04
○ Standard Booth Setup	05
○ Liability Insurance for Special Booth Exhibitions	06
○ Process and Requirements for Reviewing Drawings and Applying for Special Booths	07
○ Application Process for Special Booth Construction	10
○ Exhibition Setup Vehicles and Precautions	13
○ Precautions for Exhibition Setup	13
○ Annexes	14
○ International Transportation Services	30
○ Rental Services	40
○ Electricity Specifications and Costs	46
○ Parking Planning and Fees	47

Dear Sir/Madam:

Welcome to the **2025 IEEE/RSJ International Conference on Intelligent Robots and Systems (IROS 2025)**.

This Exhibitor Manual has been carefully prepared to provide all the essential information you need to plan and participate in the exhibition. We strongly encourage you and your team to review this manual thoroughly and to observe all service application deadlines, in order to avoid any inconvenience caused by late submissions.

For international exhibitors, please contact **Lv Chang (Tel: +86 18742530210/+86 13989849592, Email: 1519039229@qq.com)** in a timely manner. This will help ensure that your booth setup meets expectations and that any potential issues are addressed in advance, thereby preventing unnecessary delays.

Please note that **standard booths require no construction work and do not need to be registered separately**. Exhibitors are advised to review the section "Standard Booth Setup" on **page 5** for detailed guidance.

We look forward to welcoming you to IROS 2025 and wish you great success at the exhibition!

If you have any questions regarding our services, please do not hesitate to reach out to us.

Main Exhibition Team

IROS 2025 Conference Secretariat

exhibition@iros25.org

Exhibition Contact (Organizing Committee)

Contact: Chai Jiaxing
Phone: 18611889970
Email: chajiaxing@fmwagg.com

Exhibition Service System Contact

Contact: Tang Yu
Phone: 13257755448
Email: tang81394@foxmail.com

Freight Forwarder Contact

Contact: Yang Minghua
Phone: 13157117098
Email: 602700807@qq.com

Recommended Booth Contractor

Contact: Liu Peng
Phone: 18611889979
Email: liupeng@fmwagg.com

Hotel & Travel Service Provider

Contact: Li Zhen
Phone: 18611884009
Email: lizhen@fmwagg.com

Official General Contractor

Beijing Win-Win International Convention & Exhibition Service Co., Ltd.
Email: niezhirong@fmwagg.com



Hangzhou International Expo Center, Zhejiang, China

Address: No. 353, Benjing Avenue, Qianjiang Century City, Xiaoshan District, Hangzhou City
Website: www.hiechangzhou.com



Self-driving route:

Navigate to Hangzhou International Expo Center (No. 353, Benjing Avenue);
Parking location: Enter the underground parking lot at Gate 3 of the Expo Center from
Benjing Avenue



Subway route:

Take Line 6 to the Expo Center Station (Exit D)

The Hangzhou International Expo Center, situated on the south bank of the Qiantang River and east of the Qianjiang Third Bridge in Qianjiang Century City, Xiaoshan District, is affiliated with Hangzhou Olympic Expo Zhongshan Construction Investment Co., Ltd. It is entrusted to Beichen Exhibition Group, China's largest exhibition output management group, for management and operation. On September 4-5, 2016, the Hangzhou International Expo Center made a stunning appearance as the main venue for the G20 Hangzhou Summit, adding a new footnote to "Chinese Service". With a total construction area of 850,000 square meters, the Hangzhou International Expo Center integrates diverse formats such as conferences, exhibitions, catering, tourism, hotels, commerce, and office buildings, bringing more expectations to the innovative model of exhibition venue operation. Its unique geographical location, convenient and efficient transportation network, various event venues, and venue design that blends the charm of Jiangnan with modern simplicity, from hardware facilities to software services, from operation mode to profit model, the Hangzhou International Expo Center heralds the new era of China's sixth-generation exhibition venues!

2025 IEEE/RSJ International Conference on Intelligent Robots and Systems

 October 19-25, 2025

 Hangzhou International Expo Center, Zhejiang

◀ Exhibition Schedule (All times are in local time)

- **Deadline for submitting booth design drawings for review:**
before 18:00 on September 30, 2025
- **Application deadline for special booths:**
before 18:00 on September 30, 2025
- **Raw space booth setup:**
08:00-18:00 on October 19 & 20, 2025
- **Standard booth decoration:**
12:00-18:00 on October 20, 2025
- **Exhibition open:**
08:30-18:00, October 21-23, 2025
- **Booth dismantling time:**
18:00-23:59 on October 23, 2025

Kind Reminder: Exhibitors are kindly requested to set up their booths within the specified timeframe. It is advisable for exhibitors to plan their setup time effectively to avoid working overtime. Should exhibitors need to work overtime outside the aforementioned timeframe, they must apply for overtime at the Exhibition Service Office on the third floor of the exhibition area before 16:00 on the day of setup, and pay the overtime fees as required. Late applications will incur an additional 50% urgent fee.

◀ Registration Procedures and Safety Reminder

Staff members of all exhibiting units should go to the third floor of the Zhejiang Hangzhou International Expo Center on October 20, 2025, with **their company business cards or copies of their business licenses**, to complete the registration procedures at the **"Exhibitor Registration Desk"** on site, and collect the "Exhibitor Badge" before entering the exhibition hall.

During the exhibition, there will be a large number of people. Exhibitors are advised to keep their personal valuables (such as handbags, laptops, cameras, mobile phones, etc.) properly, especially when there are many business negotiators present. It is recommended to have a designated person to take care of them.

◀ Documentation Description

1) Exhibition pass:

Representatives of exhibiting units will use the pass to enter and exit the exhibition hall during the exhibition period. The usage period is from **12:00 to 18:00 on October 20, 2025, and from 08:30 to 18:00 from October 21 to 23**. Exhibitor badges are collected collectively during company registration (badges do not include conference lunch and do not grant access to the conference area or workshop zones).

2) Construction permit (Email: 1519039229@qq.com):

Construction workers and representatives of participating units who need to enter the exhibition hall during the exhibition setup period must apply in advance through the exhibition service system. The application process is detailed in the system user manual. The usage period is from **08:00 to 18:00 on October 19 and 20, 2025**.

3) Exit permit:

During the exhibition, the items will be distributed at the exhibition service desk. Exhibitors need to use their exit passes to transport or take out their exhibits from the exhibition hall. (Exchange the booth pass for an exit pass)

Note: Exhibitors must complete the hall registration and pay the corresponding fees before they can obtain a construction permit. Only with these documents can they enter the exhibition hall for setup.

◀ Domestic Express Delivery and Logistics

Delivery address: Hangzhou International Expo Center, No. 353, Benjing Avenue, Qianjiang Century City, Xiaoshan District, Hangzhou.

Recipient: Write your own name here

Conference Name: IROS2025

Recipient and contact information: Li Moumou 1861188****

Purpose: Exhibition materials

Exhibitor + Booth Number: Beijing ***** Co., Ltd. B001

Note: The appearance of the express delivery package should be labeled as shown in the above image to facilitate logistics classification at the exhibition hall. The goods receiving starts on **October 18th**. Please plan the shipping time in advance.

◀ Standard Booth Setup

1. Standard booth configuration: 1 booth table, 2 chairs/back and side walls/company name signage/2 spotlights/2 power outlets/1 trash can.

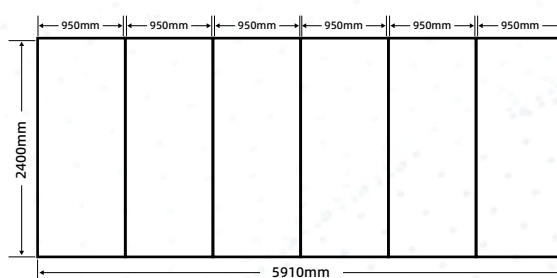
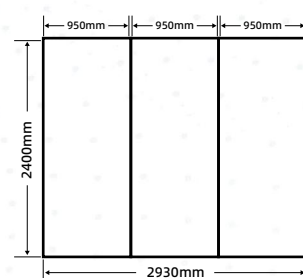
2. The fascia board will be produced by the conference organizing committee in a unified manner. The default name will be the signing unit of the exhibition contract, in both Chinese and English for Chinese enterprises, and in English for foreign enterprises. If there are other requirements for the enterprise, please notify the conference organizing committee by email before **October 13th. Email address: chaijiaxing@fm-wagg.com**

3. The dimensions of the booth display are detailed in the image below. **The display within the booth can be brought in or produced by the official service provider, with costs borne by the participant. Contact: Jiang Weiming (TEL: 19173945429, Email: 1341251316@qq.com)**

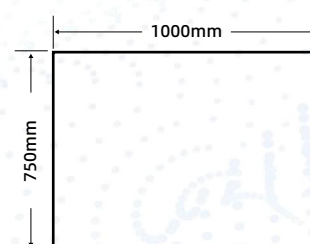


◀ Standard Specifications for Booth Graphic Production

▼ Single Booth Back Wall ▼ Double Booth Back Wall



▼ Reception desk



◀ Liability Insurance for Special Booth Exhibitions

To reduce the liability risks associated with constructing special booths and ensure the safety of on-site construction personnel, **all exhibitors or builders are required to purchase exhibition liability insurance** with a cumulative coverage of no less than RMB 6 million. The application for exhibition liability insurance will list the construction unit (contractor) and exhibitor (client) of each special booth as co-insured parties, corresponding to the three compensation responsibilities of the construction unit and exhibitor within the exhibition area:

1. The cumulative compensation limit for each booth is RMB 6 million, the compensation limit for each accident is RMB 6 million, and the compensation limit for each person per accident is RMB 500,000, including:

1). For losses related to the buildings, various fixed equipment, as well as the ground and foundation of the rented exhibition venue: the compensation limit per accident is RMB 6 million;

2). For personal injuries sustained by Chinese employees, the compensation limits for pensions, medical expenses, and other related costs arising from each accident shall be RMB 6 million; the compensation limit per person per accident shall be RMB 500,000;

3). For personal injuries caused to third parties, the compensation limit for pensions, medical expenses, and other related costs is RMB 6 million per accident; the compensation limit per person per accident is RMB 500,000.

The compensation limit of the insurance policy is shared among the above three responsibilities.

2. Deductible: Deductible per accident: RMB 500,000.

3. Insurance period: **0:00 on October 17, 2025 - 24:00 on October 25, 2025.**

4. **The insurance payment voucher needs to be uploaded in the exhibition service system.**

◀ **Process and Requirements for Reviewing Drawings and Applying for Special Booths**

Stand design submissions must be completed between **September 10 and September 30 by 18:00**. Approval must be obtained no later than **October 13** in order to collect the construction permit on-site and gain access to the exhibition hall for booth construction. Exhibitors with standard booths that do not require construction are not required to register with the venue.

(I) Expenses :

- A. Special decoration management fee: establishment;
- B. Construction permit: RMB 30 per piece (Note: Any worker found on site without a construction permit will be fined RMB 100 per person);
- C. Deposit for each electricity box : RMB 800;
- D. "Health and Safety Deposit" of RMB 10 per square meter;
- E. For the truck permit for booth setup, dismantling, and removal, the fee is RMB 50 per vehicle per visit (limited to 2 hours), with a deposit of RMB 150 per vehicle per visit;
- F. Electricity charges for the exhibition booth during the exhibition period (to be selected based on actual electricity usage);
- G. Booth deposit: RMB 10,000 per exhibition period;
- H. Special booth setup permit: RMB 50 per permit (entry and setup with permit, one permit for one booth).

(II) The materials required to be submitted:

- A. Submit construction drawings, as well as qualification certificates of the construction unit and key technical personnel.
- B. After the relevant qualifications and drawings have been reviewed and approved, the main venue service provider will issue a "Qualification Confirmation Form". Upon payment of the relevant fees with the confirmation form, relevant certificates can be collected.

(III) Exhibition setup requirements:

- ① **Exhibition setup time: On October 20, 2025, from 12:00 to 18:00**, representatives of participating enterprises may enter the exhibition hall to arrange their booths. If they need to enter the exhibition hall before 12:00, they must apply for a construction permit and enter the site according to the requirements of construction personnel.
- ② The design, construction, and setup of special booths by exhibitors must not exceed the boundaries of the reserved space in terms of vertical orthographic projection.
- ③ The construction contractor must strictly adhere to the approved design drawings during construction and is not allowed to make any changes on their own. If changes are indeed necessary, they must be approved by the official venue service provider. The venue will not supply power to those who make unauthorized changes and will issue warnings up to and including penalties.
- ④ The construction contractor must wear the construction permit in a prominent position on their body during construction.
- ⑤ The exhibition setup unit shall not use cutting machines, electric saws, or electric welding equipment on site, and shall not spray paint on site.
- ⑥ The maintenance work of the specially decorated booth is supervised by the booth construction unit.

(IV) Regulations on booth dismantlement management:

To ensure the smooth progress of the dismantling work, all exhibitors are requested to attach great importance to it, consciously abide by the regulations of the organizing committee, and strictly follow the designated time to complete all dismantling tasks.

1. No booth dismantling is allowed before **18:00 on October 23**. For units that pack up and dismantle their booths ahead of schedule without heeding warnings, their qualification for participating in the next exhibition will be cancelled.
2. All exhibits, samples, and various exhibition equipment must be transported out of the exhibition hall gate with a pass issued by the organizing committee, which will be checked and approved by the security guard. **All exhibiting units should obtain the pass at the on-site office before 14:00 on the day of dismantling. To obtain the pass, a [booth pass] is required.**
3. The dismantling of booths must be swift, clean, and thorough. During the dismantling process, the exhibitors (or entrusted builders) are responsible for the safe-keeping of exhibits (samples) and materials. For special and modified booths that have not been dismantled and are unattended after **23:59 on October 23**, the organizing committee will specially organize for cleanup, and the deposit paid will not be refunded.

4. For special booths that fail to clear the site according to regulations, the on-site working group of the organizing committee will record the matter and the deposit paid will not be refunded.

5. Please take good care of all facilities in the exhibition hall. Do not take away or damage any items. Violators will be required to pay for the replacement cost, and severe penalties will be imposed for serious violations.

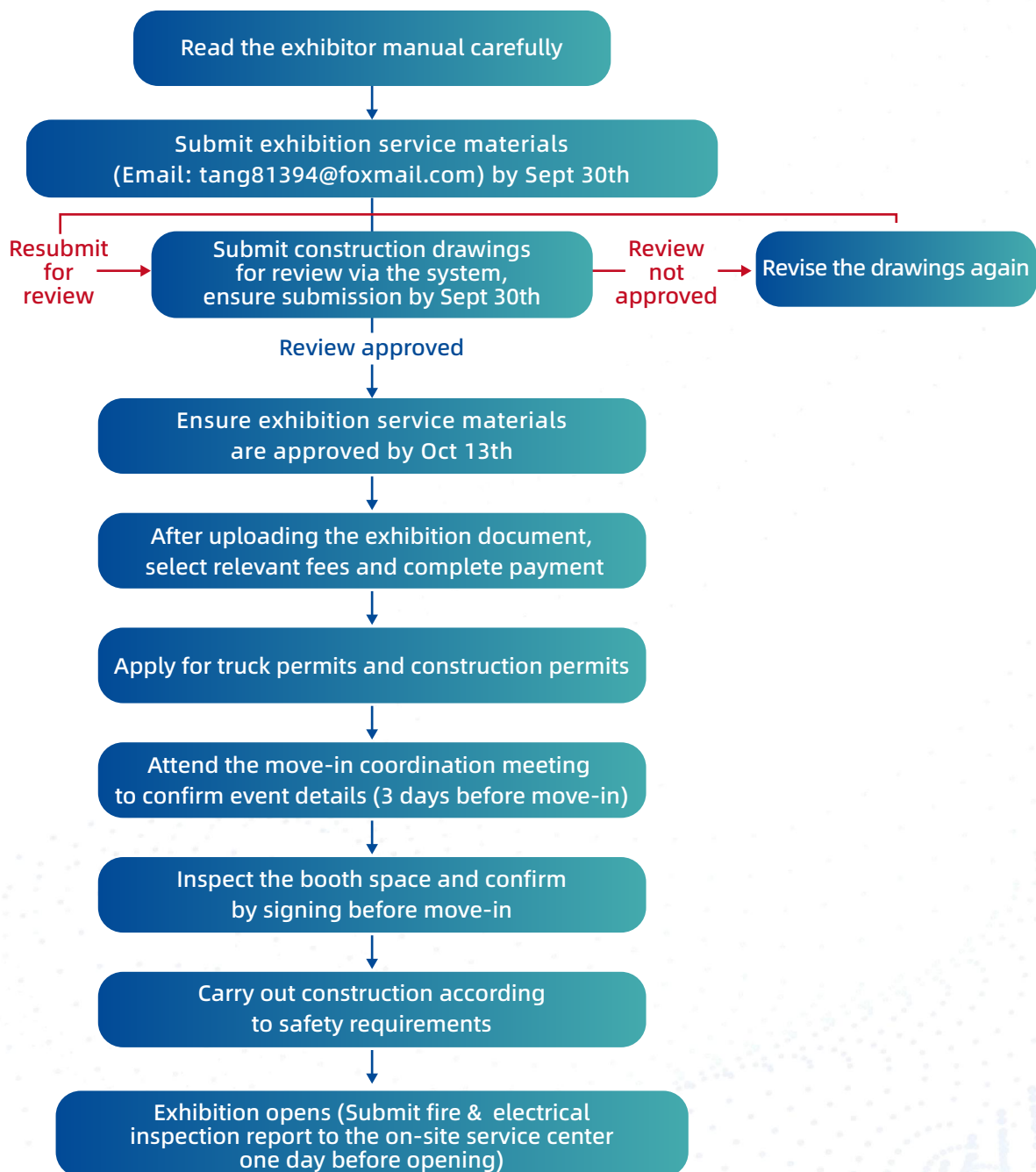
6. During the dismantling of the exhibition, enterprises that take away exhibition materials, equipment, electrical appliances, communication devices, and other types of equipment and facilities from the exhibition hall without authorization will be fined at a rate of one time the original price. For serious cases, they will be handed over to the security department for handling.

(V) Deposit refund time:

The deposit refund process will be handled within one week after 30 working days following the conclusion of the exhibition (refunds will be arranged based on the payment time).

◀ Application Process for Special Booth Construction

In order to enhance the overall service level of the exhibition, ensure the order of the exhibition, and safeguard the interests of all participating parties, the organizing committee of the conference has decided to formulate the following management measures for the main venue. All relevant participating units are requested to comply with and implement these measures.



(I) Submit relevant documents

Please submit the following documents through the email before **September 30, 2025**, and the originals must be submitted to the exhibition service department by **October 20** at the latest in order to obtain the construction permit.

No.	Document	Remarks
1	Copies of business license and legal representative's ID card	The submission from the host unit of the exhibition activity should bear the official seal of the host unit, and the name of the entrusted unit should be consistent with its business license. (A copy of the business license is attached in Annex 1)
2	"Responsibility Agreement for Hosting (Organizing) and Commissioning of Exhibition and Conference Activities"	Signed by the organizer (co-organizer) and the host unit of the exhibition event, and stamped with the official seals of the organizer (co-organizer) and the host unit. (See Annex 2 for details)
3	"Construction Safety Responsibility Agreement of Hangzhou International Expo Center"	The contract for the exhibition event is signed by the official venue unit and stamped with its official seal. (See Annex 3 for details)
4	"Construction Safety Regulations of Hangzhou International Expo Center"	The signing of the host unit for the exhibition event shall be affixed with the official seal of the host unit, and the seal shall be affixed across the seam. (See Annex 4 for details)
5	List of construction personnel	Construction personnel must be reviewed by the police office of the National Exhibition and Convention Center; the paper version, stamped with the official seal of the main venue unit, should be submitted to the on-site service department. (See Annex 5 for details, and attach the list of construction personnel.xls)
6	Front copy of construction personnel's ID card	Submitted by the host unit of the exhibition event. (Note: Electricians and personnel working at heights are required to submit photocopies of their special operation certificates.) (See Annex 6 for details)
7	Construction drawings	<ol style="list-style-type: none"> 1. Booth location plan (1 sheet) (indicating distance from the wall, aisle distance, and placement) 2. Special decoration effect size diagram (2 sheets (overall length, width, height, thickness)) 3. Grid diagram (3 sheets, including effect plan, side elevation, and front elevation) 4. Effect material annotation diagram (1 sheet, unable to display comprehensively, can be supplemented by yourself) 5. Structural construction drawing 6. Location map of water, electricity, and gas facilities (indicating the adjacent booth numbers for easy direction confirmation) 7. Location map of electrical box (power distribution required) 8. Lifting point requirement diagram (optional) <p>(Note: For booths with a two-story structure, structural construction drawings and design specifications for the booth must be provided, and they must be stamped with the registration seal of a "National First-Class Registered Structural Engineer.")</p>

(II) Service demand declaration (Email: 1519039229@qq.com)

1. Exhibitors/builders of exhibition activities must ensure that their applications for venue registration are approved by **October 13, 2025**. If there are special requirements, please promptly contact the official venue service contact and explain the situation.

2. Timely pay the corresponding service fees according to the requirements for water, electricity, gas, lifting points, communication, network, etc. submitted by the host unit of the exhibition event.

3. Pay the corresponding deposit for event construction and setup based on the activity venue.

* Apply for a truck permit (one permit per vehicle, and the permit for entering the venue will be collected) and a construction permit (a copy of your ID card is required).

(III) Payment and settlement of fees

1. Corporate account for deposit collection

Name: Zhejiang Qiankun Wujie Culture Media Co., Ltd

Tax ID: 91330109MA2GK1PL8E

Address: Room 907, Building B, Hangzhou International Expo Center, No. 353 Benjing Avenue, Qianjiang Century City, Xiaoshan District, Hangzhou City

Account: 394885996368

Bank of Deposit: Bank of China, Hangzhou Binjiang Sub-branch Business Department

(Note: Please indicate "IROS2025 setup deposit" when making the remittance)

2. Form of expense settlement

The construction company is required to pay a construction deposit before entering the venue. If there is any damage to the venue equipment and facilities or personal injury to non-Party B personnel due to violation of relevant construction management regulations, the venue party has the right to deduct the compensation costs from the construction deposit after determining the relevant compensation fees. The "Hangzhou International Expo Center Hard Decoration Cost List (Conference, Exhibition Hall, Sequence Hall)" is detailed in Annex 7, and the unit price for loss determination shall be based on the prices listed in this table.

The deposit refund appointment can only be made after 30 statutory working days following the end of the event. When processing, **the following documents must be presented**: ID card, refund application form, payment receipt, service order confirmation copy, "Hangzhou International Expo Center Venue Handover and Acceptance Confirmation Form", "Hangzhou International Expo Center Construction Safety Responsibility Agreement", and construction certificates.

◀ **Exhibition setup vehicles and precautions**

Friendly reminder: Goods vehicles and agricultural tricycles with a verified load capacity of 0.6 tons or more are prohibited from passing through from 7:00 a.m. to 9:00 p.m.

Large trucks are required to enter the vicinity of the exhibition hall with a vehicle permit (obtained from the construction company) before 8:00 on October 19th, and should leave immediately after unloading.

Small vehicles are allowed to enter the designated parking lot, and during the exhibition period, small passenger cars can park in the lot for free.

◀ **Precautions for exhibition setup**

a. Construction safety

Please strictly adhere to the relevant requirements outlined in the construction safety regulations during your work. During the exhibition setup period, all personnel entering the exhibition hall must wear safety helmets.

b. Property safety

During the exhibition setup period, exhibitors are kindly requested to take good care of their personal belongings and keep valuables with them at all times. In case of encountering suspicious individuals or unexpected situations, please promptly notify the security office of the exhibition organizing committee.

c. Furniture rental

For furniture provided by non-official service providers, the official service provider shall issue a guarantee certificate for the builder.

d. Public passage

After the exhibition setup is completed, exhibitors must remove exhibits, display equipment, empty boxes, and other items from the public aisles and must not occupy the public aisles.

Annexes

Attachment 1: Photocopy of business license

Note: The construction unit for exhibition activities must submit a photocopy of its business license, stamped with the official seal of the unit, and the name of the entrusted unit should be consistent with its business license.

营业执照
(副本) (1-1)

统一社会信用代码 XXXXXXXXXXXX

名称 XXXX
类型 有限责任公司(自然人投资或控股)
住所 XXXXXXXXXXXX
法定代表人 XXX
注册资本 200万元
成立日期 2011年10月12日
营业期限 2011年10月12日至2031年10月11日
经营范围 施工总承包、专业承包;室内装饰工程设计;会议及展览服务;组织文化艺术交流活动(不含演出);设计、制作、代理、发布广告;电脑图文设计、制作;企业策划。(依法须经批准的项目,经相关部门批准后依批准的内容开展经营活动。))

登记机关 2015年12月02日

提示:每年1月1日至6月30日通过企业信用信息公示系统报送上一年度年度报告并公示。

企业信用信息公示系统网址: XXXXXXXXXXXX

中华人民共和国国家工商行政管理总局监制

Attachment 2:

Letter of Entrustment for the Host (Organizer) of Exhibition and Conference Activities

(Company)

Now entrusting _____(company)

Responsible for _____(activity)

Ensure construction safety within all designated areas, and assign corresponding staff to provide the following related services:

1. Review all drawings and documentation related to the setup of the event to ensure safe setup and use, and submit the relevant materials to the on-site service department for filing;

2. During the construction and setup period, ensure safety management of fire prevention, electrical appliances, structures, and other related coordination work;

3. Conduct safety patrols during the event to ensure the safety of temporary construction facilities;

4. After the event, all construction materials shall be cleared and transported, and supervision and management work shall be carried out to ensure construction safety during the pavilion dismantling period.

During the work process, the entrusted unit shall strictly adhere to the Regulations of the People's Republic of China on the Safety Management of Large-scale Mass Activities, the Fire Control Law of the People's Republic of China, the National Technical Code for Safety of Electrical Equipment, the Production Safety Law of the People's Republic of China, the Measures of Zhejiang Province on the Safety Management of Large-scale Mass Activities, as well as other relevant documents issued by the government and industry associations, and national laws and regulations. It shall adhere to the principles of "whoever organizes (undertakes) the event is responsible" and "safety first, people-oriented", ensuring personal and property safety during the construction period. In the event of any safety issues, the entrusted unit shall bear full responsibility, and shall have no association with Beijing New Perspective Exhibition Co., Ltd., and shall bear the reputation and economic losses caused to Tiancheng Tujing Culture Media (Beijing) Co., Ltd. as a result.

Entrusting unit (official seal):

Entrusted unit (official seal):

Signature of the person in charge:

Signature of the person in charge:

Contact number:

Contact number:

Year Month Day

Year Month Day

Attachment 3:

Construction Safety Responsibility Agreement of Hangzhou International Expo Center

During the construction period at the Hangzhou International Expo Center, our construction unit strictly adheres to the "Regulations on the Safety Management of Large-scale Mass Activities of the People's Republic of China", "Fire Protection Law of the People's Republic of China", "National Technical Code for Safety of Electrical Equipment", "Production Safety Law of the People's Republic of China", "Measures for the Safety Management of Large-scale Mass Activities in Zhejiang Province", as well as other relevant documents issued by the government and industry associations, and national laws and regulations. We adhere to the principles of "whoever organizes (or undertakes) the event is responsible" and "safety first, people-oriented", ensuring personal and property safety during the construction period. We follow the following regulations:

1. Provide safety production training to construction personnel, ensure that they work with valid certificates, wear safety helmets upon entering the site, and conduct safe construction; and appoint a site safety supervisor responsible for daily safety inspections and supervision.

2. Strictly abide by all safety and fire management regulations of the exhibition hall. Smoking is strictly prohibited inside the venue building. Construction units must be equipped with fire extinguishers when entering the site. Construction and setup must not block fire safety doors, fireproof rolling shutter doors, fire hydrants, fire trenches, sprinkler equipment, evacuation signs, and other fire-fighting facilities. Construction and setup must not use flammable (paint, thinner, gasoline, etc.) or explosive materials, and open flame operations are strictly prohibited. Construction materials should be selected from flame-retardant and environmentally friendly materials that meet national standards.

3. It is prohibited to use the fixed facilities such as the exhibition hall's distribution box, water source, and gas source without authorization. Electrical connections must be made in accordance with national electrical equipment safety technical specifications. The main switch of the distribution box should have leakage protection and match the declared demand specifications, and proper grounding protection should be provided. Double-insulated sheathed wires should be used for electrical connection and installation, and the connection terminals should be completely enclosed and not exposed.

4. High-altitude operations must be carried out by personnel with relevant qualifications. Before entering the lifting platform for operation, construction personnel should wear safety helmets and safety belts, conduct a self-assessment of potential hazards in the lifting platform and construction area, and confirm that there are no safety hazards before starting construction work. During construction, the principle of "hanging high and using low" should be adopted, with construction personnel below for supervision. Unauthorized personnel are strictly prohibited from entering the work area.

5. During the exhibition, all booth builders should arrange professional technicians to be on duty. They can leave only after ensuring that the booth power supply is turned off and other necessary tasks are completed before the daily venue cleaning.

6. When dismantling the booth, the construction unit shall remove all construction materials from the exhibition hall and ensure they are completely cleared away. It is strictly prohibited to leave any materials behind in the back cargo area or the surrounding areas of the venue.

For specific details, please refer to the "Construction Safety Regulations of Hangzhou International Expo Center".

The authorized representative of the legal person of our construction unit confirms that he/she has carefully read this Construction Safety Responsibility Agreement and the various rules and regulations mentioned above, and guarantees strict compliance and safe construction during the process of entering the exhibition hall for construction, withdrawing from the exhibition hall, and transportation. Our construction unit will bear full responsibility for any safety accidents such as personal injury, fire, and damage to related building facilities caused by violations of regulations, and has no association with Hangzhou International Expo Center.

Official seal of the home court or construction unit:

Signature of the authorized person entrusted by the company's legal representative :

Contact number:

Year Month Day

Attachment 4:

Construction Safety Regulations for Hangzhou International Expo Center

In accordance with the "Regulations of the People's Republic of China on the Safety Management of Large-scale Mass Activities, Fire Control Law of the People's Republic of China, the National Technical Code for Safety of Electrical Equipment, the Production Safety Law of the People's Republic of China, the Measures of Zhejiang Province on the Safety Management of Large-scale Mass Activities", as well as other relevant documents issued by the government and industry associations, and national laws and regulations, Hangzhou International Expo Center, as a large-scale conference and exhibition venue, is obligated to fulfill the safety management responsibilities entrusted by law and comprehensively maintain the safety responsibility for various equipment and facilities in the venue. In order to implement the requirements of the Hangzhou Municipal Government and organizations at all levels for production safety management, and in consideration of the characteristics of construction and setup activities in the exhibition industry, as well as the complexities of different construction materials, construction techniques, and setup progresses for each booth during the construction process, coupled with the cross-operation of various work types, in order to regulate the order of the construction site, eliminate various potential safety hazards, and prevent safety accidents, the "Construction Safety Regulations of Hangzhou International Expo Center" are hereby formulated, and various safety regulations during the construction process in the venue are hereby announced. It is expected that all construction units will strictly comply with and implement these regulations during the construction process to prevent any safety accidents from occurring.

I. Responsibilities for safety management of construction at the main site

1. The organizational structure is sound, and the personnel are fully equipped.
2. For areas of 5000 square meters or more, a minimum of two full-time safety personnel must be assigned, each wearing a red armband, to conduct patrol inspections and ensure safety measures are in place.
3. Strictly manage and promptly correct any violations committed by construction personnel during the construction period, such as not wearing safety helmets, working at heights on ladders over 2 meters, and working without supervision under the ladder.
4. Be responsible for organizing safety inspections and patrols during the exhibition to ensure the structural and electrical safety of the exhibition booth.
5. Be responsible for the supervision and management of the dismantling and removal of materials for the exhibition booth during the exhibition's backstage, ensuring that all work during the dismantling period is safe and orderly. Rough dismantling is strictly prohibited.

II. Requirements for construction personnel

1. Construction personnel must wear safety helmets and take necessary labor protection measures when entering the construction site.

Attachment 4:

2. Construction personnel must enter the construction site with their own construction permits.

3. Construction personnel are strictly prohibited from entering the construction site when they are drunk or feeling unwell.

4. When construction personnel climb ladders to work at heights above 2 meters, there should be specially-assigned personnel below to supervise.

5. Electricians must work with valid certificates and take necessary insulation protection measures before conducting construction operations.

6. During high-altitude operations, construction personnel must hold a high-altitude operation certificate before commencing work.

7. When working at heights, construction personnel should wear protective measures such as safety helmets and safety belts. During operation, they should adopt the method of hanging high and using low, and there should be safety personnel monitoring from below. Unauthorized personnel are strictly prohibited from entering the work area.

III. Construction and setup requirements

1. When entering the venue to set up and transport goods, one should enter through the cargo doors of the venue's freight passage. Only the cargo elevator is allowed to be used, and the use of passenger elevators and passenger escalators is strictly prohibited.

2. When the construction unit transports goods into the hall, protective measures should be taken for the hall door to avoid any collision damage to the door.

3. Before entering the hall, it is necessary to lay carpet or plastic film before placing the construction materials. For example, when building a stage, all structural grounding surfaces must be covered with plastic film before laying wooden boards with a thickness of not less than 1cm.

4. When setting up exhibitions in banquet halls, multi-function halls, and other conference rooms, a layer of plastic film should be laid first, followed by wooden boards, before any construction can be carried out.

5. The construction unit shall be equipped with corresponding fire extinguishers when entering the site for construction, strictly follow the submitted booth drawings, and the construction area shall not exceed the scope of the booth.

6. When encountering fixed facilities in the venue (such as columns, etc.), the construction unit should conduct actual measurement and then make planning accordingly.

7. The construction materials should be environmentally friendly.

8. The exposed parts of structures erected in public areas should be shielded with fire-resistant materials.

9. When hanging flags at the glass fence, it is strictly prohibited to tie the hanging objects directly to the metal railings. The hanging must be done in the manner shown in the following figure.

Attachment 4:



10. The construction unit shall complete the fabrication and painting of the booth structure at the factory. Processing and fabrication of the booth structure are prohibited on the construction site. Only structural assembly and graphic design work are allowed inside the venue.

11. When building a wooden structure exhibition stand with a span exceeding 6m, there should be at least one effective support column with a diameter of $\geq 100\text{mm}$ and a wall thickness of $\geq 5\text{mm}$, and it should be equipped with a flange plate and a base plate.

12. When using glass materials to decorate the exhibition stand, tempered glass with a thickness of not less than 8mm should be employed. In case of large-scale use, clear safety warning signs should be posted.

13. During the construction process, the construction unit shall ensure that the materials used for booth construction do not exceed 1m beyond the booth's designated area, and shall promptly clean up all types of waste materials to maintain the unobstructed fire escape routes within the exhibition hall.

14. It is strictly prohibited to set up temporary warehouses within the venue for storing booth materials, construction tools, etc.

15. When erecting outdoor signboards, advertising spaces, and other conference facilities, a weather forecast and early warning mechanism should be established, fully considering the potential impacts of climate change (such as natural phenomena like wind, rain, and snow), and implementing corresponding protective measures to eliminate potential safety hazards.

16. In case of severe weather conditions outdoors, such as winds above level 5, construction work, outdoor loading and unloading of goods, and other dangerous operations should be prohibited. Windproof measures should be taken in advance to ensure the safety of personnel and goods.

17. The construction unit shall dismantle the exhibition booth according to the specified time. Before dismantling, it shall ensure that the power supply of the booth is turned off, and live construction is strictly prohibited.

Attachment 4:

18. During the dismantling of the exhibition booth, the main venue should be equipped with corresponding staff to conduct on-site safety guidance, ensure civilized construction, and strictly prohibit non-standard construction behaviors such as pushing or pulling down the entire booth structure.

19. During the dismantling process, the construction unit shall remove all construction materials from the venue and ensure they are completely cleared away, without leaving any behind in the back cargo area or the surrounding areas of the venue.

20. After the exhibition is dismantled, the main venue shall apply for inspection. Only after the inspection and confirmation by the venue party can the exhibitors leave.

21. For stages with a double-layer or above structure, structural construction drawings and design specifications for the stage must be provided, with the registration seal of a "National First-Class Registered Structural Engineer" affixed.

22. For stands with a double-layer or higher structure, structural construction drawings and design specifications for the stand must be provided, stamped with the registration seal of a "National First-Class Registered Structural Engineer". Additionally, an insurance policy for the stand must be provided.

23. The construction of all temporary facilities (booths) must not exceed the height limit set by the venue:

Exhibition Area	Hall Room	Special equipment construction Height limit (m)	Ground load Per square meter/ton	Lifting point load capacity (kg)
three floors	Exhibition halls 3B and 3C	4.5	1.5	1000

24. Size of freight elevator

Load capacity of freight elevator in exhibition area	Car size (length * width * height) (m)	Elevator door (width * height) (m)
5 tons (2 units)	3.4*2.4*2.3	2.4*2.1
3 tons (1 unit)	5.9*2.5*2.3	2.5*2.1

◀ Fire Safety Requirements ■

1. Smoking, open flame operations, and the use of flammable and explosive hazardous materials such as paint, thinner, gasoline, and pressure vessels are strictly prohibited within the venue buildings.

2. The width of the main aisle for exhibition activities should be no less than 5m, and the width of the auxiliary aisle should be no less than 3m. It is strictly prohibited for any unit or individual to occupy or block fire evacuation routes and entrances and exits in any way.

3. All temporary facilities (exhibition booths) must not obstruct the venue's safety evacuation doors, fire hydrants, fireproof rolling shutters, power distribution rooms, bathrooms, and other venue infrastructure.

4. All temporary construction facilities (booths) should be equipped with fire extinguishers that have passed annual inspections. Strictly following fire safety regulations, each booth must be equipped with qualified and effective fire extinguishers (each $\geq 2\text{kg}$) during the construction period, according to the standard of one extinguisher per 30m^2 and two extinguishers per 50m^2 .

5. All decorative materials used for the construction of temporary facilities (exhibition booths) should meet the national fire protection standard of Class B1 or above. It is strictly prohibited to use flammable materials such as elastic fabric and knitted cotton fabric for decoration.

6. All wooden structures of temporary facilities (booths) and light boxes should be sprayed with fire-resistant paint before entering the site, and the light boxes should have heat dissipation holes.

7. It is strictly prohibited to use fully enclosed canopies for all temporary facilities (exhibition booths), storage rooms, and rooms. At least 50% of the area should be left open.

◀ Requirements for Water, Electricity, and Gas ■

1. The basic power supply for the venue should be a three-phase five-wire system.

2. Lighting fixtures and electrical facilities should comply with national safety standards and fire safety requirements, and construction work should be carried out in accordance with the national electrical equipment safety technical specifications GB19517-2009.

3. Power connection should be carried out by professional electricians who must hold relevant certificates, and non-professionals are prohibited from operating.

4. For water and gas used in the booth, operation and maintenance ports for daily water and gas supply and shut-off should be reserved.

5. The booth should be equipped with a secondary electrical box, with all components complete and intact; all electrical boxes must not be placed in storage rooms or enclosed spaces, but must be installed in a prominent position on the booth, and must be at least 20cm above the ground.

6. The master switch of the secondary electrical box at the booth should have leakage protection and match the declared specifications, and proper grounding protection should be implemented.
7. Double-insulated sheathed wires should be used for electrical connections, and the connection terminals should be completely enclosed and not exposed.
8. When the wire passes through the ground, it should be protected with a bridge.
9. When electrical components such as ballasts come into contact with wooden structures, non-combustible materials should be used for thermal insulation protection.
10. Safe and effective rain-proof measures should be taken for outdoor installation of electrical equipment such as lamps, sockets, and distribution boxes.
11. During the exhibition period, all construction units should arrange professional electricians to be on duty. Before clearing the exhibition hall every day, they must ensure that the switches of the electrical facilities at the booth have been turned off, and the power supply must be cut off before leaving the site.
12. It is strictly prohibited to use high-temperature lamps such as iodine-tungsten lamps and high-pressure mercury lamps.
13. It is strictly prohibited to use high-power electrical appliances such as electric irons and electric kettles.
14. During the exhibition, the use of pressure vessels such as air compressors and gas storage tanks is strictly prohibited. If there are special needs, prior declaration must be made, and approval from the venue authorities must be obtained. These items must be placed in a designated location outside the venue to ensure safe use.
15. The 24-hour power supply provided by the venue cannot be used as an uninterrupted power source; if there is a 24-hour electricity demand, personnel on duty should be assigned to guard it.

◀ When Using Lifting Equipment, The Following Precautions Should Be Taken

1. When using lifts, the construction unit should have professionals to operate them. Before operation, potential hazards in the construction area should be carefully investigated, and construction can only commence after safety has been confirmed.
2. Before using the lifting platform, operators should conduct a comprehensive inspection of the machinery and equipment to ensure that the lifting frame can move up and down freely, the screws are secure, the steel wire ropes are free from rust, and the lubrication is good.
3. The lifting platform should be placed on a flat surface and is not allowed to be used on steep slopes. When in use, the stabilizing brackets should be opened and the stability of the brackets should be checked to prevent the lifting platform from sliding on its own.

4. It is not allowed to place various ladders or other items for elevation on the top platform of the lifting platform. When working by leaning out, staff should ensure that both feet are on the ground; otherwise, the lifting platform should be moved.

5. When the lifting platform is raised, attention should be paid to maintaining a specified safe distance from overhead power lines; when personnel on the lifting platform are passing tools or materials up and down, ropes should be used for lifting. It is strictly prohibited to throw tools and materials. Personnel on the platform should take safety measures to prevent tools or materials from falling from a height and injuring others.

6. The electric lifting platform must be well grounded, the protective layer of the power cord must be intact, and the copper wire must not be exposed; protective measures should be taken when the power cord crosses a passage.

7. It is prohibited to use electric lifting platforms outdoors on rainy days.

◀ Deduction Standard for Construction Deposit

Any construction unit or individual that violates the "Construction Safety Regulations of Hangzhou International Expo Center" and refuses to implement the safety management requirements proposed by the venue party, Hangzhou International Expo Center has the right to deduct part or all of the construction deposit according to the following standards. For units and individuals who seriously violate this safety regulation and refuse to obey dissuasion, Hangzhou International Expo Center has the right to make a decision to force them to withdraw from the site.

1. If the construction unit fails to equip with qualified and effective fire extinguishers as required, a penalty of RMB 700 per extinguisher will be deducted from the construction deposit. The violating unit may receive a free fire extinguisher from the venue upon presentation of the payment receipt for the fine.

2. If construction personnel enter the site without wearing safety helmets and refuse to listen to dissuasion, the construction deposit of RMB 300 per person per violation will be deducted.

3. If construction personnel climb a ladder to work at heights of 2 meters or more without anyone watching from below, a deduction of RMB 300 per person per occurrence will be made from the construction deposit.

4. If the electrical connection work is carried out by the construction unit's electrician without a certificate, or by personnel without an electrician certificate, the construction deposit of RMB 2800 will be deducted for each violation.

5. If the construction personnel working at heights operate without a certificate, or if the operation is conducted by unlicensed personnel, the construction deposit of RMB 2,800 will be deducted for each violation.

6. If the construction unit occupies fire escapes for building materials and disregards warnings, the construction deposit will be deducted by RMB 700 per instance and per violation.

7. The air switch actually connected to the electrical box at the construction unit's booth does not match the declared specifications. The construction unit is required to re-declare the electrical box for the booth and is subject to a fine of at least twice the cost for connecting to the declared specifications of the electrical box for the booth.

8. If the construction unit uses alcohol, thinner, or flammable materials in violation of regulations, the construction deposit of RMB 700 will be deducted for each violation.

9. If the construction unit uses a grinding machine to cut metal items in violation of regulations, resulting in sparks, the construction deposit of RMB 700 will be deducted for each violation.

10. During the dismantling period, if the construction unit conducts unauthorized and barbaric demolition, pushing or pulling down the booth as a whole, the violator will be fined RMB 2,800 per occurrence per violation.

11. If the construction unit leaves waste inside the pavilion, in the back yard, or around the venue, the construction deposit of RMB 2,800 will be deducted for each violation.

12. If the construction unit violates these regulations and causes property damage to any party, the violator shall be fined RMB 14,000 per violation from the construction deposit, and shall also pay property damage compensation based on the extent of personal and property losses.

13. If the construction unit violates these regulations and causes personal injury or death to any party, the violator shall be fined the full amount of the construction deposit and shall be held legally responsible in accordance with relevant laws and regulations. The construction unit shall bear full responsibility for all safety accidents, including personal injury, fire, and damage to venue buildings and facilities, caused by violations of the above regulations during the construction, removal, and transportation processes in the venue. The construction unit shall also bear all the reputation and economic losses caused to Hangzhou International Expo Center. The construction unit shall strictly adhere to the above requirements and relevant rules and regulations during construction. If there is any violation, Hangzhou International Expo Center will deduct the corresponding construction deposit based on the severity of the situation.

Note:

1. Matters not specified in this agreement shall be implemented in accordance with relevant national and Hangzhou municipal regulations and provisions.

2. In case of safety requirements proposed by on-site regulatory authorities such as public security, fire protection, and safety supervision, strict compliance and rectification must be ensured. The on-site service department reserves the right to impose special restrictions in exceptional circumstances. The legal representative and authorized person of the construction unit for this event have carefully read this Construction and Setup Safety Responsibility Agreement and the relevant rules and regulations mentioned above, and guarantee strict compliance with relevant safety management regulations. Otherwise, in the event of any safety issues, our company is willing to bear all legal responsibilities.

Official seal of the home field or construction unit:

Signature of the authorized person entrusted by the company legal person:

Contact phone number:

Attachment 5:

List of Construction Personnel for IROS2025

Unit Name:		Contact Person:		Phone:		Submission Date:	
No.	Name	Nation	Gender	Registered residence address	ID number	Technical type of work	Phone
1	Zhang San	Han Chinese	male	XX, XX District, XX City, XX Province	XXXXXXXXXX XXXXXXXX	electrician	XXXXXXXXXX
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Attachment 6:

Photocopy of Special Operation Certificate
(for electricians and personnel working at heights)



Attachment 7:

List of Hardcover Costs for Hangzhou International Expo Center (Conference, Exhibition Hall, and Sequence Hall)

Region	Maintenance unit price (RMB)	Instructions
Stone	1460/m ²	For malicious damage or severe impact, any area less than one square meter will be calculated as one square meter.
Floor tile	760/m ²	If the constructed ground is not protected, maliciously damaged, or severely bumped, it will be calculated as one square meter even if it is less than one square meter.
Professional carpet cleaning	800/m ² /location	The carpet contamination is not severe and can be cleaned. Areas less than one square meter will be charged as one square meter. If two areas are more than one meter apart, they will be charged as two square meters.
Woven carpet	2500/m ² /location	
Wood veneer	495/m ²	Only refers to malicious scratching or bumps caused by lack of protection; if damaged, it will be calculated based on the entire door area.
Fine decoration door	495/m ²	It only refers to scratches and bumps caused by malicious damage or lack of protection; if there is any damage, it will be calculated based on the entire door area.
Simplified door	280/m ²	
Copper door handle	5800/piece	It indicates deformation and requires replacement.
Copper door handle	1000/piece	Refers to scratches or damages caused by malicious scratching or lack of protection.
Exhibition hall large handle	600/piece	It refers to damage or loss.
Electroplated door handle	80/piece	It indicates deformation and requires replacement.
Soft and hard packaging	495/m ²	Refers to malicious pollution, malicious damage, or severe breakage, which shall be replaced by a decoration unit.
Evacuation strobe light	100/piece	It refers to damage or loss.
Fire hydrant glass	150/piece	Refers to damage.
Fire door handle	120/piece	It refers to damage or loss.
Exhibition ditch cover plate	300/piece	It indicates deformation and requires replacement.
Honeycomb perforated panel for wall	500/piece	Refers to malicious damage or severe breakage, which shall be replaced by a decoration unit.
Curtain wall glass	5000/m ²	Refers to malicious damage or severe breakage, which shall be replaced by a decoration unit.

Attachment 7:

List of Hardcover Costs for Hangzhou International Expo Center (Conference, Exhibition Hall, and Sequence Hall)

region	Maintenance unit price (RMB)	Instructions
Copper veneer	450/m ²	Refers to malicious pollution, malicious damage, or severe breakage, which shall be replaced by a decoration unit.
Painted wall	146/m ²	Refers to malicious pollution, malicious damage, or severe breakage, which shall be replaced by a decoration unit.
Paint wall corner	100/location	Refers to malicious damage or severe damage (severe damage: exceeding 10 cubic centimeters).
Cigarette burn on carpet	2000/location	Refers to intentionally burning the carpet with a cigarette butt.
Exhibition floor	252/m ²	Refers to ground damage or large-scale damage caused by the lack of ground protection, as well as malicious damage.

Note: The lessee unit is deemed to have read this table when submitting the application for the venue. If any damage is caused to the venue facilities during the event, the unit price for determining the damage amount shall be based on this table. For items not covered in this table, the damage determination shall be subject to the Engineering Services Department.

Signature of the Lessee's Representative:

Date:

◀ International Transportation Services

Jinyun International Freight Agency (Hangzhou) Co., Ltd. is honored to have been entrusted by the organizer as the general agent for the transportation of exhibits for this exhibition. We are enclosing the **transportation guide** for this exhibition with this letter, which includes shipping instructions and charging standards. For any inquiries, please contact:

I. Contact Information

Company Name: Jinyun International Freight Agency (Hangzhou) Co., Ltd. (hereinafter referred to as "Jinyun Company")

Office address: Room 202, Building B, Guobo Center, No. 353 Benjing Avenue, Qianjiang Century City, Xiaoshan District, Hangzhou

Project leader: Yang Minghua (TEL: +8613157117098; Email: 602700807@qq.com)

On-site General Coordinator: Deng Long 13157115298 (also available on WeChat)

Other inquiries: warehousing, domestic transportation, international transportation, aerial vehicle rental, complaints and suggestions, etc,

Please call **Jinyun's national customer service hotline at 400-888-3965**

II. Shipment and Receipt of Goods

1. You can choose from the following options:

Transport Pathway	Receiving address	Consignee	Logistics time
Collected by Jinyun and delivered to the booth during the exhibition setup time	According to the fifth item Requirements for "Exhibit Marking"	According to the fifth item Requirements for "Exhibit Marking"	Arrival within 1-6 days before the exhibition setup is acceptable
Self shipment (Freight/Express Delivery)	Gate 2, Guobo Center, No. 353, Benjing Avenue, Xiaoshan District, Hangzhou City	exhibitor Self acceptance	Only during the exhibition setup period arrival
Self-driving passenger car minivan	Gate 3, Hangzhou International Expo Center (Entering the underground parking lot to load and unload goods)	exhibitor Self acceptance	Only during the exhibition setup time arrival
International transportation	Fill out the "Exhibit List" 1-3 months before the exhibition and email it to info@k-trans.cn for consultation. Only after receiving customs clearance confirmation and detailed instructions can the shipment be made		

2. Please refer to the attachment for the truck route map. If exhibitors choose to receive the goods themselves, they can first obtain a truck pass at the exhibition service desk, then drive the truck from the Hangzhou International Expo Center Truck Parking Lot to Gate 2 of the exhibition hall with the pass, and proceed to the unloading area within the exhibition hall to load and unload the goods.

3. For detailed information on the exhibition truck driving route, parking lot location, traffic restrictions reminders, and pass handling, please refer to Annex 2 "Exhibition Truck Driving Route Map".

III. Payment

1. The cost settlement can be based on the measured size at the exhibition site. Payment can be made in **cash, via QR code, or by credit card before entering the exhibition hall**. Alternatively, the payment can be remitted to our company's account before the exhibition is dismantled. The transportation fee for dismantling the exhibition should be settled before arranging the transportation.

Company account: Jinyun International Freight Agency (Hangzhou) Co., Ltd.

Bank of Communications, Hangzhou Xiaoshan Jincheng Road Sub-branch,
305069160018010077521

IV. Tips for exhibit transportation

1. Technical indicators

(1) The **height limit** for cargo trucks entering the unloading passage on the first floor of the exhibition hall is 4.5 meters; the height of the goods entrance to the exhibition hall is 3.9 meters, and the floor load capacity within the exhibition hall is 5 tons per square meter. If the equipment exceeds the load capacity of the exhibition hall, effective load-sharing and unloading measures must be taken.

(2) If there are **special requirements** for unloading and positioning the exhibits (requiring any type of crane or a forklift with a capacity of 5 tons or more), or if the required **services are not included in this transportation guide**, exhibitors must (fill in Annex 1) contact and communicate with Jin Yun Company in advance to confirm the entry plan. The organizing committee and the main venue transporter will do their utmost to assist in coordination for any delays and losses caused by failure to declare and confirm in advance, but no guarantees will be made.

(3) The loading and unloading of goods carried by all trucks can generally only be conducted at the unloading channels of the exhibition hall. In special circumstances, prior application must be made according to Annex I.

2. Packaging of exhibits

(1) The packaging of exhibits must be strong enough to withstand multiple journeys and repeated handling, and meet the requirements for safe loading and unloading operations as well as the protection of goods integrity.

(2) Large exhibits must be fixed with screws (bolts), and heavy exhibits must have the center of gravity for lifting, lifting points, and "Do Not Invert" markings clearly indicated on the packaging box. Fragile exhibits should have fragile signs, arrows, and "Do Not Stack" signs marked on the outside of their packaging boxes.

(3) It is not recommended to use packaging boxes that cannot be reloaded or repackaged, and our company does not accept any claims for damages caused by unsuitable packaging boxes, especially those with paper packaging that is prone to deformation. Please be aware of this.

(4) All paid empty packaging boxes will be collected, organized, and stored after the exhibition is completed. At the beginning of the dismantling process, they will be distributed and returned according to the principle of proximity in a disorderly manner.

3. Logistics and Shipping: To save costs for exhibitors and facilitate the operation process, we recommend that exhibitors choose a familiar logistics company for local shipments. If they are unable to arrange their own return shipments, they can opt for the domestic logistics services provided by our company on site.

If you need to arrange your own return logistics, we recommend that you contact other trusted logistics companies in advance to guard against fraud by some idle individuals on site, who may cause unnecessary trouble for you after taking away your goods. If such a situation occurs, our company cannot be held responsible, and you are advised to contact the public security department for assistance.

4. Jinyun Company is the sole on-site operation service provider designated by this exhibition, providing services such as loading and unloading, assembly of exhibits, as well as forklifts, cranes, and other mechanical services as needed. Any loading and unloading tools and mechanical equipment brought by exhibitors or builders themselves are not allowed to enter the exhibition hall.

Anyone who entrusts Jinyun Company with transportation and related services shall be deemed to have acknowledged all the terms in this "Transportation Guide" and its attachments, and all logistics service matters shall be based on these principles.

V. Early Collection Guide (Exhibit Shipping Marks/Outer Box Labels)

1. Service content: advance collection + pre-exhibition warehousing + delivery to the booth

Pricing: RMB 180 per cubic meter (Minimum charge: RMB 180 per batch)

(Storage fee: No additional charges within the designated warehousing period; overdue storage fee of RMB15/day/cubic meter)

Note: If goods are to be stored in batches, charges will be calculated separately for each batch. Please take note! (It is recommended to ship and store all goods together.)

2. Service process

(1) Exhibitors affix the "Warehouse Entry Notice" on the outer box and ship the goods (with freight prepaid)

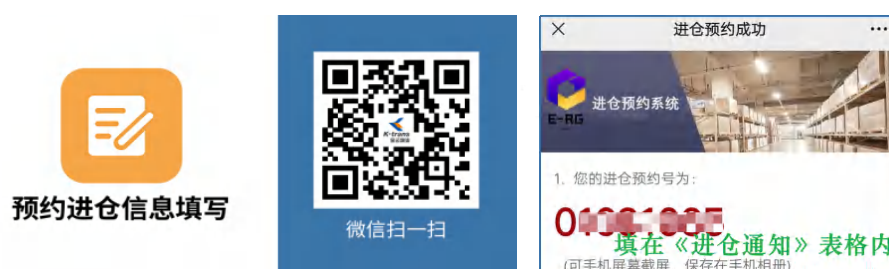
(2) Jinyun Company will receive and store the goods, and send a text message with the pickup code to the exhibitor

(3) During the exhibition setup period, claim the goods by presenting the pickup code sent via SMS, and pay the fee (with an electronic invoice issued)

(4) Jinyun staff will deliver the goods to the booth

Warehouse Entry Notice - Outer Box Labeling Sheet (Mandatory)		Shipper: Affix one label per box for this order Delivery personnel: All goods are ready for delivery, please do not split the delivery!	
Warehouse address: Jinyun Warehouse, Gate 2, International Expo Center, No. 353, Benjing Avenue, Xiaoshan District, Hangzhou City Consignee: Ren Jiaheng 13157115198 (WeChat sync) 400-888-3965 Warehouse entry date: October 12th - 16th (If the goods arrive on the day of entering the exhibition hall, the exhibitor is responsible for receiving them)			
* Name of exhibitor: * On-site contact person of the exhibiting unit: * Mobile phone number: (for receiving SMS pickup code)		* Exhibition Name: 2025 (IEEE/RSJ) International Conference on Intelligent Robots and Systems Exhibition hall: * Booth number:	
*Quantity: piece, total pieces		* Warehouse entry appointment number: Scan and submit via WeChat to obtain	
Note: Items marked with "*" are required! Special signs must be indicated on the outer packaging for fragile items and machinery that must not be inverted! The outer packaging of exhibits should be sturdy, waterproof, and suitable for repeated handling! Exhibits weighing more than 1 ton should be marked with the center of gravity and lifting line!			

3. Warehouse entry appointment



4. Paste the "Warehouse Entry Notice" example.



5. Query after entering the warehouse (WeChat scan)



Domestic exhibit transportation service items and quotations

1. Entering/exiting the exhibition hall				
No.	Service Items	Pricing standard (RMB)	Specifications	Remarks
1.1	Admission service fee	88/m³	Minimum billing standard: 1 cubic meter per shipment	During the designated exhibition setup time, unload the vehicles at the exhibition hall's unloading channel, enter the hall, and place everything in position at once
1.2	Service fee for exiting the exhibition hall	88/m³		Departure from the warehouse and loading onto the truck
2. Storage of packing boxes				
2.1	storage fee	15/day/m³	Minimum billing standard: 1 cubic meter per shipment	Storage of empty packaging boxes, boards, and packaging materials
2.2	handling fee	36/m³		Departure from the warehouse and loading onto the truck
3. Collective goods receiving service				
3.1	Warehouse collection and exhibition hall entry service fees	180/m³	Minimum billing standard: RMB 180 per batch	The warehouse of Jinyun Company will unload and receive goods in advance, store them, and deliver the exhibits to the exhibitors' booths during the exhibition setup period. (To avoid any delays during logistics, please ship as early as possible;); Warehouse fee after 4 days: RMB 15/day/cubic meter
3.2	storage fee	The storage fee is free of charge for the first 4 days from the date of arriva		
4. On-site services for other exhibition halls				
4.1	Unpacking/packing; Special operation of equipment	50/m³	Minimum billing standard: 1 cubic meter per shipment	Unpacking/sealing of outer packaging boxes; Equipment setup/teardown, adding/removing base supports, and secondary relocation (operations must be completed within 15 minutes; exceeding the time limit will incur additional charges for machine rental)
4.2	Mechanical leasing	Price negotiable	Minimum billing standard: Starting from 4 hours per machine shift	If the loading/unloading, positioning, or assembly of exhibits requires the use of a crane or a forklift with a capacity of 5T or above, it will be charged separately from the service fee for entering and exiting the exhibition hall
4.3	Over-limit surcharge	50/m³	The single piece has a gross weight of over 3 tons, a length of over 3 meters, and a width or height of over 2.5 meters Important reminder: Please be sure to declare in advance according to Annex 2	
4.4	Rental of handcarts	30/30min	The minimum charge is calculated on a half-hour basis (excluding labor)	

5. Logistics consignment

Picking up goods at designated locations/inbound consignment/outbound consignment are subject to negotiation based on the volume of goods and the location

6. Insurance agency

If you need to purchase insurance at 3‰ of the insured amount, please send an email to entrust us 7-10 days before the exhibition setup

Other notes:

- 1) For operations outside the normal working hours of 8:30-17:30, or requiring early entry or late departure from the venue (outside the unified setup/teardown time specified by the organizing unit), an additional 30% overtime fee will be charged based on the entry/exit operation service fee;
- 2) If our company is required to handle the transportation of exhibits up and down the stairs during their entry and exit from the exhibition hall, an additional 30% will be charged for the entry and exit fees;
- 3) For exhibits transported by enclosed trucks or containers, if you need our company to handle the unloading/loading, please request for additional fees separately;
- 4) The insurance premium is not included in the above price list. To safeguard the interests of exhibitors, we remind exhibitors to arrange appropriate insurance coverage for the entire process (including transportation to and from, loading and unloading, exhibition, and storage periods). If any accidents occur to exhibits/construction materials, exhibitors are required to handle the claim procedures with the insurance company themselves, and our company can provide assistance. If exhibitors/builders fail to arrange insurance as required by our company, and accidents occur during our company's operation of entering and exiting the exhibition hall on site, resulting in damage to exhibits, our company will compensate within twice the transportation service fee for entering and exiting the exhibition hall that should be charged to the exhibitor;
- 5) For service items and prices not listed in the service item list, both parties shall agree upon them separately.

Appendix I

Deadline: September 14th

Pre-registration form for oversized exhibits -2025 IEEE/RSJ International Conference on Intelligent Robots and Systems

If your company's exhibits fall under any of the following categories, you must fill out this form and send it to Jinyun Company before the deadline

- ☐ The gross weight of a single piece of cargo exceeds 3 tons
- ☐ The length or width exceeds 3 meters, and the height exceeds 2.5 meters (including the outer packaging)
- ☐ Equipment loading/unloading/positioning/assembly: A tonnage crane is required
- ☐ Equipment loading/unloading/positioning/assembly: A 5-10T forklift is required

If oversized exhibits are not reported in advance, causing difficulties in exhibition setup, the organizing unit and transportation service providers will not bear any responsibility

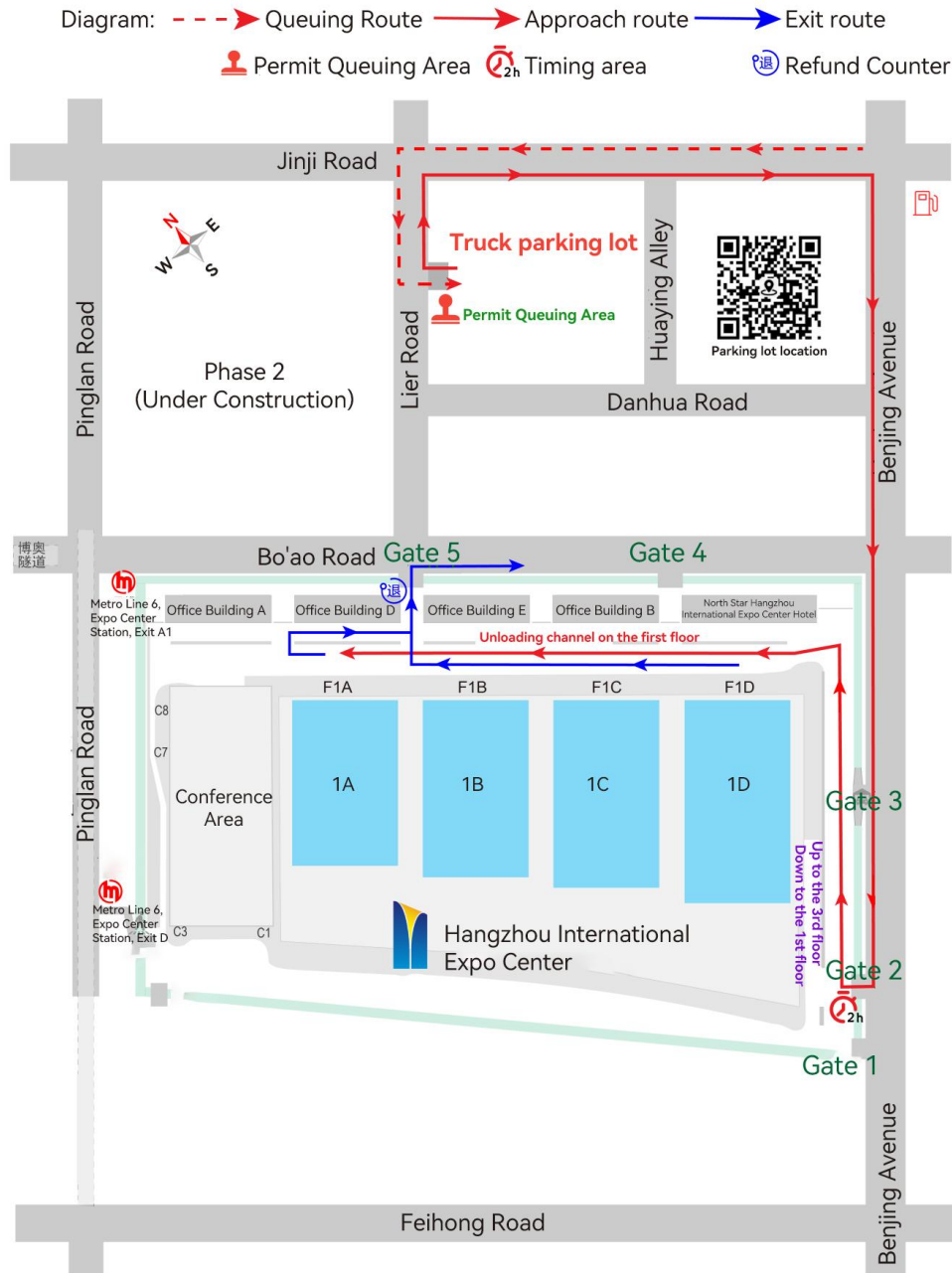
Exhibitor name				Exhibition Hall Number		Booth Number	
Exhibitor contact		phone		telephone		fax	
Exhibit name and model	Gross weight (ton)	outer packaging (Wooden box/ Cardboard box/ Bare machine) Please provide a detailed description of the others		L*W*H (m)	Volume (m ³)		

Please send to:

Jinyun International Freight Agency (Hangzhou) Co., Ltd.
Yang Minghua 13157117098 (WeChat sync)

Appendix 2

Map of Truck Routes for the First Floor



Kind Reminder:

1. Hangbo truck parking lot location, scan with WeChat:
 2. Truck traffic registration (with traffic police)
- The roads surrounding the exhibition hall are all located within the 24-hour truck restriction zone. Drivers are advised to download the relevant mobile application from the app store

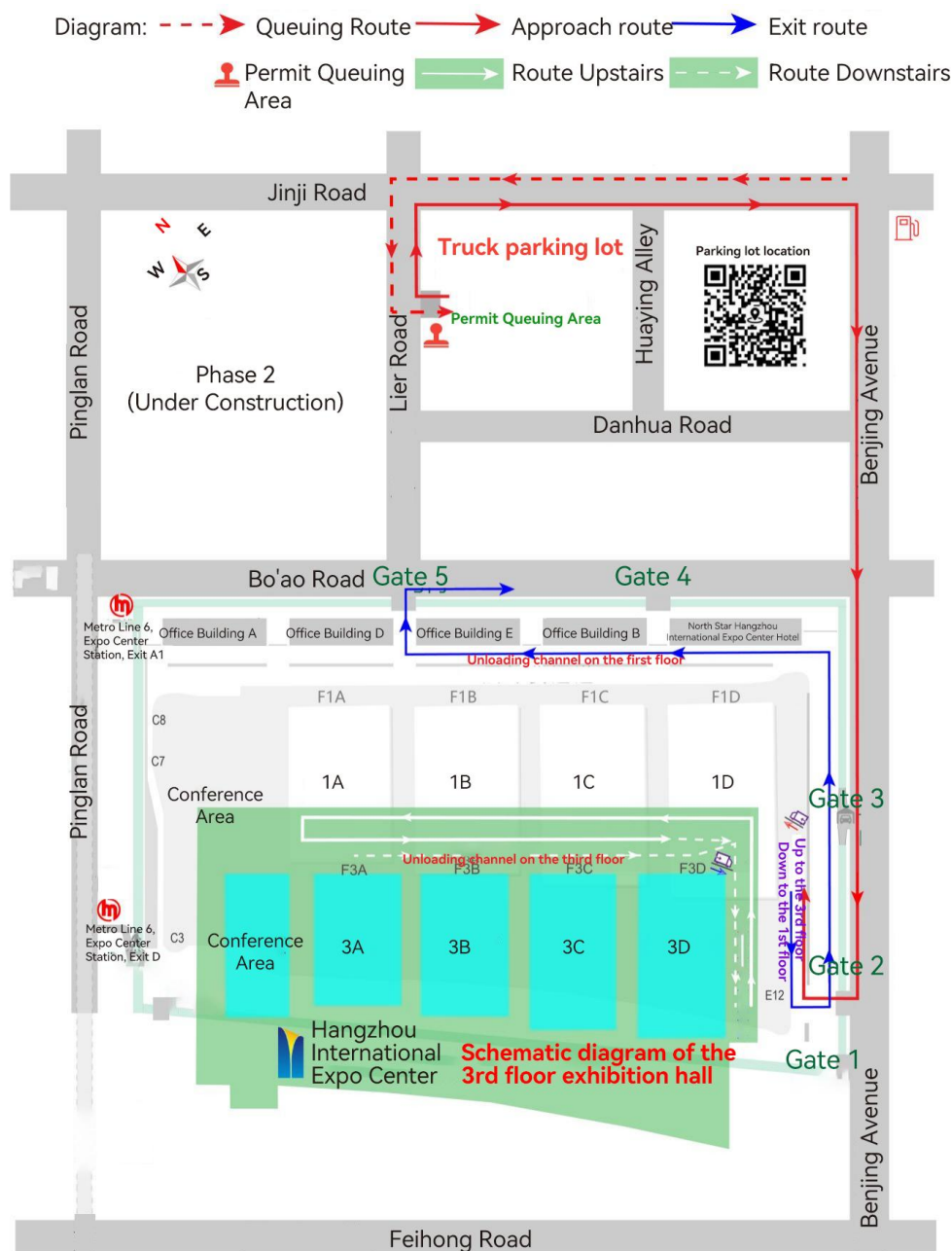


Parking Lot Location



Truck traffic reporting

Map of Truck Routes for the Third Floor



Kind Reminder:

1. Hangbo truck parking lot location, scan with WeChat:
 2. Truck traffic registration (with traffic police)
- The roads surrounding the exhibition hall are all located within the 24-hour truck restriction zone. Drivers are advised to download the relevant mobile application from the app store



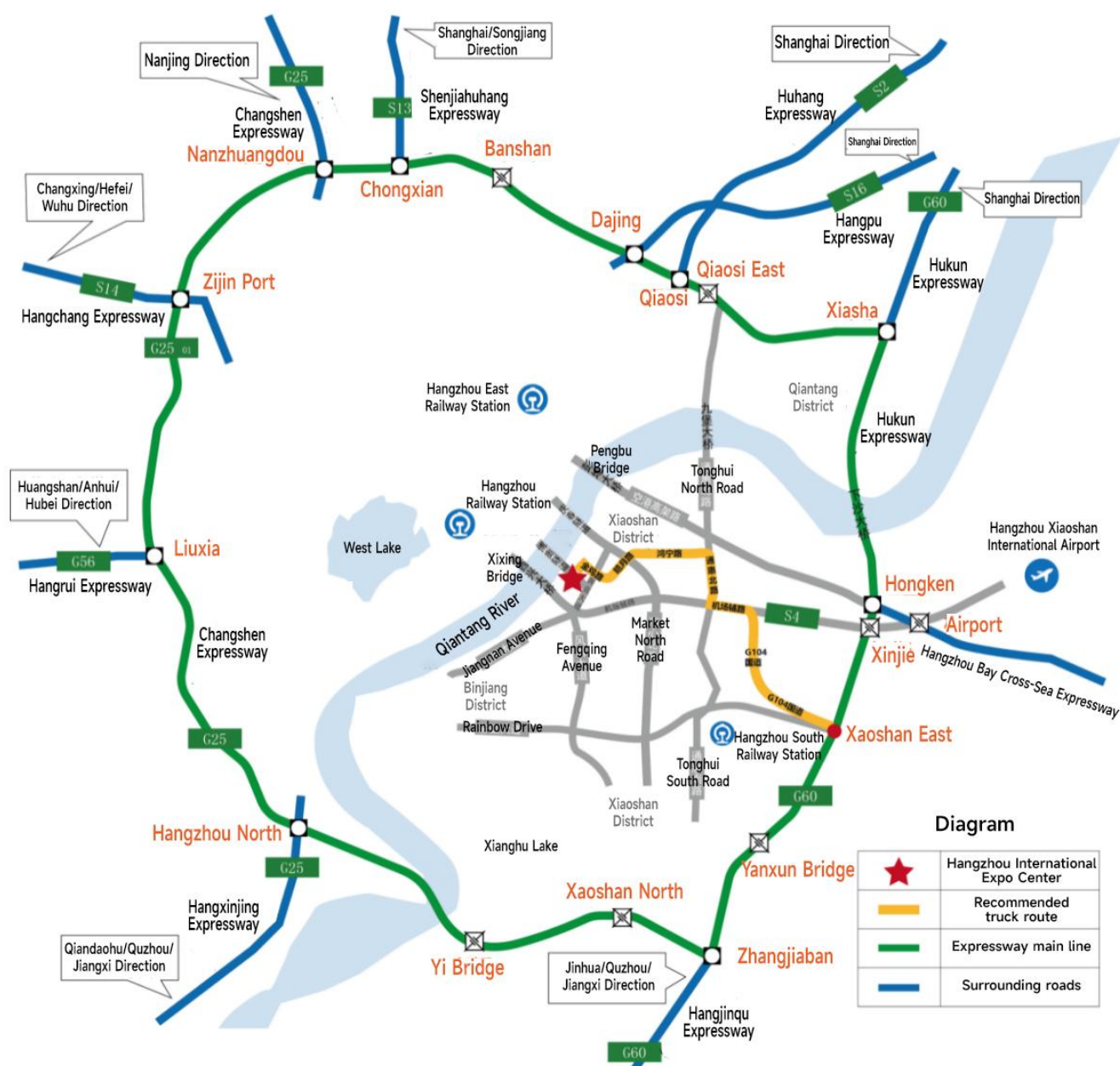
Parking Lot Location



Truck traffic reporting

Hangzhou International Expo Center Freight Driving Reference Map (Highway Exit – Truck Parking Lot)

Hangzhou International Expo Center Freight Driving Route Map



◀ Rental services












Exhibiting companies that need to rent booths, please contact Lv Chang via email: 1519039229@qq.com; Phone:+8618742530210.












Name	Specification	Picture	Price
Round Bar Table - with White Elastic Cover	600*1100H		RMB 120
Round Bar Table - with White Table Cloth	600*1100H		RMB 150
White Round Bar Table	600*1100H		RMB 150
Special-shaped Bar Stool - White	360*400*710 - 930H (sitting height 570 - 790)		RMB 80
Casual Plastic Bar Stool - White	470*420*840H		RMB 140
Eames Bar Stool – White	550*550*1040H (sitting height 700H)		RMB 100
Adjustable Round Stool – Red			RMB 50
Plastic Folding Chair – White	460*480*770H (sitting height 450)		RMB 50
Bamboo-Style Chair – Black – Iron Frame (Cushion Not Included)	410*430*920H		RMB 100
Eames Chair – White	460*420*820H		RMB 80
Eames Table	600*750H		RMB 130
NIO Imagine Chair Legs – Black	500*550*850H		RMB 120

Media Chair – White	460*460*800H (sitting height 430H)		RMB 60
Gourd Chair – White	480*550*800H		RMB 80
Hay Chair-white	580*510*810H		RMB 150
Nordic Chair – Padded	560*5630*770H (sitting height 450H)		RMB 250
Leather Conference Chair Seat – Black – New	580*660*880 - 960H		RMB 200
Nordic Meeting Set – White Top, Black Interior – 1 Table & 4 Chairs			RMB 1200
Hay Bar Stool Set – White – 1 Table & 4 Chairs			RMB 700
Glass Round Table with White Folding Chairs – 1 Table & 4 Chairs			RMB 220
Lexus Meeting Chair Set – White – 1 Table & 4 Chairs			RMB 2000
Volkswagen Meeting Chair Set – White – 1 Table & 4 Chairs			RMB 1800
Banquet Chair with White Stretch Cover	450*570*940H (sitting height 470)	 M838	RMB 40
Folding Table – IBM	1800*600*750H	 MT07	RMB 100
Long Table – White	1200*600*750H		RMB 90

Long Table with White Tablecloth and Skirt	1200*600*750H		RMB 100
IBM Table with White Tablecloth and Skirt	1800*600*750H Table use	 M33B	RMB 110
Audi Single Sofa – White	810*850*750H (sitting height 400)		RMB 380
Audi Double Sofa – White	1800*850*750H		RMB 500
Korean-Style Square Sofa – White	780*660*660H	 S37B	RMB 200
Executive Sofa – White	800*760*810H		RMB 350
Zhongnanhai Sofa	1010*860*960H		RMB 400
Single Plaid Sofa – White / Black	800*770*850H	 S03B S03C	RMB 450
Mercedes Curved Multi-Seat Sofa – Beige – Leather	2100*630*660H (sitting height 410H)		RMB 1800
Palm-Shaped Low-Back Sofa – White / Blue Leather	710*630*830H (sitting height 420H)	 S40B	RMB 400
New Baojun Single Sofa Seat	680L*770D*860H (sitting height 430H)		RMB 260
Square Sofa Stool – White	400*400*400H	 S63B	RMB 70
Round Sofa Ottoman – Beige – Fabric			RMB 80

Wooden Square Coffee Table – White	550*550*450H	 CT14B	RMB 60
Fiberglass Coffee Table – White	700*410H		RMB 200
Modern Coffee Table – Lacquered Surface – White	700*550H		RMB 120
Nordic Solid Wood Coffee Table – White Lacquered Surface	480*495H		RMB 120
Single Stainless Steel Frame Coffee Table – White Wood Top	550*550*470H		RMB 120
Double Stainless Steel Frame Coffee Table – White Wood Top	1100*550*470H		RMB 200
Freestanding Water Dispenser / Hot & Cold	300*300*960H		RMB 150
Bull Power Strip	3m		RMB 30
All-Black 1-Meter Strip	1000*900H	 M03	RMB 38
Mesh Trash Can – Black	300*400H	 M58C	RMB 10
Desktop Makeup Mirror with Light – White	540*100*650H; Mirror size 375*475	 M59B	RMB 140
Vanity Mirror – Light Tube	400*105*605H	 M75	RMB 120
Gantry Clothes Rack – Stainless Steel	1200*500*1400 - 1900H	 M68	RMB 150

Gantry Clothes Rack – Black			RMB 120
Full-Length Mirror	330*1500H		RMB 120
IKEA Trash Can – Round – White	290*300H	 M869	RMB 10
Apple Freestanding Sign – White	650*110*1670H (Outer frame size 650 * 900, visible light size 590 * 840)	 M918	RMB 100
Electrical Box	220v 100A total opening 32A separated * 6		RMB 300
Round Coffee Table	600*420H		RMB 120
Coffee Table – White Lacquered Top – Light Wood Legs	600*420H		RMB 120
Round Coffee Table – Black Wood Top – Flat Disc Legs	600*530H		RMB 120
Fire Extinguisher	Dry powder		RMB 25
Lenovo S14 Laptop	38x234x20mm		RMB 200
ThinkPad L14 Laptop	38x234x20mm		RMB 250
Panasonic Projector	6000ANSI		RMB 1800
	10000ANSI		RMB 2500

Skyworth TV	42inch		RMB 450
	50inch		RMB 550
	55inch		RMB 650
	60inch		RMB 750
	65inch		RMB 800
	70inch		RMB 950
	75inch		RMB 1000
Midea Water Dispenser			RMB 200
Asparagus Fern			RMB 180
Peace Lily			RMB 80
Yu Lan in Tall Cylinder Pot			RMB 280
Table Flower Arrangement			RMB 90
Large White Table Flower Arrangement			RMB 200
Tabletop Flower Arrangement			RMB 150
Podium Flower Arrangement			RMB 450
Anthurium / Flamingo Lily			RMB 50
Small Pothos / Devil's Ivy			RMB 30

Electricity Specifications and Costs

1) Electricity costs

Contact person for purchasing electricity:

Tang Yu TEL: +861325775448 Email: tang81394@foxmail.com

Energy Connection	Power supply for 8 hours during the exhibition	Two power strips are provided for free at the standard booth	
	Power connection for conference	RMB 50/kw/24 hours	
	Power supply for 8 hours during the exhibition	16A/220V	RMB 600/item/exhibition period
		16A/380V	RMB 900/item/exhibition period
		32A/380V	RMB 1600/item/exhibition period
		63A/380V	RMB 3000/item/exhibition period
		100A/380V	RMB 4500/item/exhibition period
	Temporary electricity	For construction and erection purposes	RMB 300/item/exhibition period
	water	RMB 1500/item/exhibition period	
	compressed air	RMB 1500/item/exhibition period	

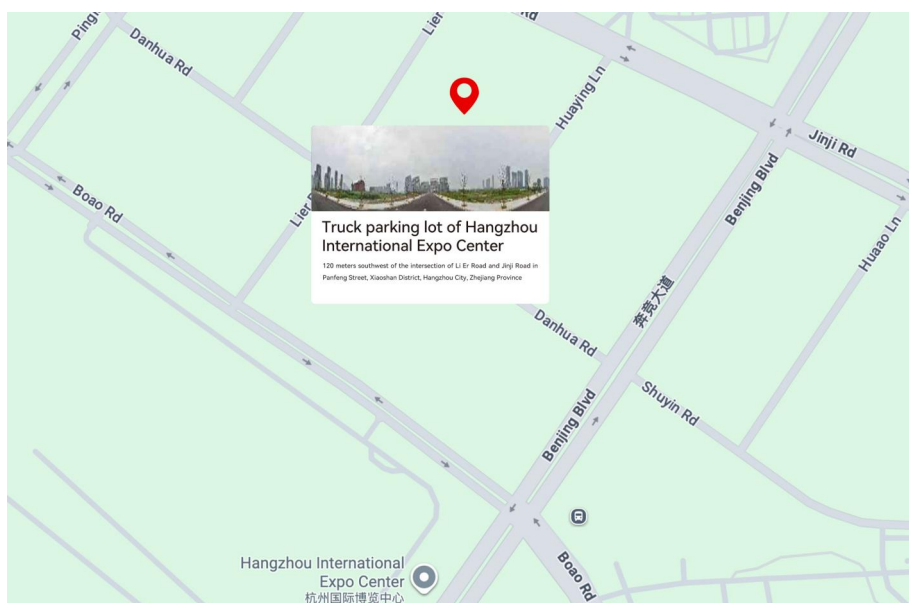
2) network fee

Service Type	Rate	Price	Price
Broadband charges	2M	RMB 2000/meeting and exhibition period	RMB 1000/Day
	5M	RMB 4000/meeting and exhibition period	RMB 2000/Day
	10M	RMB 6000/meeting and exhibition period	RMB 3500/Day
	20M	RMB 8000/meeting and exhibition period	RMB 5000/Day
	50M	RMB 12000/meeting and exhibition period	RMB 7000/Day
	100M	RMB 20000/meeting and exhibition period	RMB 12000/Day
Port management fee	main port	RMB 5000/meeting and exhibition period	RMB 500/Day
	Meeting room port	RMB 5000/meeting and exhibition period	RMB 300/Day
Establishment of local area network	The service fee is RMB 3,000, with RMB 300 for each percentage point		

◀ Parking Planning and Fees

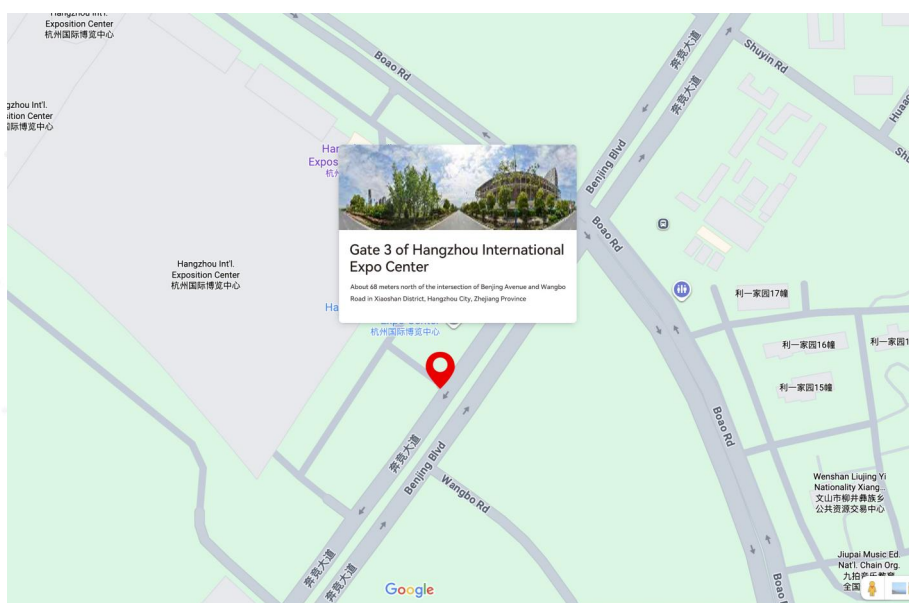
Truck parking lot fee standard:

- 1) For yellow-plated vehicles, the fee is RMB 10 for every 2 hours
- 2) Blue-plate vehicle: RMB 5 for 2 hours
- 3) 8-hour cap



Small passenger vehicle toll standard: (Enter from Gate 3 of Hangzhou International Expo Center and proceed to the underground garage)

- 1) Blue-plate vehicle: RMB 5 per hour
- 2) RMB 30 cap





2025.ieee-iros.org

Service Provider

Beijing Win-Win International Convention & Exhibition Service Co., Ltd

