**WTC2024特装展位报图文件**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Exhibition Space Drawings**  **and Relevant Information**  **截止日期2024年3月31日**  **Submission Deadline:** March 31, 2024 | | | | | |
| **报图展位信息****Exhibition Space Information** | | | | |
| \*参展商名称Exhibitor Name |  | | | |
| \*展位面积Area |  | | \*展位号Booth No. |  |
| \*搭建商公司Contractor |  | | | |
| \*安全责任人Security Responsible Person |  | | \*手机Phone |  |
| \*电话/传真Tel/Fax |  | | \*电邮Email |  |
| **报图文件Booth Plan Files** | | | | |
| 文件名称File Name | | 备注Remarks | | |
| 附件1：设计方案彩色效果图  Attachment 1: Design scheme and color rendering | | \*必须提供，须含平视图、俯(透)视图和立面图，加盖公章  Must provide, and flat view, overhead (through) view and elevation included, stamped with official seal | | |
| 附件2：设计方案平面图、立面图、尺寸图、材料说明图  Attachment 2: Design plan, elevation, size and material illustration | | \*必须提供，要求标明各部位尺寸和材质，加盖公章  Must provide, and require to indicate the size and material of each part, stamped with official seal | | |
| 附件3：配电系统图、电气分布图Attachment 3: Distribution system diagram, electrical distribution diagram | | \*必须提供，要求说明用电总功率，总开关额定电流/电压，采用电线规格型号和敷设方式，展位用电量计算书，所使用的灯具，插座，规格，种类，位置，总控制电箱具体安装位置，加盖公章  Must provide, require a description of the total power, the rated current/voltage of the total switch, wire specifications, models and laying methods, booth power consumption calculation, the use of lamps, sockets, specifications, types, locations, the specific installation position of the total control box, stamped with the official seal | | |
| 附件4：特种作业证件Attachment 4: Special operation certificate | | \*必须提供，施工所涉及特种作业工种证件（电工证），加盖公章  Must provide, construction involved in the special work certificate (electrician certificate), stamped with the official seal | | |
| 附件5：展览会责任保险投保单  Attachment 5: Exhibition Liability Insurance Application Form | | \*必须提供，加盖公章Must provide,and stamp with official seal | | |

**说明Instructions：**

1. 以上文件请在2024年3月31日前提交至大会主场服务邮箱[order@wtc2024.cn](mailto:order@wtc2024.cn)

The above documents should be submitted to the Conference Home Service Email：[order@wtc2024.cn](mailto:order@wtc2024.cn) before March 31, 2024

1. 请一定对照平面图，找准自己的展位，对照展馆各部位限制尺寸制定设计方案； Please make sure the location of your booth on the floor plan, and make the design plan according to the limited size of each part of the exhibition hall;
2. 报图期间请及时关注主场邮件回复报图进展情况，延误报图责任自负；During the booth plan reporting period, please timely pay attention to the reply of Conference Home Mail regarding the progress of booth plan, exhibitors should be responsible for any delay of booth plan files submission;
3. 所有布展单位对已通过审批确认报审方案，一律不能自行更改，如需更改必须经展馆审批同意，对自行更改方案的布展单位，展馆将不予供电，并依据场馆管理规定给予相关处理；

All exhibitors can NOT change the plan that has been approved and confirmed by the exhibition hall. If any change is necessary,it must be approved by the exhibition hall. The exhibition hall will not supply electricity to whom changes the plan by their own without permission, and relevant treatment shall be given according to venue management regulations.

1. 所有展览与展馆同一类的装搭材料，必须提交进场材料清单，经展馆备案，否则展馆有权对其材料不予离场。All the installation materials with the same type of exhibition and exhibition hall,entry materials list, which is filed by the exhibition hall must be submitted, otherwise the exhibition hall has the right to refuse site leaving.