**WTC2024吊点服务申请表**

**WTC2024 Hanging Point Service Order Form**

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| 截止日期：2024年3月31日 |
| Submission Deadline：**31 March,** 2024 |
| 主场服务商联系方式 Official Service Contractor | 填表人联系方式 Form Filled by |
| 绿碳国际会展(深圳)有限公司GREEN CARBON INTERNATIONAL EXHIBITION (SHENZHEN) CO., LTD. | 公司名称Exhibitor Name |  |
| 展位号Booth No. |  |
| 联系人Contact Person | 严 先生 Mr.Yan  | 联系人Contact Person |  |
| 手机Phone | 13560152334 | 手机Phone  |  |
| 邮箱Email | order@wtc2024.cn | 邮箱Email |  |

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| --- | --- | --- | --- | --- | --- |
| 类别Category | 序号No. | 规格Specification | 单价（元/个）Unit Price(CNY/pc) | 数量/个Qty/pc | 金额(元）Amount (CNY) |
| 吊点Hanging point | 1 | 吊点点位Sling point location | ￥4,000 |  | ￥ |
| 2 | 手拉葫芦Manual Chain Hoist—15 m（链Chain）, 1 T  | ￥600 |  | ￥ |
| 3 | 手拉葫芦Manual Chain Hoist—25 m（链Chain）, 1 T  | ￥900 |  | ￥ |
| 4 | 电动葫芦Electric Hoist—15m（链Chain）, 1 T  | ￥2,400 |  | ￥ |
| 5 | 电动葫芦Electric Hoist—25m（链chain）, 1 T  | ￥3,000 |  | ￥ |
| 合计(元)Total Amount(CNY ) |  | ￥ |

\*请需要吊点服务的参展商、搭建商认真阅读以下内容

Exhibitors/builders who need hanging-point service shall read the following content carefully.

**吊点服务执行步骤与费用**

**Execution steps and fees for hanging-point service**

为全面提升展装效率，建议参展商及搭建商采用深圳国际会展中心展馆吊点服务，会展中心建议采用轻型环保材料、空中吊点方式，尽量减少地面荷载与支撑。以下为吊点服务申报流程，请仔细查阅：

To comprehensively improve the installation effectiveness, it is recommended that exhibitors and builders use the hanging-point service provided by Shenzhen World. Shenzhen World recommends using lightweight, environmentally friendly materials and aerial suspension methods to minimize ground loads and support. Below are the order process for hanging-point service.Please read carefully.

1. 关于吊点服务指引流程Guidelines for hanging-point service Procedures
2. 吊点施工要求Hanging Point Construction Requirements

步骤1：务必**2024 年3月31日前申请（3月31日后不接受吊点申请），**请搭建商提供吊点需求和相关资料到大会主场邮箱:order@wtc2024.cn，统一由大会主场服务商向展馆申请吊点及葫芦；

Step 1: Before March 31, 2024 (Hanging-point service orders after March 30 will not be entertained.) All builders should provide their hanging-point requirements and related materials to Official Service Contractor. The service provider will apply for hanging points and hoists from the exhibition hall. Email: order@wtc2024.cn ;

步骤2：吊点申请通过后，展馆方编制吊点安装方案，搭建商支付其相应的吊点费用及葫芦费用；

Step 2: After the application is approved, the exhibition hall will prepare an installation plan, and the builder will pay the corresponding fee for hanging points and hoists;

步骤3：由展馆、大会主场服务商负责人及搭建商负责人确认《吊点服务方案》，搭建商按需自行准备吊挂物品；

Step 3: The responsible persons of the exhibition centre, the Official Service Contractor and the builder will confirm the “hanging-point service Plan”, and the builder needs to prepare the hanging objects themselves;

步骤4：布展期间，展馆方将飞机带绑带、葫芦挂钩拉链按施工要求放到指定高度（葫芦挂钩以下吊挂工作由搭建商负责），由搭建商把需要吊挂的物品放到吊钩；

Step 4: During the exhibition move-in period, the exhibition hall will place the wire ropes and hoist hooks to the designated height according to the construction requirements. The builder will be in charge of the hanging work below the hoist hook and the placement of hanging objects;

步骤5：由搭建商自行将构建固定并自检合格后，通知大会主场服务商及展馆方验收，三方验收合格并签字确认后方可将吊挂结构提升至指定高度（单方面提升属违规操作，将给予重罚），搭建商将展位内链条收入链袋，展馆方将通道链条收入链袋中挂好；

Step 5: The builder will fix and self-inspect the hanging structure and notify the Official Service Contractor and the exhibition hall for acceptance check. The hanging structure can be lifted to the designated height after all the three parties have accepted and confirmed with signature. (The lifting by one party belongs to violation, which will result in severe penalties.) The builder is responsible for clipping the chains in the booth into the shackles, and the party of exhibition centre is responsible for clipping the chains in the passage into the shackles;

步骤6：搭建商将吊点构建提升至指定高度后，展馆将链条收入链袋中挂好(展位中间吊点高空作业车无法进入，链条需由搭建商自行收入链袋);

Step 6: After the builder lifts the hanging structure to the designated height, the technical department of the exhibition hall will clipping the chains into shackles. (The aerial working vehicle is not allowed to enter the central hanging point of the booths, so the builder needs to clipping the chain into the shackles themselves);

步骤7：完成吊挂工作后，需由三方（展馆、大会主场服务商负责人及搭建商负责人）确认实际吊点数量及质量并签字。

Step 7: After the hanging work is completed, the actual number of the hanging points and quality of hanging structure need to be confirmed, and the confirmation needs to be signed by the three parties (the exhibition hall, the responsible person of the Official Service Contractor and the responsible person of the builder).

1. 吊点拆除要求 Hanging Point Dismantle Requirements

步骤1：吊点结构下方所有建筑物及材料全部清除后请联系大会主场服务商现场馆长并填写吊点下降申请书，由三方签字后方可将吊点下降至指定高度（展馆、大会主场服务商负责人及搭建商负责人）私自下降吊点将给予重罚；

Step 1: After removing all constructions and materials under the hanging structure, please contact the on-site manager of the Official Service Contractor and fill in the lifting point descent application form. The lifting point can only be lowered to the designated height after the confirmation signed by three parties (the exhibition hall, the Official Service Contractor, and the builder). Any unauthorized lowering of the hanging points will be penalized severely.

步骤2：搭建商拆除吊点构件后，展馆技术部将飞机带绑带、葫芦等材料进行回收。注：吊点升降要求。

Step 2: After the builder removes the hanging point modules, the exhibition hall technical department will recycle the ropes, hoists, and other materials. Please note, there are requirements for hanging point lifting or descending.

a.搭建商在升 / 降truss架前，需提前告知大会主场服务商和展馆方，严禁私自上升 /下降吊点；

The builder must inform the Official Service Contractor and the exhibition hall in advance before raising/lowering the truss frame. It is strictly forbidden to raise/lower the hanging points without permission.

b.必须有深圳国际会展中心技术人员、大会主场服务商安全保障部人员、搭建商三方在场，方可升降。

The lifting or descending of the hanging points must be conducted with the presence of personnel from three parties: technicians of the Shenzhen World, security personnel of the Official Service Contractor, and the builder.

1. 吊点悬挂物材质要求 Material Requirements for Hanging Objects
2. 展位吊点悬挂物只能使用主体框架轻钢龙骨（例如 TRUSS 架、铝型材等） 结合装饰面， 例如布艺。

Only main frame of light steel keel (such as TRUSS frame, aluminum profiles, etc.), combined with the decorative surface (such as cloth), can be used to hang items at the booth.

1. 不允许使用纯木材质吊挂。每个吊点承重为1吨，在点位承重范围内，300mm铝架吊点跨度在4.5米以内，400\*400mm铝架吊点跨度在 6 米以内。

It is not allowed to hang objects with pure wooden. Each hanging point bears a weight of 1 ton. Within the load-bearing range, the span of the 300mm aluminum hanging point should be within 4.5 meters, and the span of the 400 \* 400mm aluminum hanging point should be within 6 meters.

1. 申请截止日期 Application Deadline
2. 如有吊点需求，必须在截止日期（**2024 年3月31日**）前申请并交付费用。

If you need hanging-point services, please apply and pay the fee before the deadline (March 31, 2024).

1. 截止日期后以及展会现场不接受申请。

Any late application or on-site application will not be entertained.