

XIN SUMMIT Exhibitor's Manual

WELCOME TO XIN SUMMIT

Dear Exhibitors,

Thank you for participating in the XIN Summit, held in Nanshan, Shenzhen. This Exhibitor Manual contains all the information necessary for your participation and will help you complete the essential preparatory steps before the exhibition. Within this manual, you will find applications for all exhibitor services, as well as all rules regarding booth design, construction, and management.

To ensure a safe and orderly exhibition and achieve the best possible results through the most direct and effective means, please read this manual carefully and adhere strictly to its guidelines to ensure smooth participation.

Thank you once again for your participation. We sincerely wish you success and prosperity during the exhibition! Should you have any questions, please feel free to contact us by phone or email.

Yours sincerely,

BEYOND Expo Organizing Committee

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1. CONTACT LIST

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General Contractor

Contact: He Sikai

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2. CONSTRUCTION AND DISMANTLING SCHEDULE

Date	Time	Schedule	Location
Move-in Period			Nanshan, Shenzhen 创智云城
Nov 11-14, 2025	10:00 - 22:00	Setup & decoration of standard booths and exhibition facilities	
Exhibitor Badge Collection			
Nov 13 2025	10:00—18:00	Exhibitors’ registration and badges	
Nov 14, 2025	10:30—19:30	Exhibitors’ registration and badges	
Media Day			
Nov 14, 2025	16:30—18:30	Media Day opening hours	
Opening Hours for Exhibition			
Nov 15-16, 2025	10:00—17:00	Opening Hours for Visitors	
Move-out Period			
Nov 16, 2025	18:00—23:59	Move out (Early move-out is not allowed without consent)	
Nov 17, 2025	10:30—21:59	Move out	

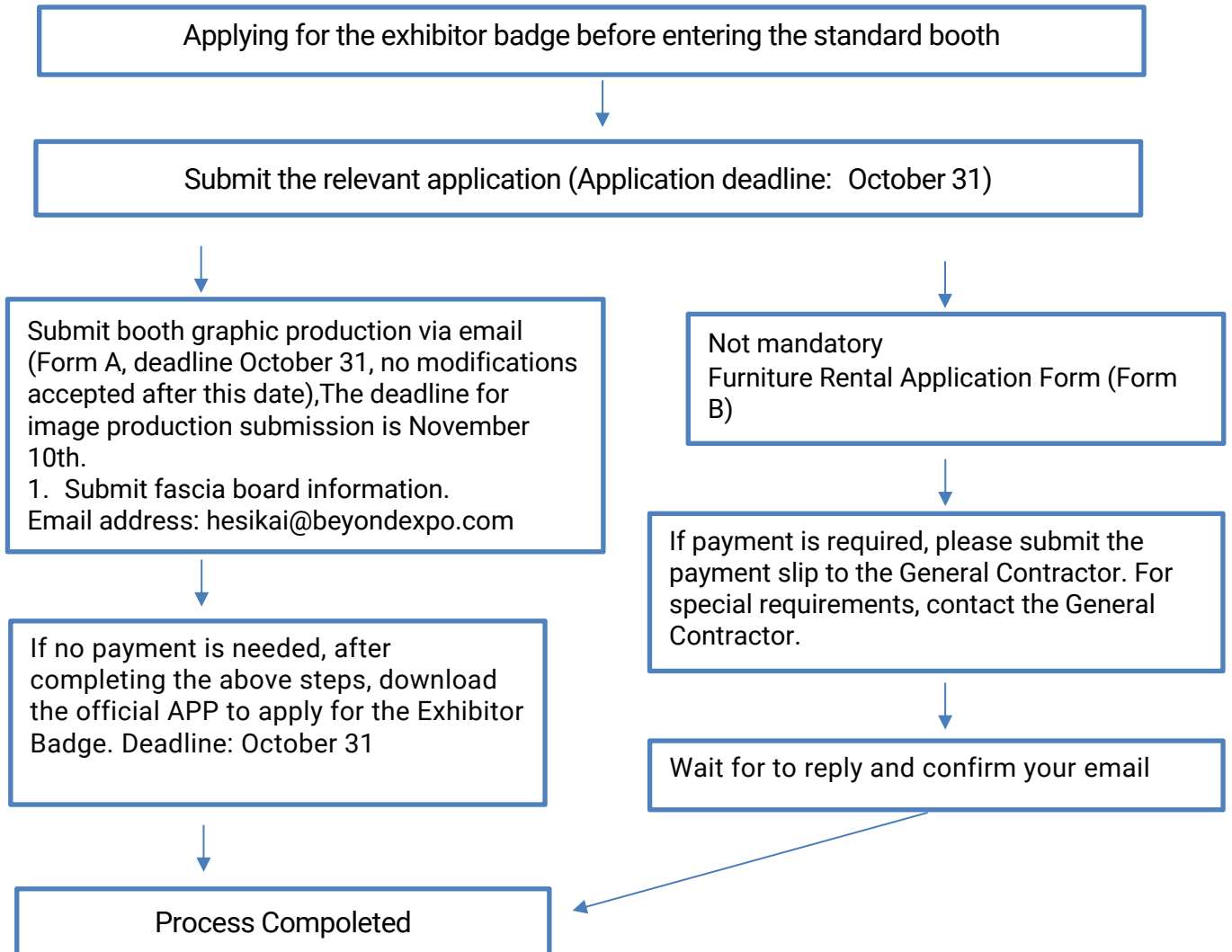
Note: The above schedule is for reference only. The Organizer reserves the right to make changes without prior notice. Please refer to the final announcement from the Organizer.

Important Notes:

During the exhibition, all individuals must adhere to the scheduled move-in and move-out times. Early entry or departure is not permitted. Any modifications or repairs to the booth during the exhibition must be applied for with the Organizer and can only be carried out during the designated times.

3. FLOW CHART OF EXHIBITORS' PARTICIPATION

A. Flow chart for Standard Booth



4. GENERAL GUIDE

About XIN Summit

The XIN Summit, powered by BEYOND Expo, Asia's largest tech & innovation ecosystem event, will debut on November 15-16, 2025, in Shenzhen's Nanshan District. Derived from "Xplore, Innovate, Network" and the Chinese word for "new" (新), XIN embodies discovery, creativity, and renewal within China's tech ecosystem. Centered on the theme of AI Hardware Ecosystem and Cutting-Edge Technology, the summit will spotlight innovations in chips, sensors, robotics, and edge computing. By connecting China and Greater Bay Area's most promising startups with global partners through curated exhibitions, in-depth forums, investor matchmaking, and cross-border collaboration initiatives, XIN Summit aims to accelerate the growth of emerging ventures, amplify China's leadership in deep-tech innovation, and foster meaningful connections that drive the next wave of technological breakthroughs.

Exhibition Location

XIN Summit 2025

Shenzhen Nanshan, Chuangzhi Cloud City (Outdoor)

Southeast Corner of the Intersection, Liuxian Avenue and Chuangke Road, Nanshan District, Shenzhen, Guangdong Province

Venue Specifications

Ground (Outdoor): Hardened concrete

Power Supply: Basic power supply provided. For special requirements, please contact the General Contractor.

5. EXHIBITION RULES

5.1 Government Regulation

Exhibitor must abide by all laws of the Macao SAR and the People's Republic of China.

5.2 Admission Regulation

The Organizer is not liable for any loss of personal property of exhibitors or visitors. Exhibitors must wear exhibitor badges when entering the venue. Organizer staff have the right to inspect all items brought into or out of the venue. Complaints regarding the allocation of booth space will not be entertained.

The Organizer reserves the right to modify the exhibition floor plan at any time (modifications will be made considering the overall benefit) and/or modify the shape and/or size of the allocated booth. Exhibitors may not claim any compensation from the Organizer for such changes.

To maintain the overall image of the exhibition, the Organizer has the right to seal or repurpose any vacant booth that is not occupied by the exhibitor on the first day of the exhibition without prior notice. Exhibitors may not claim any compensation for this.

a. Visitor Access Restrictions

During the exhibition period (including move-in, open hours, and move-out), the Organizer has the right to deny entry to any person deemed mentally unstable, intoxicated, or likely to cause harassment or inconvenience to the exhibition, other exhibitors, or visitors.

b. Exhibitor Access Rules

Exhibitors must register at the Organizer's counter after 15:00 on November 13, 2025, to collect exhibitor badges. All on-duty personnel of the exhibitor must wear the badges for identification when entering and exiting. During the exhibition period (including move-in and move-out), exhibitors must wear these badges. Exhibitor badges are strictly non-transferable. Security personnel have the right to verify the identity of badge holders.

5.3 Traffic Guide to Loading/Unloading Area

How to reach the loading/unloading area:

Exhibitor and contractor vehicle instructions:

- a. The Organizer strictly controls vehicle access for exhibitors and their appointed contractors/logistics providers for temporary parking in the venue or loading/unloading areas during setup, exhibition, and move-out.
- b. Vehicles entering designated areas of the venue must...
- c. Display the vehicle pass prominently on the windshield for inspection. Passes are only valid during designated move-in/move-out times.
- d. Vehicle speed within the venue must not exceed 15 km/h. Exceeding this limit may result in denied entry.
- e. Vehicles parked overtime or violating rules in the unloading area may be towed without prior notice at the expense of the exhibitor, their contractor, or transporter. Under special circumstances, the Organizer may prohibit any vehicle from entering/leaving the unloading area without prior notice.
- f. All trucks must leave the loading/unloading area immediately after unloading.

5.4 Security Precautions

[During the exhibition period (including move-in and move-out), exhibitors are always responsible for the security of their own property.] To prevent loss or damage, exhibitors may hire security personnel at their own expense if needed. Exhibitors should ensure all valuables and exhibits are stored in locked and secure places at all times (including during move-in, move-out, and overnight). If exhibitors leave exhibits unattended in the booth overnight, they do so at their own risk, and the Organizer assumes no responsibility. Exhibitors should ensure sufficient staff are present to guard property and the booth, especially during lunch breaks. For high-value exhibits, arrange additional security measures.

Report suspicious activity or theft immediately to Organizer staff, venue security, or call the crime hotline: 110.

5.5 Food & Beverage Services

All food and beverages for sale or sampling must comply with strict hygiene regulations. Such items must match those listed in the exhibitor application and confirmed by the Organizer. The Organizer may request immediate submission of food hygiene and safety certificates issued by recognized authorities. If the Organizer suspects any exhibit based on circumstantial evidence, it can require the exhibitor to immediately stop selling or displaying it. Persistent violation may lead to termination of participation.

5.6 Standard Booth Specifications

a. Standard Booth (2m x 2m, 4 sqm):

- 1) Booth Structure: Includes exhibitor introduction, booth number. Style determined by Organizer.
- 2) Furniture: 2 chairs, 1 counter/bar table.
- 3) Power: Basic power supply provided. Contact General Contractor for special needs.
- 4) Cleaning: Wastepaper basket.

(*If graphics are not submitted by the deadline, the Organizer will produce a standard design.)



6. EXHIBITOR RULES & REGULATIONS

6.1 Exhibitors Code of Conduct

Exhibitors and their representatives must maintain professional conduct within the venue and are bound by the "Exhibition Agreement." Business dealings must be conducted professionally and courteously, treating all visitors and other exhibitors with respect.

6.2 Health and Safety Guidelines and Risk Assessment

Exhibitors should welcome all visitors. Discriminatory signage restricting entry to any group is prohibited. During setup and dismantling, exhibitors and their contractors must comply with safety regulations:

- a. Ensure personnel follow venue and company safety rules.
- b. Provide safe equipment and work systems.
- c. Appoint a supervisor familiar with safety procedures to oversee work.
- d. Begin dismantling only during specified times, with a safe plan coordinated with the Organizer.
- e. All personnel must be legally authorized to work.

Safety Procedures

- a. Wear certified safety helmets and reflective vests during move-in/move-out.
- b. Smoking is prohibited in the venue.
- c. Reflective vests are mandatory for all personnel during move-in/move-out.
- d. Work at heights over 2 meters requires proper equipment (e.g., metal scaffolding). Workers must wear helmets, safety harnesses, and reflective vests.
- e. All work must comply with Organizer rules. The Organizer can halt non-compliant work immediately. Exhibitors cannot claim compensation for delays caused by such stoppages.
- f. Alcohol consumption is strictly prohibited in the venue (including loading areas, parking, freight elevators) during the exhibition period (including move-in/move-out).

6.3 Security and Insurance

Exhibitors are responsible for their own property and personnel security. They must obtain insurance for personnel, property, exhibits, public liability, and other potential risks/losses. The Organizer is not liable for loss, damage, theft, water damage, etc., to exhibits/property.

6.4 Business and Manning Conduct

Exhibitors must start and end activities according to scheduled hours. Booths must be staffed and fully operational during open hours. Discriminatory signage is prohibited. Exhibitors must not cause nuisance to others. Promotional activities are confined to the booth area. Distributing materials outside the booth is prohibited. Exhibitors and staff shall not enter other booths uninvited.

6.5 Payment Policy (Raw Space & Standard Booth)

Fees must be paid in full before move-in. Failure to pay by the deadline may result in booth cancellation. Deposits are non-refundable for cancellations or booth reductions. Violation of manual terms leading to disqualification results in forfeiture of all fees.

6.6 Booth Safety and Regulation

At least one authorized representative must be present at the booth during open hours to ensure safety and operation:

- a. No actions endangering persons, exhibits, venue, or fixtures are permitted.
- b. Moving/operating exhibits require precautions (e.g., guards, barriers). Only authorized personnel may operate them, with prior written approval from the Organizer.
- c. All decorations/materials must be properly protected and comply with PRC fire safety regulations.
- d. Music performance/playback requires appropriate licenses/fees, borne by the exhibitor.

The Organizer may request copies.

e. The Organizer reserves the right to determine exhibitor eligibility per this manual without explanation. The Organizer's decision is final in case of disputes.

6.7 Exhibit Freight

No storage space is available in the venue. Exhibitors must arrange storage for empty boxes/packaging. Items left in aisles will be considered abandoned. Large items must be removed before the exhibition opens. Keep aisles and public areas clean.

6.8 Venue & Loading Dock Access

Exhibits/goods should arrive by November 13, 2025. Exhibitors must arrange staff to receive goods. The Organizer is not liable for damage/loss due to exhibitor negligence. Exhibitors arrange direct transport for exhibits/decorations/small furniture.

6.9 Storage and Disposal of Materials

Standard Booths:

- a. For multiple adjacent standard booths, partition walls between them will not be removed unless requested.
- b. No nailing or unauthorized installations. Compensation for damages may be required.
- c. Electrical equipment (including lighting) requires General Contractor approval. Non-compliant devices are prohibited. Apply for extra furniture/power before October 31.
- d. The Organizer may place switches/circuit breakers within the booth as needed.
- e. Remove all exhibits/booth materials promptly after the exhibition. Abandoned items will incur disposal fees charged to the exhibitor.
- f. Exhibitors are liable for damage to other booths, venue facilities, or third-party property.

6.10 Power Supply

- a. For safety and stability, power (mains, battery, generator) must be supplied exclusively via the General Contractor. Standard lighting is provided. Booth power is turned off 30 minutes after daily closing.
- b. 24-hour power supply requires advance application to the General Contractor.

6.11 Electrical Equipment

Only electricity is permitted for lighting/power. All electrical work must be performed by the General Contractor at exhibitor's expense. The Organizer has sole discretion to require modifications. Power must be supplied via the General Contractor. For safety, daisy-chaining or interconnecting power cords is prohibited for single-machine power buses. Each cord serves one device. Power strips are strictly forbidden.

6.12 Compressed Gases

Due to fire regulations, air compressors are not permitted. Filled balloons using compressed gas are prohibited.

6.13 Public Address System

The venue's PA system is for Organizer announcements only, not for exhibitor or visitor use.

6.14 Photography & Videography

Exhibitors may place "No Photography" signs or hire guards to prohibit photography if they disagree with media/commercial photographer requests.

6.15 Volume Control

Exhibitors must control noise levels to maintain a quiet, comfortable environment. Designate staff to keep volume below 80 decibels. Speakers should face inward. Noise

nuisance to others is prohibited. The Organizer may impose restrictions upon valid complaints; exhibitors bear the consequences.

6.16 Fire Prevention

Exhibitors must strictly adhere to fire regulations. All electrical equipment must be inspected by the General Contractor. Use of hazardous materials is prohibited unless approved with adequate safety measures.

6.17 Damage Penalties

Exhibitors are liable for damages to other booths, venue facilities, or third-party property.

6.18 Force Majeure

The Organizer is not liable for non-performance/delay due to force majeure events (e.g., natural disasters, fire, flood, disease, plague, earthquake, explosion, accident, blockade, storm, government restrictions, civil unrest, sabotage, terrorism, strike, lockout, boycott, labor shortage, venue unavailability) beyond its reasonable control. Exhibitors cannot claim compensation for losses arising therefrom.

6.19 Venue Usage Rights

The Organizer has sole and absolute discretion to allocate and plan venue/booth locations. Decisions are final. Terms on the application form and venue rules are part of this manual. The Organizer reserves the right to add rules/terms to this manual, booth allocations, etc., and has absolute authority to interpret/amend conflicting parts. The Organizer's interpretation is final.

6.20 Venue Handback

Exhibitors must remove all exhibits, materials, and decorations promptly after the exhibition, within the specified time. The venue must be vacated by 23:59 on November 17, 2025, for the next event. The General Contractor will clear the site, disposing of leftover items promptly. Abandoned items are considered waste; the Organizer is not liable for their loss/damage, and disposal costs are charged to the exhibitor. Any proceeds from disposing of such items belong solely to the Organizer.

7. OTHERS

7.1 Inclement Weather & Typhoon Warnings

During move-in/move-out and exhibition:

- a. If a No. 8 Typhoon Signal or higher/Black Rainstorm Warning is hoisted before 8:00 AM, the venue will be closed.
- b. If the signal/warning is lowered/removed before 10:00 AM, the venue reopens 2 hours later.
- c. If the signal/warning is lowered/removed after 1:00 PM, the venue will reopen 2 hours later.

Subject to change based on final Organizer announcement.

7.2 Disclaimer

- a. Violation of manual terms leading to disqualification results in forfeiture of fees/items (e.g., advertising, sponsored gifts). No compensation can be claimed. Exhibitors bear all resulting costs/losses.
- b. For force majeure events (fire, flood, disaster, epidemic, earthquake, sanctions, unrest, government restrictions, etc.) before the exhibition causing cancellation/postponement, the Organizer reserves the right to cancel, alter the nature/scale/dates. Exhibitors cannot claim losses; the Organizer bears no liability.
- c. The Organizer is not responsible for commercial transactions conducted by exhibitors during/after the exhibition. Under no circumstances can exhibitors claim compensation for Organizer decisions/actions or resulting losses. The Organizer is not responsible for the safety of exhibitors, their exhibits, or property.
- d. The Organizer may detain exhibitor property at the venue to offset unpaid fees or potential claims.
- e. Exhibitors warrant their exhibits will not cause complaints/litigation. They are liable for all compensation/costs arising therefrom.

7.3 Intellectual Property Rights

- a. Sale/display of pirated/unauthorized goods is strictly prohibited. IPR infringement is absolutely forbidden. Sufficient evidence leads to violation treatment, including termination of booth rights, handling by customs/authorities, and blacklisting.
- b. Exhibitors using audiovisual works (music/video playback) must ensure proper licensing from copyright holders.

7.4 Others

- a. The Organizer may terminate participation if an exhibitor's actions harm the reputation of China, the exhibition, the Organizer, or the industry, including violations of product safety, IPR, labor, or environmental laws.
- b. Exhibitors playing music (demo/background) are responsible for all copyright fees.
- c. Use of flammable liquids/materials or decorative materials requires exhibitor responsibility for public injury caused by exhibit movement/operation. Qualified personnel must supervise potentially hazardous exhibits (e.g., lasers). Prior written approval from the Organizer is required for such exhibits.
- d. The Organizer has the right to allocate booths at its discretion; exhibitors cannot dispute this. All decisions are final; related complaints are not accepted.
- e. The Organizer has full and absolute discretion to terminate an exhibitor's participation without reason.
- f. The Organizer may stop promotional activities if exhibitors harass or endanger others and may impose fines.
- g. For violations, the Organizer has full discretion to terminate participation without refunding fees/deposits.
- h. The Chinese version of this manual prevails.
- i. Exhibitors must comply with venue specifications and Organizer rules.

j. All agreements between the Organizer and exhibitors must be in writing; oral agreements are invalid.

The Organizer reserves the right to the final decision and explanation of any terms and contents in the Exhibitor Manual.

8. STANDARD BOOTH APPLICATION AND DEADLINE

A. Application for Standard

Standard Booth Exhibitors are required to complete and return the following applications at the Exhibitor Service Center in accordance with the following instructions:

name	Deadline	return
Standard Booth Graphic Submission (Form A)	October 31, 2025	General Contractor

B. Ordering Additional Services (Standard booth exhibitors can submit the following as needed based on booth requirements):

▲ The above information is for reference only; subject to the final announcement by the Organizer.

name	Deadline	return
Furniture Rental Application (Form B)	October 31, 2025	General Contractor

- All exhibitors renting booths must complete and return all required or optional (if applicable) forms (completed applications, payment, samples, drawings, relevant information) to the General Contractor before the deadline. Orders are confirmed upon receipt of payment.

Submitting Exhibitor Applications

Exhibiting companies must submit information to the General Contractor before October 31, 2025, to complete the application process and obtain exhibitor badges.

Related Attachments

Deadline: 31 October, 2025	Standard Booth Graphic Submission (Form A)	General Contractor: hesikai@beyondexpo.com
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All shell scheme exhibitors must fill in this form and submit it to the official contractor.

Company Name : _____ Booth Number : _____

Contact Person : _____ Contact Number : _____

2m x 2m Standard booth facilities:



- Lock-less information counter x1
- chairs x2
- Table x1
- Rubbish bin x1

(Only for a reference)
*Standard booth layout is for reference only. All designs are subject to the final layout confirmed by the Organizer.
· Booth Fascia Graphic: The graphic you submit will be printed on the fascia.

Booth Fascia Graphic: The graphic you submit will be printed on the fascia.

Please submit the booth fascia graphic:

- i) Please email the graphic file.
- ii) Graphic dimensions: 80cm * 180cm. Accept PDF, AI (outlined fonts) files.

Please submit company fascia information (limited to 40 characters):

- *If materials are not received, the Organizer's standard design will be used.
- *On-site printing requests will incur additional fees payable by the exhibitor.

Date : _____ Company Chop & Signature: _____

Furniture Rental Form B						
No .	Item Name	Dimensions	Unit Price (RMB)	Quantity	Subtotal (RMB)	Image
1	Folding Chair		80			
2	Round Table	Dia. 75cm, H 80cm	400			
3	Lockable Cabinet	100cm×50cm×80cmH	600			
4	TV Set	50 inch with stand	1200			
5	Custom Catering Counter	180cm×60cm×100cmH	1500			

6	Folding Table	180cm×60cm ×75cmH	500			
7	Power Socket	Capacity 1000w	800			

If needed, please send this form to:

Phone: _____

Contact Person: _____

Email: _____

Remarks: _____

Late orders received after the deadline of October 31, 2025, will incur a 30% surcharge.
Orders received after November 10, 2025, and on-site orders will incur a 50% surcharge.