

Special Regulation No. 6

Concerning Accommodation for the Personnel of Official Participants

**Beijing International Horticultural Exhibition
Coordination Bureau**

Article 1 Purpose

Pursuant to Articles 8 and 37 of the *General Regulations* of the International Horticultural Exhibition 2019, Beijing, China (hereinafter referred to as the “Expo”), this *Special Regulation* specifies the rules for the arrangement of accommodation for the personnel of Official Participants.

Article 2 Compliance with Laws and Regulations

1. All Official Participants shall comply with the *Paris Convention Relating to International Exhibitions* signed on November 22nd, 1928 as amended and supplemented, the *General Regulations* and the *Special Regulations* of the Expo, the relevant laws, regulations, rules, and the additional instructions and directives issued by the Organizer pursuant to the *General Regulations* and the *Special Regulations* of the Expo (hereinafter jointly referred to as “the Laws and Regulations”).

2. The additional instructions and directives are issued by the Organizer to provide more information on related subjects and further specify the rights and obligations of Official Participants and the Organizer.

Article 3 Personnel of Official Participants

The personnel of Official Participants refers to any personnel of

Official Participants involved in their participation in the Expo. The status of the personnel of Official Participants shall be determined by the respective Commissioner General of Section.

Article 4 Expo Village

An Expo Village shall be built by the Organizer within the Expo site to provide accommodation for the personnel of Official Participants. The corresponding accommodation expenses shall be borne by the Official Participants.

Article 5 Assistance by the Organizer

The Organizer shall set up a booking center to provide accommodation information and inquiry services, and handle applications for accommodation in the Expo Village submitted by Official Participants.

Article 6 Types of Accommodation

1. The Expo Village includes hotels and apartments.
2. The Expo Village has service facilities and offers business, catering, shopping, entertainment and fitness services to tenants.

Article 7 Accommodation Capacity of the Expo Village

1. The Expo Village can accommodate a maximum of 2,000 people at the same time. Accommodation services will last until December 31, 2019.

2. In principle, each Official Participant may apply for a maximum of 3 - 5 units at the same time for its personnel.

3. Before the Expo Village opens or in case of unavailability of accommodation in the Expo Village, the booking center shall assist Official Participants free of charge in making reservations at other hotels. The corresponding expenses shall be borne by the Official Participants.

4. In the course of construction, the organizer will provide a list of hotels of different standards and types from which Official Participants may seek accommodation. The corresponding expenses shall be borne by the Official Participants.

Article 8 Procedures of Application

1. An Official Participant who wishes to apply for accommodation in the Expo Village shall submit an application in writing to the booking center. The application should be submitted at least 6 months prior to the first day the Official Participant concerned plans to use the accommodation and no later than January 31, 2019.

2. The booking center will arrange accommodation in the Expo Village in order of receipt of applications. In case of unavailability of a

certain type of accommodation, the booking center may make adjustments as appropriate and arrange accommodation of a type similar to the type requested. If the Expo Village cannot provide accommodation, the booking center shall assist, free of charge, Official Participants in making reservations at other accommodation facilities.

3. The booking center shall, within 30 days after receipt of the accommodation application, send a written notice to the Official Participant with feedback on arrangement of requested accommodation.

4. The Official Participant shall confirm the accommodation application in writing with the booking center within 20 days after receipt of the notice. Without such written confirmation from the Official Participant, the booking center will not reserve rooms as requested.

5. The Official Participant shall sign a tenancy agreement with the property management office of the Expo Village before check-in.

Article 9 Service Facilities of the Expo Village

1. The Organizer shall provide and adjust service facilities in the Expo Village based on the number of people staying in the Expo Village and their needs. Fees charged for the service facilities in the Expo Village shall be reasonable and determined according to local market prices.

2. Information on prices, conditions, apartment types, model of contracts, etc. shall be provided to Official Participants by the Organizer

in due course.