

The Security Agreement and Code of Conduct for Banquet/Event and Construction in Marriot Shanghai Parkview

With a view to ensuring the life and property safety of all people of the Hotel and preventing contingencies and violating behaviors from happening, all units engaged in construction and holding major events in the Hotel must sign this security agreement with the Hotel and comply with the following:

1. Complying with pertinent laws and regulations of the nation and all rules and regulations of the Hotel;
2. All construction (building) personnel must acquire the “Temporary Pass” from the Security Department (on B1 floor) with their own Identity card or Temporary Residential Permit and this Agreement;
3. All personnel mentioned in Art. 2 of this Agreement can only go through Staff Entrances and Exits and must wear the “Temporary Pass” within the Hotel and shall be subject to the check of Hotel Security Staff anytime.
4. Any construction personnel entering the Hotel must register with the Security Department. Should they carry any flammable or dangerous goods, the permission of the Director or the Fire Control Supervisor of the Security Department must be acquired before they can enter the Hotel. The aforesaid flammable or dangerous goods must be stored in designated area and taken care of by specially-assigned staff. After the construction, when construction personnel carrying construction equipments or materials desires to exit the Hotel, they must present the “Exit Pass” issued by relevant departments which shall be examined by the Security Staff.

5. Smoking is strictly prohibited within the scope of the Hotel and construction personnel is prohibited from entering the non-construction area.
6. Construction Personnel is strictly prohibited from using the Guest Washroom. Instead, construction personnel can use the staff washroom.
7. There shall be no people living in the construction site and sleeping, cooking and entertainment is prohibited in the construction site. Eating Hotel's waste food or drinks or taking away Hotel's discarded goods is prohibited. Should there be any special circumstances where reasonable rest room is needed, construction personnel must beforehand contact with the Banquet Hall Service Department.
8. Should there be any construction temporary electricity utilization, an application must be submitted to Hotel's Engineering Department beforehand and relevant work must be done by certified electrician under the guidance of Hotel's Engineering Department in accordance with power-using regulations. Electric wires/cables mustn't be casually put on the carpets and must be put into the trunking/spools or black tapes. Large bundles of electric wires must use fire-proof plates.
9. Construction tools must be intact and in perfect condition. Using damaged or defective electric tools or patch panels is strictly prohibited.
10. Temporary power cables shall not hinder emergency exits and mustn't be used at an overload in order to keep the three-phase power balance.
11. The construction of stage lamps shall neither affect the evacuation passageway nor cover the evacuation signs or the smoke detectors. The construction of stage lamps should be kept at a distance of 0.5 meters from the sprinkler heads.

12. The construction of stage lamps must conform to relevant regulations and standards. The metal lamp holders must be well-grounded and the projector lamps must be installed with explosion-proof nets and anti-falling steel wires and must be kept at a safe distance of more than 50 centimeters away from flammable goods.
13. Employing open fire is strictly prohibited. Should there be any need to employ open fire, an application must be submitted to the Engineering Department beforehand and only after the approval of the Director or the Fire Control Supervisor of the Security Department can relevant work be done by specialized personnel in accordance with safety codes .
14. Setting off fireworks, crackers or cold smoke lanterns is strictly prohibited in any region within the scope of the Hotel.
15. All kinds of paint work must be carried out with sound ventilation environment. There shall be no open fire around the paint work site.
16. When working high above the ground at a height of more than 3 meters, one must use the construction platforms and be rightly equipped with safety belts.
17. The total weight of hanging objects shall not exceed the maximum loading capacity of the hanger. All hard hanging objects must be installed with anti-falling devices.
18. All construction and building materials should be noncombustible or flame retardant. Flammable materials must receive the fireproof treatment.
19. The stage or background plate shall not hinder the emergency exits or obscure the sight of exits. There should be an unimpeded passageway of 2-meter width around the stage which shall directly head to the emergency exits.

20. All materials and trashes are strictly prohibited from enclosing the fire-fighting equipments or disrupting the smoothness of the evacuation passageways. Construction personnel shall not damage or arbitrarily use fire-fighting devices. Before entering the site, construction personnel first must confirm the placement of spare construction materials with the Hotel side.
21. If an event (including construction) involves the release of smoke, the approval of the Hotel's Engineering and Security Department must be acquired before the smoke can be released.
22. Construction personnel should be familiar with the fire-fighting devices around the construction site and can use these devices under the guidance of Hotel staff in emergency.
23. If a fire is discovered, construction personnel should timely distinguish the fire, contact with the Hotel staff and is responsible for organizing others to evacuate.
24. When hearing the emergent broadcasting for emergency urgent evacuation, construction personnel should go through the fire stairs and is strictly prohibited from taking the elevator.
25. Staff of exhibit-arrangement companies and staff in charge of the audio and video equipments should pay attention to the surrounding environment when they are moving, setting up and remove items and should be cautious not to damage any Hotel item (wooden doors, marble columns, ceilings of the banquet hall, walls, wall paintings, floors, carpets, lighting equipments, etc.). In the case where any Hotel item is damaged, the full price of the damaged item shall be paid as compensation.
26. When exhibit-arrangement companies are arranging the exhibits, preliminary work such as sawing, smashing and cutting should be completed outside the Hotel. Cushions must be placed under the

display panels before panels are assembled with a view to prevent the carpets and marble floors from being damaged. After the work all places must be timely cleaned up.

27. Exhibit-arrangement companies should remind their staff of the company's and personal property safety and each one shall be responsible for their own property safety.

28. The construction (event-organizing) company shall assign one staff to take charge of all the safety work at site during construction or the event. All the staff of the construction company must completely follow the aforesaid provisions and be subject to the examination and supervision of the Security and Engineering Department and shall bear all the legal liabilities due to violations of regulations and codes. The Hotel shall be entitled to punishing violators and ordering the construction side or event organizer to stop construction or the event if the construction or event has serious fire hazard and the construction side shall bear corresponding consequences.

29. This agreement shall be executed in quadruplicate with the construction (event-organizing) company, Hotel's Security Department, Hotel's Engineering Department and the Banquet Service Department each holding one copy. This agreement shall come into effect upon signature.

30. Before entering the Hotel for construction, the construction company must pay the Hotel RMB 10,000 as the deposit.

Event-organizing Company:__CTI Car Training Institute_____

Address:__Prinzenallee 3, 40549 Düsseldorf_____

Tele. No.:__0049 211 9686 3000_____

Construction Company:_____

Address:_____

Tele. No.:_____

Person in Charge at Site:_____

Title:_____

Tele. No.:_____

Hosting Venue: CTI Symposium 2016 // Marriott Hotel

Parkview Shanghai

Event Duration: From 21 to 23 September 2016

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**Signature of the Person in Charge of the Event-organizing Company
(Seal):**

Date: _____ (MM/DD/YY)

**Signature of the Person in Charge of the Construction Company
(Seal):**

Date: _____ (MM/DD/YY)

Signature of the Director of the Security Department:

Date: _____ (MM/DD/YY)

Signature of the Fire Control Supervisor of the Security Department:

Date: _____ (MM/DD/YY)