

# ***Exhibitor's Manual for China International Import Expo***

## **Enterprise & Business Exhibition**

### **Part V Exhibition Services**

#### **1. Expo Publications**

##### **1.1 Principles of Distribution**

The Organizers will send the Expo Publications (i.e. Name List of Exhibitors) free of charge to each Exhibitor based on their booth sizes. The publications will be sent to each booth after the opening of the Expo.

##### **1.2 Information Registration**

The Organizers will publish the contact information of the Exhibitors on the Expo Publications (i.e. Name List of Exhibitors) free of charge so as to demonstrate the features of their products in a better way. The Organizers will also collect the Information Registration Form of the Expo Publications from the Exhibitors to ensure the correctness of these publications. The Exhibitors are required to check, supplement and confirm the contents in these publications prior to the prescribed deadline and then send the information registration form to the designated email address. Please refer to Form 19: *Information Registration Form of the Expo Publications* for details.

#### **2. Advertising Release**

##### **2.1 Advertising Agency**

Name:	Shanghai Asia-Pacific Advertising Co., Ltd.
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Address:	No.6 Building, 788 Xueye Road, Pudong New Area, Shanghai
Contact 1:	Kang Zhenhua
Tel:	+86-21-62107339-859
Mobile:	13916906279
Email:	<a href="mailto:kangzhenhua@cpit-exhibition.com">kangzhenhua@cpit-exhibition.com</a>
Contact 2:	Zhu Guangyi
Tel:	+86-21-62107339-838
Mobile:	13801727673
Email:	<a href="mailto:zhuguangyi@cpit-exhibition.com">zhuguangyi@cpit-exhibition.com</a>
Contact 3:	Wang Chen
Tel:	+86-21-62107339-845
Mobile:	13917627074
Email:	<a href="mailto:wangchen@cpit-exhibition.com">wangchen@cpit-exhibition.com</a>
Fax:	+86-21-62107350

## 2.2 Application for Advertisement Reservation

Please contact the Advertising Agency for reserving both the graphic printing and the on-site advertisements.

## 3. Conference Room Services

**3.1** Any Exhibitor who requires the rental of the conference rooms should submit an application to the Organizers. The Organizers will arrange the conference venue after collecting all such requirements and confirm with the Exhibitor. The Exhibitors may refer to Part II “Rules and Regulations” of this Manual for details on the on-site activity application. The application form will be released by the Organizers later.

**3.2** Any Exhibitor who requires the supporting services such as high voltage electric system, Internet and telephone in the conference

rooms should file the application in advance to the Organizers. Please refer to Form 6: *Application for Lease of Supporting Facilities (Electricity)* for details.

### **3.3 Rules of Conference Room Use:**

- 1) The placement of outdoor registration table shall be reported to the Organizers in advance to confirm the plan of arrangement.
- 2) Any Exhibitor who requires the change to the quantity of tables and chairs inside the conference rooms or the change to table settings (especially the removal or addition of some tables or chairs) shall confirm with the Organizers in advance.
- 3) Any Exhibitor who requires food and beverage services in the conference rooms shall apply to the Organizers in advance and take proper measures to protect the carpet. Any food waste should be taken away by the Exhibitor after the conference.
- 4) The Exhibitor shall count and confirm the quantity and the status of facilities (including audio equipment, microphones, tables and chairs) in the conference rooms before entering. All belongings of the Exhibitor should be under its own custody during the conference room lease term.
- 5) Any Exhibitor shall submit a written application to the Organizers in advance in the event that it needs some set-up of its own in the conference rooms.

## 4. Business Travel Services

### Recommended Business Travel Agencies

Name:	East Star Event Management	Canton Fair International Travel Agency Co., Ltd.	Ctrip Corporate Travel
Address:	111 World Expo Pavilion Road, Pudong New Area, Shanghai	Room 702, Canton Fair Tower, 679 Middle Fengpu Road, Haizhu District, Guangzhou	Building B, Hongqiao International Plaza, 999 Jinzhong Road, Shanghai
Contact 1:	Hu Yiming	Guo Wenjun	Li Yao
Tel:	+86-21-20777030	+86-20-89268102	+86-21-34064880-12568
Mobile:	13918331237	13922275068	13701892155
Email:	<a href="mailto:Stanley.hu@sheaststar.com">Stanley.hu@sheaststar.com</a>	<a href="mailto:584610823@qq.com">584610823@qq.com</a>	<a href="mailto:lixiaoa@ctrip.com">lixiaoa@ctrip.com</a>
Contact 2:	Wu Wen	Huang Jianfeng	Xu Yifan
Tel:	+86-21-20777005	+86-20-89268105	+86-21-34064880-18451
Mobile:	18918559873	13430280974	15618930337
Email:	<a href="mailto:Jessie.wu@sheaststar.com">Jessie.wu@sheaststar.com</a>	<a href="mailto:584610823@qq.com">584610823@qq.com</a>	<a href="mailto:yifanxu@ctrip.com">yifanxu@ctrip.com</a>
Fax:	+86-21-20777098	+86-20-89268103	+86-21-52189565

## 5. Translation Services

### Recommended Translation Companies

Name:	Global Tone Communication Technology (Shanghai) Co., Ltd.	Lan-bridge Communications	Beijing Grouphorse Translations Co., Ltd.	Shanghai Foreign Service (Group) Co., Ltd.
Address:	Room 4301, 735 Liyang Road, Hongkou District, Shanghai	28F, Building G, World Plaza, 855 Pudong Road South, Shanghai	Room 1007, Tower A, 28 East Andingmen Street, Yonghe Plaza, Beijing, China	15F, SFSC Mansion, 1000 Quyang Road, Shanghai
Contact 1:	Zhao Qing	Wu Mengsi (Tammy)	Zhou Jingqi	Huang Bingyuan
Tel:	+86-21-61730877-8128	+86-571-81112037	+86-4000123543	+86-21-62772105
Mobile:	15221615860	15757852621	18502185884	13816752323
Email:	<a href="mailto:zhaqing@ctpc.com.cn">zhaqing@ctpc.com.cn</a>	<a href="mailto:Tammy@lan-bridge.com">Tammy@lan-bridge.com</a>	<a href="mailto:transbiz@grouphorse.com">transbiz@grouphorse.com</a>	<a href="mailto:bingyuan.huang@fsg.com.cn">bingyuan.huang@fsg.com.cn</a>
Contact 2:	Liu Tongyu	Hou Xiaohong (Connie)	Han Lijuan	Wang Jia
Tel:	+86-21-61730876	+86-21-68877803	+86-4000123543	+86-21-62778682
Mobile:	15000272883	18605103068	18721909027	13917341976
Email:	<a href="mailto:417322152@qq.com">417322152@qq.com</a>	<a href="mailto:connie.hou@lan-bridge.com">connie.hou@lan-bridge.com</a>	<a href="mailto:transbiz@grouphorse.com">transbiz@grouphorse.com</a>	<a href="mailto:wangjia@fsg.com.cn">wangjia@fsg.com.cn</a>
Fax:	+86-21-61730873	+86-21-58369066	+86-10-56158819	+86-21-62273663

## 6. Business Center

The Business Center in the exhibition hall will be open to all Exhibitors and visitors during the Expo (Please refer to the Visitor Guide and On-site Guide Map for the specific location). The basic services of the Business Center include copying and printing, faxing and scanning, email receiving and sending, wheelchair leasing, mobile phone charging, graphic production and ticket booking etc.

## **7. Online Services**

The Exhibitor Manual is released together with the online service system. It is recommended that the Exhibitors and their entrusted Constructors apply the online service system.