***Exhibitor’s Manual for China International Import Expo***

**Enterprise & Business Exhibition**

**Part Ⅴ Exhibition Services**

1. **Expo Publications**
	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. **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. Meanwhile, the Organizers will also collect the information from the exhibitors to ensure the correctness of these publications. Please visit the China International Import Expo Online Service System in time and fill in and check the relevant contents prior to the prescribed deadline.

1. **Advertising Release**
	1. **Advertising Agency**

|  |  |
| --- | --- |
| Name:  | Shanghai Asia-Pacific Advertising Co., Ltd.  |
| Address: | No.6 Building, 788 Xueye Road, Pudong New Area, Shanghai |
| Contacts 1: | Kang Zhenhua |
| Tel: | +86-21-62107339-859 |
| Mobile: | 13916906279 |
| Email: | kangzhenhua@cpit-exhibition.com |
| Contacts 2: | Zhu Guangyi |
| Tel: | +86-21-62107339-838 |
| Mobile: | 13801727673 |
| Email: | zhuguangyi@cpit-exhibition.com |
| Contacts3: | Wang Chen |
| Tel: | +86-21-62107339-845 |
| Mobile: | 13917627074 |
| Email: | wangchen@cpit-exhibition.com |
| Fax:  | +86-21-62107350 |

* 1. **Application for Advertisement Reservation**

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

1. **Conference Room Services**
	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.
	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. **Rules of Conference Room Use:**
2. The placement of outdoor registration table shall be reported to the Organizers in advance to confirm the plan of arrangement.
3. 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.
4. 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.
5. 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.
6. **Business Travel Services**

Recommended Business Travel Agencies

|  |  |  |
| --- | --- | --- |
| Name:  | East Star Event Management | Canton Fair International Travel Agency Co., Ltd. |
| Address: | 111 World Expo Pavilion Road, Pudong New Area, Shanghai | Room 702, Canton Fair Tower, 679 Middle Fengpu Road, Haizhu District, Guangzhou |
| Contacts 1: | Hu Yiming | Guo Wenjun |
| Tel:  | +86-21-20777030 | +86-20-89268102 |
| Mobile | 13918331237 | 13922275068 |
| Email:  | Stanley.hu@sheaststar.com | 584610823@qq.com |
| Contacts 2: | Wu Wen | Huang Jianfeng |
| Tel: | +86-21-20777005 | +86-20-89268105 |
| Mobile: | 18918559873 | 13430280974 |
| Email: | Jessie.wu@sheaststar.com | 584610823@qq.com |
| Fax:  | +86-21-20777098 | +86-20-89268103 |

1. **Translation Services**

Recommended Translation Companies

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Global Tone Communication Technology (Shanghai) Co., Ltd. | Lan-bridge Communications | Beijing Grouphorse Translations 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 |
| Contacts 1: | Zhao Qing | Wu Mengsi /Tammy | Zhou Jingqi |
| Tel:  | +86-21-61730877-8128 | +86-571-81112037 | +86-4000123543 |
| Mobile: | 15221615860 | 15757852621 | 18502185884 |
| Email: | zhaoqing@ctpc.com.cn | Tammy@lan-bridge.com | transbiz@grouphorse.com |
| Contacts 2: | Liu Tongyu | Hou Xiaohong /Connie | Han Lijuan |
| Tel:  | +86-21-61730876 | +86-21-68877803 | +86-4000123543 |
| Mobile:  | 15000272883 | 18605103068 | 18721909027 |
| Email: | 417322152@qq.com | connie.hou@lan-bridge.com | transbiz@grouphorse.com |
| Fax:  | +86-21-61730873 | +86-21-58369066 | +86-10-56158819 |

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| --- | --- | --- | --- |
| Name: | Transn （Beijing） Information Technology Co., Ltd. | TalkingChina Language Services Co., Ltd. | Shanghai Foreign Service (Group) Co., Ltd. |
| Address: | 17F, Building 18, Jianwai SOHO, 39 East Third Ring Road (M), Chaoyang District, Beijing | Room 8E, Xin’an Building (East), No. 200, Zhenning Road, Jing’an District, Shanghai  | 15F, SFSC Mansion, 1000 Quyang Road, Shanghai |
| Contacts 1: | Huang Wenjing/Phil Huang | Zhao Shanshan/Lydia Zhao | Huang Bingyuan |
| Tel.: | +86-21-61921311-2121 | +86-21-62473603 | +86-21-62772105 |
| Mobile: | 13671710873 | 18918707338 | 13816752323 |
| Email: | phil.huang@transn.com | lydia@talkingchina.com | bingyuan.huang@fsg.com.cn |
| Contacts 2: | Wang Fang/Sinba Wang | Bo Tianyan/Taylor Bai | Wang Jia |
| Tel.: | +86-010-58789000-2122 | +86-21-62473596 | +86-21-62778682 |
| Mobile: | 13811276660 | 13816950937 | 13917341976 |
| Email: | sinba.wang@transn.com | taylor@talkingchina.com | wangjia@fsg.com.cn |
| Fax: | +86-21-61921331-8866 |  | +86-21-62273663 |

1. **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.

1. **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.