

**第四届中国国际进口博览会现场配套活动**  
**On-site Side Events of the 4<sup>th</sup> China International Import Expo**

**会务增值服务说明**  
**Value-Added Services**

尊敬的配套活动主办单位：

Dear organizers of side events:

为满足中国国际进口博览会办会期间会场标准配置外的增值服务需求，现正式公

布增值服务项目清单及价格，请各位仔细阅读，做好相应准备。具体如下：

To meet the demand for value-added services that not included in the standard configuration during the 3rd China International Import Expo, we hereby officially release the list of value-added services and their prices. Please read it carefully and make preparations accordingly. The details are as follows:

一、 增值服务项目类别

**I. Categories of Value-Added Services**

(一) 场地基础设施租赁费

(i) Venue and infrastructure rental fees

(二) 会议系统设备增值租赁费

(ii) Conference system equipment value-added rental fees

(三) 现场制作、办公设备、会务保障服务费

(iii) On-site production, office equipment and conference supporting service fees

(四) 现场加班服务费

(iv) On-site overtime service fees

(五) 网络视频会议类服务费

(v) Network video conference service fees

(六) VR 全景会议类服务费

(vi) Service Fee for VR Panoramic Conference

具体清单及价格标准请详见附件；

Please refer to the annex for the list of services and their prices.

未尽项目及价格请与会务服务商商洽。

Please contact the conference service provider for the uncovered items and prices.

## 二、 增值服务缴费方式

### II. Payment Methods for Value-Added Service Fees

增值服务项目费用是指除场地标准配置以外的其它服务费用，如提供标准配置以外的网络接驳服务、话筒租赁服务、同传翻译设备租赁服务等，增值服务费用需提前下单和签字确认，并将在合同约定会务服务费收费标准的 30% 支付的履约保证金中扣除。

Value-added service fees refer to the fees for services other than the standard configuration at the venue, such as the network connection service, the microphone rental service and the simultaneous interpretation equipment rental service which is not included in the standard configuration. You must place orders for value-added services in advance and sign them for confirmation. The fees will be deducted from the prepaid performance bond, which is 30% of the contracted conference service fees.

## 三、 会场布置及演练

### III. Venue Arrangements and Drills

(一) 现场配套活动档期紧，安保要求严，为尽量保障会场布置时间，在会议前一天的 21:00 至会议当天的凌晨 2:00 可供会场布置（不超过 2 小时）。

(i) On-site side events are tightly scheduled and are subject to strict security control. You can make arrangements at the venue from 21:00 pm on the day before the event to 2:00 am on the day of the event (no more than 2 hours).

(二) 会场布置超过 2 小时，如发生主要设备开启运行、配备主要技术及服务人员、主办方进场人数较多或布置（彩排）时间超过 2 小时等（即“全程演练”），

主办方需按照“加班服务类”收费标准，支付额外的加班费。如不动用音视频、灯光等，将按照“会务保障服务类”收费标准收取现场会务人员及项目经理人员费用。具体收费标准详见“2021 配套现场活动会务增值服务价格表”。

(ii) The organizer shall pay for overtime according to the charges of *On-site Overtime Service Fees*, if the venue is arranged for more than two hours; or the main equipment is on; or the main technicians and service staff being on site; or too many people from the organizer come to the venue or the arrangement/run through is over two hours (as known as the Full Run Through). The organizer shall pay for the service team and the programme manager according to the charges of *Conference Supporting Service Fees*, if none of the audio, video, and lighting equipment is used. For specific charges, please refer to the *Price List of 2021 Value-added Services for On-site Side Events*.

(三) 如因为时间有限或其他特殊情况导致各现场配套活动主办单位布置时间不足 2 小时的，务请理解。

(iii) Please understand that you may have less than 2 hours to make arrangements at the venue due to the tight schedule or other special circumstances.

四、 特殊情况说明

#### **IV. Special Circumstances**

现场配套活动主办单位须按合同约定会议使用时间开始和结束会议，如因主办方单方面延长会议室使用时间，我方将有权以适当方式终止会议。

The organizers of on-site side events shall start and conclude the event according to the contracted event time. If an organizer unilaterally extends the event time, we have the right to terminate the event in an appropriate manner.

中国国际进口博览局

China International Import Expo Bureau

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