



# The 13<sup>th</sup> China International Petroleum & Petrochemical Technology and Equipment Exhibition

**2013.3.19-21** New China International Exhibition Center, Beijing

## Exhibitor Manual

This manual can be downloaded from the official website of cippe --- [www.cippe.com.cn](http://www.cippe.com.cn)



The 13<sup>th</sup> China International Offshore Oil & Gas Exhibition  
[www.ciooe.com.cn](http://www.ciooe.com.cn)



The 13<sup>th</sup> China International Exhibition on Equipment of  
Pipeline and Oil & Gas Storage and Transportation  
[www.cipe.com.cn](http://www.cipe.com.cn)



The 13<sup>th</sup> China International Explosion Protection  
Electric Technology & Equipment Exhibition  
[www.expec.com.cn](http://www.expec.com.cn)



China International Marine Technology  
& Equipment Exhibition  
[www.chinamaritime.com.cn](http://www.chinamaritime.com.cn)

## Greeting Message to Exhibitors

Dear Exhibitors,

Thank you very much for your support and participating in the 13<sup>th</sup> China International Petroleum & Petrochemical Technology and Equipment Exhibition (Abbr. cippe2013)

cippe2013 will be held from March 19<sup>th</sup> to 21<sup>st</sup>, 2013 at New China International Exhibition Center (Beijing, China).

We sincerely hope that this manual will help you accomplish all preparations. This manual consists of three parts as follows:

**A. General Information**

**B. Exhibitors Guide**

**C. Technical Seminar/ VIP Customer Service**

In addition, you can visit the official website of cippe – [www.cippe.com.cn](http://www.cippe.com.cn) to consult or download this manual. Beijing Zhenwei Exhibition Co., Ltd., the organizer of cippe reserves the right of final interpretation of this manual.

Detailed information about freight forwarding, booth construction, hotel reservation, etc. are all included in this Manual. Please read this manual carefully and fill in the relative forms according to your respective requirements, and then email or fax them to the contractors directly or the organizer office before the deadline listed in this manual so that we are able to offer you our best service in time.

We look forward to seeing you at cippe2013 and wish you every success in the exhibition!

Yours sincerely,

Beijing Zhenwei Exhibition Co., Ltd.  
Dec., 2012

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## General Information

### Show Name

The 13<sup>th</sup> China International Petroleum & Petrochemical Technology and Equipment Exhibition (cippe2013)

### Concurrent Exhibitions

The 13<sup>th</sup> China International Offshore Oil & Gas Exhibition (ciooe2013)  
The 13<sup>th</sup> China International Exhibition on Equipment of Pipeline and Oil & Gas Storage and Transportation (CIPE2013)  
The 13<sup>th</sup> China International Explosion Protection Electric Technology & Equipment Exhibition (Expec2013)  
China International Marine Technology & Equipment Exhibition (CM2013)

### Show Schedule

Registration & Setting Up	March 17 <sup>th</sup> , 2013	08:30-17:30
	March 18 <sup>th</sup> , 2013	08:30-20:00
Opening Ceremony	March 19 <sup>th</sup> , 2013	09:00-09:30
Exhibition & Trade	March 19 <sup>th</sup> , 2013	09:30-16:30
	March 20 <sup>th</sup> , 2013	09:00-16:30
	March 21 <sup>st</sup> , 2013	09:00-14:00
Closure & Dismantling	March 21 <sup>st</sup> , 2013	14:00-20:00

### Show Venue

**New China International Exhibition Center, Beijing, China**  
(No.88, Yuxiang Road, Tianzhu, Shunyi District, Beijing)

### The Organizer

Tianjing Zhenwei Exhibition Co., Ltd.    Beijing Zhenwei Exhibition Co., Ltd.  
China Petroleum & Petro-chemical Equipment Industry Association  
CCPIT Sub-council of Chemical Industry  
*Petroleum & Equipment Magazine*

### Official Freight Forwarder

#### European Area:

#### **BTG International Freight Forwarding (Beijing) Co., Ltd.**

Room 503, Dart Office Building No. 12 Xinyuanxilizhongjie Chaoyang District, Beijing  
100027, China  
Attn: Laura Liu    Oven Hou  
Mob:+86 138 1166 2859  
Tel: +86 10 8460 1258-23/27, 8460 1068-23/27  
Fax: +86 10 6461 9507  
E-mail: laura.liu@btg.cn, oven.hou@btg.cn  
www.btg.cn

#### American and Southeast Asia Area:

#### **SINOTRANS BEIJING COMPANY FAIRS & EVENTS LOGISTICS BRANCH**

400.4th Floor of Hall 1 China International  
Exhibition Center No.6, East Beisanhuan Road, 100028 Beijing, P.R.China  
Mr. Shizhigang; Mr. Chenxi  
Tel: +86-10-84601638 86-10-64671724  
Fax: +86-10-84601263  
E-mail: shizhigang@sinotrans.com; bjchxi@163.com



**Official Stand Contractor****Beijing Pico Exhibition Service co.,ltd**

Address: Pico Center, 8, Li Shui Qiao Bei Chaoyang District Beijing 102218, China

Contact Person:

Hall W1、 W2: Wendy Wu	Tel: +86-10-84847975-4327	HP: +86-15810150272
	Email: wendy.wu@cn.pico.com	Fax: +86-10-8484 7957 / 8484 7947
Hall E1: Vika Yan	Tel: +86-86-10-84817401-4335	HP: +86-13810753961
	Email: vika.yan@cn.pico.com	Fax: +86-10- 8484 7957 / 8484 7947

**Beijing GISACA EXHIBITION Co., Ltd.**

Address:1405 South Office Building ,New World Center, No.3,Chong Wen Men Wai Street,Beijing 100062,China

Contact Person:

Hall E2: Zhangrong	Tel: +86-10-8479 0199-103	HP: +86-113810457795
	Email: gisaca@gisaca.com.cn	Fax: +86-10-84794020
Hall E3、 E4: Jiayuan Yuan	Te: +86-10-8479 0199-102	HP: +86-13810049141
	Email: gisaca@gisaca.com.cn	Fax: +86-10-84794020

**OFFICIAL CONTRACTOR****1. MESSE HANWAY (HONGKONG) CO., LIMITED**

Contact: Joy Jiang/Ally Zhang

Mobile: 0086-15000275883/13816568933

Tel: 0086-21-64135129/30/31/32ext.11

Fax: 0086-21-64135129/30/31/32ext.26

E-mail: sales11@messehanway.com;sales36@messehanway.com

**2. YIHAIJINGONG Exhibition Design & Service CO., LTD**

Contact: Xia Yi/Liu Chenxi

Mobile: 0086-13811631535/13810608233

Tel: 0086-10-59124283

Fax: 0086-10-59122357

E-mail: xiayi\_8802@hotmail.com jingong\_001@163.com

**3. BJ HUAYUJAMEI INTERNATIONAL EXHIBITION SERVICES CO., LTD.**

Contact: Du Jianyu/Peng Yanjun

Mobile: 0086-13366091318/13301377355

Tel: 0086-10--84471360

Fax: 0086-10--84471338

E-mail: hyjm.du@126.com

**4. Titor International Expo Limited**

Contact: Wang Linjun

Mobile: 0086-13911167607/13671380167

Tel: 0086-10-85095775

Fax: 0086-10-85095765

E-mail: ttexpo@163.com

**5. Beijing Benjia Culture Communication Co., Ltd.**

Contact: Zhu Benjia/Li Wenqiang

Mobile: 0086-13581968738/15101687490

Tel: 0086-10-84782610/84782620

Fax: 0086-10-84782610-8009/84782620-8002

E-mail: benjia@vip.sina.com

**6. Beijing Chuangyitianji International Exhibition Co., Ltd.**

Contact: Wang Rongying/Sun Jia  
 Mobile: 0086-15010882816/18201515207  
 Tel: 0086-10-67691096/87257206  
 Fax: 0086-10-87257206  
 E-mail: wangyingbin@chuangyitianji.com/sunjia@chuangyitianji.com

**7. Beijing Peray exhibition events co.,Ltd.**

Contact: Zhang Cui  
 Mobile: 0086-13522787334  
 Tel: 0086-10-84311294/84319533-1037  
 Fax: 0086-10-84313303  
 E-mail: 505738135@qq.com

**8. Oriental Expo Services (Beijing) Co., Ltd.**

Contact: Ren Dongqi  
 Mobile: 0086-13501164045/18601928238  
 Tel: 0086-10-65671880  
 Fax: 0086-10-65670361  
 E-mail: kingren@orientalexp.net

**9. Beijing Yimei Sunshine Expo Services Co., Ltd.**

Contact: Bi Junle/Li Le  
 Mobile: 0086-13146940589/15810668591  
 Tel: 0086-10-57118330/57168387  
 Fax: 0086-10-82967689  
 E-mail: mengli198409@126.com/lih910@163.com

**10. Beijing Shengjing Exhibition Services Co., Ltd.**

Contact: Gu LeTel: 0086-10-84853743-807  
 Fax: 0086-10-84853743-805  
 E-mail: shengjing0015@163.com

**11. Beijing HotExpo Exhibition Co., Ltd.**

Contact: Zhang Wei/Zhang Lijuan  
 Mobile: 0086-13552349666/13611313306  
 Tel: 0086-10-81833000/86611000  
 Fax: 0086-10-86611000  
 E-mail: 313250570@QQ.com/rezhan@rezhan.com.cn

**12. Beijing F&S Exhibition Co., Ltd.**

Contact: Zhang Bin/Zhang Hongli  
 Mobile: 0086-13910901800/13581599925  
 Tel: 0086-10-84471006/84471007  
 Fax: 0086-10-84471009-817  
 E-mail: peizhao@vip.sina.com

**13. Beijing Dinghan Exhibition Services Co.,Ltd.**

Contact: Mr.Lv  
 Mobile: 0086-13910243998  
 Tel: 0086-10-88789711  
 Fax: 0086-10-88789711-609  
 E-mail: chinadinghan@163.com

**14. Beijing Layout Exhibition Services Co.,Ltd.**

Contact: Arren Liang/Sinda Cui  
 Mobile: 0086-13811915233/18611617073  
 Tel: 0086-10-64125099/7559  
 Fax: 0086-10-64127669  
 E-mail: arren.liang@layout-exhibits.com/78026236@qq.com

**15. Beijing Xinbo International Exhibition Co., Ltd.**

Contact: Wang Yu  
 Mobile: 0086-18600503520/13371615687  
 Tel: 0086-10-56422299/56141219  
 Fax: 0086-10-89500043E-mail: xinbohuizhan@163.com

**16. Skyvision International Exhibition**

Contact: Sun Junhong/Zhang Jing  
 Mobile: 0086- 13691171272/13817668879  
 Tel: 0086-10-65505201-17/65505202-20  
 Fax: 0086-10-65505237  
 E-mail: sunniesun@skyvisiongroup.com/summer@skyvisiongroup.com

**17. Beijing Fangcheng International Exhibition Co., Ltd.**

Contact: Wen Fang/Zhang Baoqing  
 Mobile: 0086-13401058115/13910617945  
 E-mail: q86118@126.com

**18. Totem Exhibition Contact: Deng Feng/Li Jinliang**

Mobile: 0086-13911662614/13718476176  
 Tel: 0086-10-84471148/84470684  
 Fax: 0086-10-84470629-8002  
 E-mail: dengfeng@tutengchina.com/lijinliang@tutengchina.com

**19. New 5-D Expo (Beijing) Co., Ltd. Contact: Feng Lanfang**

Mobile: 0086-13910538214/13661269690  
 Tel: 0086-10-85893547/49  
 Fax: 0086-10-85893547-606  
 E-mail: isherwood\_wu@163.com/fenglanfang@126.com

**20. Hong Kong TranX International Exhibition Cooperation Ltd.**

Contact: Hu Jingyu  
 Mobile: 0086-13911904366  
 Tel: 0086-10-84540231/0232/0233  
 Fax: 0086-10-64630659  
 E-mail: beijing@tranx.cn

**21. Shanghai Green Exhibition Co., Ltd.**

Contact: Zhao Mingqing  
 Mobile: 0086-13651092255  
 Tel: 0086-10-64606777/52893903/52893921  
 Fax: 0086-10-64679060  
 E-mail: zmq0219@163.com

**22. YiMu Exhibition Services Co., Ltd.**

Contact: Ye Meili  
 Mobile: 0086-18611655660  
 Tel: 0086-10-67736033  
 Fax: 0086-10-67738222  
 E-mail: yml5022@lierjia.cn

**23. Beijing Fountain Creative Expo Co., Ltd.**

Contact: Zhang Jin/Zhou Zhou  
 Mobile: 0086-15901362225/18801449966  
 Tel: 0086-10-84819566/52865295  
 Fax: 0086-10-84816708  
 E-mail: xycyzl@163.com/gainian2008@yeah.net

**24. Beijing ErTu Advertising Co., Ltd.**

Contact: Yu Yang/Yu Li  
 Mobile: 0086-13699225952/13552992230  
 Tel: 0086-10-59120405-801/803/-57157272  
 Fax: 0086-10-59120405-805  
 E-mail: ertuexpo@163.com

**25. Bizhong Exhibition Contact: Li Aihua/Zhang Lijun**

Mobile: 0086-13683560974/13810366908  
 Tel: 0086-10-68638316  
 Fax: 0086-10-68638316  
 E-mail: ynah@163.com/79341216@qq.com

**Official  
 Hotel/Travel  
 Agent**

**Times Hotel Management Co., Ltd.**

Add: XinTianDi.A-1105,XiBaHe ChaoYang District Beijing 100028,China  
 Tel: +86-10-64462842  
 Fax: +86-10-64462177  
 Contact: Liu erlin  
 Mob: +86-15801612838  
 E-mail: hotel@sdln.cn  
 www.sdln.cn

**JNH BUSINESS SERVICE CO LTD**

Add: Room A, 902, KunSha Center, No.16 of Xinyuanli,  
 Chaoyang District, Beijing 100020,China  
 Tel: +86-10-51288500  
 Fax: +86-10-65030817  
 Contact: Mrs.fanny fan  
 Mob: +86-15810908845  
 E-mail: fanny@jnh-bs.com  
 www.jnh-bs.com



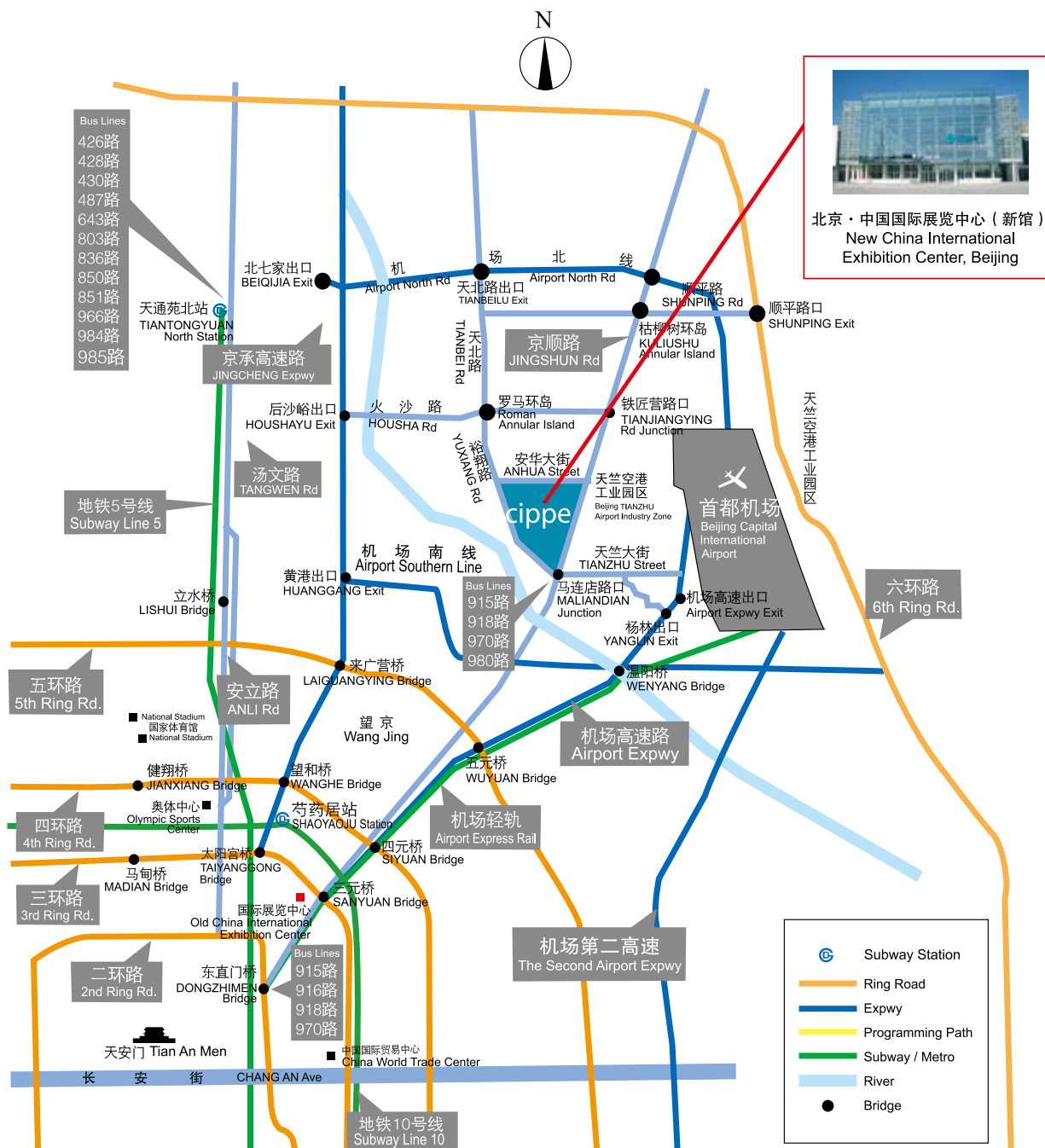
## 北京地铁站点示意图 Beijing Subway Sketch Map



## Location and Traffic Sketch Map

Venue: New China International Exhibition Center, Beijing, China

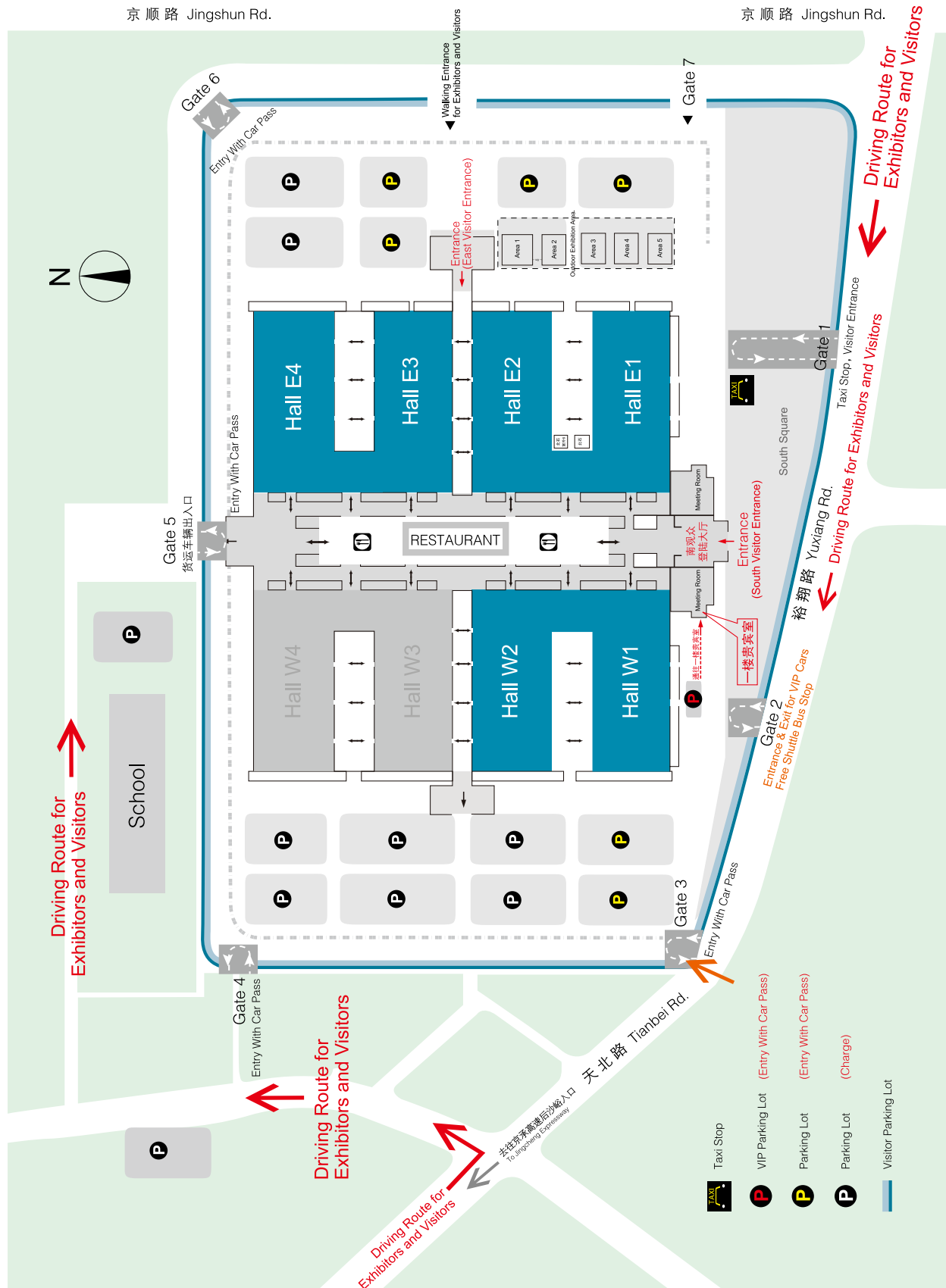
Add: No.88, Yuxiang Road, Tianzhu, Shunyi District, Beijing, China



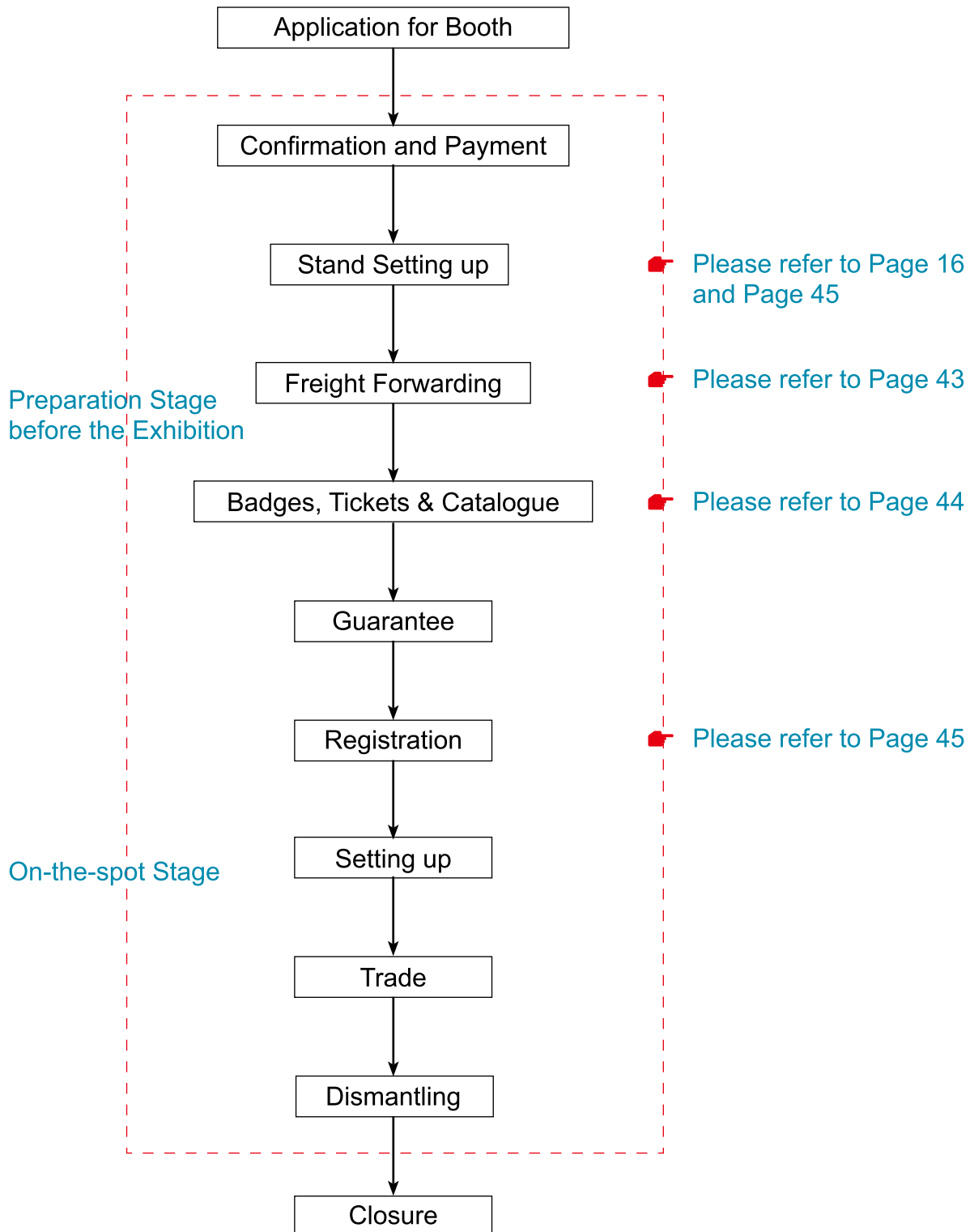




## Floor Plan of the Exhibition Center



### Flow Sheet of Participation



# Exhibition Hall Tech Data

Tech data of each Hall at the Exhibition Center:

Location	Hall E1 / E3 / W1	Hall E2 / E4 / W2
Size: length×width (m)	168×70+39×39	168×70
Area (m²)	12899	11500
Weight Limit	5 tons	5 tons
Floor Covering Material	Epoxy Artesian Flow Floor	Anti-friction Concrete Floor
Net Height	16~19.5m	13~17.5m
Cargo Door	8 doors: 4.3m×4.7m	7 doors: 4.3m×4.7m
Compressed Air	6 – 8BAR	
Power Supply Mode	3-phase, 5-line, 50Hz	
Lighting	About 300LUX	

Distribution Map of the New China International Exhibition Center (Abbr. NCIEC)



## Official Contractor

Beijing Pico Exhibition Service Co., Ltd. and Beijing GISACA EXHIBITION Co., Ltd. are appointed as the sole Official Contractor to provide furniture and light fitting rental services, auditing and vetting thru all the raw space stand design, gives approval of stand construction and provision of general electricity, water and compressed air for exhibits and equipment.

Exhibitors are required to refer to the relevant Service Order Forms for information and details, to read and understand the contents of the manual and forms carefully to ensure all relevant requirements submitted and processed smoothly. Exhibitors are kindly requested to retain a copy of the returned forms for future reference.

For any information or enquiries, please contact Official Contractor, Beijing Pico Exhibition Services Co., Ltd.

### Beijing Pico Exhibition Services Co., Ltd.

Tel: +86 10 8484 7975 / 84817401

Fax: +86 10 8484 7957 / 8484 7947

Address: Pico Center, 8, Li Shui Qiao Bei Chaoyang District Beijing 102218, China

#### Contact Person:

Hall	Contact	HP No.	Email Address
W1 W2	Wendy Wu	+86-15810150272	wendy.wu@cn.pico.com
E1	Vika Yan	+86-13810753961	vika.yan@cn.pico.com

#### ● Our Bank Account Information:

Beneficiary Name:	Beijing Pico Exhibition Services Co., Ltd.
A/C No.:	0000 0050 1510 4249 14
Name of Bank:	Standard Chartered Bank(China)Limited Beijing Branch
Address:	12/F, Standard Chartered Tower, World Finance Centre, No.1 East Third Ring Middle Road,Chao yang Dist., Beijing 100020 P.R.China

### Beijing GISACA EXHIBITION Co., Ltd.

Tel: +86-10-84790199

Fax: +86-10-84794020

Address:1405 South Office Building ,New World Center, No.3,Chong Wen Men Wai Street,Beijing 100062,China

#### Contact Person:

Hall	Contact	HP No.	Email Address
E2	Zhangrong	+86-13810457795	gisaca@gisaca.com.cn
E3 E4	Jiayuan	+86-13810049141	gisaca@gisaca.com.cn

#### ● Our Bank Account Information:

Company Name:	Beijing GISACA EXHIBITION Co., Ltd.
Name of Bank:	Bank of China Beijing Xuanwu District Subbranch
A/C No.:	328556148600
Address:	No.1 Nan Xinhua Street Xuanwu District Beijing China

● **Relevant charges:**

Description	Unit	Unit Price (RMB)	
Hall Management fees	sqm.	35.00	
Work Pass	Person	30.00	
Move-in car pass (limited 2hr)	Car/2hr	70.00	
Move-out car pass (limited 2hr)	Car/2hr	70.00	
Garbage clean fees	sqm	6.00	
Hang Point fees	Point/50kg	800.00	
Deposit	Per 100 sqm	≤100 sqm 101~200 sqm. ≥1000 sqm.	20,000.00 40,000.00 200,000.00

● **General Information**

**A1. Stand Set-up, Exhibition Period and Stand Dismantling**

	Stand Set up		Exhibition Period	Stand Dismantling
Date	2013.3.17	2013.3.18	2013.3.19~21	2013.3.21
Opening Hours	08:30	08:30	09:30	14:00
Closing Hours	17:30	20:00	16:30	21:00

Notes: Exhibitor who require to work outside these hours, please contact on site "Customer Services Center"

**A2. Electricity supply period**

	Opening Day	Closing Day
Electricity for lighting use - Special design booth	Mar 18, 2013	Mar 21, 2013
Electricity for lighting use – Shell scheme booth	Mar 18, 2013	Mar 21, 2013

**A3. Payments term, Deadline and Surcharges rate**

**A3.1** All Service Forms must be duly signed and completed and received by 15th February 2013. A surcharge of 30% will be imposed for Service Form received after the deadline of 10th February 2013 but on or before 16th March 2013. A surcharge of 100% will be imposed on Service Forms which are received after 17th March 2013.

**A3.2** After the order confirmation issue, all payments must be made within 7 working days. For payments made by TT, please scan and email the bank bill details to official contractor for reference. Any late or overdue payment, the order will be automatically canceled and the order will be deemed to be valid with the receipt of the payment only. For late submission, there is no guarantee of provision of services.

**A4. Performance Bond**

**A4.1** A Performance Bond must be paid to the Official Operation Services Provider by all exhibitors for their stand construction. This Performance Bond is a refundable performance Bond. The performance bond is calculated on the basis of stand area. Details of the payment appear in the "Form 3 Construction Management".

**A4.2** The Performance Bond is levied in order to ensure that the rules and regulations are abided by and to

cover any damages arising directly or indirectly from any infringement. The Performance Bond will be refunded in full within 30 working days of the completion of the stand dismantling, provided that the stand dismantling is completed on time and no infringement is made during the stand construction, exhibition and stand dismantling periods.

**A4.3** No Performance Bond will be refunded onsite.

**A4.4** All bank charges in relation to the Performance Bond shall be borne by the exhibitor or their appointed contractor. If the amount is insufficient after deduction of Performance Bond, the invoice will be issue on site by the Official Contractor to the exhibitor or their appoint contractor and the balance amount should be made on site

**A4.5** The performance Bond MUST NOT be refunded to a third party.

**A4.6** The original payer account will be the sole payee account for refund from official contractor.

**A4.7** Performance Bond that received by cash will only be refund in Cheque or Telegraphic Transfer.

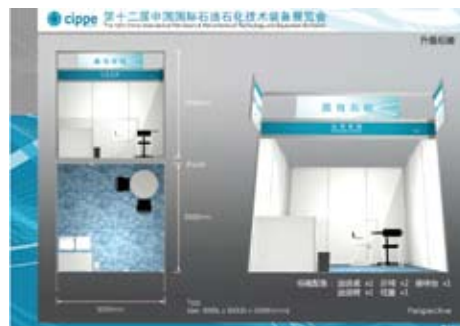
**A4.8** After the show, the official contractor reserves the right of refusing refund the performance Bond, if the original receipt or Letter of undertaking is unavailable.

## ● Package Booth

### B.1 The design for the package booth (3m x 3m) is depicted as below,

**B.1.1** Every package booth consist of following items:

- a) System Aluminum supports and 3 sided wooden paneling completed with custom made side panel.
- b) Carpeted flooring
- c) Exhibitor Company Name in Chinese and English on the booth fascia board.
- d) x1 Information Counter, X2 White Folding Chair, x2 Black Leather Arm Chairs, x1 Round Table, x2 100W Spotlights and x1 220V 5Amp Electrical Outlet. (The package booth is in multiple of 9sqm. will also be furnished with all above facilities in multiple.)



### **B.1.2 Shell Scheme Package Booth requirements:**

- a) The Exhibitor Company Name in Chinese and English to be written on the fiasco board will be subjected to the contents completed in **"FORM 1, Shell Scheme Fascia & Layout"**.
- b) In addition to the basic facilities provided for each booth, exhibitors who need to apply for other furniture and facilities shall complete **"FORM 2, Furniture and Electrical Fittings"**.
- c) All the construction materials and the furniture are offered by official contractor are on rental basis. Exhibitors are not allowed to nail/paint or drill on the materials.
- d) Exhibitors are not supposed to dismantle or hang any heavy weight items on the rented material. For safety reason, exhibitor is prohibited to install the booth by themselves.
- e) The power socket of 5A/220V is only for usage of TV, PC, charging of mobile phone only.
- f) The power socket of 5A/220V Connecting to machine and lights are strictly prohibited.
- g) Please take note that there is no storage space onsite.



## ● Raw Space/Special Design Booth

### C.1 Special Design Booth

**C.1.1** All exhibitors are responsible to ensure their appointed contractors who construct the special design booth registered Construction Company and they must proceed the following:

**Exhibitors or Their appointed contractor to submit the following documents to Official Contractor:**

1. Qualification certificate for construction company (registered fund should be RMB1,000,000 above):  
1) The photocopy of business license; 2) Letter of warrants by corporate juridical person; 3) Exhibition construction achievements demonstration.
2. Related service forms:  
1) Summary Form 2) Form 3 Construction Management; 3) Form 4 Application form for Special Design Booth Contractor; 4) Form 5 Electricity, Water and Compressed Air; 5) Form 6 Telephone line and Internet Access; 6) Form 7 Declaration of Work Safety and Security (Exhibitors with raw space should fill up this form): Original copy will be needed; 7) Form 8 Appointment of Raw Space Contractor (Exhibitor should fill up this form): Original copy will be needed; 8) Form 9 Declaration of Work Safety and Security - Single Storey (Exhibit producer should fill up this form): Original copy will be needed; 9) Form 10 Declaration of Work Safety and Security - Double Storey (Applicable for Special Design stand Contractor only): Original copy will be needed; 10) Form 11 Exhibition Construction Management Punishment Regulation: Original copy will be needed.
3. Booth design scheme (please mark the booth number and exhibitor name on all the drawings):  
1) Color design sketch: a paper document in 3 copies, and an electronic document; 2) Booth plan: a paper document in 3 copies, and an electronic document; please mark the dimension and neighbor booth number, and the position of the machines (if any). 3) Booth elevation: a paper document in 3 copies, and an electronic document; Please mark the booth height; 4) Booth working drawing: a paper document in 3 copies, and an electronic document; dimension and hoisting position (if any) must be marked. 5) Circuit diagram: a paper document in 3 copies, and an electronic document; switch box and the circuit running direction must be marked. 6) Material used for booth construction must be stated; 7) Double storey stand (if any): an original set of stand structural drawing with endorsement and stamped of National Registered Professional Structural Engineer to be submitted to Official Contractor for approval.



Official contractor will email the Order Form to exhibitors or exhibit producers according to the relevant documents submitted.



Exhibitors or exhibit producers should sign and email the Order Form to the relevant person in charge, and arrange the payment according to the order amount and bank information. If it is transferred by TT, please scan and email the bank bill. In order to facilitate the issue of the invoice and timely deposit refund, please indicate the following information in the Email: 1. Invoice Title; 2. Refunded deposit information: company name, bank name, bank account, contact telephone number & email, company address, bank address, swift code; 3. Payable Name (company or individual).



After the confirmation of the payment, the order will be deemed to be confirmed, and the items mentioned in the order will be supplied on site.

**Remarks:**

- 1) Exhibitors or exhibit producers for raw space must submit the documents to official contractor before 15th. February 2013 together with the hall management fee, fees for working pass, move-in car pass, water, electricity and compressed air, and the construction deposit. Otherwise exhibit producers will be prohibited from move-in.
- 2) Overdue order form submitting may result in unavailable service.
- 3) Please keep the booth no. and company name in all the email & forms.

## C.2 Examination and Approval for Raw Space Design

**C.2.1** Beijing Pico Exhibition Services Co., Ltd. has been appointed as the Official Operation Services Provider to provide furniture and lighting rental service, auditing raw space design, approval of construction of special design stand and to provide electricity, water and compressed air for exhibits and equipments. Please refer to the relevant order forms for details.

**C.2.2** All the Raw space booth design sketch must be examined and approved by organizer and official contractor, otherwise booth construction will be prohibited. Organizer reserves the right to inform the constructor to dismantle it at the expense of the exhibitor, if there is any construction without approves.

**C.2.3** If there is any double storey stand, all the double storey design drawings must be endorsed and stamped by National Registered Professional Structural Engineer, and send the original document to Official Contractor for approval.

**C.2.4** For the drawings needed, please refer to the above mentioned process.

### Special Statement:

The following rules have the binding force for all the exhibitors and exhibit producer. The Organizer/Official contractor and the relevant regulating departments reserve the right to make revisions on the construction plans submitted by the Exhibitors and their contractors. All the preparation and construction work shall not be commenced until the approval from the Organizer/official contractor is obtained. **Otherwise the Exhibitor or the constructors shall bear all the consequences incurred.**

## C.3 Raw Space Booth Construction Regulations

**C.3.1** The appointed Contractor need to submit the design according to the regulation and to pay for all related fees.

**C.3.2** The height limit of indoor booth and the decoration is set at 5m, outdoor is 4.5m.

**C.3.3** No naked flame or welding is allowed in the exhibition halls. No inflammable, explosives, poison and corrosion shall be allowed to be brought into the exhibition halls.

**C.3.4** Material for booth decoration must comply with the safe standard and rule of the fire regulation. No inflammable, explosives, poison and corrosion shall be used for decoratio.

**C.3.5** Do not allow hanging point of structure

**C.3.6** All the appointed constructors must use materials which are permitted by the authorities. There is no storage space on site, as such all contractors must clear their belonging or put it in their booth respectively.

**C.3.7** Booth Rule

a) Carpet or other floor material must be laid on to the contracted floor space, the material used should be national approved and design must be safe and sounds in construction.

b) No part of the booth structure may extend beyond the boundaries of the site allocated.

c) Whether for booth or exhibit fixing, no nailing, drilling on the floor, pillars or walls will be allowed, adhesives and glues on the floors, pillars or walls will be strictly prohibited. Exhibitors shall be liable for all costs arising from restoring or repairing facilities. Exhibitors are responsible for any misbehavior of its staff and the staff of its agents and contractors.



d) For public safety, any glass panel that use for stand construction must be minimum thickness of 8mm in tempered or laminated finished, a significant signs of “beware of glass panel” to be incorporated for glass wall; and the wall must be securely and safely installed. Any glass platform to be designed and constructed from ground support of stainless steel elements and no glass platform as a primary stand support is allowed. Drawing to be submitted to Official Contractor for approval.

e) Any full height wall must be minimum thickness of 120mm. For safety reason, any pelmet or bulkhead that crossing more than 6m in length; an additional column to be incorporated.

f) The installation personnel are required to use the necessary protective equipment such as safety helmet, and must wear safety belt when working range higher than 2 meters.

### **C.3.8 Booth Fitting & Boundaries**

a) All booths and national pavilions must be carpeted or laid with some form of flooring as clear demarcation of contracted space within the Exhibition hall. Except for island booth and national pavilion structures, a back wall must be installed for all other structures. Booth with adjoining neighbor(s) should also be separated with the necessary side-wall(s).

b) All back walls not covered by neighboring booth must be covered carefully and properly with white solid material. The appearance must be a plain white surface.

c) Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their structures and fittings, beyond their contracted boundaries.

d) Unless permitted by the Organizers/Official contractor, no exhibitor shall be allowed to hang any decorations or other articles up to the height limit of the decoration or the surrounding banisters of the second floor of the exhibition halls.

e) Erection of partitions or display boards which could hamper the fire fighting system and the air-conditioning diffusers and air flow inside the Halls/Rooms is not allowed, all the entrances and exits shall remain open and clear, booth or exhibits are not allowed to block the passages and entrances which designated by the Organizers and fire safety bureau. In case on violation of such rules, the Organizers/official contractor and fire safety bureau reserve the right to adjust and reconstruct such booth and all charges are to be borne by the exhibitors.

f) Any temporary structures erected must keep a minimum clearance of 1.2 meters (4 feet) from door opening to fire cabinets, electrical and mechanical riser and alarm call points. The back wall of the booth shall keep at least a distance of 60cm from the wall of the halls to make the security check easier.

g) For easy access, The Organiser is to encourage the stand design to be visible and could be seen through from aisles.

h) For consideration of smooth progress, public safety and no obstruction on aisles, Official Contractor are responsible and reserves the rights to advise the exhibitor or their appointed contractor to make any rectifications to any stand construction or set up that could cause the public safety.

### **C.3.9 Painting**

Major paintings of displays and exhibition materials are not permitted in the exhibition hall during the set up and exhibiting days. However,” touch-up” painting of the displays and Exhibition materials is permitted in the Exhibition hall, provided such work is undertaken during the Move-in period only and all safety precautions and protective surface coverings are put in place.

Any irritable, un-environmental friendly or unsafe paint are strictly forbidden.

These precautions include:

- a) Painting in an area with proper ventilation
- b) Use of Non Toxic Paints
- c) Covering the concrete floor with plastic sheet
- d) No painting near the Center's vertical structure(i.e. walls)
- e) No washing of paint material within or surrounding the center

#### **C.3.10 Instruction for Double-Storey Booth Construction**

Not advisable to construct Double-Storey Booth.

### **C.4 Booth Cleaning**

#### **C.4.1 Move-in**

All raw space exhibitors are responsible to ensure that their raw space site is clear of any bulky or large rubbish during move in. There is no storage space onsite. If the exhibition area is not clear, the official contractor reserved the right to charge accordingly at the exhibitor/contractor expenses.

#### **C.4.2 Show time**

The Organizers will arrange the general cleaning of the aisles prior to the opening of cippe2013, it is the responsibility of the exhibitor to keep its booth tidy at all times.

#### **C.4.3 Move-out**

During move out, contractor/exhibitor should remove all items. There is no storage space provided on site. The official contractor shall deduct the deposit if any exhibitor/contractor found to violate the regulation.

### **C.5 Electricity, Water and Compressed Air Supply**

**C.5.1** Pico is the appointed sole official contractor to carry out all electrical work on all booths (package booth and raw space) at the Exhibition and all charges therefore shall be paid by the exhibitors or contractors.

**C.5.2** For the security reason, the connection of water\power\compress air from main switch is installed by the exhibition hall. The exhibitor is responsible for the connection to their machine and equipment.

**C.5.3** The general ceiling lighting are equipped in the Exhibition hall. The electrical powers are available in 3 phase 380V/50Hz and Single Phase 220V/50Hz. For the standard package booth, the organizer will supply the basic electrical power for general electronic used (220V/50Hz 5 Amp). Exhibitors who are require the electricity and additional order of electricity supply shall complete the "FORM 5 ELECTRICITY, WATER & COMPRESSED AIR" and the electrical plan to be submitted together with the form.

**C.5.4** Electricity will be cut off after the closing of the exhibition each day. However, a 24-hour power supply can be provided at the exhibitor's cost by prior applications to the official contractor.

**C.5.5** Temporary power supply can arrange during move-in, please contact the official contractor should you require such services.

**C.5.6** The electricity requirement for lighting and power should be applied separately.

**C5.7** The installation personnel for electrical wiring and facilities must hold National Registered and valid electrician operation certificates. A copy of the certificates must be submitted to Official Contractor for verification.

**C5.8** All the electrical items included the connector, light fitting, tools and electronic gears must be China Certified and all wiring and cabling connection to be installed according to local requirement with double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be  $\geq 1.5$  mm. Exposed connection or any improper connection are strictly prohibited.

**C.5.9** Exhibitors who rent the compressed air and water from the official contractor should provide their own air drier and water circulation device.

**C.5.10** In accordance to Beijing Authority, no direct discharge of water from machine is allow, exhibitors are responsible to prepare and install the adequate container recycling purpose. For any infringement that found on site, the provision of water supply will be terminated immediately.

**C.5.11** For consideration of public safety, air compressor inside hall are strictly prohibited; the air compressor to be placed outside the exhibition hall with Official Contractor approval.

## ATTENTION

- a) Please ensure that you had ordered sufficient power for your exhibits and equipment.
- b) No strong-lights, flashing lights, neon lights could be used by the exhibitor. All electrical devices shall be warranted for safety. The Organizers/official contractor shall stop the supply of electricity to those exhibitors whose electrical devices have hidden danger or pose other disturbance to other exhibitors and the audience.
- c) Please ensure that you had ordered one power outlet for each individual machine, and no universal extension outlets shall be used.
- d) If any exhibitor's electricity consumption exceeds the applied consumption, and cause harmful effects to the operation of the machines of other exhibitors or the electrical system of this show, the Organizers/official contractor shall immediately stop the supply of electricity to such booths, and exhibitors should be responsible for any losses caused therefore.
- e) No compressed air system is allowed to be placed in the hall. Please contact the official contractor if you need to order any compressed air for your equipment.

## C.6 BOOTH DISMANTLING

**C.6.1** Booths may be dismantled only after the closure of the exhibition. All dismantling and restoration of the flooring must be completed not later than 21:00p.m. Mar 21,2013

**C.6.2** After this date, the Organizers/official contractor shall be at liberty to remove and store the exhibits until claimed by the exhibitor. All the costs thus caused by the removal and storage and the risk of theft, loss or damage shall then be the exhibitor's responsibility.

**C.6.3** Exhibitors has to responsible for their booth area cleanliness and wellness and to ensure that after the booth dismantling, exhibitor or their appointed contractor has to inform Official Contractor for site inspection to ensure there isn't any damage and the debris is cleared.

## **C.7 DAMAGE TO HALL FACILITIES CAUSED BY EXHIBITORS**

Once the exhibition is closed, stands, including flooring, must be restored to their previous condition.

Exhibitors shall be liable for any damage caused to the building or its equipment and for damage to flooring caused by the leakage of oil.

## **C.8 Fire precautions and the dangerous materials**

**C.8.1** Materials used for the construction and installation of the exhibition stand and any other structures must consist entirely of Non-flammable materials with a burning diffusion rate not lower than Class B1 as required by both national and local fire-control regulations of Beijing. For fire safety precaution, every 50sqm there should be provided at least x1 fire extinguisher.

**C.8.2** All hall aisles designated as such must not be obstructed or built upon.

**C.8.3** Smoking is strictly prohibited inside exhibition hall, aisles, booth area, and any rooms inside the exhibition hall.

**C.8.4** All Exhibitors muse comply with and ensure that all their contractors, staff, agents, and servant, etc, comply with the prevailing government fire prevention law and the fire safety regulations and building codes of the Beijing Fire Safety Bureau, the Organizers and the Official Contractor.

a) Any person who encounters an outbreak of fire, however slight, should activate the fire alarm and subsequently endeavor to extinguish it or confine it with the fire extinguishers and/or remove all items in that vicinity.

b) No packing materials or brochures may be stored behind the walls of perimeter booth or any other designated service areas. Fire lane in and around the Center must remain clear and unobstructed.

c) Written approval must be obtained from the Beijing Fire Safety Bureau for the following:

- Display and use of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of the exhibit.

- Display and use of any electrical, mechanical, or chemical devices which may be deemed hazardous. If there is any question, if devices may be deemed hazardous, submit them to the appropriate controlling authorities for approval.

- All toxic and hazardous material, including flammable liquids, compressed gas or dangerous chemicals is not permitted in the hall.

- Each booth should appear a sufficient number of fire extinguishers and other fire-fighting equipment, as detailed in "The provisions of the Beijing Municipal Fire Safety"

**C.9 LOCAL REGULATIONS**

**9.1** It shall be the exhibitor's duty to respect and honor all local regulations, in particular safety and fire regulations, and local administration laws and regulations.

**9.2** The Organizers has been entrusted with the execution of all regulations on the premises and exhibition venue and shall be authorized in case of non-compliance to take necessary action.

**C.10 OTHERS**

**10.1** Other Regulations and Notices can be referred to the notes on Order Forms.

**10.2** Exhibitors shall complete all the necessary forms and pay for the relevant expenses in accordance with the schedule of this technical regulation, otherwise the requirements of the exhibitors will not be guaranteed.

**10.3** All the Exhibitors and Constructors must obey the exhibition regulations and notices.

## Summary Form

**\*Deadline: February 15th 2013**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Person Contact Name:	Mobile Phone Number:	
Telephone Number:	Fax Number:	
Email:	Hall Number:	Stand Number:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Forms	Description	Remark
Summary Form	Summary of Service Forms	-
Form 1	Shell Scheme Fascia & Layout	Compulsory for shell scheme
Form 2	Furniture and Electrical Fittings	Compulsory for shell scheme
Form 3	Construction Management	Compulsory for raw space
Form 4	Application form for Special Design Booth Contractor	Compulsory for raw space
Form 5	Electricity, Water and Compressed Air	Optional
Form 6	Telephone line and Internet Access	Optional
Form 7	Declaration of Work Safety and Security (Applicable for Special Design stand Exhibitor only)	Compulsory for raw space
Form 8	Appointment of Raw Space Contractor (Applicable for Special Design stand Exhibitor only)	Compulsory for raw space
Form 9	Declaration of Work Safety and Security - Single Storey (Applicable for Special Design stand Contractor only)	Compulsory for raw space
Form 10	Declaration of Work Safety and Security - Double Storey (Applicable for Special Design stand Contractor only)	Optional for raw space
Form 11	Exhibition Construction Management Punishment Regulation	Compulsory for raw space
Affix	Furniture Catalog	

Reply at your request  
 Rental Application

Please email form to: **Official Stand Contractor**

Person Contact Name:

Mobile Phone Number:

Telephone Number:

Fax Number:

Email:

Hall Number:

Stand Number:

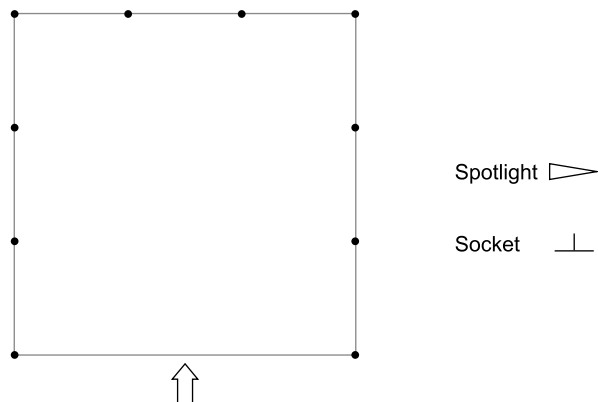
PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Build up with 3 sided walls, selected carpeting, designed fascia board in Chinese and English, x1 Information Counter, x 2 White Folding Chair, x2 Black Leather Arm Chairs, x1 Round Table, x2 100W Spotlights and x1 220V 5Amp Electrical Outlet.

Exhibitors to fill in the English & Chinese fascia name at below clearly. For any alteration of fascia name that make on-site to be charge by on site rate.

[illegible][illegible]

Please submit your electrical order on the plan with dimension and annotation clearly as below:



## Form 2 Furniture and Electrical Fittings

**\*Deadline: February 15th 2013**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Person Contact Name:	Mobile Phone Number:	
Telephone Number:	Fax Number:	
Email:	Hall Number:	Stand Number:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Description	Ref.	Unit Price (RMB)	Qty	Total Cost (RMB)
<b>Rental of Furniture (Only Shell Scheme)</b>				
White Folding Chair (510W×470D×450SHmm)	(EC-07)	30.00		
Black Leather Arm Chair (570W x 440D x 455Hmm)	(CC-05)	70.00		
Round Table (800φ x 780Hmm)	(ET-06)	90.00		
Square Table (750L x 750W x 760Hmm)	(ET-16)	80.00		
Information Counter(1030L x 535W x 750Hmm)	(PF-01)	60.00		
Lockable Cupboard (1030L x 535W x 750Hmm)	(PF-03)	70.00		
Flat Shelf (1000L x 300Wmm)	(FS-01)	30.00		
Magazine Rack (Black/Sliver) (310L x 310D x 1420Hmm)	(CH-04)	80.00		
Refrigerator 90litre	(EE-02)	300.00		
Water Dispenser	(EE-04)	200.00		
42"PLASMA with DVD Player		1800.00		
<b>Rental of Electrical Fittings (Only Shell Scheme)</b>				
40W Fluorescent Tube	(SL001)	75.00		
100W Spotlight	(SL004)	85.00		
100W Long Arm Spotlight	(SL006)	90.00		
50W Halogen Long arm	(SL020)	120.00		
300W Floodlight	(SL021)	250.00		
150W HQI Floodlight	(SL025)	300.00		
<b>Total Cost (RMB):</b>				

### Notes:

- Above mentioned items are just parts of the lease items. For more information or details of lease item, exhibitors can refer to the affix or to consultant the official contractor - Beijing Pico Exhibition Services Co., Ltd.
- Exhibitors are responsibility to take care of the rented items and to compensate for any damages or losses.
- All items rented will be supplied at 10:00 on March 19, 2013 and will be collected for return at 16:30 on March 21, 2013.



## Form 3 Construction Management

**\*Deadline: February 15th 2013**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Person Contact Name:	Mobile Phone Number:	
Telephone Number:	Fax Number:	
Email:	Hall Number:	Stand Number:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Description	Unit	Unit Price (RMB)		Qty	Total Cost (RMB)
Hall Management fees	sqm.	35			
Work Pass	Person	30			
Move-in/out car pass (limited 2hr)	Car/2hr	70			
Garbage clean fees	sqm	6			
Hang Point fees	Point/50kg	800			
Deposit	Per 100 sqm	≤100 sqm 101~200 sqm. ≥1000 sqm.	20,000.00 40,000.00 200,000.00		
<b>Total Cost (RMB):</b>					

### Notes:

- Pricing for "Hang Point fee" indicated above are means for lease fees only. Any Installation or hanging works is not included. Exhibitor is responsible to arrange their stand hanging installation works.
- Hang point is for hanging banners only. Hanging of booth structure is strictly prohibited, and the hanging items should not connected with the ground structure for support. All hanging items must have official contractor approval before installation.
- The actual quantities of the hang point that require for hang item are subjected to the final decisions on site that determined and calculated by the exhibition hall hanging specialist.

## Form 4 Application form for Special Design Booth Contractor

**\*Deadline: February 15th 2013**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Person Contact Name:	Mobile Phone Number:	
Telephone Number:	Fax Number:	
Email:	Hall Number:	Stand Number:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Show Name:	The 13 <sup>th</sup> China International Petroleum & Petrochemical Technology and Equipment Exhibition			
*Exhibitor Company Name:		Tel:		
* Contractor Name:		Tel:		
Location:	Hall No:	Stand No:		
* Number of worker:	Electrician:	Carpenter:	Others:	
	Total:			
* Construction Area:	Area:	* Size:	Long: m	Wide: m
* On-site Manager:	Name:	Cell phone:		
* Security Manager:	Name:	Cell phone:		
* Number of Hang Point:	(each hang point load should less than 50KG.)			
* Materials:				
* Electricity(KW):				
Signature:	Name:	Cell phone:		

## Form 5 Electricity, Water and Compressed Air

**\*Deadline: February 15th 2013**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Person Contact Name:	Mobile Phone Number:	
Telephone Number:	Fax Number:	
Email:	Hall Number:	Stand Number:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Description	Unit Price (RMB)	Quantity	Amount(RMB)
<b>Electricity for Lighting Use</b>			
15A/220V	1100.00		
20A/220V	1700.00		
30A/220V	2100.00		
40A/220V	3300.00		
50A/220V	3600.00		
60A/220V	4500.00		
<b>Electricity for Machine Use</b>			
Temporary15A/220V (Single Phase Switch Box)	350.00		
15A/220V/24hr(Single Phase Switch Box)	2500.00		
30A/380V/24hr(Three Phase Switch Box)	7000.00		
15A/220V(Single Phase Switch Box)	1500.00		
30A/380V(Three Phase Switch Box)	2700.00		
60A/380V(Three Phase Switch Box)	4700.00		
100A/380V(Three Phase Switch Box)	8000.00		
150A/380V(Three Phase Switch Box)	12000.00		
200A/380V(Three Phase Switch Box)	17000.00		

## Form 5 Electricity, Water and Compressed Air

**\*Deadline: February 15th 2013**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Person Contact Name:	Mobile Phone Number:	
Telephone Number:	Fax Number:	
Email:	Hall Number:	Stand Number:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Description	Unit Price (RMB)	Quantity	Amount(RMB)
<b>Water &amp; Compressed Air</b>			
300L/Min,Dia 9mm	2800.00		
600L/Min,Dia 12mm	4000.00		
1000L/Min,Dia 19mm	5500.00		
Water Pipe, Dia 19mm	3000.00		

### Notes:

1. The compressed air supplied has an average pressure of 6-8kg. Exhibitor must ensure extra filtration if they want cleaner and drier air by bringing own filtering facility with official contractor approval. Exhibitor to ensure they have their own compressed air joint for connection to hall compressed air pipe
2. Water supplied has an average pressure of 3kg and supplied by standard flexi PVC pipe.
3. Direct dispose of machine waste water is prohibited, exhibitor have to ensure they have recycling facility, other wise it will be no water supply to the stand.

## Form 6 Telephone Line and Internet Access

**\*Deadline: February 15th 2013**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Person Contact Name:	Mobile Phone Number:	
Telephone Number:	Fax Number:	
Email:	Hall Number:	Stand Number:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Description	Unit Price (RMB)	Qty	Deposit (RMB)	Total Cost (RMB)	Total Deposit (RMB)	Total
<b>Telephone:</b>						
Local telephone line (LDD)	900.00		0.00			
Domestic telephone line (DDD)	1050.00		500.00			
International telephone line (IDD)	1200.00		3,000.00			
ISDN (Local telephone operation only)	2400.00		0.00			
<b>Total Cost (RMB)</b>						
<b>Internet Services:</b>						
256KB	4500.00		0.00			
512KB	8250.00		0.00			
1MB	12750.00		0.00			
<b>Total Cost (RMB)</b>						

**Note:** The actual telephone fee will be deducted from the deposit.

## Form 7 Declaration of Work Safety and Security (Applicable for Special Design stand only)

**\*Deadline: February 15th 2013**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Person Contact Name:	Mobile Phone Number:	
Telephone Number:	Fax Number:	
Email:	Hall Number:	Stand Number:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Summary Form  
Rental Application

- 一、本公司已仔细阅读此展台施工安全责任书，并向主办单位和主场运营服务商及中国国际展览中心（新馆）保证严格遵守此规定。
- 二、本公司承诺将委托具有施工资质的搭建公司为本次展会的施工单位，并严格遵守施工管理规定，安全施工作业。
- 三、本公司将于2013年2月15日前将光地展位设计图（标明长、宽、高尺寸、展位号、参展公司名称）及展位效果图提交北京笔克展览服务有限公司备案。如果展位设计不符合要求，主场运营服务商有权要求更改设计。
- 四、本公司将于2013年2月15日前向北京笔克展览服务有限公司报批施工图，包括效果图、平面图、立面图、电路图、电箱位置图、施工细部结构图（所有图纸均须标明尺寸、所有结构材料的规格尺寸及展位号、参展公司名称）、多层或复杂结构展台以及室外展台时须提供展台细部结构图（加盖国家一级注册结构工程师印章及其所在建筑设计院审核章）及结构审核报告、施工单位的企业营业执照复印件（加盖公章）、搭建公司法人委托书（加盖公章）参展商签字盖章的展台施工安全责任书确认回执、特殊工种复印件等文件。
- 五、因违反施工管理规定，所发生的一切安全事故和责任，由施工单位负责，并承担由此给主办单位、主场运营服务商和场馆造成的所有经济损失。

### 展台施工安全责任书确认回执

本公司所委托之施工单位名称：\_\_\_\_\_

本公司所委托之施工单位地址：\_\_\_\_\_

施工单位负责人：\_\_\_\_\_ 电话：\_\_\_\_\_ 手机：\_\_\_\_\_

参展公司名称（盖章）：\_\_\_\_\_ 展位号：\_\_\_\_\_

参展单位负责人签字：\_\_\_\_\_ 电话：\_\_\_\_\_ 手机：\_\_\_\_\_

## Form 8 Appointment of Raw Space Contractor

**\*Deadline: February 15th 2013**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Person Contact Name:	Mobile Phone Number:	
Telephone Number:	Fax Number:	
Email:	Hall Number:	Stand Number:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

I hereby would like to inform the organizer/official contractor that \_\_\_\_\_  
 \_\_\_\_\_ (contractor name) as my company appointed contractor for the cippe 2013. My booth is of  
 size \_\_\_\_\_ (sqm), ie \_\_\_\_\_ m long by \_\_\_\_\_ m Wide. I would like to certify the followings:

1. We shall ensure that the booth is built and dismantle in a safe, systematic and organised manner; within the specified period and the appointed contractor has all relevant insurance covered.
2. We have a legally bidding contract with the appointed contractor and to ensure that the stand is built according to the Fire Safety Bureau and the rules & regulation that is set in the manual for cippe2013.
3. Both my company and the appointed contractor have read and fully understand the rules and regulation set by the organizer and the exhibition center. Failure to observe such rules can result in costly alteration on site which will be borne by my company. We will also ensure the appointed contractor will fill up and duly endorsed on form 7 & form 8 as stipulated in the exhibitor manual.
4. We understand that the organizer/official contractor may require amendments or variation to be made to the design layout before approving the same, or may withhold approval at its discretion if the booth structure causes obstruction or pose safety hazards to other exhibitors.
5. The organizer and the official contractor shall not be liable for any damage and/or injury caused by the negligence caused by our company and/or the appointed contractor. The organizer and the official contractor reserved the right to seek compensation from our company if such damage and/or injury happen.

Company Stamp:

Signature:

Date:

## Form 9 Declaration of Work Safety and Security - Single Storey (Applicable for Special Design stand only)

**\*Deadline: February 15th 2013**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Person Contact Name:	Mobile Phone Number:	
Telephone Number:	Fax Number:	
Email:	Hall Number:	Stand Number:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Summary Form  
Rental Application

根据北京市和中国国际展览中心的有关规定，为做好cippe2013的安全保卫工作，所有展商委托的搭建商都必须签订展期内的安全责任保证书。请各展商认真阅读并在以下保证书上签字盖章。

### 中国国际展览中心展台施工安全责任书

本公司受\_\_\_\_\_公司委托，负责cippe2013展位的搭建管理工作，并全面负责展位搭建安全工作。

- 1、严格遵守《北京市大型社会活动安全管理条例》、《北京市展览、展销活动消防安全管理暂行规定》、《中国国际展览中心展览施工管理规定》、《中国国际展览中心展览施工管理规定实施细则》、《中国国际展览中心展览会用水、电及压缩空气管理规定》、《中国国际展览中心展览施工管理处罚规定》、《中国国际展览中心展览施工环保规定》以及其它相关规章制度，服从中国国际展览中心集团公司主管部门的施工管理和监督检查，保证展台和人身安全。
- 2、施工前应按照中国国际展览中心集团公司有关规定办理施工资质登记备案、施工图纸报审等手续，并交纳相关费用。
- 3、施工现场的安全和防火由施工单位负责，施工单位须确定一名施工现场安全负责人，全面负责施工现场的安全、防火工作。
- 4、展台结构必须牢固、安全，搭建材料应使用难燃或阻燃的材料，禁止使用弹力布和针棉织品做装饰材料。
- 5、展台结构严禁在展馆顶部、柱子、二楼围栏及各种专用管线上悬挂、捆绑，所有结构应和展台自身主体结构连接。严禁利用展馆顶部网架作为吊装展台结构的工具。
- 6、馆内搭建二层或结构复杂的展台以及搭建馆外展台时须提供展台细部结构图并加盖有相关资质设计院审核章和国家一级注册结构工程师印章及审核报告。从设计到施工应充分考虑展台的安全性，确保搭建展台各连接点及展台整体结构的牢固性。
- 7、搭建二层展台必须设置年检合格的灭火器。



## Form 9 Declaration of Work Safety and Security - Single Storey (Applicable for Special Design stand only)

**\*Deadline: February 15th 2013**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Person Contact Name:	Mobile Phone Number:	
Telephone Number:	Fax Number:	
Email:	Hall Number:	Stand Number:

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- 8、展台结构不准遮挡展馆内的消防设施、电气设备、紧急出口和观众通道。搭建地台必须于展位范围内部地台边缘处设置缓坡通向公共通道，防止地台与地面的落差造成人身伤害。展馆防火卷帘门下不得搭建任何展架、展台、整体地台及堆放各种货物，防火卷帘门所处的展馆立柱严禁采取任何形式的包裹及遮挡，保证防火卷帘门升降畅通。
- 9、特装展台不得超过限定高度。馆内限高为5米，室外限高4.5米。
- 10、室外搭建的展台要做好防风措施，确保展台结构的强度、刚度、稳定性以及局部稳定性。
- 11、使用玻璃材料装饰展台，必须采用钢化玻璃，要保证玻璃的强度、厚度（幕墙玻璃厚度不小于8mm），玻璃的安装方式应合理、可靠，必须制作金属框架或采用专业五金件进行玻璃安装，框架及五金件与玻璃材料之间要使用弹性材料做垫层，确保玻璃使用安全。大面积玻璃材料应粘贴明显标识，以防破碎伤人。若使用玻璃地台，则结构支撑立柱、墙体必须固定于地台下方，不得直接在光滑玻璃面上方搭设展台结构。
- 12、须固定于地台下方，不得直接在光滑玻璃面上方搭设展台结构。
- 13、展台搭建材料的选用要符合国家有关部门关于临时性建筑的材料用法标准并结合展览会的特点合理选材，选材时应符合国家环保要求。
- 14、馆内严禁吸烟。展台施工不得使用易燃、易爆物品，禁止明火作业。
- 15、展台严禁采用全封闭式顶棚，展台顶棚不得阻挡展馆顶部消防设施，要保证展台顶棚至少有50%以上的平面开放面积，以确保展台的消防安全性。
- 16、展台施工人员应佩戴证件进场施工，严禁证件不符和倒证现象的发生，专业技术人员须持上岗证施工。
- 17、严禁使用霓虹灯作为展台装饰照明。照明灯具等各种用电设施及材料应具有国家专业安全认证，应按照北京市电气规程标准施工、安装、使用。电器连接安装应使用双层绝缘护套线，连接端子必须完全封闭不行裸露并加盖绝缘盒。
- 18、中国国际展览中心提供的24小时供电，不能作为不间断电源使用。

## Form 9 Declaration of Work Safety and Security - Single Storey (Applicable for Special Design stand only)

**\*Deadline: February 15th 2013**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Person Contact Name:	Mobile Phone Number:	
Telephone Number:	Fax Number:	
Email:	Hall Number:	Stand Number:

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- 19、施工单位不得动用展馆配电箱、水源、气源等固定设施。室外安装灯具、插座、配电盘等应选用防雨型，室外用电设备应有可靠防雨措施。
- 20、展览会开幕后，施工单位须留现场安全负责人及专职人员现场值班，发现问题及时处理。
- 21、撤馆时，施工单位须将所有搭建材料全部撤出展馆并清运干净，严禁堆放在展位或展览中心院内。
- 22、施工办公室保留对特殊情况实行特别限制的权利。施工办管理人员有权进入展台进行检查。所有特装展台搭建公司必须于2013年3月21日撤馆结束前将展台撤馆垃圾清除展馆，并不得恶意丢弃于展馆周围，否则主场运营服务商有权扣除其全部施工押金。
- 23、展台搭建商在布/撤展期间应文明施工，严禁野蛮操作，由此引发的安全责任事故，搭建商将负全部责任。
- 24、施工单位在进馆施工、撤馆以及运输过程中因违反上述规定，所造成的人员伤亡、火灾及场馆建筑物设施损坏等一切安全责任事故，由施工单位负全部责任，并承担由此给主办单位、主场运营服务商和中国国际展览中心（新馆）造成的所有的名誉及经济损失。

本人已仔细阅读此展台施工安全责任书，并保证严格遵守此规定。

搭建公司名称（盖章）：

主要负责人签字：

日期：          年          月          日

手机：

## Form 10 Declaration of Work Safety and Security - Double Storey (Applicable for Special Design stand only)

**\*Deadline: February 15th 2013**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Person Contact Name:	Mobile Phone Number:	
Telephone Number:	Fax Number:	
Email:	Hall Number:	Stand Number:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

根据北京市和中国国际展览中心的有关规定，为做好本届的安全保卫工作，所有参展商委托的搭建商都必须签订展期内的二层搭建安全责任保证书。请各参展商及搭建商认真阅读并在以下保证书上签字盖章。

### 中国国际展览中心（新馆）二层展台施工安全责任书

本公司受\_\_\_\_\_公司委托，负责第十三届中国国际石油石化技术装备展览会\_\_\_\_\_展位的搭建管理工作，并全面负责展位搭建安全工作。

- 1、严格遵守《北京市大型社会活动安全管理条例》、《北京市展览、展销活动消防安全管理暂行规定》、《中国国际展览中心展览施工管理规定》、《中国国际展览中心展览施工管理规定实施细则》、《中国国际展览中心展览会用水、电及压缩空气管理规定》、《中国国际展览中心展览施工管理处罚规定》、《中国国际展览中心展览施工环保规定》以及其它相关规章制度，服从中国国际展览中心集团公司主管部门的施工管理和监督检查，保证展台和人身安全。
- 2、馆内搭建二层的展台须提供展台细部结构图并加盖有相关资质设计院审核章和国家一级注册结构工程师印章及审核报告。从设计到施工应充分考虑展台的安全性，确保搭建展台各连接点及展台整体结构的牢固性。
- 3、二层地面不能使用展览地毯，应使用防火金属甲板等达到B1级防火要求的材料
- 4、搭建二层展台必须设置年检合格的灭火器，每50平米配备一个。
- 5、二层面积应不超过一层面积的三分之一，并且楼梯是直梯不能是旋转楼梯。
- 6、二层结构部分应避免使用大功率灯光，不能封顶。
- 7、整个展期保证用电安全，如主场运营服务商发现其用电有安全隐患或超过实际申请用电量，搭建商应立即采取措施并补订配电箱，否则主场运营服务商有权对其展台断电。
- 8、进馆、展期及撤馆期间，参展商及施工单位须留现场安全负责人及专职人员每天现场值班，保证二层展台结构安全，发现问题及时处理。
- 9、撤馆时，施工单位须将所有搭建材料全部撤出展馆并清运干净，严禁堆放在展位或展览中心院内。

## Form 10 Declaration of Work Safety and Security - Double Storey (Applicable for Special Design stand only)

**\*Deadline: February 15th 2013**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Person Contact Name:	Mobile Phone Number:	
Telephone Number:	Fax Number:	
Email:	Hall Number:	Stand Number:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

- 10、展台搭建商在布/撤展期间应文明施工，严禁野蛮操作，由此引发的安全责任事故，搭建商将负全部责任。
- 11、施工单位在进馆施工、撤馆以及运输过程中因违反上述规定，所造成的人员伤亡、火灾及场馆建筑物设施损坏等一切安全责任事故，由施工单位负全部责任，并承担由此给主办单位、主场运营服务商和中国国际展览中心（新馆）造成的所有的名誉及经济损失。

本人已仔细阅读此二层展台施工安全责任书，并保证严格遵守此规定。

搭建公司名称（盖章）：

主要负责人签字：

日期：        年        月        日

手机：

## Form 11 Exhibition Construction Management Punishment Regulation

**\*Deadline: February 15th 2013**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Person Contact Name:	Mobile Phone Number:	
Telephone Number:	Fax Number:	
Email:	Hall Number:	Stand Number:

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施工单位及施工人员违反管理规定，致使施工的项目、展台在施工中、展出中、撤展中以及运输过程中，发生倒塌、人员伤亡、火灾等一切安全责任事故，施工单位负全部责任，并承担法律责任以及由此给展览馆、主办单位脊柱主场运营商造成的一切经济损失及名誉损失。主场运营商（北京笔克展览服务有限公司）视情节轻重将对施工单位给予警告、扣除全部施工押金并在行业内给予公示等处罚。

为确保展览会施工安全有序的顺利进行，加强和规范展览会施工秩序，保障人民生命和财产安全，凡进入展览馆进行展览施工的单位和企业自觉遵守展览会各项规章制度，签定《展台施工安全责任书》并严格执行，同时接受如下处罚规定：

序号	内容	罚款额度（人民币）
1	未经书面许可，私自接电，一经发现，除补交电源接驳费外，并处罚款5000元。	5000
2	未经书面允许，在展览馆内动用明火作业，没收其作业设备，并处罚款2000元以上。	2000以上
3	施工单位连接水源的设备设施造成任何泄漏的行为和结果，除赔偿由此给场馆带来的损失外，并处罚款2000元以上。	2000 ~ 5000
4	展台搭建出现结构失稳等重大安全隐患，要求立即设置隔离区域，进行整改，并处罚款2000-5000元。	2000 ~ 5000
5	阻塞消防通道、消防卷帘门、紧急出口、消防设施、公共通道、配电柜以及摄像头等，要求进行拆除整改，并处罚款2000-5000元。	2000 ~ 5000
6	违反电气安装施工规范、无有效证件从事电气施工操作等，要求立即停止施工操作，并处罚款2000-5000元。	2000 ~ 5000
7	展台搭建使用各种可燃纺织物品、木质结构未刷防火涂料，要求立即整改，并处罚款2000-5000元。	2000 ~ 5000
8	使用禁用电料（霓虹灯、高温碘钨灯、高温石英灯、平行线、麻花线等），违反电工操作规定，制止其施工行为，并处罚款2000-5000元。	2000 ~ 5000
9	展厅内调漆、喷漆、刷漆等违反北京市展览展销消防安全管理规定的行为，要求其立即停止，并处罚款2000-5000元。	2000 ~ 5000
10	展台施工使用易燃、易爆物品（稀料、酒精等），要求停止其施工行为，并处罚款2000-5000元。	2000 ~ 5000
11	使用电锯、电刨、电切割等工具作业时，出现火花现象的行为，要求其立即停止作业，并处罚款2000-5000元。	2000 ~ 5000

## Form 11 Exhibition Construction Management Punishment Regulation

**\*Deadline: February 15th 2013**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Person Contact Name:	Mobile Phone Number:	
Telephone Number:	Fax Number:	
Email:	Hall Number:	Stand Number:

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序号	内容	罚款额度（人民币）
12	向馆内地沟倾倒废油等废弃物者。	2000 ~ 5000
13	背靠背展台与相邻展位间的结构高于对方展位，但背部未做遮盖者。	2000 ~ 5000
14	展台搭建超过规定高度，要求立即整改，拒不整改者。	1000 ~ 5000
15	搭建展台及各种活动布置利用展馆顶部、墙面、柱子、栏杆、门窗及各种专用管线悬挂、捆绑、钉钉、粘贴等，要求立即进行整改，并处罚款1000元以上。	1000以上
16	施工时阻塞展厅通道，妨碍他人通行，劝阻无效，对施工单位处以罚款1000-5000元。	1000 ~ 5000
17	撤展时，野蛮拆卸展台、推倒展台及搬运物品时造成地面损伤等，要求其立即纠正，并处罚款1000元以上。	1000以上
18	撤展时，私自将展台结构卖于收购的个人及单位进行拆除的行为，对施工单位处以罚款1000-2000元。	1000 ~ 2000
19	撤展时，施工垃圾为清理或未清理干净或未验收，将在施工押金中扣除500-5000元的违约金。	500 ~ 5000
20	对展馆和主场运营商工作不予配合的施工单位，视情节严重处罚款2000元以上。	2000以上
21	施工期间未按规定佩戴安全帽或安全带，对施工单位处以每人100元罚款。	100元/人

### 备注：

1. 以上罚款将在施工押金中扣除。
2. 违反规定接到通知后拒不进行整改的单位，主场搭建单位有权采取措施停止其展台施工，并扣除全部施工押金。
3. 施工单位年累计受到5次处罚，主场运营商将取消其在北京笔克和鑫赛克承揽主场的展览会的施工资格，并在行业内公示及通知各展览会主办单位及展览馆。

搭建公司名称（盖章）：

主要负责人签字：

日期：        年        月        日

手机：

## B Exhibitors Guide





## Freight Forwarding:

### ● Official Freight Forwarder:

#### European Area:

##### **BTG International Freight Forwarding (Beijing) Co., Ltd.**

Room 503, Dart Office Building No. 12 Xinyuanxilizhongjie Chaoyang District, Beijing 100027, China

Attn: Laura Liu Owen Hou

Tel: +86-10-8460 1258-23/27/8460 1068-23/27

HP: +86-138 1166 2859 Fax: +86-10-6461 9507

E-mail: laura.liu@btg.cn, oven.hou@btg.cn

www.btg.cn

#### American and Southeast Asia Area:

##### **SINOTRANS BEIJING COMPANY FAIRS & EVENTS LOGISTICS BRANCH**

400.4th Floor of Hall 1 China International

Exhibition Center No.6, East Beisanhuan Road, 100028 Beijing, P.R.China

Mr. Shizhigang; Mr. Chenxi

Tel: +86-10-84601638 86-10-64671724

Fax: +86-10-84601263

E-mail: shizhigang@sinotrans.com; bjchxi@163.com

### ● Remarks:

1. Exhibitors can choose one company above as their Freight Forwarder. The organizer will not be responsible for reception and storage of exhibitors' properties and exhibits. The Official Freight Forwarder can get exhibitors' exhibits quickly out of the China Customs with the official assignment document from the organizer, and exhibits will not be charged any China Customs Fee when exhibits being taken in and out of the China Customs. (The general forwarder may get exhibitors' exhibits stuck in the China Customs and exhibitors will need more time to make customs clearance and to pay the Customs Fee.)
2. Please make sure all exhibits and displays arrive before **March. 17<sup>th</sup>, 2013** and show car pass before entering the exhibition hall. Exhibitors will load and unload their goods by themselves and then the trucks should quit the venue immediately. Furniture and displays rent by exhibitors themselves from the companies out of the exhibition hall will not be allowed to enter.
3. Heavy trucks should wait in line with their car passes at the exhibition center before 7:00 am on March 17<sup>th</sup>, 2013 and quit immediately after completing uploading. Please go to the BTG or exhibition service center to handle the vehicle passes before the show.
4. Please do not occupy any public space and do not stack the odds and ends behind the booths. If exhibitors need to stack something, please contact with the Official Freight Forwarder directly. The service desk is located in the registration hall.



## Exhibitor Badges, Visitors Tickets and Exhibition Catalogue

### ● Exhibitor Badges

1. The organizer will provide exhibitors with a certain amount of exhibitor badges for free according to their booths area.

Booth area (m <sup>2</sup> )	9	18	36	54	72	90	108	130	150	175	≥200
Badges (pics)	2	3	4	4	6	6	8	8	8	8	10

2. Please pick up exhibitors badges in the registration hall of the venue. Time: March 17-18, 2013.
3. If exhibitors need more badges, please apply for them on site at the registration counter.
4. Please scan the exhibitors badges while entering in the main gate of the exhibition venue and wear the exhibitors badges at all time during the exhibition (also including the setting up and dismantling periods).

### ● Visitors Tickets

The organizer will provide exhibitors with a certain amount of visitors tickets for free according to their booths area.

Booth area (m <sup>2</sup> )	9/18	54	90	150	200	≥200
Visitors Tickets	200	300	400	500	800	1000

### ● Exhibition Catalogue

1. The organizer will provide with exhibitors with a limited amount of exhibition catalogues for free. Exhibition catalogues will be distributed to exhibitors when they register at the registration counter.
2. The organizer will allocate a user ID with password to every exhibitor (**only limited to those exhibitors not having joined the National Pavilions**). Please log in the “online register system” on [www.cippe.com.cn](http://www.cippe.com.cn) and contact the Official Contractors or the organizer for completing the related information, including Free listing in Show Catalogue, advertisement booking, Application for Admission Tickets, VIP Customer Service, Application for Conferences & Seminar, Headboard in Shell Scheme, Exhibitors Badges, Hotel Reservation, Freight Forwarding, Rental of Electric Apparatus, Rental for Additional Furniture and etc. Please send them to the organizing committee online before the deadline: **Feb. 10<sup>th</sup>, 2013**
3. **Remarks: For those exhibitors having joined the National Pavilions**, since most national pavilions change their inner booth numbers frequently and it's very inconvenient for the organizer to unify management. However, in order to ensure all of them can receive complete information and forms, the organizer will send Exhibitors Manual along with the forms for Catalogue Entry, Headboard and Exhibitor Badges to them in time.

## Exhibitor Registration/Registration Procedure

### ● Date of registration

Type of Booth	Date	Time
	cippe2013	
Raw Space	Mach 17-18, 2013	8:30 – 17:30
Standard Booth with Shell Scheme	Mach 18, 2013	8:30 –18:00

Venue of registration:

South Entrance of the New China International Exhibition Center

Add: No.88, Yuxiang Road, Tianzhu, Shunyi District, Beijing

### Registration Procedure

Please show the original Exhibitor Registration Form issued by the organizer (The form will be sent to exhibitors one month before show opening.).

1. Exhibitors badges pick-up
2. Relevant exhibition materials pick-up

## Setting up and Dismantling Schedule

### Important Date

Type of Booth and Periods	Date	Time
	cippe 2013	
Setting up for Raw Space	March 17 <sup>th</sup> , 2013	8:30 -- 17:30
	March 18 <sup>th</sup> , 2013	8:30 -- 20:00
Setting up for Standard Booth with Shell Scheme	March 18 <sup>th</sup> , 2013	8:30 -- 20:00
Dismantling	March 21 <sup>st</sup> , 2013	14:00 -- 20:00

### Remarks:

#### 1. Regulation of working overtime

If any exhibitor or contractor needs to work overtime for setting up, please apply for it at the Onsite Service Center of the exhibition center during 15:30 to 16:30 each day and pay working overtime charges. Please apply for it completely for only once. Re-application will be unacceptable.

#### 2. Security

Please keep your exhibits safe throughout the exhibition and carry your personal valuables. Do not leave your personal property, passport, laptop and etc. in the exhibition hall. If you find any suspects or meet sudden emergencies, please notify the Public Security Office in the exhibition center in time.

On the last day of setting up (i.e., March 18<sup>th</sup>, 2013), the organizer will extend the time for setting up to 21:00pm for exhibitors for free. Please make sure to have someone take care of your valuable exhibits.

#### 3. Public Passage

Please do not occupy the public passage with your exhibits, displays, empty boxes, etc. after the setting up period.

#### 4. Withdrawing Exhibits

The time for withdrawing exhibits will be 14:00pm – 17:00pm of March 21<sup>st</sup>, 2013. Exhibitors will be forbidden to withdraw their exhibits before 14:00pm of March 21<sup>st</sup>, 2013.

#### 5. Deposit for dismantling

According to the exhibition centers' requirement, exhibitors of raw space must provide a certain amount of risk deposit for the Official Stand Contractor as guarantee of dismantling their stands on the day of dismantling. Please dismantle your stands completely and move all related rubbish out of the exhibition hall. Please show the risk deposit receipt and the Official Stand Contractor will return the risk deposit to you once everything has been certificated after checking.

## cippe 2013 Hotel Accommodation

### Official Hotel/Travel Agent: Times Hotel Management Co.,Ltd

Address: XinTianDi.A-1105, XiBaHe Chao Yang District Beijing 100028, China

Contact Person: Tina Gao Tel: +86-10-64462787

Mobile: +86-15210263970 Fax: +86-10-64462177

Email: hotel@sdlm.cn sdlmhotel@yahoo.com.cn Website: www.sdlm.cn

### A: Hotel around the New China International Exhibition Center

(Free shuttle bus airport and New CIEC transfer )

Code	Hotel Name	Preferential Rate	Room Type	Distance to New CIEC	Internet
1	Crowne Plaza International Airport Hotel ★★★★★ <a href="http://www.crowneplaza.cn/airportbj">http://www.crowneplaza.cn/airportbj</a>	¥ 900/N (Include breakfast and service charge)	Superior Room	0.5km	¥ 120/Day
2	CITIC hotel Beijing Airport ★★★★ <a href="http://www.sino-swissotel.com">http://www.sino-swissotel.com</a>	¥ 420/N (Include two breakfasts and service charge)	Superior Room	4.0km	¥ 30/Day
3	Days Inn Business Place Longwan Beijing ★★★☆☆ <a href="http://www.daysinn.cn">http://www.daysinn.cn</a>	¥ 400/N (Include two breakfasts and service charge)	Superior Room	4.0km	free Internet
4	Hotel IBIS Beijing Capital Airport ★★★ <a href="http://www.ibis.cn">http://www.ibis.cn</a>	¥ 350/N (Include two breakfasts and service charge)	Standard Twin Bed	2.5km	free Internet

### B: Down Town Hotels Information

5	Hilton Hotel Chaoyang – Beijing ★★★★★ <a href="http://www3.hilton.com/en/index.html">http://www3.hilton.com/en/index.html</a>	¥ 950/N (Include one breakfast and service charge)	Superior Room	16km	¥ 120/Day
6	Novotel Sanyuan Beijing ★★★★ <a href="http://www.accorhotels.com/gb/hotel-6280-novotel-beijing-sanyuan/index.shtml">http://www.accorhotels.com/gb/hotel-6280-novotel-beijing-sanyuan/index.shtml</a>	¥ 650/N (Include two breakfasts and service charge)	Superior Room	16km	free Internet

### Notes:

- To ensure your reservation successful, please send back your reservation form before the date of deadline. Otherwise published rate and the reservation is subject to availability.
- As hotel requested, credit card information is required to guarantee the booking. After your arrival, payment could be made by cash or credit card.
- First come, first served .Late reservations are subject to availability and walk-in price.
- No cancellation charge is requested, provided that if there were any cancellation, just inform 72 hours before your arrival date.

## cippe 2013 Hotel Accommodation Hotel Reservation Form

Hotel Name(code)	Full name (Same as on Passport)	Check-in Date	Check-out Date	Room Type (King-size or Twin bed)	Remark
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				

Hotel Limo Airport Pickup Service:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Arrival Flight / Time: _____
Credit Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Amex <input type="checkbox"/> JCB <input type="checkbox"/> Diners
Credit Card No.:	<div>Expiry Date:</div>
Holder's Signature:	

<b>Authorized by:</b>				Please make a copy for your own file and return to:
Name:		Position:		Contact: Tina Gao Times Hotel Management Co., Ltd. Tel: +86-10-64462787 Fax: +86-10-64462177 Mobile: +86-15210263970 E-mail: hotel@sdln.cn/ sdlnhotel@yahoo.com.cn Website: www.sdln.cn
Company:		Booth No:		
Address:				
Tel:		Fax:		
China REP. Tel:		Fax:		

Reply at your request  
 Rental Application

**Official Hotel/Travel Agent: JNH BUSINESS SERVICE Co., Ltd.**

Tel: +86 10 51288500 Fax: +86 10 65030817

Contact Person: Ms. Fanny Fan

Cell: +86 15810908845 Email: fanny@jnh-bs.com

- Please type/ print the details of your company; otherwise, use your company stamp with address

Family Name				Given Name		Nationality	
Company Name							
Address Country							
Tel	Country code	Area code	Number	Fax	Country code	Area code	Number
Mobile (for emergency)				Email Website			

- Please reserve for me the following room-nights (Check-in time: 2pm, Check-out time: 12noon)

Please Tick	Official Hotels	Per Room Per Night (Single/ Double Room)	In (date)	Out (date)	No. of rooms
<input type="checkbox"/>	Best Western Grandsky Hotel Beijing ★★★★★ (10 minutes on foot & 3 minutes by free shuttle bus to New China International Exhibition Center) <a href="http://www.bwgshotelbj.com">http://www.bwgshotelbj.com</a> (Location: suburb)	RMB550/N 1or 2 Breakfast			
<input type="checkbox"/>	Days Hotel Beijing New Exhibition Center ★★★★★ (5 minutes by free shuttle bus to New China International Exhibition Center) <a href="http://www.daysinn.cn">http://www.daysinn.cn</a> (Location: suburb)	RMB550/N 1or 2 Breakfast			
<input type="checkbox"/>	Ibis Hotel ★★★ (5 minutes by free shuttle bus to New China International Exhibition Center) <a href="http://www.ibishotel.com">http://www.ibishotel.com</a> (Location: suburb)	RMB350/N 1or 2 Breakfast			
<input type="checkbox"/>	Super8 Hotel ★★★ (8 minutes by free shuttle bus to New China International Exhibition Center) <a href="http://www.super8.com.cn">http://www.super8.com.cn</a> (Location: suburb)	RMB288/N			
<input type="checkbox"/>	Beijing Silvery Ocean Hotel ★★★ (5 minutes by free shuttle bus to New China International Exhibition Center) <a href="http://www.bjsohotel.com">http://www.bjsohotel.com</a> (Location: suburb)	RMB268/N 1or 2 Breakfast			
<input type="checkbox"/>	Crowne Plaza Sun Palace Beijing ★★★★★ 18 minutes by taxi to New China International Exhibition Center) <a href="http://www.crowneplaza.com/sunpalace">http://www.crowneplaza.com/sunpalace</a> (Location: downtown )	RMB760+15% 1 Breakfast			
<input type="checkbox"/>	FX Hotel Yansha Beijing ★★★☆ (18 minutes by taxi to China International Exhibition Center) <a href="http://www.fxhotels.com">http://www.fxhotels.com</a> (Location: downtown )	RMB370/N 1or 2 Breakfast			

- The rate with /N represent 15% service charge is INCLUDED.
- ★ Is J.N.H assessment of the hotel in MICE marketing,ultimate authority for the J.N.H.
- Free high-speed internet is offered for all the guest rooms except Crowne Plaza International Airport Beijing.
- Free return shuttle bus will offer to the expo center except Crowne Plaza International Airport Beijing,Crowne Plaza Sun Palace Beijing and FX Hotel Yansha Beijing.
- Special discounted room rates have been secured in the above Hotels for exhibitors and visitors for CIPPE' 2013.It's only from BEIJING JIANIANHANG BUSINESS SERVICE CO LTD. If you reserve your room directly with the hotel or other ways, the hotel rates will be different and maybe higher than the special rates quoted above.
- Crowne Plaza International Airport Beijing, CITIC Hotel Beijing Airport,Kaisheng Xingfeng INT'L Hotel, Days Inn Business Place Longwan Beijing, Ibis Hotel, **will offer pick-up and drop-off to the airport.**

	Tick		Tick	
Occupancy	<input type="checkbox"/>	Single (1 person 1 bed)	<input type="checkbox"/>	Double (2 persons 1 bed)
	<input type="checkbox"/>	(1 person 2 beds)	<input type="checkbox"/>	(2 persons 2 beds)
Preference (subject to room availability)	<input type="checkbox"/>	Smoking Room	<input type="checkbox"/>	Non-Smoking Room

● Flight Details(Please confirm by 10 Mar 2013 by email or fax.)

Arrival Time:		Arrival Flight Number:	
Departure Time:		Departure Flight Number:	

● To guarantee reservation by credit card, please indicate your Visa, Master, AMEX, or Diners Card number:

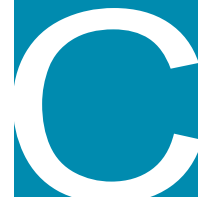
Card Company:		Card Number:	
Expiry Date:		Card Holder's Name:	
Date:		Signature:	

● Payment & Cancellations

- Term of Payment: please pay room charge by US Dollars, Chinese RMB or credit card to our company when check-in the hotel. Other expenses such as phone bill, laundry will be charged by the hotel accordingly.
- Cancellations: This is guaranteed booking, please include credit card details for reservation. Any cancellations should be informed at least one month in advance; Amendment should be informed at least two weeks in advance. Cancellations or no shows that occur on the day of any of the proposed arrival will be charged one night room charge as penalty.

● Read the following before completing the form

- The Official Travel & Accommodation Agent is BEIJING JIANIANHANG BUSINESS SERVICE Co., LTD
- Please quote the following code "CIPPE 2013" to enjoy preferential rates
- Copy of this form is available.



# Application Form for Technical Seminar

**Deadline:** Feb. 10<sup>th</sup>, 2013,  
Please fax or email the complete form to the Organizer—Beijing Zhenwei Exhibition Co., Ltd.  
Tel: +86-10-58236555 Fax: +86-10-58236567 E-mail: cippe@zhenweiexpo.com

## Exhibitor information

Company name: \_\_\_\_\_ Booth Number.: \_\_\_\_\_

Add: \_\_\_\_\_

Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

All technical seminars need the approval of the organizer. Exhibitors should invite their targeted attendants by themselves and the organizer will provide an active assistance for them. The capacity of the meeting room is 60-80 audiences.

Cost: CNY8,000/hour

The cost is inclusive of rental of a seminar room, microphone, screen, projector and water and etc.

Seminar Topic: \_\_\_\_\_

Language: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Facilities for rental: \_\_\_\_\_

Abstract: \_\_\_\_\_

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## VIP Customer Service

**Deadline:** Feb. 10<sup>th</sup>, 2013,

Please fax or email the complete form to the Organizer—Beijing Zhenwei Exhibition Co., Ltd.  
Tel:+86-10-58236591 Fax:+86-10-58236567 E-mail: lyy@zhenweiexpo.com

### Exhibitor information

Company name: \_\_\_\_\_ Booth Number.: \_\_\_\_\_

Add: \_\_\_\_\_

Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

VIP Customer Service will be provided for those exhibitors who intend to invite important buyers to visit the show. VIP Customer will be entitled to enjoy the VIP reception , pre-registration and VIP information counter service, etc. The name of the Exhibiting Company will also be listed in the VIP Customer Invitation Letter.

Please fill in the following form if exhibitors would like to invite VIP customers to visit their stands. Please note that this form can be copied.

(1) Name of Customer: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

(2) Name of Customer: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

(3) Name of Customer: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

(4) Name of Customer: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_





**Tianjin Zhenwei Exhibition Co., Ltd.**  
**Beijing Zhenwei Exhibition Co., Ltd.**

Add: 8th Floor, Building E, Kaixuancheng Tower, Beiyuan Road 170,  
Chaoyang District, Beijing, 100101, China

Tel: +86-10-58236588, 58236555

Fax: +86-10-58236567

E-mail: [cippe@zhenweiexpo.com](mailto:cippe@zhenweiexpo.com)

[www.cippe.com.cn](http://www.cippe.com.cn)