



## The 11<sup>th</sup> China International Offshore Oil & Gas Exhibition

**2012.8.22-24** Shanghai New International Expo Center, China

# Exhibitor Manual

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

**Concurrent  
Exhibitions**



The 4<sup>th</sup> China (Shanghai) International Petrochemical  
Technology and Equipment Exhibition  
[www.cippe.com.cn](http://www.cippe.com.cn)

## Greeting Message to Exhibitors

Dear Exhibitors,

We greatly appreciate your participation in The 11<sup>th</sup> China International Offshore Oil & Gas Exhibition.

ciooe Shanghai 2012 will be held on August 22-24, 2012 at Shanghai New International Expo Center. We sincerely hope that this manual will facilitate all your preparations. Detailed information about freight forwarding, booth construction, hotel reservation, etc. are included in this Manual. Please read this manual carefully and fill in the relative forms accordingly, and then email or fax them to the contractors directly or the organizer's office before the deadline so that we can provide you our most timely service possible.

In addition, you can visit the official website –<http://sh.ciooe.com.cn/2012/en/> to consult or download this manual. Beijing Zhenwei Exhibition Co., Ltd., the organizer of ciooe Shanghai reserves the right of final interpretation of this manual.

We look forward to seeing you at ciooe Shanghai 2012 and wish you every success in the exhibition!

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

Add: 8<sup>th</sup> Floor, Building E, Kaixuancheng, 170, Beiyuan Road, Chaoyang District,  
Beijing 100101, China

Tel: +86-10-5823 6555

Fax: +86-10-5823 6567

<http://sh.ciooe.com.cn/2012/en/>

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

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## I、Venue and Schedule

### Schedule:

Registration & Setting Up :	August 20, 2012	09:00 a.m -18:00 p.m
	August 21, 2012	09:00 a.m -21:00 p.m
Exhibition & Trading :	August 22, 2012	09:00 a.m-16:30 p.m
	August 23, 2012	09:00a.m -16:30 p.m
	August 24, 2012	09:00 a.m -14:00 p.m
Closure & Removal :	August 24, 2012	14:00 p.m -20:00 p.m

### Venue: SNICE--Shanghai New International Expo Center

ADD: 2345 Longyang Road, Pudong New Area Shanghai ,201204 ,China

### Public Traffic Service Guide:

● Main Subway Lines:

Subway Line2: Zhongshan Park ---- Longyang Road. (600M on foot)

Subway Line7: Shanghai University ---- Huamu Road. (200M on foot)



## II、Exhibitor's Registration

Exhibitor's registration will be carried out on 20-21 August, 2012. Each exhibitor will get the **Entrance Permit Badge** in the front counter at the main entrance of the exhibition hall.

## III、Booth's Setting Up

The organizer is responsible for general design of the hall and booth layout. The inside decoration of the booth should be prepared by exhibitors.

**1、Shell Scheme:** Regular size: 3m x 3m. This option includes back & side walls (3 or 2 sides), x1 Information Counter, x1 Flower, X2 White Folding Chair, x2 Black Leather Arm Chairs, x1 Round Table, x2 100W Spotlights and x1 220V 5Amp Electrical Outlet.

**2、Raw Space:** It does not include equipments mentioned in the shell scheme. The exhibitors can appoint their own booth contractor or delegate official contractor to customize their booth design complying with regulations of the organizer and government.

**3、Official Stand Contractor: Shanghai Fanhigh Display Service Co.,Ltd.**

Add: Rm703, No. 8 399 ZhuZhou Road, Shanghai (Post code: 200083)

Tel: +86-21-56387327 / 56387320

Fax: +86-21-56310710

Email: fanhai\_kim@163.com

Web: [www.haien.com.cn](http://www.haien.com.cn)

Contact person: Ms. Xu Meizhen Cell phone: +86-13020187236

### Recommended Contractor:

#### 1) Beijing Yimeiyangguang Exhibition Co.,Ltd.

No.2004,Unit 3,Block No.1,Shangao Century Centre, Xisanqi, Haidian

District. Beijing, PRC, 100096

Tel: 86-10-57168387 15810668591 Mrs. Li le

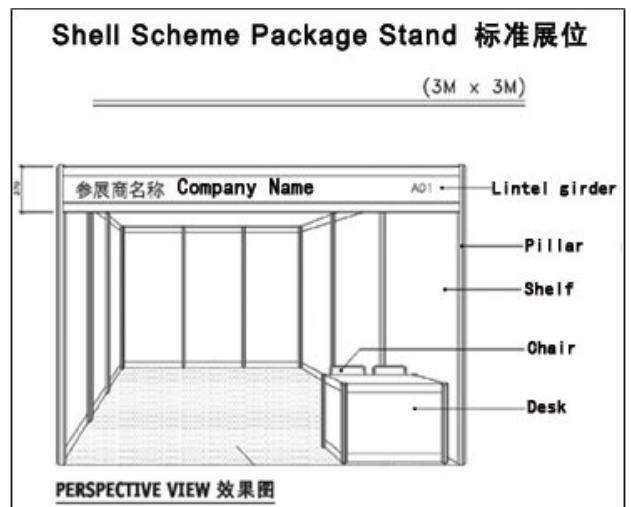
86-10-57118330 13146940589 Mrs. Bi junli

86-10-82967689 15601136701 Mr. Li hao

Fax: 8610-82967689

E-mail: lih910@163.com

Web: [www.ymexpo.com](http://www.ymexpo.com)



## 2) SSAC

Loft 19106B1, 295 Lingyan Road S, Pudong District, Shanghai, PRC 200126

T (8621) 5018 7297 / 5018 7301 ext.811

M (8621) 1381 7723 024 Mr. Alex Gu

F (8621) 5018 7301 ext.808

E-mail: alex.gu@shssac.com

www.shssac.com

### **IV、Booth's Operation Guide**

1. Any exhibitor cannot transfer its booth to others without the organizer's permission.
2. Exhibitors should submit to the organizer a written request for their alteration to shell schemes and should be responsible for their expenses.
3. There will be no free place for storage of packages. Exhibitors should have a consultation with their own freight forwarders for article's storage in advance.
4. Exhibitors should apply before 12 o'clock at the information desk for working overtime during the setting up and removal and pay for the extra charges.
5. Promotion contents in discs by A/V should be on the legit and the highest volume of sound should be under 70db.

### **V、Operation for Raw Space**

1. Before 10 August, 2012, the stand contractors appointed by exhibitors should contact the Official stand contractor (Shanghai Fanhigh Display Service Co.,Ltd.) to get the work permit and the following materials:

(1) Space plan, Vertical plan, Plan sheet, Circuit diagram, Structural diagram (Size and dimension should be marked), Copies of the booth contractor's business license (which should be stamped) and Copies of special work license.

(2.) Ask for relevant forms and workers from the contract office of the exhibitor center.

(3) Appointed contractors should sign the construction responsibility agreement with the contract office of the exhibitor center.

(4) Pay the expenses for construction management, construction badge, construction vehicle passage and deposit for electricity use.

2. Relevant fees:

ITEMS	CHARGE
-------	--------

Construction Management	<b>USD10/sqm</b>
Construction badge	<b>USD10/person</b>
Construction Vehicle Passage	<b>USD8/one time ( Maximum 2 hours )</b>

**Note:**The height limits of booth should be under 6m (booth construction shouldn't higher than that; while double storey is limited at 7m.

3. Any of the above service could contact the Contract Office of the Exhibitor Center

**Shanghai Fanhigh Display Service Co.,Ltd.**

Address: Rm703, No. 8 399 ZhuZhouRoad, Shanghai (Post code: 200083)

Phone: 86-21-56387327 56387320 Fax: 86-21-56310710

Email: [fanhai\\_kim@163.com](mailto:fanhai_kim@163.com)

Web: [www.haien.com.cn](http://www.haien.com.cn)

Contact person: Ms. Xu Meizhen Cell phone: +86-13020187236

**VI、 Official Freight Forwarder**

If you need goods transportation, please contact the official freight forwarder:

BTG INTERNATIONAL FREIGHT FORWARDING (BEIJING) CO., LTD.

BTG Shanghai office

Rm 30E, World Plaza, No. 855, Pudong Road, Shanghai, 200120

Tel: +86 21 58788241 / 5878 6327

Mob: 13816334869

Attn: Stephen Chen E-mail: [Stephen.chen@btg.cn](mailto:Stephen.chen@btg.cn)

**VII、 Visiting Tickets**

The organizer will distribute about 200,000 tickets to relevant buyers. Please contact the organizer at [ciooe@zhenweiexpo.com](mailto:ciooe@zhenweiexpo.com). We will preserve you the quantity of the tickets.

**VIII、 Exhibitor's Online Registering System**

Please visit <http://sh.ciooe.com.cn/2012/en/> to finish the Exhibitor's Online Registering System. **Deadline: July 20, 2012**

**IX、 Hotels**



# HOTEL RESERVATION FOR CIPPE ' 2012

The Official Travel Agent: Beijing J.N.H 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](mailto:fanny@jnh-bs.com)

Hotel booking- online : [www.jnh-bs.com](http://www.jnh-bs.com)

1. 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			

2. 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"/>	Crowne Plaza Century Park Shanghai (8 minutes by free shuttle bus to SNI EC) <a href="http://www.crowneplaza.cn/centuryparkshanghai">www.crowneplaza.cn/centuryparkshanghai</a>	★★★★★ Free Internet RMB750/N 1or 2 Breakfast			
<input type="checkbox"/>	Radisson Hotel Pudong Century Park (5 minutes by free shuttle bus to SNI EC) <a href="http://www.radisson.com/shanghaicn_pudong_cn">www.radisson.com/shanghaicn_pudong_cn</a>	★★★★★ Free Internet RMB730/N 1or 2 Breakfast			
<input type="checkbox"/>	Minya Hotel (8 minutes by free shuttle bus to SNI EC) <a href="http://www.minyahotels.com">www.minyahotels.com</a>	★★★★☆ Free Internet RMB520/N 1or 2 Breakfast			
<input type="checkbox"/>	Grand Metro Park Jiayou hotel (8 minutes by free shuttle bus to SNI EC) <a href="http://www.GrandMetroPark.com.cn">www.GrandMetroPark.com.cn</a>	★★★★ Free Internet RMB 398/N 1or 2 Breakfast			
<input type="checkbox"/>	Benjoy Hotel (10 minutes by free shuttle bus to SNI EC) <a href="http://www.benjoyhotels.com">www.benjoyhotels.com</a>	★★★☆☆ Free Internet RMB 318 /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.
- Special discounted room rates have been secured in the above Hotels for exhibitors and visitors for CIPPE' 2012.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

	<b>Tick</b>		<b>Tick</b>	
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

**3. Flight Details**(Please confirm by 10 Mar 2012 by email or fax.)

Arrival Time: \_\_\_\_\_ Arrival Flight Number: \_\_\_\_\_  
 Departure Time: \_\_\_\_\_ Departure Flight Number: \_\_\_\_\_

**4. 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:

**5. 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.

**6. 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 2012" to enjoy preferential rates
- Copy of this form is available.
- Complete travel packages can be arranged with The Official Travel & Accommodation Agent - **BEIJING J.N.H. BUSINESS SERVICE Co., LTD.**

**X、Key Note**

The deadline for the participation fee is August 1. 2012. The Exhibitors must remit all fees before the deadline. Or else they will be cancelled to participate in the show.

**Payee:** Beijing Zhenwei Exhibition Co., Ltd.

**Bank Name:** China Construction Bank Beijing Branch Anhui Sub Branch

**Swift Code:** PCBCCNBJBJX

**Account No.:** 1100 1018 5000 5300 5496

**XI、Venue Fire Precaution Regulations**

1. No Smoking : According to the Government stipulation, all the exhibitors and staffs are not allowed to smoke in the Exhibition halls.

2. No materials are allowed to place on the area marked with “yellow boxes”. Do not obstruct fore exits and sliding gates. All exhibitors shall take measures against fire and to protect the public. Fire precaution facilities installed in the exhibition hall are not allowed to be removed for other purposes.
3. Electricity power point or wires are not allowed to be removed or connected at discretion unless with the permission of Organizing committee to be carried out by electrician. Each exhibitor shall appoint a specific person with fire precaution knowledge to be in charge and to carry out fire precaution measures. Flammable, explosive and other prohibited products are strictly forbidden.

## **XII. Venue Security Regulations**

### **1. Stand Cleaning**

The organizer will arrange for the general cleaning of the Show premises and stands (excluding exhibits/displays) prior to the opening of the Show daily thereafter, but it is the responsibility of the exhibitor to keep its stand tidy all the time. Exhibitors are requested to remove any rubbish or discarded materials in the aisles at the end of each day to avoid the possible misremoval of useful items by the cleaners.

Exhibitors are to arrange their packing materials, empty cartons and wooden crates to be removed and disposed before the Show opens daily.

### **2. Security**

Though the organizer maintains security surveillance all the times, we remind exhibitors that goods will be most at risk immediately after the Show. Please make sure your stand, especially personal property, passport, portable and rented items are not left unattended at any time before, during and after the Show.

### **3. Insurance**

Exhibitors must have valid and adequate insurance coverage against theft, fire, public liability, damage to property, personal injury, third party loss, accidents, natural calamities, acts of God and other risks normally insured against by exhibitors and /or as the Organizer may require. Such insurance must cover the exhibitor’s property and its activities during the event (including the move-in and move-out periods). Overseas exhibitors shall insure by themselves in your home countries.

### **4. Photographing/Video Shooting**

Unauthorized photo/video shooting and sound recording in the venue is not allowed. Commercial photographers representing the appropriate media who wish to photograph your stand or an individual exhibit are permitted.

Exhibitors wishing to restrict photographs for any reason should place a notice to the exhibit

and are advised to hire their own security guard to enforce the restriction.

## **6. Prohibition Items**

- (1) No business or promotional activity shall be conducted by any exhibitor and/or staff outside their booth areas. No exhibitors are permitted to distribute any publicity materials, like product catalogues and brochures, souvenirs and the like outside their own booth area and in public area of the exhibition venue.
- (2) No advertising signs are permitted to reach out of the boundaries of individual stands or pavilions. The Organizer reserves the right to remove signboard or posters that do not comply with this regulation and/or which in the opinion of the Organizer do not conform to the purpose and image of the Show.
- (3) Using audio-visual equipment in promoting their products, Exhibitors shall adjust the volume to an appropriate level to avoid any disturbance to other exhibitors' work and business discussion.
- (4) Non-exhibitors are strictly forbidden to affect sales or any form of promotional activity in the exhibition venue which will be prejudicial to the interests of the exhibitors or of the Show. Exhibitors are requested to report such activities to the Show management at once.
- (5) Exhibiting companies' staff or contractors must wear the official badges issued by the Organizer or no admittance into the venue will be entertained. The Badges are strictly nontransferable.
- (6) This exhibition is focused on product display as well as business discussion. On-site selling of products is prohibited.

## Additional Service Application Forms

**Form 1**

**Deadline : Jul.25,2012**

### Technical Seminar

Technical seminar is an efficient way to promote your new high-end products. Participators are encouraged to have one or two seminars during the show. It will enable you to be acquainted by new buyers.

Price: RMB 8000/ one hour, including:

1. Meeting rooms can seat 50-80 persons.
2. Microphone, projector.
3. The theme and agenda will be issued in the exhibitor catalogue, exhibition website, and other relevant materials

### Technical Seminar Application

1. Your theme of technical seminar: \_\_\_\_\_
2. Company: \_\_\_\_\_
- 3: Tel: \_\_\_\_\_ Fax: \_\_\_\_\_
- 4: Contact person: \_\_\_\_\_ Email: \_\_\_\_\_
5. Your languages: \_\_\_\_\_
6. Speakers: \_\_\_\_\_
7. Your anticipated audience quantity: \_\_\_\_\_ Your targeted audience: \_\_\_\_\_
- 8: Your periods: \_\_\_\_\_

Stamping & Signature \_\_\_\_\_

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#### Beijing Zhenwei Exhibition Co., Ltd.

Address: 8<sup>th</sup> Floro, Building E, Kaixuancheng, 170, Beiyuan Road, Chaoyang District, Beijing

Tel : 86 10 5823 6588 Fax : 86 10 58236567

<http://sh.cippe.com.cn>

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



F38	Glass Shelf		10.00			
F39	Flat Shelf		12.00			
F41	System Ceiling		25.00			
F42	Metal Ceiling Grid		25.00			
F43	Ladder Type Showcase		70.00			
F44	Coffee Pot		70.00			

F45	Flower		25.00			
F46	Potted Plant		25.00			
F47	Wastepaper Basket		6.00			
F48	Carpet		6.00			
F49	Magazine Rack		25.00			
F50	Coat Hanger		30.00			
F51	Pound ber-clear glass surface		40.00			

Total Amount of This Page: USD

**Remarks:**

- 1、 The items in the list are for the whole exhibition period, otherwise specially declared.
- 2、 Any ordered furniture and electrical equipment within the booth must be declared before August 10 of 2012. Onsite requirement for any furniture and/or electrical item within the booth would be with additional charge and with cash payment only.
- 3、 The order must be made before August 10 of 2012 and the full payment must be made before August 10 of 2012. Otherwise, the order would not be effective.
- 4、 Late order: We would collect additional 50% charge if your order is made after the deadline (from August 10 of 2012 to move-in period on-site order).
- 5、 All ordered items are on leasing basis. We would collect 50% charge of the quotation if you change or cancel the pre-ordered items after your arrival onsite. Onsite order with full cash payment could not be cancelled or changed.
- 6、 All ordered items would be sent to your booth in the afternoon of the second day of the move-in. Onsite order for any needed item would be sent to your booth within 6 hours after your order and cash payment.
- 7、 The rental does not include any service for connection from our item to exhibitor's device.
- 8、 The organizers appoint Shanghai Fanhai Display Service Co., Ltd. as the official contractor for the show event. Those exhibitors with raw space reservation booths must order their electricity, water and gas supply service from us.
- 9、 According to exhibition rules, exhibitors are not allowed to connect their own lamps or power sockets within the electricity circuit we provide for their stands.
10. Any damage to the stand systems or rented items must be compensated.

11. If you should have any special positioning requirement for the furniture or electrical, please send us your booth drawings or graphics with exact positions declared.

12. Payment details:

All order payment should be made payable to our bank account as follows:

**Account name: Shanghai Fanhai Display Service Co., Ltd.**

**Bank name: Standard Chartered Bank (China) Limited**

**SWIFT Address: SCDLCNSXSHA**

**Account Number: 000000501510019301.**

13. We would send you an invoice after we get your order form. Your order would be effective only after your full payment and our confirmation.

14. Any other special service or item not listed here could be available upon your inquiry.

Signature:

Date:



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Signature:

Date:



**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

Website: [sh.ciooe.com.cn/cippeen](http://sh.ciooe.com.cn/cippeen)

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

**[www.ciooe.com.cn](http://www.ciooe.com.cn)**