



The 19th China International Petroleum & Petrochemical Technology and Equipment Exhibition

2019.3.27-29 New China International Exhibition Center, Beijing

Exhibitor Manual

This manual can be downloaded from the official website of cippe --- www.cippe.com.cn



The 19th Beijing International Offshore Oil & Gas Exhibition



The 19th Beijing International Exhibition on Equipment of Pipeline
and Oil & Gas Storage and Transportation

Expec

The 19th Beijing International Explosion Proof Electric
Technology & Equipment Exhibition



The 9th Beijing International Offshore Engineering Technology
& Equipment Exhibition



The 9th Beijing International Natural Gas Technology
& Equipment Exhibition



The 9th Beijing International Shale Gas Technology
and Equipment Exhibition



Beijing International Petroleum & Chemical Automation
Technology & Equipment and Instrumentation Exhibition



Beijing International Petroleum
and Petrochemical Safety Production Exhibition

Our Greeting to Exhibitors

Dear Exhibitors,

Thank you very much for your support and participation in the 19th China International Petroleum & Petrochemical Technology and Equipment Exhibition (Abbr. cippe2019)

cippe2019 will be held on Mar. 27 to 29, 2019 at New China International Exhibition Center in 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 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. is all included in this Manual. Please read this manual carefully and fill in the relevant 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 cippe2019 and wish you every success in the exhibition!

Yours sincerely,

Beijing Zhenwei Exhibition Co., Ltd.
December 2018

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General Information

Show Name

The 19th China International Petroleum & Petrochemical Technology and Equipment Exhibition (cippe2019)

Concurrent Exhibitions

The 9th Beijing International Natural Gas Technology & Equipment Exhibition (CING 2019)

The 19th Beijing International Offshore Oil & Gas Exhibition (ciooe 2019)

The 19th Beijing International Exhibition on Equipment of Pipeline and Oil & Gas Storage and Transportation (CIPE 2019)

The 19th Beijing International Explosion Protection Electric Technology & Equipment Exhibition (Expec 2019)

The 9th Beijing International Offshore Engineering Technology & Equipment Exhibition (CM 2019)

Beijing International Shale Gas Technology and Equipment Exhibition (cisge 2019)

Beijing International Petroleum & Chemical Automation Technology & Equipment and Instrumentation Exhibition (cieca 2019)

Beijing International Petroleum and Petrochemical Safety Production Exhibition (cipse 2019)

Show Schedule

Registration & Setting Up	Mar. 25, 2019	08:30-17:30
	Mar. 26, 2019	08:30-20:00
International Petroleum		
Industry Leadership Meeting Exhibition & Trade	Mar. 27, 2019	09:00-10:00
	Mar. 27, 2019	10:00-16:30
	Mar. 28, 2019	09:00-16:30
	Mar. 29, 2019	09:00-14:00
	Mar. 29, 2019	14:00-21:00
Closure & Dismantling	Mar. 29, 2019	14:00-21:00

Show Venue

New China International Exhibition Center, Beijing, China

(No.88, Yuxiang Road, Tianzhu, Shunyi District, Beijing)

The Organizer

Zhenwei Exhibition PLC

Beijing Zhenwei Exhibition Co., Ltd.

**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: Ms. Laura Liu

Mobile: +86-1381 166 2859

Tel: +86-10-8460 1258 / 8460 1068 / 8460 1067

Fax: +86-10-6461 9507

E-mail: laura.liu@btg.cn

American and Southeast Asia Area:

Scenker China., Ltd, Beijing Branch

No. 5, Tianwei Sijie, Tianzhu Airport Industrial Area A, Shunyi district Beijing 101312 China

Contact person: Mr. Mingjie Sun / Ms. Sammy Shi

Mobile: +86-138 0105 8477 / 138 0109 6363

Tel: +86-10-8042 0405 / 8042 0406

Fax: +86-10-8048 0115

E-mail: mingjie.sun@dbschenker.com / sammy.shi@dbschenker.com

**Official Stand
Contractor****BEIJING GISACA EXHIBITION CO., LTD.**

Address: 3-1405 Chong Wen Men Wai Street. Chong Wen Men District Beijing, PRC

Contact Person:

Hall E1—E2: Jia Yuanyuan	Tel: +86-10-84790199-102	HP: +86-13810049141
	Email: gisaca@gisaca.com.cn	Fax: +86-10-84794020
Hall E3: Zhang Jing	Tel: +86-10-84790199-105	HP: +86-13810807202
	Email: gisaca@gisaca.com.cn	Fax: +86-10-84794020

ZHONG ZHUANG RUN DA INTERNATIONAL EXHIBITION (BEIJING) CO.,LTD

Contractor Address: 706, Building C, Kaixuan Center, 170, Beiyuan Road, Chaoyang District, Beijing

Contact Person:

Hall W1: Jing Biao	HP: +86-136 8117 6416
	mail: 2850965563@qq.com
Hall W2: Li Wen ke	HP: +86-186 0047 5050
	Email: 2850965513@qq.com

BEIJING INSENO EXHIBITION SERVICE CO., LTD

Address: Room 301-302 A Hall, Fang Qun Building No.27 Nan San Huan Dong Road, Feng Tai District, Beijing China.

Tel: +86-10-8767 5079 / 8767 5179

W3 Contact Person:

Jason Sun	Mobile: +86-150-1052-3100	E-mail: 89691705@qq.com
Booth Furniture rental:		
Yue Yue	Mobile: +86-135 5283 4736	E-mail: 1904306464@qq.com
Complaints Hotline:		
Grace.Ma	Mobile: +86-138 0108 2701	

Beijing Dinghan Exhibition Co.,Ltd.

Address:40-3-301,Hongshan xigu,Tuanli South District,Songzhuang,Tongzhou Beijing

Attn:Hong Yan	Tel: +86-10-8878 9711- 602	Mobile: +86-139 1055 7843
	E-mail: Eric@dinghan.net.cn	Web: www.dinghan.net.cn

**OFFICIAL
CONTRACTOR****1. Beijing Zhongzhuang Ronde Expo Co.,Ltd.**

Address: Room 906, Building 6, Triumph City, no.170 Beiyuan Road, Chaoyang District, Beijing
 Postal Code: 100107

Contact:

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Pel: +86-10-58235123

Fax: +86-10-58235023

E-mail: sunround@vip.163.com

Website: www.rondexpo.com

2. Beijing Fangcheng International Exhibition Co., LTD

Address: Room 303, Art Zone, Xiaobaoyu Street, Songzhuang, Tongzhou District, Beijing

Contact: qingbao.zhang wend

Pel: +86-139 1028 5568 +86-156 5248 6888

Fax: +86-10-5946 7002

E-mail: qingbaook@163.com

Website: www.fangcheng-china.com

3. Beijing DongFang KunYu Exhibition Co.,Ltd

Address: Room 509, Building G, JingMaoGuoJi, BaLiQiao, TongZhou District, Beijing.

Post Code: 101100

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Mob: +86-13521719566 +86-15910969853

Tel: +86-10-89505298

QQ: 962447317 / 1441579356

Email: 962447317@qq.com

4. Vemar Exhibition Service Limited

Address: Room 2106, Block C, NO.158, Zhangyang Road, Pudong New Area, Shanghai

Postal Code: 200122

Contact:

Lisa +0086-15000210162

Lisa@vemarexpo.com

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zane@vemarexpo.com

Pel: +86-21-50153561 / 62

Website: www.vemarexpo.com

5. Shanghai Gernay Exhibition Service CO.,LTD

Address: Room 306-1, building 10, No. 6066, Song Ze Avenue, Qingpu District, Shanghai Postal Code: 201706

Contact: Yao xue / Liao xuanhao

Pel: +86-21-31372706

Fax: +86-21-31372705
 E-mail: 601859377@qq.com / 919056188@qq.com
 Website: www.gmexpo.com.cn

6.YIHAIJINGONG Exhibition Design & Service CO., LTD.

Address: 708 6A Poly Dahui, 156 Xinhua North Street, Tongzhou District, Beijing
 Attn: Summer
 Mobile: +86-13810608233
 E-mail: l312308653@qq.com
 Web: www.e-exposition.com

7. Beijing Layout Exhibition Services Co.,Ltd.

Address: Room 905,Building#2,Runfengxinshang Centre, Chaoyang District ,Beijing 102218,China.
 Contact: Mr.Arren Liang / Mr.Peng Skype: arrenliang
 Tel: +86-10-6412 5099 / 5199
 Mobile:+86-138 1191 5233 / 186 1161 7073 / 137 0124 9552
 E-mail: arren.liang@layout-exhibits.com / 78026236@qq.com
 Website: <http://www.layout-exhibits.com/cn/index.asp>

8. BJ HUAYUJIAMEI INTERNATIONAL EXHIBITION SERVICES CO.,LTD

Address: 803, Block A, Top Class, Optical Mechatronics Industrial Base, Tongzhou District, Beijing
 Mobile: +86-189 1068 1318 Manager Du
 Mobile: +86-153 0008 6816 Manager Peng
 Tel: +86-10-8447 1360
 Fax: +86-10-8447 1338
 E-mail: hyjm.du@126.com 2722482132@ qq.com
 Website: <http://www.huayujiamei.cn/>

9. Hezhan Tianxia (Beijing) International Conference and Exhibition Co., Ltd.

Address: Room 202, 2nd Floor, Contemporary Art-worker Art Creation Institute,Xiaopu Industrial Zone, Songzhuang Town, Tongzhou District, Beijing (101118)
 Contact: Peak Cao(+86 186 1180 6948) Miss.Zhang(+86 130 0190 5873)
 Tel: +86-10-8467 7487-608
 Fax: +86-10-8467 7487-605
 E-mail: he_expo@126.com 824960118@qq.com
 Website: www.and-expo.com

10. Guangzhou EyeChoice Exhibition Service Co., Ltd.

Address:Room 1303, Building B, High Tec Mansion, No.908, Tianhe Bei Road, Tianhe District, Guangzhou, P.R China(51000)
 Contact: Mark
 Mobile: +86-130 0201 2689
 Fax: +86-20-2223 3579
 E-mail: 9526556@qq.com
 Website: <http://www.eyechoice.com.cn/>

11. Shanghai Norder Exhibition&Display Service Co.,Ltd. (Norder International Group Co.,Ltd.)

Address: Room 608,Building 1,No.2277 Zuchongzhi Road,Pudong New District, Shanghai,China (201210)
 Contact: Guo Jing Cheng / Liu You Qing / Liu Xue Ping
 Tel: +86-21-3113 6737 / 3103 8495 / 3112 2153
 E-mail: joy@nordermesse.com/ summer@nordermesse.com/ roop@nordermesse.com
 Website: <http://www.nordermesse.com/>

12. Beijing Hot Exhibition International Exhibition Co., Ltd.

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Contact: Wei Zhang

Mobile: +86-135 5234 9666

Tel: +86-10-8183 3000

Fax: +86-10-8661 1000

E-mail: 313250570@qq.com

Website: <http://www.rezhan.com/>

13. Shanghai Chaim Exhibition Service Co.,LTD

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Contact: Nichole Gu

Tel: +86-21-56358707

E-mail: chaim_0411@126.com

Website: <http://www.chaim-exhibition.com/>

14. Beijing Huaxiayulong Exhibition co., Ltd.

Address: Room 2405, Building No. 42, Tian tong New area, Changping district,Beijing(102218)

Contact: Project Department

Tel: +86-10-5943 5673

Tel: +86-159 0105 2158 / 132 6111 9994 / 152 0119 6595

Fax: +86-10-8260 0412-808

E-mail: reylee@foxmail.com 337437537@qq.com

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15. Beijing AGD Display Co., Ltd.

Address: 12G Tower 2, City Square, Shilipu, Chaoyang District,Beijing,China(100026)

Contact: Kang Jun

Tel: +86-10-8598 2199

Tel: +86-132 6338 1309

E-mail: 122619439@qq.com

16. Zerlinda.zhang Mrs. Tong

Address:International harbor,No.2,North Road of East Third Ring,Chao Yang District, Beijing, China. Postal Code:100027

Mobile: 13910901800 / 13581599925

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E-mail: peizhao@vip.sina.com

Website:<http://www.peizhaozhanlan.com>

17.Beijing Zhongzhan Tiancheng Exhibition Co., Ltd.

Address:Building 3, 3018, No. 1, Courtyard 16, Zhufang Road, Haidian District, Beijing

Postal Code:100089

Contact: ChengChuntang +86-18612132170

XuFan +86-13120215612

ZhuXiaoyu +86-18510258652

XuJianxi +86-18516630195

ShaoYali +86-13373916286

E-mail:1229310086@qq.com

Website: www.zhzhct.cn

18.Beijing Green International Exhibition Co.,Ltd.

Address: Jinzhonghong, North Beiyuanlu Road. Chaoyang District Beijing.

Contact: WangQiang +86-13521019389

Pel: +86-010-56420368

Fax: +86-010-56420368

E-mail: 516389403@qq.com

Website: www.bjgreen-expo.com

19.Beijing Ertu Exhibitions Co.Ltd.

Room 218, Building 1, Art Zone, Xiaobaoyi Street, Songzhuang Area, Tongzhou District, Beijing

Postal Code:101000

Contact: YuYang +86-13699225952

YuLi +86-13552992230

Fax: +86-10- 56182128

E-mail: ertuexpo@163.com

Website: http://www.ertuexpo.com

20.Beijing Chaozhan Culture Co.,Ltd

Address: Room 2-B212,Building No.6, ,Changqiaoyuan Complex,Tongzhou District,Beijing

Contact: Liu Xiang

Cell Phone: +86 136 8159 7076

E-mail: 412944360@qq.com

Website: www.czwh888.com

**Official
Hotel/Travel
Agent**

Times International Conference &Exhibition Co., Ltd

Contact: Kevin Hao

Tel: +86-10-6446 2841

Fax: +86-10-6446 2177

Mobile: +86-138 1084 3759

E-mail: reservation@sdlm.cn

Website: www.sdlm.cn

Ctrip.com International Ltd.

Address: Sky SOHO, 968 Jinzhong Road, Changning District, Shanghai

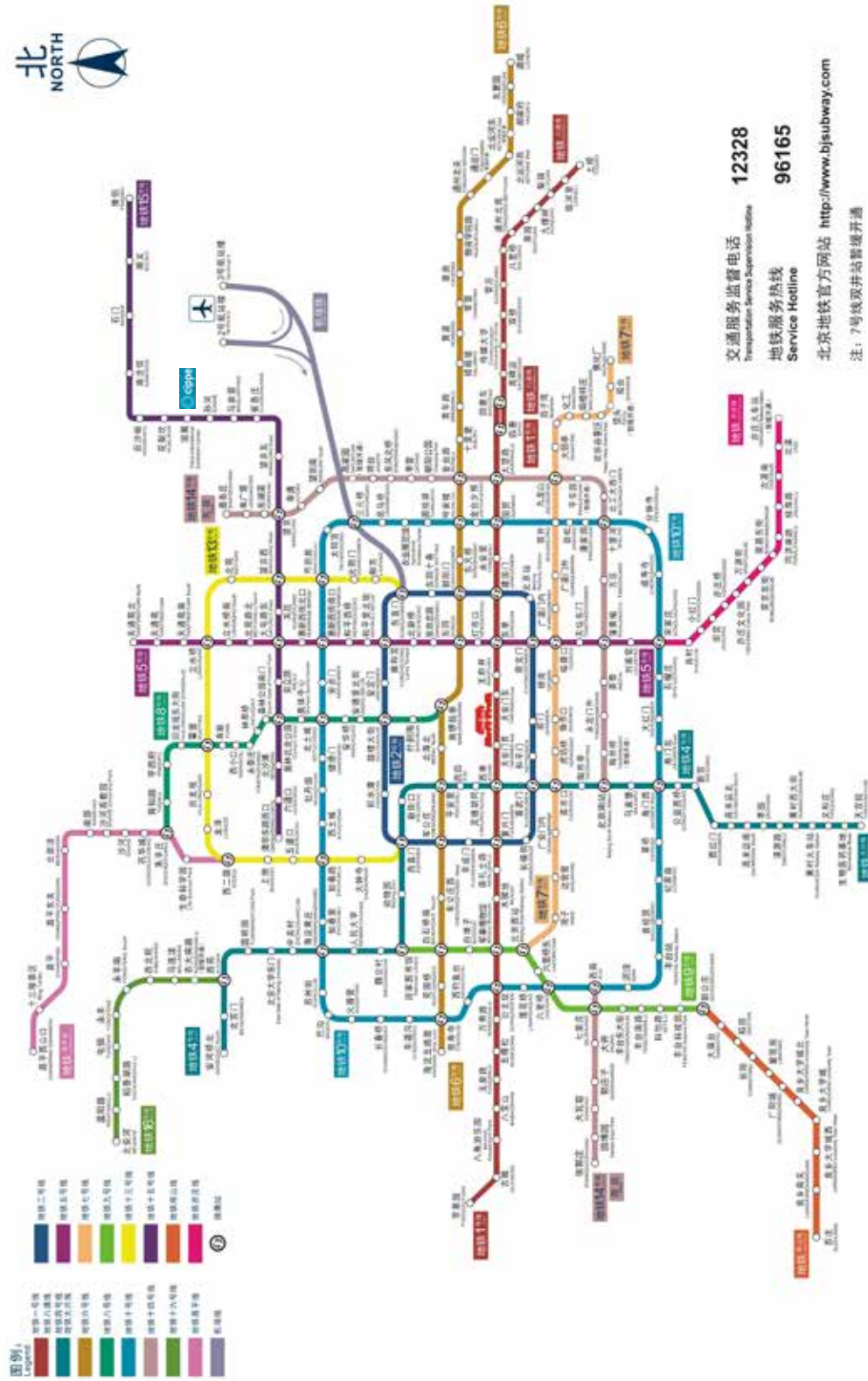
Contact: TONY +86-139 1013 2516

Tel: +86-10-6418 1616-23093

Email: htzhong@Ctrip.com

The Sketch Map of Beijing Subway and cippe2019

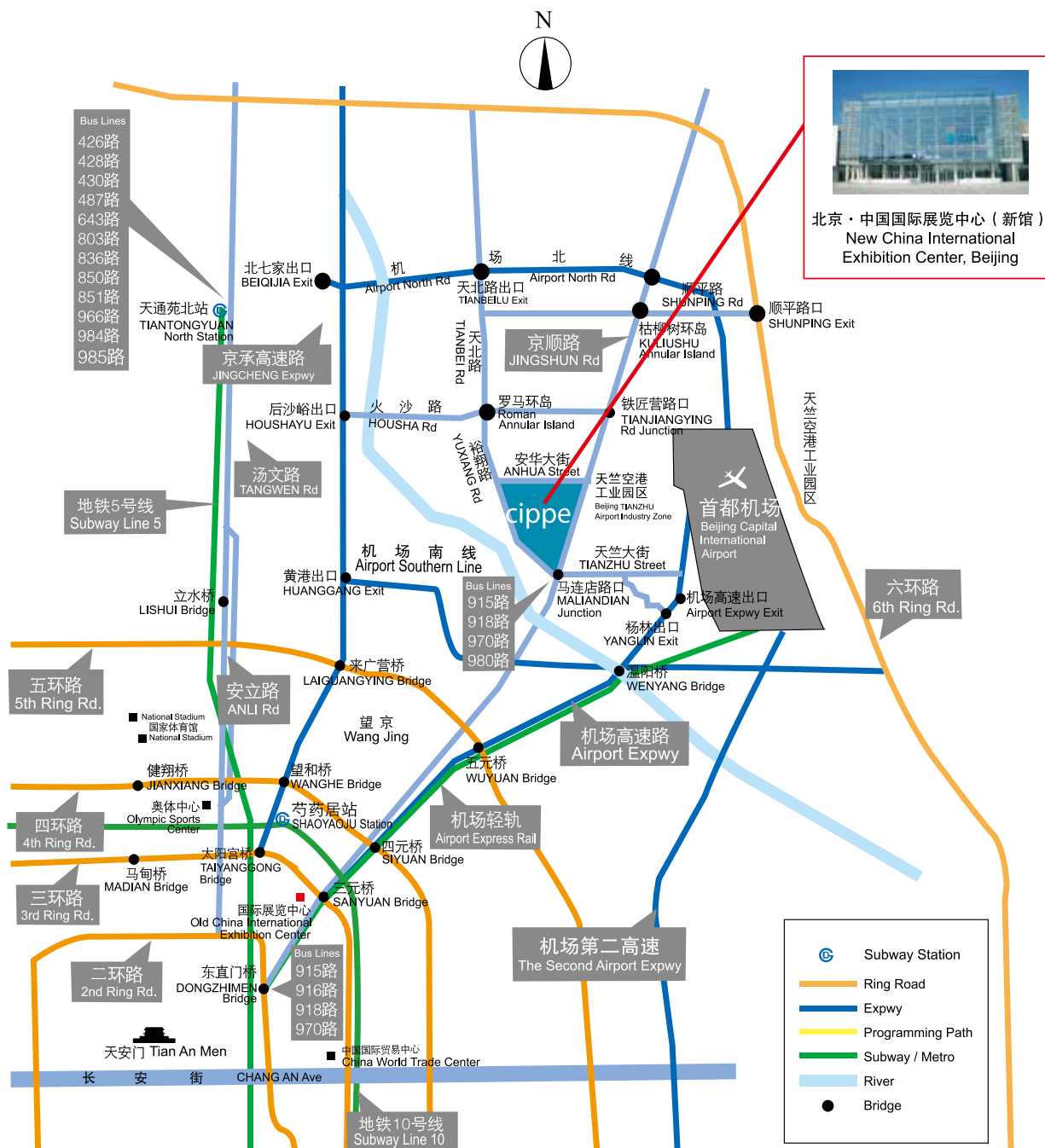
Beijing Subway Sketch Map



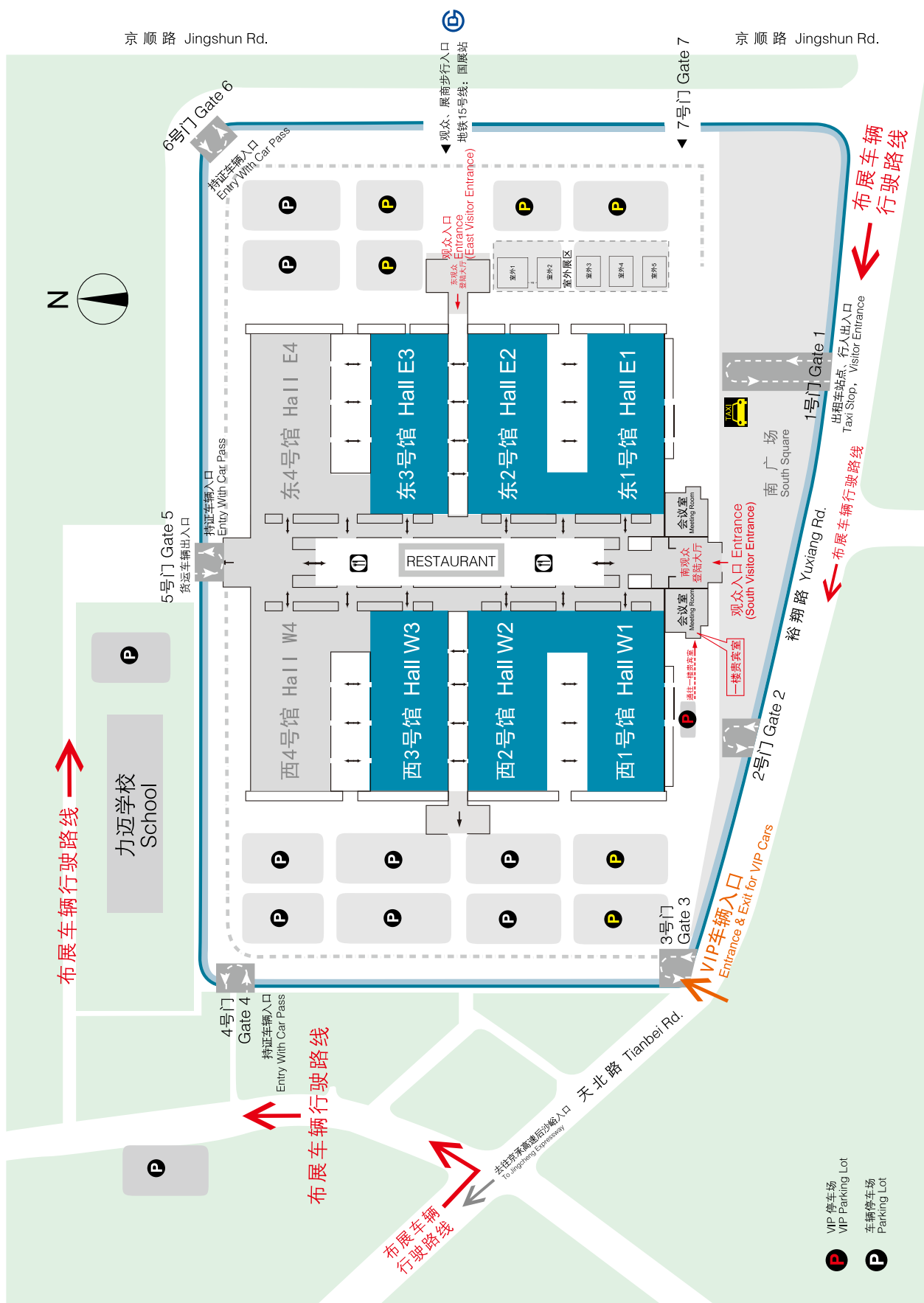
Location and Traffic Sketch Map

Venue: New China International Exhibition Center, Beijing, China

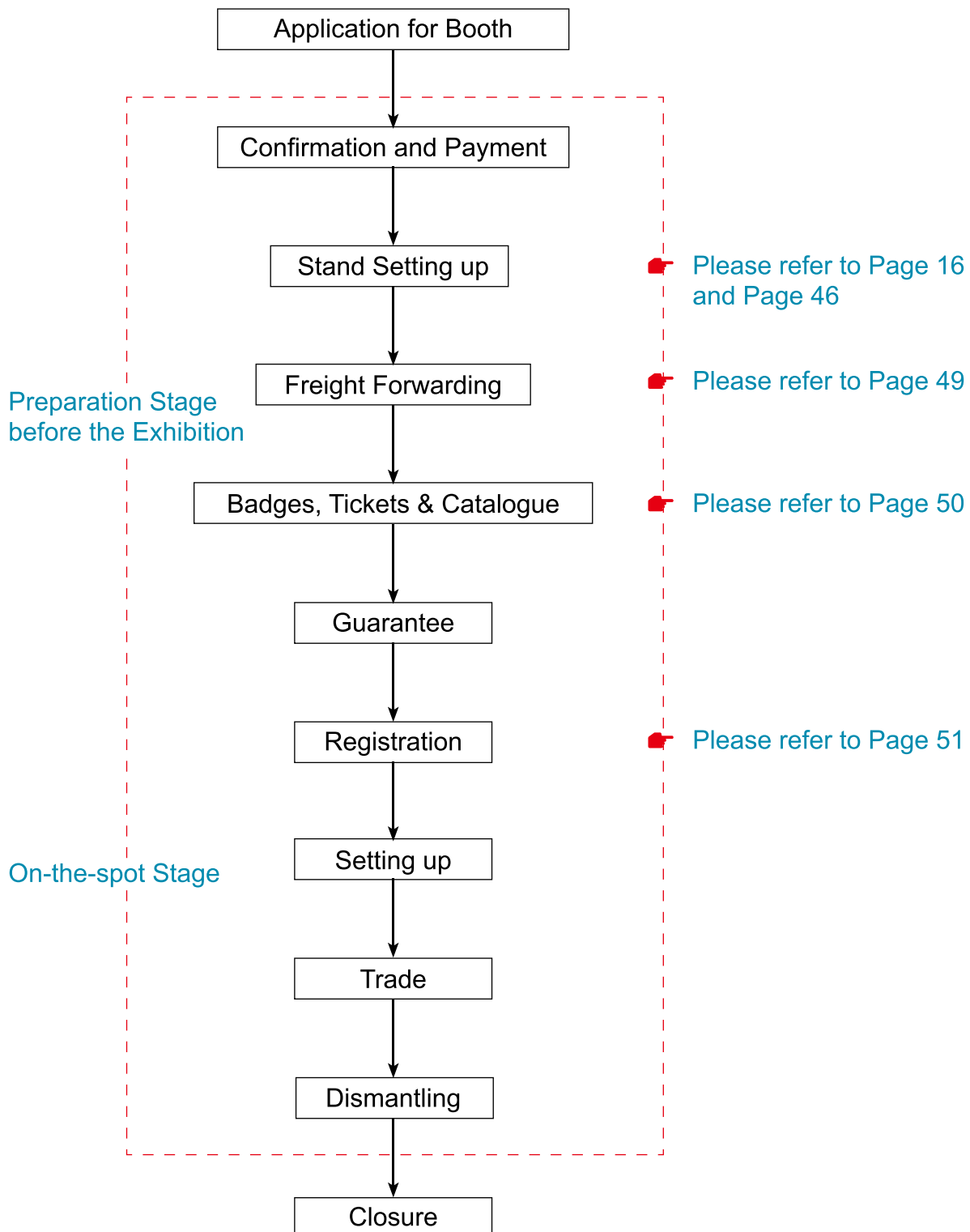
Add: No.88, Yuxiang Road, Tianzhu,Shunyi District,Beijing, China



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/W3	Hall E2 / E4 / W2
Size: length×width (m)	168×70+39×39	168×70
Area (m ²)	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 GISACA EXHIBITION CO., LTD, ZHONG ZHUANG RUN DA INTERNATIONAL EXHIBITION (BEIJING) CO.,LTD, BEIJING INSENO EXHIBITION SERVICE 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, give 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 Contractors.

Beijing GISACA EXHIBITION Co., Ltd.

Tel:+86-10-8479 0199

Fax:+86-10-8479 4020

Address: 3-1405 Chong Wen Men Wai Street. Chong Wen Men District Beijing, PRC

Contact Person:

Hall	Contact	HP No.	Email Address
E1—E2	Jia Yuanyuan	+86-10-8479 0199-122	gisaca@gisaca.com.cn
E3	Wang Ying	+86-10-8479 0199-115	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.:	3285 5614 8600
Address:	No.1 Nan Xinhua Street Xuanwu District Beijing China

Beijing ZhongZhuang Ronde Exhibition Co., Ltd.

Tel:+86-10-5823 5123

Address: Room 906, Building No.6, No.170, Beiyuan Road, Chaoyang District, Beijing

Contact Person:

Hall	Contact	HP No.	Email Address
W1	Jing Biao	+86-136 8117 6416	2850965563@qq.com
W2	Jiang Ying	+86-186 0047 5050	2850965513@qq.com

● Our Bank Account Information:

Company Name:	Beijing ZhongZhuang Ronde Exhibition Co., Ltd.
Name of Bank:	China construction bank Beijing AnHui branch
A/C No.:	1100 1018 5000 5302 1054
Address:	Floor 1, huixin building, no.8 beichen east road, chaoyang district, Beijing

BEIJING INSENO EXHIBITION SERVICE CO., LTD

Address: Room 301-302 A Hall, Fang Qun Building. No. 27 Nan San Huan Dong Road, Feng Tai District, Beijing 100078, China

Tel: +86-10-8767 5079 / 8767 5179 Fax: +86-10-6762 2244

Contact Person:

Hall	Contact	HP No.	Email Address
W3	XiaoHen.Duan	+86-135 5283 4736	2355752942@qq.com

● **Our Bank Account Information:**

Company Name:	BEIJING DINGHAN EXHIBITION CO., LTD.
Name of Bank:	Industrial and Commercial Bank of China, Beijing Municipal Branch, Beijing, PRC.
A/C No.:	622202 0200101351688
Address:	NO.2 South Fuxingmen Road, Tianyin Mansion, Beijing, PRC, 100031

● **Relevant charges:**

Description	Unit	Unite Price (RMB)	
Hall Management fees	sqm.	38.00	
Work Pass	Person	38.00	
Move-in/out car pass (limited 2hr)	Car/2hr	70.00	
Garbage clean fees	sqm	6.00	
Hang Point fees	Point/50kg	800.00	
Construction 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	2019.3.25	2019.3.26	2019.3.27-29	2019.3.29
Opening Hours	08:30	08:30	09:00	14:00
Closing Hours	17:30	20:00	16:30	21:00

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

A2. Electricity supply period

	Opening Day	Closing Day
Electricity for lighting use - Special design booth	Mar. 26, 2019	Mar. 29, 2019
Electricity for lighting use – Shell scheme booth	Mar. 26, 2019	Mar. 29, 2019

A3. Payments term, Deadline and Surcharges rate

A3.1 All Service Forms must be duly signed and completed and received by Jan. 28, 2019. A surcharge of 30% will be imposed for Service Form received after the deadline of Jan. 28, 2019 but on or before Mar.25,2019. A surcharge of 100% will be imposed on Service Forms which are received after Mar.26,2019.

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 appointed 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 fascia 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 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 for usage of TV, PC, recharging 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 are registered Construction Companies and they must proceed as follows:

Exhibitors or Their appointed contractors are required to submit the following documents to Official Contractor:

1. Qualification certificate for construction company (registered fund should be up to RMB1,000,000);
- 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 contractor 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 contractor for raw space must submit the documents to official contractor before Feb.22,2019 together with the hall management fee, fees for working pass, move-in car pass, water, electricity and compressed air, and the construction deposit. Otherwise contractor will be prohibited from move-in.
- 2) Overdue order form submitting may result in unavailable service.
- 3) Please mark the booth no. and company name in all the email & forms.

C.2 Examination and Approval for Raw Space Design

C.2.1 BEIJING GISACA EXHIBITION CO., LTD, ZHONG ZHUANG RUN DA INTERNATIONAL EXHIBITION (BEIJING) CO.,LTD, BEIJING INSENSO EXHIBITION SERVICE CO., LTD. have 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 testified 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 approval.

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 contractor. 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 plan 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 decoration.

C.3.5 It is not allowed to hang any heavy weight to the structure of the venue.

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. Drawings 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 clean, 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 cippe2019, 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 on site. The official contractor shall deduct the deposit if any exhibitor/contractor found to violate the regulations.

C.5 Electricity, Water and Compressed Air Supply

C.5.1 GISACA, ZHONG ZHUANG RUN DA, INSENO are the appointed official contractors 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 be arranged 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 ≥ 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 have purchased sufficient power for your exhibits and equipment.
- b) No strong-lights, flashing lights, neon lights could be used by exhibitors. All electrical devices shall be warranted for safety. The Organizers/official contractor shall stop the supply of electricity to those exhibitors whose electrical devices are possibly dangerous or pose other disturbance to other exhibitors and the visitors.
- c) Please ensure that you have 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 causes 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 9:00p.m. Mar. 29, 2019

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 are 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 to be 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 designated hall aisles 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 must comply with and ensure 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 are authorized to comply with all the rules and regulations, and execute the punishment, for the non-compliance or violations.

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: Feb.22,2019**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Forms	Description	Remark
Summary Form	Summary of Service Forms	-
Form 1	Shell Scheme Fascia	Submit online
Form 2	Furniture and Electrical Fittings	Optional
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 catalogue	


 Reply at your request
 Rental Application

Form 1 Shell Scheme Fascia & Layout

***Deadline: Feb.22,2019**

Please email this form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact :	Mobile:	
Tel:	Fax :	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE



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- **Basic Fittings (9 sqm. shell scheme booth):**

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.

● **Fascia Lettering (Applicable for shell scheme booths only):**

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.

● **English Name:**

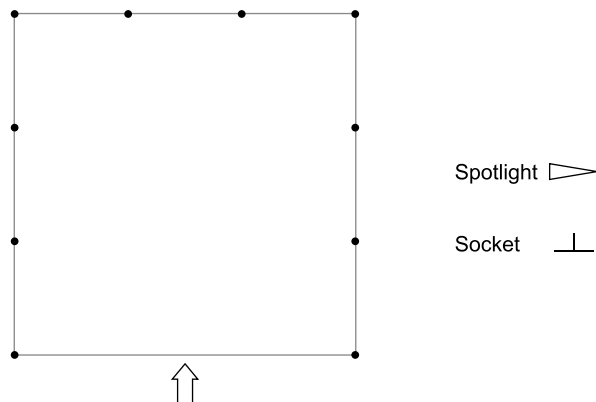
[illegible]

● **Chinese Name:**

[illegible]

- **Electrical Layout Plan**

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



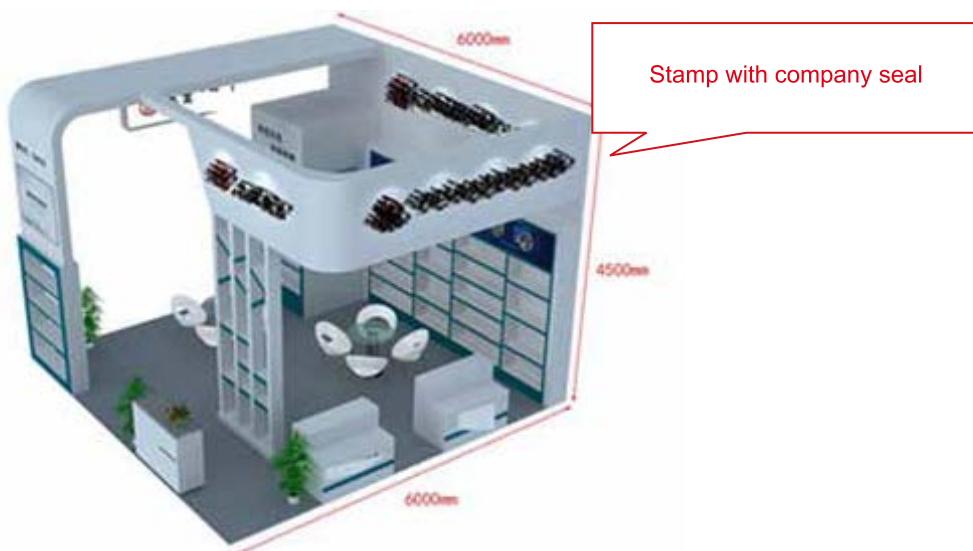
In order to standardize the order of the exhibition, exhibition equipment, flowers or green plants required for the exhibition can be rented from the venue or provided by oneself. Please declare in advance if you need to bring your own equipment or plants. The specific declaration process is as follows:

1. The declarer must be exhibitors or booth contractors; **Exhibitors' exhibits and special customized materials can enter the venue without declaration.**

3. Declaration materials: Design sketch with official seal(which shows the location of booth, equipment, flowers and plants) and completely filled Declaration Form for Equipment, Flowers and Plants.

[illegible]

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Verification

1. We will **reply by mail before 17:00 March 13, 2019** to those who have problems with the declaration materials. Companies with faulty declaration materials should submit the required documents **before 17:00 March 18, 2019**.
2. A declaring entity that has not received an email reply shall be deemed to have passed the declaration.
3. Consultation Hotline: Ms Wang: 86-13718950279; Ms Wu: 86-13717868596

Ask for Declaration Receipt

Please take valid ID card to the official rental service hub, the loading zone of W1-W2 (W side booth) or the loading zone of E1-E2 (E side booth), **to collect the declaration receipt from March 25 on**.

Entrance

After verification by security personnel on site, you can enter the venue on the basis of the Declaration Receipt and valid certificates.

Thanking you in advance for your support and cooperation!

Beijing CIEC Business Service Co.,LTD
May,2018

国展新馆花卉绿植租赁



散尾
1.8m-2m 120元
1.2m-1.5m 80元



绿萝
1.5m 110元
0.3m 40元



心叶藤
1.5m 110元



发财树
1.8m 160元
1.5m 130元



也门铁
1.2m 90元
0.6m 60元



万年青
0.5m 60元



巴西木
1.5m 110元



鸭脚木
1.5m 100元
0.6m 80元



玻璃方缸
5支 160元



台花
高档 100元



桌花
高档 130元



讲台花
高档 220元



胸花
20元



花篮2层
高档 380元



台花
高档 100元



红掌
0.5m 50元



一品红
0.4m 40元



花瓶
20元



花瓶
30元



康乃馨
单支 15元



扶郎
单支 15元



玫瑰
单支 15元



百合
单支 20元

































转日莲
单支 30元



马蹄莲
单支 15元

如有其他租赁需求或定制采购，请联系：13811673600 邮箱：sfcs@ciec.com.cn

CIEC Furniture Rental List

 SFJ0001 360_400_710_930H Bar Stool Price: 70.00	 SFJ0005 460_480_770H Folding Chair Price: 20.00	 SFJ0010 580_600_900H Black Leather Chair Price: 70.00	 SFJ0006 450_400_8000H White Chair Price: 70.00	 SFJ0004 650_550_450_500H Single Sofa Chair Price: 100.00	 SFJ0114 650_550_450_500H Imus Chair Price: 70.00
 SFJ0115 650_550_480_500H Large Imus Chair Price: 100.00	 SFJ0011 550_600_900H Conference chair Price: 100.00	 SFJ0048 450_450_450H Sofa Stoo Price: 80.00	 SFJ0041 730_660_660H Single Seater Sofa Price: 230.00	 SFJ0042 1580_660_660H Two Seater Sofa Price: 360.00	 SFJ0036 550_550_450 Square Tea Table Price: 80.00
 SFJ0016 Glass Surface Round Table Price: 90.00	 SFJ0014 White Wood surface Round Table Price: 90.00	 SFJ0021 Square Bar Table Price: 90.00	 SFJ0030 1200_600_750H Folding Table Price: 180.00	 SFJ0033 Table Skirt Price: 90.00	 SFJ0028 Wood Grain Surface Conference Table Price: 1200.00
 SFJ0049-52 45/50/55/60-inch TV Price: 600/800/1000/1200	 SFJ0063 Water Dispenser Price: 150.00	 SFJ0065 15A220V Coffee Machine Price: 700.00	 SFJ0060 550_600H_1550H Refrigerator Price: 600.00	 SFJ0054 TV Stand Price: 300	 SFJ0056 42-inch Touch Integrator Price: 2000.00
 SFJ0068 1*round table 4*white chairs Set A Price: 300.00	 SFJ0116 1*table 4*small imus chairs Set B Price: 350.00	 SFJ0117 1*table 3*large imus chairs Set C Price: 350.00	 SFJ0080 Magazine Rack Price: 70	 SFJ0076 Isolation Belt Price: 50.00	 SFJ0102 1000_500_2000 Goods Shelves Price: 300.00

Reply at your request
Rental Application

If you have any questions or special needs, please contact us: sfcs@ciec.com.cn

Form 3 Construction Management

***Deadline: Feb.22,2019**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE


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Description	Unit	Unite Price (RMB)		Qty	Total Cost (RMB)
Hall Management fees	sqm.	38			
Work Pass	Person	38			
Move-in/out car pass (limited 2hr)	Car/2hr	70			
Garbage clean fees	sqm	6			
Hang Point fees	Point/50kg	800			
Construction Deposit	Per 100 sqm	≤100 sqm	20,000.00		
		101~200 sqm.	40,000.00		
		≥1000 sqm.	200,000.00		
Total Cost (RMB):					

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: Feb.22,2019**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Show Name:	The 19 th 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:		


 Reply at your request
 Rental Application

Form 5 Electricity, Water and Compressed Air

***Deadline: Feb.22,2019**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Reply at your request
 Rental Application

Description	Unit Price (RMB)	Quantity	Amount(RMB)
Electricity for Lighting Use			
15A/220V	1100.00		
20A/220V	1700.00		
30A/220V	2100.00		
40A/220V	3300.00		
50A/220V	3600.00		
60A/220V	4500.00		
Electricity for Machine Use			
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: Feb.22,2019**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Description	Unit Price (RMB)	Quantity	Amount(RMB)
Water & Compressed Air			
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.

Reply at your request
 Rental Application

Form 6 Telephone Line and Internet Access

***Deadline: Feb.22,2019**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE



Reply at your request
Rental Application

Description	Unit Price (RMB)	Qty	Deposit (RMB)	Total Cost (RMB)	Total Deposit (RMB)	Total
Telephone:						
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			
Total Cost (RMB)						
Internet Services:						
256KB	4500.00		0.00			
512KB	8250.00		0.00			
1MB	12750.00		0.00			
Total Cost (RMB)						

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: Feb.22,2019**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

- 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2019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鑫赛克展示服务有限公司备案。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2019年2月15日前向北京鑫赛克展示服务有限公司、北京中装润达展览有限公司、北京伊思诺会展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：_____

Reply at your request
 Rental Application

Form 8 Appointment of Raw Space Contractor

***Deadline: Feb.22,2019**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE



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Rental Application

I hereby would like to inform the organizer/official contractor that _____
 _____(contractor name) as my company appointed contractor for the cippe 2019. 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 cippe2019.
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 of 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: Feb.22,2019**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Reply at your request
 Rental Application

根据北京市和中国国际展览中心的有关规定，为做好cippe2019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cippe2019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吊挂、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: Feb.22,2019**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

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 Rental Application

- 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: Feb.22,2019**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

- 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2019年3月29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：

Reply at your request
 Rental Application

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

***Deadline: Feb.22,2019**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE


 Reply at your request
 Rental Application

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，负责第十八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: Feb.22,2019**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Reply at your request
 Rental Application

- 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: Feb.22,2019

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

PLEASE MAKE A COPY FOR YOUR OWN REFERENCE

Reply at your request
 Rental Application

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（北京鑫赛克展示服务有限公司、北京中装润达展览有限公司、北京伊思诺会展服务有限公司）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	使用禁用材料（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: Feb.22,2019**

Please email form to: Official Stand Contractor		
Exhibitor Company Name:		
Contact:	Mobile Phone Number:	
Tel:	Fax:	
Email:	Hall No.:	Stand No.:

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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吊挂、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新赛克、中装润达、伊思诺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：

Reply at your request
 Rental Application

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: Ms. Laura Liu

Tel: +86-10-8460 1258 / 8460 1068 / 8460 1067

Fax: +86-10-6461 9507

E-mail: laura.liu@btg.cn

American and Southeast Asia Area:

Scenker China., Ltd, Beijing Branch

No. 5, Tianwei Sijie, Tianzhu Airport Industrial Area A, Shunyi district Beijing 101312 China

Contact person: Mr. Mingjie Sun / Ms. Sammy Shi

Phone: +86-10-8042 0405 / 8042 0406

Fax: +86-10-8048 0115

E-mail: mingjie.sun@dbschenker.com / sammy.shi@dbschenker.com

● **Remarks:**

1. Exhibitors could 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 are able to get exhibitors' exhibits efficiently 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 **Mar. 25, 2019** 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 Mar. 25, 2019 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. Please submit name of attendees on website www.cippe.com.cn.

Booth area (m ²)	9	18	36	54	72	90	108	130	150	175	≥200
Badges (pics)	8	10	15	20	20	20	20	20	25	30	50

2. Please pick up exhibitors badges in the registration hall of the venue. Time: Mar. 27-29, 2019.

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 ²)	9/18	54	90	150	200	≥200
Visitors Tickets	200	300	400	500	800	1000

● Exhibition Catalogue

1. The organizer will provide 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 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.22,2019**

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
Raw Space	Mach 25-26, 2019	8:30 – 17:30
Standard Booth with Shell Scheme	Mach 26, 2019	8:30 –20:00

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
Setting up for Raw Space	Mar.25, 2019	8:30 -- 17:30
	Mar.26, 2019	8:30 -- 20:00
Setting up for Standard Booth with Shell Scheme	Mar.25, 2019	8:30 -- 20:00
Dismantling	Mar.29, 2019	14:00 -- 21:00

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., Mar. 26,2019), the organizer will extend the time for setting up to 20:00pm 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 aisle with your exhibits, displays, empty boxes, etc. after the setting up period.

4. Withdrawing Exhibits

The time for withdrawing exhibits will be 14:00 – 21:00 of Mar. 29, 2019. Exhibitors will be forbidden to withdraw their exhibits before 14:00 of Mar. 29, 2019.

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 2019 Hotel Accommodation

Times International Conference & Exhibition Co.,Ltd. has been appointed as the official accommodation reservation agent. To ensure the good accommodation for the exhibitors and visitors during the CIPPE 2019 from 27/Mar. - 29/ Mar., while saving the cost, we have reserved rooms in the nearest hotels around the CIEC(NEW) with discounted rates as follows.

HOTEL INFORMATION

Code	Hotel Name	Preferential Rate	Room Type	Internet	Distance to New CIEC
1	Crowne Plaza Beijing International Airport Hotel ★★★★★	¥ 950/N (Include breakfast & service charge)	Superior Room	Free	0.5km 5-minute walk
2	Days Hotel Beijing ★★★★★	¥ 600/N (Include breakfast & service charge)	Superior Room	Free	2km 8-minute by taxi
3	Beijing WanSi Hotel ★★★★★	¥ 530/N (Include breakfast & service charge)	Superior Room	Free	2km 8-minute by taxi
4	CITIC Hotel Beijing Airport ★★★★★	¥ 500/N (Include breakfast & service charge)	Superior Room	Free	5.1km 14-minute by taxi
5	Taishideng International Hotel ★★★★★	¥ 380/N (Include breakfast & service charge)	Business Room	Free	2.5km 11-minute by taxi
6	Wanjia Business Hotel ★★★★★	¥ 380/N (Include breakfast & service charge)	Standard Room	Free	6.6km 16-minute by taxi

Notes:

- All hotels bookings are subject to availability. To ensure your reservation successful, please send back your reservation form before 10th/Mar.
- As hotel requested, all your cost will be paid in advance by T/T or PayPal once you book.
- Any changes or cancellations are not allowed, your payment will fully guarantee all your rooms and nights.
- If you need other services such as flight ticket, car rental, tourism, translator etc., please feel free to contact us.

cippe 2019 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.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				


 Reply at your request
 Rental Application

Authorized by:				Please make a copy for your own file and return to:	
Name:		Position:			
Company:		Booth No:			
E-mail Address:					
Tel:		Fax:			
China REP. Tel:		Fax:			

cippe 2019 Hotel Accommodation

Designated Hotel Reception and Travel Agency—Ctrip.com

During the exhibition period from March 27 to March 29, 2019, we will provide hotel reception services for delegates from all walks of life. Your company can make reservations according to your own needs. The Exhibition Organizing Committee designated Ctrip.com, the venue department, to take charge of the reception during the conference.

The following is the discounted team hotel reservation information provided by Ctrip.com during the exhibition (more hotel booking information can be viewed online)

Room reservations are reserved and paid online, you will receive the success message sent by Ctrip.com after paid successfully.

New International Exhibition cooperation hotel

Star	Hotel	Room Type	Exclusive Price	Shuttle bus	Hotel Address	Distance
Four-star	Kaisheng Xingfeng International Hotel	Standard	550	Single/ Double Breakfast	2 East Tianzhu Road (Tianzhu Dong Lu), Tianzhu Town Shunyi District Beijing 101312 China	0.9km
Four-star	Lanwan International Airport Hotel	Standard	450	Single/ Double Breakfast	No.22 Tianzhu East Road Shunyi District Beijing China	0.2km
Four-star	Wansi Hotel	Standard	650	Double Breakfast	No.30 Fuqian 1st Street Shunyi District Beijing 101312 China	shuttle bus
three-star	Odin Hotel	Standard	400	Double Breakfast	Liwu Business Center, 32 Yumin Street (Yumin Dajie) Shunyi District Beijing 100300 China	shuttle bus
three-star	Kunji Hotel (Beijing Capital Airport Beijing New International Exhibition Center)	Standard	350	Double Breakfast	No.18A Tianzhu East Road Shunyi District Beijing 101312 China	3.3km

Notes:

1. The price above includes service charge and breakfast.
2. The room are reserved online, scanning QR code directly into the booking system or enter the booking site
3. The invoice will be automatically sent within 3 working days after departure. For special VAT invoices please note the special ticket information in "More Demand".
4. The team booking room does not exceed 30, if you need pay by public account, please send the payment voucher and order number to Email: htzhong@Ctrip.com

Hotel Booking Tips:

1. Scan the QR code or enter the booking link - enter the booking interface - choose to book the number of hotels, rooms and dates - submit orders – pay online - pay attention to accept the reservation successful SMS.
2. The hotel room during the exhibition is very tight, we recommended you to book in advance.

Mobile channel



Web site channel

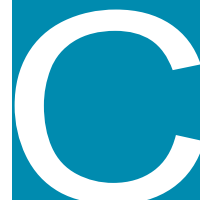
<https://m.ctrip.com/webapp/meeting/b2croom/dsjz6707/index>

Address: Sky SOHO, 968 Jinzhong Road, Changning District, Shanghai

Contact: TONY +86-139 1013 2516

Tel: +86-10-6418 1616-23093

Email: htzhong@Ctrip.com



Application Form for Technical Seminar

Deadline: Feb.22,2019

Please fax or email the complete form to the Organizer—Beijing Zhenwei Exhibition Co., Ltd.
Tel: +86-10-5823 6555 Fax:+86-10-5823 6567 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: _____

VIP Customer Service

Deadline: Feb.22,2019

Please fax or email the complete form to the Organizer—Beijing Zhenwei Exhibition Co., Ltd.
Tel:+86-10-5823 6591 Fax:+86-10-5823 6567 E-mail: lyy@zhenweexpo.com

Exhibitor information

Company name: _____ Booth No.: _____

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: _____



Beijing Zhenwei Exhibition Co., Ltd.

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

Tel: +86-10-5823 6588, 5823 6555

Fax: +86-10-5823 6567

E-mail: cippe@zhenweiexpo.com

www.cippe.com.cn