



EXHIBITOR HANDBOOK 2009



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www.routesonline.com

BEIJING

13-15 SEPTEMBER 2009



ROUTES IN 2009 EVENT TIMETABLE

Event Build-Up Days	Halls Open	Details of Schedule
Thursday 10 th September	12:00 – 17:30	Hosted Networking Stand build commences
Friday 11 th September	08:30 – 17:30	Hosted Networking Stand build continues
Saturday 12 th September	08:30 – 21:00	Shell Scheme Stand & Meeting Chalet build commences
Sunday 13 th September	08:30 – 12:00	Dressing of all stands before event opening
Event Open Days		
Sunday 13 th September	13:30 – 19:00	Event Open
Monday 14 th September	07:30 – 18:30	Event Open
Tuesday 15 th September	07:30 – 18:00	Event Open
Event Breakdown Days		
Tuesday 15 th September	18:30 – 21:00	Dismantling of Stands
Wednesday 16 th September	08:30 – 17:30	Dismantling of Stands

All stand dressing and construction MUST be removed from the venue by 17:30 on Wednesday 16th September 2009. Any items left in the halls after this time will be deemed abandoned and disposed of as rubbish.

There will be a charge for the removal of any stand fitting or other goods which are abandoned in the halls.

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EXHIBITION CHECKLIST

We have put together this checklist to help you with your planning for Routes in 2009, to record your progress and to remind yourself what needs to be done!

BASIC PLANNING	SECTION	DONE (Tick)
READ EXHIBITOR HANDBOOK		<input type="checkbox"/>
Work Out a Timetable to Prepare for the Event		<input type="checkbox"/>
Initial Deposit Paid		<input type="checkbox"/>
Balance(s) Due		<input type="checkbox"/>
Book Hotel Rooms	4-7	<input type="checkbox"/>
Make Travel Arrangements		<input type="checkbox"/>
Arrange Delivery/Collection/Storage of Stand Materials	2-4	<input type="checkbox"/>
THE STAND		
Brief Stand Contractor		<input type="checkbox"/>
Order Communications/IT	4-11	<input type="checkbox"/>
Order Floor Covering	4-6	<input type="checkbox"/>
Order Floral Displays	4-5	<input type="checkbox"/>
Order Audio Visual	4-1	<input type="checkbox"/>
Order Furniture	4-6	<input type="checkbox"/>
Order Catering	4-2	<input type="checkbox"/>
Order Electrics	4-4	<input type="checkbox"/>
Order Other Display Equipment		<input type="checkbox"/>
Arrange Staff Rota		<input type="checkbox"/>
Order Build-up Passes	2-2/3	<input type="checkbox"/>
Return Shell Scheme Nameboard Form	3-6	<input type="checkbox"/>
Arrange Insurance	4-8	<input type="checkbox"/>
PUBLICITY		
Arrange Prize Draw / Incentives	6-2	<input type="checkbox"/>
Organise Stand Literature		<input type="checkbox"/>
Organise Extra Advertising		<input type="checkbox"/>
Plan Post-show Activity and Follow Up		<input type="checkbox"/>

1. GENERAL INFORMATION

This handbook has been created to aid exhibitors in all aspects of their planning for Routes in 2009. It contains many details for your information as well as a number of items which will need your attention in the lead up to Routes in 2009.

Please take note of the forms and deadlines at the back of this handbook in order to make the process of exhibiting at Routes hassle free.

If you do not find the information you require in this handbook please feel free to contact the Events Department directly.

In addition this handbook is available to download via our website www.routesonline.com

1-1 ORGANISERS OFFICE

Routes will have a dedicated Organisers Office to deal with any queries you may have on site. The Organisers Office is located within the exhibition hall and will be open at the following times:

Thursday 10 th September	12:00 – 17:30
Friday 11 th September	08:30 – 17:30
Saturday 12 th September	08:30 – 21:00
Sunday 13 th September	08:30 – 19:00
Monday 14 th September	07:30 – 18:30
Tuesday 15 th September	07:30 – 21:00
Wednesday 16 th September	08:30 – 17:30

If you have any queries regarding your participation at Routes prior to these dates please do not hesitate to contact any member of the Routes team. Contact details can be found on the inside back cover of this handbook.

1-2 PRESS OFFICE

Routes will have a dedicated Press Office for press delegates to utilise on site. The Press Office will be open during the following times:

Sunday 12 th October	13:30 – 18:00
Monday 13 th October	08:30 – 18:00
Tuesday 14 th October	08:30 – 18:00

1-3 **NEW!** VENUE PROCEDURES

Venue Service Centre: The venue service centre is located at the South Entrance.

Construction Fees & Deposit

The New China International Exhibition Centre requires all Hosted Networking Stand holders to pay construction fees and a deposit directly to the official contractor before their stand contractor is allowed access into the halls.

NCIEC construction fees and deposits apply to all Hosted Networking Stands. Please ensure you complete and return FORM 4 to Pico by **Wednesday 19th August 2009**.

Late working

Contractors may request late working approvals from the NCIEC. For the applicable charges see section 3-1 in this handbook. Under no circumstances will early access be permitted.

1-4 LOST & FOUND

Any lost or found property should be reported to the Organisers Office.

1-5 SMOKING

New China International Exhibition Centre (NCIEC) is a non-smoking venue.

1-6 NOISE LEVELS

If you intend to play videos with an accompanying sound track, music recordings or use working machinery for your stand promotion you must notify the organisers in advance of Routes. There is a maximum noise level of 70db in the exhibition halls. Routes may limit the sound volume and reserve the right to suspend on-site activities of exhibitors who do not comply.

If any noise levels are raised to an unacceptable level for neighbouring exhibitors and visitors to Routes, you may be asked to turn off the recording or machine.

1-7 PUBLIC ADDRESS SYSTEM

The public address system is for official announcements by the organisers only. It is not available to exhibitors for publicity purposes or individual messages during Routes opening hours.

1-8 HEIGHT LIMITS

Your stand should **not** exceed a height of 4 metres.

Shell Scheme and Meeting Chalet displays may not exceed a height of 2.3 meters.

1-9 HANGING BANNERS

Routes directional signage which includes hanging banners will be situated around the halls. Under **no** circumstances are exhibitors permitted to hang banners from drop wires above their stands.

All banners and signs must be attached to the top of the stand itself and must not exceed a total height of 4 metres.

1-10 FREQUENTLY ASKED QUESTIONS

Below we have listed some frequently asked questions, please take time to read them as it may just save you a telephone call!

Q: How high can I build my stand?

A: If you are building your own stand you must not exceed a height of 4 metres.

Shell Scheme and Meeting Chalet displays may not exceed a height of 2.3 meters.

Q: Can I hang banners from the ceiling?

A: Under **no** circumstances are exhibitors permitted to hang banners from drop wires above their stands.

All banners and signs must be attached to the structure of the stand itself and must **not** exceed a height of 4 metres.

Q: Who can take delivery of my package?

A: Routes have appointed CEVA as the official freight lifting and forwarding contractor for the event. The organisers or the venue **will not** accept delivery of any goods for your stand. It is important that you arrange for a representative from your company to be at your stand to receive them especially during the build-up period. CEVA Showfreight can also receive goods on your behalf at a cost, please see the back of this handbook for CEVA's contact details.

Q: Where can I store my boxes?

A: There are no facilities within the halls for storage of literature, exhibits, packing cases or boxes. All items must be stored within the confines of your stand. Fire regulations require that any items found outside or behind a stand must be removed for safety reasons. If you require storage facilities please contact CEVA who will be able to quote you for storing packaging, and other materials on your behalf.

Q: When do I have access to build/dress my stand?

A: Hosted Networking Stand exhibitors have access;
12:00 – 17:30 Thursday 10th September
08:30 – 17:30 Friday 11th September
08:30 – 21:00 Saturday 12th September
08:30 – 12:00 Sunday 13th September

Shell Scheme and Meeting Chalet exhibitors have access;
08:30 – 12:00 Sunday 13th September

Q: What time can I break down my stand?

A: Removal of exhibits and displays commences at 18:30 on Tuesday 15th September 2009. Under no circumstances may any goods be removed or packed away from your stand before this time.

Q: What comes with my Shell Scheme?

A: Fascia name board with company name, wall panelling, carpet, basic furniture, lighting, power point and basic daily cleaning. See full specification in section 3-6

Q: What if I have a problem with my Shell Scheme stand or Meeting Chalet?

A: Pico is the Shell Scheme and Meeting Chalet stand contractor and will be on-hand to answer any of your queries and to assist you in your build-up.

Q: How do I attach posters to my Shell Scheme stand?

A: Lightweight exhibits or displays can be attached to the walls by the use of double sided tape, pads or Velcro.

Q: I would like to serve food from my stand, who do I contact?

A: Please see Form 12 at the back of the handbook to order food and beverages. Should you wish to bring in anything from external companies to serve on your stand please contact the Events Department as soon as possible.

Please note due to strict Customs laws in China we recommend you send any food and beverages separately from your stand as this may cause a delay in customs.

Q: How do I book hotel accommodation?

A: All hotel details and rates are listed on www.routesonline.com. To book hotel accommodation please complete the booking form at the back of this handbook and return to Events in Focus, the official Routes hotel accommodation agency. Any delegates requiring a Visa for Beijing will need to submit a copy of their hotel confirmation and flight ticket at the time of application. Failure to do so may result in your application being refused by the Chinese Consulate.

Q: How do I order an Internet connection?

A: Wired Internet connections can be ordered using FORM 6 at the back of the handbook. Wireless internet passes can be purchased from the venue Business Centre at the South Entrance.

Q: Will my stand get cleaned?

A: Yes! Overnight cleaning of all exhibitor stands and gangways are included as part of your service – this consists of vacuuming and emptying of bins.

2. SECURITY, ACCESS & DELIVERY

This section covers areas such as security, access to the build-up and breakdown period of Routes, parking, lifting, deliveries, customs and storage. Please read carefully and do all that you can to ensure the relevant forms are sent in good time.

2-1 SECURITY

Security is an area we all take seriously and we ask you read the sections below carefully and that all your staff fully cooperate with these systems. Please call our Events Department if you have any queries.

Security personnel will patrol the exhibition halls in general, but their duties will not include special attention to individual stands. Under no circumstances should a stand be unmanned during the open periods of the event.

While Routes will make all reasonable arrangements for security coverage, they are not responsible for any loss or damage, which may occur, and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personal property. Appropriate insurance coverage should be arranged. See Section 4-8 for details of a provider.

Official Routes badges are an essential part of the event security and you will only be allowed access to the halls wearing the appropriate badge. Badges and passes should be worn at all times – individual company badges will not be accepted by security.

2-2 NEW! EXHIBITOR ACCESS PASSES

Exhibitor access badges allow access to an exhibiting company's staff during the build-up and breakdown period of the event and must not be given to anyone else.

Exhibitor Access Badges are only valid during build-up and breakdown.

Maximum Allocation of Exhibitor Access Badges

Shell Scheme Stands	=	5
Meeting Chalets	=	10
Hosted Networking Stands	=	10

Please complete FORM 9 stating clearly how many access badges you require for the build-up period. Badges can be collected on-site from the Pico service desk in the North Entrance.

2-3 CONTRACTOR PASSES

If you are building your own stand, your contractors will require a pass to gain access to the venue.

Please ensure that all workmen/contractors wear their badges at all times during the build-up and breakdown period. Any staff/contractors/workmen without their identification passes will be denied access to the Exhibition Halls by the security personnel. **Please note these Contractor Passes are not valid during the open hours of the event.**

The NCIEC requires all Contractors to purchase passes for the build-up period of the event. This can be done by completing FORM 4 at the back of the handbook.

Note

Contractor Passes must only be allocated and used by staff that are working on your stand during the build-up and breakdown period of Routes.

2-4 FREIGHT FORWARDING

CEVA Showfreight is the official freight forwarding agent and can, through their worldwide logistics operation, arrange for your consignment to be collected from your premises and delivered to your stand at Routes in Beijing.

If you contact CEVA Showfreight they will organise with their local agent to contact you and make the necessary arrangements. This way you can deal with someone in your own country and in your own language.

Contact: Graham Ridge
Address: CEVA Showfreight
Unit 3a, Perimeter Way
NEC, Birmingham
B40 1PJ
UK
Tel: +44 1322 312058
Fax: +44 (0)1322 312057
Email: graham.ridge@cevalogistics.com

If you wish to order freight forwarding with CEVA please complete FORM 1 at the back of this handbook before the 4th September 2009.

2-5 DELIVERY & COLLECTION

Deliveries

Only the official freight forwarder (CEVA Showfreight) will be permitted to move and handle exhibits within the Exhibition hall. Exhibits arriving on site without a pre-appointed freight forwarder will be referred to CEVA Showfreight. All costs incurred will be borne by the Exhibitor concerned.

Exhibits requiring mechanical assistance must be handed over to CEVA Showfreight via the Loading and Unloading Bay. Exhibitors using their own freight forwarder up to these areas are requested to submit details of their freight forwarder to CEVA Showfreight to assist with on-site co-ordination.

We strongly advise you to check your courier's local office open days and hours if you arrange for a courier other than CEVA to deliver items to your stand. Some courier companies have restricted opening hours especially at weekends.

CEVA Showfreight can receive courier goods for you at a cost, please contact them for further details, contact details can be found in Section 2-4 above. Routes will **not** accept delivery of any goods and also cannot accept responsibility for any goods delivered to unstaffed stands. We regret we have no storage facilities available within the Organisers Office.

Collections

If you are arranging for goods to be collected after Routes closes, we strongly advise you do not leave goods unattended at any time before they are collected. We would urge all exhibitors to arrange collection for the evening of Tuesday 15th September 2009 as the breakdown of Routes is a particularly vulnerable time.

Routes cannot accept responsibility for damage to stands or goods or the loss or theft of any property on any stand or anywhere else in the event.

Dismantling and Construction of stands must be removed from the venue by 14:00 on Wednesday 16th September 2009. Please ensure that you arrange for ALL of your stand materials to be removed from the halls. Any goods/stand fitting left in the halls after this time will be deemed abandoned and disposed of as rubbish.

There will be a charge for the removal of any stand fitting or other goods that are abandoned and this will be passed on to the exhibitor.

2-10 CUSTOMS

Any goods being sent to Routes in Beijing will be subject to Customs Clearance. CEVA Showfreight will assist in arranging this clearance as part of their service. Please contact CEVA Showfreight to discuss any questions you may have regarding customs formalities.

2-11 CAR PARKING

Car parking near the exhibition halls is available and you can order and pay for passes on site. Please ensure you bring the vehicle registration number with you as this must match the number you on your pass. You can apply and pay for your pass at the Customer Service Centre located in the South Registration Hall of the NCIEC using FORM 4, tel. +86 10 80 46 81 21.

2-12 GETTING TO NCIEC

Taxis: Taxis are available from Beijing Capital International Airport to the venue. It should take approximately 30 minutes in a taxi.

2-13 ACCESS MAPS



2-6 DELIVERY ADDRESS

Goods sent directly to NCIEC should be marked as below:

“Routes in 2009”

Your Company Name

Your Stand Number

New China International Exhibition Centre (NCIEC)

Halls W3 & W4

Tianzhu Konggang Development Zone

Shunyi District

Beijing

P.R. China

2-7 VEHICLE ENTRY DOORS/LOADING DOCKS

The Vehicle Entry doors at Halls W3 and W4 are 4.3m x 4.7m in dimension. The official freight forwarding contractor will be monitoring all movements at these doors.

2-8 LIFTING

CEVA Showfreight will be the only lifting and forwarding contractor permitted to do any lifting within the Exhibition Halls.

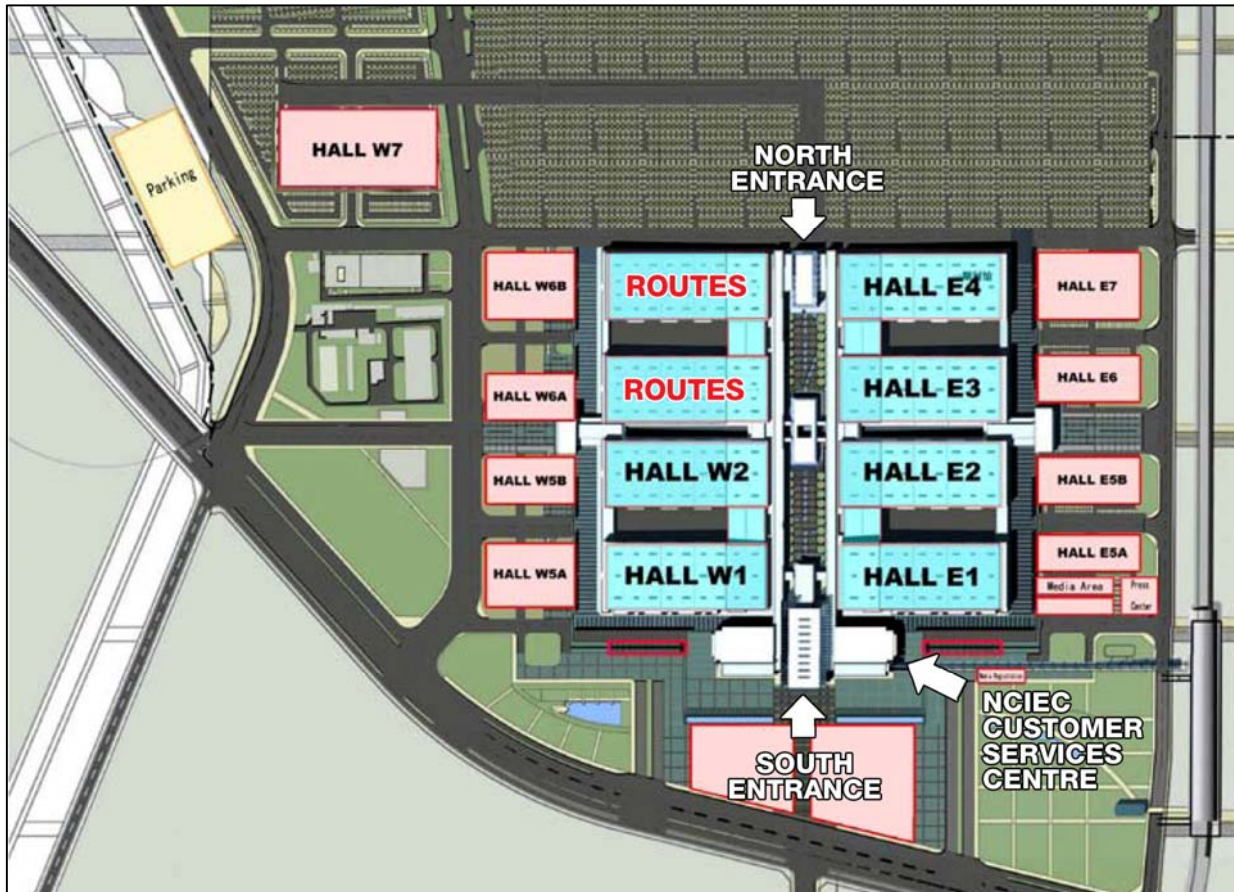
Any problems with transporting your exhibits, storing empty boxes, etc., can be dealt with by CEVA Showfreight. Please complete and return FORM 1 to CEVA Showfreight before **Friday 4th September 2009**.

2-9 STORAGE

There are no facilities within the halls for storage of literature, exhibits, packing cases or boxes. All items must be stored within the confines of your stand. Fire regulations require that any items found outside or behind a stand must be removed for safety reasons.

If you require storage facilities please contact CEVA Showfreight our official freight forwarding contractor who will quote for storing, packaging, and other materials on your behalf. Empty packaging material left at the stand is classed as waste and the exhibitor will be invoiced for its disposal.

2-13 ACCESS MAPS



Routes 2009 will take place in Halls W3 and W4 of the NCIEC.

All delegates will enter via the North entrance of the venue.

3. STAND CONSTRUCTION & DRESSING

There are a number of regulations within this section that are essential for an orderly event. Please be aware of them and comply with them. If you have any questions or require advice please contact our Events Department who will be ready to offer you assistance.

3-1 BUILD-UP SCHEDULE

Event Build-Up Days	Halls Open	Details of Schedule
Thursday 10 th September	12:00 – 17:30	Hosted Networking Stand build commences
Friday 11 th September	08:30 – 17:30	Hosted Networking Stand build continues
Saturday 12 th September	08:30 – 21:00	Shell Scheme Stand & Meeting Chalet build commences
Sunday 13 th September	08:30 – 12:00	Dressing of all shell scheme stands and Meeting Chalets.

If you are building your own stand it is your responsibility to ensure the stand is being built to the correct floor markings. Please ensure you contact the Organisers Office before commencing any building work.

If you have a Shell Scheme stand or Meeting Chalet, please note you will be able to access your stand from 08:30 hours on Sunday 13th September 2009.

Late Working

Should you wish to work on your stand construction outside the official build-up hours you will need to request to do so at the Customer Service Centre located at the South Entrance between 15.30-16.30 on the same day. Only one request per day is allowed. There will be a charge for this, please see below:

Before 24.00	For 2 hours for stands less than 100m ²	1,000 RMB
After 24.00	For 2 hours for stands less than 100m ²	2,000 RMB

Stands larger than 100m² will be required to pay additional fees. Please contact the Events Department for more information.

Under no circumstances will children under the age of 18 years be allowed into the exhibition halls during build-up and breakdown. The exhibition halls can be hazardous during these times and this ruling is in place to protect children's safety. We regret no exceptions can be made to this ruling.

3-2 EVENTS OPEN DAYS

Event Open Days

Sunday 13 th September	13:30 – 19:00
Monday 14 th September	07:30 – 18:30
Tuesday 15 th September	07:30 – 18:00

Any maintenance work required during the open days of Routes must be pre-arranged with the organisers before 14:00 hours on the day you want to work. Maintenance can only be undertaken during the closed hours of the show and late working charges will apply.

3-3 BREAKDOWN SCHEDULE

Routes in 2009 closes at 18:00, Tuesday 15th September 2009.

Removal of exhibits and displays commences at 18:30. Under no circumstances may any goods be removed or packed away from your stand before this time.

Electrical power to stands will be switched off 30 minutes after the event closes (18:30 hrs).

We strongly advise you **NOT** to leave items unattended on your stand during this time.

Dismantling and Construction of stands must be removed from the venue by 17:30 on Wednesday 16th September 2009. Please ensure that you arrange for **ALL** of your stand materials to be removed from the halls.

Any goods/stand fitting left in the halls after this time will be deemed abandoned and disposed of as rubbish.

There will be a charge for the removal of any stand fitting or other goods that are abandoned and this will be passed on to the exhibitor.

3-4 CARPET / FLOOR COVERING

Hosted Networking Stands

If you are building your own stand you must supply your own floor covering. Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the gangways.

Carpet Tape

All carpet and floor coverings must be affixed with double-sided tapes. These tapes are to be removed during the dismantling period. The use of paint or glue on the floor of the exhibition hall is strictly forbidden.

The exhibitor will be responsible for the removal of all tapes and residue marks on the exhibition halls floor. Removal and damage incurred as a result of the use of non-recommended tape will be carried out by NCIEC and charged back to the exhibitor.

3-5 DISCREPANCIES

If you experience any problems with your stand please inform the Organisers Office immediately. Discrepancies regarding your stand will only be recognised by the Organisers if notification is made to them in writing before the close of Routes on Tuesday 15th September 2009.

3-6 SHELL SCHEME STANDS

Routes have appointed Pico for all shell scheme construction and as such they must carry out all shell scheme work in the halls.

The Shell Scheme specification is as follows:

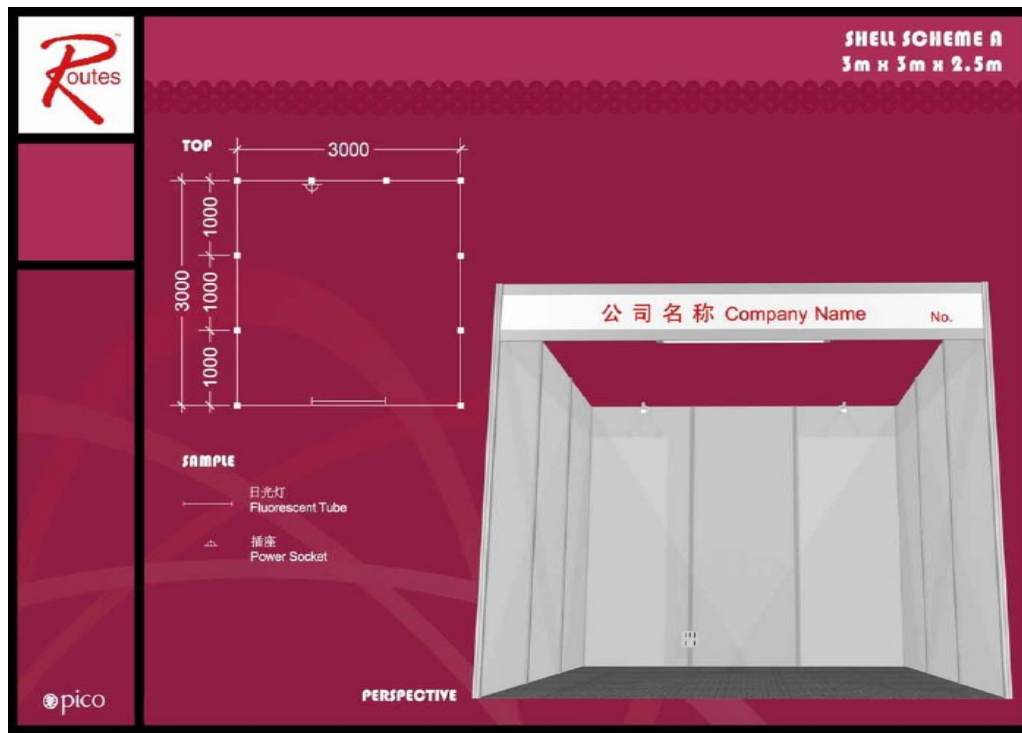
Fascia: White fascia of 370mm height with red sticker cut out lettering for the company name in English and Chinese where required.

Walling: 3 sets of partition panels (one back wall and two side walls). The dimensions of each panel are 1m wide and 2.44m high.

Carpet: Light grey needle punch carpet with fire prevention treatment.

Power: 1 x 13A/220V Socket (British plug with 5A fuse, max 500W)

Lighting: 1 x fluorescent tube, located on the back of fascia name board.



It is important that you complete and return FORM 2 with the company name you wish to appear on your fascia name board by **Wednesday 19th August 2009**.

On-site changes will incur an extra charge of 200 RMB.

Premier Shell Scheme

The Premier Shell Scheme specification is as follows:

- Fascia: White fascia of 370mm height with red sticker cut out lettering for the company name in English and Chinese where required.
- Walling: Solid timber construction wall – White. The dimensions of each panel are 1m wide and 2.44m high.
- Carpet: Light grey needle punch carpet with fire prevention treatment.
- Power: 1 x 13A/220V Socket (British plug with 5A fuse, max 500W)
- Lighting: 2 x fluorescent tube, located on the back of fascia name board.
6 x 100W spotlights, located on the back wall.



It is important that you complete and return FORM 2 with the company name you wish to appear on your fascia name board by **Wednesday 19th August 2009**.

On-site changes will incur an extra charge of 200 RMB.

3-7 MEETING CHALETS

Routes have appointed Pico for all chalet construction and as such they must carry out all chalet work in the halls.

AIRPORT MEETING CHALETS

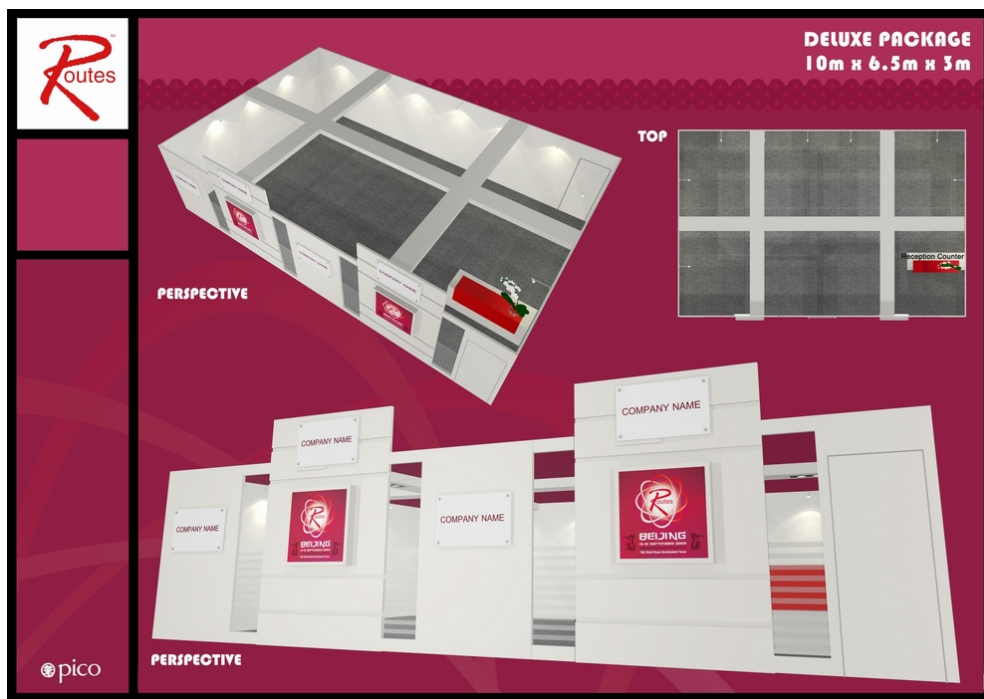
Deluxe Package-6.5m×10m=65 sqm

Walling: 2400mmH self-supporting wood wall panels 4×glass panels
500mmW×2240mmH

Doors: 2 lockable doors

Logo panel: 4 units 1000mm x 600mm

- Lightbox: 2×lightbox on the frontage of the chalet incorporating your company logo 1000mm×1000mm
- Height: 2400mmH
- Carpet: Grey carpet
- Power: 5×13 Amp socket
- Lighting: 2×wall lamp and 12×50W halogen downlight
- Reception Counter: 1200mmL×500mmW×1100mmH



Exclusive Package-6.5m×10m= 65 sqm

- Walling: 2400mmH self-supporting wood wall panels
- 4×glass panels 500mmW×2240mmH
- Doors: 2 lockable doors
- Logo panel: 4 units 1000mm x 600mm

- Lightbox: 2×lightbox on the frontage of the chalet incorporating your company logo 1000mm×1000mm
- Height: 2400mH
- Carpet: Grey carpet
- Power: 6×13 Amp socket
- Lighting: 4×wall lamp and 6×Tracklight with 3 units 50W halogen downlight
- Reception Counter: 1200mmL×500mW×1100mH
- Furniture:
- 1×Meeting table (ET-20)
 - 4×Low black chair with wheels (C03)
 - 2×Round table (ET-10)
 - 8×Black bar stool (EC-13)
 - 2×Glass coffee table (ET-14)
 - 3×Single seat black sofa (AU-03)

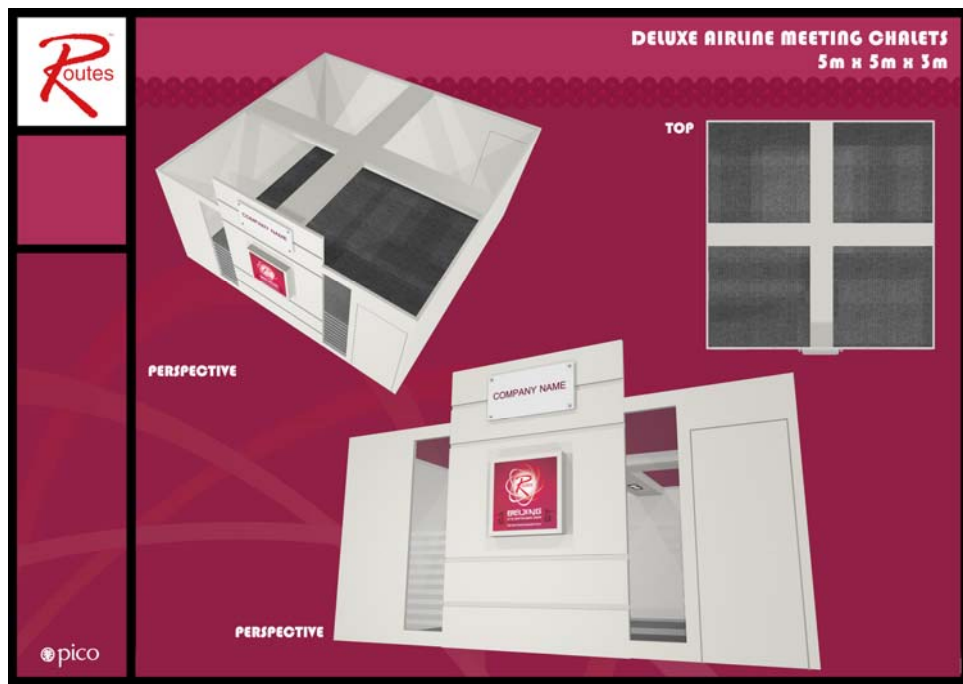


AIRLINE MEETING CHALETS

Standard - 5m × 5m = 25 sqm

Large – 5m x 8m = 40sqm

Walling:	2400mmH self-supporting wood wall panels
	2×glass panels 500mmW×2240mmH
Doors:	2 lockable doors
Lightbox:	1×lightbox on the frontage of the chalet incorporating your company logo 1000mm×1000mm
Height:	2400mmH
Carpet:	Grey carpet
Power:	1×13 Amp socket
Furniture:	Standard size meeting tables and chairs



3-8 HOSTED NETWORKING STANDS

All exhibitors taking Hosted Networking Stands must forward details of works to be carried out including -

Business registration license of the appointed contractor

A copy of business license (Registered capital above 500,000 RMB)

Perspective

Please forward details of works to be carried out including dimensional drawings showing the front, side & back perspectives, elevation and floor layout of the stand

Structure plan

Please indicate the electrical distribution plan and the power location. Otherwise, the relocation cost will be charged to exhibitor.

Please send the above along with FORMS 3A, 3B, 3C and 3D to the below address by **19th August 2009**. Should you envisage not being able to reach the deadline date for approval – please contact a member of the Events Department immediately.

Beijing Pico Exhibition Services CO.,LTD.
Pico Center, 8, Li Shui Qiao Bei,
Chaoyang District,
Beijing 102218,
China
Contact: Ms. Vicky Dou
Tel: (86) 10 84847975 ext 1026
Fax: (86) 10 84847957/47
E-mail: vicky.dou@cn.pico.com

In addition, your stand should **not** exceed a height of 4 metres.

Please Note: If you have purchased a Hosted Networking Stand (N01 – N59) at Routes 2009 that is adjoining another it will be your responsibility to ensure a partition wall is built between yourself and your neighbouring stand.

In cases where partition wall heights differ it will also be your responsibility to ensure the back of your wall is painted a neutral colour and is free from any exposed wiring. For further information please contact the Events Department.

Please ensure your appointed contractor is made aware of all building regulations in Section 5 and has received an up-to-date copy of the floor plan.

3-9 STAND FITTING - GENERAL INFORMATION

Gangways

Exhibitors must ensure that the gangways adjoining the stands are not blocked during build-up and breakdown which inhibits the movement of other exhibitors and freight.

Floor Loading

The floor loading capacity is 5T in W3 and 8T in W4 or 8T in the unloading area. Please contact the Events Department should you require any further details.

Ceiling Heights

Please note the maximum height of any Hosted Networking Stand **MUST BE NO HIGHER THAN 4 METRES**. Please contact the Events Department to confirm your stand height and to ensure approval from the organisers.

Ceiling Area

Please note that no Hosted Networking Stand is permitted to have a ceiling area larger than 50% of their total stand area.

Construction Rules & Regulations

The designed strength of the stand shall be adequate for its load; the construction of the stands shall ensure sufficient strength, stiffness and stability.

Gentle slopes should be built from the edge of the stands to the gangways to ensure no injury is caused by the drop from the platform to the floor.

Signage

Routes have appointed Radius as the official signage contractor for Routes 2009. Should you have any signage requirements please contact Jason Ng by email jasonng@radiusworld.com

4. ADDITIONAL SERVICES

Under this section you will find information on electrics, piped services and all appointed suppliers. Where return dates are shown it is essential these particular services are ordered in advance as late orders may cause delays at Routes and can be subject to surcharges. Please contact our Events Department or the supplier involved for any advice or assistance you may require.

4-1 AUDIO VISUAL EQUIPMENT

AV equipment can be ordered via FORM 8 in the handbook. Should you require any specialist AV equipment then please contact the Events Department for assistance.

4-2 CATERING

Please see FORM 10 at the back of the handbook to order food and beverages. Please note China have very strict rules on importing food and beverages.

4-3 CLEANING

Overnight cleaning of all exhibition stands and gangways is included as part of the service – this consists of vacuuming and emptying of bins. Should you require additional cleaning services such as floor wash please contact the Events Department to arrange this.

4-4 ELECTRICITY

The voltage in the exhibition halls is 3 phase, 4 wire, 380/220V and the frequency is 50 cycle per second. Electrical appliances and the relevant materials installed at the stand by the exhibitor should meet the safety requirements of NCIEC.

Pico the official stand contactor will also be the supplier of electricity services for Routes 2009. Should you wish to order any electrical services please complete FORM 7 at the back of this handbook and return to Pico, Ms. Vicky Dou, vicky.dou@cn.pico.com

4-5 FLORAL

Pico the official stand contactor will also be the supplier of floral services for Routes 2009. Should you wish to order any floral services please contact Pico, Ms. Vicky Dou, vicky.dou@cn.pico.com

4-6 FURNITURE & CARPET

Pico the official stand contactor will also be the supplier of furniture for Routes 2009. Should you wish to order any furniture please complete Form 8 at the back of this handbook and return to Pico, Ms. Vicky Dou, vicky.dou@cn.pico.com

4-7 HOTEL ACCOMMODATION

Events in Focus are the official Destination Management Company for Routes in 2009 and they will be dealing with all bookings and enquiries regarding hotel accommodation. To book hotel accommodation please complete FORM 12 at the back of this handbook and return by fax or e-mail to Mr. Randy Wright at Events in Focus on +44 (0) 207 633 9427 or rw@eventsinfocus.net

4-8 INSURANCE

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss, consequential loss, or damage to your products whilst at Routes. All exhibitors must have full indemnity insurance against public liability and all other usual risks in respect of loss, damage, injury to goods and person, and in particular against theft.

Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, you will be liable to pay any expenditure incurred should the event be cancelled. Please be aware that there is insurance cover available to protect you against this risk, but it is optional. The UK Financial Services Authority regulations do not permit us to advise you on any insurance matter. However we would like to draw your attention to the services offered by Event Assured.

Please contact Rob Bentley on Tel +44 (0)1376 330624, Fax +44 (0)1376 330004

OR

click below for a quote:



Need exhibitor insurance?
Click here

www.exhibitor-insurance-online.com/quote?event=WRDF2009

You are under no obligation to purchase insurance from Event Assured and may therefore choose to seek insurance from other providers.

4-9 WATER & COMPRESSED AIR

Pico the official stand contactor will also be the supplier of water and air services for Routes 2009. Should you wish to order any water or air please complete FORM 5 at the back of this handbook and return to Pico, Ms. Vicky Dou, vicky.dou@cn.pico.com

4-10 STAND STAFF

Should you wish to order staff for your exhibition stand please contact the Events Department who can assist you in doing so.

4-11 COMMUNICATIONS & IT SERVICES

Pico, the official stand contactor, will also be the supplier of communications & IT services for Routes 2009. Should you wish to order any communications or IT services please complete Form 6 at the back of this handbook and return to Pico, Ms. Vicky Dou, vicky.dou@cn.pico.com

5. NEW CHINA INTERNATIONAL EXHIBITION CENTRE RULES & REGULATIONS

Please read this section carefully and pass on all information to your stand contractor should you have one. Electronic versions of this handbook are available upon request from the Events Department or via the website.

Please contact the Events Department for an up-to-date floor plan should you require one.

5-1 GENERAL RULES

The construction work in NCIEC shall observe Regulations on Management of Large Scale Mass Activities, Regulations on Management of Large Scale Social Activities of Beijing, Regulation on Management of Fire Safety of Exhibitions and Sales Exhibitions of Beijing, as well as other applicable regulations by government authorities and NCIEC.

Construction Location

The location of stands shall not block the existing business premises. The set-up of stands shall not block the fire fighting devices, electrical installations, emergency exits, entrance or any indicator.

The stands shall not exceed the leased space; the projected border of the stands shall not exceed the border of the leased area. The area of the stands shall conform to the area declared.

The stand contractor should not change the usage and location of any equipment in the exhibition hall. No nails, no punching, no gumming, no painting and no posting on any surface inside/outside the exhibition halls. No damage must be made to any installation in the exhibition halls.

The rack at the ceiling of the exhibition hall must not be used as a temporary lifting tool to lift the stands components.

Site Management

Construction should only be carried out in specified times and areas. The stand contractor shall appoint an onsite director, who shall coordinate with NCIEC people and shall not leave his post during the construction and exhibition.

Stand contractors should use safe and qualified lifting tools and operating platforms when working at height, with safety belts. Safety areas shall be established with guards and marked with distinct indicators.

Upon receipt of Potential Safety Concern Notice the stand contractor should make improvements on time and feedback for review.

Processing tools such as electric saws and electric planes are not allowed in the exhibition hall.

After the opening of the exhibition, the stand contractor should appoint a safety officer to deal with any possible issues.

During the move-in and removal, vehicles for construction materials are not allowed entry in to the exhibition halls without approval.

Contractors

All contractors must be uniformly dressed and wear a valid contractor pass issued by the venue when entering the exhibition hall and go through inspection.

The contractors must obey construction management regulations and obey field control.

The contractors must protect all public facilities inside and outside the exhibition hall. No stockpiling of miscellaneous items on the green belt outside the exhibition halls.

5-2 MATERIALS/DECORATION

Construction materials should be flame resistant or non-flammable, fire proof treatments should be applied to all wooden components by fire-proof plate or paint.

The decoration materials of the stands should be flame resistant or non-flammable, spandex fabric, window cloth, petit-point article, knitted and cotton goods are not allowed.

Toughened glass shall be used when decorating with glass. The glass shall be good enough on strength and thickness (at least 8mm for curtain wall) and shall be properly and reliably installed with metal frames or special hardware. Elastic materials shall be applied between the frame/hardware the glass to ensure safe usage. Large sheets of glass should be clearly marked to prevent any accidents. When a glass platform is used, the upright post and the walls shall be fixed below the platform. No stand structure is allowed directly on the smooth glass surface.

Iron posts should be seamless with a diameter of more than 100mm, with chassis welded at the bottom and flange welded at the top to ensure the stability of the stand structure.

The land area of the main wall should be at least 120mm in width. Cross beam should be applied at the top for longspan walls and iron frames longer than 6m and supporting posts should be added at the bottom to ensure the integrated stiffness and stability.

The materials used should confirm to relative standards of temporary constructions and environment requirements whilst befitting the exhibition.

5-3 FLAMMABLE & EXPLOSIVE GOODS, HOT WORK & SMOKE FORMATION

All exhibitors must comply with and ensure that all their contractors and staff etc. comply with the prevailing government fire prevention law and the fire safety regulations and building codes of the Beijing Fire fighting Bureau, Routes and the Official Contractor.

The usage of inflammable/explosive materials (ethanol, thinner, etc.) is not allowed.

No open flame in the exhibition hall. Working with naked fire such as electric welding and gas welding are not allowed. Fire extinguishers shall be equipped at the site.

5-4 SOLVENTS/PAINTING

Painting 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 build-up period only and all safety precautions and protective surface coverings are put in place.

5-5 ELECTRICAL, WATER & GAS INSTALLATIONS

The water, electricity and compressed gas are uniformly managed in the exhibition halls to ensure safe usage.

The electric appliances installed should conform to Regulations on Management of Large Scale Mass Activities, Regulations on Management of Large Scale Social Activities of Beijing, Regulations on Management of Fire Safety of Exhibitions and Sales Exhibition of Beijing, as well as Electric Project Installation Standards of Beijing and Safety Technology and Safety Regulations on Electricity.

All contractors should hold a professional certificate and shall observe all applicable regulations during construction.

All lighting facilities and electrical equipment installed shall be qualified by state safety standards.

All power cords should be copper cord insulated with double jackets, whose insulating strength should conform to the relative criteria. The cross section of insulated cords connected to lighting facilities shall be at least 1mm².

Circuits of different voltages should be laid separately. Motor power and lighting power shall be used separately. Contractors who connect motor power to lighting power facilities will be penalized. Protection mechanism should be applied to each power line and overload is not allowed. Lamp circuits should be equipped with switchboards and switches.

The connectors of electric appliances should be fully covered with no exposure. (Anti-flaming boxes and no-touch-point connectors may be used.)

The contractor should prepare electric wire by himself for temporary use of electricity during construction. The wire shall be intact with protection switch.

Electric sand tables, models and light boxes shall be made of flame-resistant or non-flammable materials. The lighting facilities and their heating elements (ballast, transformers) should be kept away from wooden structures or isolated with non-flammable layers. Electric wires should be covered with insulated sleeve and in a bundle. Scenery boxes and light boxes should have heat sinking holes.

High-temperature lights shall be equipped with effective protection. The wire connected to high-temperature lights and floodlights shall be covered with heat resisting sleeves. These lights should be fixed at least 2.5 meters away from the floor on special metal racks and kept away from inflammable matters, with protection mantels. The usage of neon lights as decoration is prohibited.

The contractor/exhibitor shall not connect electric appliances to lighting or motor power without prior approval. Violation shall be subject to all subsequence.

All circuits shall be fixed to prevent direct stress and covered with cover board when crossing the doorways or passages.

Inflammable matters and sundries are not allowed around water, electric and gas equipment. The set-up of stands should not affect the operation of water, electric and gas equipment.

Direct discharge of water is prohibited by the Beijing Municipal Government. Exhibitors should bring water-recycling devices or their water consuming equipment or NCIEC may reject usage of water.

Gas filled pressure containers are not allowed to store or use in the exhibition hall.

The pressure of compressed air supplied by NCIEC is 0.6-0.8 Mpa, the exhibitor should have it dried or filtered with the appropriate devices for the use of their equipment.

Air compressors and air tanks brought by exhibitors for special use should be stored at a specified place outside the exhibition hall and monitored for safe operation.

Any violation to the above mentioned regulations or unsafe factor found are subject to cut-off of electricity, water or gas without prior notice.

NCIEC reserves the right to apply special restriction; NCIEC is authorized to check the stands of exhibitors.

NCIEC may reject any water, electricity or gas request due to its capability.

5-6 WASTE DISPOSAL – BUILD-UP/BREAKDOWN PERIOD

Garbage and disposals should be cleared at all times during the build-up period. Construction materials should be kept in the exhibitor's own area. Occupations of the fire and safety exits are prohibited.

Private storage is not allowed to be set-up in the exhibition hall, stand materials and tools are not allowed to be kept in public areas. NCIEC is entitled to confiscate the items upon violation and reserve the right to deduct from the construction deposit.

Exhibitors and/or contractors shall be solely responsible and liable for the removal of waste materials from their stands. The discard, transfer or sale of materials in the NCIEC is prohibited.

5-7 FIRE & ACCIDENT REGULATIONS

All exhibitors must comply with and ensure that all their contractors, staff, agents and servants comply with the prevailing government fire precaution law and the fire safety regulations and building codes of the Beijing Fire Safety Bureau and CIEC (NEW VENUE).

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

No packing materials or brochures may be stored behind the walls of perimeter booths or any other designated service areas. Fire lanes in and around the centre must remain clear and unobstructed.

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

- a) Display and use of any heater, barbeque, heat producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of the exhibit.
- b) Display and use of any electrical, mechanical, or chemical devices which may be deemed hazardous. If there is any question about whether a device may be deemed hazardous, it should be submitted to the controlling authorities for approval.
- c) Special care must be taken not to obstruct or hide from the view the fire monitoring system, air conditioning, mechanical ventilation systems, fire safety equipment, fire hose reel/riser cabinets, fire alarm pull stations, house lighting fixtures and supervising systems.

In case of an emergency evacuation please proceed to the nearest emergency exit where you will be directed to the Fire Safety Point in the car park, located at the North entrance to the venue.

6. MARKETING

6-1 STAND DESIGN

The overall design of your stand is vital to attracting delegates and being noticed whilst at Routes. Your stand is an ideal way to showcase your destination or company. Below are some ideas you may wish to think about including in your stand design:

- Your company name
- Your company tagline
- Visuals of your company/location
- Information counter
- Seating area
- Music and entertainment
- Giveaways
- Prizes
- Extra lighting
- Plasma screens with promotional DVD's
- The latest technology for visual imagery
- Food and Beverages – especially coffee and desserts which are always in high demand

6-2 STAND PROMOTION

Extra Seating

Due to the layout of this year's venue at New China International Exhibition Centre seating areas will be limited. To enable you to accommodate the delegates we strongly advise you to incorporate seating areas within your stand design. Remember the more comfortable the chair, the longer people will sit.

Coffee and Dessert

Speciality coffee/hot beverages and desserts are especially popular with delegates at Routes and we would encourage stand holders to use such items to entice delegates to your stand during the event. Please see Section 4-2 for details on stand catering/hospitality.

Visit Me Guide

All Airline delegates will be given a '**Visit Me**' Guide which will highlight a programme of activities on each Hosted Networking Stand. These attractions may include refreshments, private meeting rooms, receptions, together with seating and details of any promotions, incentives and prize draws you may wish to offer, will be included. For more information about how we can help you promote your stand this year, please contact Susan Willis +44 161 234 2730 ext 758 or susan.willis@routedevgroup.com and see FORM 11

6-3 PROMOTIONAL STAFF & ENTERTAINMENT

Use promotional staff to entice delegates onto your stand. You may wish to offer live entertainment/hospitality on your stand in order to attract attention, however please ensure you contact Susan Willis susan.willis@routedevgroup.com should you wish to do this. Promotional staff can attend at no extra cost and are not included in your exhibitor places.

6-4 ROUTES DIRECTORY

The Routes Delegate Directory is **THE** Route Development publication of the year. Not only will it provide delegates attending the event with important logistical information but it will also provide an important reference tool in sourcing delegate contacts throughout the following year. As a consequence of this the Routes Delegate Directory is extremely popular with exhibitors who wish to advertise their stand location and draw delegate traffic to their stand. The publishers of this year's Delegate Directory and Routes News are Insight Media. Please contact Rebecca Randall on +44 (0) 208 831 7513 or rebecca.randall@routes-news.com

If you are interested in advertising online to enhance your marketing message at Routes you can contribute on Routesonline, please contact David McMullen david.mcmullen@routesonline.com

6-5 ROUTES DAILY NEWS & ADVERTISEMENT OPPORTUNITIES

There are two daily publications at World Routes, both officially endorsed by Routes, the Routes Airline Business Daily and anna.aero "Routes Beijing Dailies". To include your stories, they can be contacted at the Media Centre at the event.

Advertising opportunities are also available at the venue. Please contact Zhang Hang, zhanghang@bcia.com.cn

6-6 PROMOTIONAL & SPONSORSHIP OPPORTUNITIES

Routes in 2009 offers an exciting range of sponsorship opportunities designed to increase your companies profile to over 2,500 key decision-makers.

From meeting hall sponsorship to literature distribution there are packages to suit every budget, all of which can be tailored to suit your desired requirements and objectives.

For further information on how we can help you with promotional and sponsorship opportunities, please contact Katie Bland +44 161 234 2730, katie.bland@routesonline.com

6-7 PHOTOGRAPHY

Routes will ensure all exhibitors have adequate photography taken of their stand for the duration of the event which may be used in post event production.

7. ORDER FORMS

We have compiled this checklist as a quick reference guide for returning essential forms to the relevant supplier.

FORM NO.	DETAILS	EXHIBITOR TYPE	DEADLINE	SENT
1	Freight & Logistics Order Form	All	04/09/2009	<input type="checkbox"/>
2	Fascia Nameboard Form	Shell Schemes	19/08/2009	<input type="checkbox"/>
3a	Application for Contractor – To be completed by the Exhibitor	Hosted Networking Stands	19/08/2009	<input type="checkbox"/>
3b	Appointment of Contractor – To be completed by the Exhibitor	Hosted Networking Stands	19/08/2009	<input type="checkbox"/>
3c	Declaration of Safety and Security – A – To be completed by the Stand Contractor	Hosted Networking Stands	19/08/2009	<input type="checkbox"/>
3d	Declaration of Safety and Security – B - To be completed by the Stand Contractor	Hosted Networking Stands	19/08/2009	<input type="checkbox"/>
4	Construction Management	Hosted Networking Stands	19/08/2009	<input type="checkbox"/>
5	Electrical, Water & Compressed Air Order Form	Hosted Networking Stand	19/08/2009	<input type="checkbox"/>
6	Communications Order Form	All	19/08/2009	<input type="checkbox"/>
7	Electrical Fittings Order Form	Shell Schemes Only	19/08/2009	<input type="checkbox"/>
8	Furniture Order Form	All	19/08/2009	<input type="checkbox"/>
9	Exhibitor Access Badges	All	19/08/2009	<input type="checkbox"/>
10	Hotel Booking Form	All	ASAP	<input type="checkbox"/>
11	Hosted Networking Stand Activities	Hosted Networking Stands	19/08/2009	<input type="checkbox"/>
12	Catering Order Form	All	09/08/2009	<input type="checkbox"/>



Routes 13 – 15 September 2009 NCIEC Beijing

International Shipping Instructions and Tariff

MAKING BUSINESS FLOW





International Shipping Instructions Routes 13 – 15 September 2009

All pre-alerts should be sent to:

Contact : Graham Ridge
E mail : graham.ridge@cevalogistics.com
Telephone : +44 (0) 121 782 8888
Fax : +44 (0) 121 782 2875

Airfreight

All consignments should be sent freight prepaid to Beijing Capital Airport and consigned to:

Consignee: Sinotrans Air Transportation Development Co Ltd Northern Branch
Notify: Sinotrans Beijing Company Exhibition Freight Dept.
15th World Route Development Forum Beijing
Contact: Mr. Chen Xi
Tel: +86 (10) 646 71724

All Air waybills should be faxed as soon as they are available, together with a copy of the proforma invoice, contact name on stand and required delivery date to the stand. If you know the goods will be returning after the show please indicate this on the pro forma invoice.

Seafreight

All Bills of Lading should be sent freight prepaid to Xingang, Tianjin Port, Beijing and consigned to:

Consignee: Sinotrans Beijing Company Exhibition Freight Dept.
400. 4th Floor of Hall 1 China International Exhibition Center
No. 6 East Beisanhuan Road, 100028 Beijing, P.R China
Notify: 15th World Route Development Forum Beijing
Contact: Mr Chen Xi
Tel: +86 (10) 646 71724

All Bills of Lading should be sent via courier together with a copy of the pro forma invoice, the contact on the stand and required delivery date made clear on the pro forma invoice.

Documentation

The required documents must be forwarded by courier to reach us, not later than 7 days prior to the arrival of shipment. All ATA Carnet or invoices / packing lists must have original signature and endorsed with your company stamp. Please send to Rogers Worldwide (HK) Ltd c/o Sinotrans Exhibition Freight Dept at the above address in Beijing.

Airfreight	1 original & 7 copies of Invoice / Packing List or ATA Carnet 1 copy of Insurance Certificate
Seafreight	2 original & 2 copies of Bill of Lading 1 original & 7 copies of Invoice / Packing List or ATA Carnet 1 original & 1 copy of Insurance Certificate

Insurance

Ceva Showfreight is not responsible for any loss, pilferage or damage whilst goods are left unattended on your stand. We will endeavour to deliver / collect your goods to/from your stand when requested, however this cannot be guaranteed. We therefore strongly recommend that your shipment is fully insured for all risks to include transit to and from the exhibition and also during build-up, open period and breakdown at Routes 2009 with your own insurance company. All work is carried out under our standard terms and conditions and a copy of which is attached.

Routes

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NCIEC, Beijing

MAKING BUSINESS FLOW





International Shipping Instructions

Permanent Import

This will apply to all items that will remain in Beijing whether consumed, destroyed, given away or donated, display material, stand fitting material, posters etc. There is no customs exception for exhibitions and all goods in this category will be imported duty and taxes paid, which will be debited to you. A realistic CIF value in USD must be shown on invoices.

Temporary Import

This covers all items that will be exported after exhibition, we can accept goods under ATA Carnet or commercial invoice. Commercial invoice items must be covered by a Bank Guarantee. Items imported under this method cannot be disposed of ie. Sold, donated, destroyed, without prior permission of customs. A realistic CIF value in USD must be shown on invoices.

Beijing customs are thorough in their examination, we strongly recommend that at the time of preparing documentation that you ensure that the invoice / packing list tie up with the contents of your packed cases. Do not mix temporary and permanent imports together in one case as this can cause delays in clearance and examination. All cases must show import status ie. Temporary or Permanent.

Shipping deadlines

Airfreight at Beijing International Airport	26 August 2009
Seafreight LCL at Xingang, Tianjin, Beijing	23 August 2009
Seafreight FCL at Xingang, Tianjin, Beijing	23 August 2009
Films & Video Tapes	21 August 2009

Any cargo arriving after the above dates will not be guaranteed to be cleared for the exhibition and will be subject to late arrival surcharges. Late shipments may have to be treated as permanent imports which will incur duty and taxes.

Courier Shipments

We discourage the use of Courier Service for the despatch of your material to the exhibition except video tapes. Should a shipment arrive at our office by courier they will be handled and redelivered to you at the exhibition site, charges will be as per our freight tariff.

If a courier shipment is held due to customs duties to be paid, it is your responsibility to pay these to customs before the shipment will be released for delivery to the show site. This will be out of our control and you must liaise with your courier company direct. Please note it is your own responsibility to liaise with your courier company and ensure that your freight arrives at the show site. We accept no responsibility for missing courier shipments.

Payment of Charges

Unless freight is routed via one of our appointed agents we will require payment of all charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance by bank transfer or alternatively on site by cash or credit card.

Our account details are as follows:

CEVA Showfreight
National Westminster Bank PLC
1 St Philips Place, Birmingham
B3 2PP

Account Number : 71793674
Sort Code : 60-02-35
IBAN : GB57NWBK60023571793674
Swift : NWBKGB2L

Routes

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MAKING BUSINESS FLOW





International Shipping Instructions

Fumigation Requirements

With effect from 01 January 2006, fumigation must be arranged in the country of origin prior to shipment to China for all wooden packaging material (WPM). This includes wooden block cases and crates, wooden pallets, wooden frames wooden drums and chocks etc.

To ensure the WPM is properly treated either by heat treatment (HT) or Methyl Bromide (MB), the following information **MUST** be marked or stamped on the outside packing – for example:

1. IPPC Logo
2. ISO Country Code (XX)
3. Unique number assigned to the company by the national plant protection organization (000)
4. Fumigation method either HT or MB (YY)



To support treatment, exhibitors must also produce their own declaration on their company letterhead for customs clearance Purposes. This must be attached to the original master air waybill (for airfreight shipments) and enclosed along with the original bill of lading and couriered to our local office (for seafreight shipments).

The original declaration letter must be made out as follows:

To :

Name of Exhibitor
Stand Number
Routes 2009 Beijing
c/o Rogers Worldwide

Our packaging material for the above exhibition, comprising xxxxxxx (please insert the total number of packages that utilise wooden packaging material) cases, have been fumigated at xxxxxx (name of origin port) and carry the following IPPC logo and stamp xxxxxx (please state the exact registered fumigation number ie XX-000-YY).

Authorised Signature
Endorsed by Company Stamp
Date

Wooden Packaging Materials without acceptable certificates or markings will be destroyed or rejected for compulsory re-export without entry into China.

For cargo with non-wood packaging materials, the cargo owner must provide a non-wood packing declaration, on company letter head paper, signed with authorised signature and company stamp. The original declaration letter must be attached to the original shipping document (AWB or Bill of Lading), or couriered to our local office in China for customs clearance purposes.

Should you require clarification of these restrictions please contact us directly.

Routes

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MAKING BUSINESS FLOW





International Freight Tariff

Customs

Temporary Import Customs Clearance	£120.00 per entry / consignment
Permanent / Consumable Import Customs Clearance	£60.00 per entry / consignment
Temporary Import Bond Fee	2% of CIF value (minimum charge £65.00 min)
Advance Fee on Duty and VAT	£10% of advanced funds (£10.00 min)
Customs Examination	£30.00 per consignment

Airfreight

From free arrival Beijing International Airport to delivery at show site excluding airline handling and transfer docs, excludes airport storage and unloading / delivery to stand

Price per kg	£0.65 (min 250kg)
Airline handling	£0.30 per kg (min 100 kg)

Ocean Freight

From arrival Xingang Port to delivery at show site excluding terminal handling and transfer docs, excludes unloading and delivery to stand and port demurrage

LCL Freight	£60.00 per 1000kg or cbm (min 3cbm)
FCL 20ft	£60.00 per 1000kg or cbm (min 22cbm)
FCL 40ft	£60.00 per 1000kg or cbm (min 43cbm)

Courier Shipments (includes application to censorship board)

Receiving shipment and onward delivery to stand	£75.00 per consignment / cbm
Films and video tapes	£75.00 per tape

On-Site Handling

Unloading / delivery to stand	£35.00 per 300 kgs or 1 cbm (min 3 cbm)
Labour to assist (unskilled)	£45.00 per man hour
Collection / storage / redelivery of empties	£35.00 per cubic metre (minimum 3 cbm)
Collection / storage / redelivery of full goods	£45.00 per cubic metre (minimum 3 cbm)
Collection / reloading ex stand	£35.00 per 300 kgs or 1 cbm (min 3 cbm)

Export Customs

Re-export customs formalities	£120.00 per consignment
Re-export T1 Guarantee for shipment handover	£2% CIF value (minimum charge £65.00 min)
Export Customs Examination	£30.00 per consignment
Cancellation of temporary import	£40.00 per consignment

Export Airfreight

Transport from show site and delivery to Beijing International Airport to exclude airline handling and transfer docs, excludes export airfreight. Same prices as inbound

Export Ocean Freight

Transport from show site and delivery to Xingang Port to exclude export terminal handling and transfer docs, excludes export ocean Freight. Same prices as inbound

Storage charges (before or after exhibition)	£10.00 per cbm per day
Translation / local agency fee	£80.00 per consignment
Communication costs	£30.00 per consignment
BCIA handling fee based on % of freight (tba)	

Minimum consignment = 2 cubic metres

*Items in **Bold** carry a 50% surcharge if carried out before 0800 or after 1800 on weekdays, or at weekend.
For Airfreight purposes 167 kgs is equal to 1 cubic metre.*

Routes

13 – 15 September 2009
NCIEC, Beijing

MAKING BUSINESS FLOW





單 清 關 報 品 展 進 口 准 准

DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS

展覽會名稱	Routes 2009
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日期: 13-15 September, 2009

地點：
VENUE

NCIEC

參展公司 EXHIBITOR			國別 / 地區 COUNTRY / REGION			展館 / 展台號 HALL / BOOTH NO.			運單號 B/L NO.			總件數 TTL PCS		
箱 號 CASE N O .	毛 重 WEIGHT	公 斤 KGS	淨 重 N.WEIGHT	公 斤 KGS	原產地 ORIGINAL	長 L	寬 W	高 H	(厘米) = (CM) =	立方 米 CBM	運輸代理專用 OFFICIAL USE ONLY			
展 品 內 容 規 格 型 號 (英文) DESCRIPTION OF CONTENTS IN ENGLISH			展 品 內 容 規 格 型 號 (中文) DESCRIPTION OF CONTENTS IN CHINESE			數量/單立 QUANTITY	單價 (US\$) U. PRICE	總價 (US\$) TOTAL	商 品 代 號 H. S. N O .	展 品 處理方式 Disposal	核 銷 單 頁碼序號			

TERMS AND CONDITIONS

1. DEFINITIONS:

In these Terms and Conditions:

"Company" means CEVA Logistics Limited trading as CEVA Showfreight.

"Consignment" means the goods whether in bulk or in one or more packages accepted by the Company for transportation from one address to another address.

"Customer" means the party requesting the Company to provide the Services.

"Conditions" means these standard terms and conditions.

"Contract" means this contract for the provision of the Services.

"Exhibition" means an exhibition in respect of which Services are to be provided.

"Price" means the price to be paid by the Customer stated on the face of this Contract and payable in accordance with the payment schedule for the Services set out.

"Services" means the services to be provided to the Customer by the Company.

"Specification" means the written specification for services, if any, agreed between the parties and attached to these Conditions in relation to an Exhibition and which shall form part of the Contract.

2. BASIS OF THE CONTRACT

2.1 The parties contract for the provision of the Services only under these Conditions

2.2 No variations to these Conditions or the Specification shall be binding unless agreed in writing between duly authorised representatives of the Company and Customer

2.3 No agent or employee other than a director or secretary of the Company has authority to make any representation or give any warranty about the Company's business or services

2.4 Any representation made or warranty given by the Company's directors or secretary shall not be binding unless and until confirmed in writing. In entering into this Contract the Customer acknowledges that it does not rely on, and waives any rights in respect of, any representation or warranty not properly confirmed in writing

2.5 The Customer acknowledges that in entering into this Contract, the Company relies on the accuracy of the information supplied by the Customer including the Specification if any

3. PROVISION OF THE SERVICES

3.1 The Company may operate at its absolute discretion as freightforwarder or agent of the Customer in respect of the Services. The Company shall only be obliged to provide as principal contractor or agent the Services set out in this Contract

3.2 The Company shall only be deemed to operate as the principal contractor in respect of those Services which it undertakes directly. In all other circumstances, the Company is the agent of the Customer and all contracts relating to the Services shall be entered into directly between the Customer and the other party

4. THE COMPANY ACTING AS AGENT FOR THE CUSTOMER

Where the Company acts as agent for the Customer in accordance with Condition 3.2, the following provisions shall apply:-

4.1 The Company shall have the right to do all things necessary or incidental to procure the provision of the Services to the Customer including entering into contracts on behalf of the Customer, so as to bind the Customer by such acts and contracts in all aspects

4.2 The Company shall be entitled to retain all commission paid to it as a result of acting as agent for the Company

5. CUSTOMER'S WARRANTIES

The Customer warrants and represents that:

5.1 it is either the owner or the authorised agent of the Owner of the goods or organiser of an Exhibition in each case with the authority of the owner to accept these Conditions on the owner's behalf

5.2 If it is provided in the Specification that the Company is to be responsible for loading, unloading, assembly and/or disassembly of any exhibit, stand or other item at or for an Exhibition, the Customer warrants that:-

5.2.1 it shall give to the Company all necessary instructions in writing regarding the procedures to be followed in respect of the assembly or disassembly

5.2.2 the facilities at the Exhibition will be of a sufficient standard to allow the Company to complete the loading/unloading/assembly and/or disassembly within the time limits set out in the Specification

5.3 If the packaging of the consignment has been undertaken by a party other than the Company the customer warrants that:-

5.3.1 The Consignment will be safely secured and properly packed and labelled and will be fit and safe to be carried or stored and comply with all statutory or other regulations for carriage by road, air or sea and for mechanical handling and sorting as maybe in force from time to time

5.3.2 it shall make a complete written declaration of the nature and contents of the Consignment and in particular (but without limitation) will declare whether the Consignment contains any noxious, dangerous, hazardous, infested, contaminated or fragile goods

5.4 If the Consignment is to be imported or exported, the Customer shall verify that all necessary import/export regulations have been complied with and shall provide to the Company all necessary documentation relating to the Consignment including without limitation all documentation and information (including the VAT identity numbers of the Customer and Consignee) necessary to satisfy customs and excise authorities in the United Kingdom and the Country of origin or destination

5.5 The Company is not responsible for any fulfilment of customs formalities and/or payment of costs in respect thereof. Nevertheless, to the extent that the Company may voluntarily assist in the fulfilment of customs formalities, such assistance will be rendered on the sole risk and responsibility of the Customer, who shall reimburse any costs incurred by the Company and indemnify the Company against, and hold it harmless from any claims in respect thereof, if not paid by the consignee or other person

5.6 The Customer warrants that all information and documentation supplied by it to the Company including VAT identity numbers of the Customer and the Consignee (E.C. only) will be accurate and complete in all respects and will not omit any material facts

5.7 The Customer indemnifies the Company at all times against all penalties, claims, costs, damages, expenses and losses howsoever arising in respect of the carriage or storage of any noxious, dangerous, hazardous, infested, contaminated or fragile goods

5.8 The Customer indemnifies the Company against all penalties, claims, costs, damages, expenses and loss howsoever arising from the breach by the Customer of any warranty or representation herein contained

5.9 The Customer will provide or arrange for the provision of all plant power or labour required in addition to the Company's employees to load or unload the Consignment. The Company shall have no liability for any act or omission of the Customer's employees or agents

6. INSPECTION OF CONSIGNMENT BY THE COMPANY

6.1 The Company shall have the right to undertake all reasonable inspections of the Consignment prior to or during loading or during transit. Such inspections may include without limitation physical inspection of the goods and inspection by electronic methods including x-ray

6.2 The Customer shall give prior written notice to the Company if it has reason to believe that any reasonable inspection that may be carried out, by the Company or otherwise, will harm any part of the Consignment in any way. The Company shall have no liability for any loss or damage arising from the failure of the Customer to comply with this requirement

7. PRICE AND PAYMENT

7.1 The Customer shall pay the Price plus applicable Value Added Tax in accordance with the payment schedule set out in the Contract, otherwise no later than the 15th day of the month following the month of invoice. Payment shall be made without deduction and shall not be withheld or deferred on account of any claim, counterclaim or set-off. Import duties (if any), VAT and other related charges are payable on delivery

7.2 If the Customer fails to make any payment on its due date then without prejudice to any other right or remedy available to the Company, the Company shall be entitled to:

7.2.1 suspend the provision of any further Services to the Customer

7.2.2 charge the Customer interest (both before and after any judgement) on the amount unpaid, at the rate of 4% per annum above Barclays Bank base rate until payment is made in full

7.3 In the event that the Company is delayed at any premises at which it is to provide any of the Services in excess of 3 hours through no fault of the Company, it may charge the Customer its reasonable additional charges in respect of such delay

8. LIMITATION OF LIABILITY

8.1 The Company's liability under these Conditions shall be in lieu of any warranty or conditions implied by law as to the quality or fitness for any purpose of the Services and save as specifically provided for in these Conditions it shall not be liable by reason of any breach of contract or statutory duty or by reason of tort (including but not limited to negligence) for any loss of profit, loss of use, loss of production, loss of contracts or for any financial and economic loss for any direct or indirect or consequential loss or damage whatsoever

8.2 The Company is not a common Carrier and the Company reserves the right to refuse the carriage of any goods at its discretion

8.3 The Company shall not be liable to the Customer or be deemed to be in breach of these Conditions by reason of any delay in performing, or failure to perform, any of the Services or any part thereof if the delay or failure was due to any cause beyond the Company's reasonable control. Without prejudice to the generality of the foregoing, the following shall be regarded beyond the Company's reasonable control.

8.3.1 any act of God including adverse weather conditions

8.3.2 any consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war

8.3.3 any act of terrorism

8.3.4 rebellion, insurrection, military or usurped power or confiscation, requisition, destruction of or damage to property or under the order of any governmental or public or local authority

8.3.5 any seizure under legal process

8.3.6 any act or omission of the Customer or those for whom he contracts or of the servants or agents of either

8.3.7 any inherent liability to wastage in bulk or weight, latent defect or inherent defect vice or natural deterioration of the goods

8.3.8 the inadequate or improper packing of the whole or part of the Consignment

8.3.9 the insufficient or incorrect labelling or addressing of the Consignment by the Customer

8.3.10 any riots, civil commotion, lockouts, general or partial stoppage or restraint of labour for whatever causes

8.4 Any claim brought by the Customer must be made in writing within 7 days of delivery of the Consignment

8.5 The Customer shall indemnify the Company against all duties, taxes, payments, fines, expenses, losses, damages (including physical damage) and liabilities in excess of the liability of the Company in accordance with these Conditions, suffered or incurred by the Company in the performance of its obligations under any contract to which these Conditions apply, including any liability to indemnify any other person against claims made against such other person by the Customer or by the Owner

8.6 No insurance will be effected except upon express instructions given in writing by the Customer and all insurances effected by the Company are subject to the usual exceptions and conditions of the policies of the insurance company or underwriters taking the risk. The Company shall not be under any obligation to effect a separate insurance on each consignment but may declare it on any open or general policy. Notwithstanding that the premium on the policy may not be the same as that charged by the Company to the Customer, the Company shall in no circumstances incur liability as insurer, and if for any reason the insurers dispute liability the Customer shall have recourse against the insurers only, however, this provision shall not detract from the rights of the Customer against the Company in respect of any negligence on the part of the Company in effecting insurance

9. MONETARY LIMIT OF LIABILITY AS THE CARRIER

9.1 Carriage hereunder is governed by the Uniform Rules for a Combined Transport Document (Publication 298 of the International Chamber of Commerce, Paris, November 1975) and is subject to the following Convention(s) compulsorily applicable at the date of acceptance of the Goods by the Customer:

(i) Carriage by air is governed by the Warsaw Convention 1929, as amended if applicable

(ii) Carriage by road is governed by the Convention of the Contract for the International Carriage of goods by Road (CMR) as amended 1956

(iii) Carriage by sea is governed by the International Convention for the Unification of Certain Rules of Law relating to Bills of Lading 1924 as amended by the Hague-Visby Rules and SDR Protocols of 1968 and 1979 respectively

(iv) Carriage by rail is governed by the Convention concerning International Carriage by Rail (COTIF) and Appendix B to this Convention, the Uniform Rules concerning the contract for International Carriage of Goods by Rail (CIM), Berne, 9th May 1980

Where none of the above Conventions apply compulsorily to the Carriage performed such Carriage is subject to the CMR Convention 1956 as amended.

10. MONETARY LIMIT OF LIABILITY as Agent or for services rendered as principal contractor other than as a Carrier.

10.1 The Company's liability to the Customer under this Contract shall in no circumstances exceed the lower of:

10.1.1 an amount calculated by reference to £1,600 per tonne (or 1000 kilos) on the gross weight of the goods

10.1.2 the actual cost to the Customer of the goods contained in the Consignment

10.1.3 in the case of damaged goods, the reasonable costs of repair

11. UNDELIVERED OR UNCLAIMED GOODS

11.1 If the Company is unable to deliver the goods (or any part thereof) the Company shall be entitled to store the goods or any part thereof at the sole risk and expense of the Customer. The Company shall give written notice ("the Notice") to the Customer advising the Customer that it has the goods and, in the event of the Customer being unable to facilitate delivery thereof, advising the Customer from where the goods may be collected

11.2 If the Customer fails to take delivery of the goods or provide alternative delivery or disposal instructions within 28 days of service of the Notice, the Company shall have the right to sell the undelivered goods as if it were the absolute owner and to pass unnumbered title to the purchaser

11.3 The Company shall be entitled to deduct from the proceeds of sale:

11.3.1 the invoice price of the goods

11.3.2 any interest accrued on the outstanding invoice price

11.3.3 any other costs associated with the failure to deliver the goods (for example, storage charges)

11.3.4 all reasonable costs and expenses incurred in relation to the sale of the goods

11.3.5 VAT, where applicable

11.4 After the deduction of all sums under Clause 11.3, the Company shall account to the Customer for the net proceeds of sale

12. GENERAL

12.1 The Company shall be entitled to carry out its obligations under the Contract through any agents or sub-contractors appointed by it in its absolute discretion

12.2 This Contract contains the entire agreement between the parties regarding the subject matter hereof

12.3 Any notice to be given under this Contract shall be given in writing and sent by first class prepaid mail to the address of the other party set out on the face of the Contract and shall be deemed served on the 2nd working day after posting

12.4 Failure by the Company to exercise or enforce any rights conferred upon it under these Conditions shall not be deemed to be a waiver of any such rights or operate so as to prevent the exercise thereof at any time

12.5 This Agreement shall be governed by and construed in all respects with the laws of England and the parties submit to the exclusive Jurisdiction of the English Courts

MAKING BUSINESS FLOW





**Form
Number**

2

Fascia Nameboard Form		Deadline: 19 August 2009	
Company Name:			
Address:			
Contract Name:		Mobile Phone No.:	
Telephone:		Fax:	
E-mail:		Hall No.:	Stand No.:
Date:		Signature & Co. Stamp:	

- We do not require any Fascia Board.
- Yes, my booth fascia name as below.

- 1) Please indicate below the name of the company to be reflected on the fascia board. (PLEASE TYPE IN CAPITAL LETTERS). A maximum of Thirty (30) letters can be accommodated.
- 2) If you wish to have your logo on the fascia, please provide the file in JPEG (high resolution). Reproduction of logo is at the exhibitor's expense at a cost of 200 RMB.
- 3) The form must be returned by the 19th August, otherwise, the name which appears on your booking form will be used on the fascia.
- 4) Any changes to the fascia name during on-site of the exhibition will insure additional charges of 200 RMB.

[illegible][illegible][illegible]



The 15th World Route Development Forum 2009
13-15 September, 2009
New China International Exhibition Centre, Beijing China

Form
Number

3a

Application Form for Contractor Hosted Networking Stands Only		Deadline: 19 August 2009	
Company Name:			
Address:			
Contract Name:		Mobile Phone No.:	
Telephone:		Fax:	
E-mail:		Hall No.:	Stand No.:
Date:		Signature & Co. Stamp:	

PLEASE COMPLETE IN BLOCK LETTERS.

Note:

- Exhibitors who have booked a **HOSTED NETWORKING STAND** must complete this application form and submit to PICO for their booth construction before deadline.

Exhibition	The 15 th World Route Development Forum 2009		
Exhibitor Name		Tel	
Contractor Name		Tel	
Location	Hall No.	Stand No.	
Show Time	13 – 15 September 2009		
Breakdown	15 – 16 September 2009		
No of Workers	Electrician:	Carpenter:	Others:
	Total:		
Area	() mL × () mW = () SQM		
On-site Manager	Name:	Mobile Phone No.	
Security Manager	Name:	Mobile Phone No.	
Materials			
Electric(KW)			
Signature		Tel	
Remark			



The 15th World Route Development Forum 2009
13-15 September, 2009
New China International Exhibition Centre, Beijing China

Form
Number

3b

Appointment of Contractor Hosted Networking Stands Only		Deadline: 19 August 2009	
Company Name:			
Address:			
Contact Name:		Mobile Phone No.:	
Telephone:		Fax:	
E-mail:		Hall No.:	Stand No.:
Date:		Signature & Co. Stamp:	

PLEASE COMPLETE IN BLOCK LETTERS.

- Exhibitors who have booked a **HOSTED NETWORKING STAND** must complete the following letter and submit to PICO before deadline.

I hereby would like to inform the organizer / official contractor that _____
_____ (Contractor Name) is my appointed contractor for The 15th
World Route Development Forum 2009. I would like to certify the following:

- 1、 We shall ensure that the booth is built and dismantled 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 binding contract with the appointed contractor and to ensure that the stand is built according to the Fire Safety Bureau and the rules & regulation.
- 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 complete and duly endorsed on Form 3A/B/C/D as stipulated in the exhibitor handbook.
- 4、 We understand that the organizer/official contractor may require amendments or variation to be made to the design layout before approving the same, or may withhold approval at its discretion if the booth structure causes obstruction or pose safety hazards to other exhibitors.
- 5、 The organizer and the official contractor shall not be liable for any damage and/or injury caused by the negligence caused by our company and/or the appointed contractor. The organizer and the official contractor reserved the right to seek compensation from our company if such damage and/or injury happen.



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Form
Number

3c

Declaration of Safety and Security - A Hosted Networking Stands Only		Deadline: 19 August 2009	
Company Name:			
Address:			
Contact Name:		Mobile Phone No.:	
Telephone:		Fax:	
E-mail:		Hall No.:	Stand No.:
Date:		Signature & Co. Stamp:	

PLEASE COMPLETE IN BLOCK LETTERS

The **Appointed Contractor** must complete the following letter and submit to PICO before deadline.

1. Our company has carefully studied the Health and Safety Agreement of building the Hosted Networking Stands, and will promise to strictly abide by it, the contractor and the International Exhibition Centre of China (New).
2. As a qualified builder being responsible for building of this particular site, our company will adhere to the building regulations and operate safely.
3. Our company will submit the draft design plan and visual (specifying the stand length, width, height, stand numbers and participants' names to PICO by 19TH August 2009. The contractor has the right to request alterations if not satisfied.
4. Our company will submit the building plans to PICO, including visuals, 2 dimensional and 3 dimensional plans, circuit diagrams, power box locations, and detailed structural plans BY 19TH August 2009. (All plans are clearly showing specified sizes of building materials, stand numbers and participants' names)
5. The stand contractor is responsible for all costs to the organizers caused by a breach of the building regulations agreement should an accident be caused.

Confirmation of Health and Safety Responsibility Agreement for Building Stands

Name & Address of booth constructor:	Official seal:
Name of contact for booth construction:	Mobile phone number:

Name of booth constructor:	Official seal:
Signature by authorized representative:	Mobile phone number:
Date:	



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Form
Number

3d

Declaration of Safety and Security - B Hosted Networking Stands Only		Deadline: 19 August 2009	
Company Name:			
Address:			
Contact Name:		Mobile Phone No.:	
Telephone:		Fax:	
E-mail:		Hall No.:	Stand No.:
Date:		Signature & Co. Stamp:	

PLEASE COMPLETE IN BLOCK LETTERS.

- The **Appointed Contractor** must complete the following letter and submit to PICO before deadline.

I commit to adhere to the regulations on Management of Large Scale Social Activities of Beijing, Regulation on Management of Fire Safety of Exhibitions and Sales Exhibitions of Beijing, Provision on Construction Management (trial), NCIEC and other regulations as appropriate, accept construction management, supervision and inspection to ensure the safety of the booth and personnel. The provision on safe construction is summarized as the follows:

1. Register construction qualification, submit construction drawings for review and pay relevant fees according to NCIEC's regulation before construction starts.
2. The constructor is responsible for safety and fire-control at the site, a safety officer shall be appointed to take care of safety and fire-control.
3. The structure of the booth shall be secure and sure, the construction materials shall be flame-resistant or difficult-flammable, spandex fabric, knitted and cotton goods are not allowed as decoration.
4. The structure of the booth shall not be hanged / bundled to the ceilings, pillars, fences or pipelines. All the structures shall be interconnected with the main frame. The rack at the ceiling of the exhibition hall must not be used as a temporary tool to lift the booth components.
5. Double-decker booth or complex booth shall provide detailed construction structures, which should be certified by a National 1st Class Registered Structural Engineer, with report from his/her architectural design institute. Safety shall be taken fully into account during design and construction to ensure that the structures and nodes are solid enough for its load.
6. Double-decker booths shall be equipped with certified fire extinguishers.



7. The structures of booths shall not block the fire fighting devices, electric installations, emergency exits or entrance for audience. Gentle slopes shall be built from the edge of the booth to the passage, so that no personal injury would arise because of the drop between the platform and the floor. No shelf, booth or platform under the fire-resisting rolling shutter; no wrapping / blockage around the upright posts of the fire-resisting rolling shutter to ensure its smooth movement.
8. The height of the booths shall not exceed specification: 4.0m.
9. Toughened glass shall be used when decorating with glass. The glass shall be good enough on strength and thickness (at least 8mm for curtain wall) and shall be properly and reliably installed with metal frames or special hardware. Elastic materials shall be applied between the frame/hardware the glass to ensure safe usage. Big glass shall be clearly marked to prevent hurt by their breakage. When glass platform is used, the upright post and the walls shall be fixed below the platform. No booth structure is allowed directly on the smooth glass surface.
10. The materials used shall conform to relative standards of temporary constructions and environment requirements, while fits the exhibition.
11. Smoking is strictly prohibited in the exhibition hall. Inflammable and explosive materials are not allowed, working with naked fire is forbidden.
12. Totally enclosed ceiling is prohibited. The ceiling shall not block the fire fighting devices in the exhibition hall. At least 50% of open space shall be left in the ceiling to ensure fire safety.
13. The staff shall wear constructor passes during construction. Fake passes and duplicated passes are prohibited. Professional technicians shall bring relevant certificate.
14. Trash and disposals shall be cleared anytime during the construction. The construction materials shall be kept in exhibitor's own area. Occupation of fire exit and safety exit is prohibited. Private warehouse are not allowed to set up in the exhibition hall, booth materials and tools are not allowed to be kept in public area. NCIEC is entitled to confiscate the items upon violation and reserve the right to deduct from construction deposit.
15. The usage of neon light as decoration is prohibited. Illumination facilities and electric equipments installed shall be qualified by state safety standards and be built, installed, used according to electric standards of Beijing. Connection of electric devices shall be insulated with double jackets. The connector shall be closed and be covered with insulating case.
16. NCIEC provides electricity 24 hours a day, which shall not be used as UPS.



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17. The constructor shall not operate switch boxes, water source, gas source and other fixed facilities in the exhibition hall. Outdoor lights, outlets, switchboards shall be rain-proof with reliable protection against wind and rain.
18. After the opening of the exhibition, the builder shall appoint a safety officer to deal with possible issue in time.
19. The builder shall bring all material out of the exhibition hall when removal. No pile-up at the booth or inside the exhibition centre.

NCIEC reserve the right to apply special restrictions upon particular situations. The administrative staff from the construction office may enter the booth to check. The constructor is fully responsible any damage to plants, equipments and buildings or fires, casualties caused by violation during construction, removal and transportation and shall compensate all economic losses of NCIEC thus caused.

The authorized representative of the constructor of this booth has carefully studied this Safety Responsibility Agreement and the regulations mentioned above, and guarantee that the constructor will observe relevant safety regulations. Our company takes full responsibility and obligation for any safety issue upon violation.

Name of booth constructor:	Official seal:
Signature by authorized representative:	Mobile phone number:
Date:	



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Form
Number

4

Construction Management Hosted Networking Stands Only		Deadline: 19 August 2009	
Company Name:			
Address:			
Contract Name:		Mobile Phone No.:	
Telephone:		Fax:	
E-mail:		Hall No.:	Stand No.:
Date:		Signature & Co. Stamp:	

PLEASE COMPLETE IN BLOCK LETTERS.

- Exhibitors who have booked a **HOSTED NETWORKING STAND** must use this requirement form for their booth construction all fees are compulsory.

Item	Unit	Unit Price (USD)	Qty	Total (USD)
		On/Before 19/08/09		
Hall management fee	SQM	11.05		
Contractor pass	Person	18.20		
Move-in vehicle pass (limited 2hrs)	Car/2hrs	15.60		
Breakdown vehicle pass (limited 2hrs)	Car/2hrs	15.60		
Garbage clean fee	SQM	3.55		
Construction deposit	Per 100 sqm	2,926		
GRAND TOTAL (USD):				

Note:

- Please mail or fax the form to the Official Contractor - PICO. After we receive it, we will issue the Pico order form back to you. Orders are valid only when accompanied by full remittance.

Company Name: Beijing Pico Exhibition Services Co., Ltd
Bank Name: Standard Chartered Bank (China) Limited Beijing Branch
Bank Address: Level 12, Tower W2, The Towers, Oriental Plaza
No. 1, East Chang An Ave, Dong Cheng District
Beijing 100738, China
A/C (CNY) : 501510167680
SWIFT CODE: SCBL CNSXBJG

- Please be reminded that a surcharge of 30% will be imposed after deadline, which is **19 August 2009**. A surcharge of 50% will be imposed for on site orders. Priority will be given to advance orders. Payment for all on-site additional orders have to be made in cash (RMB) only.
- 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation after **4 September 2009**.
- If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary,



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Form
Number

5

Electrical, Water & Compressed Air Hosted Networking Stands Only		Deadline: 19 August 2009	
Company Name:			
Address:			
Contact Name:		Mobile Phone No.:	
Telephone:		Fax:	
E-mail:		Hall No.:	Stand No.:
Date:		Signature & Co. Stamp:	

PLEASE COMPLETE IN BLOCK LETTERS.

Item	Unite Price (USD)	Qty	Total (USD)
	On/Before 19/08/09		
Electrical for Lighting use			
15A/220V(Single Phase)	364		
20A/220V(Single Phase)	585		
30A/220V(Single Phase)	819		
40A/220V(Single Phase)	1,059		
50A/220V(Single Phase)	1,293		
60A/220V(Single Phase)	1,547		
80A/220V(Single Phase)	2,015		
100A/220V(Single Phase)	2,613		
Temporary Electrical for Move-in Period			
Temporary15A/220V(Single Phase)	87.10		
24-hours Electrical			
15A/220V/24hr(Single Phase)	689		
30A/380V/24hr(Three Phase)	1,560		
Electrical for Machine use			
15A/220V(Single Phase)	260		
30A/380V(Three Phase)	572		
60A/380V(Three Phase)	1,313		
100A/380V(Three Phase)	2,080		
150A/380V(Three Phase)	2,769		
200A/380V(Three Phase)	4,329		
Compressed Air & Water Supply and Drainage			
300L/Min,9mm	1,040		
600L/Min,12mm	1,729		
1000L/Min,19mm	2,600		
For wash basin Use,19mm	867.10		
GRAND TOTAL (USD):			



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Note:

- 1) All items ordered are on rental basis.
- 2) Please mail or fax the form to the Official Contractor - PICO. After we receive it, we will issue the Pico order form back to you. Orders are valid only when accompanied by full remittance.

Company Name: Beijing Pico Exhibition Services Co., Ltd
Bank Name: Standard Chartered Bank (China) Limited Beijing Branch
Bank Address: Level 12, Tower W2, The Towers, Oriental Plaza
No. 1, East Chang An Ave, Dong Cheng District
Beijing 100738, China
A/C (CNY) : 501510167680
SWIFT CODE: SCBLCNSXBJG

- 3) Please be reminded that a surcharge of 30% will be imposed after deadline, which is **19 August 2009**. A surcharge of 50% will be imposed for on site orders. Priority will be given to advance orders. Payment for all on-site additional orders have to be made in cash (RMB) only.
- 4) 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation after **4 September 2009**.
- 5) If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- 6) All electrical installations must confirm strictly to the required safety regulations without exception.
- 7) The 24-hour power supply can not be used as an uninterruptible power supply
- 8) The electrical for machine use and lighting use must be applied separately, mix apply is **STRICTLY PROHIBITED**.
- 9) Temporary Electrical is for move-in period, please signage in your order if you need to use for breakdown and the cost will be charged to exhibitor.
- 10) Power Supply: 220V 50Hz AC single phase; 380V 50Hz 3 phase (Fluctuation: +/-5%)
- 11) Daily power supply time is same as event opening hours.
- 12) All price quoted include installation & power consumption.
- 13) The compressed air which the exhibition hall offered is the general compressed air with the export pressure of 0.6-0.8 MPa. All connection to the machine is to be done by the exhibitor at their own cost.
- 14) Drainage directly is forbidden, if you need the water supply and drainage for machine, please prepare the Water circulation device.



The 15th World Route Development Forum 2009
13-15 September, 2009
New China International Exhibition Centre, Beijing China

**Form
Number**

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Communications Order Form		Deadline: 19 August 2009	
Company Name:			
Address:			
Contact Name:		Mobile Phone No.:	
Telephone:		Fax:	
E-mail:		Hall No.:	Stand No.:
Date:		Signature & Co. Stamp:	

PLEASE COMPLETE IN BLOCK LETTERS.

No.	Item	Unit Price (USD)	Deposit (RMB)	Qty	Total (USD)
		On/Before 19/08/09			
Telephone					
1	Local Telephone Line (Direct)	250			
2	DDD line	440	500		
3	IDD line	1,110	3,000		
4	ISDN	330			
Internet					
1	Broadband (256K)	620			
2	Broadband (512K)	1,130			
3	Broadband (1M)	1,750			
4	Broadband (2M)	2,575			
5	ADSL (1M)	1,235	500		
6	ADSL (2M)	1,650	500		
GRAND TOTAL(USD):					

Note:

- 1) All items ordered are on rental basis.
- 2) Please mail or fax the form to the Official Contractor - PICO. After we receive it, we will issue the Pico order form back to you. Orders are valid only when accompanied by full remittance.

Company Name: Beijing Pico Exhibition Services Co., Ltd
Bank Name: Standard Chartered Bank (China) Limited Beijing Branch
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- 5) If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- 6) Domestic and International telephone call charges are exclude from the above pricing. DDD & IDD call charges will be deducted from the deposit. The price excludes hub / switch and internal cabling charges. If the telephone sets is lost or damaged, the cost of repair will be deducted from the deposit.



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Form
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7

Electrical Fittings Requirement Shell Schemes Only		Deadline: 19 August 2009	
Company Name:			
Address:			
Contract Name:		Mobile Phone No.:	
Telephone:		Fax:	
E-mail:		Hall No.:	Stand No.:
Date:		Signature & Co. Stamp:	

PLEASE COMPLETE IN BLOCK LETTERS.

No.	Item	Watt	Unit Price (USD)	Qty	Total (USD)
			On/Before 19/08/09		
SL001	Fluorescent Tube	40W	12		
SL004	Spotlight	100W	13		
SL006	Long Arm Spotlight	100W	15		
SL020	Halogen Long Arm	50W	21		
SL021	Floodlight	300W	45		
SL025	HQI Floodlight	150W	52		
SH018	Halogen Long Arm Spotlight	50W	22		
SH019	Halogen Spotlight	50W	21		
SH020	Halogen Track Spotlight	50W	22		
	15Amp Single Phase Socket		280		
GRAND TOTAL (USD):					

Note:

- 1) All items ordered are on rental basis.
- 2) Please mail or fax the form to the Official Contractor - PICO. After we receive it, we will issue the Pico order form back to you. Orders are valid only when accompanied by full remittance.

Company Name: Beijing Pico Exhibition Services Co., Ltd
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New China International Exhibition Centre, Beijing China

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- 4) 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation after **4 September 2009**.
- 5) If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.



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Form
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Furniture Order Form		Deadline: 19 August 2009	
Company Name:			
Address:			
Contact Name:		Mobile Phone No.:	
Telephone:		Fax:	
E-mail:		Hall No.:	Stand No.:
Date:		Signature & Co. Stamp:	

PLEASE COMPLETE IN BLOCK LETTERS.

No.	Item	Specification (mm)	Unit Price (USD)	Qty	Total (USD)
			On/Before 19/08/09		
EC-07	White Folding Chair	510Wx470Dx450H	6		
EC-09	Aluminium Chair	490Lx575Wx735H	15		
EC-12	Bar Stool(Black/White)	370φx790H	12		
EC-13	Bar Stool(Black/Red)	435φx520~730H	22		
CC-05	Black Leather Arm Chair	570Wx440Dx455H	15		
CC-06	Office Chair	600Wx450Dx760H	24		
CC-08	Meeting Chair	440Wx520Dx750H	24		
EC-05	Bar Stool(w/backrest)	460Wx400Dx455H	15		
ET-06	Round Table	800φx780H	15		
ET-07	Round Table	800φx780H	18		
ET-09	Round Table	800φx780H	22		
ET-08	Aluminium Round Table	800φx720H	19		
ET-10	Tall Round Table	600φx1125H	22		
ET-13	Tall Round Table	590φ x 930H	31		
ET-11	Tall Aluminium Round Table	600φx1125H	22		
ET-14	Glass Coffee Table	600Lx600Wx435H	18		
ET-15	Glass Coffee Table	1200Lx600Wx435H	24		
ET-16	Square Table	750Lx750Wx760H	18		
ET-19	Meeting Table	1400Lx700Wx750H	22		
ET-20	Meeting Table	1400Lx700Wx750H	22		
PF-01	Information Counter	1030Lx535Wx750H	12		
PF-02	Low Glass Showcase	1030Lx535Wx1000H	22		
PF-03	Lockable Cupboard	1030Lx535Wx750H	13		
PF-04	Tall Glass Showcase (w/down light)	1030Lx535Wx2170H	37		
PF-05	Wash Basin	1030Lx535Wx1030H	37		

➤ **CONTINUE OVERLEAF**



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No.	Item	Specification (mm)	Unit Price (USD)	Qty	Total (USD)
			On/Before 19/08/09		
PF-07	Tall Display Cube	535Lx535Wx750H	13		
PF-08	Low Display Cube	535Lx535Wx500H	10		
PF-12	Square Table	650Lx650Wx750H	18		
PF-13	TV-Video Stand	740Lx530Wx1000H	18		
PN-03	Square Table	700Lx700Wx760H	18		
FS-01	Flat Shelf	1000Lx300W	6		
SS-01	Slope Shelf	1000Lx300W	6		
ED-01	Lockable Door	950W x 1910H	30		
ED-02	Folding Door	950W x 2000H	18		
CH-01	Catalogue Holder (acrylic)	235Lx55Dx280H	13		
CH-02	Catalogue Holder (metal)	970Lx50Dx280H	7		
CH-04	Magazine Rack (Black/Sliver)	310Lx310Dx1420H	15		
CH-05	Magazine Rack	310Lx30Dx1420H	15		
ES-09	Picture Stand		13		
ES-07	Coat Hanger	1710H	10		
ES-08	Wheeled Coat Hanger	820Lx350Wx1500H	15		
ES-11	Belt Barricade		13		
EW-01	Wastebasket	250Lx170Wx290H	2		
EE-02	Refrigerator 90litre		52		
EE-04	Water Dispenser		37		
AU-03	Sofa	800Lx730Wx380SH	75		
AU-04	Sofa	1300Lx730Wx380SH	120		
C03	Chair		28		
C19	Chair		36		
C40	Chair		28		

➤ **CONTINUE OVERLEAF**





The 15th World Route Development Forum 2009
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No.	Item	Specification (mm)	Unit Price (USD)	Qty	Total (USD)
			On/Before 19/08/09		
C28	Chair		36		
C29A	Chair		36		
C30	Chair		30		
BS11A	Bar Stool		36		
BS11B	Bar Stool		36		
RT12	Glass round table		21		
MT07	Long meeting table		28		
CT07	Low round table		24		
S13A	Single seat sofa		42		
S13B	Single seat sofa		42		
S37	Single seat sofa		72		
S38	Two person seat sofa		90		
S27	Single seat sofa		69		
S28	Two person seat sofa		135		
S25	Single seat sofa		69		
S26	Two person seat sofa		135		
E03	220 L fridge		127		
E15	Coffee pot		18		
M13	Mirror		18		
M17	Big waste bin		13		
M39	Signage		15		
AV1	42" Plasma & DVD Player		600		
GRAND TOTAL (USD):					

Note:

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EXHIBITOR FURNITURE CATALOGUE



EC-07
White Folding Chair



EC-09
Aluminium Chair



EC-12
Bar Stool (Black/White)



EC-13
Bar Stool (Black/White)



CC-05
Black Leather Arm Chair



CC-06
Office Chair



CC-08
Meeting Chair



EC-05
Bar Stool(w/backrest)



ET-06
Round Table



ET-07
Round Table



ET-08
Aluminium Round Table



ET-09
Round Table



ET-10
Tall Round Table



ET-11
Tall Aluminium Round Table



ET-13
Tall Round Table



ET-14
Glass Coffee Table



ET-15
Glass Coffee Table



ET-16
Square Table



ET-19
Meeting Table



ET-20
Meeting Table



PF-01
Information Counter



PF-02
Low Glass Showcase



PF-03
Lockable Cupboard



PF-04
Tall Glass Showcase



PF-05
Wash Basin



PF-07
Tall Display Cube



PF-08
Low Display Cube



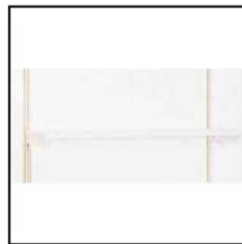
PF-12
Square Table



PF-13
TV-Video Stand



PN-03
Square Table



FS-01
Flat Shelf



SS-01
Slope Shelf



ED-01
Lockable Door



ED-02
Folding Door



CH-01
A4 Catalogue Holder



CH-02
Catalogue Holder



CH-04
Magazine Rack



CH-05
Magazine Rack



ES-09
Picture Stand



ES-07
Coat Hanger



ES-08
Wheeled Coat Hanger



ES-11
Belt Barricade



EW-01
Wastebasket



EE-02
Refrigerator 90litre



EE-04
Water Dispenser



AU-03
Sofa



AU-04
Sofa



S27
Single seat sofa



S28
Two person seat sofa



S25
Single seat sofa



S26
Two person seat sofa



E03
220 L fridge



E15
Coffee pot



M13
Mirror



M17
Big waste bin



M39
Sinage



C03
Chair



C19
Chair



C40
Chair



C28
Chair



C29A
Chair



C30
Chair



BS11A
Bar Stool



BS11B
Bar Stool



RT12
Glass round table



MT07
Long meeting table



CT14
Square table



CT07
Low round table



S13A
Single seat sofa



S13B
Single seat sofa



S37
Single seat sofa



S38
Two person seat sofa

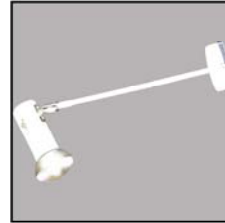
EXHIBITOR LIGHTING CATALOGUE



SL001
40W Fluorescent Tube



SL004
100W Spotlight



SL006
100W Long Arm Spotlight



SL020
50W Halogen Longarm



SL021
300W Floodlight



SL025
150W HQI Floodlight



SH018
50W Halogen Long Arm Spotlight



SH019
50W Halogen Spotlight



SH020
50W Halogen Track Spotlight



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EXHIBITOR ACCESS BADGES

PLEASE COMPLETE IN TYPE OR BLOCK CAPITALS

Part 1 – Exhibitor Access Badges

Exhibition Company Name.....Stand No.....

Contact Name.....Address.....

Country.....Post Code.....

Telephone.....Fax.....Email.....

Part 2 - Stand Contractor Details

Company Name.....Contact Name.....

Address.....

Country.....Post Code.....

Telephone.....Fax.....

Mobile.....Email.....

Maximum Allocation of Exhibitor Access Badges

Shell Scheme Stands = 5

Meeting Chalets = 10

Hosted Networking Stands = 10

Please send ☐ Exhibitor Access Badges

Please return this form via e-mail or fax to:

Rebecca Teale

Events Assistant

The Route Development Group

113-115 Portland Street

Manchester

M1 6DW

UK

Tel: +44 161 234 2730

Fax: +44 161 234 2737

Email: rebecca.teale@routesonline.com

THIS FORM SHOULD BE RETURNED BY FRIDAY 19TH AUGUST 2009



The 15th World Route Development Forum 2009
13-15 September, 2009
New China International Exhibition Centre, Beijing China

Form
Number

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HOTEL BOOKING FORM

Please fax this form for the attention of Mr. Randy Wright on

Fax No. +44 (0) 207 633 9427 or email: rwright@eventsinfocus.net

Surname (block capitals)	First Name(s)	Title (Mr/Mrs)	Nationality as on Passport
1			
2			
3			
4			

REQUIREMENTS

Hotel Name:.....Room Type:.....No. of Rooms:.....

Arrival Date:.....Departure Date:.....No. of Nights:.....

Please note that standard check-in time for hotels is approx 14:00hrs. If your flight arrives early morning & you wish to have immediate access to your room please book from the night before. Standard check-out time is 12noon. If your flight departs late p.m. and you wish to have use of your room, please book for an additional night.

WE HEREBY AGREE TO THE ABOVE BOOKING CONDITIONS:-

Company Name:.....

Address:

Contact Name:.....Signature:Date:.....

Email:

Telephone: Fax:.....



PLEASE INDICATE PAYMENT PREFERENCE:-

(This section must be completed in order to validate your booking request).

- 1) We will be paying by company cheque: ☐ (for UK based companies only)
- 2) We will be paying by bank transfer: ☐ (Our bank details will be sent out along with your invoice)
- 3) We will be paying by credit card: ☐ (Please complete your card details below – 2.5% c/c fee applies)

Credit Card No:
(Sorry we can not accept AMEX)

Valid From: Valid To:.....

CVV Number (3 digit security code):.....
Issue no. (Switch / Maestro only)

Name of Cardholder:

BOOKING CONDITIONS

RESERVATIONS

For reservations please complete the attached booking form and return to us as soon as you know your requirements. **Please note that reservations cannot be held without payment details so please ensure you complete the relevant section on the booking form.** Hotel reservations will be held on option and will only be guaranteed upon payment of a deposit invoice of 50% for each room held. The balance is payable 1 month prior to arrival. For bookings made less than 1 month prior to arrival, immediate full prepayment is required for each room held. **Events in Focus** reserve the right to cancel any reservations due to non payment of said invoice.

PAYMENT

All services must be pre-paid to Events in Focus at the UK Pound Sterling rate indicated in the brochure. Any other foreign exchange rates listed are for indication purposes only. An invoice will be produced for your travel and/or accommodation and payment must be made prior to the event. A fee of 2.5% will be charged for all credit card payments. Confirmation of payment will be forwarded to you along with hotel vouchers prior to departure. On check out from the hotel please pay only for incidentals.



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CHANGES/CANCELLATIONS

Once your reservations have been confirmed it is imperative that **Events in Focus** are advised in writing of any changes or cancellations that you may have. We will in turn advise the hotel of these changes.

Please note that once arrangements have been confirmed and paid for, cancellation charges will apply to all hotel bookings. Cancellation charges will be stipulated upon confirmation.

Please note that these charges have been set by the hotels due to this being a very busy period.

VISAS

All people entering into China will require a visitors visa. If you are a UK resident please contact **Events in Focus** on **0207 902 7760** and we can apply for your visa on your behalf. Please ensure that your passport is valid for at least 6 months from date of departure.

For people residing in other countries, please contact your local Embassies to arrange these.

If you have any queries on any of the above mentioned points then please feel free to contact us.




13th- 15th September 2009
New China International Exhibition Centre
Beijing

OFFICIAL HOTELS WITH SHUTTLE SERVICE TO AND FROM THE VENUE

**subject to minimum numbers*


All delegates requiring a visa for Beijing will need to submit a copy of their hotel confirmation and flight ticket at the time of application. Failure to do so may result in your application been refused by the Chinese Consulate.

Crowne Plaza, Beijing ***** 	Room Facilities:	All guest rooms at this Beijing hotel provide the latest in modern amenities, such as cable TV, in-room safe, minibar, refrigerator, crib and hairdryer.
	Hotel Facilities:	Air-conditioned public areas, ATM / cash machine, Babysitting, Beauty salon, Concierge services, Dry-cleaning pickup / laundry, Florist, Foreign currency exchange, Gift shop, Newsstand, Porter / bellman, Room Service, Safety-deposit box, Shoe shine
	Location:	10 minutes walking distance to the event venue and 30 minutes by taxi to the city centre
	Rates:	Superior Single: RMB1222.00 / USD182.00 Including Breakfast Rates are subject to 15% Tax
The Ritz Carlton, Beijing ***** 	Room Facilities:	Guest rooms are among the largest in Beijing at approximately 48sqm, tastefully furnished, decorated and offering the latest technology and amenities.
	Hotel Facilities:	Spa on the top floor, featuring treatment rooms outfitted with balconies, a menu featuring massage treatments and rejuvenating therapies and a fitness club with an indoor heated lap pool.
	Location:	Located in the City Centre, 60 minutes by taxi to the Event venue
	Rates:	Deluxe Single: RMB1034.00 / USD154.00 Deluxe Club Single: RMB1534.00 / USD228.00 Rates are subject to 15% tax Breakfast at RMB100.00 + Tax per day payable locally




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Grand Hyatt***** 	Room Facilities:	Air Conditioning, Tea & Coffee Making Facilities, Hair Dryer, 24 Hour Room Service, Electronic Safe, Telephone, TV, Internet Access.
	Hotel Facilities:	4 Restaurants, Patisserie, Fitness Centre & Spa, 24 Hour Concierge, Business Centre, Shops, 24 Hour Laundry, Dry Cleaning.
	Location:	Located approx 1 hour 30 minutes by taxi to the event venue
	Rates:	Grand Single: RMB1234.00 / USD183.00 Grand Deluxe Single: RMB1634.00 / USD242.00 Club Single: RMB1554.00 / USD231.00 Club Deluxe Single: RMB1854.00 / USD275.00 Grand Suite: RMB2154.00 / USD320.00 Including Breakfast Rates are subject to 15% tax

Hotel Kunlun***** 	Room Facilities:	Minibar, colour tv with satellite/cable, air-conditioning, business desk, in-room safe, voicemail, two line telephone
	Hotel Facilities:	24 check-in/check-out, express check-in and out, hotel concierge, 24 hour room service, laundry, dry cleaning and ironing service, butler and valet service
	Location:	Located approx 60 minutes by taxi to the Event venue
	Rates:	Deluxe Single: RMB1184.00 / USD175.00 Deluxe Double: RMB1284.00 / USD190.00 Premier Deluxe Single: RMB1484.00 / USD220.00 Premier Deluxe Double: RMB1584.00 / USD235.00 Executive Single: RMB1584.00 / USD235.00 Executive Double: RMB1934.00 / USD287.00 Including Breakfast Rates are subject to 15% Tax




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Beijing


Kempinski Hotel Beijing ***** 	Room Facilities:	Guest rooms overlook the Liangma River or Beijing's city skyline, and are complete with a range of amenities providing guests the ultimate experience in five-star living.
	Hotel Facilities:	Two Health & Fitness Centers, Heated Roof-Top Pool Beauty Salon, Shopping Mall
	Location:	Located approx 60 minutes by taxi to the event venue
	Rates:	Superior Single: RMB1284.00 / USD191.00 Including Breakfast Rates are subject to 15% tax

JW Marriott ***** 	Room Facilities:	Rooms and suites offer luxurious bedding, 42" flat-screen TV, high-speed Internet, laptop-size safe, mini-bar and rainforest shower.
	Hotel Facilities:	Three exquisite restaurants and two lounges, indoor swimming pool and steam room, QUAN Spa and 24-hour gym
	Location:	Located in the City Centre, 60 minutes by taxi to the Event venue
	Rates:	Deluxe Single: RMB1384.00 / USD206.00 Including Breakfast Rates are subject to 15% tax





13th- 15th September 2009
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Beijing

Traders Upper East Hotel **** 	Room Facilities:	Air Conditioning, Internet Access, Coffee/Tea Maker, Mini-bar, Hair Dryer, Telephone, TV.
	Hotel Facilities:	2 Restuarants, 2 Lounge Bars, Health & Leisure Facilities, Indoor Heated Pool, 24 Hour Room Service, Laundry & Valet Service, Safe Deposit Boxes, Beauty Salon, Gift Shop, Concierge.
	Location:	Located approx 60 minutes by taxi to the event venue
	Rates:	Superior Single: RMB784.00 / USD116.00 Including Breakfast Rates are subject to 15% tax

Hilton Beijing ***** 	Room Facilities:	Minibar, colour tv with satelite/cable, air-conditioning, business desk, in-room safe, voicemail, two line telephone
	Hotel Facilities:	24 check-in/check-out, express check-in and out, hotel concierge, 24 hour room service, laundry, dry cleaning and ironing service, butler and valet service
	Location:	Located approx 60 minutes by taxi to the Event venue
	Rates:	Deluxe Single: RMB1284.00 / USD191.00 Including Breakfast Rates are subject to 15% tax



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Jing Guang New World Hotel **** 	Room Facilities:	Electronic safe, Well-lit writing desk and chair, Wi-fi internet access, LCD satellite TV and remote control, Fully stocked mini-bar, In room coffee & tea service, Dual-line phones and bilingual voice mail, Bathrobe and slippers, Individual controlled air-conditioning system
	Hotel Facilities:	Lobby Lounge, Coffee Shop, Swimming Pool, Executive Lounge
	Location:	Located approx 60 minutes by taxi to the event venue
	Rates:	Standard Single: RMB969.00 / USD144.00 Including Breakfast Rates are subject to 15% tax
Sino Swiss Hotel *** 	Room Facilities:	Air Conditioning, Coffee/Tea Maker, Mini-bar, Hair Dryer, In-room Safe, Internet Access, Telephone, TV.
	Hotel Facilities:	2 Restaurants, Bar, Gym, Indoor & Outdoor Pool, Beauty Salon, Concierge.
	Location:	Located approx 20 minutes by taxi to the event venue
	Rates:	Standard Single: RMB914.00 / USD136.00 Including Breakfast Rates are subject to 15% tax

We are aware that you may have a preferred hotel that may not be listed. Should this be the case, please contact us and we will endeavour to offer you the best possible rate.



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Form
Number

11

HOSTED NETWORKING STAND ACTIVITIES

We are delighted that you have a Hosted Networking Stand at World Routes 2009
To help us publicise your stand activities in the '**VISIT ME**' guide, please complete
this form in **BLOCK CAPITALS** and **FAX** to: +44 (0)161 234 2737

CONTACT DETAILS

Company Name:	Stand Number:
Contact Person:	Job Title:
Address:	
	Zip code:
Telephone Number:	Fax:
Mobile:	Email:

Please complete the following sections on your planned Hosted Networking Stand activities:

Hospitality: *Please list any hospitality that you will be offering to the delegates on your stand and the timings/dates if appropriate e.g. (food, beverages, premium refreshments etc)*

Incentives e.g. Airline Prize Draw, Gifts & Competitions etc: *Please describe any incentives, gifts & prizes that will be taking place on your stand. Give details on available prizes and timings etc.*

Entertainment: *Please list any entertainment you have planned e.g. music, DVD's, games etc.*



The 15th World Route Development Forum 2009
13-15 September, 2009
New China International Exhibition Centre, Beijing China

Meeting Room Facilities and General Seating Arrangements: *Please advise if a private area and/or casual seating for delegates to use during refreshment breaks will be available on your stand.*

Promotional Staff: *Please advise on how many promotional staff you will be bringing & their roles. Please note attendance for all promotional staff is FREE of charge.*

DEADLINE: Monday 10th August 2009

I hereby agree that Routes can include this information prior to the event in the Routes Marketing Campaign, where relevant.

Delegate Signature:

All enquiries regarding the 'Visit Me' Guide should be made to Susan Willis - Tel: +44 (0) 161 234 2730 ext 758 or email susan.willis@routedevgroup.com

Please see Exhibitor Handbook for beverage, catering and AV equipment order forms.



Catering Order Form

Form
Number

12

Please fax or e-mail the completed form to:

Beijing Airport In-flight Kitchen

Tel: +86 10 64594304

Fax: +86 10 64594304

Email: Zhangpei@baik.com.cn

Event Name	:	Routes 2009			
Venue/Hall	:		Event Date	:	13-15 Sep 2009
Stand No	:		Contact Person	:	
Company Name	:				
Address	:				
City	:		State	:	
Postal Code	:		Country	:	
Tel	:		Fax	:	
Email	:		Mobile	:	

Date	Delivery Time	Item	RM	Qty	Total (RM)
Subtotal					
Order and payment received 14 days prior the Event is subject to a 20% surcharge					
Price are valid until 31 December 2009 and are subject to 5% government tax and 10% service charge					
Total					



Catering Order Form

No	Chinese Menu	RMB	Qty
1	Roasted char siew chicken puff	200.00	50 Pcs
2	Roasted chinese cookie with red bean	200.00	50 Pcs
3	Deepfried fish fritter with wasabi mayo dip	400.00	50 Pcs
4	Steamed meicai bun	120.00	30 Pcs
5	Pan fried beef dumpling	180.00	30 Pcs
6	Steamed prawn dumpling	180.00	30 Pcs
7	Preserved vegetable&chicken fried rice	120.00	1800G
8	Yang zhou style fried rice	150.00	1800G
9	Fried beef & rice noodle	150.00	1800G
10	Duck & vegetable fried e-fu noodle	150.00	1800G

No	Western Menu	RMB	Qty
11	Roasted cheese and spinach puff	250.00	50 Pcs
12	Baked beef and mushroom pie	180.00	30 Pcs
13	Artichoke frittata	210.00	30 Pcs
14	Seafood quiche	300.00	30 Pcs
15	Capsicum and feta cheese quiche	180.00	30 Pcs

No	Sweet Items	RMB	Qty
16	Assort danish(pineapple\raisin and cinnamon\peach)	180.00	30Pcs
17	Mini Butter Croissant	100.00	50 Pcs
18	Assort cookies(raisin\chocolate\cinnamon)	100.00	50 Pcs
19	Assort chocolate(stuffed with raspberry\black\white)	150.00	30 Pcs
20	Fruit tart	250.00	50 Pcs

No	Beverages	RMB	Qty
21	Greatwall Dry Red Wine	1125.00	6bot
22	Greatwall Dry White Wine	1125.00	6bot
23	Johnnie Walker Black Label	525.00	1bot
24	Chivas Rogal 12 y.o	537.00	1bot
25	ChangCheng Champagne	525.00	1bot
26	Evian Spring Water	528.00	24bot
27	YanJing water	144.00	24bot
28	YanJing beer bottles	264.00	24bot
29	YanJing canned beer	432.00	24can
30	Coca Cola	120.00	24can
31	Cola Light	132.00	24can
32	Sprite	120.00	24can
33	Orange Juice	240.00	12bot
34	Apple Juice	240.00	12bot
35	Tomatoes juice	240.00	12bot



Catering Order Form

For further information, please contact Alvin Foh at +86 10 1391 011 9105

Conditions

- Crockery and cutlery will be provided. Lost or missing crockery and cutlery will be borne by exhibitors.
- For the hiring of service personnel, please contact us directly.

Order Deadline

- The completed order form must be received by Beijing Airport Inflight kitchen by the 14th August 2009.
- Order(s) received 14 days prior to the commencement of the Event or on-site are subject to a 20% surcharge.

Payment Policy

- All orders will be processed once payment and completed form(s) have been received. An invoice will be provided on-site once payment has been received.
- All prices are subject to a 5% government tax and a 10% service tax.
- Please mark billing instruction:

Cash ☐

Traveller Cheque ☐

We, the undersigned, hereby agree & accept the foregoing		For official use only (Beijing Airport In-flight Kitchen)
Name:	Date:	Date Received:
Signature:	Stamp Company:	

WE MAKE
THE DIFFERENCE.



- FASCIA VINYL STICKER
LETTERINGS

- INKJET POSTER PRINTING

- PHOTO PAPER PRINTING

- FABRIC PRINTING

- PVC BANNER PRINTING

Your Official Graphic Service Provider !

- BUNTINGS

- POP-UP SYSTEMS

- FLOOR STANDING PULL

OUT BANNERS

- TABLE SIGNAGES

- DIRECTIONAL SIGNAGES



IMPORTANT CONTACTS FOR ROUTES IN 2009

ROUTES

Mark Mulligan	Events Manager	mark.mulligan@routesonline.com +44 161 234 2730 Ext 726
Rebecca Teale	Events Assistant	rebecca.teale@routesonline.com +44 161 234 2730 Ext 751
Susan Willis	Group Marketing Executive	susan.willis@routedevgroup.com +44 161 234 2730 Ext 758
Charlotte Etherington	Delegate Registration Manager	charlotte.etherington@routesonline.com +44 161 234 2730 Ext 731

PICO

Vicky Dou	Stand Contractor IT, Telephones/Fax, Floral, Stand Staff, Water & Waste, Furniture, Electricity	vicky.dou@cn.pico.com (86) 10 8484 7975 Ext 1026
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BAIK

Alvin Foh	Catering	alvin.foh@baik.com.cn
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CEVA SHOWFREIGHT

Graham Ridge	Freight Forwarding	graham.ridge@cevalogistics.com +44 1322 312058
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EVENTS IN FOCUS

Randy Wright	Hotel Accommodation	rwright@eventsinfocus.net +44 207 902 7760
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INSURANCE

Event Assured	Insurance	mail@event-assured.com +44 1376 330 624
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Tel: +44 (0)161 234 2730

www.routesonline.com

BEIJING
13-15 SEPTEMBER 2009

