

# CHINA CYCLE 2010

## Exhibitors' Manual

The 20<sup>th</sup> China International Bicycle & Motor Fair

Apr. 27-30, 2010

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**Those marked “\*” should be filled in to all exhibitors.**

# EXHIBITORS' MANUAL

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This Exhibitors' Manual is designed to help you plan for an effective display at this exhibition. It contains all the necessary information and order forms to aid you in making your exhibit arrangements.

## **1. SHOW NAME:**

The 20<sup>th</sup> China International Bicycle & Motor Fair (CHINA CYCLE 2010)

## **2. DATES**

The Exhibition will officially open in the morning of Apr. 27, 2010 and close in the afternoon of Apr. 30, 2010.

## **3. VENUE**

CHINA CYCLE 2010 will be held at Shanghai New International Expo Center (SNIEC) and its address is as follows:

2345 Long Yang Road, Shanghai, China, 中国上海市龙阳路2345号

## **4. REGISTRATION, MOVE-IN AND DISMANTLING**

Registration & Move-in: 8:30-20:30, Apr. 25-26, 2010

Show time: 9:00-16:30, Apr. 27-29, 2010

9:00-15:00, Apr. 30, 2010

Move-out: from 15:00, Apr 30, 2010

Move-in starts on Apr. 25-26, 2010. All booth construction and decoration must be completed by 20:30 pm, Apr. 26, 2010 so as to allow the Organizer time to clean up the halls and conduct the final inspection of the entire area prior to the opening.

Exhibitors are required to inform the Organizer of any overtime work in advance. Exhibitors needing work overtime will be charged at the rate of RMB 1100 per 1000 square meters per hour (minimum one hour) from 17:00 to 22:00 by the hall authorities, and the rate will be doubled after 22:00.

## **5. AIR ACTIVITIES**

**Opening Ceremony** - will be held at 9:00 a.m. on Apr. 27, 2010. Chinese and foreign VIPs will be invited to attend the ceremony and to make a tour visit around the show.

**Exhibition** - will run from Apr. 27-30, 2010. Opening hours for Apr. 27-29 are: 9:00 - 16:30 and for Apr. 30 is 9:00 - 15:00

**Business Appointments** - The Organizer will appoint a trade liaison officer who shall be responsible for arranging appointments with Chinese visitors, end users and buyers for foreign exhibitors and participants. However the Organizer will not commit himself to the sales of exhibits.

**Business Visit** - During the exhibition, optional business visits will be arranged at request. Registration can be made in the Organizer's office in the exhibition hall.

**Seminars** - Foreign exhibitors can request the Organizer to arrange seminars to Chinese technicians on technical subjects.

## **6. COMMUNICATIONS DURING THE EXHIBITION**

Fax and telephone services are available at the business center in South Entry Hall.

## **7. CUSTOMS**

Tax is normally not levied on displays, stationery and beverage to be consumed in the exhibition hall. However import duty may be levied on those small gifts to be given out at stands, thus we do not encourage distribution of gifts.

All literature for distribution in the exhibition, as well as slides, videos and movies must be approved by the Chinese Customs in advance. For details, please check the manual for freight forwarding.

## **8. OFFICIAL FREIGHT FORWARDER - Separate Manual**

SHANGHAI EXPOTRANS LIMITED has been appointed as the official freight forwarder. Shipping schedules, documentation and related matters will be handled directly between the official freight forwarder and exhibitors. Please contact their representatives in your country.

The communication details of EXPOTRANS are as follows:

### **SHANGHAI EXPOTRANS Ltd.**

1/F., No.2 Lane 460, Kang Ding Road, Shanghai 200040, China

Tel: +86-21- 62178088, Fax: +86-21- 62179788

E-mail: dongjie@xptrs.com.cn

Contact: Ms. DONG Jie

EXPOTRANS specializing in exhibition freight forwarding will be responsible for the shipping, customs clearance and site handling of exhibitor's freight. Their office or agent in your country will contact you with full details regarding shipping dates, costs etc.

Exhibitors are advised to note the shipment deadline. All promotional materials, printed matters, videos and slides must be sent to EXPOTRANS for submission to the Chinese Customs for approval in advance.

Exhibitors must arrange on-site forwarding through the official freight forwarder, as requested by the Chinese customs authorities, for better co-ordination.

## **9. OFFICIAL BOOTH CONTRACTOR**

As to the package booth construction, please contact the following:

### **SHANGHAI TOP EXHIBITION SERVICES CO., LTD.**

Rm402 Comfort Mansion , NO.470 WanPing Road (S) , Shanghai

Tel: 86-21-60910301 60910302

Fax: 86-21-54252551

E-mail: topexpo@126.com

Contact Person: Ms. Liu lei/Mr. Yan guojun

Booth contractors other than the above-mentioned are not allowed entering into the exhibition hall for construction without the approval of the Organizer, Shanghai International Exhibition Co., Ltd. For approval, they should put an application in writing to the organizer at least one month before the opening of the exhibition. The fee for on-site management will be charged by the exhibition hall managing authority during the movie-in. The management fee is RMB18 per square meter for the whole exhibition period.

#### **10. . VISA**

Business visa can be applied for through *Shanghai Dahua Exhibition & Conferencen Corp.* the service fee is USD30 per person. Please see **Form H1** for detail.

#### **Shanghai Dahua Exhibition & Conference Corp.**

8/F., Yang An Zhong Road, Shanghai 200040 China

Tel: (86)-21-62792828-282 62472405 62472425

Fax: (86)-21-65455124 62472403

Email: dahua@siec-ccpit.com

Contact: Ms. Chris Jiang

#### **11. HOTEL RESERVATION - Separate Manual**

Our official travel agent is *Shanghai Dahua Exhibition & Conference Corp.* in order to avoid unnecessary delays/complications, you are advised to book your hotel through Shanghai Dahua Exhibition & Conference Corp.

#### **Shanghai Dahua Exhibition & Conference Corp.**

8/F., Yang An Zhong Road, Shanghai 200040 China

Tel: 0086 21 62792828-264, 62472405

Fax: 0086 21 65455124 62472403

Contact Person: Ms. Chris Jiang

#### **12. TRAVEL INFORMATION**

**Climate** - The average temperature in April is about 15-20 degrees centigrade.

**Money** - Currency exchange is available at banks, hotels and the airport. The official exchange rate is approximately USD1 to RMB6.8 but this rate varies daily. Credit card such as VISA, MASTER, JCB, and AMERICAN EXPRESS can be accepted in various ATMs in the city.

**Cash** - It is advisable to bring enough cash or traveler's checks to China, because exhibition departments can only accept cash when payment of small amount occurs at the exhibition on site.

**Insurance** - Exhibitors and delegates are advised to effect insurance for their personal property, exhibits, travel and health.

**Electric Power** - The power supply in China is 220V, 50Hz (single phase), 380V, 50Hz (three-phase). The sockets and plugs used in China might be a little different from those in your home country, so modification onsite might be necessary.

# Fire Protection and Safety Regulation

According to Exhibition Safety Regulation issued by Shanghai Fire Brigade Bureau, all the exhibitors and their contractors must abide by the safety regulation made by the exhibition hall and show organizers. It is forbidden to damage or move any fire fighting facilities or equipment, and ensure all the safety passages and exits are open and clear.

## **Exhibitors and contractors should abide by the following rules when booth is under construction:**

1. It is forbidden to cover, take up, damage or move any fire fighting facilities or equipment. It is not allowed to put any stuff in passages and exits.

2. At least 0.6 meter clearance between existing hall walls and stands walls is required. Keep 0.6 meter clear for further inspecting.

3. The width of the passage should be calculated according to the stream of visitors during the peak hour. The width is 3 meter at least.

4. The combustion property grade of the materials used for booth build-up or other structures must not be below Grade B1 (flame-retardant type). With regard to a small amount of locally used flammables, fire protection treatment should be conducted. Only after they reach Grade B1 can they be used. **Grass, bamboos, bines, paper, barks, foam, reeds, inflammable plastic board (PP plastic hollow board) and carpets, cloth and boards, which have not been treated in combustion-prevention, are not to be used as decoration materials in the halls.**

5. Exhibitors with raw space (more than 18 square meters) should submit booth design for fire prevention inspection and construct booth after getting the permit from the organizers.

## **Safety Management**

**1. All the staffs from contractor must wear safety helmet during build-up and movie-in to enter into the exhibition hall.**

2. Operations with electric saws, planes, welding and arc cutting should be generally carried out outdoors. If indoor operation is indeed necessary, fire protection and safety measures must be strengthened. Wastes should be cleared off in time and naked flame is forbidden.

3. Non-toxic paint or water-based coating should be used during the painting and spray painting operations with good ventilation. Fire-forbidden area should be set up to carry out fire preventive measures. Paint and other flammables and explosives should be stored in safe places outside the exhibition hall.

## **Electrical Lines Safety Management**

The installation of electrical wires and electric equipment must be conducted in accordance with national and local compulsory technical criteria as well as with the following rules:

4. Laying of electric lines and installation of electric equipment should be conducted by professional

electricians holding work permit.

5. Overhead electric lines should be fixed properly. Ground laying of electrical lines should go through conduits or have bridge protection.

6. Sheathed insulation wires should be employed for the wiring of electrical lines. Leads should be connected with ceramic clamps in between and no direct connection is allowed. For others, wire connection should be executed in strict accordance with low-voltage power distribution design standards (GB-50054-95).

7. A distance of above 50cm should be kept between lamps and flammable exhibits.

8. Neon light advertisement can be used only after approval from the owner of exhibition hall is obtained. The installation height of neon light should be no less than 2.5m. High-voltage connectors should be protected with glass casing and be used only after they are checked and approved by relevant authorities.

9. Installation and use of high-power electric equipment should be subject to approval from the owner of exhibition hall. It can only be used under safety guarantee. High-power halogen tungsten lamp is forbidden.

10. Electric heating devices are forbidden.

#### **Flammables, Explosives and other Dangerous Goods**

1. Flammables, explosives and other dangerous goods are strictly prohibited from being on show. Such exhibits can be replaced by models.

2. Flammables, explosives and other dangerous goods are strictly prohibited from being used. Such dangerous goods could only be used in open area outside the exhibition hall if needed during move-in. Fire preventive measures should be carried out if such dangerous goods are used inside the exhibition hall.

3. No repair, motor or power drive can be used when automobiles, motorcycles and other gasoline vehicles are on display. No gasoline should be left inside the vehicles.

#### **Other Rules**

Naked flame is strictly prohibited during the built-up, move-in, formal show and move-out.

Litter should be disposed in time during the booth build-up and move-in.

Inflammable packing materials of exhibits must be stored outside the exhibition hall.

**All the exhibitors and their contractors should abide by the above regulations and accept the inspections by public security and exhibition authority. If any discrepancy with safety and fire-fighting requirements is found, rectification within limited period shall be enforced. Any violation causing an accident or serious consequences, those responsible persons may be subject to legal responsibility according to the circumstances based on relevant law and regulation.**

## Technical Specification of Shanghai New International Expo Center.

FACILITIES	HALL W1-W5
ACCESS FOR VISITORS	2 GLASS DOORS AT EAST SIDE of each HALL
SPACE (GROSS)	11,500M <sup>2</sup> PER HALL,5 GATES of each SIDE (SOUTH AND NORTH),
EXHIBIT LOADING ACCESS	EACH GATE: 5M(W), 4M(H)
FLOOR	SOLID CONCRETE, INDOOR LOADING CAPACITY AT 3 TONS/M2,OUTDOOR LOADING CAPACITY AT 5 TONS/M2
ELEVATOR	
POWER	2400KW/HALL
POWER SUPPLY	3-PHASE, 5-LINE, 380V/220V, 50HZ.LOWER THAN 10 BAR,
COMPRESSED AIR	VARIOUS OUTLETS AT 10MM(D), 19MM(D), 25MM(D)
LIGHTING	250LX
HEIGHT	HALL W1~W4: 11~17M , HALL W5: 17~23M
HEIGHT FOR BOOTH CONSTRUCTION	8.5M
HANGING POINT	FOR IMMOBILE BOARD MADE OF LIGHT MATERIAL, 200KG(MAX.) OR BELOW PER POINT
WATER SUPPLY	294 OUTLETS PER HALL, VARIOUS OUTLETS AT 15MM(D), 20MM(D), 25MM(D)
DRAINAGE	168 OUTLETS PER HALL , EACH OUTLET AT 100MM(D)
FIRE PROTECTION	AUTOMATIC FIRE SPRINKLER,DETECTION & ALARM SYSTEM WITH RISER & HOSEREEL,PORTABLE FIRE EXTINGUISHERS,HYDRANT
AIR CONDITIONING	AVAILABLE
VENTILATION	AVAILABLE
TELEPHONE	LOCAL, DDD, IDD
INTERNET	ISDN(128K), WIRELESS BROADBAND NETWORK(SHARE 11M),CABLE BROADBAND NETWORK(MAX INDIVIDUAL:10M)
SECURITY SYSTEM	24 HOUR SECURITY PATROL, CENTRAL
	VIDEO SURVEILLANCE AND SENSOR ALARM SYSTEM
INFORMATION COUNTER	AVAILABLE
BROADCASTING SYSTEM	AVAILABLE
EMERGENCY LIGHTING	AVAILABLE
TOILET	HALL W1~W4: 2 MEN'S AND 2 WOMEN'S PER HALL, HANDICAPPED WC.EACH FOR MEN AND WOMEN PER HALL.HALL W5: 4 MEN'S AND 4 WOMEN'S
MEETING ROOM	1 IN HALL W1 AND HALL W5, 2 IN HALL W2,W3,W4 (110M2 EACH)

# ORDER FORMS

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## [ FORM A 1 ] DIRECTORY LISTING

**Deadline Mar. 1, 2010**

Every exhibiting company is entitled to a free company listing which consists of the exhibitor's name, booth number, exhibitor's address, telephone number, fax number and your product introduction in both English and Chinese.

Besides the company info, this year we offer our exhibitors one page to illustrate your products for free. The size of the picture is 210mm (W)\*285mm (H). In the top we will put the company information according to the filled **Form A1**. Please leave the area of 210mm(w)\*40mm(h) in the top. The rest is mainly about your products. **So, don't treat it as an advertisement to show your corporate image.** Your design must be made in TIFF or JPEG format with the resolution higher than 300 dpi. **Please send us a CD or email to xls@siec-ccpit.com before Mar. 1, 2010.**

The directory will be widely distributed serving as a source of information for government organs, trading firms, specialists and end users. Directory is sold during the show to various visitors. In addition, part of the show directories will be distributed by the supporting organizations and CCPIT to the related enterprises and institutions that cannot attend the show.

## [ FORM A2 ] ADVERTISING

**Deadline Mar. 1, 2010**

Advertising will be accepted for publishing in the directory. It offers your company an excellent opportunity to further promote your products / services to visitors as well as to industry specialists not attending the show.

## [ FORM B ] EXHIBIT SELLING

**Deadline Mar. 1, 2010**

The organizer, Chinese host and supporting organizations are not responsible for the selling of exhibits. However, it is our desire to help you sell your exhibits during the exhibition. Since it takes a long time to process all the necessary procedures to import foreign products, you are requested to submit to the Organizer the attached Form B with copies of catalogues for selling of exhibits before Feb 1, 2010.

From Form B collected, a list of exhibits to be sold will be prepared and distributed to all potential buyers throughout China for them to prepare foreign exchange for purchases during the Exhibition.

## [ FORM C ] DELEGATION LIST

**Deadline Mar. 1, 2010**

Please fill in this form for your exhibitor's badges.

## [ FORM D1 ] STAND FASCIA

**Deadline Mar. 31, 2010**

Exhibitors renting package stand are requested to send their company name to the organizer so that we can make the fascia board for you.

Exhibitors renting only raw space are requested to send their layout to the Organizer for approval before **March 31, 2010**.

[ FORM D2 ] ORDER FORM- FURNITURE ITEMS  
[ FORM D3 ] ORDER FORM- ELECTRICAL ITEMS  
[ FORM D4 ] ORDER FORM-OTHER ITEMS

**Deadline – Mar. 31, 2010**

Exhibitors can rent furniture, electrical and equipment from our Official Booth Contractors. All electrical orders and fittings must be supplied by the Official Booth Contractors. The exhibitors have to use these forms to order their services.

[ FORM D5 ] PACKAGE STANDSPECIFICATION

[ FORM D6 ] SERVICE LOCATION PLAN

**Deadline –Mar. 31, 2010**

All ordered items must be marked on this location plan so that the contractor can put the items as your request

Exhibitors hiring other contractors shall submit the information of their contractor to us.

[ FORM E ] MANPOWER

**Deadline –Apr. 10, 2010**

You can hire an interpreter or receptionist to assist you in your booth. Please note the receptionists may not speak any foreign languages.

[ FORM F1 ] CHINESE VISITORS

**Deadline –Mar. 31, 2010**

The Chinese visitors will be officially invited by CCPIT, Shanghai Sub-Council. All Chinese visitors will have to arrange and pay for their own transportation and lodging.

Please fill in Form F if you want to invite specific Chinese visitors of your own to the exhibition. To avoid misunderstanding and mistakes, please let us have their names and addresses in Chinese characters.

[ FORM F2 ] VISITORS' PRE-REGISTRATION

**Deadline–Mar. 31, 2010**

Exhibitors can send this form to invite their customers, dealers or distributors to register the fair in advance. They just need to fill in this form and return to us. The organizer will prepare the visitors' badge. During the fair, there will be an "pre-registration" counter. Visitors can get their badges there.

[ FORM G ] SEMINAR

**Deadline Mar. 1, 2010**

A program of technical seminars will be run in conjunction with the exhibition. It gives participating firms the opportunity to discuss their products and services, and exchange technical ideas with Chinese engineers and end users. Please fill in the enclosed Form G and return it to the Organizer before Feb 20, 2010. You will be notified whether your proposed topic is accepted or not. If accepted, you are required to send to the Organizer 50 copies of bilingual (English/Chinese) handouts before Feb 20, 2010 with a fee of USD400 per seminar.

[ FORM H1 ] VISA

**Deadline –Mar. 27, 2010**

Business visa is OK for you to come to China. We provide visa assistance in two ways. If you need official visa notification issued by our government, please fill in this form. We will charge each applicant USD30. If

you just need official invitation letter by our company, please contact Mr. Peter Shaw from the organizer.

[ FORM I ] HOTEL RESERVATION

**Deadline – Mar. 17, 2010**

For your staying in Shanghai during the show, you may book your hotel room through the official travel agent designated by the show organizer.

CHINA CYCLE 2010

FORM A1  
 DIRECTORY LISTING

Return before Mar. 1, 2010 to:

**Shanghai International Exhibition Co., Ltd.**  
 8/F, OOCL Plaza, 841 Yan An Zhong Road, Shanghai  
 200040, China  
 Tel:(86) 21 6279 2828\*308 Fax:(86)21 6545 5124  
 Email:xls@siec-ccpit.com Contact: Mr. Peter Xie

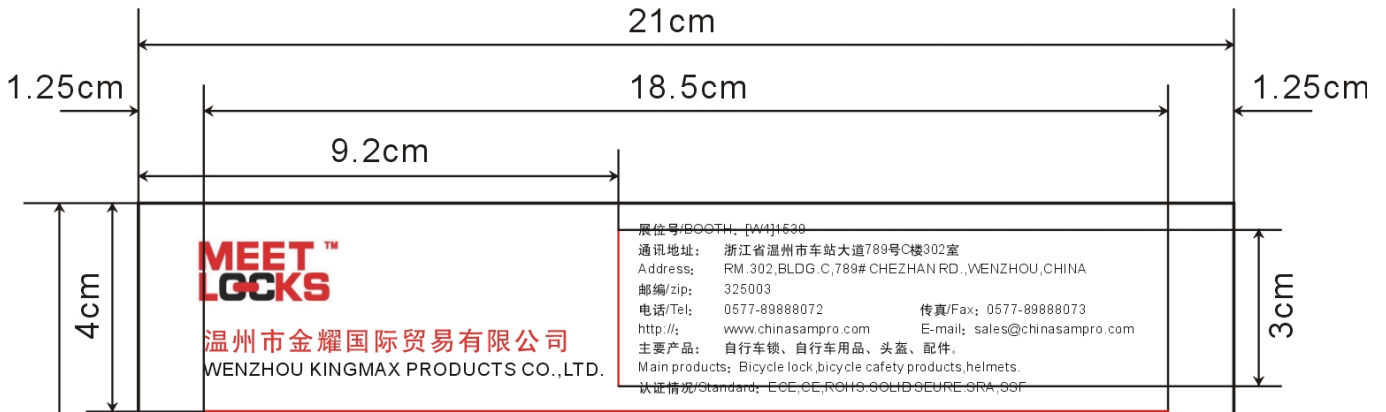
Each exhibitor is entitled to one free listing in the Official Exhibition Directory which contains full company and product descriptions of all exhibitors. Please fill in this form and return to us.

Each exhibitor will have a page to show their products and company information. Exhibitor is required to design the page by themselves. The size of the picture is 210mm(W)\*285mm(H). In the top area, we will put the company information according to your filled Form A1. Please leave the area of 210mm(w)\*40mm(h)in the top. The rest is your product information. **Please don't treat it as an advertisement of your corporate image.** Your design must be made in TIFF or JPEG format with the resolution higher than 300 dpi. **Please send your design and your company logo to xls@siec-ccpit.com before Mar. 1, 2010.**

Company Name (English)			
Company Name (Chinese)			
Address:			
Tel		Fax	
Website		Email	
President		General Manager	
Main Products			
Standard or Certification			

# Sample Page

21cmX28.5cm(成品尺寸)



**Bicycle Lights** 

829-1



180



808-1



**Bicycle Lights** 

006F



006-T



006T-5



**Bicycle Butyl inner tube** 



BEW000 BEW070 BEW080 BEW090 BEW091

**Resettable Combination** 

8319



- Unique 4-digit combination
- **100%** Easy change combination reset lock mechanism
- Non-glossy smoke steel weave cable with Easy fit bracket on cycle version
- Velcro strap to hold in a coiled position on cycle version

**Alarm Disc Lock** 

SY302 SY303



100db

- Attack activated Alarm disc lock
- **100%** High security key
- Comes with carry pouch + reminder Cable

**Pad Lock** 

905



**Motorcycle Helmets** 

MAFP01



**Motorcycle Helmets** 

MACP01



Adjustable quick release chin strap for easy rider protection  
ECE 22005 approved  
ABS or fibre glass  
Made from shock absorbing eps with a tough easy to clean shell  
Quick fitting system

**Motorcycle Helmets** 

KOC02-9



Adjustable quick release chin strap for easy rider protection  
ECE 22005 approved  
ABS or fibre glass  
Made from shock absorbing eps with a tough easy to clean shell  
Quick fitting system

Accessories  
配件

CHINA CYCLE 2010

Return before Mar 1, 2010 to:

FORM A2  
ADVERTISING

**Shanghai International Exhibition Co., Ltd.**  
8/F, OOCL Plaza, 841 Yan An Zhong Road, Shanghai  
200040, China  
Tel:(86) 21 6279 2828\*308 Fax:(86)21 6545 5124  
Email:xls@siec-ccpit.com Contact: Mr. Peter Xie

**ADVERTISING IN THE OFFICIAL EXHIBITION DIRECTORY**

Advertising in the *official bilingual exhibition directory* will give your Company an opportunity to present your products / technology to the Chinese market. The directory will be distributed at the Exhibition and given to the selected government officials, enterprises and specialists prior to the exhibition.

Exhibitors are invited to advertise in the official exhibition directory which is regarded by Chinese government bodies, trading corporations, research institutes and end users as a comprehensive source of information for future reference. Advertisements in the official exhibition directory have a large and targeted audience.

*NOTE: For maximum effectiveness, we suggest you prepare a translated version for your advertisement.*

Please tick and fill in the space below if appropriate:

A.

CATEGORY	√	RATE in US\$	Trim Size		Type Size	
			WIDTH	HEIGHT	WIDTH	HEIGHT
Outside Back Cover (Color )		1200	216mm	291mm	210mm	285mm
Inside Covers ( color )		1200	216mm	291mm	210mm	285mm
Full Color Page		750	216mm	291mm	210mm	285mm

B.  We require Chinese translation of advertisement. Please advise translation/ production cost (Please enclose sample advertisement).

**REMARKS**

1. Printing method - Offset Litho
2. Material Requirement: BW ad: positive films  
4C ad: color separations and proofs
3. Advertising on the covers will be allotted on a "first come first served" basis.
4. Please enclose 50% deposit with your booking form and the balance to accompany your advertising material.
5. Deadline for receipt of the material is Mar. 1, 2010.

Authorized by: \_\_\_\_\_ Position: \_\_\_\_\_  
(Please Print)

Exhibiting Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CHINA CYCLE 2010

FORM B EXHIBIT SELLING

Return before Mar. 1, 2010 to:

Shanghai International Exhibition Co., Ltd.

8/F, OOCL Plaza, 841 Yan An Zhong Road, Shanghai  
200040, China

Tel:(86) 21 6279 2828\*308 Fax:(86)21 6545 5124

Email:xls@siec-ccpit.com Contact: Mr. Peter Shaw

I have no intention of selling any exhibits at the exhibition.

I wish to sell my exhibits during the exhibition. I understand that I will need to forward to the Organizer at least 50 sets of materials, preferably in Chinese language by February 20, 2010. The materials should include catalogue, specifications, pro forma invoice, model numbers and other essential information necessary to buyer for reference.

Authorized by:

Position:

Company:

Booth No.:

Address:

Tel:

Fax:

Signature:

Date:

List of Exhibits (in Chinese & English)	Main Specification	Reference Price	Sold, Return or for sale

(For information on bonded warehouse, please refer to the next page)

## **Bonded Warehouse for Exhibits**

Shanghai International Exhibition Co., Limited (SIEC) also operates a bonded warehouse especially for exhibits with the permission of Shanghai Customs. Exhibitors may store their exhibits in the bonded warehouse within the period of six months (or one year for special reasons) if they intend to push the sales of their exhibits after the closing of the exhibition or remove the exhibits to another place in China for subsequent exhibition. During the period of storage, SIEC renders services as follows:

1. Arranging customs formalities for the storage of the exhibits.
2. Transporting the exhibits to be stored from exhibition hall to the bonded warehouse.
3. Responsible for proper storage of the exhibits, except in case of force majeure.
4. Introducing and recommending the exhibits to customers, but not responsible for the sales of the exhibits.
5. Helping importers go through the necessary import formalities.
6. Arranging customs formalities for the re-exportation of the exhibits if the exhibits can't be sold during the period of storage.

The service charge, including the charges for truck-age, fork-lifting and storage , will be negotiated on the basis of the size, weight and description of the exhibits to be stored.

For storage services, please contact the trade liaison office during the exhibition or Trade Liaison Department of SIEC after the exhibition.

**CHINA CYCLE 2010**

FORM C DELEGATION LIST

**Return before Mar. 1, 2010 to:****Shanghai International Exhibition Co., Ltd.**8/F, OOCL Plaza, 841 Yan An Zhong Road, Shanghai  
200040, China

Tel:(86) 21 6279 2828\*308 Fax:(86)21 6545 5124

Email:xls@siec-ccpit.com Contact: Mr. Peter Shaw

Please list name and nationality of all company representatives who will be attending the exhibition.

NAME	POSITION	NATIONALITY	COMPANY
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			

\* Use extra paper if necessary

\*

\* This form is for your exhibitor's badges

Authorized by:  
(Please Print)

Position:

Exhibiting Company:

Booth No.:

Address:

Tel:

Fax:

Signature:

Date:

FORM D1  
STAND FASTIA

**Shanghai International Exhibition Co., Ltd.**  
8/F, OOCL Plaza, 841 Yan An Zhong Road, Shanghai  
200040, China  
Tel:(86) 21 6279 2828\*308 Fax:(86)21 6545 5124  
Email:xls@siec-ccpit.com Contact: Mr. Peter Xie

Please tick the appropriate terms

1. *PACKAGE STAND*

- a. We need only package stand provided by the Organizer.

**PACKAGE STAND FASCIA BOARD**

All exhibitors taking the package stand arrangement will be provided with a fascia board on the top of the stand. Only standard fascia board lettering will be used, thus no "logo types" or special designs are allowed. Please detail below the wordings you wish to appear on the fascia board. If no Chinese characters are given, the Organizer will translate it at your request.

English Characters:


Chinese Characters:


- We require your translation for our firm's name.

2. *RAW SPACE*

- a . We need only raw space provided by the Organizer. We will handle the design, booth construction and decoration ourselves. We understand we need to send a layout to the Organizer for approval before February 1, 2010.
- b. We require the official booth contractor to handle the design, booth construction and decoration. We understand we need to contact the contractor directly.

Authorized by: \_\_\_\_\_ Position: \_\_\_\_\_  
(Please Print)

Exhibiting Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CHINA CYCLE 2010

FORM D2  
ORDER FORM  
FURNITURE ITEMS

Return before **March 31, 2010** to:

**SHANGHAI TOP EXHIBITION SERVICES CO., LTD.**  
Rm402 Comfort Mansion , NO.470 WanPing Road (S) , Shanghai  
Tel: 86-21-60910301 60910302  
Fax: 86-21-54252551  
E-mail: topexpo@126.com  
Contact Person: Ms. Liu lei Mr. Yan guojun

No.	Items (mm)	Unit Price (USD)	Quantity	Total (USD)
U-01	Black Bar Stool 黑皮钢管吧椅	18.00		
U-02	Folding Bar Stool 折叠钢管吧椅	15.00		
U-03	Wood Bar Stool 木制旋转吧椅	20.00		
U-04	Eleva Bar Stool 气压吧椅	20.00		
U-05	Space Bar Stool 太空吧椅	25.00		
U-06	Black Leather Arm Chair 黑皮扶手椅	12.00		
U-07	Yellow Chair 黄色休闲椅	20.00		
U-08	Red Chair 红色休闲椅	20.00		
U-09	Blue Chair 蓝色休闲椅	20.00		
U-10	Aluminium Chair 铝制休闲椅	10.00		
U-11	Folding Chair 折叠椅	7.00		
U-12	Sofa ( white , yellow) 单人沙发(白,黄色)	50.00		
U-13	Sofa (single) 休闲单人沙发	40.00		
U-14	Sofa ( blue, grey, double) 休闲双人沙发(蓝.灰色)	65.00		
U-15	Wood Round Table 木纹十字钢脚圆台 (800H)	30.00		
U-16	Glass Round Table 四管圆桌 (750H)	20.00		
U-17	Meeting Table 会议桌 (1600*800*800H)	30.00		
U-18	Glass Round Table 单管玻璃桌	35.00		
U-19	Wood Round Table 单管木茶几(褐色)	30.00		
U-20	Tall Round Table 单管高吧台 (1000H)	50.00		
U-21	Round Table 单管圆桌 (750H)	30.00		
U-22	Glass Tea Table 玻璃茶几 (900*550*500H)	35.00		
U-23	Square Table 方桌 (700*700*800H)	15.00		
U-24	Meeting Table 洽谈长桌 (1200*600*800H)	30.00		
U-25	OCTANORM Reception Table 奥克坦姆接待台	120.00		
30% surcharge for Late order received after Mar. 15, 2010				
50% surcharge for Late order received after Apr. 1, 2010				
<b>Grand Total : USD</b>				

No.	Items (mm)	Unit Price (USD)	Quantity	Total (USD)
U-26	Information Counter 问讯台 (1000*500*800H)	25.00		
U-27	Low Glass Showcase 玻璃展示锁柜(1000*500*1000H)	50.00		
U-28	Magazine Rack 立式资料架	15.00		
U-29	Magazine Rack 伸缩资料架	15.00		
U-30	Flat Shelf/Sloping Shelf 平/斜层板 (1000w*300H)	10.00		
U-31	Stepped display table 阶梯展示台 (1000L×500w×500 / 750 /1000 H)	65.00		
U-32	Shelf Rack 搁板架 (500*1000W*2500H)	55.00		
U-33	Lockable Cupboard 锁柜 (1000*500*800H)	30.00		

U-34	Tall Glass Showcase 玻璃展示高柜 (1000L×500w×2500 H)	95.00		
U-35	Tall Glass Showcase 玻璃展示高柜 (500 L×500w×2500 H)	65.00		
U-36	Lockable Door 铝门 (1000*2500H)	30.00		
U-37	Wood Door 木门 (1000*2500H)	30.00		
U-38	Folding Door 折叠门 (1000*2500H)	30.00		
U-39	Coat Hanger 衣帽架 (1700H)	20.00		
U-40	Movable Clothing Rack 活动衣架 (1500W*1200H)	20.00		
U-41	Pegboard 网格片 (950w*1200H)	7.50		
U-42	Holeboard 洞洞板 (1000w*1900H)	25.00		
U-43	Low display table 低展示台 (500*500*800H)	18.00		
			30% surcharge for Late order received after Mar. 15, 2010	
			50% surcharge for Late order received after Apr. 1, 2010	
	<b>Grand Total : USD</b>			

**Service Information:**

**Payment** 1) Invoice will be issued upon receiving of confirmed order. Full payment must be settled before the payment deadline shown on our invoice.

**Remarks** 1) Please fill in this form completely and return by fax before the deadline

- 2) The valid rental period is the same as the exhibition period.
- 3) Any further request about furniture you may have, please contact us.
- 4) 30% late order surcharge will be imposed for orders received after Mar. 15, 2010, and 50% surcharge for orders received after Apr.1, 2010
- 5) Written application form could be accepted only.
- 6) Cancellation of orders will only be accepted in writing. No cancellation will be accepted after Apr.15, 2010 and on-site.
- 7) All application forms will not be valid or processed without payment.
- 8) The above cost could also be paid by RMB with the exchange rate of 6.8

Authorized by: \_\_\_\_\_ Position: \_\_\_\_\_  
(Please Print)

Exhibiting Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CHINA CYCLE 2010**

**Return before March 31, 2010 to:**

FORM D3  
ORDER FORM  
ELECTRICAL ITEMS

**SHANGHAI TOP EXHIBITION SERVICES CO., LTD.**  
Rm402 Comfort Mansion , NO.470 WanPing Road (S) , Shanghai  
Tel: 86-21-60910301 60910302  
Fax: 86-21-54252551  
E-mail: topexpo@126.com  
Contact Person: Ms. Liu lei Mr. Yan guojun

No.	Items	Unit Price (USD)	Quantity	Total (USD)
U-44	50W Track Light 50W 轨道灯	18.00		
U-45	Fluorescent Tube 日光灯	18.00		
U-46	150W HQI Floodlight 150W 白光灯	36.00		
U-47	300W Spotlight (black) 300W 射灯(黑)	36.00		
U-48	50W Tube Light 50W 低压筒灯	18.00		
U-49	100W Tube Light 100W 筒灯	15.00		
U-50	40W Tube Light 40W 筒灯	15.00		
U-51	60W Tube Light 60W 筒灯	18.00		
U-52	100W Long Arm Spotlight 100W 长臂射灯	18.00		
U-53	50W Halogen Longarm 50W 柜台灯	15.00		
U-54	Bar Light (big) 50W 吧灯(大)	18.00		
U-55	Power socket 插座	18.00		
U-56	Refrigerator 冰箱	60.00		
U-57	Easy-Pull Banner 易拉宝	60.00		
U-58	Wastepaper Basket 垃圾桶	5.00		
U-59	Water Dispenser (including 1 pail of water) 饮水机	30.00		
U-60	Coffeepot 咖啡机	38.00		
U-61	42" Plasma 42 寸等离子电视机	220.00		
				30% surcharge for Late order received after Mar. 15, 2010
				50% surcharge for Late order received after Apr. 1, 2010
	<b>Grand Total : USD</b>			

Facility	Items	Unit Price (USD)	Quantity	Total (USD)
Air compressor 空压机	Compressed air 0.5HP-5HP ( ≤ 0.4m <sup>3</sup> /Min & 8~10kgf/cm <sup>2</sup> ), Ø 10mm ≤排量 0.4 立方米/分钟,压力 8~10kgf/cm <sup>2</sup> , 10mm 管径	480.00		
	Compressed air 6HP-10HP ( ≤ 0.9m <sup>3</sup> /Min & 8~10kgf/cm <sup>2</sup> ), Ø 19mm ≤排量 0.9 立方米/分钟,压力 8~10kgf/cm <sup>2</sup> , 19mm 管径	570.00		
	Compressed air 10 Bar 1m <sup>3</sup> /Min, Ø 25mm 排量 ≥ 1.0 立方米/分钟, 25mm 管径	670.00		
Water 给排水	Water supply to booth with 10m pipe up & down. Ø 15mm, P. 4kg/cm <sup>2</sup> 展台用水 (上下水连接水管 10 米, 管径: 15mm, 水压: 4kg/cm <sup>2</sup> )	380.00		
	Water supply to machine with 10m pipe up & down. Ø 20mm, P. 4kg/cm <sup>2</sup> 机器用水 (上下水连接水管 10 米, 管径: 20mm, 水压: 4kg/cm <sup>2</sup> )	570.00		
	15Amp/380V Switch Box 15A/380V 三相电源	120.00		
	30Amp/380V Switch Box 30A/380V 三相电源	190.00		
	40Amp/380V Switch Box 40A/380V 三相电源	220.00		

	60Amp/380V Switch Box	60A/380V 三相電源	300.00		
Power Supply for Machine 机器用电	15Amp/380V Switch Box	15A/380V 三相電源	120.00		
	30Amp/380V Switch Box	30A/380V 三相電源	190.00		
	40Amp/380V Switch Box	40A/380V 三相電源	220.00		
	60Amp/380V Switch Box	60A/380V 三相電源	300.00		
Power Supply connection 电源接驳	If the connection to electrical cabinet (but no direct link to your machine) needed, an extra 15% of electrical cabinet-rental including labor and materials fees will be levied on. 如需电箱接驳, 将收取电箱费用的 15% 作为接驳费, 其中包括人工费、材料费等。但此接驳不直接连接到机器上。		Yes, we need. 需要此项服务 ( )		
			No, we needn't 不需要此项服务 ( )		
	30% surcharge for Late order received after Mar. 15, 2010				
	50% surcharge for Late order received after Apr. 1, 2010				
	<b>Grand Total : USD</b>				

**Service Information:**

**Payment 1)** Invoice will be issued upon receiving of confirmed order. Full payment must be settled before the payment deadline shown on our invoice.

**Remarks 1)** Please fill in this form completely and return by fax before the deadline

- 2) The valid rental period is the same as the exhibition period.
- 3) Any further request about furniture you may have, please contact us.
- 4) 30% late order surcharge will be imposed for orders received after Mar. 15, 2010, and 50% surcharge for orders received after Apr.1, 2010
- 5) Lighting use and industrial power should be applied respectively. The share of switch box is not applicable. Raw space-rental exhibitor must apply for lighting use.
- 6) Any relocation on site of main power / air compressor / water supply / telephone line / network line is subjected to 50% surcharge of on site order price.
- 7) Multi-plug is NOT allowed.
- 8) Written application form could be accepted only.
- 9) Cancellation of orders will only be accepted in writing. No cancellation will be accepted after Apr.15, 2010 and on-site.
- 10) The price quoted of electrical items is including power consumption charges.
- 11) All application forms will not be valid or processed without payment.
- 12) The above cost could also be paid by RMB with the exchange rate of 6.8

Authorized by: \_\_\_\_\_ Position: \_\_\_\_\_  
(Please Print)

Exhibiting Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



U-01 黑皮钢管吧椅  
Bar Stool



U-02 折叠钢管吧椅  
Folding Bar Stool



U-03 木制旋转吧椅  
Wood Bar Stool



U-04 气压吧椅  
Eleva Bar Stool



U-05 太空吧椅  
Space Bar Stool



U-06 黑皮扶手椅  
Black Leather Arm Chair



U-07 黄色休闲椅  
Yellow Chair



U-08 红色休闲椅  
Red Chair



U-09 蓝色休闲椅  
Blue Chair



U-10 铝制休闲椅  
Aluminium Chair



U-11 折叠椅  
Folding Chair



U-12 单人沙发 (白, 黄色)  
Sofa



U-13 休闲单人沙发  
Sofa



U-14 休闲双人沙发 (蓝, 灰色)  
Sofa



U-15 木纹十字钢脚圆台  
Wood Round Table



U-16 四管圆桌  
Glass Round Table



U-17 会议桌  
Meeting Table



U-18 单管玻璃桌  
Glass Round Table



U-19 单管木茶几 (褐色)  
Wood Round Table



U-20 单管高吧台  
Tall Round Table



U-21 单管圆桌  
Round Table



U-22 玻璃茶几  
Glass Tea Table



U-23 方桌  
Square Table



U-24 洽谈长桌  
Meeting Table



U-25 奥克坦姆接待台  
OCTANORM Reception Table



U-26 问讯桌  
Information Counter



U-27 玻璃展示锁柜  
Low Glass Showcase



U-28 立式资料架  
Magazine Rack



U-29 伸缩资料架  
Magazine Rack



U-30 平/斜层板  
Flat Shelf/Sloping Shelf



U-31 阶梯展示台  
Stepped Display Table



U-32 搁板架  
Shelf Rack



U-33 锁柜  
Lockable Cupboard



U-34 玻璃展示高柜  
Tall Glass Showcase



U-35 玻璃展示高柜  
Tall Glass Showcase

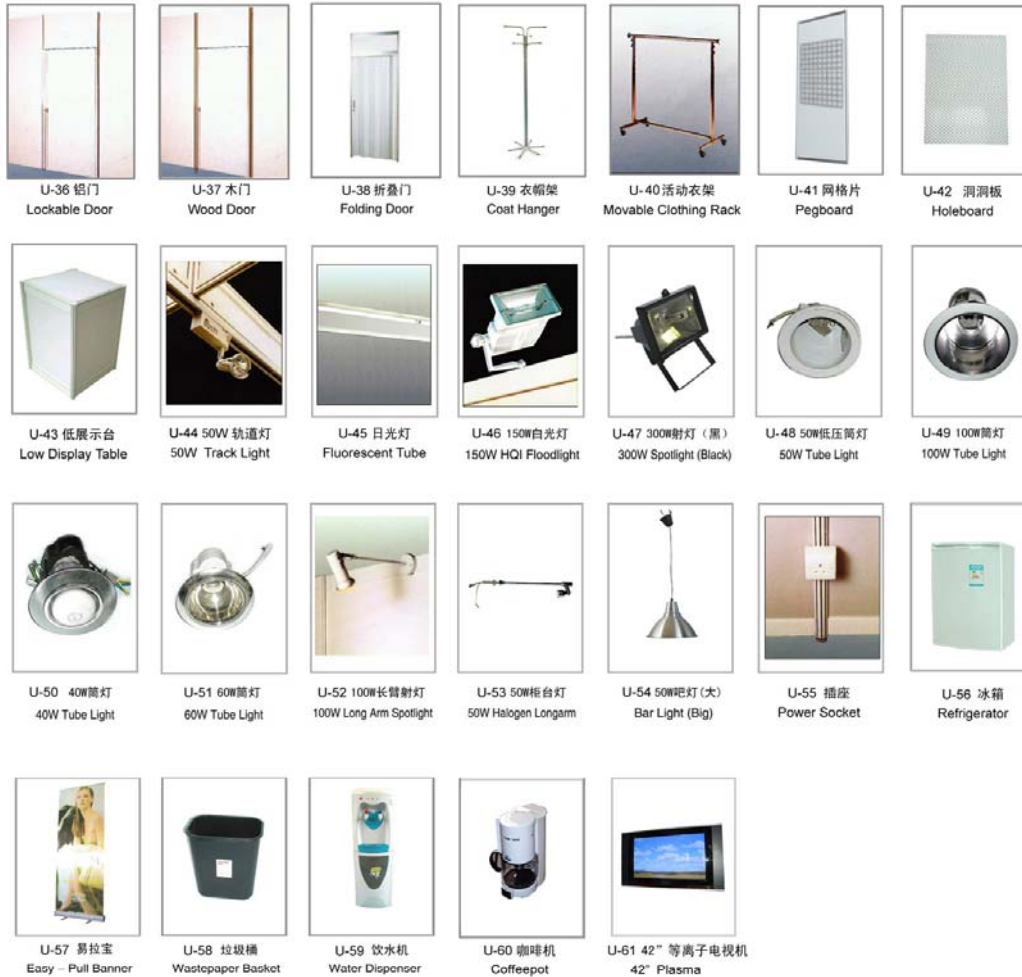
[www.sh-topexpo.com](http://www.sh-topexpo.com)

TEL: 86-21- 60910301 60910302

FAX: 86-21- 54252551

E-MAIL: [info@sh-topexpo.com](mailto:info@sh-topexpo.com)





[www.sh-topexpo.com](http://www.sh-topexpo.com)

TEL: 86-21- 60910301 60910302

FAX: 86-21- 54252551

E-MAIL: [info@sh-topexpo.com](mailto:info@sh-topexpo.com)



**CHINA CYCLE 2010**

**Return before March 31, 2010 to:**

FORM D4  
ORDER FORM  
OTHER ITEMS

**SHANGHAI TOP EXHIBITION SERVICES CO., LTD.**  
Rm402 Comfort Mansion , NO.470 WanPing Road (S) , Shanghai  
Tel: 86-21-60910301 60910302  
Fax: 86-21-54252551  
E-mail: topexpo@126.com  
Contact Person: Ms. Liu lei Mr. Yan guojun

No.	Items (mm)	Unit Price (USD)	Quantity	Total (USD)
TL01	LDD 市内直拨	120.00		
TL02	DDD + Security Deposit 国内直拨+押金 147.00	160.00		
TL03	IDD + Security Deposit 国际直拨+押金 588.00	460.00		
TL04	Wireless Lan 无线宽带+押金 294.00	635.00		
TL05	ISDN + Security Deposit ISDN+押金 441.00	357.00		
TL06	1M(Fiber-based),1 public static IP address 基于光缆的 1M 宽带, 一个公网 IP 地址	675.00		
TL07	2M(Fiber-based),1 public static IP address 基于光缆的 2M 宽带, 一个公网 IP 地址	720.00		
TL08	1M(Fiber-based), 1 public dedicated IP address 基于光缆的 1M 专线, 一个公网 IP 地址	955.00		
TL09	2M(Fiber-based), 1 public dedicated IP address 基于光缆的 2M 专线, 一个公网 IP 地址	1000.00		
		30% surcharge for Late order received after Mar. 15, 2010		
		50% surcharge for Late order received after Apr. 1, 2010		
	<b>Grand Total : USD</b>			

**Service Information:**

**Payment** 1) Invoice will be issued upon receiving of confirmed order. Full payment must be settled before the payment deadline shown on our invoice.

- Remarks**
- 1) Please fill in this form completely and return by fax before the deadline
  - 2) The valid rental period is the same as the exhibition period.
  - 3) Any further request about furniture you may have, please contact us.
  - 4) 30% late order surcharge will be imposed for orders received after Mar.15, 2010, and 50% surcharge for orders received after Apr.1, 2010
  - 5) Any relocation on site of main power / air compressor / water supply / telephone line / network line is subjected to 50% surcharge of on site order price.
  - 6) Written application form could be accepted only.
  - 7) Cancellation of orders will only be accepted in writing. No cancellation will be accepted after Apr.15, 2010 and on-site.
  - 8) Telephone bills shall be settled right after the exhibition.
  - 9) All application forms will not be valid or processed without payment.
  - 10) The above cost could also be paid by RMB with the exchange rate of 6.8

Authorized by: \_\_\_\_\_ Position: \_\_\_\_\_  
(Please Print)

Exhibiting Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FORM D5 PACKAGE STAND SPECIFICATION

**9sq.m Shell Scheme Booth will be provided with the following items:**

**Fascia** 300mm ( H ) Fascia board with booth number and exhibitor's name in both Chinese and English.

**Wall Paneling** Three side walls ( white laminated panels ) held by aluminum system. For the Case of corner booth, it will be two side walls and two fascia boards.

**Carpet** Carpet with stick tape covering the entire floor area of the booth.

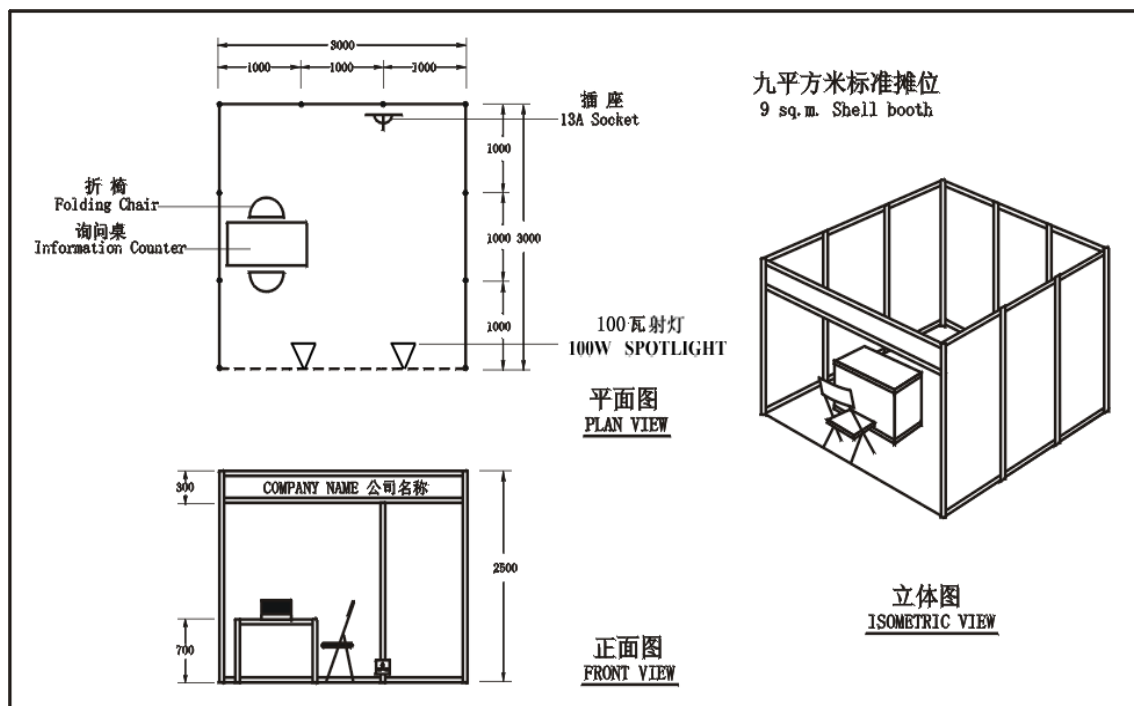
**Furniture**

- One Information Counter
- Two Folding Chair
- One Wastepaper Basket

**Electrical Items**

- One 5 Amp/220V ( max. 500W ) single phase socket
- Two 100W Spotlight
- 

- Larger booths ( e.g. 12 or 15sq.m ) will have the standard furniture provided for 9sq.m. Only booths double in size of 9sq.m will receive the double amount of furniture.
- No hammering of nails, drilling or making holes of wall partitions is permitted. All items are on rental basis. Exhibitors must keep all the rental items in good condition at all times. If fail to do so, the exhibitor will be responsible for all the losses.
- All extra requirement, e.g. special decoration, extra lighting, furniture etc., not provided above, should be ordered separately. They are supplied at extra costs as listed on the order forms enclosed herewith.

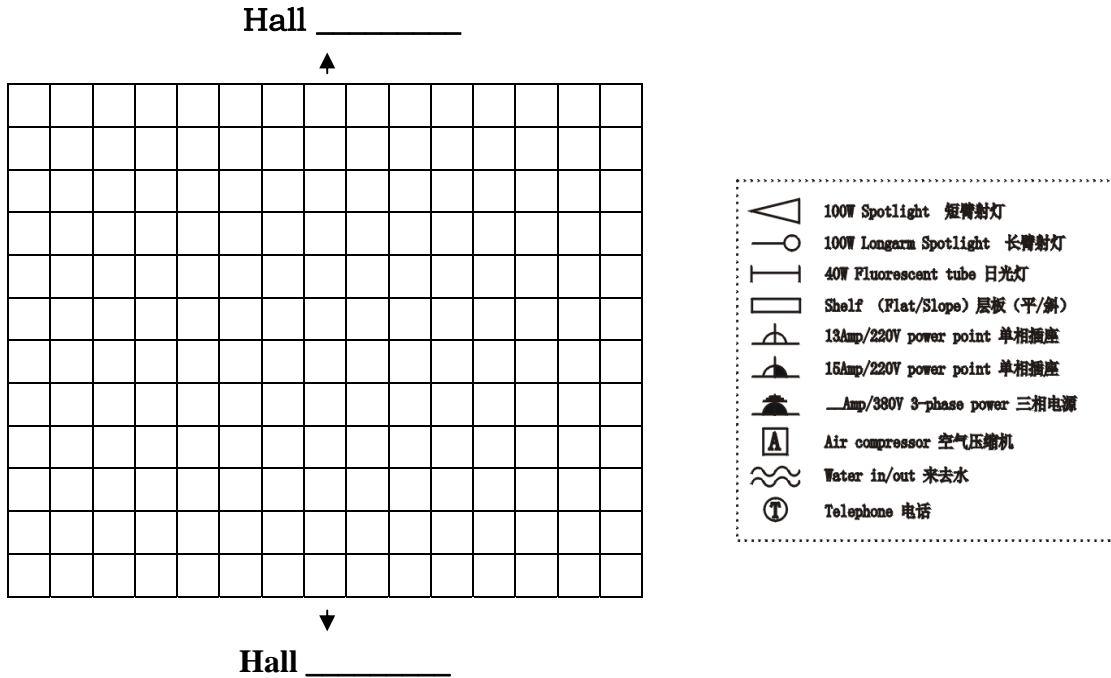


FORM D6  
Service Location Plan

**SHANGHAI TOP EXHIBITION SERVICES CO., LTD.**  
Rm402 Comfort Mansion , NO.470 WanPing Road (S) , Shanghai  
Tel: 86-21-60910301 60910302  
Fax: 86-21-54252551  
E-mail: topexpo@126.com  
Contact Person: Ms. Liu lei Mr. Yan guojun

- If you have ordered some service, please fill in completely and return/fax to SHANGHAI TEAMSAY EXPO LTD. before the deadline.

(Scale: 1 □ = 1 sq.meter)



- If you don't return the plan to us before the deadline, we will set the equipments in proper position.
- Any relocation on site is subjected to 50% surcharge.

Authorized by: \_\_\_\_\_ Position: \_\_\_\_\_  
(Please Print)

Exhibiting Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



CHINA CYCLE 2010

FORM E

Please return it before  
**10 April, 2010**

## Manpower Form

Please return the form to: Shanghai Dahua Exhibition & Conference Corp.	Company:	
Add: 8/F, OOCL Plaza, 841 Yan An Zhong Road, Shanghai 200040, China	Add:	
Contact Person: Ms. Chris Jiang	Contact Person:	
Tel: 86-21-62792828-282 62472425	Tel:	Fax:
Fax: 86-21-65455124 62472403	E-MAIL:	
E-MAIL: dahua@siec-ccpit.com	Booth No.:	Signature:

We require Manpower during **CHINA CYCLE 2010** as follows:

Item	Language	Rate (US\$)	No. of Person	Starting / Ending Date	Sum (US\$)
<b>1. On-site Interpreter</b>	English	60/day			
	Japanese	120/day			
	Korean				
	German				
	French	130/day			
	Russian				
	Spanish	150/day			
	Italy				
<b>2. On-site Receptionist ( Chinese-Speaking Only )</b>	Chinese	40/day			
<b>TOTAL AMOUNT</b>					

Other personnel, please specify \_\_\_\_\_ (will quote).

**Notes:**

- Daily Rates are doubled on Saturdays, Sundays and other public holidays of China.**
- Orders later than **10 April, 2010** are subject to a 20% surcharge.
- Orders on site are doubled and must be accompanied with full payment in cash in RMB.
- Please finish the payment before **27 April, 2010** to:  
**A/C Name: Shanghai Dahua Exhibition & Conference Corp.**  
**Bank Account: China Construction Bank Shanghai Branch**      **No.: 31001550400056000863**  
**Swift Code: PCBCCNBJSHX**
- Please make photocopies of the bank transfer slip and send to Shanghai Dahua Exhibition & Conference Corp.



**CHINA CYCLE 2010**

**Return before Mar. 31, 2010 to:**

FORM F2  
VISITORS' PRE-REGISTRATION

**Shanghai International Exhibition Co., Ltd.**  
8/F, OOCL Plaza, 841 Yan An Zhong Road, Shanghai 200040,  
China  
Tel:(86) 21 6279 2828\*308 Fax:(86)21 6545 5124  
Email:xls@siec-ccpit.com Contact: Mr. Peter Xie

This is form is for you to invite your clients to visit the CHINA CYCLE show. Your client just needs to fill in this form and return to us. We will prepare the visitor's badge according to the following info.

## Visitor Pre-registration Form

**Date: Apr. 27-30, 2010**

**Venue: Shanghai New International Expo Center. (SNIEC)**

**Name** \_\_\_\_\_ **Position** \_\_\_\_\_

**Company** \_\_\_\_\_

**Address** \_\_\_\_\_

**Tel** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_ **Website** \_\_\_\_\_

### Please indicate your company's main activity

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Importer     | <input type="checkbox"/> Exporter            |
| <input type="checkbox"/> Retailer     | <input type="checkbox"/> Government Official |
| <input type="checkbox"/> Wholesaler   | <input type="checkbox"/> Trading             |
| <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Others _____        |
| <input type="checkbox"/> Buying Agent |  |

### Please indicate your purpose of visit

- |   |  |
|---|--|
| <input type="checkbox"/> Place order                    | <input type="checkbox"/> To look for business opportunity  |
| <input type="checkbox"/> Make contacts/ Visit suppliers | <input type="checkbox"/> Seek representative/Joint venture |
| <input type="checkbox"/> To source for new products     | <input type="checkbox"/> Gather information                |

### How did you find out about this fair?

- |   |  |
|---|--|
| <input type="checkbox"/> Invitation                 | <input type="checkbox"/> Magazine/Advertisement      |
| <input type="checkbox"/> Direct mail from Organizer | <input type="checkbox"/> Business associate/Supplier |
| <input type="checkbox"/> Exhibitor                  | <input type="checkbox"/> Government/Association      |
| <input type="checkbox"/> Internet                   | <input type="checkbox"/> Others _____                |
| <input type="checkbox"/> Website                    |  |
| <input type="checkbox"/> Email                      |  |

### Is this your first visit to CHINA CYCLE?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

### Do you require assistance in hotel accommodation booking?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

- The Organizer will send you a voucher via email and you can get the badges onsite with the voucher. This will save a lot of your time.
- You can also choose to register online at [www.chinacycle.com.cn](http://www.chinacycle.com.cn)

CHINA CYCLE 2010

FORM G SEMINAR

Return before Mar. 1, 2010 to:

Shanghai International Exhibition Co., Ltd.

8/F, OOCL Plaza, 841 Yan An Zhong Road, Shanghai 200040, China

Tel:(86) 21 6279 2828\*308 Fax:(86)21 6545 5124

Email:xls@siec-ccpit.com Contact: Mr. Peter Xie

- Photocopy this form if more than two seminars are to be proposed.

You are most welcome to propose technical seminar topics (commercial topics are not accepted). Please fill in this form and return it to the Organizer before Mar 1, 2010 for topic selection and approval. You will be notified on or prior to Mar. 10, 2010 of topic acceptance. If accepted, you are required to prepare 50 copies of English handouts. Three sets of complete papers must be submitted to the Organizer by Mar. 20, 2010. The rest of papers shall be brought in by your-self for distribution to the audience. You should pay USD500 for hall rental, interpretation and organization for each seminar. If you want to cancel the topic, which has been approved, you should still pay USD250. The seminar fee must be paid before Mar. 15, 2010 to the Organizer's bank account.

1. Proposed Topic of Presentation \_\_\_\_\_

\_\_\_\_\_

2. Proposed Speaker (s) and Title (s) \_\_\_\_\_

3. Brief Synopsis (200 words at least) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. I shall need an interpreter (extra cost)

Yes       No

Please specify language: \_\_\_\_\_

Authorized by:  
(Please Print)

Position

Exhibiting Company:

Booth No.:

Address:

Tel:

Fax:

Signature:

Date:



CHINA CYCLE 2010  
FORM H1

Please return it before  
**27 March, 2010**

### Invitation Letter for Visa Application

Please return the form to: Shanghai Dahua Exhibition & Conference Corp.	Company:
Add: 8/F, OOCL Plaza, 841 Yan An Zhong Road, Shanghai 200040, China	Add:
Contact Person: Ms.Chris Jiang	Contact Person:
Tel: 86-21-62792828-282 86-21-62472425	Tel: Fax:
Fax: 86-21-65455124 / 62472403	E-mail:
E-mail: dahua@siec-ccpit.com	Booth No. _____
Ref. No. (Official use only)	Applicant's Signature:

The invitation letter is issued by Shanghai Municipal Commission of Commerce.

Please supply information as listed below for those who need an invitation letter to support their application for a visa.

Accurate information is essential. Full details must be typed. One copy is for one applicant only.

Processing Fee: US\$30.00 / per person, postal fee will be charged separately. Processing time: 3 to 7 working days.

<b>Exhibition:</b>	<b>CHINA CYCLE 2010</b>
<b>Surname:</b>	
<b>Given Name:</b>	
<b>Nationality:</b>	
<b>Gender:</b>	
<b>Date of Birth:</b>	____(DD)____(MM)____(YYYY)
<b>Occupation / Position:</b>	
<b>Passport No.:</b>	
<b>Date &amp; Place of Issuances:</b>	
<b>Expiry Date:</b>	
<b>Duration of Staying:</b>	____(DD)____(MM)____(YYYY) ~ ____ (DD)____(MM)____(YYYY)
<b>Country / City of embassy to get visa:</b>	
<b>Please Specify:</b>	<input type="checkbox"/> the original invitation letter sent by express delivery (TNT) <input type="checkbox"/> the copy of the invitation letter sent by email or fax

**Notes:**

- It is important to state the country / city of embassy where you would like to get visa. (Delete: otherwise the letter will be sent automatically to the country where the individual holds nationality.) Where there is no Chinese Embassy in a particular country, we recommend tourist visa application.
- Applicant's passport must be valid for at least **SIX MONTHS** beyond the intended date to enter PR China or any destination.
- Expenses for visa invitation letter applications, issuance and delivery will be borne by the applicants.
- Please make telegraphic transfer (T/T) to the account stated below:  
**A/C Name: Shanghai Dahua Exhibition & Conference Corp.**  
**Bank Account: China Construction Bank Shanghai Branch**  
**No.: 31001550400056000863 Swift Code: PCBCCNBJSHX**
- Please make photocopies of the bank transfer slip and send to Shanghai Dahua Exhibition & Conference Corp.
- Upon receiving the invitation letter, please take it together with your passport and other files to Chinese Embassy or Consulate to get visa.



## Hotel Reservation

Please tick in the appropriate :

**OPTION 1 Sofitel Jin Jiang Oriental Pudong Shanghai** (five-star,3.8km to Exh-Hall)

<p><b>Welcome to CHINA CYCLE 2010</b></p> <p>The following four hotels designated for the exhibition are convenient to the venue.</p>	<p>Please return the form to: Shanghai Dahua Exhibition &amp; Conference Corp. Add: 8/F, OOCL Plaza, 841 Yan An Zhong Road, Shanghai 200040, China Contact Person: Ms. Chris Jiang Tel: (86) 21 62792828-282, 62472425 Fax: (86) 21 65455124 62472403 Email: dahua@siec-ccpit.com</p>
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889 South Yanggao Road, Pudong, Shanghai

- Superior Room (single/double): RMB600/700 plus 15% service charge per room per night  
(breakfast included, shuttle bus available in morning )

**OPTION 2 Tong Mao Hotel** (four-star, 6.0km to Exh-Hall,free internet access )

357 Songlin Road, Pudong, Shanghai

- Standard Room: RMB480 plus 15% service charge per room per night (one breakfast included)

**OPTION 3 Central View Suites** (apartment,0.6km to Nanjing (W) Station, Metro Line 2, the city center)

288, North Shan Xi Road, Shanghai

- Superior Room: RMB420 per room per night (breakfast included)

We will reserve \_\_\_\_\_ room (s) for the following person (s):

Person Name	Qty.of rooms	Single /Double	Smoking /Non-smoking	Check in-Check out	Booking Guarantee	
					Credit Card No.	Expiry Date

NOTES:

- Credit card information should be kindly provided to guarantee the blocked rooms.**
- All accommodation reservations are on a "First Come First Served" basis.
- Please pay the room charge directly to the hotel when you check out.
- Room rates are subject to change and prior notification will be given.

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth No.(exhibitors only): \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_