



ASIA PACIFIC CHINA POLICE 2010

Asia Pacific Police Logistics & Equipments Trading Platform (5th Event)

第五届中国国际警用装备展览会

Date: April 21-24, 2010

Venue: Beijing Exhibition Center, Beijing, China

地点: 中国 - 北京 - 北京展览馆

EXHIBITORS' MANUAL

参展商手册

Overseas Organizer:
海外主办单位

China Promotion Ltd. 华进有限公司
Room 1703, 109 Gloucester Road, Wanchai, Hong Kong
Tel: (852) 2511 7427 Fax: (852) 2511 9692
Email: logistics@cpexhibition.com
Web site: www.cpexhibition.com
Hong Kong emergency mobile phone: (852)-94841243
after office hour if you have something urgent

Beijing 24-hours Mobile: (86)13901010395 高尔青小姐
Beijing Tel: (86) 10-87730641/2/3 Fax: (86) 10-87730640
Email: cpbj@cpbjlf.com

Official Freight Forwarder:
大会运输

Baltrans Exhibition & Removal Ltd 保昌展览搬运有限公司
Hong Kong Office:
Rm 1510, 15/F, Ocean Center,
No 5 Canton Rd.,
Tsim Sha Tsui, Kowloon
Hong Kong
Tel: (852) 2798 6628
Fax: (852) 2796 5606
Email: verbt.yip@exhibition.baltrans.com
joyce.yuan@exhibition.baltrans.com
Contact: Ms. Verby Yip
Ms. Joyce Yuan
Beijing Office:
B11 & 15, 16/F, Han Wei Plaza,
7 Guang Hua Rd., Chao Yang Dist.,
Beijing 10004 China
Tel: (8610) 6561 4171
Fax: (8610) 6561 4170
Email: Cookie.cui@exhibition.baltrans.com
melody.yh.wang@exhibition.baltrans.com
Contact: Ms. Wang Yanhong
Ms. Cui Yanrong

Official Booth Contractor:
(for standard shell scheme
special design, supply of
water & electricity)
大会承建商

Oriental Expo Services (Beijing) Limited 北京华毅东方展览有限公司
Room 606, 6/F, Ruichen International Center, 13 Nongzhanguan South Street
Chaoyang Dist., Beijing 100125, China
Tel: (8610) 65671880 / 65670365 Fax: (8610) 65670361
Email: geming@orientalexpo.net
maggiemeng@orientalexpo.net
zengwq@orientalexpo.net
Contact: Ms. Meng Kai, Mr. Ge Ming, Mr. Zeng Weiqiang

Welcome note to Exhibitors

Dear Exhibitors,

Thank you very much for your support and participation in **Asia Pacific China Police 2010**.

This Exhibitors' Manual contains all detailed logistics information and serves to assist you in making advance arrangements for your participation in the Exhibition. Please read this Manual carefully and observe the general rules and regulations, exhibition schedule and the deadlines for various orders specified in this Manual.

Detailed information on freight forwarding, stand fitting and travel are also contained in this Manual under separate cover. For their respective orders and inquiries, please kindly contact the contractors directly.

Should you require any other information or special assistance, please do feel free to contact us or our representative in your area.

We wish you every success in the exhibition and look forward to seeing you in Beijing, China.

Yours sincerely,

China Promotion Ltd

Approved By:

批准单位

Ministry of Public Security, P.R. China

中华人民共和国公安部

Ministry of Science & Technology, P.R. China

中华人民共和国科技部

Organizers:

主办单位

Equipment & Finance Bureau, Ministry of Public Security

公安部装备财务局

Public Security Bureau, Ministry of Public Security

公安部治安管理局

The First Research Institute of the Ministry of Public Security

公安部第一研究所

Hosts:

承办单位

The First Research Institute of the Ministry of Public Security

公安部第一研究所

Assistant Organizer:

协办单位

China Jing An Import Export Corporation

中国京安进出口公司

Overseas Organizer:

海外承办单位

China Promotion Ltd

华进有限公司

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1. Venue

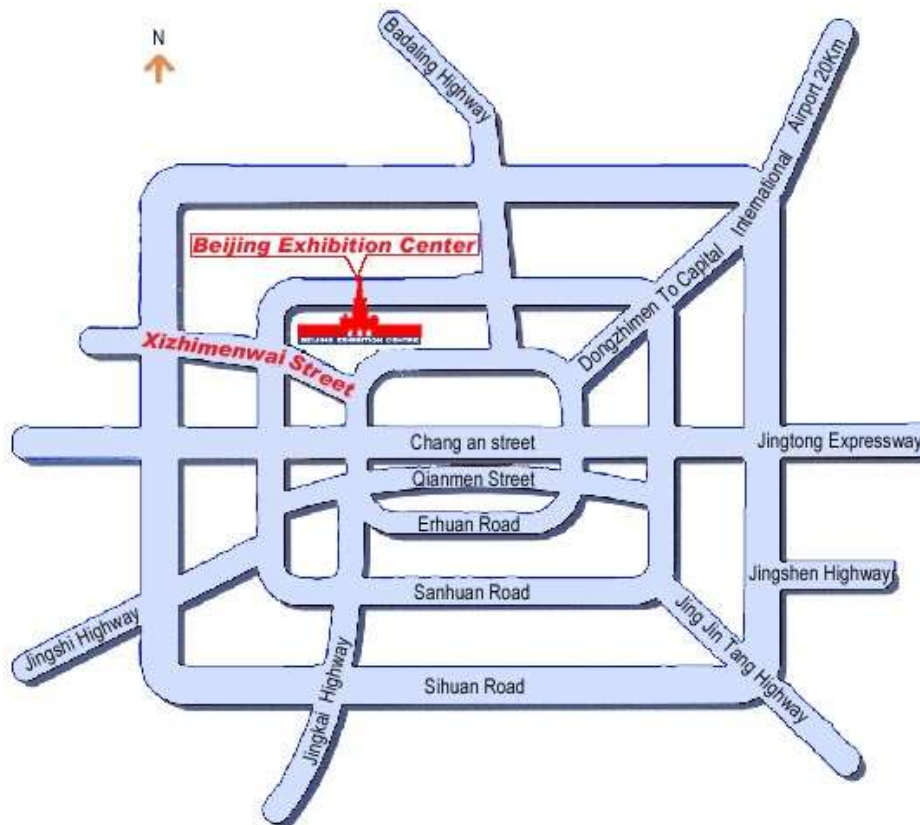
The exhibition will be held at "**Beijing Exhibition Center**" in **Beijing, China**

Address: 135 Xizhimenwai Nanlu, Xicheng District, Beijing 100044, China

Exhibition Venue in Chinese: 北京展览馆

Address in Chinese: 中国北京西城区西直门外南路135号 邮编: 100044

Beijing Map –



2. Fair Activities

Exhibition Dates	April 21 – 24, 2010	
Exhibition Hours	April 21, 2010	10:30 - 16:30 (no lunch break)
	April 22 - 23, 2010	09:00 - 16:30 (no lunch break)
	April 24, 2010	09:00 - 11:00
Opening Ceremony	April 21, 2010 at 10:00am at Beijing Exhibition Center	

3. Time Table of On-site Operation

Set-up period: April 18-20, 2010

April 18	08:30 - 17:30	Official Contractor floor marking in the morning Special Design/Independent Contractors can set up Official freight forwarder starts moving in cargos
April 19	08:30 - 17:30	Booth decoration & installation, customs clearance, Display of exhibits
April 20	08:30 - 17:30 17:30	Booth decoration & installation, customs clearance, Display of exhibits Safety and security inspection

Exhibition period: April 21-24, 2010

April 21	08:30 - 10:00 10:00 - 10:30 10:30 - 17:00	Hall open for exhibitors Grand Opening of Exhibition & VIPs visit Exhibition for trade visitors (no lunch break) (Visitors are not allowed to enter after 16:30)
April 22-23	08:30 - 09:00 09:00 - 17:00	Hall open for exhibitors Exhibition for trade visitors (no lunch break) (Visitors are not allowed to enter after 16:30)
April 24	08:30 - 09:00 09:00 - 11:00	Hall open for exhibitors Exhibition for trade visitors (Visitors are not allowed to enter after 10:30)

Dismantling period: April 24, 2010

April 24	12:00 - 17:30	Closing of exhibition, the official freight forwarder will start returning empty boxes to exhibitors for packing and Stand Dismantling
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If you are exhibiting equipment that requires the use of forklift truck or crane in your stand, please supply to the Official Freight Forwarder with your layout drawings so that your exhibits will be arranged early during the installation period.

Once the stand construction is completed, the use of lifting equipment should be limited. Both the Organizer(s) & the official freight forwarder will not be liable for the delay in positioning your equipment at your stand if proper arrangement has not been made beforehand.

4. Overtime Charges (during Set-up & Dismantling Periods)

If exhibitors would like to work overtime during set up & dismantling period, they have to pay overtime charge to China Promotion Ltd before 16:00 on the same day. 30% more shall be charged for late application. Overtime charges are:

Hall 2 / Hall 11 RMB2000 per hour (US\$300 per hour)

5. Technical Data of the Halls

	<u>Hall 1</u>	<u>Hall 2</u> <u>(Main Hall)</u>	<u>Hall 2</u> <u>(South Corridor)</u>	<u>Hall 2</u> <u>(Side Hall)</u>	<u>Hall 11</u>
Floor Strength	0.8 t/m ²	10 t/m ²	1 t/m ²	1 t/m ²	6 t/m ²
Limited Height	6 m	6 m	4 m	3.5 m	6 m

Freight Entrance: 6 m (width) x 5 m (height)

6. Serving Parties

- A. Matter concerning free catalog entry, interpreters, internet & telephone line, admission badges should be addressed to:

China Promotion Ltd. 华进有限公司
 Room 1703, 109 Gloucester Road, Wanchai, Hong Kong
 Tel: (852) 25117427 Fax: (852) 25119692
 Email: laura@cpexhibition.com Website: www.cpexhibition.com

- B. Official Contractors

The following companies have been selected to provide you with various related services that may be needed. Except with certain restrictions, exhibitors are free to choose using their services or not. Any arrangement between the contractors and the exhibitors are strictly between themselves, and the Organizer(s) shall not be held liable for any such arrangement.

- i. **Official Freight Forwarder** – see separate cover

Baltrans Exhibition & Removal Ltd has been appointed as the official freight forwarder and customs liaison agent of this exhibition. Shipment schedule, documentation and related matters will be handled directly between the official freight forwarder and exhibitors.

Baltrans' contact details are as follow:

Hong Kong Office:

Rm 1510, 15/F, Ocean Center,
 No 5 Canton Rd.,
 Tsim Sha Tsui, Kowloon
 Hong Kong
 Tel: (852) 2798 6628
 Fax: (852) 2796 5606
 Email: verby.yip@exhibition.baltrans.com
 joyce.yuan@exhibition.baltrans.com
 Contact: Ms. Verby Yip Ms. Joyce Yuan

Beijing Office:

B11 & 15, 16/F, Han Wei Plaza,
 7 Guang Hua Rd.,
 Chao Yang Dist., Beijing 10004
 China
 Tel: (8610) 6561 4171
 Fax: (8610) 6561 4170
 Email: Cookie.cui@exhibition.baltrans.com
 melody.yh.wang@exhibition.baltrans.com
 Contact: Ms. Wang Yanhong Ms. Cui Yanrong

If the exhibitors choose to use their own forwarder, the Organizer and the Official Freight Forwarder will not be responsible for any overtime charges in case of any delay due to whatever reason (such as customs permit and clearance). Anyhow, please still inform us the name, address, fax and contact person of the forwarder. Detailed forwarding information should be submitted to the Official Freight Forwarder for their record.

- ii. **Official Booth Contractor (including electricity supply)** – see separate cover
Matters concerning standard booth set up, fascia board, rental of furniture, electrical, water connection, compressed air and special booth design should be addressed to :

Oriental Expo Services (Beijing) Limited 北京华毅东方展览有限公司
Room 606, 6/F, Richen International Center, 13 Nongzhanguan South Street
Chaoyang Dist., Beijing 100125, China
Tel: (8610) 65671880 / 65670365 Fax: (8610) 65670361
Email: geming@orientalexpo.net
maggiemeng@orientalexpo.net
zengwq@orientalexpo.net
Contact: Ms. Meng Kai, Mr. Ge Ming, Mr. Zeng Weiqiang

Main switch power point, connection of electrical items and water installation work MUST be handled by Official Booth Contractor- Oriental Expo Services, for safety purpose.

In the interest of the organizer, all independent stand contractors/vendors are required to register with organizer (China Promotion Ltd).

7. China Visa

Visa is a MUST for all overseas exhibitors traveling to China.

There are three methods to obtain visa to China

1) **Tourist Visa in your home country (Highly Recommended)**

You are highly recommended to apply a tourist visa to China in your home country. It is very easy and simple. You just ask any travel agent in your home country to arrange a tourist visa for you.

2) **Stop over in Hong Kong for getting an express Tourist Visa**

You may also come to Hong Kong and spend 2 days to get a tourist visa. The procedure is very easy, just go to the following address before 10:00 am with the original passport, one piece passport-size photo and completed visa application form signed by applicant, then you can get back the passport with visa after 17:30 on the same day.

The Ministry of Foreign Affairs of the Peoples Republic of China

Travel Document Section for Chinese Visa

Address: 7/F Lower Block, China Resources Bldg, 26 Harbor Rd, Wanchai, Hong Kong

Tel: 852-3413 2300

3) **Business Visa (Not Recommended)**

You are not recommended to apply a business visa as the procedure is very complicated and the charge is double compare with the tourist visa. Firstly, you have to pay the Chinese Authority in China for issuing a Visa Invitation Letter/Fax and then pay an extra fee to the Chinese Embassy in your country for visa collection/issuance. If you insist to do that, please complete and return **Form B** (Page 16) to China Promotion Ltd.

8. Hotel Accommodation

Beijing Shouti Hotel, Beijing Exhibition Center Hotel, Beijing Debao Hotel and The Presidential Beijing Hotel are the official hotels of this exhibition. If you are interested in staying at the official hotels, please complete and return the Hotel Reservation Form (**Form C** on Page 17) and return to us by fax.

9. Booth Design – Rules & Regulations

- a. **Independent booth contractors:** all independent booth contractors are required to register with China Promotion Ltd. one month before the expo opening.
- b. **Special design and booth construction:** the height limitation for special designed and stand booth construction is 3m to 5.5m (depending on which hall). Exhibitors please ensure that your booth contractors do submit detailed plans of the booth construction to China Promotion Ltd for approval so as to prevent any costly alterations on site. Four copies of the finalized exhibition floor layout should be submitted together with the contractors' information for approval on or before **March 19, 2010**. The Organizer(s) reserve(s) the right to request the exhibitors to alter their booth design if their booth structure causes obstruction to other exhibitors.
- c. All stand decoration, stand fitting or exhibits with a height over 5.5m in the main hall, please inform the organizer(s) immediately.
- d. All materials used in booth construction and decoration must be properly fire-proofed in accordance with local regulations.
- e. Screwing, drilling, nailing or painting on the floors, walls, pillars or any part of the Exhibition Halls will not be allowed. Exhibitors and their contractors will be liable for any damage to the Exhibition Halls.
- f. Suspensions from the ceiling of the Exhibition Halls are strictly prohibited.
- g. Exhibitors who take "raw space" adjacent to another booth must provide their own wall panel. They are not permitted to use the reverse of the neighbors' wall.
- h. Except for Hall 11 in Beijing Exhibition Center, other halls (Hall 1 & Hall 2) are not equipped with water supply & drainage and compressed air equipments. If you require this service, please contact the official booth contractor.

10. Furnished Constructed Booth

Every 9 sqm standard furnished constructed booth includes the following items:

- 3 sides partition (2 sides partition for corner booth) & carpet
- one fascia name board with both Chinese & English company name, booth number, logo excluded (if more than 1 company name to be added on the fascia board, extra cost of US\$50 is required)
- x 1 no. of information counter
- x 2 nos. of folding chair
- x 1 no. of 13 Amp/220V single phase socket (5 amp Powered British plug)
- x 2 nos. of fluorescent tube (40W)
- x 1 no. of lockable cupboard
- x 1 free catalog entry in the expo directory (max. 50 English words and 50 Chinese words)
- x 1 no. of waste paper basket

(For additional furniture & electrical items, please place order with the Official Booth Contractor directly.)

11. Raw Space Booth

Raw Space rental includes

- space only
- one free catalog entry (max. 50 English words and 50 Chinese words)

NO carpet, fascia name board, furniture or electrical items will be provided.

12. Insurance, Liability and Risks

- a. All exhibitors shall insure, indemnify and hold the Organizer(s), Sponsors and the Venue owner harmless in respect of all costs, claims of the exhibitor upon any person or things at the Exhibition Venue during the move-in, exhibitions and move-out periods.
- b. While using booths or other facilities rented from the Official Booth Contractor, the exhibitor should return them in good form and will be responsible for any damages incurred during the period of use.
- c. The Organizer(s) & Sponsor(s) will not be responsible for any theft or loss of exhibits. Exhibitors are strongly advised to insure their exhibits or other valuable properties placed at the Exhibition Venue.
- d. Goods may be sold during the exhibition but under no circumstances can it be removed from the exhibition site unless all Customs duties/taxes have been paid.
- e. During the period while duties/tax are being assessed, sold exhibits will be moved to a bonded warehouse wherein exhibitors will be required to pay an in-transit movement charge.
- f. Giveaway & souvenir items are permitted items but are subjected to import duty. Exhibitors should submit the packing list with quantity and prices to Customs office via the Official Freight Forwarder before giving the souvenir away.

13. Rules & Regulations in the Exhibition Hall

- a. **Electricity Installation**
 - i. No Contractor, other than the Official Booth Contractor, is allowed to carry out any installation work concerning the supply of electrical and water at the exhibition site.
 - ii. During the move-in and move-out period, temporary electricity supply can be arranged by applying to the Official Booth Contractor and a 24-hour advance notice is required.
 - iii. Electricity will be shut off ten minutes after the closing of the exhibitions every day. However, a 24-hour power supply can be provided at cost by arrangement with the Official Booth Contractor.
No more than one extension cord shall be connected to any one socket.
- b. **Use of Industrial Gas**
 - i. The use of industrial gas of inflammable or toxic nature for demonstration purpose is strictly prohibited from the exhibition site.
 - ii. Smoking is prohibited inside the Exhibition Halls.
- c. **Radio & Radar Equipment**

Exhibitors intending to operate radio and/or radar exhibits must notify the organizer of the frequencies in written (Please fill and return the Declaration Form L & L1 on Page 26 & 27) 2 months before the exhibition opening and to obtain permission for each uses from Chinese Authority by themselves. Exhibitors intending to erect special antennae are requested to notify the organizer.
- d. **Armoring Equipment**

Exhibitors intending to exhibit armoring equipments must notify the organizer in written (Please fill in Declaration Form on Page 28) 2 months before the exhibition to obtain permission from the Chinese Authorities.
- e. **Explosives & Dangerous Materials**

Explosives, detonating, fumigating or inflammable materials and all dangerous, harmful, objectionable or obnoxious substances are strictly prohibited.

- f. **Demonstrations and Operating Exhibits**
- i. Ensure that the exhibits are operated in strictly controlled and safe conditions.
 - ii. Ensure that the exhibits are equipped with safety devices.
 - iii. All moving parts of the machines should be adequately guarded against any injury to the visitors. Exhibitors are advised to bar the exhibits in motion from the reach of the visitors.
 - iv. Exhibitors are liable for the removal and disposal of waste materials generated by exhibits demonstration.
 - v. Cause no annoyance to visitors or other Exhibitors. Acceptable noise level will be at the Organizer(s) discretion. In case of complaints raised and the Organizer(s) find(s) it justifiable, the Organizer(s) reserve(s) the right to impose limitation on the operation of the exhibits.
- g. **Operation of Booth**
- i. All booths must be fully staffed and operational throughout the opening hours of the Exhibition.
 - ii. All Exhibitors' staff must wear Exhibition's badges issued by the Organizer(s) and are advised to be present at their booth at least 10 minutes before the opening hour and leave the Exhibition Hall not later than 15 minutes after the closing hour. Exhibitors could apply to the Fair Authority for an extension of these hours.
 - iii. All activities of the Exhibitors and/or their staff must be confined to their booth area. No advertising or business activity may take place elsewhere in the Exhibition Halls.
- h. **Movement and handling of exhibit materials**
- The movement and handling of heavy exhibits and materials that require forklifts, pallet jacks, or any mechanical handling aid, must be done at the freight entrance. Only materials and exhibits which are easily hand carried, will be allowed through the front entrance.

14. Storage Facilities

The Organizer(s) has/have no obligation to provide any service for on-site storage of exhibitors' properties and exhibits. Prior arrangement must be made with the Official Freight Forwarder in regard to the safe-keeping of the properties.

15. Promotion Materials Censorship

Any promotion materials such as films, video-cassettes, 35mm slide and printed matters to be shown to the public during the exhibition must be censored via Official Freight Forwarder prior Exhibition by the Customs. Please allow at least 5 days for clearance. Censorship is subject to a clearance fee.

16. Cleaning

The Organizer(s) will be responsible for cleaning of the public area, eg. gangways. Exhibitors can have their booth or exhibition area cleaned by prior arrangement with the Official Booth Contractor at their own cost.

17. Flowers & Plants

Flowers and plants can be pre-arranged with the official booth contractor at cost. Or you can purchase flowers and plants at the Florist Stall, which located in the exhibition center.

18. Hand-Carried Exhibits

Hand carry exhibits from Overseas

If you have any hand carry exhibits from overseas, please report it to the official freight forwarder immediately for customs clearance.

Hand carry exhibits from Mainland China

Please remember to get the **Local Exhibits Declaration Form** from the organizers if your exhibits (i.e. audio visual, television, panels, models, furniture & etc.) are from local company in China. The Security Guard will be on duty in the hall during move-in period.

Ensure the safety of exhibitors' property in the hall, nobody can take out anything except their personnel briefcase from the hall without the Local Exhibits Declaration Form during exhibition period or after the expo closing.

19. Mobile Phone

Exhibitors can use cell phone in the exhibition hall. You can buy a GSM card and rent a mobile phone from your hotel in Beijing.

20. Lunch Time

There is no lunch break during the exhibition. Please be advised that your company should have at least one representative to manage the booth during lunchtime.