

China Outbound Travel & Tourism Market

**cottm** 2012

100% Outbound

100% B2B

## COTTM Exhibitor Manual

[www.cottm.com](http://www.cottm.com)

## Section 1

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### Key contacts and information

#### Key Contacts

##### Director

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##### Operations

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##### Marketing & Press/Media Information

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Qinghui Qing (China)      Tel: +86 21 64 484 882      E:[qqing@tarsus.co.uk](mailto:qqing@tarsus.co.uk)

##### Official Stand Contractor

Sidex - Eric Thong      Tel: +86 10 84 592 408      E:[sidex@163.net](mailto:sidex@163.net)

##### Official Freight/Deliveries Contractor

CEVA Showfreight      Tel: +44 (0) 1322 312058      E:[graham.ridge@cevalogistics.com](mailto:graham.ridge@cevalogistics.com)  
Contact: Graham Ridge

##### Organisers Address:

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##### Exhibition Address

COTTM  
China World Trade Centre Hall 1 & 2  
China World Trade Centre  
No1 Jian Guo Men Wai Avenue  
Beijing  
China

PLEASE DO NOT ARRANGE FOR DELIVERIES TO BE SENT DIRECT TO THE EXHIBITION CENTRE. ALL DELIVERIES MUST GO VIA THE OFFICIAL FREIGHT FORWARDER - CEVA SHOWFREIGHT, AS THE VENUE CANNOT ACCEPT DIRECT DELIVERIES.

## Index - Category Listing

Items shown in bold are particularly important

	Section		Section
<b>A</b>		<b>I</b>	
Accommodation	4	Interpreters - Form B4	
Audio visual	6	IT equipment &	7
		Internet equipment - Form B3	
<b>B</b>		<b>L</b>	
Badges & Passes - order online	3	List of contractors	2
Build-up & breakdown	2	Lifting & handling	7
<b>C</b>		<b>N</b>	
Checklist of tasks	2	Nameboard - order online	
Compressed air - Form B3		Noise levels	2
Canvassing	2		
Car parking	2	<b>O</b>	
Children	2	Opening hours	2
China World Trade Centre	2	Organisers office	2
Contractors	5	Public address	2
Customs Clearance	7		
<b>D</b>		<b>P</b>	
Delivery of exhibits	7	Pillars	5
Dilapidations	5		
Drop wires	5	<b>S</b>	
<b>E</b>		Security	2
Electrical Services - Form B2		Shell scheme stands	5
		Custom design & build stand	5
<b>F</b>		contractors	
Fire regulations	2	Show timetable	2
First aid	2	Show guide entry - order online	8
Fixings to building	5	Space only stands	5
Flowers & plants	6	Space only stand fitting	5
Freight/shipping/handling	7	regulations	
onsite		Height & floor loading	5
Freight deadlines &	7	restrictions	
consignment instructions		Stand sharers	5
Furniture hire - Form B1	5	Stand cleaning	8
		Storage facilities	8
<b>G</b>		Stand personnel/temporary	5
Gangways - build up &	2	staff	
breakdown		<b>T</b>	
Gratuities	2	Translation/interpretation	4
Graphics	5	Telecommunication	6
<b>H</b>		<b>V</b>	
Health & safety	2	Visa Requirements - see <a href="http://www.cottm.com">www.cottm.com</a>	
Height restrictions	5		

All order forms are in the Forms Section.  
Some items are orderable by email/web

## Index - Section Heading

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  - Key contacts list
  - Index - Alphabetical Listing
  - Index - Section Heading
2. Important Show Information
  - Show checklist with important deadlines
  - Show timetable
  - General Information A-Z
  - List of Contractors
  - Health and Safety Information
  - Security
3. Registration
  - Exhibitor badges and passes policy
4. Hotel, Travel and Interpretation/Translation Information
  - Hotel and travel information
  - Translators/interpreters
5. Shell Scheme and Space Only Stand Information
  - Build up & breakdown
  - Custom design and build contractors
  - Design of Stand and Fire Safety/Electrical Regulations
  - Furniture
  - Height & floor loading restrictions
  - Height restrictions
  - Shell scheme stand
  - Space only stand
  - Stand sharers
6. Additional Orders
  - Audio visual
  - Computer rental
  - Employment of Labour
  - Electrical Services
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  - Internet & telecommunications
  - Stand Cleaning
  - Water and Drainage
  - Security
7. Freight and Shipping
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  - Customs clearance
  - Delivery of exhibits
  - Dragon Link freight services
  - Freight deadlines & consignment instructions
  - Material handling
8. Marketing and Promotional Opportunities
  - Advertising
  - Show guide description
  - Sponsorship opportunities and order form