

Attn: Mr. Eric Thong  
 Add: No. 2A Zhonghuan South Road, Wangjing,  
 Unit 1106, Chao Yang District  
 Beijing 100102. China

Tel: (86 - 10) 8459 - 2408/09/10  
 Fax: (86 - 10) 8459 - 2411  
 E-mail: [sidex@163.net](mailto:sidex@163.net)

### SHOW SERVICES:

- Exhibition Design/Construction
- Project Management/Consultancy
- Electrical and utilities
- Telephone
- Audio Visual Equipment/Engineering
- Graphics Production/3 Dimension Booth Design
- Furniture
- Custom Booth and Pavilion Design and Construction

*Note: Prices include installation, rental and removal.*

### SPECIAL DESIGN FURNITURE/ DISPLAY AIDS & GRAPHICS

Besides standard furniture items available for rental, Beijing Sidex will provide a quote, without obligation, should you require any special furniture display aids and graphics. Exhibitors may want to order sufficient barricade posts and chairs to close off their stands because of the large number of visitors who attend shows in China.

### CANCELLATION POLICY

Items cancelled will be charged at 50% of original price after move-in begins and 100% of original price after installation.

### PAYMENT INFORMATION

- 1) All orders must be accompanied with full payment via Telegraphic Transfer to Beijing Sidex by **March 12, 2012**
  - Beneficiary's Name** : Beijing Sidex Exhibition Service Co., Ltd.
  - Beneficiary's Bank** : Bank of China Beijing Lido Hotel Sub-Branch
  - ACCT No** : 3454 5600 6922
  - SWIFT CODE** : BK CH CN BJ 110
  - Bank Address** : Jichang Road, Jiang Tai Road, Lido  
 Holiday Inn, Beijing, China
  - ZIP** : 100004

Orders without remittance will not be entertained.
- 2) Late order: a 30% surcharge will be charged for orders received after the deadline. For on-site orders a 50% surcharge will be imposed.
- 3) Where it is not otherwise stated, the prices are for the duration of the exhibition days.
- 4) All electrical fittings must be done by Beijing Sidex Exhibition Service Co., Ltd.
- 5) Exhibitors who order on-site must pay on-site with cash. No credit cards will be accepted.

### LATE ORDERS

For late orders received after March 12 2012 we do not guarantee availability and an additional 30% surcharge will be levied for orders received after the deadline.

**\* THIS SURCHARGE**

**WILL BE UP  
 TO 50% ON SITE.**

# Beijing Sidex Services

## COTTM 2012 ORDER FORM B1

Return To: **Beijing Sidex Exhibition Service Co., Ltd** Company: \_\_\_\_\_

Fax: (86 - 10) 8459 2411

Booth No: \_\_\_\_\_

CTC: Eric Thong

**DEADLINE DATE: 12 March 2012**

*Note: Add 30% to all orders received after deadline. Add 50% to all orders on site. Exhibitors who order on-site must make payment on site in cash. No credit cards will be accepted.*

Quantity	Item (FURNITURE)	Price	Total
	Leather Armchair (SD-101)	US\$ 45	
	Lawrence Chair (SD-102)	US\$ 35	
	Brummel Chair (White) (SD-103)	US\$ 20	
	Easy Chair (SD-104)	US\$ 40	
	Conference Chair (SD-105)	US\$ 35	
	Wooden Chair(SD-106)	US\$ 35	
	Conference Chair (SD-107)	US\$ 30	
	Bar Stool (BS11C)	US\$ 40	
	Vada Chair (C30B)	US\$ 35	
	Bar Stool (SD-201)	US\$ 40	
	Bistro Table (SD-202)	US\$ 65	
	Bar Stool (BS04B)	US\$ 35	
	Glisso Chair (C59B)	US\$ 35	
	Sofa(Black__White__) (SD-203)	US\$ 150	
	Beige Sofa (SD-301)	US\$ 190	
	Sofa (S25B)	US\$ 200	
	Sofa (S25C)	US\$ 200	
	Square Top Table (SD-302)	US\$ 60	
	Round Top Table (SD-303)	US\$ 60	
	Bistrol Table (SD-304)	US\$ 70	
	Information Counter (1mL x 0.76mH x 0.5mW) (SD-305)	US\$ 55	
	Lockable Cupboard (1mL x 0.76mH x 0.5mW) (SD-306)	US\$ 60	
	Tall showcase with One Down Light (1mL x 0.5mD x2.5mH)	US\$ 280	
	Tall Display Cube (SD-307)	US\$ 70	
	Low Display Cube (SD-308)	US\$ 65	
	<b>TOTAL ITEMS FROM THIS PAGE</b>		

*NOTE: Please indicate the installing positions of the items on the Order Form B5*

# Beijing Sidex Services

## COTTM 2012 ORDER FORM B2

Return To: **Beijing Sidex Exhibition Service Co., Ltd** Company: \_\_\_\_\_

Fax: (86 - 10) 8459 2411

Booth No: \_\_\_\_\_

CTC: Eric Thong

**DEADLINE DATE: 12 March 2012**

*Note: Add 30% to all orders received after deadline. Add 50% to all orders on site. Exhibitors who order on-site must make payment on site in cash. No credit cards will be accepted.*

Quantity	Item (FURNITURE & ELECTRICAL APPLIANCES )	Price	Total
	Shelf (Slope___Flat___) (1mL x 0.3mW) (SD-309)	US\$ 25	
	Office Door with Lock (SD-401)	US\$ 110	
	White Square Table(SD-402)	US\$ 55	
	Single Wall Panel (2.44mH x 1mW)	US\$ 50	
	Carpeting per sqm (Red___Blue___Grey___Black___Yellow___Green Etc.)	US\$ 10	
	Refrigerator (SD-403)	US\$ 250	
	32"LCD TV & DVD Player	US\$ 450	
	42" Plasma TV & DVD Player	US\$ 550	
	17"LCD Monitor (Not Including Computer)	US\$ 260	
	Water Dispenser (SD-404)	US\$ 65	
	Standing Coat Hanger (SD-406)	US\$ 35	
	Wall Coat Hanger (SD-407)	US\$ 30	
	Catalogue Holder (White___Black___) (SD-408)	US\$ 35	
	Black Catalogue Holder (SD-409)	US\$ 35	
	Waste Paper Basket (SD-501)	US\$ 5	
	Potted Plant (about 1mH)	US\$ 20	
	Logo on Fascia (not larger than 20cm)	US\$ 35	
	Large Logo (0.8mL x 0.8mW)	US\$ 80	
	Small Logo (0.4mL x 0.4mW)	US\$ 50	
	Spotlight 100 Watts (SD-502)	US\$ 55	
	Fluorescent Light 40 Watts (1220mmL) (SD-503)	US\$ 50	
	Coffee Maker (SD-504)	US\$ 80	
	Power Extension Board(SD-505)	US\$ 10	
	5Amp/220V Single Phase	US\$ 160	
	15Amp/220V Single Phase	US\$ 360	
	15Amp/380V Three Phase	US\$ 800	
	30Amp/380V Three Phase	US\$1400	
	<b>TOTAL ITEMS FROM THIS PAGE</b>		

*NOTE: Please indicate the installing positions of the items on the Order Form B5*

# Beijing Sidex Services

## COTTM 2012 ORDER FORM B3

Return To: **Beijing Sidex Exhibition Service Co., Ltd** Company: \_\_\_\_\_

Fax: (86 - 10) 8459 2411

Booth No: \_\_\_\_\_

CTC: Eric Thong

**DEADLINE DATE: 12 March 2012**

*Note: Add 30% to all orders received after deadline. Add 50% to all orders on site. Exhibitors who order on-site must make payment on site in cash. No credit cards will be accepted.*

Quantity	Item	Price	Total
	<b>Water Supply &amp; Drainage</b> Inlet pipe about 20mm diameter & outlet pipe about 38mm diameter, pipe should withstand high pressure For Washbin _____	US\$ 240	
	<b>Internet ADSL</b> (exclude modem, all other accessories)	US\$ 780	
	<b>Fax Machine</b> * including one rim of paper, not inclusive of phone line	US\$ 150	
	Manpower Charge for on-site Booth Decorative Service (e.g. hanging posters etc.) ( USD20 /hour/person)	US\$ 20	
	<b>TOTAL ITEMS FROM THIS PAGE</b>		

*NOTE: Please indicate the installing positions of the items on the Order Form B5*

<b>AUTHORIZED BY:</b>		
Name _____	Title _____	Email _____
Company _____		
Address _____		
Tel _____	Fax _____	
Signature _____	Date _____	Booth No. _____

# Interpreter/Temporary Personnel

## COTTM 2012 ORDER FORM B4

Return To: **Beijing Sidex Exhibition Service Co., Ltd** Company: \_\_\_\_\_

Fax: (86 - 10) 8459 2411

Booth No: \_\_\_\_\_

CTC: Eric Thong

**DEADLINE DATE: 12 March 2012**

*Note: Add 30% to all orders received after deadline. Add 50% to all orders on site. Exhibitors who order on-site must make payment on site in cash. No credit cards will be accepted.*

Dates Required	No. of Interpreter Required	Cost Per day / Person	Total / Day (USD)	Remarks
		US\$180		<b>Cost is for Chinese-English interpretation.</b>  <b>Please contact us should you require interpretation for other languages. Relevant charges apply</b>  <b>* Stand Attendants' English proficiency will not be comparable to Interpreters. They should be engaged only for stand services (basic English).</b>
		US\$180		
		US\$180		
		US\$180		
Dates Required	Stand Attendant* (Service Staff )	Cost Per day / Person		
		US\$ 65		
		US\$ 65		
		US\$ 65		
		US\$ 65		
<b>Total Items From This Page</b>		US\$		
<b>Wire Transfer Charges (required)</b>		US\$	<b>20</b>	
<b>PAYMENT ENCLOSED</b>		US\$		

<b>AUTHORIZED BY:</b>		
Name _____	Title _____	Email _____
Company _____		
Address _____		
Tel _____	Fax _____	
Signature _____	Date _____	Booth No. _____

# Services Location Plan

## COTTM 2012 ORDER FORM B5

Return To: **Beijing Sidex Exhibition Service Co., Ltd** Company: \_\_\_\_\_

Fax: (86 - 10) 8459 2411

Booth No: \_\_\_\_\_

CTC: Eric Thong

**DEADLINE DATE: 12 March 2012**

*Note: Add 30% to all orders received after deadline. Add 50% to all orders on site. Exhibitors who order on-site must make payment on site in cash. No credit cards will be accepted.*

**IMPORTANT:**

*Sketch the location of your utilities, such as power outlets, spotlights, water and compressed air.*

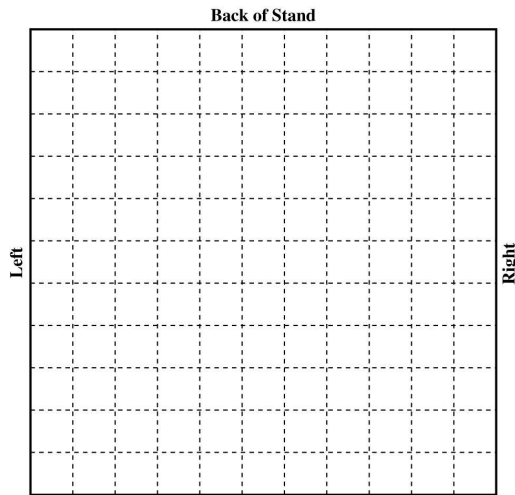
*We shall be using these display diagrams to install your utilities. It is imperative that you return this form to us.*

*Should this form not be returned, services will be placed at discretion of our contractor and **ANY RELOCATION WILL BE AT THE EXPENSE OF THE EXHIBITOR.***

*Please ensure that the positions of spotlights and fluorescent lights are located on the walls or fascia. (Unless your stand has an interior structure to which they can be attached).*

**KEY**

-  Power outlet
-  Spotlight
-  Water
-  Compressed Air
-  Telephone
-  Flood Light
-  Fluorescent Light
-  Shelf



**AUTHORIZED BY:**

Name \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_ Booth No. \_\_\_\_\_

# Beijing Sidex Services

## COTTM 2012 ORDER FORM B7

### Important Notice to Space Only Exhibitors

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Return To: **Beijing Sidex Exhibition Service Co., Ltd** Company: \_\_\_\_\_

Fax: (86 - 10) 8459 2411

Booth No: \_\_\_\_\_

CTC: Eric Thong

**DEADLINE DATE:12 March 2012**

To: *This form is only applicable to exhibitors who have contracted for Raw Space Only, and will be engaging their own stand fitting contractors or building their own stand.*

In addition to the terms and regulations stated within the COTTM 2012 exhibitors' manual regarding Space Only exhibitors, such exhibitors are to take note and adhere to the following **additional** terms in this form, as dictated by CWTC:

#### 1. Hall Management Fees:

All Raw Space only/special design contractors are required to pay Beijing Sidex, the official contractor, a hall management fee of RMB52/- per sqm, for their stand, for on-site co-ordination and design approval submission to the relevant Government authorities. This fee is as required by CWTC. This fee should be paid in CASH by the respective contractors directly to Beijing Sidex.

#### 2. Electrical Fees:

Upon receipt of stand designs from contractors, Beijing Sidex will provide a quotation and invoice for the electrical consumption to their respective stands. This fee is payable directly to Beijing Sidex, who is solely responsible for all electrical connections to all stands.

*This form must be jointly signed by the exhibitor and appointed contractor, and submitted to Beijing Sidex.*

Stand Fitting Contractor: \_\_\_\_\_

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

Person in charge: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Co-Exhibitor Information Form – Form B9  
for Show Guide Entry and Online Exhibitor List Entry**

Stand Number:																															
Company Name: <b>(in English &amp; Chinese)</b>																															
Telephone:																															
Fax:																															
Email:																															
Address:																															
Category of Exhibitor: <b>(maximum 3 categories)</b>	<table border="0"> <tr> <td><input type="checkbox"/> Airlines</td> <td><input type="checkbox"/> Ministries of Tourism</td> </tr> <tr> <td><input type="checkbox"/> Business and Incentive Travel</td> <td><input type="checkbox"/> Motel Chains</td> </tr> <tr> <td><input type="checkbox"/> Car Rental Companies</td> <td><input type="checkbox"/> National Tourist Boards</td> </tr> <tr> <td><input type="checkbox"/> City Tourist board</td> <td><input type="checkbox"/> Package Tour Holidays</td> </tr> <tr> <td><input type="checkbox"/> Coach Operators</td> <td><input type="checkbox"/> Real Estate</td> </tr> <tr> <td><input type="checkbox"/> Cruise Lines</td> <td><input type="checkbox"/> Regional Tourist Boards</td> </tr> <tr> <td><input type="checkbox"/> Department Stores</td> <td><input type="checkbox"/> Retail Outlets</td> </tr> <tr> <td><input type="checkbox"/> Foreign Language Schools</td> <td><input type="checkbox"/> Tourist Attractions</td> </tr> <tr> <td><input type="checkbox"/> Golf Resort</td> <td><input type="checkbox"/> Travel and Tourism Data Processing</td> </tr> <tr> <td><input type="checkbox"/> Health Resorts and Spas</td> <td><input type="checkbox"/> Travel Agencies</td> </tr> <tr> <td><input type="checkbox"/> Hotels/Hotel Chains</td> <td><input type="checkbox"/> Travel Press</td> </tr> <tr> <td><input type="checkbox"/> Inbound Tour Operators</td> <td><input type="checkbox"/> Travel Technology</td> </tr> <tr> <td><input type="checkbox"/> International Adventure Travel</td> <td><input type="checkbox"/> Trade Associations</td> </tr> <tr> <td><input type="checkbox"/> Luxury Travel</td> <td><input type="checkbox"/> Safari</td> </tr> <tr> <td><input type="checkbox"/> Others. Please Identify here :</td> <td></td> </tr> </table>	<input type="checkbox"/> Airlines	<input type="checkbox"/> Ministries of Tourism	<input type="checkbox"/> Business and Incentive Travel	<input type="checkbox"/> Motel Chains	<input type="checkbox"/> Car Rental Companies	<input type="checkbox"/> National Tourist Boards	<input type="checkbox"/> City Tourist board	<input type="checkbox"/> Package Tour Holidays	<input type="checkbox"/> Coach Operators	<input type="checkbox"/> Real Estate	<input type="checkbox"/> Cruise Lines	<input type="checkbox"/> Regional Tourist Boards	<input type="checkbox"/> Department Stores	<input type="checkbox"/> Retail Outlets	<input type="checkbox"/> Foreign Language Schools	<input type="checkbox"/> Tourist Attractions	<input type="checkbox"/> Golf Resort	<input type="checkbox"/> Travel and Tourism Data Processing	<input type="checkbox"/> Health Resorts and Spas	<input type="checkbox"/> Travel Agencies	<input type="checkbox"/> Hotels/Hotel Chains	<input type="checkbox"/> Travel Press	<input type="checkbox"/> Inbound Tour Operators	<input type="checkbox"/> Travel Technology	<input type="checkbox"/> International Adventure Travel	<input type="checkbox"/> Trade Associations	<input type="checkbox"/> Luxury Travel	<input type="checkbox"/> Safari	<input type="checkbox"/> Others. Please Identify here :	
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<input type="checkbox"/> International Adventure Travel	<input type="checkbox"/> Trade Associations																														
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<input type="checkbox"/> Others. Please Identify here :																															
Please type 'X' in [ ]																															
Main Contact Person's Name:																															
Main Contact Person's Email:																															
Company Website URL:																															
Exhibitor Description in English: <b>(with in 50 words)</b>																															
Exhibitor Description in Chinese: <b>(with in 50 words)</b>																															
Logo:  <b>Attached</b>	<p>Shown on website – Free Shown on show guide –€ 150.00</p> <p>If you would like your logo to be included in the show guide as well as on the website, Please type 'X' in [X]</p>																														

Please send back this form and attach your logo in JPEG or GIF format to [kpotts@tarsus.co.uk](mailto:kpotts@tarsus.co.uk)

Thank you for your co-operation.