



CHINA HORSE FAIR 2019

Equuleus International Riding Club

Beijing. China

19-21 September 2019

Exhibitor Manual

Organisers:

Tarsus Hope Exhibition Co., Ltd.

Tarsus Exhibitions & Publishing Limited

Important

This manual contains important information to assist your company in successfully participating at the 13th China Horse Fair (CHF 2019).

Please read the manual carefully and if you have any questions please feel free to contact us using the relevant contact details.

Exhibitors should bring this manual with them to the exhibition.

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Preface

Dear Exhibitors.

We hope the information provided in this Exhibitor Manual is helpful to you in planning your participation at the 13th China Horse Fair which takes place from 19-21 September 2019, Equuleus International Riding Club, Beijing.

Please take time to read the manual thoroughly and carefully so as to familiarize yourself with the contents and then complete and return those forms relevant to your requirements. These completed forms and related materials can be sent by email to the organisations as indicated in the Exhibitor Manual. Please retain copies of those completed forms for your files.

If you have any queries or concerns please do not hesitate to contact a member of our team.

We look forward to meeting with you at the event.

Yours sincerely.

CHF 2019 Team

Section 1 Key Contacts

Organiser

Tarsus Hope Exhibition Co. Ltd. www.hope-tarsus.com

Ms. Sonia Ouyang (Local Exhibitor Service)

Tel: +86 27-8736 2631 E-mail: sonia@hope-tarsus.com

Ms. Moseanne Mao (Local Exhibitor Service)

Tel: +86 21-5852 7126 E-mail: moseanne@hope-tarsus.com

Mr. Oliver Wee (Local Exhibitor Service)

Tel: +86 21-5852 6739 E-mail: oliver.wee@hope-tarsus.com

Mr. Tyrone Wang (Marketing)

Tel: +86 27-8736 6951 E-mail: tyrone@hope-tarsus.com

Mr. Andrew Furness (International Exhibitor Service)

E-mail: andrewfurness17@gmail.com

Exhibitor Car Parking

Equuleus International Riding Club www.equiriding.com

Customer Service Center

Tel: +86 400 075 0808

Lorry Parking

Beijing Sinoplan Exhibition Consulting Co. Ltd. www.sinoplan.com.cn

Contact person: Mr. Sun Zhiwei

Tel: +86 10 6641 5905-816 Mobile: +86 189 1180 0527 E-mail: szw@sinoplan.com.cn

Shell Scheme Package/Space Only Stand Build-up & Power Supply

Beijing Sinoplan Exhibition Consulting Co. Ltd. www.sinoplan.com.cn

Contact person: Mr. Zhang Zheng

Tel: +86 6641 5905-820 Mobile: +86 185 1026 2523 E-mail: oscarzhang@sinoplan.com.cn

Internet & Telephone

Beijing Sinoplan Exhibition Consulting Co. Ltd. www.sinoplan.com.cn

Contact person: Mr. Zhang Zheng

Tel: +86 10 6641 5905-820 Mobile: +86 185 0126 2523 E-mail: oscarzhang@sinoplan.com.cn

Furniture & Electrical Equipment Leasing

Beijing Sinoplan Exhibition Consulting Co. Ltd. www.sinoplan.com.cn

Contact person: Miss Zhang Ziyi

Tel: +86 10 6641 5905-833 Mobile: +86 185 1131 2524 E-mail: zzy@sinoplan.com.cn

Overtime work

Beijing Sinoplan Exhibition Consulting Co. Ltd. www.sinoplan.com.cn

Mr. Sun Zhiwei

Tel: +86 10 6641 5905-816 Mobile: +86 189 1180 0527 E-mail: szw@sinoplan.com.cn

Freight & Logistics Service Provider

Chinafair Cargo Services International Inc. www.ccsi-exhibition.com.cn

Mr. Chen Lu

Phone: 010-6333 3181/134 39482577

Mr. Liu Jingjing

Telephone: 010-6333 3181/ 13810968303 E-mail: info@chinafair-logistics.com

Hotel & Translation Service Provider

Burnaby Solutions China www.burnaby.com.cn

Ms. Amanda Zhou

Tel: +8610-8460 2478 Mobile: +86 131 4641 0552 E-mail: bj@burnaby.com.cn

On-site Dining

Equuleus International Riding Club www.equiriding.com

Tel: +86 400 075 0808

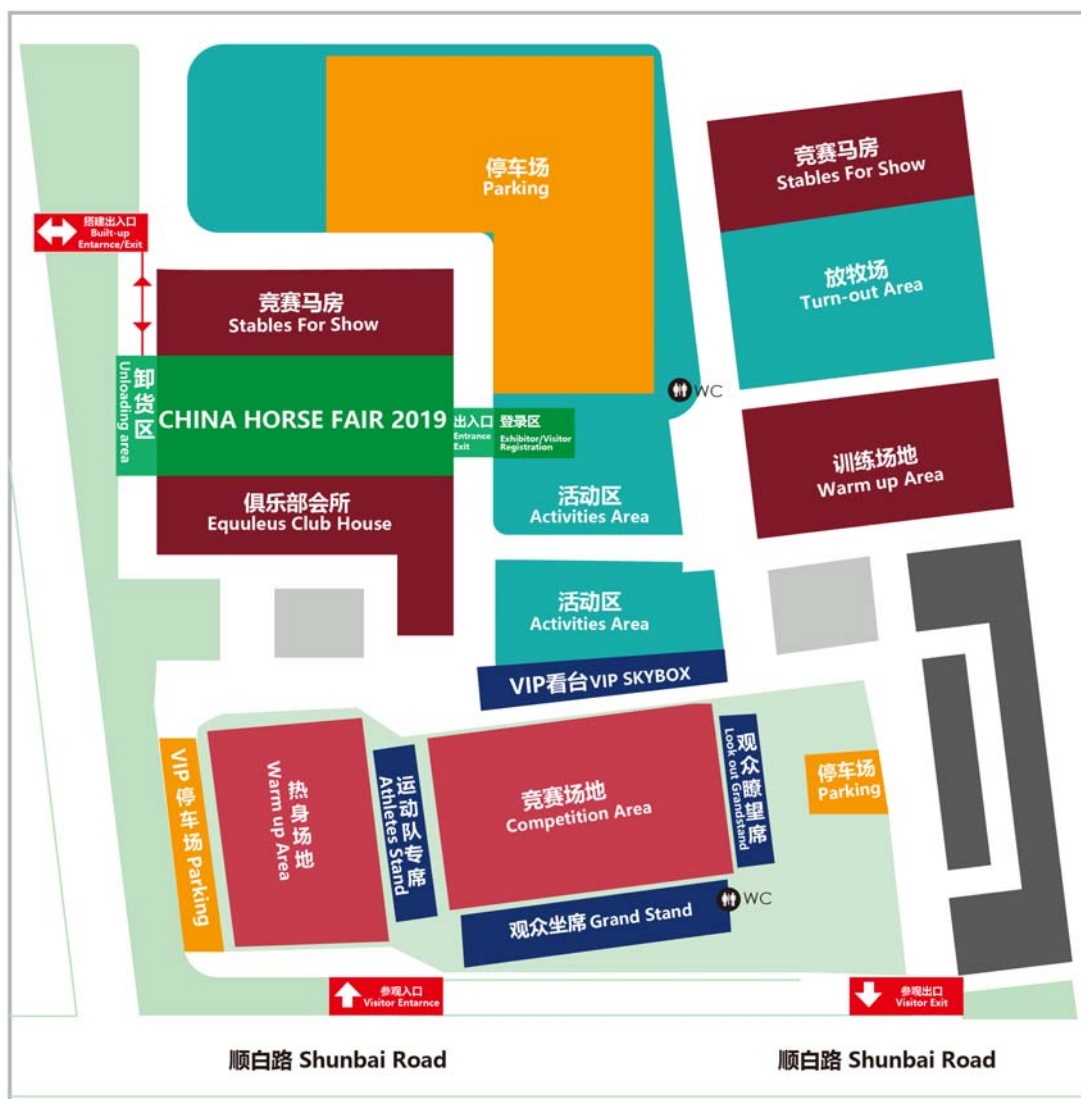
Section 2 Travel Guide



CHINA HORSE FAIR 2019

19-21 September, 2019

Equuleus International Riding Club(Beijing)



Venue: Equuleus International Riding Club (Equuleus)

Address: No. 91 Shun Bai Road. Cui Ge Zhuang County. Chaoyang District. Beijing. P.R. China

Address in Chinese: 北京市朝阳区崔各庄乡顺白路 91 号天星调良马术俱乐部

How to get to the Exhibition Hall

Subway (priority): take the subway line 15 (Ma quan ying station) to get off and walk 1.7km.

Bus (optional): take 991, 988. get off at the Maquanying station, and walk 290m.

Beijing Railway Station:

Metro Line 2 - (Dongzhimen station) transfer to line 13 - (Wangjing west station) transfer to line 15 -(Maquanying station B exit)

Beijing West Railway Station:

Metro Line 7 - (JiuLongShan Railway Station) transfer to line 14 - (Wangjing station) and transfer to line 15 -(Maquanying station B exit)

Beijing South Railway Station:

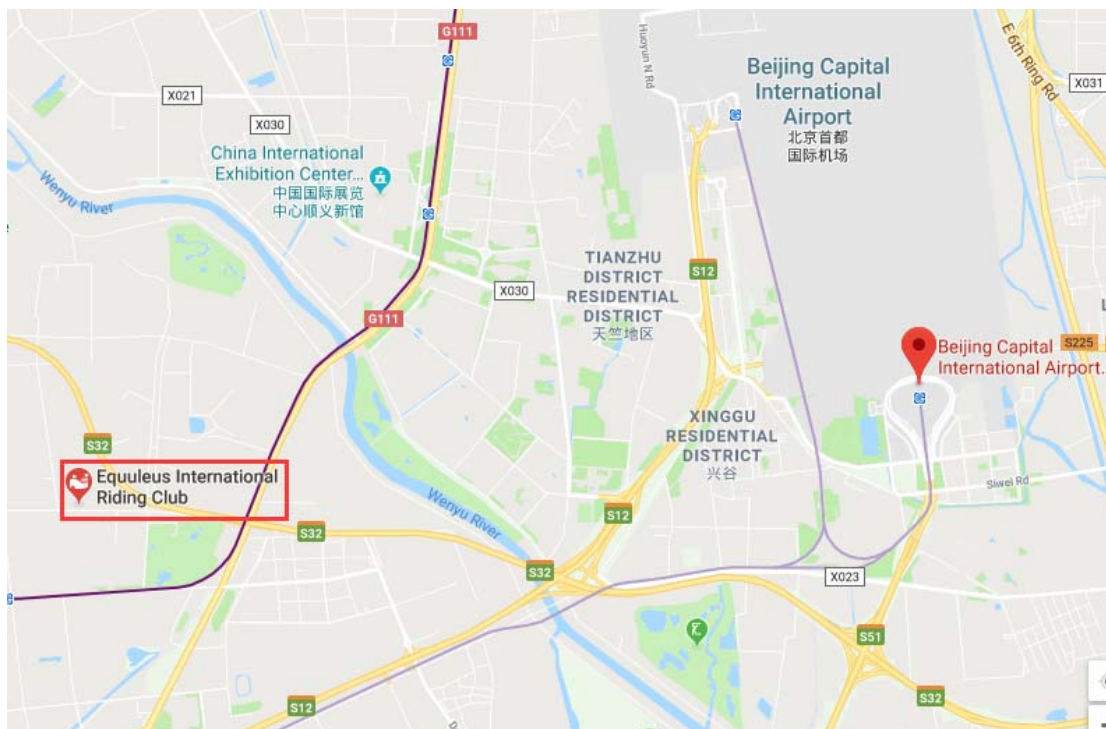
Metro line 14 - (Wangjing station) transfer to line 15 - (Maquanying station B exit)

Beijing North Railway Station:

Metro Line 2 - (Lama Temple station) transfer to line 5 - (Tun Road East Station) transfer to line 15 - (Maquanying station B exit)

Capital Airport:

The capital airport is about 12 kilometers away from the Equuleus International Riding Club . It is the most convenient taxi ride. It is about 35 yuan to get to the Equuleus International Riding Club.



Section 3 Vehicles

The Organiser is not able to provide vehicle access permits free of charge to exhibitors.

During the entire exhibition period, exhibitor short term car parking will be charged according to the normal standard Beijing car parking charge.

Lorries are only allowed to enter into the venue through the Western Gates during the build-up and breakdown periods. Please apply for the vehicle permit to Beijing Sinoplan Exhibition Consulting Co. Ltd. before 30th August 2019.

Vehicles are allowed to park on the Loading Areas through Western Gates. Overnight parking requires an Equuleus International Riding Club license.

If anyone breaks these rules they will be liable for the corresponding monetary penalty.

Section 4 Registration And Exhibition Opening Times

4.1 Exhibitor Registration Time

September 17th 09:00 - 17:00

September 18th 09:00 - 20:30

4.2 Registration Place

Exhibitor Registration is at the Equuleus International Riding Club

4.3 Visitor Opening Times

September 19th Thursday 09:30 - 16:30

September 20th Friday 09:30 - 16:30

September 21st Saturday 09:30 - 16:00

4.4 Identity

- Exhibitor badges will be available for collection from the registration counter from Registration -in time
- Exhibitor Badges are valid throughout the build-up, open periods & break down, you do not require a separate contractor's pass.

4.5 Payment Deadline

All exhibitors should pay the full cost of their stand as per their exhibitor contract. If we do not receive your payment in accordance with these specified timings, the show organiser has the right to cancel your booth and a cancellation fee equal to the full amount stated on the exhibitor contract will be liable for payment by you.

Section 5 Build-up & Move-in

5.1 Build-Up Time

September 17th. 09:00 - 17:00 Space only stands

September 18th. 09:00 - 20:30 All exhibitors

Attention

Beijing Equuleus International Riding Club stipulates that all the personnel who enter the hall must wear a certified quality safety helmet (please prepare in advance) during the exhibition build-up, otherwise they will not be admitted and helmets should be worn at all times inside the hall. If they are not worn in the hall, the Pavilion will be fined by ¥200 according to the relevant safety regulations.

Personnel without the appropriate construction documents e.g. official badges, and certificates or who do not agree with the safety regulations and certifications, are not allowed to enter the venue. If there are problems the organizers and operators will be investigated to establish the corresponding responsibility.

5.3 Allocation of Stand

- The booth will be arranged by Tarsus Hope Exhibition Co. Ltd according to the contract.
- In order to ensure that the overall look and effectiveness of the exhibition meets the standard expected of an international trade event, the Organiser reserves the right to relocate exhibitor stands before and during the build-up period.
- Exhibitors should build up their stands in strict accordance with their contract, if you have any questions on this please contact the Organiser as early as possible.

5.4 Shell Scheme Package Stand Build-up

5.4.1 Shell Scheme Package Stand Build-up Regulations

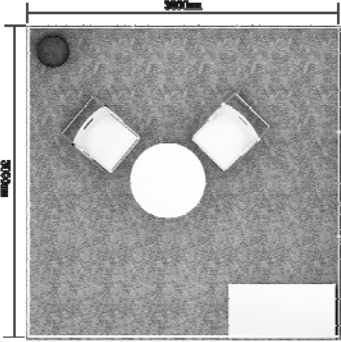
- To assure your legitimate rights please order rental furniture and fittings from the official contractor of this exhibition - Beijing Sinoplan Exhibition Consulting Co. Ltd.
- In order to prevent panels from being damaged exhibitors are not allowed to use any adhesive (including foam-type double-sided tape) except Velcro or double-sided tape. Any self-adhesive materials such as stickers must be mounted on a base and then fixed onto the panels by Velcro or double-sided tape. Furthermore it is the exhibitors' responsibility to remove all the Velcro or double-sided tape before they leave at the end of the exhibition. Failure to comply with any of the above-mentioned conditions will result in a penalty cost being levied upon the exhibitor.
- No painting is allowed on the existing panels.
- Please do not use our lights as a support to hang anything and make sure our furniture items can support your products. No compensation will be given by the Organiser for goods damaged.
- Screwing, drilling or nailing on any of the aluminum frames and panels of the shell scheme booth is not allowed. Otherwise, the exhibitors or their appointed contractors shall be liable for the total loss resulting in and charge for the damage will be made as follows:
 - Wall panel RMB 500.00/unit (1*2.5mht)
 - Aluminum beam RMB 300.00/M (minimum 0.5m)

- Aluminum upright RMB 500.00/unit (2.5mht)
- The Organiser and official contractor of this exhibition and Venue will not undertake any financial or legal responsibility for any of the exhibitor's personal belongings and exhibits. Exhibitors are therefore responsible for taking care of their property including those personal belongings, displays and exhibits.
- In order to clear the hall venue and hand back to the hall management on time, exhibitors are requested to remove their personal belongings and exhibits immediately after the official closing time. Should exhibitors wish to keep their personal belongings and exhibits beyond the official closing time, please apply well in advance to make the necessary arrangements.
- Any relocation on site is subject to a service charge. For relocation of items not listed above, please check with the site office of the official contractor of this exhibition.

Enhanced Shell Scheme



效果图
Perspective

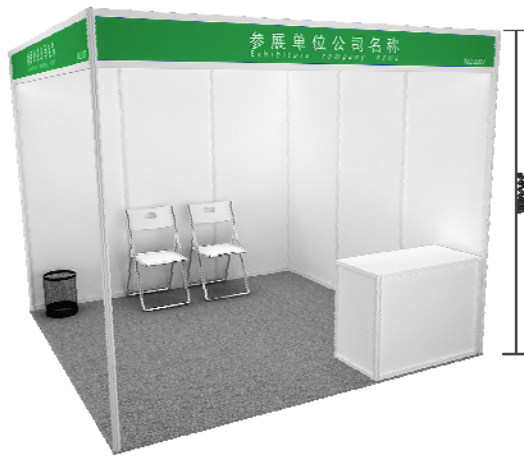


平面图
Floor Plan

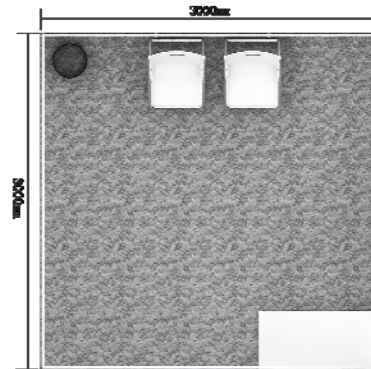
Enhanced Shell Scheme package contains the list of items

name	Item number and description
Carpet	Grey Exhibition carpet
Walls	
Fascia (including Chinese and English company name and booth number)	On open face
Lockable Cabinet	1
White Folding Chair	2
Waste Paper Basket	1
5 A / 220V Single Phase Power Socket	1
Spotlight	2
Round Table	1

Standard Shell Scheme



效果图
Perspective



平面图
Floor Plan

Standard Shell Scheme package contains the list of items

name	Item number and description
Carpet	Grey Exhibition carpet
Walls	
Fascia (including Chinese and English company name and booth number)	On open face
Information Counter	1
White Folding Chair	2
Waste Paper Basket	1
5 A / 220V Single Phase Power Socket	1
Spotlight	2

Rear & dividing walls are in white laminated panels with white aluminium system poles. The panels are approximately 1m wide by 2.5m in height. However, for graphical purposes the panels are 95cm by 235cm.

5.5 Space Only Stand Build Up & Power Supply

Beijing Sinoplan Exhibition Consulting Co. Ltd. will take the responsibility to approve design and build up of the self-designed booths for this exhibition. Exhibitors and exhibitors appointed contractors please submit relevant information and application forms (for contractor pass, lorry pass, power etc.) **before 30th August 2019** to Beijing Sinoplan Exhibition Consulting Co. Ltd. For detailed information, please contact:

Beijing Sinoplan Exhibition Consulting Co. Ltd. www.sinoplan.com.cn

Mr. Sun Zhiwei

Tel: +86 10 6641 5905-816 Mobile: +86 189 1180 0527 E-mail: szw@sinoplan.com.cn

For special exhibition booths, the following should be provided for the construction formalities (the following documents must be sealed in two copies).

The name of the ordinal file

Nub	File Name	Note
1	Qualification certificate of booth design and construction company (registered capital of more than 500 thousand yuan)	Photocopy of business license, performance certificate of exhibition construction, original copy of legal person's power of attorney.
2	Table 1: application form for space only stand	Filled by the design and construction company of the booth
3	Table 2: a letter of entrustment for the Space Only Stand	Exhibitors fill in and booth design and construction company must carry the original customs declaration procedures.
4	Table 3: the letter of guarantee for the construction safety responsibility of the exhibitors	To fill in (submit the original) by the exhibitor
5	Table 4: the responsibility for the safety of the exhibition platform	Booth design and construction company fill in (submit original)
6	Table 5: Regulations for the punishment of the exhibition construction management	Booth design and construction company fill in (submit original)
7	Table 6: water, electricity and compressed air rental and construction management application form	Booth design and construction company fill in
8	Table 7: application form for furniture and green planting	Booth design and construction company fill in
9	Table 8: invoice information and collection table	Only one invoice is opened at each booth
10	Table 9: site acceptance check	Build up and on the day of withdrawal
10	Circuit diagram of exhibition stand	Need to mark circuit, distribution box installation position
11	Exhibition platform construction drawings	Dimensions, floor plan, elevation, material drawing and exhibition plan should be provided.
12	Table 10: the construction safety responsibility of a two floor exhibition platform	This responsibility document only needed if to build on two levels of a booth, design and construction company sign.
13	Structural safety certificate issued by the Construction Department	This certificate only requires booth with second floor to declare.

Application form for construction of special booth

Please submit to:	
Beijing Sinoplan Exhibition Consulting Co. Ltd.	Corporate name:
Contact: Mr. Zhang Zheng	Contacts:
Phone: +86 10-66415905-820	Telephone:
+86 18510362523	Fax:
E-mail:oscarzhang@sinoplan.com.cn	Mail box:
Press deadline: August 30 th .2019	Booth number:

Table 1:

Exhibition name			
*Exhibitor			
* booth design and construction unit		Tel	
Construction Location	Hall NO.	Booth NO.	
Construction Time			
Withdraw Time			
*Worker number	Electrician:	Carpenter:	Others:
	Total Number:		
*Construction Area	M ² :	*Booth Size	Length: Width:
*Manager on site	Name:	Tel:	
*Safety Manager	Name:	Tel:	
*Building Materials			
* Power consumption (kw)			
Declarer		Tel	
Declarer's opinion of self build service provider			

Attention:

Mark up * items must be filled in truthfully. The design and construction company shall be responsible for any consequences arising from mistakes in completion thereof.

The deadline for submission of this form is August 30th 2019.

Please submit to: Beijing Sinoplan Exhibition Consulting Co. Ltd. Contact: Mr. Zhang Zheng Phone: +86 10-66415905-820 +86 18510362523 E-mail:oscarzhang@sinoplan.com.cn Press deadline: August 30. 2019	Corporate name: Contacts: Telephone: Fax: Mail box: Booth number:
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Table 2:

Name of exhibitor: _____ . Booth number _____ .

Our Company name _____ . Contracted area is _____ M². Booth size is _____ (Length*width*Height). We are now commissioned by _____ to build a booth for _____ . And prove that:

1. The building company is confirmed to be the sole designated developer of the booth after its examination and approval.
2. The building company has signed relevant construction contracts with the enterprise to ensure the safe construction and normal operation of the booth.
3. Our company has made clear the relevant safety regulations of the organizing committee and informed us that the company appointed to build the stand and to ensure the safety of the construction site.
4. Cooperate with the home service providers of the organizing committee to supervise the safety of the booth. If the relevant construction safety regulations are violated the organizing committee has the right to punish the booths.
5. To supervise the building if the violation of the relevant provisions of the organizing committee's construction management. The organizing committee has the right to investigate all responsibilities of our company and our company designated constructors.

Exhibitor unit (Stamp)

On behalf of the authorized signature:

Date:

Please submit to: Beijing Sinoplan Exhibition Consulting Co. Ltd. Contact: Mr. Zhang Zheng Phone: +86 10-66415905-820 +86 18510362523 E-mail:oscarzhang@sinoplan.com.cn Press deadline: August 30. 2019	Corporate name: Contacts: Telephone: Fax: Mail box: Booth number:
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Table3:

With the consent of our company_____ is entrusted by_____ for the construction of _____ which it is participating in your exhibition.

I have read in detail the regulations for the safety management of large social activities in Beijing, the Provisional Regulations for the safety management of the exhibition and sale activities of Beijing, the rules for the implementation of the regulations for the construction management of the exhibition of the Equuleus International Riding Club, the water, electricity and compressed air of the Equuleus International Riding Club "Regulations on gas management" and "Regulations on Construction Management Punishment of Equuleus International Riding Club". Upon confirmation. _____ agrees to abide by the construction management regulations of the Equuleus International Riding Club. In the event of violations of the administrative regulations, damage to the facilities and buildings of the exhibition hall, fire / casualties and all other safety accidents and responsibilities and thus to the reputations and economic losses caused to the venues, the organizers and the home build merchants (Beijing grand exhibition international limited company), the company is willing to bear joint responsibility.

Guaranty unit:

(official seal)

Guarantee:

Telephone:

Date:

Security precautions:

1. the guaranty unit has the responsibility to urge the secured companies to abide by the construction management regulations of the Equuleus International Riding Club.
2. when a guaranty unit fails to comply with all the construction management regulations of the company, the guaranty unit shall bear the responsibility of the secured company.
3. the guaranteed companies are not state level two or above and 50% deposit is added on the basis of the original construction deposit.

Please submit to: Beijing Sinoplan Exhibition Consulting Co. Ltd. Contact: Mr. Zhang Zheng Phone: +86 10-66415905-820 +86 18510362523 E-mail:oscarzhang@sinoplan.com.cn Press deadline: August 30. 2019	Corporate name: Contacts: Telephone: Fax: Mail box: Booth number:
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Table4:

This form should be filled out by domestic builders

Please submit to: Beijing Sinoplan Exhibition Consulting Co. Ltd. Contact: Mr. Zhang Zheng Phone: +86 10-66415905-820 +86 18510362523 E-mail:oscarzhang@sinoplan.com.cn Press deadline: August 30. 2019	Corporate name: Contacts: Telephone: Fax: Mail box: Booth number:
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Table 5:

(Deadline August 30th 2019)

Exhibitor:			
Booth Number:	Manager:	Tel:	Fax:
Construction contractor:			
Manager:	Tel:	Phone:	Fax:

The construction company and the construction personnel violating the management regulations causing the construction project, the exhibition platform in the construction, the exhibition withdrawal and the transportation and all the accidents of safety liability, such as collapse, casualties, fire and so on, the construction company is liable for all such responsibilities and bears the legal responsibility and thus gives the exhibition hall, the host company and the organizer, all losses caused by their contractors and loss of reputation. According to the seriousness of the case the event builders will give warnings to the construction company and deduct part or all of the construction deposit and give them public notice.

In order to ensure the smooth progress of the safe and orderly construction of the exhibition, strengthen and standardize the order of the exhibition construction and ensure the safety of the lives and property of the people, the companies and enterprises who enter the exhibition hall should abide by the rules and regulations of the exhibition and sign the work safety responsibility book of the exhibition platform and strictly execute it. The provisions of the following penalties are accepted as follows:

No	Context describe	Fine number(¥)
1	Without a written permission, the private connection of the power source is found, except for the power supply connection fee, and a fine of 5000 yuan is imposed.	5000
2	Open fire operation is carried out in the exhibition hall without written permission. Once discovered it will be fined more than 2000 yuan in addition to confiscating its operation equipment.	>2000
3	During the construction period, the safety helmet was not provided according to the regulations, and a fine of 200 yuan per person was imposed on the construction company and a fine of 2000 yuan was imposed for serious cases.	200/person
4	The construction unit's facilities and facilities connected to the water supply cause any leakage of behavior and results. In addition to compensation for the losses brought to the pavilion a fine of more than 2000 yuan is also imposed.	2000-5000
5	There is a hidden danger in the construction of the booth. It is required that the isolation area be immediately set up for rectification and a fine of more than 2000 yuan shall be imposed.	2000-10000
6	Blocking fire passage, fire curtain door, emergency exit, consumption facilities, public passageway, distribution cabinet and camera and so on, require dismantling and rectification, and impose a fine of 2000-5000 yuan.	2000-5000
7	In violation of the electrical installation specifications. No valid documents for electrical construction operation. etc.. it is required to immediately stop	2000-5000

	construction operations and impose a fine of 2000-5000 yuan.	
8	All kinds of flammable textile goods and wood structure without fireproof paint are used in the exhibition platform. The carpet does not reach the level of flame retardancy or refractory (B1 grade). It requires immediate rectification and a fine of 2000-5000 yuan.	2000-5000
9	The glass was not fixed with toughened glass and fixed without professional hardware requiring immediate rectification and a fine of 2000-5000 yuan.	2000-5000
10	The use of forbidden electric materials (neon lights, high temperature iodide lamp, high temperature quartz lamp, twist line etc.) in violation of the provisions of the electrical operation, shall not immediately stop its construction behavior and impose a fine of 2000-5000 yuan.	2000-5000
11	In the exhibition hall, paint and other violations of fire safety management regulations are required to stop immediately and impose a fine of 2000-5000 yuan.	2000-5000
12	The flammable and explosive materials (thinner, alcohol, etc.) are used for the construction of the booth and the construction behavior shall be stopped immediately and a fine of 2000-5000 yuan shall be imposed.	2000-5000
13	In the exhibition hall the use of electric saws, planning, electric cutting and other violations of the exhibition hall requires that the work be stopped immediately and a fine of 2000-5000 yuan is imposed.	2000-5000
14	Dump any waste into the trench of the pavilion.	2000-5000
15	The structure between the back to back booth and the adjacent stand is higher than the other booth, but the back is not covered.	2000-5000
16	The booth is set to exceed the required height requiring immediate rectification and a fine of 2000-5000 yuan...	2000-5000
17	The exhibition stands and various activities are arranged and used to use the top, wall, columns, railings, windows and doors and various special pipelines to hang, bind, nail, paste and so on, requiring immediate rectification and a fine of more than 2000 yuan.	2000 以上
18	During construction it obstructed the corridor of exhibition hall, obstructed other people's passage, discouraged invalids, and imposed a fine of 2000-5000 yuan on the construction unit.	2000-5000
19	During the opening period, the construction equipment (ladders, scaffolding, etc.) is kept in the exhibition hall (except in the exhibition platform) except for compensation for the loss to the exhibition hall, and fines more than 2000 yuan.	2000 以上
20	When the exhibition is finished, demolition of the booth, pushing the exhibition booth and moving objects resulting in ground damage. It requires immediate correction and a fine of more than 2000 yuan.	2000 以上
21	When the exhibition is finished, the booth structure is sold to the individuals and units purchased for demolition and the construction company is fined 2000-5000 yuan.	2000-5000
22	During the withdrawal, the construction waste will not be cleaned or not cleaned or not checked and a fine of 2000-5000 yuan will be imposed.	2000-5000
23	Construction units that do not cooperate with the work of the exhibition hall and the main contractor shall be fined more than 2,000 yuan depending on the seriousness of the case.	
24	During the exhibition, the exhibition hall and the main contractor will carry out on-site verification of the declared power supply. If the exhibitor and the contractor fail to declare the details, the excess will be charged 100% according to the price of the manual, and the over-electrical box load will be automatically paid. Increase the cost of the electric box, otherwise the home operation contractor has the right to deduct the corresponding fee from the construction deposit.	

Remarks:

1. The above fines will be deducted from the construction deposit.
2. The official contractor has the right to take measures to stop the construction of a booth and deduct all the construction deposit.

Build the name of the company (with the official seal):

The main person in charge signed:

Mobile phone:

Please submit to: Beijing Sinoplan Exhibition Consulting Co. Ltd. Contact: Mr. Zhang Zheng Phone: +86 10-66415905-820 +86 18510362523 E-mail:oscarzhang@sinoplan.com.cn Press deadline: August 30. 2019	Corporate name: Contacts: Telephone: Fax: Mail box: Booth number:
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	No.	Description	Price (RMB)	Number	total
Lighting power	1	15A/220V	1.480.00		
	2	20A/220V	2.180.00		
	3	30A/220V	2.770.00		
	4	40A/220V	4.350.00		
	5	50A/220V	4.750.00		
	6	60A/220V	5.940.00		
Power electricity	7	Electric 15A/220V for temporary construction (Single-phase electricity)	450.00		
	8	Electric 30A/380V (three phase) for temporary construction	1.800.00		
	9	15A/220V/24 hours (three phase)	3.240.00		
	10	30A/380V/24 hours (three phase)	9.000.00		
	11	15A/220V (single-phase)	1.800.00		
	12	30A/380V (three phase)	3.510.00		
	13	60A/380V (three phase)	6.320.00		
	14	100A/380V (three phase)	10.760.00		
	15	150A/380V (three phase)	15.680.00		
	16	200A/380V (three phase)	23.400.00		
Water and electricity	17	Water	3.850.00		
	18	300L/Min Compressed air	3.500.00		
	19	600L/Min Compressed air	5.250.00		
	20	1000L/Min Compressed air	7.000.00		
Poundage in the light ground booth	21	Administrative fee	40.00/ m ²		
	22	Construction certificate (used for building and dismantling the pavilion)	40.00/each		
	23	License fee for construction car (time limit 2 hours)	100.00/each		
	24	Construction waste clearing fee	7.00/m ²		
Deposit	25	Construction safety deposit (100 per unit per unit standard).	20.000.00/booth		
	26	Certificate deposit for construction certificate	50.00		

Table 6:

Payment:

All orders must be accompanied with full payment either Cash or telegraphic transfer to either of following bank address:

COMPANY NAME: Beijing Sinoplan International Exhibition Co.,Ltd.

BANK NAME: Bank of China Beijing Century City Branch

A/C NUMBER: 325967498753

BANK ADDRESS: No.2 Chao yang Men Nei Da jie.Dongcheng District.Beijing 100010.China

SWIFT BIC: BKCHCNBJ 110

ATTENTIONS (payer's note):

1. indicate the name of the exhibition and the number of the exhibition booth
2. the payment unit should seal the signature on the contract
3. SWIFT BIC provided by the payer
4. the name and code of the permanent resident of the payer

Please note that:

All items are for installation purposes, nontransferable and returned orders.

All orders are paid in full. Confirmation of unpaid orders will not be accepted. Cancellation of orders will not refund the payment.

There will be an additional 30% surcharge for the overdue order (that is the order is received after the deadline August 30 2019) and the 50% additional surcharge will be charged for on the spot orders.

All home orders must be executed by designated exhibiting agents including light customers.

According to the regulations of the exhibition hall, all the power outlets are only used for the display. The exhibitors must not turn on the lights.

The exhibitor must indicate the position of the power supply on the map. If no structural installation drawings are received before the arrival of the exhibition, the exhibitor will decide on its own and will charge another 50% for the mobile location.

The order price is the rent during the whole exhibition period.

If there is any requirement other than the order item. please contact the organiser of the exhibition.

Please submit to: Beijing Sinoplan Exhibition Consulting Co. Ltd. Contact: Mr. Zhang Zheng Phone: +86 10-66415905-820 +86 18510362523 E-mail:oscarzhang@sinoplan.com.cn Press deadline: August 30. 2019	Corporate name: Contacts: Telephone: Fax: Mail box: Booth number:
---	--

Table 7:

*: Company name (full name)	
* Business category (Please tick):	VAT special invoice <input type="checkbox"/>
	General invoice <input type="checkbox"/>
* Taxpayer identification number (tax registration certificate number):	
The company address (consistent with the tax registration certificate):	
Fixed telephone (please fill in the area code):	
Name of an account opening bank (full name including branch bank):	
Account bank account number:	
Express delivery address:	
* Invoice related designated contact and telephone:	

Attention:

all VAT invoices are required. VAT invoice and others only need to fill in the * parts. Please fill in this form accurately. This form will serve as the basis for our provision. If your company fails to provide timely information or the information provided is inconsistent with the actual situation, we will not assume any responsibility for the failure to authenticate the invoice.

Note: if the nature of the filling company belongs to the general taxpayer of value-added tax, it is also necessary to provide:

1. The copy of the copy of the tax registration certificate;
2. The general taxpayer's confirmation of VAT;
3. If we cannot provide you, we will issue a general invoice for value added tax for your company.

The person in charge signed:

Date:

Company seal (consistent with ticket opening information):

* information on deposit return	
Receivables:	
Account opening bank:	
Account :	
Contact:	

Note: if your company fails to provide timely information or the information provided is inconsistent with the actual situation, we will not assume any responsibility for the failure to refund the deposit normally.

The person in charge signed:

Date:

Table 8:

(Signature by official during breakdown)

Site acceptance check

Exhibition name		Booth number	
Construction union		Tel	
Exhibitor		Tel	
Booth area			
Manager on site tel			
Booth dismantling	Is it cleaned up	<input type="checkbox"/> Y	<input type="checkbox"/> N
Note on the return of the deposit	<input type="checkbox"/> All return		
Return the number of construction certificates		Deductions	
Person in charge of home operation			
Note	<p>When the deposit is returned the certificate must be held. After all the construction materials and garbage are cleaned up the deposit should be returned by the manager of the official operation site. If any safety incidents and damage to the exhibition facilities occur during the exhibition and exhibition period, the corresponding penalty amount will be deducted from the deposit.</p> <p>The official operator will complete the refund of all construction deposit in the same form as the payment deposit in 30 days after the withdrawal of the exhibition.</p>		
Remarks	<p>After the withdrawal is completed, the construction deposit shall not be refunded if the on-site operator of the home operator is not required to accept the inspection.</p>		
Signature of the person in charge of the construction site			

5.6 Electrical Equipment Leasing

Please return to Beijing Sinoplan Exhibition Consulting Co. Ltd. Contact: Mr. Zheng Zhang Tel: +86 010-6641 5905-833 Mob: +86 186 1131 2524 Email: oscarzhang@sinoplan.com.cn	Company: Contact: Tel: Fax: Email: Hall & Booth No.:
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Electrical Equipment Rental Application Form

	No	Item	Price (RMB)	Qty	Total
	CU-E-001	Socket	80.00		
	CU-E-002	40W Fluorescent tube	40.00		
	CU-E-003	100W Track light	100.00		
	CU-E-004	50W Long arm cold light lamp	30.00		
	CU-E-005	100W Long arm spotlight	100.00		
	CU-E-006	100W Spotlight	80.00		
	CU-E-007	150W Metal halide lamp	150.00		
AV	CU-E-009	DVD	200.00		
	CU-E-010	42' Plasma screen (Contain stents and DVD player)	1600.00		
	CU-E-011	50' Plasma screen (Contain stents and DVD player)	2800.00		
	CU-E-012	Notebook computer	1000.00		
	CU-E-013	15'LCD	700.00		
	CU-E-014	17'LCD	1000.00		
				Total:	

Payment:

All orders must be accompanied with full payment either by Cash or telegraphic transfer to the following bank address:

COMPANY NAME: Beijing Sinoplan International Exhibition Co.Ltd.

BANK NAME: Bank of China Beijing Century City Branch

A/C NUMBER: 325967498753

BANK ADDRESS: No.2 Chao yang men nei da jie, Dong cheng District, Beijing 100010.China

SWIFT BIC: BKCHCNBJ 110

ATTENTIONS (payer's note):

1. indicate the name of the exhibition and the number of the exhibition booth
2. the payment company should seal the signature on the contract
3. SWIFT BIC provided by the payer
4. the name and code of the permanent resident of the payer

Notice:

- Items cannot be changed in confirmed orders.
- Orders will be confirmed by full payment. Cancellation is not refundable.
- Late orders: a 30% penalty fee will be charged for any late orders received after the deadline (30th August **2019**). On-site orders: a 50% penalty fee will be charged for any on-site orders.
- The listed prices are rent for the entire exhibition period.
- If you have additional requirements please contact the official contractor.



CU-E-001 插座
Socket



CU-E-002 40W 日光灯
40W Flu. Tube



CU-E-003 100W 轨道灯
100W Track Light



CU-E-004 50W 长臂冷光灯
50W Longarm Flood Light



CU-E-005 100W 长臂射灯
100W Longarm Spotlight



CU-E-006 100W 射灯
100W Spotlight



CU-E-007 150W 金属灯
150W Metal Halogen Lamp



CU-E-008 150W 小方灯
150W HQI Lamp / Square



CU-E-009 DVD机
DVD



CU-E-010 42" 等离子显示屏
42" Plasma screen



CU-E-011 50" 等离子显示屏
50" Plasma screen



CU-E-013 15" LCD



CU-E-014 17" LCD

5.7 Furniture Leasing

Please return to Beijing Sinoplan Exhibition Consulting Co. Ltd. Contact: Mr. Zheng Zhang Tel: +86 010-6641 5905-833 Mob: +86 186 1131 2524 Email: oscarzhang@sinoplan.com.cn	Company: Contact: Tel: Fax: Email: Hall & Booth No.:
---	---

Furniture Rental Application Form

NO	Name	Price (RMB)	Qty	Total
CU-F-001	Bar stool	100.00		
CU-F-002	Black plastic bar stool	120.00		
CU-F-003	Folding chair	40.00		
CU-F-004	Black leather chair	150.00		
CU-F-005	Tea table (Glass)	280.00		
CU-F-006	Information counter (1000mm x 500mm x 780mm ht.)	100.00		
CU-F-007	Square table (800mm x 800mm x 760mm ht.)	150.00		
CU-F-008	Long square table (1200mm x 750mm x 750mm ht.)	170.00		
CU-F-009	Round table (800mmx750mm ht.)	150.00		
CU-F-010	Glass round table	200.00		
CU-F-011	Wall panel (1000mm x 2500mm ht.)	280.00		
CU-F-012	Showcase (500mm x 500mm x 750mm ht.)	120.00		
CU-F-013	Low showcase (1000mm x 500mm x 1000mm ht.)	400.00		
CU-F-014	High showcase with two lights (1000mm x 500mm x 2500mm ht.)	800.00		
CU-F-015	Lockable Cupboard (1000mm x 500mm x 780mm ht.)	150.00		
CU-F-016	Lockable door (500mm x 2000mm ht.)	500.00		
CU-F-017	Single leather sofa (white)	360.00		
CU-F-018	Double leather sofa	500.00		
CU-F-019	Fence	60.00		
CU-F-020	Shelf Rack (1000mm x 500mm x 2100mm ht.)	350.00		
CU-F-021	Shelf. Flat (1000mm x 300mm)	80.00		
CU-F-022	Independent Magazine Rack	100.00		
CU-F-023	Coat Hanger	80.00		

	CU-F-024	Refrigerator	550.00		
	CU-F-025	Water dispenser (incl the water each day)	200.00		
	CU-F-026	Wastepaper Basket	15.00		
	CU-F-027	Longmen hanger (Small. 400mm x1450mm x1500mm ht.)	200.00		
	CU-F-028	Longmen hanger (Large. 1700mm x1450mm x1750mm ht.)	240.00		
	CU-F-029	Board with groove (Contain 15 long hooks) reserve two weeks before the exhibition	950.00		
	CU-F-030	Board with groove (Contain 15 short hooks) reserve two weeks before the exhibition	900.00		
	CU-F-031	White bar tables	240.00		
				Total:	

Payment:

All orders must be accompanied with full payment either by Cash or telegraphic transfer to the following bank address:

COMPANY NAME: Beijing Sinoplan International Exhibition Co..Ltd.

BANK NAME: Bank of China Beijing Century City Branch

A/C NUMBER: 325967498753

BANK ADDRESS: No.2 Chao yang men nei da jie, Dongcheng District, Beijing 100010.China

SWIFT BIC: BKCHCNBJ 110










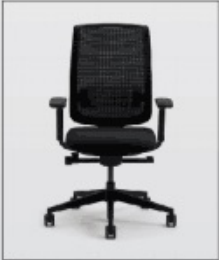







ATTENTION (payer's note):

1. indicate the name of the exhibition and the number of the exhibition booth
2. the payment company should seal the signature on the contract
3. SWIFT BIC provided by the payer
4. the name and code of the permanent resident of the payer

Notice:

- Items cannot be changed in confirmed orders.
- Orders will be confirmed by full payment. Cancellation is not refundable.
- Late orders: a 30% penalty fee will be charged for any late orders received after the deadline (30th August **2019**). On-site orders: a 50% penalty fee will be charged for any on-site orders.
- The listed prices are rent for the entire exhibition period.
- If you have additional requirements. please contact the official contractor.

Pictures:

		Furniture & Fittings Catalogue 家具安装目录	
 <p>(EO-08) 自折椅 Folding Chair(white/grey) 510LX4700X450Hmm</p>	 <p>(EO-09) 休闲椅 Aluminium Chair 490LX575Wx735Hmm</p>	 <p>(EO-10) 高休闲椅 Tall Aluminium Chair 440LX490Wx980Hmm</p>	 <p>(EO-11) 洽谈椅 Conference Chair 600Wx4500X400Hmm</p>
 <p>(EO-12) S形吧椅 Bar Stool (black/white) 3700X790Hmm</p>	 <p>(EO-13) 气压吧椅 Bar Stool (Black/Red) 435(X)520-730Hmm</p>	 <p>(EO-16) 休闲椅 Aluminium Chair 450Wx4000X455Hmm</p>	 <p>(EO-05) 黑色皮扶手椅 Black Leather Arm Chair 570Wx440Dx4555Hmm</p>
 <p>(OO-06) 办公椅 Office Chair 600Wx450Dx760Hmm</p>	 <p>(OO-08) 会议椅 Meeting Chair 440Wx520Dx750Hmm</p>	 <p>(EO-05) 吧椅 Bar Stool (black/white) 460Wx400Dx455Hmm</p>	 <p>(ET-06) 白面圆桌 Round Table 800X780Hmm</p>
 <p>(ET-07) 木纹面圆桌 Round Table 800(X)780Hmm</p>	 <p>(ET-08) 铝面圆桌 Aluminium Round Table 800(X)720Hmm</p>	 <p>(ET-10) 木纹面高圆桌 Tall Round Table 600(X)1125Hmm</p>	 <p>(ET-11) 铝面高圆桌 Tall Aluminium Round Table 600(X)1125Hmm</p>



(ET-13) 气压高圆桌
Tall Round Table
5900X930Hmm



(ET-14) 玻璃面咖啡桌
Glass Coffee Table
600LX600WX435Hmm



(ET-15) 玻璃面咖啡桌
Glass Coffee Table
1200LX600WX435Hmm



(ET-16) 方桌
Square Table
750LX750WX760Hmm



(ET-19) 会议桌
Meeting Table
1400LX700WX750Hmm



(PF-01) 询问桌
Information Counter
1030LX535WX750Hmm



(PF-02) 低玻璃展柜
Low Glass Showcase
1030LX535WX1000Hmm



(PF-03) 锁柜
Lockable cupboard
1030LX535WX750Hmm



(PF-04) 高玻璃展柜
Tall Glass Showcase
1030LX535WX2170Hmm



(PF-05) 水盆铁柜
Wash Basin
1030LX535WX1030Hmm



(PF-07) 高展示台
High Display Table
535LX535WX750Hmm



(PF-08) 低展示台
Low Display Table
535LX535WX500Hmm



(PF-11) 咖啡桌
Square Coffee Table
650LX650WX500Hmm



(PF-13) 电视架
Tv-video Stand
740LX530WX1000Hmm



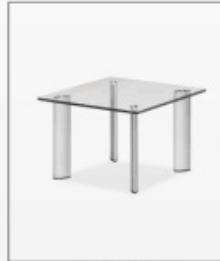
(PF-12) 方桌
Square Table
700LX700WX750Hmm



(FS-01) 平层板
Flat Shelf
1000LX300Hmm



(ET-13) 气压高圆桌
Tall Round Table
5900X930Hmm



(ET-14) 玻璃面咖啡桌
Glass Coffee Table
600LX600WX435Hmm



(ET-15) 玻璃面咖啡桌
Glass Coffee Table
1200LX600WX435Hmm



(ET-16) 方桌
Square Table
750LX750WX760Hmm



(ET-19) 会议桌
Meeting Table
1400LX700WX750Hmm



(PF-01) 询问桌
Information Counter
1030LX535WX750Hmm



(PF-02) 低玻璃展柜
Low Glass Showcase
1030LX535WX1000Hmm



(PF-03) 锁柜
Lockable cupboard
1030LX535WX750Hmm



(PF-04) 高玻璃展柜
Tall Glass Showcase
1030LX535WX2170Hmm



(PF-05) 水盆铁柜
Wash Basin
1030LX535WX1030Hmm



(PF-07) 高展示台
High Display Table
535LX535WX750Hmm



(PF-08) 低展示台
Low Display Table
535LX535WX500Hmm



(PF-11) 咖啡桌
Square Coffee Table
650LX650WX500Hmm



(PF-13) 电视架
Tv-video Stand
740LX530WX1000Hmm



(PF-12) 方桌
Square Table
700LX700WX750Hmm



(FS-01) 平层板
Flat Shelf
1000LX300Hmm

5.8 Move-in Regulations

Exhibitors and stand building/dressing times

September 17th 09:00 - 17:00

September 18th 09:00 - 20:30

- Please move-in at the times indicated in the exhibition schedule.
- Move-in of large exhibits will be coordinated by Tarsus Hope Co. Ltd. and the show's official freight forwarder.
- If exhibitors need to earlier access to the exhibition, please contact Beijing Sinoplan Exhibition Consulting Co.,Ltd. before August 30th, 2019. Exhibitors carrying light exhibits will also be allowed to enter the exhibition on September 19 before 09:00 hrs as long as they have written confirmation they can do so from the Organiser.
- Exhibitors are not allowed to switch or substitute stands without official permission of the Organiser. Exhibitors who rent a standard package are not allowed to construct or dismantle stand structures without a permit. Exhibitors who rent more than two stands i.e. more than 18sqm, should specify whether they need partition boards between stands or not at the time of their booking. Any costs incurred as a result of a breach of this regulation will be the sole responsibility of the exhibitor.
- When moving-in, it is forbidden to stick, nail, affix or damage in anyway the outside and inside structure of the exhibition hall and exhibition facilities. If anyone breaks the rule or makes any damages, he or she will be liable for the corresponding monetary penalty.
- Without a permit from the Organiser, it is strictly prohibited to put advertisements/posters in a public place which is outside of your own stand boundaries in the exhibition hall.
- Fire protection. Fire proofed materials should be used to construct and decorate stands. It is forbidden to use inflammable or flammable materials to construct and decorate stands. If any inflammable or flammable materials are required to be used in special situations, exhibitors should apply to the Organiser or exhibition venue. With approval, inflammable or flammable materials are still required to be coated/painted with fire protection paints or coatings before use.
- Do not use fire or naked flame at any time or bring any inflammable and explosive materials into the exhibition hall. Anyone who breaks this rule will be fully and solely liable for any fines, compensation and penalties resulting from their action.
- Electrical appliances used in the venue must be in strict observance of the safety and security regulations. Super heat, light & electrical appliances are strictly required to use wire on the ground and must be packed by an approved protection cover. The use of twisted wire & rubber wire are not allowed. Electric distribution boxes should be equipped with air switch and release switch. A permit is required if flammable operations such as electric welding, oxy-acetylene welding, is to be used.
- Please pay attention to the safety and security advice in relation to the use of electricity and electrical appliances. Only one electrical appliance should be plugged into one electrical outlet. Multifunctional electrical outlets are forbidden to be used.
- During the whole move-in period, exhibitors cannot take any related exhibition products and materials out of the exhibition hall unless they have applied to the Organiser at the Organiser's office and got the relevant certification for checking at the entrance/exit.

- Insurance Cover. Tarsus Hope Exhibition Co.. Ltd. will not take financial or legal responsibility for the risks incurred by individual exhibitors and visitors and/or their belongings. Exhibitors are required to provide their own insurance cover for exhibits exhibition equipment, exhibition facilities, staff and other third party personnel and visitors.
- Off-stand storage of packaging, promotional materials etc. is only permitted in the specified areas and it is strictly forbidden to leave anything in security access areas, such as elevators and stairs, exits etc.

Section 6 Participation

6.1 Show Opening Times for Exhibitors

Thursday	19 th September	09: 00 – 17: 00
Friday	20 th September	09: 00 – 17: 00
Saturday	21 st September	09: 00 – 16: 00

6.2 Power to Stands

The power supply on the booth is limited to the opening times of the exhibition so exhibitors should please turn off computers and other electrical equipment before this time.

6.3 Participants Behaviour

- Participants are expected to observe the civic laws of the time and conduct themselves accordingly.
- Obey every regulation set by the Organiser and venue management.
- Pay attention to appearance. keep the exhibition hall clean, put waste into dustbins in appointed places and do not have meals on stands.
- Equuleus International Riding Club will not take responsibility for cleaning the inner area of exhibitor stands. If the inner area of the stand should need to be cleaned exhibitors should make separate arrangements with the appointed contractor.
- No smoking in the exhibition hall.
- No tear-down/dismantling of stands or exhibits is permitted before the official close of the show as specified in the above schedules. No reselling of stands is permitted. No change in exhibit range from the original contract is permitted unless prior written approval has been given by the Organiser.
- During the exhibition period, exhibitors should wear their exhibitor badge at all times; contractors and move-in staff should wear move-in badges. For security, the Organiser has the right to forbid entry to the hall to people without an appropriate badge. Also it is forbidden to lend exhibitor badges and move-in badges to people other than to those to whom the badge was issued.
- During the exhibition period exhibitors are required to enter the exhibition hall no later than 09:00 and leave the exhibition hall immediately after close at 17:00.
- During the exhibition period exhibitors should take care of their exhibition stands, exhibits, equipment including rented items and their private belongings. If there are any expensive/valuable exhibits or equipment that need to be removed from the exhibition hall, exhibitors need to apply to the Organiser at the Organiser's Office located at the main hall entrance, to get the relevant certification for checking out.
- Valuable or portable exhibits which are to be left in the exhibition hall overnight are required to be covered by the exhibitor's own insurance cover and any additional security arrangements are to be made at their own expense.

Section 7 Breakdown & Move-out

7.1 Breakdown Time

September 21 st	16:00	Power to stands turned off
September 21 st	16:00 - 20:00	Exhibition breakdown

7.2 Breakdown Regulations

- Please breakdown the stand according to the schedule. Exhibitors are not allowed to do this before the set scheduled breakdown times above.
- Large-scale exhibition products should be moved out in accordance to the schedule.
- When exhibition products and materials need to be moved out of the exhibition hall, exhibitors are required to fill out a 'break down' exhibits list at the Organiser's office located at the main entrance. Once Tarsus Hope Exhibition Co. Ltd. has stamped to approve the list, security can allow exhibitors to move their exhibition products and materials out of the exhibition hall.
- During the break down period all exhibitors should nominate at least one employee to look after the stand security and safety so as to avoid losing personal belongings or exhibits and to minimize the chance of injury etc.
- All exhibits and related products, stand fitting and waste must be removed from the hall by exhibitors and/or their appointed contractor before 20:00 hrs on 21st September. Exhibitors and/or their appointed contractor are responsible for the removal of all items from their stand.
- They include waste material such as carpet – fines will be imposed by the venue on any exhibitor or their appointed contractor for not removing all items relating to their stand/stand construction by the scheduled deadlines.

Section 8 Freight & Logistics

If you need Freight & Logistics Service, Please Contact:

Chinair Cargo Services International Inc. www.ccsi-exhibition.com.cn

Mr. Chen Lu

Phone: 010-6333 3181/134 39482577

Mr. Liu Jingjing

Telephone: 010-6333 3181/ 13810968303 E-mail:info@chinair-logistics.com

Section 9 Hotel & Translation

9.1 Hotel Introduction

	<p>Crowne Plaza Beijing International Airport 5*</p> <p>Crowne Plaza International Airport Beijing is located in Shunyi district, a 5-star hotel managed by InterContinental Hotels Group. Hotel is only 4 km away from Beijing International Airport, short distance from Beijing International Exhibition Center. There are 601 guest rooms with various types, banquet is around 1300 square meters. Stylish Chinese restaurant and Western Restaurant, convenient executive floor and gym facilities.</p> <p>Address in Chinese: 北京顺义区天竺地区府前一街 60 号</p>
	<p>Hilton Beijing Capital Airport Hotel 5*</p> <p>Just minutes from Beijing Capital International Airport via a 24-hour free shuttle bus, the Hilton Beijing Capital Airport Hotel (Beijing Shoudu Jichang Xierdun Judian) is also only 15 minutes from the Equuleus International Riding Club.</p> <p>Those on tight schedules will appreciate this hotel's proximity to the airport and the 24-hour live flight feed displayed on screens in the hotel lobby.</p> <p>Address in Chinese: 中国北京市首都机场三号航站楼三经路 1 号</p>
	<p>Holiday Inn Beijing Airport Zone 4*</p> <p>The Holiday Inn Beijing Airport Zone is a great choice for guests looking for accommodation in Beijing, having been recently renovated in 2016. This property features Free in-room Wi-Fi.</p> <p>Traveling to the hotel is easy with Beijing Capital International Airport located approximately 10km away and Beijing Railway Station roughly 34km away. The closest major public transportation, Nanfaxin Metro Station, is only 1km away.</p> <p>This hotel makes a great place to kick back and relax after a long day of sightseeing. Airport pickup can be arranged by the hotel upon request. Guests of this Beijing hotel can make use of the free parking facilities.</p> <p>This hotel is a popular accommodation for guests traveling for business.</p> <p>Address in Chinese: 北京顺义区南法信镇南陈路 35 号, 近地铁 15 号线南法信站</p>
	<p>Beijing Wansi Hotel 4*</p> <p>Opened in 2016, the Wansi Hotel is a great accommodation choice in Beijing. For those who require internet access, the property features Free in-room Wi-Fi.</p> <p>Boasting a convenient location, the hotel is just 4km from Beijing Capital International Airport and 25km from Beijing Railway Station.</p> <p>When guests have some time on their hands they can make use of the onsite facilities. Travelers requiring pickup service can book this directly through the hotel. Guests of this Beijing hotel can make use of the free parking facilities.</p> <p>If you demand a high level of service, our guests have indicated that this hotel has excellent standards. For guests traveling on business, this hotel is consistently one of the most popular choices.</p> <p>Address in Chinese: 北京顺义区天竺镇天北路府前一街 30 号</p>



Beijing Fuyongyulong Hotel 4*

The Fuyong Yulong Hotel (Fuyong Yulong Jiudian) is located a 20-minute drive from Beijing Capital International Airport.

The hotel offers free parking and Wi-Fi access in public areas.

Diners can enjoy Chinese cuisine at the hotel's restaurant.

Business travelers can make use of conference hall and business center to host conferences and events.

If you're feeling energetic, head to the gym for some invigorating exercise.

Address in Chinese: 北京顺义区空港 B 区融慧园 1 号, 近安宁大街



Shanshui Hotel 3*

Shanshui Hotel is located in Airport district. close to the Yumin Street and Huosha Roadl.

The hotel's building has 7 floor and 143 guest rooms. include all kinds of room type. The guest rooms are equipped with comfortable beds and furniture. IDD & DDD telephone. cable & satellite TV. broadband Internet access.

electric door lock. separate temperature control system. and private bathroom. The hotel has large and small

meeting rooms. it takes 15mins driving from hotel to capitatl.

Address in Chinese: 北京顺义区空港工业 B 区裕安路 22 号



Super 8 Hotel

Super 8 Hotel is located in Shunyi District's business center.close to the Yumin Street.Super 8 Hotel provides the considerate services and advanced facilities of the 3-star standard level.

The hotel's building has 110 guest rooms.The guest rooms are equipped with comfortable beds and furniture. IDD & DDD telephone. cable & satellite TV. broadband Internet access. electric door lock. separate temperature control

system. and private bathroom. The hotel has large and small meeting rooms and offers convenient services such as fax & copy. tickets booking. and tourism consulting.

Address in Chinese: 北京顺义区后沙峪镇裕民大街 32 号

9.2 Hotel Booking

Hospitality BOOKING FORM (1/2)

<p>Please fill up the form in CAP letter and email or fax to:</p> <p>Burnaby Solutions China Tel: (+8610) 84602478 Fax: (+8610) 84602480 Email: bj@burnaby.com.cn Attn: Amanda(13146410552)</p> <p>Reservation can also be made on line at www.burnaby.com.cn/CHF</p>	<p>(Please use block letters or attach business card.)</p> Contact Person: _____ Organization: _____ Address: _____ _____ Country: _____ Postal Code: _____ Tel: _____ Fax: _____ Email: _____
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Official Hotels	Travel Time to Exhibition Site	Cost Per Room Per Night		Other Benefits
		Single Room	Twin/double Room	
Crowne Plaza Beijing International Airport (5) Superior room	15 minutes by driving	CNY1350 net	CNY1350 net	Breakfast Included & internet
Hilton Beijing Capital Airport Hotel (5) Superior room	25 minutes by driving	CNY1200 net	CNY1200 net	Breakfast Included & Free internet
Holiday Inn Beijing Airport Zone(4) Standard room	15 minutes by Metro	CNY580 net	CNY580 net	Breakfast Included & Free internet
Beijing Wansi Hotel (4) Standard room	15 minutes by FREE Shuttle Bus	CNY498 net	CNY498 net	Breakfast Included & Free internet
Fuyong Yulong Hotel (4) Standard room / Deluxe room	15 minutes by FREE Shuttle Bus	CNY520 net	CNY520 net	Breakfast Included & Free internet
Shanshui Hotel (3*) Standard room / Deluxe room	20 minutes by driving	CNY368 net CNY398 net	CNY398 net	Breakfast Included & Free internet
Super 8 Hotel-New CIEC(2*) Standard room	20 minutes by Driving or 15 minutes by Metro Line 15 (3 Stations)	CNY338 net	CNY338 net	Breakfast Included & Free internet

Note:

- Rates quoted are net price including 15% tax and service charge; Rates quoted in Chinese currency. Payment collection will base on market exchange rate.
- FREE Airport Transfer Service will be provided for guests staying in above hotels with***.
- FREE Daily Shuttle Bus** during 19-21 September will be provided for guests staying in, **Fuyong Yulong Hotel and Beijing Wansi Hotel**.

Terms and Conditions

- Payment Policy:** All hotel accommodation payment must be settled 2 weeks before **1, September 2019**
- Refund Policy:** Any shortened stay after check in to the hotel will not be refunded.
- Cancellation Policy:** Any cancellation made **1, September 2019** is subjected to one night room charge;
- Booking deadline:** Reservations received after **1, September, 2019** is subject to room availability.

Hospitality BOOKING FORM (2/2)

Hotel Booking Details:

Guest Name: _____

Hotel Preferred: 1st choice _____ 2nd choice _____

No. of room(S): _____ (circle accordingly) standard/ superior/ deluxe/ business room;
single room/ twin-Share room/ double room with 1 king-size bed; 1 breakfast/ 2 breakfasts

Check in date and time (China local time) _____ check out date _____

Arrival Flight No _____ arrival local Date _____ arrival Time _____

Departure Flight No _____ Date _____ Time _____

Local Tours: (Gathering at appointed point)

1. Forbidden City. Temple of Heaven & Summer Palace

Seat-in-coach Tour – CNY480 per person including group lunch

Number of person(s): _____ Preferred Date _____

2. Badaling Great Wall & Ming Tombs

Seat-in-coach Tour – CNY430 per person including group lunch

Number of person(s): _____ Preferred Date _____

Airport Limousine service:

(CNY 350 net per way by car for 1-2 pax; CNY 450 net per way by van for 3-5 pax.)

I need for

Arrival: Flight No: _____ Arrival data: _____ Arrival time: _____

Departure: Flight No: _____ Arrival data: _____ Arrival time: _____

Interpretation and Hostess service:

Basic English Hostess – CNY600 net per day within 8 hours from Sep ___ to ___

Ordinary English interpreter – CNY900 net per day within 8 hours from Sep ___ to ___

Advanced English interpreter – CNY1200 net per day within 8 hours from Sep ___ to ___

PAYMENT by CREDIT CARD

I hereby authorize to debit my card (details as follows) for all above bookings arranged by Burnaby Solutions:

Visa Card Amex Card American Express

Name of Credit Cardholder: _____ Expiry Date (mm/yy): _____

Credit Card Number: _____ CVV Code: _____

Credit Cardholder's Signature: _____

PAYMENT by TELEGRAPHIC TRANSFER: Pls. indicate guest name/event name/hotel booked on transfer slip.

Note: Payment via credit card and telegraphic transfer is subject to a 3% administrative fee.

Special notes from you if any: _____

Please fill the above form in Block letter. fax to +8610 84602480 or scan and email to bj@burnaby.com.cn.

Section 10 On-site Catering

10.1 Catering

During the entire exhibition period, Equuleus International Riding Club will provide Fast Food and Hot and Cold Beverages upon appropriate payment.

Section 11 Visa Application Letter Form

Date: DD____/MM____/YY____

To: China Embassy in _____ (which country)

Tarsus-Hope Exhibition Ltd. is pleased to extend an official invitation for attendance and participation in China Horse Fair 2019 which will be held 19th – 21st September 2019 at Equuleus International Riding Club, Beijing.

Please fill in the form below and send to Sonia at sonia@hope-tarsus.com **before 1st August 2019** so we can prepare an official invitation letter.

Company Name						
Company Add						
Contact Person	Sonia International Department Tarsus-Hope Exhibition Ltd Tel: +86 21 5882 6591 Fax: +86 21 5852 7126 Email: sonia@hope-tarsus.com Add: Room 402, Building B, Global Plaza No.18 Taolin Road Pudong Avenue Pudong District Shanghai, China 200135					
Tel				E-mail		
Estimated Arriving Date in China		Departing Date		Duration of Staying in China		days
No.	Full Name of Applicant	Sex	Nationality	Date of Birth	Position	Passport Number
●PLEASE USE EXTRA PAPER IF NECESSARY.						

Section 12 Exhibitor Information Form

for Show Guide Entry and Online Exhibitor List Entry

(Submit before July 31th, 2019)

Stand Number:	
Company Name: (in English & Chinese)	
Company Nationality	
Telephone:	
Fax:	
Email:	
Address:	
Category of Exhibitor: (maximum 3 categories) Please type 'X' in []	<input type="checkbox"/> Horse breeding & horse trading <input type="checkbox"/> Horse competition clothing, accessories and protection equipment <input type="checkbox"/> Horse feed & nutrition, veterinary supplies & equipment, animal welfare & rehabilitation facilities <input type="checkbox"/> Horse related equipment e.g. saddles, tack etc. <input type="checkbox"/> Horse transportation equipment & services <input type="checkbox"/> Equestrian, polo, racing and horse sports facility supplies <input type="checkbox"/> Horse racing, equestrian clubs, riding schools, horse training centers, equine tourism <input type="checkbox"/> Brand and products related to horse culture <input type="checkbox"/> Publications related to equestrianism <input type="checkbox"/> Associations, professional bodies <input type="checkbox"/> Others. Please Identify here :
Main Contact Person's Name:	
Main Contact Person's Email:	
Company Website URL:	
Exhibitor Description in English: (with in 200 words)	
Exhibitor Description in Chinese: (with in 200 words)	
Logo: Attached	Shown on website – Free Shown on show guide – Free

Please **send back this form** and **attach your logo in JPEG or GIF format** to andrewfurness17@gmail.com

Thank you for your co-operation.