



EAITF 2010

EXHIBITOR SERVICE MANUAL

Dear Sir,
Dear Madame,

On behalf of the Organizing Committee, I am delighted to welcome exhibitors from all around the world to EAITF2010, the international travel fair for tourism industry of China and all over the world.

As in the past, we expect a large number of international and domestic key players to showcase their tourism resources, products and services for an international public at this year's fair.

We are certain that EAITF2010 is an outstanding opportunity to network, meet business partners, strengthen existing contacts and establish new ones.

This Exhibitor Guide is for your reference to make adequate preparation.

Welcome to EAITF2010, We wish you a pleasant time here in Dalian!

**If you have any enquiry about this manual,
Please don't hesitate to contact:**

Organizing Committee of EAITF2010

Ms. Cindy PEI,

Int'l Marketing Manager

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Exhibitor Guide

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✚ Please submit your forms to: [cindypei @dbfexhibition.com](mailto:cindypei@dbfexhibition.com) before deadline.



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I. Exhibition Venue:

Name: Dalian Star-Sea Convention & Exhibition Center

Address: No.10, F Zone of Dalian Star-Sea Square, Shahekou District, Dalian, 116023, China

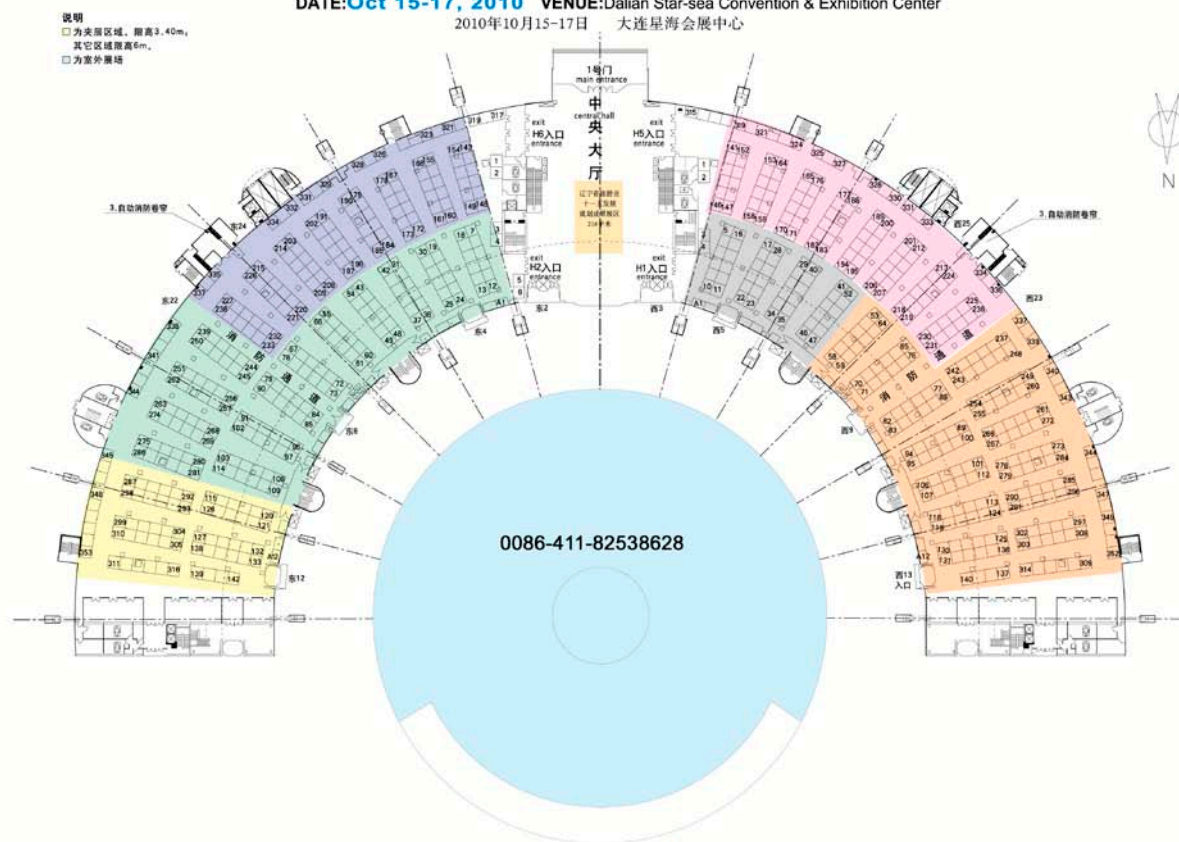


THE 7th EAST ASIA INTERNATIONAL TRAVEL FAIR

第七届东亚国际旅游博览会展位图

DATE: Oct 15-17, 2010 VENUE: Dalian Star-sea Convention & Exhibition Center

2010年10月15-17日 大连星海会展中心



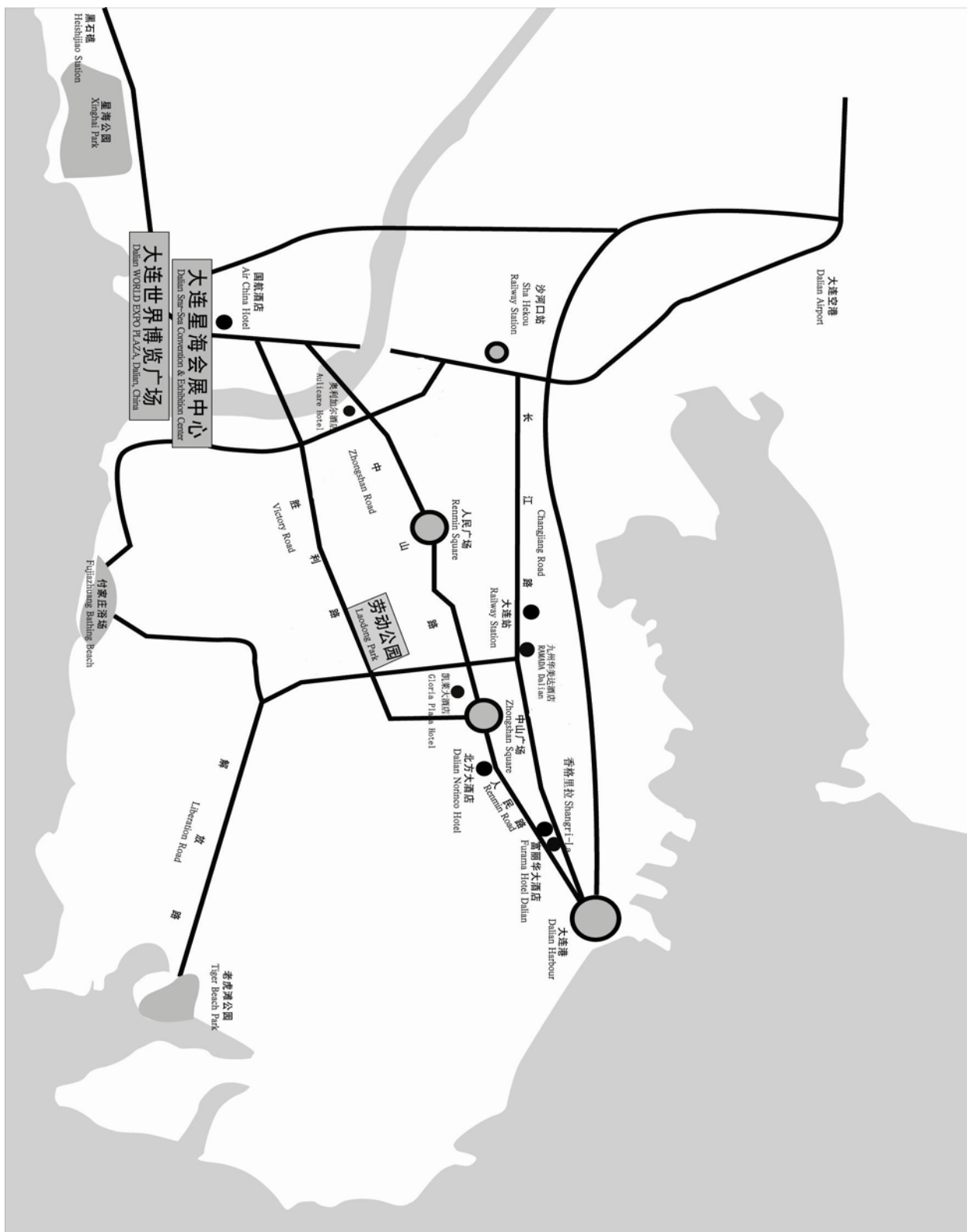
Cargo gate: West Gate No.24,

East Hall: Gate No.23.



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II Event Schedule of EAITF2010

Oct. 13、14th, 9: 00-17: 00-----Exhibitor Check in & Move in

Oct. 15-16th, 9: 00-17: 00-----Open to trade visitor

Oct. 17th, 9: 00-14: 00-----Open to public visitor

Oct. 17th, 14: 00-24:00-----Exhibitor Move out

Oct. 14th:

18:00 Welcome Banquet of EAITF2010 招待酒会

Oct. 15th:

9:30-10:00 Opening Ceremony of EAITF2010 开幕式

China Outbound Travel Market Match Meeting 出境旅游专业对接洽谈会

Promotion Meetings of Exhibitors 展商推介活动

Rewarding Ceremony of “Top Ten Famous Destination, Travel Agent, Person and Travel Product” by EAITF 2010 年度东亚旅游“名景、名人、名品、名社”评选活动

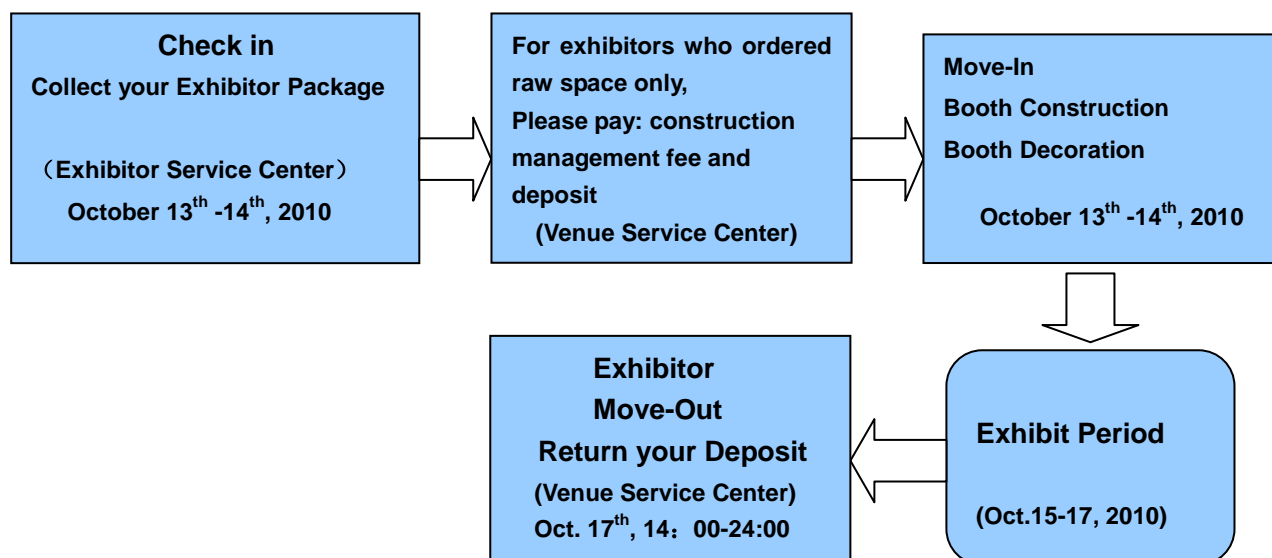
Oct. 16th:

Declaration of Golf Industry Cooperation Mechanism among Japan, Korea, China, Taiwan China
中日韩+台港澳，高尔夫合作机制宣言

Declaration of Spring Industry Cooperation Mechanism among Japan, Korea, China, Taiwan China
中日韩+台，温泉合作机制宣言

 Exhibitors are permitted to enter the venue to make preparation on 8:40am each day.

Exhibitor Participation Flow Chart:





III Booth Installation & Construction

1. Standard Booth installation:

- The standard booth is installed by the exhibition Center.

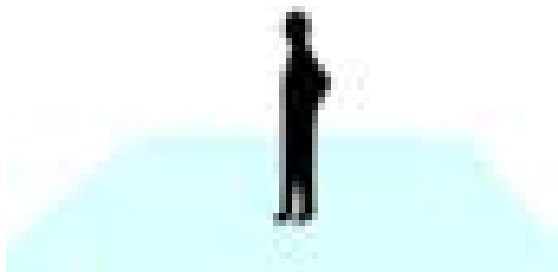
facilities of 9sqm booth	
partition board on 3 sides	
one counter	one outlet of 220V/5A
two chairs	two spot lights
one fascia board	

(A corner booth includes two fascia boards, partition board on 2 sides.)





2. Booth Construction for raw space



(Raw space only without carpet)

- a) Exhibitors using non-Official Contractor (only for raw space) should submit detailed drawing of configuration from their contractors to the Organizer for proved in 20 days before the opening of exhibition.
- b). The Official Contractor remains the rights to reject the construction plan or request the exhibitors make modifications.
- c) The exhibitors who order raw space ought to pay 15 RMB/ per sq. m for electricity and Management Expenses of Construction.
- d) to know Official suggested Contractor please contact the Organizing Committee.
- e) No iron nails be used in the booth. No damages upon public facilities of exhibition brackets and exhibition parts. Prior agreement from the exhibition Center should be obtained when there is a need to use adhesive tape.
- f) You should consider the ground weight loading capacity and limited Max-height of the venue when you transport, install the exhibits or operate in your booth.
- g) If you need to rent furniture or Electricity, Air, Water or other articles please fill in the furniture application form attached in this manual.
- H) All exhibitors and visitors should enter or exit the venue via badges.
- I) Distribution of product catalogues and brochures can only be conducted within the exhibitor's own booth and no exhibitors are permitted to distribute any publicity materials, souvenirs, etc. in the public areas of the exhibition venue. Please also pay attention to keep the order on spot.
- J) Except with special approval from the Organizer, no additional exhibits are allowed to enter the exhibition hall once the fair has opened. No exhibits are allowed to be taken away from the hall before the Fair ends. Exhibitors must obtain a move-out permission to move out their exhibits at the end of the fair.



V. Security:

- a) The Organizer is responsible for the general security of the entire venue. Every effort will be made to ensure the safe custody of exhibits during the exhibition, but the Organizer is not responsible for any loss or damage which occurs.
- b) Exhibitors are obligated to the safety of their own exhibits during the Move-in/Move-out period. To avoid any loss or damages, exhibitors may hire a security guard if necessary.
- c) All valuable goods and showcases should be locked properly at all times. Please make sure that there is sufficient staff in the stand to watch the exhibits at all times. Private belongings should be well kept by the exhibitor himself.

VI. General Regulations:

- A) Exhibitors must abide national laws and regulations such as intellectual property rights. Otherwise, they must undertake full responsibilities.
- B) All booths must be carefully attended to by personnel wearing badges at any time during the opening hours of the fair.
- C) All exhibitors are responsible for the good conduct of their staff or agents. Exhibitors and their staff are prohibited from entering other exhibitors' stand unless invited.
- D) No business or promotional activity shall be conducted by any exhibitor and/or his staff outside the allocated booth area.
- E) Distribution of product catalogues and brochures can only be conducted within the exhibitor's own stand and no exhibitors are permitted to distribute any publicity materials, souvenirs, etc. in the public areas of the exhibition venue.
- F) No activity which, in the opinion of the Organizer amounts to a nuisance or annoyance to the visitors or other exhibitors shall be conducted by the exhibitors within the vicinity of the fair.
- G) No-exhibitors are strictly forbidden to effect sales or any kind of promotional activity in the fairground which will be prejudicial to the interests of the exhibitors of the fair. Exhibitors are requested to report such activities to the fair management.
- H) All precautions must be taken by exhibitors against fire and to protect the public.
- I) each exhibitor is responsible for any damages done to other stands, the fair's property or the property of third parties.
- J) The exhibitions operation time schedule must be strictly adhered to. Repairs or alternations by removal or addition of materials must only be carried out outside the opening hours of the fair and with the prior consent of the Organizer.
- K) Unauthorized photo/video shooting and sound recording in the venue is NOT ALLOWED.
- L) Commercial photographers representing the appropriate media may wish to photograph stands or individual exhibits. Exhibitors wishing to restrict photographs for certain reason should place a notice on their stand or hire their own security guards to enforce the restriction.
- M) Smoking is strictly forbidden in the fairground. Exhibitors must fully coordinate with the organizer in preventing fires.
- N) No explanation from the exhibitors who have not registered 24 hours before the opening ceremony. The organizer is authorized to re-arrange the booths, No withdraw of the paid booth cost is permitted.



VII. light \ Electricity \ Water

The following price list is for your reference. Price: RMB/ Per Exhibition

1. Light

No	Name	Specification	Unit Price	Deposit	Remark	Total
1	Long spot light	220V/60W	110	100	Only for the standard booths; electricity and installation expenses Included.	
2	fluorescent lamp	220V/40W	30	40		
		220V/30W	25	30		
3	Golden billtern light	220V/75W	160	200		
4	Own Light	220V/5A Below	50		Only for Standard Booth Including access fee but not electricity fee	
		220V/6-9A	80			
		220V/10A	130			

2. Electricity Power supply and power for machines

Item	Unit Price / Exhibition Period	
	Including switches, cables, access to power, manpower. Power rate excluded.	Including power connection only, without switch, cable, electricity and so on.
220V/5A	100 RMB	70 RMB
220V/10A	130 RMB	100 RMB
380V/10A		170 RMB
380V/15A	200 RMB	190 RMB
380V/25A	300 RMB	220 RMB
380V/30A	400 RMB	320 RMB
380V/60A	800 RMB	550 RMB
380V/100A	1300 RMB	600 RMB
380V/150A	2000 RMB	1200 RMB

Remark :

1. Temporary electricity supply, providing 220V/5A, 150RMB/ day (9:00 - 17:00), after 17:00 the billing by working overtime. 50 RMB / 4 hours, less than four hours by four hours charges.

2. Exhibition Period electricity: 1.8 RMB / kWh

3. Water Connection

Item	Specifications (mm)	Price	Remark
intake / outlet	diameter 20 / 70	1,200 RMB / Exhibition Period	Cold-water



3. Communication Facilities

The following price list is for your reference. If you need the following service, please apply on site.

(RMB/Exhibition Period)

No	Name	Specification	Installation Fees	Deposit	Rent Units	Total Amount
1	Telephone and Fax	City Call	200RMB	200RMB		
		DDD		400RMB		
		IDD		1000RMB		
2	ADSL		600RMB			
3	Exchanger		Rent 200RMB	300RMB		
4	Wireless Internet		300RMB			
5	Link Intel Netgear		100RMB	200RMB		

Mark: 1. Tel and fax: Provide Line, Exhibitor should pay the communication charges.

2. The most access to one line is four computers, but exchanger needed.

Organizer Recommend Service Suppliers

Exhibitors have the right to choose other service supplier of their choice. Any agreements between exhibitor and their supplier are their own decision. The organizers are unable to accept any liability for any accident or dissension during the period.

1) Freight Forwarder --Liaoning Air Sea Worldwide Ltd.

Add: Room No. 2203 & 2204, Dalian Gold Name Tower, No.68 Renmin Road, Dalian, 116001

Contact: Mr. William Wang Tel: +86-411-82755599

M.P. 13500766454 Fax: +86-411-82719911

E-mail: william.wang@asw-dalian.com.cn

2) Booth Construction and Decoration Service

Dalian Ruijie Exhibition Co.Ltd

Mr. Li Tao eaaft@163.com

www.ruijiezhanlan.com



Form1 Catalogue Info. Submission	To by returned by: September 20th , 2010	Must be Returned
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Booth No.:

For CLARITY, please TYPE.

A. Exhibitor Information

Co. Name in Chinese: _____

Co. Name in English: _____

Address in English: _____

Address in Chinese, if any _____

TEL: _____ FAX: _____

Email: _____ Website: _____

B. Agent / Local Office in Chinese

Co. Name in Chinese: _____

Co. Name in English: _____

Address in Chinese: _____

Address in English, if any: _____

TEL: _____ FAX: _____

Email: _____ Website: _____

C. Products /Services / Exhibits to be listed in the show catalogue

Please **TYPE** about 100 words in Chinese.


Please **TYPE** about 100 words in English.



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Form2 Fascia Board Receipt	To be returned by: September 20th, 2010	 MUST BE RETURNED by exhibitors with standard booth
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You are strongly recommended to fill in this form with correct information.

(only for standard booth)

Booth Number	
Chinese Name (less than 15 character)	
English Name (Less than 50 letters)	






Form 3 Furniture for rent	To be returned: Before October 10th, 2010	<p>✚ You are suggested to submit this form at least 5 days before opening of the exhibition to assure you can rent the right furniture you need.</p> <p>✚ The payment should be paid on site of the exhibition, after the mutual agreement between exhibitor and furniture supplier.</p>	
	Item No	Furniture Name	Quantity and request

Rent for furniture

The following price list is for your reference. If you need to rent articles, please fill in the followed form.

Price: RMB/ Per Exhibition

No	Name	Specification	Unit Price	Deposit	Rent Units	Total Amount
1.	DVD Player		250RMB / Exhibition Period	600RMB		
2	Multimedia Projector		600RMB	2000RMB		
3.	LCD TV		900 RMB / Exhibition Period	1000RMB		



4.	Folding Chair	 <p>FOLDING CHAIR</p> <p>名称: 折叠椅 规格:</p>	50 RMB/one	100 RMB		
5	Armchair		100 RMB/one	150 RMB		
6	Bar Stool		150 RMB/one	150RMB		
7	Lockable Cupboard	 <p>LOCKABLE CUPBOARD</p> <p>名称: 铁柜 规格: 1030mmX535mmX760mm</p>	180 RMB/one	200RMB		
8.	Glass Tea table	 <p>500x500x500 (mm)</p>	200RMB/one	200RMB		



9.	Low Showcase	<p>LOW DISPLAY SHELF</p>  <p>名称: 低层展示架 规格: 1440mmX535mmX1000mm</p> <p>1040x550x760 (mm)</p>	250RMB/one	200RMB		
10.	Tall Glass Cabinet		550RMB/one	500RMB		
11.	Information Counter	<p>INFORMATION COUNTER</p>  <p>名称: 咨询桌 规格: 1010mmX535mmX760mm</p> <p>924x479x760 (mm)</p>	150RMB/one	200RMB		
12.	Square Glass Table	<p>SQUARE GLASS TABLE</p>  <p>名称: 玻璃方桌 规格: 1100mmX710mmX710mm</p> <p>650x650x650 (mm)</p>	150RMB/one	200RMB		
13.	Glass Round Table		150RMB/one	200RMB		



14.	Data Shelf		150RMB/one	100RMB		
		 Folding	150RMB/one	200RMB		
15.	Refrigerator		400RMB/one	800RMB		
16.	Water Machine	 Vertical	300RMB/one	400RMB		
		 Desktop	150RMB/one	300RMB		



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17	Flow on table		50 RMB/ one	none		
18	Green plant		200RMB	300 RMB		
19	Sofa		500 RMB	500RMB		
20	Sofa chair		200RMB	200RMB		
21	China Mobile Phone Card		50-200RMB Upon exhibitor's request	For local calls and answering phone calls		



Form 4	To be returned by:	Optional
Official Hotel Reservation	October 10th, 2010	

1. Furama Hotel Dalian 大连富丽华酒店 ★★★★★

Address: No. 60, Renmin Road, Zhongshan Dist., Dalian

地址: 大连市中山区人民路 60 号

Distance from the airport: 20 minutes by taxi. 距离飞机场: 20 分钟车程

Distance from the railway station: 5 minutes by taxi. 距离火车站: 5 分钟车程

Distance from the exhibition center: 15 minutes by taxi. 距离展馆: 15 分钟车程

Distance from the city center: 10 minutes by walk. 距离市中心: 步行 10 分钟

Standard Double-bed room 双标间	780RMB (Including Single Breakfast) 780 元 (含一早)
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2. Ramada Dalian 大连九州华美达酒店 ★★★★★

Address: No. 18, Victory Square, Zhongshan Road, Dalian, P.R.C.116001

地址: 大连市中山区胜利广场 18 号

Distance from the airport: 15 minutes by taxi. 距离飞机场: 15 分钟车程

Distance from the railway station: 5 minutes by walk. 距离火车站: 5 分钟步行

Distance from the exhibition center: 10 minutes by taxi. 距离展馆: 10 分钟车程

Distance from the city center: in downtown. 距离市中心: 位于市中心

Standard King Room 标准间	600RMB (Including single Breakfast ,free shuttle bus to airport) 600 元 (含单早,有机场班车)
Luxury King Room 豪华标准间	720RMB (Including single Breakfast, free shuttle bus to airport) 720 元 (含单早,有机场班车)

3. Lee Wan Business Hotel Dalian 大连丽月湾商务酒店 ★★★★★

Address: No. 26, RenMin Road, Zhifu Street, Zhongshan Road, Zhongshan Dist., Dalian

地址: 中山区人民路致富街 26 号

Distance from the airport: 20 minutes by taxi. 距离飞机场: 20 分钟车程

Distance from the railway station: 5 minutes by taxi. 距离火车站: 5 分钟车程

Distance from the exhibition center: 10 minutes by taxi. 距离展馆: 15 分钟车程

Distance from the city center: 5 minutes by walk. 距离市中心: 5 分钟步行

Standard Double-bed room 双标间	400 RMB (Including Double Breakfast) 400 元 (含双早)
Standard big bed single room 大床标间	350 RMB (Including Single Breakfast) 350 元 (含单早)
Deluxe Double-bed Suite 豪华双人套房	550 RMB (Including Double Breakfast) 550 元 (含双早)



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4. Dalian Norinco Hotel 大连北方大酒店 ★★★

Address: No. 19 Renmin Road, Zhongshan Dist., Dalian

地址: 大连市中山区人民路 19 号

Distance from the airport: 20 minutes by taxi. 距离飞机场: 20 分钟车程

Distance from the exhibition center: 20 minutes by taxi. 距离展馆: 20 分钟车程

Distance from the railway station: 5 minutes by taxi. 距离火车站: 5 分钟车程

Distance from the city center: 10 minutes by walk. 距离市中心: 步行 10 分钟

Standard Double-bed room 双标间	200 RMB (Including Single Breakfast) 200 元 (含一早)
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Hotel Reservation Form

(PLEASE TYPE OR PRINT CLEARLY)

Company Name: _____

Tel: _____ Fax: _____

E-mail: _____

Person to Contact: _____

Hotel you would like to book:

Hotel Name	Room Type	Guest Name	Passport \ ID card	Nationality	Date In \ expected arrival time	Date Out

Special Requirement: _____

Notes:

1. Please reserve your room before deadline September 30th, 2010.
2. Please reply this form to the organizing Committee. All charges should be paid at the restaurant reception.
3. The hotel will send you the Reservation Confirmation in two days after receiving your order form. Please show your expected arrival time, or the room will be only reserved for you till 18:00. If your arrival time is changed because of weather or some force majeure, please notify the hotel in time.



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Form 5 VIP Visitor Invitation	To be returned by: September 30th, 2010	Optional
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Please fill in the following information in clarity.

To avoid any typing mistake, please TYPE or in BLOCK LETTER.

Booth No.:	Company: _____
	Tel: _____ Fax: _____
	Contact: _____ E-mail: _____

The organizer offers you an opportunity to nominate your most important buyers to receive a VIP status to visit EAITF2010. If you are interested in this service, please kindly fill in the form and provide contact information of your major buyers in the following space below. We will send out show previews and show invitation tickets in due course. On-site VIP treatment will be offered to the VIP buyers: a VIP badge, free access to VIP Drink Lounge, a free copy of the show catalogue and access to all the concurrent events.

- 1. Company:**
Contact name: _____ Title: _____
Tel: _____ Fax: _____
E-mail: _____ website: _____
Address: _____
- 2. Company:**
Contact name: _____ Title: _____
Tel: _____ Fax: _____
E-mail: _____ website: _____
Address: _____
- 3. Company:**
Contact name: _____ Title: _____
Tel: _____ Fax: _____
E-mail: _____ website: _____
Address: _____
- 4. Company:**
Contact name: _____ Title: _____
Tel: _____ Fax: _____
E-mail: _____ website: _____
Address: _____



Form 6 Invitation Letter for Visa Application	To by returned by: September 28th , 2010	Optional
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Booth No.

Company: _____
 Contact: _____
 E-mail: _____

Visa Invitation Letter Application (for exhibitors only)

Please TYPE or in BLOCK LETTER.

Full name			
Company			
Address			
Gender		Nationality	
Job Title		Passport No.	
Tel No.		Fax No.	
Email Address		Date of birth	
Arrival date		Departure Date	

Remarks:

You may duplicate if the form should you have more than 1 application to submit. To ensure that you will receive the original Invitation Letter in due time, please submit completed application form before the deadline.



Form 7 Interpreter/ receptionist	To be returned by: October 12th , 2010	Optional
---	--	-----------------

Hall/Booth No.

Company: _____
 Attn: _____ Tel: _____
 Fax: _____ E-mail: _____

A). Advanced interpreter at daily rate of RMB800,

Language	No. of Persons	Starting Date	Ending Date	Amount in RMB
<input type="checkbox"/> English	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B). Ordinary English-speaking interpreter at daily rate of RMB 400,

Language	No. of Persons	Starting Date	Ending Date	Amount in RMB
<input type="checkbox"/> English	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

C). Advanced interpreter at daily rate of RMB 800,

Language	No. of Persons	Starting Date	Ending Date	Amount in RMB
<input type="checkbox"/> Japanese	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

D). Advanced interpreter at daily rate of RMB 800,

Language	No. of Persons	Starting Date	Ending Date	Amount in RMB
<input type="checkbox"/> Korean	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E). D). Advanced interpreter at daily rate of RMB 800, Language No. of Persons

Starting Date	Ending Date	Amount in RMB
<input type="checkbox"/> Russian	<input type="text"/>	<input type="text"/>

F), Assistant at daily rate: --English Language, RMB 400,

Language	No. of Persons	Starting Date	Ending Date	Amount in RMB
<input type="checkbox"/> English	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

G), On-site Temporary Manpower without language requirements at daily rate of RMB 200

Language	No. of Persons	Starting Date	Ending Date	Amount in RMB
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>