

2019 中国北京国际葡萄酒博览会

TopWine China 2019, JUN 4-6

2019 年 6 月 4 - 6 日

国家会议中心 China National Convention Center

北京市朝阳区天辰东路 7 号

No. 7 East Tianchen Road Chaoyang District Beijing P.R. China

乘车路线: 地铁 15 号线奥林匹克公园 H 口出, 地铁 8 号线奥林匹克公园 E 口出
Exit H of Subway Line No. 15; Exit E of Subway Line No. 8;



CHINA NATIONAL CONVENTION CENTER

参 展 指 南

Exhibitor Manual

Official Contractor

Beijing PBR Creative INT LTD.

Address: Building 4, Jing An West Street, Chao Yang District, Beijing, 100028, China

Tel: +86-10-84551155

Fax: +86-10-64625934

Contact Person: Michael. Pan

Phone: 13331170167

Mingyuan.Cui (charge of raw space)

Phone: 15001116400

Amy. Wang (charge of shell scheme)

Phone: 13331171631

Postal Code: 100028

Tel: +86-10-84551155

Fax: +86-10-64625934

Email: mingyuan.cui@pbr.net.cn (charge of raw space);

manman.wang@pbr.net.cn(charge of shell scheme)

Onsite Logistics and Transportation

1. APT SHOWFREIGHT SHANGHAI CO., LTD.

Peter: +86 13482325744 13661878454

E-mail: irene.wang@aptshowfreight.com

The organizer is not responsible for the wine sample collection. Please park the car at the SNIEC parking area, and use a small trolley to transport goods.

If precious wine storage and cooling wine required, please contact APT SHOWFREIGHT SHANGHAI CO. LTD onsite office in the inner street of SNIEC

Details refer to APT shipping manual

2. LFP Consolidation Supply Chain Tech Co.,Ltd

Rm B226 ZhengFa Building No.5 XiLu North 3RD Haidian DistrictBeiJing China.

Tel:+86 10 82095579

CONTACT PERSON: Hera

E-mail: heraliu@51lfp.com

Details refer to LFP shipping manual

Stand Construction

1. Standard booth specifications (All standard booths cannot connect or use electric appliance exceeding the package power. If exhibitors need more lights, please submit the application form for electric lights in advance.)

An international standard booth of 9 sqm (3m*3m) will be built to the following specifications: one fascia board, panels, carpet, storeroom, 1 lockable cabinet with wooden cover, 1 wooden wine display, 1 bar table, 3 bar stools, 1 waste paper basket, 3 spotlights, 1 5A/220V power socket.

2. Raw Space Construction

Raw space exhibitors shall design and construct booth by yourselves according to relevant regulations. If exhibitors want to consult the booth design and quotation, please contact the official contractor.

Exhibitors shall submit booth design drawings to official contractor by **May 20, 2019**. The height limit of raw space is set at 3.5m.

Electric equipment:

All powers are provided by exhibition center. The exhibition shall afford the fee. Electric equipment design drawings shall be submitted to official contractor with other booth design drawings by **May 20, 2019**.

Booth design drawings approval :

The committee and official contractor have the right to reject the booth design drawings approval or ask the booth contractor to modify the drawings according to the relevant construction regulations. Or the exhibitor and booth contractor cannot construct on site in the exhibition center.

Form 2 Standard Booth Fascia Name

Please fill the standard booth fascia name. If exhibitor alters the fascia name on site, they shall bear the cost.

Please get the Booth fascia name application form on www.topwinechina.cn by April 25, 2019. The committee will email the username and password to the exhibitor. Please fill the fascia information online and email the form to visa@topwinechina.cn or fax to 86-010-59429608.

Note: Customer Service department of Top wine China will contact you by phone or email to provide the relevant forms you need. Please answer the call in time or check the emails.

Information Submitting for Fascia Board of Exhibitors

Deadline May 3, 2019

The company name you submit will be on the fascia board of your booth.

Attention:

1. Please submit the right company name. Any change on site will be charged.
2. Please send the file to visa@topwinechina.cn.

Any problem, please contact customer service department :

Phone: +86 (0)10-59429608

George +86 13910509868 Alex +86 13911718365 Nico +86 18611385567

Email: visa@topwinechina.cn

English text on the fascia board, please state in the frame here under.

Company Name

Booth Number

Booth Square Meters

Types:

☐ Walk on Packages ☐ Space Only

Form 6 Additional Furniture & Equipment

Deadline: May 20, 2019

Furniture						
No.	Item	Description	Unit	Price (RMB)	Qty.	Total (RMB)
A1	Information counter	100cm×50cm×100cm	pc	220		
A2	Lockable counter	100cm×50cm×100cm	pc	300		
A3	Glass round table	80cm H D:80cm	pc	230		
A4	Bar table	60cm×110cm	pc	300		

A5	Coffee table	45cm×45cm×45cm	pc	250		
A6	White folding chair	40 cm×40 cm×45cm	pc	50		
A8	Barstool	40 cm×40 cm×100cm	pc	200		
A9	Glass showcase	High 248 cm×50 cm×100cm	pc	1200		
		Low 100 cm×50 cm×100cm	pc	700		
B1	Shelf board	100cm×30cm	pc	120		
B2	Isolation bar	Inc. chain	set	150		
B3	Literature rack	Black	pc	180		
B4	Carpet	Inc. carpet & labor fee	m ²	50		
B5	Aluminum eight prism	2480mm	pc	150		
B6	Wall panel	2400cm×970cm	pc	150		
B7	Wall panel	2400cm×475cm	pc	100		
B8	Altering fascia	Inc. printing and installing	pc	150		
B9	Altering eight prism	Inc. material & labor fee	pc	100		
B10	Altering flat aluminum profile	2m/3m	pc	80		
B11	Altering wall panel		pc	100		
B12	cancel	Dismantle and withdraw the booth package	once	300		
Electric Equipment						
No.	Item	Description	Unit	Price (RMB)	Qty.	Total (RMB)
C1	Video (LCD) Projector (5000 Lumen) (with 100" Projection Screen)	Inc. transportation, installation, commissioning fee	set	2800		
C2	Audio System	600w(exclude microphone)	set	2500		
C3	Plasma	42"	pc	2200		

C4	Plasma	50"	pc	3000		
C5	Water dispenser	Inc. 1 nos. water (more water: RMB50 /nos.)	pc	400		
C6	Refrigerator	1.5m H	pc	1500		

Lamps

No.	Item	Description	Unit	Price (RMB)	Qty.	Total (RMB)
D1	Short arm spotlight	100W Inc. material, labor cost, electricity	pc	150		
D2	Long arm spotlight	100W Inc. material, labor cost, electricity	pc	150		
D3	Flood light	150W Inc. material, labor cost, electricity	pc	350		
D4	Socket		pc	100		
D5	Altering light location		pc	50		

*** To ensure that you are able to rent the required exhibits, we recommend that you apply for a lease before May 20, 2019.**

*** The price of unspecified facilities and services is negotiable.**

Exhibitor contact person:

Company Name:

Booth No:

Phone number:

Please return form to:

Beijing PBR Creative INT LTD.

Building 4, Jing An West Street, Chao Yang District, Beijing, 100028, China

Contact Person: Ms. Amy Wang (13331171631)

Tel.: +86 (0)10-8455 1155-830

Fax: +86 (0)10-6462 5934

E-mail: manman.wang@pbr.net.cn

NOTICE: specifying leasing material application + booth number + exhibitor name + contact person and phone. Please pay the fee and email the payment voucher after receiving the invoice from the official contractor.

Form 8 Indispensable Procedures for Raw Space Construction

Official contractor: Beijing PBR Creative INT LTD.

Contact person: Mr. Mingyuan Cui (15001116400)

Building 4, Jing An West Street, Chao Yang District, Beijing, 100028, China

Email: mingyuan.cui@pbr.net.cn

Phone: 15001116400

Fax: 010-64625934

Account Information (RMB & USD)

COMPANY NAME	Beijing PBR Creative INT LTD.
BANK NAME:	Beijing Bank Bei Yuan Lu Branch
SWIFT CODE: :	BJCNCNBJ
BANK NUMBER:	1081
A/C NO:	01091081800120109040136
BANK ADDRESS	G/F Block B, Ou Lu Mansion, No.172 Bei Yuan Rd, Chao Yang District, Beijing, 100101, China

Note: All orders according to the invoice from official contractor. It's no effect without conformation of official contractor.

Documentations required as below for Raw Space Construction

(paper documents in duplicate)

(Deadline: May 20, 2019)

No.	Name of Documentation	Note
1	Construction company qualification certificate	The copy of construction business qualification certificate and electrician certificate, 1" photos of workers. With contractor official seal
2	Water & Compressed Air and Electrical Application (Form 9)	With contractor official seal
3	Application of raw space construction (Form 10)	With contractor official seal
4	Worker badge application (Form13)	With contractor official seal
5	Contractor Declaration on Safety and Security (Form 14)	With contractor official seal
6	Letter of commitment for raw space construction (Form 15)	With exhibitor and contractor official seals (Original copy only)
7	Blue print	Detail dimension and material required
8	Full-colored plan view	Detail dimension, hanging point location and booth orientation required
9	Full-colored perspective view	Detail dimension required
10	Full-colored Electrical view	Detail electric circuit, electric box location and booth orientation required
10	Two-storey booth is prohibited	According to the relevant regulations, two-storey booth is forbidden in China National Convention Center

If the contractor is located in Beijing, original forms submission to the Official Contractor is required by May 20, 2019, otherwise, the completed forms need to be couriered or facsimiled to the Official Contractor by May 20, 2019.

All documents must be with contractor official seal

*** Please submit the above forms to the Official Contractor by May 20, 2019.

*** Booth construction approval on site will be subject to a late surcharge of 50%.

Form 9: Water & Compressed Air and Electrical Application

Deadline: May 20, 2019

Booth No.:

Exhibitor:

Phone:

Contractor:

Contact Person:

Phone:

Contractor Official Seal:

Item	Description	Price (RMB)	Qty.	Total (RMB)
Power for the lighting Only	15A/220V	2200		
	15A/380V	3700		
	30A/380V	5760		
	60A/380V	8640		
	100A/380V	11760		
Temp Power Supply	10A/220V	650		
Power for Equipment Only	15A/380V	2520		
	30A/380V	4560		
	60A/380V	7680		
	100A/380V	8640		
24 hours power	15A/220V	3500		
Water	Water point	1800		
Compressed air	300L/min	1300		
	600L/min	2200		
	1000L/min	3300		
Hanging point	Hanging point	4200/point		
Indispensable Procedures for raw space construction	Hall Management Fee	50/sqm		
	Worker Badge	50/pc		
	Move-in Car Pass	150/pc		
	Worker Badge Deposit	50/pc		
	Construction Deposit	20000/100m ²		
Total				

Note: 24-hour power cannot be used as uninterruptible power supply.

Electrician shall carry their own electrician certificate all times on duty.

The compressed air provided by exhibition center is general compressed air with an outlet pressure of 6-8 kg. The exhibitor shall connect according to your own equipment.

*** Deadline is May 20, 2019. Approval on site will be subject to a late surcharge of 50%.**

*** The price of unspecified facilities and services is negotiable.**

Importance: Please fill all items and stamp

Form 10 Application of raw space construction

Exhibition name	Top wine China 2019						
Contractor							
Construction Item	<input type="checkbox"/> standard booth <input type="checkbox"/> raw space <input type="checkbox"/> public utilities						
Construction location	①	Booth No.		sqm	m ²	exhibitor	
	②	Booth No.		sqm	m ²	exhibitor	
	③	Booth No.		sqm	m ²	exhibitor	
	④	Booth No.		sqm	m ²	exhibitor	
	⑤	Booth No.		sqm	m ²	exhibitor	
Total sqm	m ²			worker			
Construction car				Hanging point			
Move-in date	– May, 2019						
Move-out date	– May, 2019						
Onsite Safety Manager				phone			
Importance	<p>Contractor shall carry fire extinguisher by your own and according to the rule of two fire extinguishers per 50sqm</p> <p>Contractor shall construct as the booth design drawings strictly. No combustibles can be stored in the electric box for half a meter.</p> <p>Working at height shall be with relevant certificate, helmet and safety belt.</p> <p>Please close the power after leaving the booth every day during move-in time and exhibition time.</p> <p>The contractor shall not abandon any waste and construction waste in the trench of the venue.</p> <p>Contractor shall construct as the regulations of China National Convention Center strictly.</p> <p>☆contractor shall rectify as soon as possible after receiving the rectification suggestions from official contractor.</p>						
Applicant	signature:		phone:		date:		
Note							

Note:

1) Deadline is May 20, 2019.

2) Please submit all relevant documents by one time. Uncompleted documents will be rejected.

Importance: Please fill all items and stamp

Form 11 Telephone lines & Internet Access Application

Item	Rental fee	Call fee deposit	Phone deposit	note
Local DD (restricted to Beijing Area)	RMB 1200 /pc		RMB 500 /pc	
DDD line (restricted to China)	RMB 1350 /pc	RMB 500	RMB 500 /pc	
IDD line (International Direct Dialing)	RMB 1500 /pc	RMB 2000	RMB 500 /pc	
Internet	Item		Description	Price
	Temp line	Wired access	Internet line for 1Mbps	RMB 15000/ pc
			Internet line for 2Mbps	RMB 22500/ pc
			Internet line for 5Mbps	RMB 30000/ pc
			Internet line for 10Mbps	RMB 52500/ pc
			Internet line for 50Mbps	RMB 144000/ pc

*** Deadline is May 20, 2019. Approval on site will be subject to a late surcharge of 50%.**

*** The price of unspecified facilities and services is negotiable.**

Contact person: Mr. Cui Mingyuan (15001116400)

Building 4, Jing An West Street, Chao Yang District, Beijing, 100028, China

Email: mingyuan.cui@pbr.net.cn

Phone: 010-84551155

Fax: 010-64625934

Importance: Please fill all items and stamp

Form 12 overtime construction application

Overtime construction price

area	price 17: 30-24: 00	price 0: 00-8: 00
Hall 1-4, preface hall, banquet hall convention hall on the 4 th floor	RMB 12000/hall/hour	RMB 15000/hall/hour
	RMB 3000/booth/hour (booth no more 200 m ²)	RMB 6000/booth/hour (booth no more 200 m ²)
Hall 5-6	RMB 10000/hall/hour	RMB 12000/hall/hour
	RMB 2500/booth/hour (booth no more 200 m ²)	RMB 5000/booth/hour (booth no more 200 m ²)

Note: The overtime application minimum unit is 1 hour. Onsite application for overtime must be submit application form to official contract by 15:00 on the day of overtime. Application later than 15:00 will be subject to a late surcharge of 30%.

Application Form for overtime construction during move-in time and worker badge

Due to the large layout of our booth, it is difficult to complete on time during move-in time. Now our company shall apply for overtime: - on May , 2019 and worker badges. We will pay the fee as exhibition regulations.

Hereby apply.

Company name:

Applicant:

Stamp:

Date:

Form 13 Worker badge Application

Exhibitor:

Booth No.:

Contractor contact person:

phone:

Exhibition name: Top Wine China 2019						
Contractor:						
No.	Worker Name	Age	Gender	profession	Certification No.	ID No.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

Form 14 Contractor Declaration On Safety and Security

Builders shall strictly abide by the “ Safety regulations on Large-scale Social Activities in Beijing”, “Fire Safety regulations on Exhibition”, “Regulations in the Construction of Exhibition Facilities in China National Convention Center”, “ The Detailed Implementation Rules in the Construction of Exhibition Facilities in China National Convention Center “, and other relevant rules and regulations, also put all their activities under the construction management and supervision ,inspection of relevant department of China National Convention Center Group Corporation (hereinafter referred to as CNCC)to ensure the safety to the booths and personnel.

Before construction the builders shall undergo the procedures of registration of their construction qualifications, construction blueprints for approval, etc. in accordance with the relevant rules and regulations of CNCC, and pay the related fees.

The builders are responsible for the safety and fire prevention during construction period where they should appoint a person in charge of safety and prevention onsite.

The booth structure should be firm and safe .Fire-retardant or fire-proof materials should be used in booth construction, and **using the elastic cloth and textile cotton fabrics for decoration is prohibited. Wood structures need to be sprayed with fire retardant coating before entering the site.**

Two-storey booth is prohibited as the relevant regulations.

Contractor shall carry fire extinguisher by your own and according to the rule of two fire extinguishers per 50sqm.

The structure of the booth is not allowed to block the fire protection facilities in the exhibition hall (including the red fire protection ditch cover of the first ditch west of the column in the hall), electrical equipment, emergency exit and audience access. Under the fire shutter door of the exhibition hall, no exhibition racks, booths, integral platforms and various cargoes shall be built. The pillars of the exhibition hall where the fire shutter doors are located are strictly prohibited from taking any form of wrapping and covering to ensure the smooth lifting of the fire shutter doors. Keep a certain distance between the back wall of the booth and the wall of the exhibition hall. The distance should not be less than 60 cm for maintenance personnel to enter. The width of the passage leading to the exit, first aid, fire fighting device and fire alarm point is not less than 140 cm.

If the temporary facilities of the venue are adjacent (such as pillars), the contractor must measure the actual amount before construction.

The heights of the booths with special equipment should not exceed the limits. The height limit is 5m in Hall 1-4 and 3.5m in Hall 5-6.

The outdoor booth shall be well protected against wind and ensure the strength, rigidity, stability and local stability of the booth structure. If there is a bad weather such as strong winds, the construction unit must have an emergency plan in advance to ensure safety.

Use tempered glass for decoration and ensure its toughness and thickness (for glass walls, the minimum glass thickness is 8mm). The installation of glass shall be suitable and reliable. When installing glass, put glass pieces into metal frames or fix them with special metal pieces, with elastic materials as cushions between metal and glass for safety. Put obvious warnings on big pieces of glass. Don't fix pillars and walls on glass-made floors, fix them on the solid floors under

them instead.

Materials used for building booths shall be in conformity with the standards of materials used for temporary buildings set by the relevant government branch and with the standards of environmental protection. In addition, the materials chosen shall reflect the characteristics of the exhibition.

No smoking in the exhibition hall. No flammable, exposable materials and no fire during the construction.

Booths must be roofed by less than 100% (including 100%) so as not to influence or/and block the fire alarm system.

Construction workers must show correspondent entrance permission cards and professionals must show correspondent certificates when entering the center for construction.

During the construction of booth, all kinds of waste products such as construction garbage should be cleaned at any time. The materials for the construction of the booth should be placed neatly in this booth. It is strictly forbidden to occupy the fire channel and keep the channel in the hall unblocked. The warehouse where the articles are stored shall not be set up in the hall, or the booth materials and construction tools shall be stored in the public area. Otherwise, the venue shall have the right to take the confiscation and reserve the right to deduct the construction deposit.

Neon lights and **high temperature lamps are strictly prohibited** as decorative lighting for the stand. Electrical equipments and materials (such as lightings) must have CCC on them and shall be installed and used according to the standards and procedures concerning the use of electrical set by Beijing municipal government. Electrical equipments shall be connected by double insulated cables and the terminals must be kept in insulated boxes without been exposed.

Power is supplied for 24 hours by CNCC, but it is not for unremitting use.

Builders shall not use the fixed facilities (such as power distribution boxes, water supplies, gas supplies, etc.) in the exhibition hall. Lightings, sockets, distribution box and the like for outdoor use must be water-proof, and electrical equipments for outdoor use must be placed with water-proof measures.

If the contractor has high-altitude operations, it must arrange for personnel with high-altitude operations to work at heights, with helmets and safety belts, high-hanging and low-use methods, and construction personnel must be under the supervision to ensure construction safety. The lifting equipment is provided by the contractor, and it is required to wear a safety helmet and a safety belt. The method of high hanging and low use is required, and the construction personnel must be under the supervision. It is strictly forbidden to work out the working platform.

Before using the lift truck, check whether the lift frame is freely up and down, the screws should be firm, the steel wire rope is free from corrosion and the lubrication is good.

Construction personnel must be at least 18 years of age to perform high-altitude construction. Before boarding or entering the lifting platform, operators should wear non-slip shoes. The upper and lower garments should be tight and neat and must assess the potential hazards in the construction area to confirm that there are no safety hazards only construction work can be done.

The lift truck should be level on the ground. When the local surface is not flat, the body should be leveled. It is not allowed to use the lift truck on the steep slope.

The operator should check that the safety tools (hardhats, safety belts, etc.). They must be safe and reliable, and it is strictly prohibited to take risks.

When using the lift truck, the stabilizer bracket must be opened to check the stability of the bracket and prevent the lift truck from sliding on its own.

The staff at the top of the lift must work inside the working platform, and must not ride on the fence and stand on the fence. It is strictly forbidden to lift and lower the rated load beyond the working platform.

All kinds of ladders or other high-rise items are not allowed on the top platform of the lift truck. When the staff is working outside, they must ensure that their feet touch the ground. Otherwise, the lift truck should be moved.

When the lift truck is raised, it should be noted that the specified safety distance should be maintained with the overhead wires; when the person responsible for manual lifting is operating, the face should flash on the side of the wire rope to prevent the wire rope from suddenly breaking and dangerous; it is forbidden to use the electric lifter outdoors in rainy days.

The electric lift truck should ensure good grounding, the protective layer of the power cord should be complete, and the copper wire should not be exposed; the power cord should be protected when it crosses the road.

When the lift truck staff transfers tools or materials up and down, it cannot be lifted by the method of throwing, and the staff on the platform should prevent the tools or materials from falling and hurting pedestrians.

There must be a guardian under the lift truck operation, and it is strictly forbidden to enter the work area.

In the venue, only the main steel beam (I-beam) can be hung, and the aerial sling or wire rope must be used for hanging, and the steel beam protection should be done. The weight of each lifting point should not exceed 400 kg.

For outdoor work, if there is a strong wind of 5 or above, it is forbidden to work in the open air.

Construction workers shall self-assess potential safety hazards to the construction area and confirm the safety before construction work

After the opening of the exhibition, the contractor must leave the on-site safety person in charge and the full-time staff on duty.

When the museum is dismantled, the contractor shall withdraw all the construction materials from the exhibition hall and clean them. It is strictly prohibited to be stacked in the booth or the outer area of the exhibition hall.

The venue reserves the right to impose special restrictions on special circumstances and has the right to enter the booth for inspection.

The contractor shall not abandon any waste and build waste in the trench of the venue.

The contractor shall be responsible for all safety responsibility accidents caused by violation of the above-mentioned regulations during the construction, dismantling and transportation of the construction unit, such as casualties, fires and damage to the buildings and facilities of the venue, and shall bear the responsibility to the venue and all the reputation and economic losses caused.

The contractor shall strictly follow the above requirements and relevant rules and regulations for construction. If there is any violation, CNCC will deduct the corresponding construction deposit according to the circumstances.

The legal person entrusted by the contractor of this booth has carefully read the construction safety responsibility letter and the relevant rules and regulations mentioned above, and guarantees strict compliance with relevant safety management regulations. Otherwise, the company is willing to assume full responsibility in case of safety problems.

Contractor:

Official Seal:

Signature:

Phone:

Date:

Form 15 Letter of Commitment for Raw Space Construction

(Raw space exhibitors have to submit the original copy)

We are exhibitor of Top Wine 2019. We hereby would like to inform that __ (contractor name) as my company appointed contractor. Our booth is of size (sqm), i.e. ____m long by ____m wide. We would like to certify the followings:

- i. The contractor is examined to be the ONLY builder of our booth. The one we appointed is a qualified booth builder.
- ii. We have a legally bidding contract with the appointed contractor and to ensure that the stand is built safely.
- iii. My company has read and fully understands the rules and regulations set by the organizer and the exhibition center. We have notified our contractor to ensure a secure building during the setup period.
- iv. We should be under the supervision of the official service department appointed by the organizer. In case of violation of the exhibition center's construction safety management regulation; the organizer shall take measure of punishment.
- v. We should supervise the contractor. In case of the contractor's violation of the exhibition center's construction safety management regulation, the organizer reserves the right to seek full compensation from our company and our appointed contractor if such damage and/or injury happens.

Exhibitor Name (stamp):

Signature:

Date: (MM/DD/YY)

Contractor Name (stamp):

Signature:

Date: (MM/DD/YY)

Form 16 Confirmation Form for Returning the Deposit

(For raw space contractor to keep)

Exhibitor's name	Top Wine China 2019	
Exhibition / Contractor's name		
Booth No.		
Booth area		
Contractor's name		
Contact person		
Mobile		
Details	Clean up	
	Not clean up	
	Worker badge returning qty.	
Deposit returning	return	
	Deduct expense	
Contractor signature		
Official contractor signature		
Note	<p>If there is any safety incident, damaged pavilion facilities, litter happens during the whole exhibition, an appropriate penalty amount will be deducted from the deposit. The deposit will be refund from July 8, 2019.</p>	

2019 中国北京国际葡萄酒博览会

TopWine China 2019, JUN 4-6

2019 年 6 月 4 - 6 日

国家会议中心 China National Convention Center

北京市朝阳区天辰东路 7 号

No. 7 East Tianchen Road Chaoyang District Beijing P.R. China

乘车路线: 地铁 15 号线奥林匹克公园 H 口出, 地铁 8 号线奥林匹克公园 E 口出

Exit H of Subway Line No. 15; Exit E of Subway Line No. 8;



CHINA NATIONAL CONVENTION CENTER

酒店预订指南

Exhibitor Hotel Booking Guide

尊敬的 TOPWINE CHINA 参展商：

欢迎参加 2019 中国北京国际葡萄酒博览会！

Dear exhibitors and visitors,

Welcome to attend TopWine China 2019.

CNCC Grand Hotel is strongly recommended to stay in reference to its best location to China National Convention Center where to hold TopWine 2019



CNCC Grand Hotel, located in the center of the Beijing Olympic Green, is a deluxe international standard hotel with 420 comfortable rooms. It was one of the official hotels accommodating to journalists reporting Beijing 2008 Olympic Games. CNCC Grand Hotel is adjacent to China National Convention Center. With the help of a sky bridge between the Hotel and the Center, it takes only 3 minutes to walk to the Center. The Hotel is also within walking distance to the Bird Nest (China National Stadium), the Water Cube (National Aquatics Center) and the State Indoor Stadium all of which are key Olympic venues.

CNCC Grand Hotel is just 26 km (16 miles, 30 minute drive) from the Beijing Capital International Airport and 8km (5 miles) from the heart of Beijing. Thanks to the newly-expanded subway network and particularly one subway stop at China National

Convention Center, guests will find it very easy to take the subway to the airport, city center, central business district (CBD) as well as to world-famous tourism attractions such as the Forbidden City, Summer Palace and the Temple of Heaven. And it's also extremely convenient to go to the Great Wall, a must-do while in Beijing. The state-of-the-art hotel has 16 floors and is 60m (197 ft) high, with 363 deluxe rooms, 71 executive rooms and 9 executive suites. Each room is carefully designed and equipped with internet access, a wide variety of TV programme, quality furniture, bath and sleep amenities as well as wide-view windows facing the beautiful Olympic Green.

For the best offer, please submit at http://meeting.cnccgrandhotel.com/m153/hotel_s_reg.aspx for your room booking.

And also there are more references can be chosen according to your requests or standards, please do not hesitate to contact the appointed third party hotel booking with a best offer.

Contacts: Zhang LU
Tel: +86 21 66610306
Fax: +86 21 56096399
Email: lulu.z@shpengcheng.com

为了协助您更便捷高效地在完成参展筹备和执展工作，我们通过层层筛选，择国家会议中心附近最优性价比商务酒店，汇总编写了这本《参展商酒店预订指南》（以下简称《指南》）。请务必仔细阅读本手册，了解各酒店价格及位置，按照要求和您自身的需要认真选择对应酒店及入住离开时间，自行填写订房回执单或联系酒店预订部负责人，此次报价有效期至 2019 年 6 月 04 日。凡贵公司呈交的表格，建议您打印一份存档。

酒店名称 HOTEL	售价 PRICE	免费服务 SERVICE	公里数 DISTANCE	地址 ADDRESS
北京亚奥国际大酒店 Best Western OL Stadium Hotel Beijing	660 元/间 660RMB/between	双早, 宽带, Double early, WIFI	2.2 公里 2.2kilometre	北沙滩大屯路甲 1 号 No.1 Datun Rd, Beishatan, Chaoyang District, Beijing, near the southeast corner of Beishatan bridge
北京辰茂鸿翔大酒店 Excemon Beijing Hongxiang Hotel	508 元/间 508RMB/between	双早, 宽带, Double early, WIFI	3.7 公里 3.7kilometre	龙翔路 15 号 No.15 Longxiang Rd, Haidian District, Beijing, near the Badaling expressway.
北京中油宾馆 Zhongyou Hotel	498 元/间 498RMB/between	双早, 宽带, Double early, WIFI	6.3 公里 6.3kilometre	六铺炕二巷 1 号院 No.1, Lane2, Liupukang, Xicheng District, Beijing, near Gulou bridge.
北京国玉大酒店 National Jade Hotel	498 元/间 498RMB/between	双早, 宽带, Double early, WIFI	2.7 公里 2.7kilometre	亚运村慧忠里 19 号 NO.19 Huizhongli, Asian games village, Chaoyang District, Beijing, near Beichen shopping center
北京风渡嘉园酒店 Fengdu Jiayuan Hotel	428 元/间 428RMB/between	双早, 宽带, Double early, WIFI	6.5 公里 6.5kilometre	永泰庄北路 9 号 No.9 north Yong Tai Zhuang Rd, Haidian District, Beijing, near Heiquan road.
和家宾馆 Hejia Hotel	358 元/间 358RMB/between	双早, 宽带, Double early, WIFI	6 公里 6kilometre	安定门外馆斜街 1 号 No.1 An Ding Men Wai Wai Guan Xie Jie , near Anhua Rd, Chaoyang District, Beijing.
北京楚源商务酒店 Chu Yuan Inn	298 元/间 298RMB/between	双早, 宽带, Double early, WIFI	5.2 公里 5.2kilometre	安华西路 2 区 13 号楼 Building 13, An hua xi li 2nd District, Chaoyang District, Beijing, near the south side of Anhua bridge.

更多酒店请咨询

800-820-7559

电话

021-66610306

传真

021-56096399

邮箱

lulu.z@shpengcheng.com

企业QQ

2355827383

联系人

张璐13621746288

订房回执单 Form of Reservation (This Form for Domestic Company Only)

公司名称					公司盖章		
联系人:		电话:			传真:		
手机:		邮箱:			微信:		
酒店名称	客户名称	房型数量			日期		单价
		双床房	大床房	套房	入住日期	离店日期	
其它要求							

Service of Interpretation

Shanghai JOYTS Translation Co., Ltd.

Contact: Zou Xiaowen

Phone: 13321925121

E-mail: zouxiaowen@joyts.com

JOYTS Translation Co., Ltd. is a professional translation service agency that provides domestic and overseas clients high-quality, high-standard and efficient services, covering translation, interpretation, multimedia, and translation equipment leasing, with a team composed of full-time and part-time translators and interpreters scattering around the globe.

No.	Service	Language Pair	Location	Prof. Level	Price/Day
1	Interpretation	English -Chineses	Beijing	Entry	RMB 400
	Interpretation				
2		English -Chineses	Beijing	Intermediate	RMB 600
3	Interpretation	English -Chineses	Beijing	High	RMB 800
4	Interpretation	English-Chineses	Beijing	Professional exhibition translator	RMB 1200
5	Interpretation	French/Chinese	Beijing	Professional exhibition translator	RMB 1600
6	Interpretation	German/Chinese	Beijing	Professional exhibition translator	RMB 1600
7	Interpretation	Spanish/Chinese	Beijing	Professional exhibition translator	RMB 1800
8	Interpretation	Italian/Chinese	Beijing	Professional exhibition translator	RMB 1800

2019 中国北京国际葡萄酒博览会

TOPWINE CHINA 2019, JUN 4-6

2019 年 6 月 4 - 6 日

国家会议中心 China National Convention Center

北京市朝阳区天辰东路 7 号

No. 7 East Tianchen Road Chaoyang District Beijing P.R. China

乘车路线: 地铁 15 号线奥林匹克公园 H 口出, 地铁 8 号线奥林匹克公园 E 口出
Exit H of Subway Line No. 15; Exit E of Subway Line No. 8;



CHINA NATIONAL CONVENTION CENTER

胸 牌 提 交 与 领 取

Exhibitor Badge Info Submitting and Fetching

Information Submitting for Badges of Exhibitors

Deadline May 3, 2019

Attention:

1. We provide 4 exhibitor badges for every 9sq booth.
2. 5 RMB is charged for every extra exhibitor badge.
3. Exhibitor badges is restricted for exhibitors only.
4. Please send the file to visa@topwinechina.cn.

Any problem, please contact customer service department :

Phone: George +86 13910509868 Alex +86 13911718365 Nico +86 18611385567

Email: visa@topwinechina.cn

Stand Number	Company Name	Name	Job Position	Email	Mobile Phone

Badges Fetching

Jun 3, 2019

Exhibitor Badges Fetching Site:

Chinese Organizer Office, National Convention Center

Opening Time of Chinese Organizer Office:

Jun 3rd : 10:00-20:00

2019 中国北京国际葡萄酒博览会

TOPWINE CHINA 2019, JUN 4-6

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乘车路线: 地铁 15 号线奥林匹克公园 H 口出, 地铁 8 号线奥林匹克公园 E 口出
Exit H of Subway Line No. 15; Exit E of Subway Line No. 8;



CHINA NATIONAL CONVENTION CENTER

Official Invitation Letter from Organizer

海外展商官方邀请函



北京世联新睿国际展览有限公司
PARTNER WORLD

Dear _____

We are pleased to send you this official letter for inviting you as an exhibitor to participate in **TopWine China 2019**.

The Exhibition of Sponsored and organized by
China National Association for Foreign Trade and Economic Cooperation
B.V. Industrial Promotions International
Beijing Partnerworld International Exhibition Co., Ltd

This exhibition will take place in Beijing, China at Beijing Expo - China National Convention Center from Tuesday 4th Jun to Thursday 6th Jun, 2019.

The general schedule is as follows:

1. Date and issues
- ...Date and issues
5. Date and issues
- 6.....

This official invitation concerns:

Company Name
Company Address
Name:
Sex:
Nationality:
Passport number:
Date of issue:
Date of expiry:
Date of birth:

Please note that all costs related to your visit shall be arranged and paid by yourself and obey the local laws of P.R.China, we look forward to meeting you at the show in Jun, and remain at your disposal for any further information.

Yours Sincerely,

Lili Gao
PR Manager
Beijing Partnerworld International Exhibition Co.,Ltd
Address: Rm 221, 2nd Floor, MOMA Tower,
No. 199 Chao Yang Bei Road, Chaoyang District, Beijing, China 100026
Tel: +86 10 59429608 Fax: +86 10 64066518
Email: marketing@topwinechina.cn



北京世联新睿国际展览有限公司
PARTNER WORLD