



2006 China International Exhibition of Olive Oil & Edible Oil

May 13th – 15th, 2006

Beijing International Convention Center, China

EXHIBITOR'S MANUAL

Approved by: China Council for the Promotion of International Trade (CCPIT)
China Chamber of International Commerce (CCOIC)

Organizer: CCPIT Specialized Sub-Council of Agriculture

Co-Organizers: Beijing Regalland Convention & Exhibition Co., Ltd.
Beijing Oriental Alboo Exposition Co., Ltd.

Official Website: www.eoliveoil.com

Please click the following buttons, and you will directly find the details that you need.

Useful Information	Enquiry Info	Free Catalogue Entry
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Manpower & Interpreter		Official Freight Forwarder
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Welcome you to Oil China 2006

Dear exhibitor,

For your full preparation for your participating in Oil China 2006, please carefully look through the whole Exhibitor's Manual, in the same time, please complete some related forms that you need and then send them to the official service companies or us. If the exhibitor's Manual will not indicate some information or service that you desire, please free contact us as soon as possible.

To wish you
Meet your suitable business partners
Promote your products in China
Learn more about China's market through Oil China 2006!

Looking forward to seeing you in Beijing.

Best regards,

Beijing Regalland Convention & Exhibition Co., Ltd.
CCPIT Specialized Sub-Council of Agriculture

Useful Information

1. SHOW SCHEDULE

Item	Date	Time
Exhibitor Registration:	May 11th –12th, 2006	08:30-17:30
Booth set-up & decoration:	May 11th, 2006	08:30-17:30
Exhibits move-in:	May 11th –12th, 2006	08:30-17:30
Show days & hours:		
• Opening Ceremony	May 13th, 2006	09:00-9:30
• Exhibition	May 13th-14th, 2006	09:30-16:30
• Exhibition	May 15th, 2006	09:00-15:00
Move-out:	May 15th, 2006	15:00-20:00

Note:

- Exhibitors are advised to enter the hall 30 minutes prior to the opening hours.
- Overtime: Exhibitors who need to work overtime beyond the normal hours should request through the organizers before 20:30 on the date intended. The charge per hour is EURO 400.00

2. ADMISSION

Professionals, trade and business visitors are admitted into the show free of charge. The organizers reserve the right to refuse admission or to remove any person without giving a reason. This applies also to the build-up and dismantling periods. For safety reasons, children below the age of 16 will not be allowed to accompany exhibitors into the exhibition halls at any time, from build-up to tear-down period.

3. DEMONSTRATIONS AND PRESENTATIONS

In the event of justifiable complaints from other exhibitors, the organizers reserve the right to determine the acceptable sound level and extent of demonstrations. Any promotional activity involving the demonstration of games, organized competitions or quizzes will need an advance permit from the organizers.

4. SECURITY

- The organizers will provide general security round the clock. Exhibitors and their staff will not be allowed in the exhibition hall after official hours.
- All personnel in the exhibition halls must wear identification badges. Exhibitor's passes and temporary passes are available from the organizers' office on site.
- If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your booth exclusively for off-show hours, please contact our security staff.
- For security and safety reasons, exhibit movement in or out of the halls during show hours is not permitted.

5. INSURANCE

Exhibitors and delegates are advised to affect their own personal accident, property and exhibit insurance from their home country.

6. CLIMATE

Average temperature in Beijing for early May is about 20 .

7. CREDIT CARD & CURRENCY

Currency exchange can be done in most major hotels, banks and the airport. Exhibitors are advised to bring sufficient cash with them as credit cards are only accepted in major hotels, restaurants and shopping centers. Visa, MasterCard and American Express are most commonly used in China.

8. Other Information or Service

If the exhibitor Manual will not indicate some information or service that you desire of, please free contact us as soon as possible.

Enquiry about the services of this manual, please contact:

Ms. Jenny Yang, Ms. Chen Jun, Mr. Robert Woo

Beijing Regalland Convention & Exhibition Co., Ltd.

Add: Room No.438, Jin Ou Building, An Zhen Li,

Chaoyang District, Beijing 100029, China

Tel:0086-10-64416542

Fax:0086-10-64412631

E-mail: regalland@regalland.com regalland@163.com

Http://www.eoliveoil.com

FREE CATALOGUE ENTRY

DEADLINE: April. 15, 2006

Each contracted company in the exhibition is entitled to a free insertion of 300 words in the Official Catalogue describing the company's products/services. Exhibitors are encouraged to use their full 300 words but should not exceed this limit. **Excess text will be edited without further consultation with the exhibitor.** Please note: Your adherence to the above-mentioned deadline is imperative to guarantee inclusion into the show catalogue.

- * Complete all sections.
- * Please type using upper and lower cases throughout.
- * The text should be presented in one paragraph.

Name of Exhibitor (as it will appear in the catalogue):		Stand No:
In English: _____		
In Chinese: _____		_____
Address:		

Country: _____		
Tel:	Fax:	
Website:	E-mail:	
Type words to be inserted in the Catalogue (Continue on a separate sheet if space is insufficient)		
ENGLISH VERSION (300 words maximum):		

CHINESE VERSION (300 Chinese characters maximum):		

<p>Please note :In order to facilitate your promotional activities in China, we strongly recommend that Chinese translation should be indicated. We would print whatever is submitted as it is without prior consultation with the exhibitor.</p>		

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Type below details of any two representatives in Asia that you wish to be listed under your company's catalogue entry. If there are more than 2 entries, the organizers will list only the first 2 representatives.

1st Representative

Type of Representation: (Delete as necessary)	
Regional Office Agent Distributor Others (please specify): _____	
Company Name: _____	
Address: _____	
Tel: _____	Fax: _____
E-mail: _____	Website: _____

2nd Representative

Type of Representation: (Delete as necessary)	
Regional Office Agent Distributor Others (please specify): _____	
Company Name: _____	
Address: _____	
Tel: _____	Fax: _____
E-mail: _____	Website: _____

Exhibitor: _____		Booth No: _____
Name of Person In Charge: _____		SIGNATURE & DATE _____
Tel: _____	Fax: _____	
<p>Please send the above forms by email or fax To: Contact: Ms. Chen Jun Beijing Regalland Convention & Exhibition Co., Ltd. Tel:0086-10-64416542 Fax:0086-10-64412631 E-mail: regalland@regalland.com regalland@163.com</p>		

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Invitation Tickets

DEADLINE: April 01, 2006

Exhibitors will be provided with 100 free ordinary invitation tickets per booth. For those who require more than 100 ordinary invitation tickets will be given at a charge of Euro 30 per 100, Please tick in the box where appropriate.

We need 100 free invitation tickets, and do not require additional invitation tickets;
 We require an additional _____ tickets at Euro 30 per 100;

These tickets are for exhibitors' own invitations and strictly for distribution to members of the trade and business only, not to the general public or children under 16.

Besides the exhibitors, we shall help you send some invitation tickets to your potential clients or your business partners or other. **DO NOT MISS OUT!**

Tickets to be sent to:

Item: us our potential clients our business partners other, (please specify): _____			
Contact Person: _____			
Title: _____		Department: _____	
Company: _____			
Address: _____			
Tel: _____		Fax: _____	

In order to ensure the easy registration of your customers, exhibitors are strongly advised not to produce their own visitor tickets/admission cards. Please contract us for sufficient visitor tickets for your clients.

Exhibitor: _____		Booth No: _____	
Name of Person In Charge: _____		SIGNATURE & DATE _____	
Tel: _____	Fax: _____		
<p>Please send the above form by email or fax To: Contact: Ms. Chen Jun Beijing Regalland Convention & Exhibition Co., Ltd. Tel:0086-10-64416542 Fax:0086-10-64412631 E-mail: regalland@regalland.com regalland@163.com</p>			

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Additional Furniture & Electrical Order

DEADLINE: April. 20, 2006

Item	Unit	Specification	Price (Euro)	Remarks	Order Amount	Cost
Exhibit Desk	Set · Period	1M × 0.5M × 0.79M	15			
Glass Exhibit Cabinet	Set · Period	1.02M × 0.52M × 1M	45			
Multi-Functional Table	Set · Period	1.4M × 0.6M × 0.75M	15			
Meeting Table	Set · Period	Square 0.65M × 0.65M × 0.7M	45	Include 2 Chairs		
		Round 0.8 M × 0.74 M				
Folding Door	Set · Period	1M × 1.85M	45			
Chair	Set · Period		10			
Sofa Chair	Set · Period		15			
Bar Chair	Set · Period		25			
Sofa	Set · Period		25			
Hanging Board	Piece · Period	0.9M × 1.2M	15			
Hook	Piece · Period		2			
Post Board	Piece · Period	1.4M × 2.45M	45			
		1.1 M × 1.7M				
Carpet	M2 · Period		5			
Shelf	Piece · Period	1M × 0.3M	10			
Wall Panel	Piece · Period	2.4M × 0.98M	15			
Blank Banner	Piece · Period	3M × 0.3M	18	Blank		
			25	With Content		
Adhesive Prints	Piece · Period		10			
Tungsten Lamp	Set · Period	300W	45			
Spotlight	Set · Period		15			
TV	Set · Period	29 Inch	80			
Video Player	Set · Period		45			
DVD Player	Set · Period		80			
Refrigerator	Set · Period	200 Liters	80			
Adhesive Tape	Roll		6			

Local Call	Set · Period	Charge of Start to use & call	150			
Long Distance Call	Set · Period	Charges of start-to-use & deposit	150+250			
ISDN	Set · Period	Charge of start-to-use & call; Charge of long distance call (extra)	150+250			
Broad Band Connector	Piece/Day	Charge of start-to-use 128k/256k	150/200			
15A, 220V	Piece · Period		150			
15A, 380V	Piece · Period		200			
Temporary Power Supply			50			
Management Fee for Special Construction	M ²		10			
Construction Card	Piece		5			
Total Cost						

Remarks:

1. Parts of pictures of rental furniture will be found next page.
2. If you need to rent the above-mentioned item, please send this form and the receipt of the payment of the total cost to Beijing Regalland before April 20th, 2006;
3. Terms of Payment: payment is made by T/T to:

BNF's Name: Beijing Regalland Convention & Exhibition Co., Ltd.

BNF's A/C No.: 11- 080138040000029

BNF's Bank: Agricultural Bank of China, Beijing Branch

SWIFT Code: ABOCCNBJ010

Intermediary Bank: Deutsche Bank AG., Frankfurt, Germany

SWIFT Code: DEUTDEFF

Note: 1.If the payment is made by bank transfer, please indicate clearly: Oil China 2006 and Company Name.

2.The charge of bank remittance should be borne by the exhibitor.

Exhibitor: _____		Booth No: _____	
Name of Person In Charge: _____		SIGNATURE & DATE _____	
Tel: _____	Fax: _____		
<p>Please send the above forms by fax To: Contact: Ms. Jenny Yang Beijing Regalland Convention & Exhibition Co., Ltd. Tel:0086-10-64416542 Fax:0086-10-64412631 E-mail: regalland@regalland.com regalland@163.com</p>			

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Pictures of Rental Furniture



洽谈桌 0.65M × 0.65M × 0.7M 椅子
Meeting Table 0.65M × 0.65M × 0.7M Chair



录相机
Video Recorder



沙发
Sofa



玻璃展柜 1.02M × 0.52M × 1M
Glass Exhibit Cabinet 1.02M × 0.52M × 1M



电视机 29寸
TV 29 inch



沙发椅
Sofa Chair



展台 1M × 0.5M × 0.79M
Exhibit Table 1M × 0.5M × 0.79M



DVD机
DVD Machine



吧椅
Bar Chair



多功能桌 1.4M × 0.6M × 0.75M
Multi-Functional Table 1.4M × 0.6M × 0.75M



长臂射灯 60W
Long Arm Light 60W



洽谈桌 0.8M × 0.74M 椅子
Meeting Table 0.8M × 0.74M Chair

MANPOWER & INTERPRETER SERVICES

DEADLINE: Apr. 20, 2006

TEMPORARY EXHIBITION MANPOWER

Manpower Category	Rate/Day	Language/Spo ken	No. of person required	Duration	Special instruction
Promotion Girl	Euro 60	C&E			
	Euro 80	C&I			
Receptionist	Euro 60	C&E			
	Euro 80	C&I			
Interpreter	Euro 70	C&E			
	Euro 90	C&I, C&S, C&F			

NOTE:

* Abbreviations for languages spoken,

C=Chinese E=English I=Italian F=French G=German S=Spanish and so on

* Payment is made by T/T to:

BNF's Name: Beijing Regalland Convention & Exhibition Co., Ltd.

BNF's A/C No.: 11- 080138040000029

BNF's Bank: Agricultural Bank of China, Beijing Branch

SWIFT Code: ABOCCNBJ010

Intermediary Bank: Deutsche Bank AG., Frankfurt, Germany

SWIFT Code: DEUTDEFF

Note: 1.If the payment is made by bank transfer, please indicate clearly: Oil China 2006 and Company Name.

2.The charge of bank remittance should be borne by the exhibitor.

* Payment in full must be received by April 30, 2006. There will be a 50% surcharge for on-site orders. (Please note that order will be cancelled if payment is not received before April 30, 2006)

Exhibitor: _____		Booth No: _____
Name of Person In Charge: _____		SIGNATURE & DATE _____
Tel: _____	Fax: _____	
<p>Please send the above form by email or fax To:</p> <p>Contact: Ms. Chen Jun Beijing Regalland Convention & Exhibition Co., Ltd. Tel:0086-10-64416542 Fax:0086-10-64412631 E-mail: regalland@regalland.com regalland@163.com</p>		

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OFFICIAL FREIGHT FORWARDER**Please contact directly:****SINOTRANS BEIJING COMPANY EXHIBITION FREIGHT DEPT.**

Address: 400, 4th Floor of Hall No.1 China International Exhibition Center
6 East Beisanhuan Road, Chaoyang District, Beijing, P. R. China

Zip Code: 100028

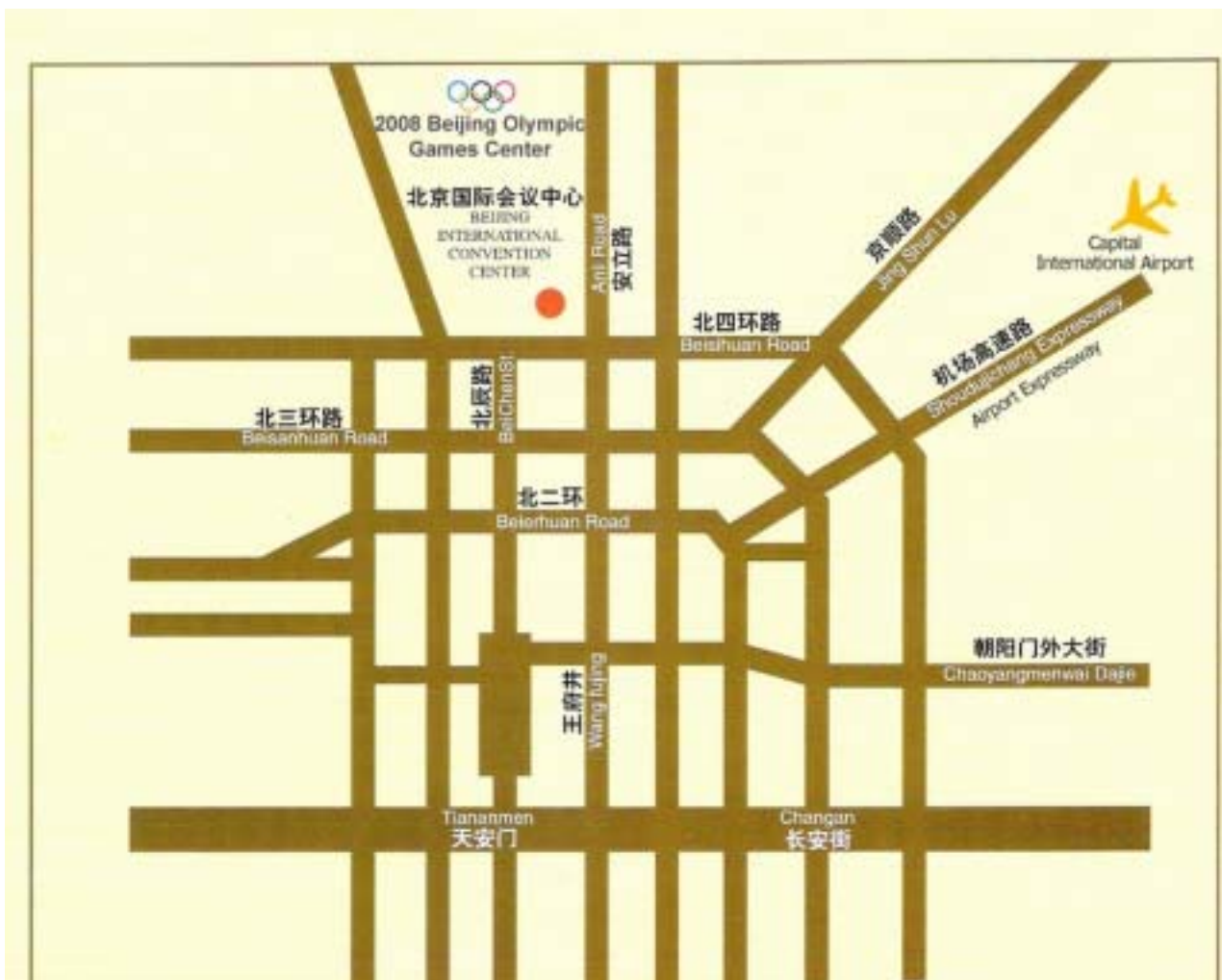
Tel: 0086-10-64671724, 84601162, 64671741, 64671713

Fax:0086-10-64677828

E-mail: sinoexhi@bjsinotrans.com

Contact: Mr. liu Yanan, Miss Isabel Jin, Miss Dou Haoyue

Note: If you need exhibits freight, please directly contact the forwarder as the soonest, please pay more attention.

Map of Beijing[Go Top](#)

Hotel Reservation

Deadline: April 15, 2006

Hotel Instruction

Choice Code	Hotels	Distance from hotel to Exhibition Center	Room	Category	American Breakfast	Room Rate
H01	Continental Grand Hotel	50m walk	Twin Room	****	USD10.00	USD90.00
			Luxury Room			USD120.00
H02	Continental Crown Grand Hotel	80m walk	Twin Room	*****	USD10.00	USD172.00
			Luxury Room			USD188.00

- Notes:** 1. 15% service charge is included in the above rates;
 2.the above rate includes one person's breakfast;
 4. Check out time: 12:00 noon;
 5. The above hotel is 30mins' drive from Capital Airport.

Booking Form

Surname / given name	Hotel choice		Twin (T)	Luxury (L)	Breakfast	Date	
	1st	2nd				Check in	Check out

Exhibitor: _____		Booth No: _____	
Name of Person In Charge: _____		SIGNATURE & DATE _____	
Tel: _____	Fax: _____		
<p>Please send the above form by fax To: Contact: Ms. Jenny Yang Beijing Regalland Convention & Exhibition Co., Ltd. Tel:0086-10-64416542 Fax:0086-10-64412631 E-mail: regalland@regalland.com regalland@163.com</p>			

Application for Visa

Deadline: April 10th, 2006

- Yes. We would like to require the following services.
 No. We do not require the following services.

Foreign attendants are required to have an invitation letter from the Chinese Authority for applying visa for the PRC sponsored events. The invitation letter can be issued by International Cooperation Department of the Ministry of Agriculture, P. R. China with the rate of **EURO 30** per person or company (including 5 people). If this service is wanted, please fill in the following form and send us it with total invitation fee by the deadline. Or we may fail to issue the letter to you on time.

Salutation*	() Mr. () Mrs. () Miss
First Name*	
Last Name*	
Job Title*	
Company*	
Address*	
City*	
State/Province*	
Zip/Postal Code*	
Country*	
Telephone (include Country Code)*	
Fax (include Country Code)*	
Email*	
Company website	
Passport no.*	
Date of issue (dd/mm/yyyy)*	
Exp. date (dd/mm/yyyy)*	
Place of Birth*	
Date of Birth (dd/mm/yyyy)*	
Where will you apply for visa?*	
China Embassy of (City)	
China Consulate of (City)	
China Embassy or Consulate Fax no.*	
Please specify the duration of your stay in China*	
From (dd/mm/yyyy)	
To (dd/mm/yyyy)	

Note: 1. if more one person will need letter of invitation, please copy this form.

2. * = Required fields

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Advertisement Order

Deadline: April 10, 2006

To facilitate your promotional-advertising involvement in the Official Catalogue and Visitors Ticket and Paper Bag, we would like to recommend you for advertising in the following:

a. Show Directory: (please tick the appropriate):

Position	Rate	Size
Half 4C page	EURO 500	100mm x 145mm
Full 4C page	EURO 1000	210mm x 297mm
Cover 4C page	EURO 2500	100mm x 140mm
Inside front cover	EURO 1800	210mm x 297mm
1st right hand page	EURO 1900	210mm x 297mm
Inside back cover	EURO 1500	210mm x 297mm
Outside back cover	EURO 2200	210mm x 297mm

Note: The Ad printed materials (finished films) should be sent 40 days before the exhibition.

b. Other advertisements: (please tick the appropriate):

Item	Rate	Size
Visitors ticket	EURO 1000 per 20000 tickets	210mm x 95mm
Paper bag	EURO 1000 per 2000 bags	297mm x 350mm

Note: The ad printed materials (finished films) should be sent 40 days before the exhibition.

Remark

(1) The Ad rate should be paid by transfer to:

BNF's Name: Beijing Regalland Convention & Exhibition Co., Ltd.

BNF's A/C No.: 11- 080138040000029

BNF's Bank: Agricultural Bank of China, Beijing Branch

SWIFT Code: ABOCCNBJ010

Intermediary Bank: Deutsche Bank AG., Frankfurt, Germany

SWIFT Code: DEUTDEFF

Note: 1.If the payment is made by bank transfer, please indicate clearly: Oil China 2006 and Company Name.

2.The charge of bank remittance should be borne by the exhibitor.

(2) The ad printed materials (finished films) should be sent to Beijing Regalland. Address: Room No.438 Jin Ou Building, An Zhen Li, Chao Yang District, Beijing 100029 China.

Exhibitor: _____		Booth No: _____
Name of Person In Charge: _____		SIGNATURE & DATE _____
Tel: _____	Fax: _____	
<p>Please send the above form by fax to: Contact: Ms. Jenny Yang Beijing Regalland Convention & Exhibition Co., Ltd. Tel:0086-10-64416542 Fax:0086-10-64412631 E-mail: regalland@regalland.com regalland@163.com</p>		

Spot Ads in Beijing International Contention Center

Deadline: April 30 2006

Price list of ads

Item	Unit	Specification (m)	Price (Euro/Period)	Remarks	Total Amount
Outdoor wall ads	Per One	8 x 10	2000	Spray painting charge: Euro 30/m ²	
		8 x 8	1800	Spray painting charge: Euro 30/m ²	
		6 x 8	1600	Spray painting charge: Euro 30/m ²	
Outdoor upright streamer	Per One		1000		
Outdoor helium balloon	Per One		300	INCLUDING BANNER MAKING	
Outdoor arch ads	Per One	SPAN: 18	300	INCLUDING BANNER MAKING	
Outdoor square flagpole	Per One		40	200 IN ALL	
Outdoor square ads board	Per One	2 x 6	1600	SPRAY PAINTING	
Outdoor banner on gate No.1	Per One	1 x 16	800		
Indoor electronic screen	Per One		120		
Indoor streamer on F1 stairs	Per One	1.4 x 14	800	SPRAY PAINTABLE	

Remark

(1) The Ad rate should be paid by transfer to:

BNF's Name: Beijing Regalland Convention & Exhibition Co., Ltd.

BNF's A/C No.: 11- 080138040000029

BNF's Bank: Agricultural Bank of China, Beijing Branch

SWIFT Code: ABOCCNBJ010

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Exhibitor: _____		Booth No: _____
Name of Person In Charge: _____		SIGNATURE & DATE _____
Tel: _____	Fax: _____	
<p>Please send the above form by fax To:</p> <p>Contact: Ms. Jenny Yang Beijing Regalland Convention & Exhibition Co., Ltd. Tel:0086-10-64416542 Fax:0086-10-64412631 E-mail: regalland@regalland.com regalland@163.com</p>		

Technical Seminar

Dateline: April 10, 2006

If you wish to introduce your product or your company through the seminar, we would like to prepare the following for your seminar:

- 50-100 meeting room;
- One projection set
- One microphone and sound box
- 50-100 related visitors
- 1 hour per seminar

The service fee per seminar is EURO 1000 and will be floating in accordance with the exhibitor's concrete request. Before **April 10, 2006** booking seminar will be accepted.

Please complete the following form and send it to us:

Topic			
Date:		Time	
Other Requested			
Date		Signature & Stamp	

(1) The service should be paid by transfer to:

BNF's Name: Beijing Regalland Convention & Exhibition Co., Ltd.

BNF's A/C No.: 11- 080138040000029

BNF's Bank: Agricultural Bank of China, Beijing Branch

SWIFT Code: ABOCCNBJ010

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Name of Person In Charge: _____		SIGNATURE & DATE
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<p>Please send the above form by fax To:</p> <p>Contact: Ms. Jenny Yang</p> <p>Beijing Regalland Convention & Exhibition Co., Ltd.</p> <p>Tel:0086-10-64416542 Fax:0086-10-64412631</p> <p>E-mail: regalland@regalland.com regalland@163.com</p>		