

# PCIM Asia 2011

International Exhibition  
& Conference for  
**POWER ELECTRONICS  
INTELLIGENT MOTION  
POWER QUALITY**  
**21 – 23 June 2011**  
Shanghai, China

## PCIM Exhibitor Service Information Kit



Alexander Kaiser



Alexander Glos

Dear PCIM 2011 Exhibitor,

We are pleased to welcome you to our 2011 Exhibitor Service Information Kit. This kit will contain all of the information you require for exhibiting at the show, plus the order forms you will need to complete by the deadline dates. All of the forms are self-explanatory and should be easy to complete and return to us by fax. Please adhere to the deadlines as they are designed to allow sufficient time for us to fully and accurately complete your service requests.

If you have any questions about any of the forms or information in the kit please feel free to contact us directly. If there are any special services you require that have not been in the kit please let us know and we will be happy to help you.

We look forward to seeing you in Shanghai and doing all that we can to make your participation at PCIM the most successful it can be.

Sincerely,

Alexander Kaiser  
PCIM Project Manager

Alexander Glos  
PCIM Project Manager

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## Order Form and Deadlines at a Glance

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Orders placed after the deadline will be subject to additional charges of 100%.

## Important Things to Know

### Setting Up

June 19-20, 2011  
9:30 AM-5:00PM

### Exhibit Times

June 21-23, 2011  
9:00AM- 4:30PM

### Dismantle

June 23, 2011  
2:30 PM- 7:00 PM

Those who need overtime work will share the extra fee for 5500 RMB/h.  
Please apply to us in advance if you need.

### Shanghai International Convention Center (SICC)

Address: No.2727, Riverside Avenue Shanghai  
Tel: 86—21—50370072  
Email:sicec@online.sh.cn

Post code: 200120  
Fax: 86—21—50370080

### Exhibitor Badges & Reception Tickets

Will be distributed on-site and included in your exhibitor information package you can pick-up at the expo registration in the SICC 1<sup>st</sup> floor entrance June 19-20.

Note: A final supplemental service kit update will be produced ten days prior to the show with any last minute announcements and important information

### Deadlines:

Please adhere to the following deadlines for all orders and applications submitted.

Orders placed after the deadline will be subject to additional charges of 100%.

### Currency:

Prices are quoted in Chinese RMB. Services and rentals will be invoiced in RMB or Euros based on the interbank rate of exchange on the date of invoice.

Orders placed after the deadline will be subject to additional charges of 100%.



**Exhibitor Description For Sub-exhibitors**

**EXHIBITOR DESCRIPTION FOR SUB-EXHIBITORS**

**Form #1**

**DEADLINE: May 13, 2011**

**Please Fax this form to +86-10-65331959, if you have Sub-exhibitors.**

Co-exhibitor One

Exhibiting company \_\_\_\_\_

Contact name \_\_\_\_\_ Title \_\_\_\_\_

Tel \_\_\_\_\_ Website \_\_\_\_\_

Email \_\_\_\_\_ Address \_\_\_\_\_

City / Country \_\_\_\_\_

Description - (Please try to limit your description to a maximum of 50 words)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Co-exhibitor Two

Exhibiting company \_\_\_\_\_

Contact name \_\_\_\_\_ Title \_\_\_\_\_

Tel \_\_\_\_\_ Website \_\_\_\_\_

Email \_\_\_\_\_ Address \_\_\_\_\_

City / Country \_\_\_\_\_

Description - (Please try to limit your description to a maximum of 50 words)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:**

Please note that the deadline for submitting the above form is May 13, 2011. If submitted after the deadline, we do not guarantee processing of the order. Please adhere to the deadline strictly.

**Orders placed after the deadline will be subject to additional charges of 100%.**

## Exhibitor Description For Sub-exhibitors

### EXHIBITOR DESCRIPTION FOR SUB-EXHIBITORS

**Form #3**

**DEADLINE: May 13, 2011**

Each PCIM exhibitor is entitled to a limited number of complimentary exhibitor badges for use during the show. For each 9 meters of booked space you receive two complimentary badges.

Additional badges are available for 50 RMB per badge.

Please use this form to order additional badges:

Yes, we need \_\_\_\_\_ additional exhibitor badges 50 RMB each, for a total charge of \_\_\_\_\_.

Exhibitor Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Tel \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Email this form to wolfe@i2i-m.com.cn Or Fax to +86-10-65331959

#### NOTE:

A. Exhibitor badges are required for entrance during the set-up and show days.

B. Exhibitor badges will be available in your exhibitor arrival kit at the SICC 1st floor entrance June 19-20.

C. Prices are quoted in Chinese RMB. Services and rentals will be invoiced in RMB or Euros based on the interbank rate of exchange on the date of invoice.

**Orders placed after the deadline will be subject to additional charges of 100%.**

## Marketing Opportunities

PCIM 2011 is pleased to offer you a series of additional marketing opportunities available both before and during the exhibition and conference that will help to highlight your participation, products and opportunities to do business with the highly valuable attendee and conference audience participating at the show.

Here is a listing of the additional marketing and sponsorship opportunities available to you. For further information and details about any of these opportunities, please contact our sales staff at:



i2i Group China  
Mr. Gavin Hsu  
Tel: 86-10-65331960/61 Ext.603  
Fax: 86-10-65331959  
Email: gavin@i2i-m.com.cn

## Exclusive Sponsorship Package

### 1. Conference Bags with Your Company Logo

10,000 RMB

#### **Your Benefits**

All conference delegates, speakers, advisory board - and technical committee members and guests will receive their conference documents in your bags.

Production is the responsibility of the sponsor.

#### **Service:**

- The conference bags will be dispatched in the conference registration area and at Mesago PCIM booth
- Your company logo on the sponsors board (boards in the conference and exhibition area (produced by Mesago PCIM) will list all sponsors

Orders placed after the deadline will be subject to additional charges of 100%.

## **2. Visitor Lanyards / Badge Holders with your company logo 10, 000 RMB**

### **Your Benefits:**

All conference delegates, speakers, advisory board- and technical committee members and invited guests will wear your promotional message clearly visible around their neck.

Production is the responsibility of the sponsor.

### **Service:**

- The lanyards will be distributed within the registration area
- Your company logo on the sponsors board (corresponding boards in the conference and exhibition area (produced by Mesago PCIM) will list all sponsors.

## **3. Production of PCIM 2011 Conference Proceedings on CD ROM 15, 000 RMB**

### **Your Benefits:**

The Conference Proceedings on CD ROM, which include all presentations of the PCIM Asia 2011 Conference inclusive the keynote presentations, will be distributed to all conference delegates, speakers, advisory board- and technical committee members and invited guests. Speakers and delegates will use the conference proceedings on CD ROM during and mostly after the event. The CD ROM can also be obtained during the event or can be ordered in China and Germany after the event through our Chinese partner or on our PCIM Asia homepage.

### **Service**

- Your company name and logo will be printed on the back of the cover of the CD ROM together with the wording "Production is sponsored by".
- Your company logo on the sponsors board (corresponding boards in the conference and exhibition area (produced by Mesago PCIM) will list all sponsors.

**Orders placed after the deadline will be subject to additional charges of 100%.**

#### **4. Banner / Backdrop with your company advertisement 10, 000 RMB**

##### **Your Benefits:**

The banner / backdrop with your company advertisement. The size will be approx. 6.8 m x 3.8 m.

##### **Service**

- The banner with your company advertisement will be installed in one of the two official conference rooms during the 3 days conference. The banner will be produced by Mesago PCIM (the artwork will be delivered from the sponsor)
- Your company logo on the sponsors board (corresponding boards in the conference and exhibition area (produced by Mesago PCIM) will list all sponsors.

#### **5. Advertising in the Conference Coffee Break 3, 000 RMB**

##### **Your Benefits:**

Invite all conference delegates, speakers, advisory board- and technical committee members and invited guests to the coffee break during the conference by placing two A1 Posters in the coffee break area. Limited to one company per day.

##### **Service:**

- Expose your company advertisement in the coffee break area.
- Your company logo on the sponsors board (corresponding boards in the Conference)

#### **6. Ballpoint Pens with you company logo 4, 000 RMB**

##### **Your Benefits:**

This form of advertising will accompany all visitors and conference delegates back home. Put your company logo on the official conference and exhibition ballpoint pens.

Production is the responsibility of the sponsor.

##### **Service:**

- The ballpoint pens will be available at the conference registration area and at the Mesago PCIM booth.
- Your company logo on the sponsors board (corresponding boards in the conference and exhibition area (produced by Mesago PCIM) will list all sponsors.

**Orders placed after the deadline will be subject to additional charges of 100%.**

## **7. Conference Writing Pads with your company logo**

**4, 000 RMB**

### **Your Benefits:**

All conference delegates, speakers, advisory board- and technical committee members and invited guests will receive these writing pads – exclusively with your company logo.

### **Service:**

- The writing pads will be disposed in the two conference rooms and at the conference registration area
- Your company logo on the sponsors board (corresponding boards in the conference

## **8. Internet Banner**

**3, 000 RMB**

Advertise on the PCIM Asia homepage. Place a banner including a link to your own homepage three months prior to the event.

Your Company Logo on our Homepage 3,000 RMB

Your company logo will be set up in the alphabetical exhibitor list on PCIM Asia homepage <http://www.pcim-asia.com> above your company name.

## **9. Your Company Logo on our Homepage**

**2, 000 RMB**

Your company logo will be set up in the alphabetical exhibitor list on PCIM Asia homepage <http://www.pcim-asia.com> above your company name.

## **10. Opening VIP Reception Sponsor**

**25, 000RMB**

### **Your Benefits:**

Your company name and logo will appear on the Reception invitation which is distributed to all conference delegates, VIP guests, media and government dignitaries, approximately 250 VIP's.

### **Service:**

Your logo and name listed on the invitation as the official sponsor.

Your logo and name listed on the welcome sign at the reception entrance and behind the presentation stage.

Your representative can thank the audience for joining the reception and make a 5 minute speech.

**Orders placed after the deadline will be subject to additional charges of 100%.**

### **11. Conference Luncheon Sponsor**

**2, 000 RMB**

**Benefits:**

Your company name and logo will appear at the conference luncheon invitation, conference syllabus and schedule and your company name will appear at the door of the luncheon on a welcome sign.

**Service:**

Your company may distribute information at the luncheon and have a table to meet conference delegates.

### **12. Entrance Sponsors**

**7, 000 RMB**

Your company logo displayed at the outdoor and indoor entrance ways to the show, welcoming delegates, conference attendee, VIP's and media. Photos on request.

### **13. Conference Newsletter Sponsor**

**5, 000 RMB**

Your logo will appear on the electronic newsletter distributed to over 25,000 targeted attendees, conference registrants, media and exhibitors. Logo will appear next to the newsletter header. The newsletter is distributed via email and your logo will link to your web site.

### **14. Foot Prints**

**4, 000 RMB**

20 specially designed "foot prints" with your name and company logo will be affixed to the ground in strategic areas from the entrance area leading to your booth space this sponsorship helps build traffic to your exhibition stand and draws attention throughout the show to the hall.

### **15. Trade Appointments**

**18, 000 RMB**

Make critically important appointments with selected trade buyers before the show. This matchmaking program assures you meet the right people, at the right time and keeps a steady stream of buyers visiting you during the show. Please see the attached additional information sheet for more details on this valuable program.

Orders placed after the deadline will be subject to additional charges of 100%.

### **16. Media Appointments**

**14,000 RMB**

Make critically important appointments with selected media representatives before the show. This matchmaking program assures you meet the right media people, at the right time and keeps a steady stream of media visiting you during the show.

Please see the attached additional information sheet for more details on this valuable program.

### **17. Poster Session Sponsors**

**7, 000 RMB**

Conference abstract poster displays will be within the conference room. As a sponsor, your company name and logo will appear on a welcome sign at the poster session area, plus your name and logo will appear in the conference proceedings as the poster session sponsor.

### **18. Advertising Page in the Show Guide**

**7, 000----12, 000 RMB**

A full page advertisement in the PCIM show guide is a great way to draw attention to your products, directing people to your stand space and highlighting your contact information so buyers can contact you after the event.

Orders placed after the deadline will be subject to additional charges of 100%.

## Marketing & Sponsor Order Form

### SPONSORSHIP ORDER FORM

FORM # 4

DEADLINE: May 13, 2011

#### Sponsor Order Form

We would like to order the sponsorship package:

- |  |           |
|--|-----------|
| <input type="checkbox"/> 1. Conference Bags with Your Company Logo                   | 10,000RMB |
| <input type="checkbox"/> 2. Visitor Lanyards / Badge Holders with your company logo  | 10,000RMB |
| <input type="checkbox"/> 3. Production of PCIM 2011 Conference Proceedings on CD ROM | 15,000RMB |
| <input type="checkbox"/> 4. Banner / Backdrop with your company advertisement        | 13,000RMB |
| <input type="checkbox"/> 5 Advertising in the Conference Coffee Break                | 3,000RMB  |
| <input type="checkbox"/> 6. Ballpoint Pens with you company logo                     | 4,000RMB  |
| <input type="checkbox"/> 7. Conference Writing Pads with your company logo           | 4,000RMB  |
| <input type="checkbox"/> 8. Internet Banner  | 3,000RMB  |
| <input type="checkbox"/> 9. Your Company Logo on our Homepage                        | 2,000RMB  |
| <input type="checkbox"/> 10. Opening VIP Reception Sponsor                           | 25,000RMB |
| <input type="checkbox"/> 11. Conference Luncheon Sponsor                             | 20,000RMB |
| <input type="checkbox"/> 12. Entrance Sponsors                                       | 7,000RMB  |
| <input type="checkbox"/> 13. Conference Newsletter Sponsor                           | 5,000RMB  |
| <input type="checkbox"/> 14. Foot Prints   | 4,000RMB  |
| <input type="checkbox"/> 15. Trade Appointments                                      | 18,000RMB |
| <input type="checkbox"/> 16. Media Appointments                                      | 14,000RMB |
| <input type="checkbox"/> 17. Poster Session Sponsors                                 | 7,000RMB  |
| <input type="checkbox"/> 18. Advertising Page in the Show Guide                      | 7,000RMB  |

Exhibitor Name \_\_\_\_\_  
Contact Name \_\_\_\_\_ Tel \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_  
Print Signature \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Please fax this form to: +86-10-65331959 or email to gavin@i2i-m.com.cn

Note: Prices are quoted in Chinese RMB. Services and rentals will be invoiced in RMB or Euros based on the interbank rate of exchange on the date of invoice.

Orders placed after the deadline will be subject to additional charges of 100%.

## Conference & Show Catalog Advertising

### PCIM Asia 2011 CONFERENCE & SHOW GUIDE AD

**FORM # 5**

**COST: 7, 000--12, 000 RMB**

**DEADLINE: May 13, 2011**

Over 10,000 readers will enjoy the PCIM Conference and Show Guide - a valuable information resource that will be distributed to all visitors, trade, press and VIP's who attend PCIM. This A4 sized magazine, offering four-color printing on coated 180 gram paper is a valuable take away publication.

Each PCIM exhibitor is entitled to one complimentary listing in the guide, including company name, contact name, address, telephone, fax, e-mail, website and 50 words product or company description.

AD prices:

Back cover: 12, 000 RMB

Inside back cover: 8,000 RMB

Inside front cover: 1,000 RMB

Inside page: 7,000 RMB

More information please contact: [gavin@i2i-m.com.cn](mailto:gavin@i2i-m.com.cn)

Yes, sign me up for \_\_\_\_\_ page in the PCIM Conference & Show Guide @ 7,000 RMB per page

Exhibitor Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Tel \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Print Name \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Please email to : [gavin@i2i-m.com.cn](mailto:gavin@i2i-m.com.cn) or Fax to: +86-10-65331959

Note: Prices are quoted in Chinese RMB. Services and rentals will be invoiced in RMB or Euros based on the interbank rate of exchange on the date of invoice.

**Orders placed after the deadline will be subject to additional charges of 100%.**

## Stand System Package

Raw Space: 1800 RMB / SQM

Scheme Shell Package: 2200 RMB / SQM

Open sides fee:     +10% (2 sides open)  
                          +15% (3 sides open)  
                          +20% (4 sides open)

PCIM is pleased to offer every exhibitor an exhibition stand system package that is designed to provide you with all of the basic services and equipment will need as an exhibitor participating at the show.

Please see the below description and graphic that highlights what is included in this package price.

### Stand System Package includes:

Stand Space  
Fascia Name  
Carpet  
Desk with lockx1  
Folding Chairx2  
Light Unitx3  
Power Supplyx1  
Waste Bucketx1



Orders placed after the deadline will be subject to additional charges of 100%.

## Additional Furniture Items

### ADDITIONAL FURNITURE ITEMS ORDER

#### FORM #6

**DEADLINE: May 13, 2011**

The exhibitor service contractor is pleased to offer the following items for rental during the Expo. If you acquire any items not listed here please contact us for a customized quotation.

#### Additional Furniture Items Order Form

Order	Name	Size (mm3)	Prices (RMB)	Quantity
A-1	Desk	1000×500×700	160	
A-2	Lock cupboard	1000×500×750	240	
A-3	Square table	660×660×750	130	
B-2	Chair		130	
B-4	Folding chair		50	
B-5	Bar chair		150	
C-1	Low glass showcase	1000×500×2000	420	
C-2	High glass showcase	1000×500×2000	700	
C-3	A glass showcase	1000×500×2000	900	
C-4	B glass showcase	500×500×2000	560	
D-1	Low showcase	500×500×500	180	
D-2	High showcase	500×500×1000	270	
E-1	Individual wall(A)(B)	1000×260	90	
F-3	Arm lamp		120	
F-4	Fence		130	
F-7	Fridge		700	
F-8	Name card case		70	
F-9	Waste bucket		50	
F-10	Plastic bag	1380×280	160	

Exhibitor Name \_\_\_\_\_

Contact \_\_\_\_\_ Tel \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Print Name \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Email this form to: [wolfe@i2i-m.com.cn](mailto:wolfe@i2i-m.com.cn) or Fax to 86-10-65331959

Note: Prices are quoted in Chinese RMB. Services and rentals will be invoiced in RMB or Euros based on the interbank rate of exchange on the date of invoice.

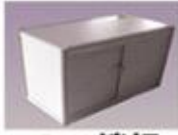
**Orders placed after the deadline will be subject to additional charges of 100%.**

Furniture Photographs:

## 展俱租赁



**A-1 咨询桌**  
1000\*500\*700



**A-2 锁柜**  
1000\*500\*750



**A-3 洽谈桌**  
660\*660\*750



**B-2 会议椅**



**B-4 40型折椅**



**B-5 升降吧椅**



**C-1 低玻璃柜**  
1000\*500\*1050



**C-2 高玻璃柜**  
1000\*500\*2000



**C-3A 玻璃柜**  
1000\*500\*2000



**C-4B 玻璃柜**  
500\*500\*2000



**D-1 低展台**  
500\*500\*500



**D-2 高展台**  
500\*500\*1000



**E-1 隔板(A)(B)**  
1000\*260



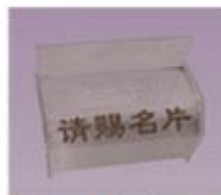
**F-3 长臂射灯**



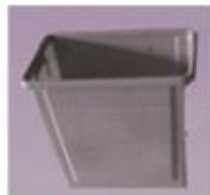
**F-4 1米围栏**



**F-7 冰箱**



**F-8 名片盒**



**F-9 废纸篓**



**F-10 9层资料架**  
1380\*280

Orders placed after the deadline will be subject to additional charges of 100%.

## Electrical Connections

### ELECTRICAL CONNECTIONS

#### ORDER FORM #7

**DEADLINE: May 6, 2011**

Electrical service and connections are available through the exhibitor service contractor and the exhibition center. The following is a listing of electrical connections and service available at the show.

Items	Prices (RMB/Unit/Period)	Quantity	Subtotal
15A/380V	800		
30A/380V	950		
45A/380V	1200		

**Note:**

1. The rental time is one exhibition period.
2. Main power for lighting / machine should be ordered separately.
3. Late orders: 100% surcharge will be charged for any late orders received after deadlines.
4. 100% surcharge for cancel orders, relocation and any late orders received onsite.

Exhibitor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_

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

Print Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Email this form to: wolfe@i2i-m.com.cn or fax to: 86-10-65331959

Note: Prices are quoted in Chinese RMB. Services and rentals will be invoiced in RMB or Euros based on the interbank rate of exchange on the date of invoice.

**Orders placed after the deadline will be subject to additional charges of 100%.**

## Interpreters

### INTERPRETERS ORDER FORM #8

**COST: 1950RMB/ DAY**

**DEADLINE: May 13, 2011**

We are pleased to make interpreters available on site at the exhibition for each or any of the show days at PCIM. Interpreters are carefully selected for their language skills and business professionalism. All of the interpreters chosen have at least two years of interpretation experience, much of which has been honed during exhibitions and conferences. Interpreters are available on a whole day basis for 1950 RMB per day. Once an interpreter is assigned to you, we will provide you with their contact information, telephone and e-mail.

More information contact: wolfe@i2i-m.com.cn

Yes, we require \_\_\_ Interpreters for \_\_\_ days @ 1,950 RMB / day.

Exhibitor: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Email this form to: wolfe@i2i-m.com.cn or fax to: 86-10-65331959

Note: Prices are quoted in Chinese RMB. Services and rentals will be invoiced in RMB or Euros based on the interbank rate of exchange on the date of invoice.

**Orders placed after the deadline will be subject to additional charges of 100%.**

## Staff Support

**STAFF SUPPORT FORM**  
**FORM # 9**  
**COST: 950 RMB/DAY**  
**DEADLINE: May 13, 2011**

General staff support is available for PCIM exhibitors for any day of the show or throughout the entire exhibition. Service staff are available to help you man your exhibition area, provide support, assistance and other general on site staffing services. Please note that general staff support is not typically language qualified and should not be used as interpreters or translators.

For more information please contact: [gavin@i2i-m.com.cn](mailto:gavin@i2i-m.com.cn)

Yes, we require \_\_\_ staff for \_\_\_ days @ 950 RMB / day.

Exhibitor: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Email this form to: [wolfe@i2i-m.com.cn](mailto:wolfe@i2i-m.com.cn) or fax to: 86-10-65331959

Note: Prices are quoted in Chinese RMB. Services and rentals will be invoiced in RMB or Euros based on the interbank rate of exchange on the date of invoice.

Orders placed after the deadline will be subject to additional charges of 100%.

## Translation

### TRANSLATION ORDER FORM

#### FORM # 10

**DEADLINE: May 13, 2011**

i2i is pleased to offer extensive translation services to all exhibitors at PCIM. Translation is quoted individually for each job.

To request a translation quote, please submit a copy of your English or other language content for review by our translators and we will provide a quotation within 24 hours.

Please e-mail: wolfe@i2i-m.com.cn

Exhibitor: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Email this form to: wolfe@i2i-m.com.cn or fax to:86-10-65331959

Note: Prices are quoted in Chinese RMB. Services and rentals will be invoiced in RMB or Euros based on the interbank rate of exchange on the date of invoice.

**Orders placed after the deadline will be subject to additional charges of 100%.**

## PICM Asia 2011 Conference Delegates Registration

### PCIM Asia 2011 Conference Delegates Registration Form

#### FORM # 11

**DEADLINE: June 17, 2011**

We are pleased to announce that PCIM Asia 2011 conference program is already available online NOW at [www.pcim-asia.com](http://www.pcim-asia.com)

The rates for attending PCIM conference:

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Chinese Delegates	International Delegates
One day: 950 RMB	One day: 175 Euros
Two days: 1650 RMB	Two days: 305 Euros
Three days: 1800 RMB	Three days: 365 Euros

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The rates include: Participation at the conference days as booked, proceedings CD ROM, free admission to the PCIM Asia and exhibition catalogue.

We would like to offer 30% off discounts for these delegates from our exhibiting companies. Please fill in the below form or register at [www.pcim-asia.com](http://www.pcim-asia.com)

PCIM Asia 2011 Conference delegates registration form

Company Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
City / Country: \_\_\_\_\_  
Address: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Industry: \_\_\_\_\_

Email this form to: [wolfe@i2i-m.com.cn](mailto:wolfe@i2i-m.com.cn) or Fax this form to: 0086-10-65331959

Note: Prices are quoted in Chinese RMB. Services and rentals will be invoiced in RMB or Euros based on the interbank rate of exchange on the date of invoice.

**Orders placed after the deadline will be subject to additional charges of 100%.**

## Collateral Material Production

i2i can be your production design and printing partner for any collateral development in China. We offer a complete design studio and production office for any kind of printed collateral, including business cards, brochures and flyers, catalogs, magazines, video and any other promotional material.

If you are interested in producing China specific collateral material, please contact our production team for a specific price quote and production schedule. Please e-mail: [wolfe@i2i-m.com.cn](mailto:wolfe@i2i-m.com.cn)

Orders placed after the deadline will be subject to additional charges of 100%.

## HOTEL RESERVATION

### HOTEL RESERVATION

FORM # 13

DEADLINE: June 10, 2011

**The Oriental Riverside Hotel (5 star)**

2727, Riverside Avenue, Pudong, Shanghai

Tel : ( 86-21) 50370000

Fax : ( 86-21) 50370999

Email: hotel@shicc.net

东方滨江大酒店 (标准5星)

上海浦东滨江大道2727号 (200120)

电话: (86-21) 50370000

传真: (86-21) 50370999

邮箱: hotel@shicc.net

In case you want to make a reservation in The Oriental Riverside. Please complete this form and return it to:

Mr. Yu Wang	or	Melanie Hess
I2i Group		Mesago PCIM GmbH, Germany
Fax No.: +86 10 6533 1959		Fax No.: +49 711 619 4690
Email: <a href="mailto:wolfe@i2i-m.com.cn">wolfe@i2i-m.com.cn</a>		Email: <a href="mailto:Melanie.hess@mesago.com">Melanie.hess@mesago.com</a>

Company Name \_\_\_\_\_

Family Name \_\_\_\_\_

First Name \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Arrival Date \_\_\_\_\_

Departure Date \_\_\_\_\_

Booking guaranteed by: (Visa / Master Card)

Name of card holder \_\_\_\_\_

Expiration Date \_\_\_\_\_

Credit Card No. \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_ Garden View Room (Single) 1200 RMB

\_\_\_ River View Room (Single) 1400 RMB

\_\_\_ Garden View Room (Double) 1300 RMB

\_\_\_ River View Room (Double) 1500 RMB

#### Remarks

1. The organizer has blocked rooms and negotiated the above special rates. Please complete the Hotel Booking Form and fax to

Mr. Yu Wang

or

Melanie Hess, Mesago PCIM GmbH, Germany

Fax: 86-10-65331959

Fax: 49-711-6194 690

2. Please make your reservation before 10 June 2011. Bookings received after 10 June, 2011 are subject to availability.

3. All reservations must be guaranteed by guest individual credit card. Should one of the individuals whose name are on the booking list do not show up on the date specified, the hotel will automatically post or charge a "no show", one night charge, on the guest credit card for the first night of "no show" and release the room on the next morning. If the guest needs the room on the second night, it will be strictly subject to the room availability.

4. Room rates above include breakfast and 15% service charge.

**Orders placed after the deadline will be subject to additional charges of 100%.**

## Shipping Information

PCIM has appointed Kuehne & Nagel in Shanghai to provide freight forward assistance to international exhibitors.

Please contact them for additional information at:

Rainsun Cheng

Operation Manager

Fair & Exhibition Kuehne & Nagel Limited Shanghai Branch

Life Hub at Daning, Office Tower, Block 1, 11-16F, 1868 Gong He Xin Road,  
Zhabei District, Shanghai 200072

Tel: +86 21 26028667

MP: 13916381656

Fax: +86 21 33870206

Email: rainsun.cheng@kuehne-nagel.com

Web: www.kuehne-nagel.com

Or contact:

SHANGHAI XINYUE INTERNATIONAL TRANSPORTATION. LTD

Operation Manager: Jian Wu Jiang

Mobile: 13801715975

Tel: 021-65757709

Fax: 021-65757716

Orders placed after the deadline will be subject to additional charges of 100%.

## PCIM Official Contractor

BroadMesse International

Unit 2 Galileo Business Mansion, 11 Jialilue Road, Pudong New District, Shanghai, 201203 P.R.China

Tel: (86-21)51691922

Fax: (86-21)38830218

Project Manager: Chanel Gao

Technology application: Mindy

Items rental: Chanel Gao

Website: [www.broadmesse.com](http://www.broadmesse.com)

BroadMesse International, a global branding and events group specialized in Brand Promotion, Exhibition Consulting, Stand / Showroom Design and Construction, Global Event Organization, and Onsite Service, etc. With twin headquarters located in Shanghai and Dusseldorf, BroadMesse has accumulated more than 100,000 experiences in projects implementation with different design centers, warehouses, representative offices and partners covers all the major exhibition cities across the world.

BroadMesse Shanghai is established as the largest Brand Promotion, Exhibition Design, Marketing a Customer Service center of the group in Asia. With more than 70 creative designers, 80 experienced project managers, and more than 300 fixed workers all over China and more than 500 workers all over the world, BroadMesse promises our long term customers “ Create in China and Germany, build and provide on-site service, worldwide”.

BroadMesse Shanghai has become the member of Convention and Exhibition Industry Association of Shanghai, Jiangsu, Chongqing, Shenzhen and Fujian and so on, as well as official appointed service supplier of World Expo Shanghai, Messe Hannover, SNEC, Solar Expo, Hangzhou Westlake Expo and many others.

[www.broadmesse.com](http://www.broadmesse.com)

**Orders placed after the deadline will be subject to additional charges of 100%.**

## Exhibitor Dismantle and Staffing

Please note that all PCIM exhibitors are required to staff and occupy their exhibit areas through the completion of the show on June 21, 2011. No Exceptions!!!

If you do not plan to stay through the end of last day of exhibits, you must arrange for staffing to cover and man your exhibit area until the close of the show.

Orders placed after the deadline will be subject to additional charges of 100%.

## Airport Pick-up

This service is available one way for airport pickup or round trip for airport return. The price for each trip is 700 RMB per car.

Each car can adequately carry three passengers and luggage. If you wish to book an airport VIP car service pickup, please use this form.

One Way – 700 RMB

Round Trip – 1,300 RMB

Arrival Date: \_\_\_\_\_ Arrival Airport: \_\_\_\_\_

Flight Number: \_\_\_\_\_ Schedule Arrival Time: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Flight Number: \_\_\_\_\_

Schedule Departure Time: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

Passenger Name To Be Picked-Up: \_\_\_\_\_

How Many Passengers In Total: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Email this form to: wolfe@i2i-m.com.cn or Fax this form to: 0086-10-65331959

Note: Prices are quoted in Chinese RMB. Services and rentals will be invoiced in RMB or Euros based on the interbank rate of exchange on the date of invoice.

**Orders placed after the deadline will be subject to additional charges of 100%.**

## Visa Information and Letters of Invitation

### LETTER OF INVITATION FROM PCIM FOR VISA APPLICATION FORM #15

**DEADLINE: May 31, 2011**

Most non-Chinese nationals will require a visa to enter the People's Republic of China. Visa applications can be processed through your local Chinese consulate or through any visa processing service.

If you apply for a business visa, you will be required to submit a letter of invitation from a Chinese citizen or Chinese company. i2i can provide this for you for free.

The following information is needed in order for us to issue the letter:

Full name as it appears on the picture page of your passport\_\_\_\_\_

Passport number: \_\_\_\_\_ Country of issue: \_\_\_\_\_

Date of issue and by whom, department or government agency name:

\_\_\_\_\_

Place and address of employment and your title with the employer:

\_\_\_\_\_

Date and place of birth: \_\_\_\_\_ Your fax number: \_\_\_\_\_

Your postal address: \_\_\_\_\_

Please email this information with your request for the visa invitation letter to:  
Linda@i2i-m.com.cn

**Orders placed after the deadline will be subject to additional charges of 100%.**

## Special Notice About Service Payments

With the exception of hotel reservations, all additional services and options that you contract for through the PCIM Exhibitor Service Kit will be invoiced to your company.

Payment is due when you order your service and in advance of service. You may pay by credit card to our USA office, or wire transfer or check to our Beijing offices. If you have any questions regarding payment procedures, please contact us at +86. 10. 6533.1960. or email us: [Linda@i2i-m.com.cn](mailto:Linda@i2i-m.com.cn)

**Orders placed after the deadline will be subject to additional charges of 100%.**

## Important Contact Information



i2i Group China  
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Media Manager  
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Fax: +86-10-65331959  
Email: wolfe@i2i-m.com.cn

Orders placed after the deadline will be subject to additional charges of 100%.

The management stipulation of the demonstration and the display builds  
**Building height is limited to 5.5 meters, without roof.**

01、 All demonstrations, the display and the arrangement must conform to the Shanghai international convention center correlation security stipulation and the People's Republic of China fire prevention security rule and the Shanghai special profession and the public place act of administration. According to public security department's request, every has the stir effect or the activity which opens to the public, must report to the public security department, hands over Shanghai the international convention center to set up a file.

02、 All demonstrations display product, the arrangement builds the facility, the equipment and other goods turnover must by the special-purpose channel turnover, ship the time to have beforehand to be coordinated with the Shanghai international convention center. The goods turnover should be carried out strictly according to the Shanghai international convention center goods turnover system. Please provide leads the equipment the detailed list, in order to checkup when carries over time the Shanghai international convention center. When demolition display does not have to unfold the Shanghai international convention center has, the furniture and so on carries outside the hall. If violates, carries on the fine according to initial cost ten times.

03、 The builds the construction blueprint must be supposed to Shanghai international convention center' peace preservation department to verify before construction 7 days, if pass the verification, builds business must have strictly according to the chart construction, does not have to change at will; Special repair (the area bigger than 36 square meters) should be provide the detailed repair blueprint before 15 days.

04、 In order to protect the location, The stage, the background board, the light and the sound responsibly will build and provide by the Shanghai international convention center, like has the special request but the Shanghai international convention center to be unable to satisfy, must have beforehand the design proposal and the location protection plan submits the Shanghai international convention & exhibition co.,ltd., after agreed can enter the arena carries on the arrangement, and pays the management fee. Special repair unit must build the plan (to attach effect chart) and the electricity consumption application delivers Shanghai international convention & exhibition co., ltd., after the process permission can carry on the construction.

05、 Before enter the center, the builds business have to pay the deposit of builds and the deposit of construction card, the location to be approved by Shanghai international convention & exhibition co., ltd. after the display or the conference ended, if the Shanghai international convention center does not have the damage and all goods on time evacuates, the deposit returns the sum total.

01) The builds business must pay the builds deposit to Shanghai international  
**Orders placed after the deadline will be subject to additional charges of 100%.**

convention & exhibition co.,Ltd. If the deposit has not been received, then does not accept any procedure of enters the arena, the influence activity normal convention consequence by builds business to be responsible voluntarily.

02) The builds deposit's charge standard is: the Shanghai hall deposit is not lower than 20,000 Yuan, the exhibition hall (the Huaxia hall) the deposit is not lower than 10,000 Yuan(In the exhibition hall stall pays the deposit according to the area size 2000-5000 to be different), the International hall, the Pearl hall, the Yellow River hall, the Yangtze River hall, the Pujiang hall, the century hall's deposit is not lower than 5,000 Yuan, other small conference site deposit are not lower than 2,000 Yuan; The dining room like the European hall, the Asian hall, the Bin Jiang hall's the deposit of the marriage celebrates builds is not lower than 5,000 Yuan.

03) Enters the arena the construction card: Each deposit 50 RMB(Provides the effective ID card copy)

04) Above stipulated refers gathers the deposit lowest quota, if specially builds, the concrete amount in accordance with the situation to decide.

06、 The constructor is entering the Shanghai international convention center to have to wear enters the arena the construction card, must be a person a card, if violates, will be confiscated. The arena the construction card after to pay the deposit, to build the management fee and the battery case meets the barge fee to provide.

07、 The time of enters the arena: Stipulated according to the Shanghai police unit, the freight vehicle comes in or goes out the Shanghai international convention center after 22:00PM, also must carry the pass with the vehicle(Solves by the active sponsor unit).

08、 The freight vehicle Ships the stall to build and arrangement material must stop in the Shanghai international convention center 7 gates, the cargo enters from this the gate.

09、 In order to avoid damaging in the Shanghai international convention center the marble ground, any climb up enters the Shanghai international convention have to use the soft material package with the motion arm rest ladder base, handcart turn of request stone rubber material. All the builds material have to use does not burn or is flame-resistant the material, the rug must use the fire protection rug, strictly prohibits the use flammable cystoseqipment, not and so on builds the material after the fire protection processing lignin plate and the petroleum chemical industry series plastic plate. Builds the goods to strictly prohibit from the escalator transporting, In builds, unfolds in the position arrangement, the material transportation in process, the facility ground must take protective measures and so on the carpet or shop plank, strictly prohibits doing the facility the working point use.

**Orders placed after the deadline will be subject to additional charges of 100%.**

10、 In builds in the process, All conference rooms and the entrance hall region wall, the pillar, the ceiling and the floor do not have to post, the nail pastes, the burrow, the oblate, spreads the color, ascends steps on, removes changes, delimits the mark and the damage, all structure must have the independent strut. Like has violates, Shanghai international convention & exhibition co.,ltd. will according to damages the degree (unit) to demand the economical compensation and the economical fine to the litigant.

11、 If the hangs spot must be put in the facility, the builds have beforehand to explain receives hangs the weight to Shanghai international convention & exhibition co.,ltd. After the department concerned verifies the agreement, Supervises under the coordination in the Shanghai international convention center engineering dept personnel to be able to construct.

12、 If the unfolds, unfolds has and the installment electric appliance, the telecommunication equipment builds in the Shanghai international convention center must be modified, please with Shanghai international convention center scene service department relation, unifies the installment by the scene service department, removes the attire, shifting.

13、 The ground load-bearing of exhibition hall and the conference site cannot surpass each square meter 300 kilograms, the gate inside dimension please refer to the conference site introduction. The big-ticket item goods enter the Shanghai international convention center to have beforehand to apply.

14、 the request of use electricity:

01) The installment of electrical line and the equipment should be operated by the electrician hold the card; The wire should use the plastic to protect the parallel line, the attachment should use insulates four attachments; The electric wire, the electric cable cross when the ground should have the protection.

02) The display and the stage build strictly prohibits the use high efficiency halogen tungsten lamp, the neon light and the colored thread, the lamps and lanterns arrangement and the inflammable goods should maintain 50 centimeters equal-spaces; if unfolds in the board and the stage has the light power source, then must pass through fire protection coating processing.

03) Reported the electricity consumption should tally builds and moves the actual need, otherwise will not handle <Uses electricity the request form>.

04) the total quantity of builds and in the active reality uses electricity not to have to surpass the forecast electric quantity, the electrical line capacity equipment should be balanced, The line arrangement must standard, each return route meets the attire current collector sum total not to have to surpass its biggest load, like has violates,

**Orders placed after the deadline will be subject to additional charges of 100%.**

Shanghai international convention & exhibition co.,ltd. is authorized to stop supplying power.

05) All specially brings the electric appliance (lamps and lanterns, plug, power switch) does not have voluntarily the wiring circular telegram.

06) Please first handles to Shanghai international convention & exhibition co.,ltd. builds the management fee, uses electricity applies and the cleaning location deposit, then handles to Peace preservation department related enters the arena the procedure.

15、 The request of channel: Unfolds build and the stage and so on position, exhibit article, billboard builds does not have to cover and to affect involves in the region the firefighting equipment use; Disperses the channel the span not to be smaller than 3 meters, the channel in after the exhibition hall or the conference site unfolds the position width many in 0.6 meter, In the exhibition hall must keep above 3 to lead to outdoor secret channel; After the Shanghai hall stage builds the channel not to be smaller than 3.5 meters, among the conference site arrangement the main channel is not smaller than 4 meters, the inferior channel is not smaller than 3 meters; other conference facility stages, the background the channel is not smaller than 1 meter. Above all channels should maintain throughout unimpeded, does not have to pile the thing, all securities disperse the gate all to be supposed to open, does not have to stop up, all builds should keep the fire facility emergency use to open the distance.

16、 In the exhibition hall and the conference site does not have to take the millwork plant, only can carry on the installment, the installation work.

17、 Mechanical exhibit article like diesel locomotive, automobile, motorcycle and each kind of steam, diesel engine and so on, displays when the facility does not have to carry on the operation and the service, the fuel tank should clear be spatial, the storage battery must demolish.

18、 Strictly prohibits the flammable high explosive cargo, chemistry dangerous material, the virulent noxious gas and the radioactive goods enter the Shanghai international convention center. Like has the special need, should enter the Shanghai international convention center preceding month to hand in the application to the public security department, and provides the detailed material to set up a file. After the public security department makes the safe appraisal and the protective measure, only enter the place which Shanghai international convention center assigns.

19、 Strictly prohibits setting off the fireworks firecracker inside and outside the Shanghai international convention center, strictly prohibits using the open fire in the Shanghai international convention center, The constructor does not have (including toilet) in to smoke in the facility.

**Orders placed after the deadline will be subject to additional charges of 100%.**

20、 After builds completes, the packing material and other surplus goods should promptly clean up the facility.

21、 The prohibition carries food (including box lunch, drink, and fruit and so on) enters the Shanghai international convention center.

22 、 The builds business must understand<the management stipulation of the demonstration and the display builds>of Shanghai international convention & exhibition co., ltd. like has violates, Shanghai international convention & exhibition co., ltd. will build business to demand the economical compensation.