

2019 中国国际轨道交通和装备制造产业博览会
2019 China International Rail Transit & Equipment
Manufacturing Industry Exposition



参展商服务手册
Service Manual for Exhibitors

2019 年 10 月 18-20 日
18th -20th, October, 2019

中国 • 湖南长沙国际会展中心
Changsha International Convention & Exhibition Center, Hunan

指导单位 Guiding Unit:

中国国际贸易促进委员会

China Council for the Promotion of International Trade

湖南省人民政府

People's Government of Hunan Province

支持单位 Support Unit :

中国铁道学会

China Railway Society

中国对外承包工程商会

China International Contractors Association

中国中车股份有限公司

CRRC Corporation Limited

承办单位 Organizers:

湖南亚洲湘会展有限公司

Hunan Asia Xiang Exhibition Co., Ltd.

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第一部分：大会总体日程

Part 1: The Overall Agenda

日期 Date	活动时间 Time	活动名称 Name	活动地点 Venue
10月17日 October 17 th	18:00-19:10	餐叙交流 Welcome Banquet	华天大酒店三楼湖南厅 Huatian Hotel 3rd Floor Hunan Hall
10月18日 October 18 th	09:30-12:00	开幕式暨主论坛 Opening Ceremony and Rail Transit Development Forum	长沙国际会展中心 北登录厅二楼多功能会议厅 Mufti-functional Conference Hall, 2 nd floor, North Entrance Hall, CICEC
	10:15-12:00 09:00-17:30	人才对接会+人才发展高峰论坛 人才博览会 Talent Matchmaking + Talent Development Summit Talent Exposition	长沙国际会展中心 W4 馆 Hall W4, CICEC
	10:20-12:10	国际轨道交通合作洽谈会 International Rail Transit Cooperation Matchmaking	长沙国际会展中心 W3 馆 Hall W3, CICEC
	13:30-16:30	城市轨道交通新型移动装备论坛 Urban Rail Transit New Mobile Equipment Forum	长沙国际会展中心 北登录厅二楼多功能会议厅 Mufti-functional Conference Hall, 2 nd floor, North Entrance Hall, CICEC
	18 日下午	株洲专场活动 Zhuzhou Forum	株洲市 Zhuzhou City
	14:30-16:30	国际轨道交通合作洽谈会 International Rail Transit Cooperation Matchmaking	长沙国际会展中心 W3 馆 Hall W3, CICEC
	14:30-16:00	新产品新技术发布会 New Product & New Technology Launch	长沙国际会展中心 W1 馆 Hall W1, CICEC
	待定	磁悬浮列车乘坐体验 Magnetic Levitation Train Experience	长沙 Changsha City
	待定	参会嘉宾乘坐磁浮、智轨；考察有关企业 Guests taking the maglev train and smart rail; Visiting enterprises	长沙、株洲 Changsha City, Zhuzhou City
10月19日 October 19 th	09:30-11:00	新产品新技术发布会 New Product & New Technology Launch	长沙国际会展中心 W1 馆 Hall W1, CICEC
	09:30-12:30	轨道交通国际投融资合作论坛 International Rail Transit Financial Investment Cooperation Forum	长沙国际会展中心 北登录厅二楼会议厅 Conference Hall, 2nd floor, North Entrance Hall, CICEC
	09:30-11:00	轨道交通通信信号关键技术论坛 Rail Transit Communication Signal Core Technology Forum	长沙国际会展中心 C1 连接厅 Connecting Hall C1, CICEC
	09:00-17:30	人才博览会 Talent Exposition	长沙国际会展中心 W4 馆 Hall W4, CICEC
	09:30-11:30	国际轨道交通合作洽谈会 International Rail Transit Cooperation Matchmaking	长沙国际会展中心 W3 馆 Hall W3, CICEC
	14:30-16:00	新产品新技术发布会 New Product & New Technology Launch	长沙国际会展中心 W1 馆 Hall W1, CICEC

	14:30-16:00	城轨云技术应用论坛 Urban Rail Transit Cloud Technology Application Forum	长沙国际会展中心 C1 连接厅 Connecting Hall C1, CICEC
10 月 18 日至 20 日 October 18 th -20 th	博览会展示 Expo Display Time 18 日至 19 日 9:00-17:00 18 th -19 th : 9:00-17:00 20 日 9:00-16:00 20 th 9:00-17:00		

注：以上日程活动为拟定安排，具体以现场实际为准。
 Note: The above schedule is a proposed arrangement, please subject to the actual conditions.

第二部分：展会服务商信息

Part 2: Information about the exhibition service providers

下列公司是大会指定的参展服务商，除特别规定情况下, 参展商可以自由选择使用他们的服务与否。此外，所有承包商与参展商之间的任何协议均由双方自行承担，主办商将不承担任何责任。

The following companies are designated service providers for the event. Normally, the exhibitors have the freedom to choose their own service providers. Additionally, the organizer has no liabilities for any issues arising from any agreements between the contractors and the exhibitors and which should be handled by the contractors and the exhibitors.

- a. 大会指定主场服务商——湖南斯沃格展览有限公司
- a.Designated service providers for the main venue——Hunan Swog Exhibition Co., Ltd.

展馆号 Exhibition Hall No.	负责人 Contact	电话 Tel.	邮箱 E-mail
W1	周先生 Mr. Zhou	+86-18108422989	913595544@qq. com
W2	陈先生 Mr. Chen	+86-18216480167	544362341@qq. com
W3	刘女士 Ms. Liu	+86-18674497526	544362341@qq. com
W4	熊先生 Mr. Xiong	+86-13319535281	1936647105@qq. com

- b.大会推荐搭建商
- b. Designated booth-builder——the responsibilities are specified in the “construction service manual”

推荐搭建商 Recommended Booth-Builders	联系人 Contact	联系方式 Tel.
湖南景成展览工程有限公司 Hunan Jingcheng Exhibition Engineering Co.Ltd	刘 敏 Liu Min	+86-13548963141 +86-13397490528
湖南新景豪展览工程有限公司 Hunan Xinjinghao Exhibition Engineering Co., Ltd.	刘全宇 Liu Quanyu	+86-17611313305
湖南新高远工程设计有限公司 Hunan Xingao Yuan Engineering Design Co., Ltd.	黎 洋 Li Yang	+86-15307315258
<p>注：本次展会组委会指定特装展位木结构搭建参考价位区间，为“850 元/m²—1300 元/m²”如有超出均可向大会主场服务商进行反馈。</p> <p>Note: The reference price for the wood construction of raw space which will be built by organizing committee designated booth-builders is ranging from “RMB ¥ 850 /m² to RMB ¥ 1300 /m² ”. If it is exceeded, please feedback to the designated service providers for the main venue --Hunan Swog Exhibition Co., Ltd.</p>		

c.大会指定主场运输商 ——纵连展会物流有限公司

c. Designated transporter for the main venue——Zonglian Exhibition Logistics Service Company Limited

指定运输商 Designated Transporter	联系人 Contact	联系方式 Tel.	邮箱 E-mail
纵连展会物流有限公司 Zonglian Exhibition Logistics Service Company Limited	谢振宇 Xie Zhenyu	+86 (731)85879206 +86-18975152630	xiezy@ues-scm.com
<p>地址：湖南省长沙市长沙县黄兴镇长沙国际会展中心 E1-102 Address: E1-102, Changsha International Exhibition and Convention Center, Huangxing town, Changsha district, Changsha city, Hunan province</p> <p>纵连展会物流有限公司被指定为大会指定运输商和海关通报代理服务商，为展商提供运输服务。注意：如参展商选择非大会指定运输商，展商需自行承担所有风险，主办商及大会指定运输商不会承担任何责任，例如：海关清关所引起的额外费用。此外，请提供运输商的公司名称，地址，传真号码，联络人及详细的运输资料予大会指定运输商以作记录。</p> <p>The Zonglian Exhibition Logistics Service Company Limited is the event's designated transporter and designated custom-declaration agent to offer transporting services for the exhibition. Notes: when choosing a transporter that is not included in the designated service provider list, the exhibitors shall assume all the risks and responsibilities; the sponsors and the conference have no liabilities for any issues (such as the extra costs required by the custom declaration) arising from the process. Additionally, the name, address, fax number, person-to-contact and detailed transporting materials shall be offered to the designated transporter for records.</p>			

c. 大会推荐住宿酒店服务商 **Designated hotels:**

推荐住宿酒店服务商 Designated Hotels:	联系人 Contact:	联系电话 Tel.	地址 Address:
华天大酒店 Huatian Hotel	唐凌凯 Tang Lingkai	+86- 15674934984	湖南省长沙市芙蓉区解放东路 300 号 300 Jiefang East Road, Furong District, Changsha City, Hunan Province
湖南宾馆 Hunan Hotel	徐佩 Xu Pei	+86- 13787200721	湖南省长沙市芙蓉区营盘东路 193 号 No. 193, Yingpan East Road, Furong District, Changsha City, Hunan Province
万家丽国际大酒店 WJL International Hotel	刘丹 Liu Dan	+86- 15273263632	湖南省长沙市芙蓉区万家丽中路 99 号 No. 99, Wanjiali Middle Road, Furong District, Changsha City, Hunan Province
芙蓉华天大酒店 Lotus Huatian Hotel	刘慧 Liu Hui	+86- 15974179905	湖南省长沙市芙蓉区五一大道 176 号 No. 176 Wuyi Avenue, Furong District, Changsha City, Hunan Province
宜必思尚品酒店 IBIS Style Hotel	刘靓 Liu Liang	+86- 13397579206	长沙市长沙县国展路 101 号 (近地铁 2 号线、4 号线光达站 4 号出口北侧) No. 101, Guozhan Road, Changsha County, Changsha (Near to Exit 4 of Guangda Station, Metro Line 2 and Line 4)

第三部分：展馆信息

1. 展馆中的规章制度 **Rules and regulations of the exhibition hall**

(1) 电源安装 **Installation of the power system**

- 大会指定展台搭建商为唯一合格实行电力或引水方面的安装。

The designated booth booth-builders are the only qualified units to conduct the installation of power system and water system for the event.

- 在进展馆前与撤出展馆后的时间，临时电力系统的提供应缴纳相应的费用，展商需提前 24 小时向大会指定搭建商申请，并由大会指定展台搭建商向展馆管理部门提出。

Before entering and leaving the exhibition hall, a fee shall be charged for the temporary power system. The exhibitors shall submit the application to the event's designated booth-builders 24 hours in advance and the application then will be delivered to the exhibition management committee by the booth-builders.

- 每天展会闭馆后，馆内电力供应将于 10 分钟后关闭，如展商需要 24 小时电力供应，请在当天早上向大会指定搭建商申请，并由大会指定展台搭建商向展馆管理部门提出。

The power system will be cut off 10 minutes after the exhibition is closed each day. In cases where the exhibitors demand a 24-hour power supply, a application shall be made to the designated booth-builder of the event in the morning of that day and the application will be then delivered to the exhibition management committee by the booth-builders.

- 每个展台插座只可由连接一条电缆主线。

Each socket at the booth stand can only connect to one power cable line.

- 所有展位必须配备二级电箱，并且二级电箱空开不得大于一级电箱空开。

All booths must be equipped with a secondary battery case. The air switch of the primary battery shall be larger than the secondary battery case.

(2) 工业用气 **Industrial air supply**

- 严禁使用工业用气。（易燃或有毒气体）

No industrial air supply (including the inflammable and toxic gases) is allowed in the area.

- 严禁在展览中吸烟。

Smoking is prohibited in the exhibition area.

(3) 无线电雷达设备 **Wireless radar equipment**

参展商若想使用雷达无线电等装置来操控展品时，必须提前 2 个月通知主办方你所使用的频率，并获得中方有关机构的许可，如展商需搭建任何特殊天线，请务必提前告知主办方。

If the exhibitors are to control the exhibits with wireless radar equipment, the frequency of the device to be used shall be provided to the organizer 2 months in advance to obtain approval from relevant authorities. If any antenna is to be erected, the organizers should be informed in advance.

(4) 爆炸物等危险材料 **Dangerous materials such as explosives**

- 严禁爆炸物，易燃易爆等危险品进入场馆。

No explosives and inflammable materials are allowed in the exhibition hall.

(5) 演示与操作展品须知 **Notice on exhibit display and operation**

- 确保所有展览品在安全的情况下操作。
Ensure all the exhibits are managed in a secure and safe manner.
- 确保展览品装有安全防护装置。
The exhibits shall be equipped with a safety and protection device.
- 展览品应小心使用，并与参观者保持一定距离，以免造成任何伤害。
The exhibits shall be taken good care of and should be kept a distance from the visitors to avoid possible injuries.
- 参展商有责任清洁自己在展品演示的过程中造成的垃圾。
The exhibitors shall be responsible for clearing the wastes in its displaying process.
- 在参展期间，参展商应尽量避免对其它展商及观众造成不便，如因操作展品或喧哗声造成过大而造成投诉，主办商保留终止该展商继续操作产品的权利。
During exhibition process, exhibitors shall try to avoid disturbing other exhibitors and visitors. If complaints are made due to improper exhibits management or too many noises, the sponsors will retain its rights to determine whether the exhibitors can continue its operation in the hall.

(6) 展位运作须知 **Notice on the booth operation**

- 在展览会开放时间段中，请确保展位设有人员当值及运作。
During the operational hours of the exhibition, it should be ensured that some workers are appointed at the booth to deal with its operation issues.
- 所有参展商人员必须配戴由主办方发出的参展商证件。参展商应在展会开始之前 10 分钟进入展馆，在展览馆要结束以后 15 分钟内离开会场！如需在其它时间逗留展馆，应向主办方申请。
All exhibitors must wear the exhibitors' badge issued by the organizers. The exhibitors shall enter the hall 10 minutes before the exhibition open and leave within 15 minutes after the exhibition close. If the exhibitors are to stay for a longer period, an application shall be submitted to the organizers.
- 在展览馆内，参展商不可在自己展位以外的地方举行任何宣传或商业活动。
In the exhibition hall, the exhibitors are not allowed to carry out any promotional activities or commercial activities beyond their booth area.
- 为避免对他人造成骚扰，声音请勿超过 85 分贝。
To avoid disturbance, the noise level is not allowed to be over 85db.

(7) 搬运展品材料入场须知 **Notice for transporting exhibiting materials**

- 如需使用起重车或叉车等机械搬运重型展品或材料时，必须由大会指定运输商负责，并使用货运进出口，轻便简单的手提材料方可使用正门出入。
If any machines, such as the cranes and forklifts, are to be used for transporting exhibits and materials, it should be ensured that the process is managed by the designated transporters of the event. The entrance is accessible for those with simple and portable materials.

(8) 其他 **Others**

a. 展厅地面材质为灰色水泥基自流平，展馆承重为 5T/m²，室外中心广场承重为 10T/m²。

The floor of the exhibition hall is made of cement based self-leveling materials with a weight bearing capacity of 5T/m². The weight bearing capacity of the outdoor central square is 10T/m².

b. 特装与展台搭建要求：最高限制为 5 米，参展商需要提交搭建结构图给主场搭建商。并同时将文件抄送给湖南斯沃格展览有限公司予以批示，以便于符合搭建要求，避免昂贵的现场改动费用。在 2018 年 10 月 29 日之前，展商或者承包商必须提供展台设计和搭建图纸纸质文件两份，图纸需彩色打印，快递至主场运营商，最终给主场搭建商查看展台设计是否超出标准，如展商设计对其它展商造成不便，主办方和主场搭建商保留要求展商改动设计的权力。

Requirements for spare floor builders: the maxim height is 15m; the exhibitors shall submit construction structure drawing to the main venue's boothbuilder. In the meanwhile, the documents should be delivered to the Hunan Swog Exhibition Co., Ltd for approval, in an effort to make sure that the drawing meets construction requirements and to avoid extra expenses arising from construction changes. Before the 29th of October of 2018, the exhibitors or the contractors shall prepare and submit 2 written copies of booth design and construction drawing. The drawing shall be printed with colors and delivered to the main venue's operators. The main venue's booth-builder will decide whether the booth designs meet relevant standards. If the design causes any disturbance to other exhibitors, the organizers and the main venue's booth-builders shall retain the rights to require the exhibitors to change the designs.

c. 如您的装饰物或参展品高于 5 米，请立即通知主办方。

If the decoration materials or exhibits are higher than 5m, the organizers should be informed immediately.

d. 所有用于展台搭建材料或者装饰物必须符合中国及长沙市消防管理规定。

All the constructing materials and decoration materials must be in line with the fire management rules of Changsha and China

e. 严禁在展馆任何地面，墙壁，柱子，或展馆其它部分安装螺丝，打孔或油漆，否则，参展商与其承包商需对展馆损坏负责任。

No screw, painting and punching is allowed on the floor, wall, pillar or other parts of the hall. Otherwise, the exhibitors and its contractors will be responsible for any damages caused during the above mentioned activities.

f. 悬挂在展馆上的悬浮物需得到主场服务商负责人审核与批准。

The materials hang over the hall shall be reviewed and approved by the person-in-charge of the main venue service provider.

2. 展台搭建与施工时间表 **Booth construction and construction timetable**

参展商注意:您有 3 天时间搭建展台, 请与您的搭建商安排好特装搭建时间。

Notice: It should be made clear that exhibitors have 3 days to build the booth. The construction schedule shall be carefully arranged with the booth-builders.

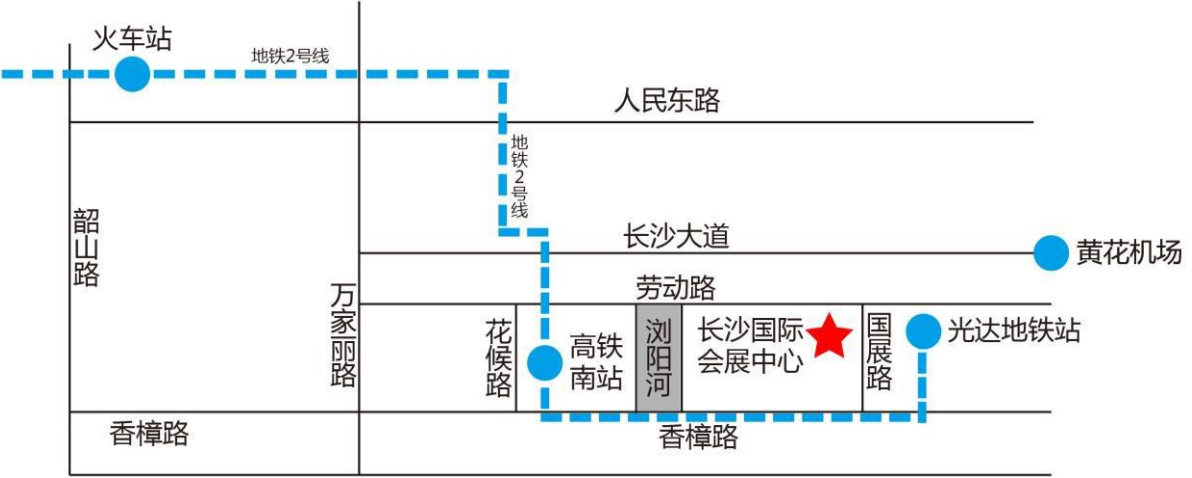
日期 Date	时间 Time	内容 Content
10 月 8 日	9:00 – 17:00	大会指定主场服务商进行地面展馆划线
10 月 15-16 日	9:00 – 17:00	展台搭建
10 月 17 日	9:00 – 18:00	参展商布展
10 月 18 日	9:30	参展商入场
	9:30 – 10:00	开幕式
	9:00 – 16:30	专业人士参观
10 月 19 日	9:00 – 16:30	专业人士参观
10 月 20 日	9:00 – 16:30	专业人士参观
10 月 20 日	16:00 – 18:00	展览会闭幕 展品离场
10 月 20 日	16:00 – 22:00	撤展 展台拆除
Date	Time	Content
Oct. 8th	9:00 – 17:00	The designated service providers conduct area partitioning
Oct. 15th-16th	9:00 – 17:00	Booth construction
Oct. 17th	9:00 – 18:00	Exhibitors conduct decoration work
Oct. 18th	9:30	Exhibitors enter the hall
	9:30 – 10:00	Opening ceremony
	9:00 – 16:30	Visits by professionals
Oct. 19th	9:00 – 16:30	Visits by professionals (No lunchtime)
Oct. 20th	9:00 – 16:30	Visits by professionals (No lunchtime)
Oct. 20th	16:00 – 18:00	The exhibition closes and the exhibits are moved out of the hall.
Oct. 20th	16:00 – 22:00	The booths are dismantled.

如果您的展品需要铲车或吊车等工具运往展馆内, 请提前与大会运输商联

络，以便于安排运输与安装等事项。

If cranes and forklifts are to be used to deliver materials, the transporter shall be informed in advance to arrange the transporting and installation process.

3.展馆交通指南 Traffic Guide



如何抵达展馆：How to get to the exhibition hall:

起点	路线
长沙黄花国际机场	乘坐磁浮快线——磁浮高铁站，换乘地铁 2 号线——光达站，步行至展馆；乘坐机场快线——高铁长沙南站，换乘地铁 2 号线——光达站，步行至展馆；乘坐运达中央广场线——韵达中央广场，换乘地铁 2 号线——光达站，步行至展馆乘坐星通 30 路——红光村站，换乘星沙 105 路-至梯塘路口，步行至展馆
长沙高铁南站	乘坐地铁 2 号线——光达站，步行至展馆；乘坐 917 路——会展中心公交首末站，步行至展馆；乘坐 60 路区间——国展路公交首末站，步行至展馆
长沙火车站	乘坐地铁 2 号线——光达站，步行至展馆；乘坐 121/148 路——杨家山西站，换乘 917 路-会展中心公交首末站，步行至展馆；
途径长沙国际会展中心周边公交站点	柞树塘（601 区间线、917 路）、梯塘路口（星沙 105 路）、会展中心公交首末站（917 路）、国展路公交首末站（601 区间线）

Starting point	Route
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Changsha Huanghua International Airport	<p>Ride the Maglev Line—to the Maglev High-speed railway station, change to the Metro Line 2—to Guangda station, then walk to the exhibition hall;</p> <p>Take the Airport Express Line----to the High-speed railway Changsha south station, change to Metro Line 2—to Guangda station, then walk to the exhibition hall;</p> <p>Take the Yunda central square line----to the Yunda central square, change to Metro Line 2---to the Guangda station, then walk to the exhibition hall;</p> <p>Take the Xingtong Line 30-----to the Hongguangcun station, then change to the Xingsha Line 105-----to the Titanglukou station, then walk to the exhibition hall</p>
Changsha South Station of the HighSpeed Railway Station	<p>Take the Metro Line2-----to the Guangda station, then walk to the exhibition hall</p> <p>Take the Bus Line 917----to the Huizhanzhongxin end stop, then walk to the hall</p> <p>Take the Bus Line 60-----to the Guozhanroad end stop, then walk to the hall</p>
Changsha Railway Station	<p>Take the Metro Line2---to the Guangda station, then walk to the hall</p> <p>Take the Line 121/148--- to the west station of Yangjiashan, then change to the 197---to the huizhanzhongxin end stop, then walk to the hall</p>
Bus stops near the Changsha International Convention and Exhibition Center	<p>Zhashutang (Line 601,917), Titanglukou (Xingsha Line 105), Huizhanzhongxin end stop (Line 917), Guozhanroad end stop (Line 601)</p>

4. 展品保险与风险 **Insurance and risks of the exhibits**

- 作为主办方，赞助方及主办方将不会对任何毁坏/受伤/索偿/遗失/私人财产/第三方风险 承担任何责任。参展商有责任为自己的展品购买保险，以保障进馆，展览期间及闭馆后展品的安全。

The sponsors, organizers will not assume any risks and liabilities for any damages, injuries, losses, private property issues and third-party risks. The exhibitors are responsible for purchasing a insurance for their exhibits to ensure the safety before, during and after the exhibition.

- 当使用展台或向大会指定展台搭建商租用其它设备时，参展商有责任对设备出现的任何损失进行赔偿。

When using the booths or borrowing other equipment from the designated constructors, the exhibitors are responsible for all damages and losses arising from the equipment.

- 主办方与赞助商没有义务代为追究展品的遗失，建议参展商为自己的展品投保，避免损失。

The sponsor and organizer have no obligation to investigate the losses of exhibits. It is suggested that the exhibitors purchase insurance for the exhibits to avoid losses.

- 展品可在参展期期间销售，在参展商未交清关税的情况下，不得擅自将产品移离展馆。

The exhibits or products sold during the exhibition shall not be taken away from the exhibition hall before the exhibitors finish all custom-declaration procedures.

- 在等待关税评估期间，被销售的展品将会暂时储存到仓库里，参展商应缴纳运输公司相关运输费用。

During the custom assessing period, the already-sold products will be kept in the storage areas and the exhibitors shall pay transporting fees to the transporters.

- 在缴清进口税后，赠品及纪念品是允许派发。参展商应当在装箱清单上写好数量与价格并交由大会运输商交予海关处理。

Gifts and souvenirs are allowed to spread only when all the custom expenses are paid. The quantity and price of the gifts and souvenirs should be specified in the record list. The list shall be submitted by the exhibitor to the exhibition management committee and then delivered to the custom for further process.

第四部分：配套服务

Part 4: Supporting services

1. 观众入场 Visits entrance

展览会只供业内人士免费入场参观，请凭 2018 中国（湖南）国际轨道交通产业博览会暨高峰论坛邀请函及个人名片在长沙国际会展中心北登录厅“专业观众登记处”换取入场证。

The exhibition is open for professionals within the industry for free. The passcard can be obtained with the invitation letter of the 2018 China(Hunan) International Rail Transit Industry Expo & High-Level Forum and business card at the “Professional Visitors registration desk” at the north hall of the Changsha International Convention and Exhibition Center.

2. 卫生清洁 Cleaning

主办方负责打扫公共区域的卫生，如进出通道。参展商可以雇佣大会指定展台搭建商来清理或打扫自己的展位及展品。

The organizers are responsible for the cleaning of public areas (such as the entrance).

The exhibitors can hire designated booth builders to conduct the cleaning work for their booths and exhibits.

3.车辆出入证件 **Vehicle permits**

长沙国际会展中心车位请您按指向标来停放您的车辆。展会期间停车费用:按长沙国际会展中心收费标准统一收费。

Vehicles can be parked according to the guidance at the Changsha International Convention and Exhibition Center.

Parking charges during the exhibition: The parking service will be charged with a uniformed standard by the Changsha International Convention and Exhibition Center.

停车收费价目表			
项目	1 小时以内	1 小时-12 小时	12 小时-24 小时
场馆小型车辆停车服务收费	免费	10 元/次/车	20 元/次/车
备注说明: 1.地下停车库原则上不允许停车过夜, 开放时间为 6:00-24:00, 展会主办方有特殊需求的另行安排。如不服从场馆安排停车过夜的, 参照长沙市物价局相关文件予以一定超时收费。 2.大车(载重 2 吨以上至 10 吨含 10 吨或载客 20 座以上 40 座以下的机动车)按二个车位收取; 超大型车(载重 10 吨以上或 40 座以上的机动车)按三个车位收取。 3.执行任务的军车、警车、消防车及救护车等车辆免费停放。 4.场馆配套补货车辆, 凭专用证件在场馆内每次免费停车 2 小时, 超时按以上标准收取费用。			

Parking charge list			
Items	within one hour	1 hour-12 hours	12 hours-24 hours
Parking charges for small-sized vehicles	free	10 RMB/ time/ vehicle	20 RMB/ time/ vehicle

Notes:

1. Normally, the underground parking area does not provide overnight parking services; its operational hour is from 6:00 to 24:00. If the sponsors have special requirements and demands, special arrangements should be made. For vehicles that stay at the parking area overnight will be charged for an extra fee according to relevant documents from the Changsha pricing authorities.
2. Large-sized vehicles (load capacity ranges from 2 tons to 10 tons (10 tons is included), or seating capacity ranges from 20 to 40) shall be charged for occupying 2 parking spaces; the extra-large-vehicles (with a load capacity of over 40 tons or a seating capacity of over 40) shall be charged for occupying 3 parking spaces.
3. The parking area is free for military vehicles, policy vehicles, fire-fighting vehicles and ambulance that are under mission.
4. The exhibition is equipped with goods-supplying supporting vehicles. With a special certificate, the supporting vehicles can enjoy free parking services for 2 hours for each time. An extra parking fee will be charged for the time going beyond 2 hours.

4.午餐时间 Lunch time

大会在展馆中设立餐饮处以及连廊有特色餐饮店，具体方位以展期发布区域为准。

午餐时间：12: 00-13:30 注：请确保您的展位在任何时间均有最少一名人员值班。

There are catering service points and featuring restaurants at the exhibition hall. The specific locations are subject to the actual location arrangement.

Lunchtime: 12:00-13:30

Note: Please make sure that your booth is managed by at least one person at all time.

5.广告价格表 Ads prices

(1) 大会资料广告：会刊、证件、吊带、资料袋等。

Material: exhibition catalogue, ID card, sling, bags

编号 No.	广告位置 Location	尺寸 Size	价格 Price
HK-B1	会刊封底 Back cover of proceedings	210*285	¥ 40,000/P
HK-C1	会刊封二 Second cover of proceedings	210*285	¥ 30,000/P
HK-D1	会刊封三 Third cover of proceedings	210*285	¥ 30,000 元/P

HK-E1-E5	会刊内页 Inside pages of proceedings	210*285	¥26,800 元/P
HK-E1-F20	会刊内页 Inside pages of proceedings	210*285	¥20,000 元/P
HK-G1	证件广告 Credentials advertisement		¥24,000
HK-J1	资料袋 File bag		¥30,000
HK-H1	吊带广告 Lanyards		¥20,000

(2) 室内外广告：桁架、吊旗、刀旗广告等。

Indoor and outdoor ads on truss, flags, Injection knife banner with ads, road flags and so on.

桁架广告(数量: 85块)
尺寸: 2mH×5mL
价格: 4800元/块

北登陆厅LED播放
尺寸: 5mH×9mL
价格: 1500元/块/小时

户外即时贴(数量: 2幅)
尺寸: 6.5mH×26mL
价格: 68000元/幅

展厅吊旗(数量: 60幅)
尺寸: 3mH×6mL
价格: 6800元/幅

连廊吊旗(数量: 70幅)
尺寸: 4mH×2mL
价格: 4800元/幅
备注: 10幅起售

注水刀旗(数量: 200个)
旗面尺寸: 3.5mH×1.2mL
价格: 2800元/个
备注: 10个起售

道路道旗(数量: 300个)
尺寸: 2mH×0.8mL
价格: 1200元/个
备注: 50个起售

▲ 本项服务仅对签约展商有效;

This service is only available for contracted exhibitors.

▲ 请于 2019 年 9 月 25 日前提交表格, 截止期后的订单和现场申请加收 30% 附加费用;

Please submit the application form before the 29th of October of 2018. An extra fee of 30% of the normal cost will be charged for orders and applications submitted after the deadline.

▲付款不及时，将导致预订无效，请留意截止日期。

Please pay attention to the payment deadline. Because the order will be considered as ineffective if the payment is not finished on time.

6.境外参展单位注意事项 Notices for overseas exhibitors (1) 政府法规 Government regulations: 境外参展单位必须服从并遵守“轨交会”举办地的所有相关法律法规。

Overseas exhibitors shall obey all the rules and regulations of the exhibition.

(2) 签证申请 **Visa application**

●参展人员必须确保自身符合入境国家的全部签证与健康要求。

Exhibitors must make sure that they meet all visa and health standards for entering the recipient country. ●如果参展单位人员因没有获得签证而无法参展，属于违约行为。

If the exhibitor is unable to participate due to the lack of a visa, it is a breach of contract.

(3) 海关规定 **Custom rules:** 参展单位应注意以下事项: **The exhibitors must be careful:**

◆请自行联系展会推荐的承运商，以便办理展品清关手续。

The exhibitor shall contact the recommended transporters, to make sure that the custom declaration process for the exhibits are properly conducted.

◆对于携带入境的手提物品，在带进或带出展览大厅前，都必须通知展会推荐承运商进行报关并获得海关许可。

Materials and goods that were brought in with hands should be declared to the custom for approval by the transporters before being brought inside or outside the exhibition hall.

◆所有将在本次展览中发出的宣传物品，包括印刷品、名片、资料、礼品等，均需提前交给海关和执行组办公室查验，否则不予入场。

Promotional materials, including the printing materials, business cards, materials and gifts that are to be spread during the exhibition should be declared to the custom and execution team for inspection and approval. Otherwise, these materials will not be allowed to enter the hall.

◆请妥善保存海关发出的所有收据，以便推荐承运商向海关代领回展品。

All the receipts from the custom shall be carefully kept, to help the recommended transporter regain the exhibits from the custom.

◆会后展品处理应按中国有关规定执行。

After the exhibition, the exhibits shall be disposed of according to relevant rules and regulations.

Part 5: Forms

2019 China International Rail Transit & Equipment Manufacturing Industry Exposition

注：本表格适用于标准展位参展商，非标准展位参展商可略过。

一、參展商信息 Exhibitor information:

二、楣板信息 Exhibition lintel information:

Please fill in the following form with the Chinese name (no more than 32 Chinese characters) and English name (no more than 70 letter, spaces are included) of your company that will be presented on the booth lintel. In order to ensure the accuracy of the company name, please fill in the form in a printed manner.

(一) 中文 Chinese name

(二) 英文 English name

第 19 页 共 27 页

备注：标准展位参展商如对标准展位配置灯具及插座位置有特殊要求，请联系相关主场承建商。

Note: if requiring special demands for lighting and sockets locations, the exhibitors at standard booths shall contact the main venue's booth builders.

请回执各招商客服代表或以下联系方式：

Please send the form to the relevant sales or to the following contacts:

湖南亚洲湘会展有限公司 – 长沙市雨花区莲湖路亚洲湘会展 3 楼

电话:+86(731)89769767 传真: +86(731)89769714 电子邮件:

cirte2016@163.com

Hunan Asia Xiang Exhibition Co., Ltd- 3rd floor, Office Building of Hunan Asia Xiang Exhibition Co., Ltd., Lianhu Road, Yuhua District, Changsha City

Tel:+86(731)89769767

Fax:+86(731)89769714

E-mail:cirte2016@163.com

2019 中国国际轨道交通和装备制造产业博览会登录系统信息
(表二)

**2019 China International Rail Transit & Equipment
Manufacturing Industry Exposition
Login system information (Form 2)**

请参展商提供每位参展人员的基本信息，以便到会后在登录系统中完成身份认证、签到及进入展会现场等流程，请参展商准确填写。

Exhibitors shall provide every person's basic information that will attend the exhibition, to facilitate the procedures on the login system, such as ID authentication and registration, to enter the hall. The exhibitors are required to fill in the form in a precise manner.

(注：每个展位免费赠送一个参会名额 Note: One free seat of the summit was available for each exhibitor)

参会 Conference participant	单位名称 Company		职务 Position	
	姓名 Name		电话 Tel:	
参会 Conference participant	单位名称 Company		职务 Position	
	姓名 Name		电话 Tel:	
参会 Conference participant	单位名称 Company		职务 Position	
	姓名 Name		电话 Tel:	

请回执各招商客服代表或以下联系方式：

Please send the form to the relevant customer service representatives or the following contact information:

湖南亚洲湘会展有限公司 – 长沙市雨花区莲湖路亚洲湘会展 3 楼

电话: +86(731)89769769 传真: +86(731)89769714 电子邮件:

cirte2016@163.com

Hunan Asia Xiang Exhibition Co., Ltd- 3rd floor, Office Building of Hunan Asia

Xiang Exhibition Co., Ltd., Lianhu Road, Yuhua District, Changsha City

Tel: +86(731)89769767

Fax: +86(731)89769714

E-mail: cirte2016@163.com

2019 中国国际轨道交通和装备制造产业博览会
免费会刊信息刊登(表三)

2019 China International Rail Transit & Equipment
Manufacturing Industry Exposition
Free information publication on the catalogue (Form 3)

刊登资料包括公司名称，地址，联系方式，公司产品或服务的简短介绍字数（不超过 150 字英文及 150 个字中文）。如字数超出此限，主办单位有权根据需要进行删减（截稿时间：2019 年 9 月 26 日）。

The information to be published on the catalogue includes the company name, address, contact, and a brief introduction of the company's products and services (no more than 150 Chinese characters and 150 English words). When the number of characters and words exceed the limits, the sponsors have the right to omit the contents of the information. The information shall be provided no later than 26th of September, 2019.

公司中文名称 Chinese name of the company			
公司英文名称 English name of the company			
地址 Address			
公 司 电 话 Telephone		传真 Fax	
邮政编码 Postal code:		公司网址 Website:	
联系人 Person-to-contact:		联系方式 Contact	

公司服务或产品简介（字数在 150 个英文单词及 150 个中文字以内）：

A brief introduction of the company's services and products(no more than 150 Chinese characters and 150 English words):

请提供英文翻译：(English version)

（注：大会组委会可免费为参展商提供微信推送服务，请参展商提供相关图文资料给对接招商客服代表）微信推送请编辑好图文信息排版。

(Note: The organizing committee can offer promotional services via WeChat to the exhibitors for free. The exhibitors are required to provide relevant materials to business development representatives.)

请回执各招商客服代表或以下联系方式：

Please send the form to the relevant customer service representatives or the following contact information:

湖南亚洲湘会展有限公司 – 长沙市雨花区莲湖路亚洲湘会展 3 楼

电话:+86(731)89769769 传真: +86(731)89769714 电子邮件:

cirte2016@163.com

Hunan Asia Xiang Exhibition Co., Ltd- 3rd floor, Office Building of Hunan Asia

Xiang Exhibition Co., Ltd., Lianhu Road, Yuhua District, Changsha City

Tel:+86(731)89769767

Fax:+86(731)89769714

E-mail:cirte2016@163.com

2019 中国国际轨道交通和装备制造产业博览会广告宣传申请表 (表四)

2019 China International Rail Transit & Equipment Manufacturing Industry Exposition Application of Advertisement promotion (Form 4)

参展单位 Exhibitor: _____ 展位号 Booth No.: _____
 地址 Address: _____
 邮 编 Postal code: _____ 电话 Tel: _____
 传真 Fax: _____ 联系人 Contact: _____

编号 No.	名称 Name	单价 Price	数量 Number	总价 Total price	备注 Notes
编号 No.	广告位置 Location	尺寸 Size			
HK-A1	会刊封面 Cover of proceedings	210*285			
HK-B2	会刊封底 Back cover of proceedings	210*285			
HK-C1	会刊封二 Second cover of proceedings	210*285			
HK-D1	会刊封三 Third cover of proceedings	210*285			
HK-E1E5	目录前彩 Front catalogue color page of proceedings	210*285			
HK-E1F20	会刊内页 Inside page of proceedings	210*285			
HK-G1	证件广告 Credentials advertising				

HK-J1	资料袋 File bags				
	注水刀旗 Injection knife banner with ads				
	桁架广告 Truss ads				
	连廊吊旗 Ceiling flags at the passage				
	展厅吊旗 Ceiling flags at the hall				
	北登录厅 LED LED of the north hall				
	户外即时贴 Outdoor ads				
	道路路旗 Road flags				

请回执各招商客服代表或以下联系方式:

Please send the form to the relevant customer service representatives or the following contact information:

湖南亚洲湘会展有限公司 – 长沙市雨花区莲湖路亚洲湘会展 3 楼

电话:+86(731)89769769 传真: +86(731)82827814 电子邮件:

cirte2016@163.com

Hunan Asia Xiang Exhibition Co., Ltd- 3rd floor, Office Building of Hunan Asia
Xiang Exhibition Co., Ltd., Lianhu Road, Yuhua District, Changsha City

Tel:+86(731)89769767

Fax:+86(731)89769714

E-mail: cirte2016@163.com

2019 中国国际轨道交通和装备制造产业博览会展具预租赁表 (表五)

2019 China International Rail Transit & Equipment Manufacturing Industry Exposition Leasing form of the exhibiting equipment (Form 5)

(申请截止日期: 2019 年 9 月 26 日)
(Deadline: 26th of September, 2019)

请您参考手册内的注意事项, 除了基本设施外, 参展商如果需租用其它设施请填写此表格。

在展会展期间将提供下列展具租赁:

Please refer to the notices contained in the reference book. Apart from the basic facilities, if other equipment is to be leased, the exhibitors should fill in this form. The following facilities are provided during the exhibition:

物料名称 Name	规格及要求 Specifications and requirements	单价 Price	数量 Number	单位 Unit	小计 Total price	备注 Notes
长条桌 Long table	120*60*75cm	100	1	元/套 RMB/each		
展览椅 Exhibition chair		50	1	元/把 RMB /each		
LED 灯 LED light	35W	80	1	元/盏 RMB / each		
大光灯 Big white light	70W	200	1	元/盏 RMB / each		
玻璃圆桌 Glass round table		150	1	元/套 RMB / each		
资料架 Material shelves		80	1			
台式饮水机 Water dispenser	配送一桶水 Deliver a bucket of water	200	1	台/展期 RMB / each		

一次性口杯 Disposable cup	(50 个/提) 50/mention	30	1	提 RMB/ mention		
液晶电视机 Plasma monitor	42 寸液晶电视 机带支架 Plasma monitor 42” with TV rack	800	1	元/台 RMB / each		

备注: 参展商须妥善保管租用家具, 如有丢失照价赔偿。

重要事项: 汇款到我方帐户需为订单全额款项, 汇款方承担全部汇款手续费。请授权人向银行咨询汇款手续费。我方在收取全额款项之后才会提供相关服务。主办方建议您保留副本以作记录。

Note: The exhibitors shall take care of the exhibiting equipment and shall compensate for losing them.

Important notice: the payment shall be remitted to the following account in a full manner. The remitter will carry all the procedure fees arising from the remittance process. The remitter shall ask the bank for remittance procedure charges. The service is only available after the full-payout is made. The organizers suggest that a payment receipt copy is kept for record.

公司名称 Company name						
展位号 Booth No.						
名称 Name						
数量 Quantity						

请将相关款项汇至我司人民币收款账户:

开户银行: 长沙银行湘府路支行

开户名称: 湖南斯沃格展览有限公司 账号: 8003 3264 9409 010

Please remit the money to the following bank account Bank name: The Bank of Changsha, Xiangfu Road Branch Account name: Hunan Swog Exhibition Co., Ltd. Account number: 8003 3264 9409 010