



China Satellite Conference and Exhibition

24th- 26th October 2018, Hotel Nikko New Century, Beijing

Respectable exhibitors

Welcome to the 20th China Satellite Conference and Exhibition 2018.

To ensure you have a satisfying experience, we produced this manual in which you may find the relevant and necessary information for your participation.

We strongly recommend that all our participants check our schedules carefully in advance; fill out all the forms with extra attention then send them back before the closing date.

We are very grateful for your support and cooperation.

Looking forward to meeting you in October here in Beijing!

Best Regards,

China Satellite Conference Organization Committee

Conference schedule

Date	AM	PM
Oct. 24th	<ul style="list-style-type: none"> ●Register (Century Hall I on the third floor) 	<ul style="list-style-type: none"> ●Workshop (Titles are to be confirmed) (Century Hall on the third floor)
Oct. 25th	<ul style="list-style-type: none"> ●Conference opening ceremony ●Keynote speech ●keynote report (Century Hall I on the third floor) 	<ul style="list-style-type: none"> ●The keynote speeches (Century Hall on the third floor) Titles are to be confirmed
Oct. 26th	<ul style="list-style-type: none"> ●Keynote Speeches (Century Hall I on the third floor) 	<ul style="list-style-type: none"> ●Round-table Discussion: Titles are to be confirmed (Shan Dong Hall on the second floor)

- China International Satellite Application and Equipment Exhibition will be taking place simultaneously (China Hall on the second floor and Century Hall on the third floor)
- There will be a Lucky Draw by the end of each day

Exhibitor Schedule

Venue: China Hall on the second floor, Century Hall on the third floor

Time	
4:00pm, 23 th Oct – 10:30am, 24 th Oct	Non-standard Booths setting up
7:30-11:30, 24 th Oct	<ul style="list-style-type: none">• Exhibits setting up• Standard Booths setting up
Exhibition opening hours: 10:30am-5:00pm, 24 th Oct 9:00am-5:00pm, 25 th and 26 th Oct	
3:00pm, 26 th Oct	Dismantling *exhibition officially closes at 5:00pm.

The requirement for the Non-standard booth installation

The organization committee reserves the designate spot for a non-standard booth without any material or structure. Exhibitor may setup exhibiting space using their own contractors; alternatively, you can also choose from the contractors we recommend.

1. Exhibitors should abide by the rules and regulations of exhibition service provider and local government;
2. Any structure should not exceed the designated area; the height limit of a non-standard exhibition booth is 2.6m.
3. A refundable 5,000RMB deposit should be made payable to the hotel (exhibition space provider) before any installation work starts; the full amount will be returned to the payee after the exhibition closed if, there's no accident happened relate to exhibition booth installation.
4. Exhibitors should bring your own electricity box and cable.
5. Please do not place any exhibit, other equipment or material at any entrance / exit, in aisle or corridor; please maintain traffic order while dismantling exhibits.

The requirement for the standard booth

1. The contractor of China Satellite Conference 2018 is in responsible for all standard booths' construction;
2. The provided wall panel, exhibition lintel and inquiry desk of standard booth should not be nailed, drilled or painted.
3. The height limit of a standard booth is 2.5m, no exhibits or relevant items should go beyond this height limit; all exhibits should only be displayed within standard booth area.
4. For safety reason, any wall panel which blocks Fire Hydrant or Power Supply Cabinet will be replaced by removable wall panel, folded door or white sheet.

For each standard booth, we provide:

- Cutout words for exhibition lintel, including Chinese and English title of the exhibitor
- Two spotlights
- One electricity outlet
- One inquiry desk and two foldable chairs

Fixed three-side-walls (white laminated panels) wallboard on flanks where if there are two neighbour exhibitors.	Fixed two-side-planar wallboard on flanks where if there is only one neighbour exhibitor	Fixed single wallboard on flanks where if there is not any neighbour exhibitor
		

Exhibition equipment for rental

Code	Name of item	Size (length X width X height) cm	Unit	Price (RMB)	Picture
1	Regular showcase	100x50x75	Piece	500	
2	Locker	100x50x75	Piece	400	
3	Inquiry desk		Piece	200	
4	Tall chest	100x50x200	Piece	800	

5	Glass desk 4chair	80 diameter x75 height	Piece	280	
6	Barstool		Piece	120	
7	Tablet chair		Pair	80	 C01A
8	Chair		Piece	50	 C08
9	Lamp		Per (omit in English when translated)	300	
10	Long-arm spot light	100W	Per (omit in English when translated)	60	
11	LED	50 cun (1 cun equals to 1,32 inch)	Per (omit in English when translated)	800	
12	Water Dispenser		Piece	200	
13	Stuff shelf		Piece	100	

14	Socket		Piece	100	
15	Layer shelf	100x30cm	Piece	80	

Add-on Values

- All exhibitors are welcomed to sit in all the keynote speeches and technical communication conference and we will also provide the service as follows:
 - Professional audience invitation
 - Simultaneous translation facility and interpretation
- A no more than 1000 Chinese characters exhibitor's company introduction will be published on our periodicals for free, please send in via email. The closing date is **Aug 30th, 2018**.

Exhibits delivery

Arrival time: Oct 23th, 2018

Arrival address: Beijing Hotel Nikko New Century, No.6 Capital Gymnasium South Road, Haidian District, Beijing (please include the exact booth number)

Organization committee office

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