



TO THE EXHIBITORS  
AT CIT2008

Beijing, December 29, 2008

March 19-23, 2008 Beijing, China  
Exhibition: March 20-23, 2008

CIT2008 Secretariat  
Meeting Planner, Chinese Medical Association  
42 Dongsi Xidajie, Beijing 100710, China  
Tel: +86 108515 8150  
Fax: +86 10 6512 3754  
Email: [kevinchen@cma.org.cn](mailto:kevinchen@cma.org.cn)

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**China Interventional Therapeutics (CIT) 2008**  
**March 19-23, 2008, Beijing International Convention Center,**  
**Beijing/China**

Dear Exhibitor,

Welcome to exhibit at the China Interventional Therapeutics (CIT) 2008 Congress.

Please find enclosed the exhibitor notice which contains practical information on how to organize your stand as well as information on Beijing and order forms for peripheral services such as furniture, electrical connections, etc.

Orders should be placed by **Monday, 3 March, 2008 at the very latest**. Please note that orders received after this date will be subject to a certain percentage increase on the indicated rates.

Height restrictions for Raw Space design

Please note that the **maximum constructible height of Exhibition Hall is limited to 340 cm**. Exhibitors having ordered raw space only are also requested to send a scale plan of their exhibit for approval to the Congress Secretariat by **Friday, February 29 at the very latest**.

For all queries on your participation, please contact Kevin Chen at tel. +86 10 8515 8150 fax +86 10 6512 3754, e-mail [kevinchen@cma.org.cn](mailto:kevinchen@cma.org.cn) .

We remain at your entire disposal for any further queries you may have and look forward to welcoming you to Beijing for CIT2008.

Sincerely yours,

Kevin Chen  
Program Manager  
CIT2008 Congress

## **ORGANIZER**

CIT2008 Congress

Meeting Planner, Chinese Medical Association

42 Dongsixidajie, Beijing 100710, China

Contact person:

Mr. Kevin Chen

Tel: +86 10 8515 8150 Fax: +86 10 6512 3754

Email: [kevinchen@cma.org.cn](mailto:kevinchen@cma.org.cn)

## **EXHIBITION VENUE**

BICC-Beijing

Address:

No. 8 Beichendong Rd., Chaoyang District, Beijing 100101, China

Tel: +86 10 84985588 transfer Ms. Chunhua Hou (Sales Dept.)

Fax: +86 10 84983085

Internet: [www.bicc.com.cn](http://www.bicc.com.cn)

Contact person:

Ms. Chunhua Hou(侯春华), Sales Manager

E-mail: [chunhua990@sina.com](mailto:chunhua990@sina.com)

## **STANDFITTING & ELECTRICAL CONTRACTOR**

(furniture rental, electricity, water supply, etc.)

Beijing Y.E.S International Exhibition Service Co., Ltd.

Rm 6B, Bld 5, huateng International Apt., No. 2 Da Jiao Ting, St. Zhong Jie, Chao

Yang District, Beijing 100022

北京市朝阳区大郊亭中街2号院华腾国际公寓5号楼6B

Tel: +86 10 87952230-622 Fax: +86 10 87952232

Contact person:

Ms. Kalee Li

E-mail: [Kalee.li@yes-expo.com](mailto:Kalee.li@yes-expo.com)

## **Congress Official Forwarder**

NIPPON EXPRESS (CHINA) Co., Ltd.

Room 716, Fortune Building No.5 Dong san huan Bei Lu,

Chaoyang District, Beijing 100004 China

Tel: (86 10) 6590 0202\*500

Fax: (86 10) 65909160

Contact person:

Mr. Ning enda

E-mail: [ningenda@bj.nex-uni.com.cn](mailto:ningenda@bj.nex-uni.com.cn)

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**Dates and Time Schedule**

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**Friday, February 29, 2008**

Exhibit scale plan submission for Raw Space for approval

**Build-up**

Wednesday 2008-3-19 08:30-18:00

**Important:** During build-up, all items should be completed by 18:00 hrs at the latest**Extra Working Hours**

During the period of booth installation and dismantling, should you need additional working hours, the Beijing International Convention Center (BICC) will levy you a fee as follows:

6:00 PM – 8:00 PM: RMB2, 000 per hour

8:00 PM –12:00 AM: RMB3, 000 per hour

Please make the appropriate payment to Ms. Chunhua Hou of the Sales Department of BICC before 3:30 PM of the day of your request.

**From Thursday, March 20, 2008****Exhibition opening times:**

Thursday 2008-3-20 09:00-17:30

Friday 2008-3-21 09:00-17:30

Saturday 2008-3-22 09:00-17:30

Sunday 2008-3-23 09:00-10:00

**From Sunday, March 23, 2008****Exhibition closing:** 10:00 hrs**Breakdown:**

Sunday 2008-3-23 10:00-18:00

**Service passes**

Passes for workmen, in charge of assembly and dismantling (during the exhibition, before the official opening hours) will be available at the Service Counter, 1st Floor, BICC at 08:30, March 19, 2008

**Raw Space Booth Surcharge**

For raw space booths, the booth constructor is obliged to incur an additional managerial surcharge at RMB50.00 per square meter per entire duration of the Exhibition. Please pay it on-site to Ms. Chunhua Hou of the Sales Department of BICC.

## General Information

### BICC-The Convention Center

Address: Beijing International Convention Center, 8 Beichen Donglu, Chao Yang District, Beijing 100101, China

### Airport Transfers

You may also take a taxi from the Airport. Taxis are metered. In case the taxi driver does not know English, you may show the following slip to him:

Please take me to Beijing International Convention Center. Thank you.  
请带我去北京国际会议中心。谢谢!

### Sketch Map of Beijing



## **Rules And Regulations For Exhibitors**

### **Booth Design**

The overall height of exhibits and booth fittings including cladding of columns must not exceed 3.4m from the floor level at Exhibition Hall. The ceiling and the back of the booth should be neatly furnished.

No exhibit may span an aisle by roofing of floor covering. No part of any booth, including exhibits, name boards, signs, corner posts or billing shall overhang any aisle.

The CIT2008 requires all raw space exhibitors to carpet their booths/displays. Carpets and floor coverings must be affixed with tape. The use of glue and cement applied directly to the floor of the exhibition space is prohibited.

No materials could be hung down from the ceiling of the exhibition hall, and no fittings could be made directly to floor or walls in the exhibition hall. The pillars inside booth can be covered on condition that no permanent damage will be inflicted on the pillars.

### **Contractors**

While it is not the intention of the Organizers to restrict unnecessarily the Exhibitor's choice of contractors, it will be appreciated that, in the interest of both efficiency and security, some limitations are desirable. **For certain tasks (e.g. water and electrical services), specific contractors have been designated by the Organizers and no other are allowed**, but where no such sole appointment has been made it is recommended that as far as possible, Exhibitors should make use of the contractors named in this manual. Should it be wished, for special reason, to use a contractor not recommended in this manual, it is the responsibility of the Exhibitor to ensure the bona fide nature of that contractor and his suitability for work in exhibitions, particularly with regard to the use of the appropriate labor.

Any contract between Exhibitor and contractors does not in any way form part of the contract between the Exhibitors and the Organizers and responsibility will not be accepted by the Organizers for any dispute or difference between the Exhibitor and contractor whatsoever. Exhibitors shall be responsible for all payments due to the contractor.

### **Damage and Dilapidation**

Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the exhibition hall, whether caused by themselves, their agents, contractors or by any person employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying shell scheme stands are also responsible for the cost of making any damage to the contractor's stand structures, floor covering, light fittings and any other hired items, whether caused by themselves, their agents, contractors or by any person employed or engaged on their behalf by their agents or contractors. The cost of damages and losses will be stated by the relevant contractor and charged to the Exhibitor concerned.

### **Demonstrations & Promotional Activities**

Demonstrating exhibits or distributing promotional materials outside exhibitor's own space is prohibited. Demonstrations should not cause any inconvenience or noise to other exhibitors. Promotional materials must not break the statutory regulations, nor be of a political nature. The CIT2008 has the option to withhold or withdraw permission for exhibitors to distribute advertising or other materials it considers objectionable.

### **Electrical Supplies and Installation**

**For safety reasons and for the protection of electrical installation at the Exhibition premises, all power main installation from source to outlet (Exhibition stands) must only be carried out by the Official Standfitting and Electrical Contractor - Beijing Y.E.S International Exhibition Service Co., Ltd.**

Exhibitors and their contractor must inform or consult the Official Standfitting and Electrical Contractor whenever

works are carried out near any electrical installations such as Distribution Boards (DBs), fuse switches, isolators and/or power points. The Official Standfitting and Electrical Contractor has the right to switch off the supplies for safety reasons as well as to prevent any damage to the Exhibitor's equipment. However, it is the responsibility of the Exhibitor and their contractor to ensure that Official Standfitting and Electrical Contractor is informed, to check the integrity of all circuits, DBs and/or connections before supply is switched on again; Failing which, the Organizer and the Official Standfitting and Electrical Contractor shall assume no responsibility for whatsoever damage caused.

### **Fire Regulations**

Exhibitors are required to comply with the following fire regulations. Failure to doing so could result in your booth being dismantled by the fire department and being imposed a fine.

For booth construction, only non-flammable materials may be used. The distance between your booth and the walls of the Exhibition Hall should be no less than 0.6m. Mixing of varnish and usage of gasoline or alcohol in the exhibition area are prohibited. Pressure vessel, lamp with high temperature such as iodine-tungsten lamp, high-pressure mercury lamp, and electro thermal apparatus such as electric iron and electric cooker should not be used within or near the exhibition area.

**No smoking is permitted in the exhibition halls.**

### **Insurance**

Exhibitors are advised to purchase insurance and to ensure that exhibits and personal belongings are insured against fire, theft, breakage and other risks which may arise during transportation and exhibition.

The organizer will not be held responsible for any loss or damage.

### **Operation of Booths / Conduct and Behavior**

All Exhibition booths should be staffed and operational throughout the opening hours of the Exhibition. Exhibitors must not participate in any activity which causes, or is likely to cause, annoyance to visitors or other exhibitors.

All activities of the exhibitors and their staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the exhibition hall. This includes the distribution of leaflets, brochures, journals, etc.

### **Payment for Exhibition Space**

No exhibitor may begin booth construction or move their exhibits into the hall or surrounding area until full payment has been received by the Organizer.

### **Removal of Waste**

During the installation and dismantling period of the Exhibition, the aisles of the Hall must not be obstructed with packing and construction materials or debris. Contractors building Raw Space Booths or booth interiors are responsible for removing their own building waste and off-cuts from the site at the end of each day.

At the end of exhibition, contractors must remove from the site all the materials especially the double-sides carpet tape used from their clients' booths.

The Organizer reserves the right to charge the Exhibitor concerned for the removal of excessive waste (booth construction debris, crates/pallets, cartons, packing or literature)

### **Stand Cleaning**

The organizers will ensure that the building and the aisles are cleaned regularly. Exhibitors are responsible for

cleaning their own stands and maintaining their own stand in a tidy condition at all times.

**Raw Space Booths**

All raw-space booth exhibitors must submit their Raw Space Booth Floorplan to the Secretariat for approval no later than **February 29, 2008**.

**Security**

Although security will be provided for the overall protection of the exhibition, exhibitors are solely responsible for the security of any goods or personal belongings brought to the exhibition. For use of the stand security service of the BICC, please contact the security department of the BICC on-site or the congress on-site office in the exhibition hall.

## **Shell Scheme Booth: What It Has Inside**

The Official Stand builder appointed by the Organizer for CIT2008 is:

Beijing Y.E.S International Exhibition Service Co., Ltd.

Rm 6B, Bld 5, huateng International Apt., No. 2 Da Jiao Ting, St. Zhong Jie, Chao Yang District, Beijing 100022

北京市朝阳区大郊亭中街 2 号院华腾国际公寓 5 号楼 6B

Tel: +86 10 87952230-622 Fax: +86 10 87952232

Contact person: Ms. Kalee Li (李凤香) E-mail: [Kalee.li@yes-expo.com](mailto:Kalee.li@yes-expo.com)

### **I STANDARD SHELL SCHEME BOOTH**

The Official Stand builder BICC. will provide the following items for each Shell Scheme( 3m x 3m ) :

**Fascia** 340mm height fascia board with company's name in both English (max. 24 alphabets) and Chinese if necessary (max. 12 characters) and by sticker cutout.

**Wall Paneling** Three sided walls (white laminated panels) supported by white Pifex aluminum system. For the corner booths, it will be two sided walls with two fascia boards.

**Carpet** Needle punch carpet covering the entire floor area of the booth.

**Furniture**

- a. 1 no. of information counter (TB01)
- b. 2 nos. of folding chairs (CD01)
- c. 1 no. of waste paper basket (US11)

**Lighting** 2 nos. of 40W fluorescent tube will be installed behind the fascia board of every booth unit.

**Power** One 13A/220V single phase power with 5A fuse, British type

### **II ADDITIONAL RENTAL FURNITURE AND ELECTRICAL FITTINGS**

In addition to items provided in the basic Standard Shell Scheme Booth, exhibitors may require additional furniture / electrical items which can be supplied on rental basis by the Official Standfitting and Electricity Contractor-- Beijing Y.E.S International Exhibition Service Co., Ltd. Please complete the attached Order Form and return promptly.

### **III SPECIAL REQUIREMENTS**

Besides the rental items available, designers from Beijing Y.E.S International Exhibition Service Co., Ltd. would be pleased to propose original designs and special graphic treatment or custom made display aids, counters, etc. Y. E. S. can also construct or produce based on exhibitor's own designs.



Beijing, China  
2008

# China Interventional Therapeutics (CIT) 2008

March 19-23, 2008

Beijing, China

## FREE EXHIBITOR BADGES ALLOCATION

### 1. GENERAL

- Free exhibitor registration gives the right to the following services:
  - ※ Access to exhibition
  - ※ Access to the official Social Programme included in the participant's registration
  - ※ Access to scientific sessions is **not** permitted
  - ※ No Congress bags will be distributed
  - ※ 1 package of Congress material will be distributed to each exhibiting company.
  
- Paying exhibitor registration
  - A. RMB1200.00 per registration gives the right to the following services:
    - a) Access to exhibition
    - b) Access to the official Social Programme included in the participant's registration
    - c) Access to scientific sessions is **not** permitted
    - d) No Congress bags will be distributed
  
  - B. RMB2400.00 per registration gives the right to the following services:
    - a) Access to all Scientific Sessions
    - b) Access to exhibition
    - c) Access to the official Social Programme included in the participant's registration
    - d) No Congress bags will be distributed

### 2. EXHIBITION

The policy is as follows:

9 m<sup>2</sup> stand = 3 complimentary exhibiting staff

9 m<sup>2</sup> --45 m<sup>2</sup>, two additional complimentary exhibiting staff for every additional 9 m<sup>2</sup>

45 m<sup>2</sup> --90 m<sup>2</sup> one additional complimentary exhibiting staff for every additional 9 m<sup>2</sup>

### 3. BUILD UP & DISMANTLING PASSES

- Contractor Passes will allow you access to the Exhibition Hall during the build-up and dismantling period.
- These passes will be available at the Service Counter, 1st Floor, BICC at 08:30, March 19, 2008  
Contact person: **Ms. Chunhua Hou**, Sales Manager  
Tel: +86 10 84985588 transfer Ms. Chunhua Hou (Sales Dept.); Fax: +86 10 84983085

#### 4. BADGES DELIVERY

- Your Exhibitor badges can be picked up at the Exhibitor Registration Desk located at the Lobby, BICC from 10:00 am, Wednesday, March 19, 2008 at the **Exhibitor Service Desk**.



# China Interventional Therapeutics (CIT) 2008

March 19-23, 2008

Beijing, China

## BADGES & PASSES FOR EXHIBITORS

**Please return this form, duly completed, by e-mail or fax no later than March 10, 2008 to: Mr. Kevin Chen**

[kevinchen@cma.org.cn](mailto:kevinchen@cma.org.cn) Tel: +86 10 85158150 Fax: +86 10 65123754

Please print clearly in block capitals:

Family Name: .....Prof/Dr/Mr/Mrs/Ms

First Name: .....

Company: .....

Address: .....

Zip Code: .....City: .....Country: .....

Phone: .....Fax: .....

E-mail: .....

### 1. EXHIBITOR REGISTRATION INFORMATION

*Please indicate the details of the beneficiaries of your free exhibitor badges*

Before completing the following registration information table, please consult the free badges & registrations allocation document attached in order to precisely determine the number of free exhibitor registrations your company is entitled to use.

Should you indicate additional names compared to your free exhibitor registrations allocation, we will duly register them and provide you with the corresponding invoice.

REGISTRATION TYPE	COMPANY	FAMILY NAME	FIRST NAME
Free Exhibitor Pass 1			
Free Exhibitor Pass 2			
Free Exhibitor Pass 3			
Free Exhibitor Pass 4			
Free Exhibitor Pass 5			
Paying Exhibitor Registration			
Paying Exhibitor Registration			

**2. GROUP PICK UP**

Above 30 badges, we can organise a group pick up of badges. Please tick the appropriate box and our registration department will contact you to schedule your pick up.

We will be registering over 30 exhibiting staff and would like a group pick up.

**3. PAYMENTS**

**Payment (in RMB only) RMB1200 or RMB2400 per additional exhibiting staff registration.-**

*Please tick the appropriate box*

Check

**Payable to:** CIT2008 Secretariat  
International Dept., Chinese Medical Association  
42 Dongsi Xidajie, Beijing 100710, CHINA

Bank Tranfer

Intermediary Bank's Name: First Union National Bank New York  
International Branch  
SWIFT code: PNBPUS3NNYC  
Beneficiary Bank's Name: Dengshikou Branch, Bank of Beijing  
SWIFT code: BJCNCNBJ  
Account Name: Chinese Medical Association  
Account Number: 01090342701420109000210

Credit Card

I authorise CIT2008 Secretariat to debit my credit card for the following amount :  
**RMB** ..... (RMB1200/RMB2400 per additional exhibiting staff above your allotment of complimentary badges )

Visa                                       Mastercard                                       American Express

Credit Card Holder Name:.....

Credit Card N°:.....Expiration. date:.....

Signature:.....Date:.....

**4. CONFIRMATION**

- No registration will be confirmed until the full registration fees are paid.
- On receipt of your payment, a confirmation of participation will be sent to be presented upon arrival at the registration desk in order to pick up the corresponding badges.

**5. MODIFICATION FEES**

Modifications received after March 10, 2008: RMB80 per participant.

**6. CANCELLATION AND REFUNDS**

Cancellations received after March 23, 2008. No fee already paid will be refunded.



March 19-23, 2008 Beijing, China  
 Exhibition: March 20-23, 2008

## Product Listing

Return immediately  
 Deadline: March 1, 2008

Stand Number			

Stand Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact: \_\_\_\_\_

Tel: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Return to:

**CIT2008 Secretariat**  
 CMA Meeting Planner,  
 Chinese Medical Association  
 42 Dongsi Xidajie, Beijing 100710,  
 China

Tel: +86 10 85158150

Fax: +86 10 65123754

Email: [kevinchen@cma.org.cn](mailto:kevinchen@cma.org.cn)

### Instructions

1. The form is designed to let Congress delegates know more about your company and/or your products. It is not an advertisement. You may include your company contacts.
2. Limit the listing to 100 words. Longer descriptions will be edited to that length.
3. Please proofread your description carefully as the congress is not liable for any typing errors.
4. Capitalize only the first letters of proper names and indicate registered trademarks, also list the generic name of pharmaceutical products following the trade name.
5. Please type in Arial 10, single-spaced and do not indent the beginning of the paragraph. Please leave a blank line between any two paragraphs.

### Company/product listing: