



# Methane to Markets Partnership Expo

BEIJING, CHINA

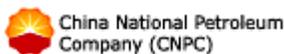
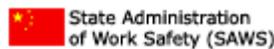
30 OCTOBER – 1 NOVEMBER 2007

## Exhibitor Manual

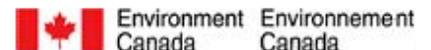
### Hosts:



### Co-hosts:



### Organizing Sponsors:



### Organizers:



Dear Exhibitor:

Thank you for your interest in exhibiting at the upcoming **Methane to Markets Partnership Expo: A Forum for Projects, Technology, Financing and Policy**, 30 October – 1 November 2007, in Beijing, China.

This is your Exhibitor Manual. Enclosed within this manual, you will find information required for the preparation of your exhibition stand, general guidelines, order forms and useful addresses.

If you have any questions regarding any of the order forms, please contact the Organizing Team directly at [asg@methanetomarkets.org](mailto:asg@methanetomarkets.org).

We look forward to your participation in this exciting event and we will see you in October!

Sincerely,

The Methane to Markets Partnership Expo Team

## INDEX OF FORMS

	Content	Item Required	Deadline	Page
	List of Contacts			4
	Schedule of Events			5
	General Information			6
	Technical Information			7-10
	Rules and Regulations			11-14
Form				
	Order Form Checklist	All Exhibitors	14 September 2007	15
1.	Fascia Lettering	All Exhibitors	25 September 2007	16
2.	Furniture & Equipment		25 September 2007	17
3.	Electricity & Lighting		25 September 2007	20
4.	Audiovisual Equipment		25 September 2007	21
5.	Telephone & Fax		25 September 2007	22
6.	Exhibition Staff		25 September 2007	23
7.	Catalogue Entry	All Exhibitors	1 September 2007	24
	Exhibitor Tickets		For Your Information	25
8.	Service Location Plan	All Exhibitors	14 September 2007	26
9.	Stand Cleaning		14 September 2007	27
10.	Freight Forwarding Services		Please See Form	28
11.	Hotel Reservation		14 September 2007	29
12.	Invitation Letter for Visa		1 September 2007	30-31

# LIST OF CONTACTS

---

## Organizing Team

### **Methane to Markets Administrative Support Group**

Tel: +1-781-674-7272

Fax: +1-781-674-2906

Email: [asg@methanetomarkets.org](mailto:asg@methanetomarkets.org)

Contact: Ms. Lauren Lariviere or  
Ms. Katherine Moore

### **China Coal Information Institute**

Tel: +86-10-84 65 79 48 or 84 65 78 06

Email: [cbmc@public.bta.net.cn](mailto:cbmc@public.bta.net.cn)

Contact: Ms. Liu Xin

## Official Freight Forwarder

Beijing Rogers Exhibition Services Co., Ltd  
Rogers Worldwide (HK) Ltd. Representative  
Room 800, Huateng Building,  
No.302 Jingsong 3 District,  
Chaoyang District  
Beijing 100021  
Tel: +86-10-8773-0545  
Fax: +86-10-8773-0640  
Email: [info@rogersbjg.com](mailto:info@rogersbjg.com)  
Contact: Mr. Johnny Lam

## Official Stand Contractor

Beijing Huayiyabo Exhibition Co., Ltd.  
11-4-1801, Youth Road No. 115  
Gome Champion City, Chaoyang District  
Beijing City 100025  
P.R. China  
Tel: +86-10-86251808  
Fax: +86-10-82742280  
Email: [yabo\\_lily@163.com](mailto:yabo_lily@163.com)  
Contact: Ms. Lily Li

## SCHEDULE OF EVENTS

---

<b>Build-up Period</b>	<b>Date</b>	<b>Time</b>
Floor Marking by Official Stand Contractor	30 October 2007	00:00 – 06:00 hours
Official Stand Contractor Move-In	30 October 2007	00:00 – 06:00 hours
Registration and Stand Decoration for Exhibitors	30 October 2007	06:00 – 08:00 hours
<b>Exhibition Period</b>		
Opening Hours for Exhibitors	30 October 2007	07:30 – 19:30 hours
	31 October 2007	07:30 – 19:00 hours
Opening Hours for Visitors	30 October 2007	08:00 – 19:00 hours
	31 October 2007	08:00 – 18:30 hours
<b>Dismantling Period</b>		
Exhibits Move-Out and Stand Dismantling	31 October 2007	19:00 – 22:00 hours

### Notes:

- Exhibitors can be admitted to the exhibition 30 minutes prior to show opening hours.
- During the exhibition days, exhibitors are permitted to remain in their booth for 30 minutes after the exhibition closes.
- All exhibitors must construct and decorate their stands by 08:00 hours on 30 October 2007. For safety reasons, any constructions/decorations after the time stated is strictly prohibited.

# GENERAL INFORMATION

---

<b>Name of Event</b>		
Methane to Markets Partnership Expo: A Forum for Projects, Technology, Financing and Policy		
<b>Venue</b>		
China World Hotel No. 1 Jianguomenwai Avenue Beijing 100004 P.R. China		
<b>Dates and Times</b>		
Tuesday – Thursday 30 October – 1 November 2007		
Exhibitors	30 October 2007	08:00 – 19:30 hours
	31 October 2007	08:00 – 19:00 hours
Visitors	30 October 2007	08:00 – 19:30 hours
	31 October 2007	08:00 – 19:00 hours
<b>Organized by</b>		
Methane to Markets Administrative Support Group China Coal Information Institute		
<b>Visitor Admission</b>		
<ul style="list-style-type: none"><li>• Visitors must produce a valid e-ticket to access both the exhibition and conference area.</li><li>• The Organizer reserves the right to refuse admission or to remove any person from the event without having to specify a reason.</li><li>• No photography or video equipment is allowed in the hall unless approved from the Organizer.</li><li>• Business attire or smart casual is required; shorts and sandals are not permitted.</li></ul>		
<b>Press Room</b>		
Exhibitors may like to deposit press materials with the duty staff at the registration desk to pass on to the media covering the show.		
<b>Food and Beverage Arrangement</b>		
Lunch and coffee/tea breaks will be provided for all exhibitors and visitors. No outside food and beverage will be allowed into the hotel.		
<b>Hotel Accommodations</b>		
Discounted rates have been negotiated for the exhibitors and visitors of Methane to Markets Partnership Expo. Please refer to Form 11 for Hotel Reservations, or refer to our website <a href="http://www.methanetomarkets.org/expo/index.htm">http://www.methanetomarkets.org/expo/index.htm</a> for more details.		

## Stand Arranged by the Organizer

### Official Stand Contractor:

Beijing Huayiyabo Exhibition Co., Ltd. has been arranged as the Official Stand Contractor for this event.

Beijing Huayiyabo Exhibition Co., Ltd.  
11-4-1801, Youth Road No. 115  
Gome Champion City, Chaoyang District  
Beijing City 100025  
P.R. China  
Tel: +86-10-86251808  
Fax: +86-10-82742280  
Email: yabo\_lily@163.com  
Contact: Ms. Lily Li

### Standard Shell Schemes:



Bronze Sponsorship Package – 6 sqm



Silver and Gold Sponsorship Package – 9 sqm



Platinum Sponsorship Package – 18 sqm

	<b>Bronze Sponsorship Package 6 sqm</b>	<b>Silver Sponsorship Package 9 sqm</b>	<b>Gold Sponsorship Package 9 sqm</b>	<b>Platinum Sponsorship Package 18 sqm</b>
<b>Chair</b>	2	2	2	2
<b>Waste basket</b>	1	1	1	1
<b>Spotlights</b>	2	2	2	2
<b>Carpet</b>	Throughout exhibit hall			
<b>Electricity Connection</b>	1	1	1	1
<b>Company Name</b>	On open side of the stand			
<b>Information Counter</b>	1	1	1	1

Exhibit stand items listed above are subject to change at the discretion of the Organizers without notice. If exhibitors do not want any item in the standard shell package, the cost of the package will not change and there will be no compensation by other equipment.

Additional furniture and electrical items can be rented from Beijing Huayiyabo Exhibition Co., Ltd.. Please place your orders by completing the respective forms and returning these by the stated deadlines.

## TECHNICAL INFORMATION

---

No drill, screw, paint, nail or fixture of any kind are allowed to be affixed onto the partitions, floor or ceiling. Exhibitors are liable for any damages to their booths, fixtures & fittings and the Exhibition venue, whether caused by themselves or by any person or persons employed or engaged on their behalf.

The cost of repair of any damages will be assessed by the Official Stand Contractor and charged accordingly to the exhibitor. The Organizers, together with venue owners, will inspect the hall before and after the event.

### Hall Specifications

#### Floor Loading Capacity and Height Limitation

C/H: 1500 kg/Sqm

B/R: 650 kg/Sqm

Special arrangements including the provision of a steel base plate may be required for any exhibit exceeding these limits. The Organizers must be informed of any such exhibit. The Organizers' delivery schedule for heavy and large exhibits must be strictly adhered to.

The max permitted stand height of C/H is 5m.

The max permitted stand height of B/R is 3m.

#### Power Supply and Lighting

The Organizers will provide general lighting in the exhibition hall during show time only. The standard electrical current supply available for use is 220V, 2500W. Exhibitors requiring different voltages/frequency or special connections to equipment must arrange directly with the appointed Contractor.

All electrical installation and equipment must comply with government regulations.

For safety reasons, all electrical installation work at the exhibition must be carried out solely by the Organizers' appointed Contractor. The Organizers reserves the right to cut off power supply in case of improper connections.

Multi Plugs are not allowed. All sockets are for machine use only and not for lighting. For safety reasons, please use one socket for one machine only.

No temporary gas, petrol or highly inflammable substances are allowed in the halls. All pressure vessels or equipment must conform to safety standards and regulations. Approval for its use is required.

### Official Freight Forwarder

The Organizers have appointed Beijing Rogers Exhibition Services Co., Ltd as the Official Freight Forwarders, site handling and customs clearance agent for the Methane to Markets Partnership Expo.

Please refer to **Form 10** for detailed guidelines on freight forwarding services.

Please address all correspondence concerning exhibition freight forwarding matters directly to Beijing Rogers Exhibition Services Co., Ltd

# RULES AND REGULATIONS

---

## Storage

Direct arrangements should be made with the appointed Official Freight Forwarder. Otherwise, exhibitors must arrange for their boxes and cases to be transported back to their own premises. Exhibitors are not allowed to store such items within the exhibition hall. The Organizers reserves the right to remove/dispose of any boxes, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.

## Film, Audiovisual and Product Demonstration

Audiovisual equipment may be provided by the exhibitor or hired from the official AV and computer supplier using Form 4. When in operation, audiovisual equipment must not disturb visitors or other exhibitors with excessive sound / noise. The Organizers reserve the right to discontinue any audiovisual presentation which in their opinion is detrimental to the event.

Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timing stipulated by the Organizers. The Organizers reserve the right to disallow any demonstrations at any time.

No photography or video recording is allowed in the exhibition hall unless approval is obtained from the Organizers.

## General Cleaning

The Organizers will provide general cleaning of the exhibition premises and stands prior to the opening of the exhibition and daily thereafter. This only includes cleaning of carpet, flooring and rubbish disposal before the exhibition opens in the morning and after the exhibition closes in the evening. Cleaning does not include exhibits and displays. It is the responsibility of the exhibitors to maintain the cleanliness of their booths at all times.

However, the exhibitor can engage the services of the official cleaning contractor using Form 9 should they need additional cleaning services.

## Removal of Waste

During the set-up and tear-down period, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors building Special Design booths or booth interiors are responsible for removing their own debris from the site at the end of each day. At the end of the exhibition, contractor must remove from the site all the materials from their client's booth. Should they not do so, the deposit paid will be used to pay for removal by the official cleaning contractor. Exhibitors are requested to place their debris in the aisle, from where it will be removed by the cleaners at the end of each show day. The Organizers reserve the right to charge exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons.

# RULES AND REGULATIONS

---

## Industrial Gas Demonstration and Fire Precaution

Exhibitors, who require specific fire precaution because of the nature of their exhibits, must make arrangements at their own cost for provision of such equipment / service.

Exhibitors must not bring in or use at the exhibition site any dangerous or hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves and electric stoves without prior written consent of the Organizers. Even when consent is given, adequate precautionary measures must be taken by exhibitors at all times. Exhibitors are also not allowed to carry out any fire hazardous operation / work.

All safety precautions must be taken by the contractor or the exhibitor to protect the public against any danger of fire outbreak. The Organizers may require on-site inspection to ensure maximum fire safety.

Smoking is not permitted in the exhibition hall and conference rooms at all times.

## Liabilities

General insurance will be covered and handled by the Organizers. However, it is the responsibility of each exhibitor to arrange insurance coverage for their own exhibits during the exhibition.

All exhibitors must arrange at their own cost “all-risk” insurance coverage from the origin country up to their exhibition booth including exhibition period and return to domicile. Exhibitors must ensure that they are fully covered by insurance and take out public liability and comprehensive protection.

Exhibitors are also responsible for making good any loss or damage to any item which they have rented or hired from the official contractors/ suppliers.

Though the Organizers maintain security surveillance at all times, exhibitors are reminded that goods / exhibits will still, nevertheless, be at risk, especially during the final day of the show. Please ensure your stand, especially personal and valuable property, portable and rented items, are not left unattended at any time before, during and after the show. Exhibitors are reminded that small, portable and valuable items are most at risk after the exhibition closed each day. Therefore, exhibitors are advised to keep these safely stored each day before leaving the exhibition area.

If your exhibits are very valuable and you wish to hire security personnel to attend to your stand exclusively for off show hours, please contact the Organizers. Please note that you are not allowed to hire staff or personnel from other security agency.

# RULES AND REGULATIONS

---

## General Security

Organizers will provide general security round the clock. Exhibitors and their staff will not be allowed to enter the exhibition area after official hours. All personnel in the exhibition area must wear identification badges. Exhibitor badges and temporary passes are available from the Registration Counter.

For security and safety reasons, movement of exhibits in and out of the exhibition area during show opening hours is not permitted.

## Booth Operation

No business activity shall be conducted by the exhibitor and his co-participant outside their booth boundaries such as distribution of promotional material outside their booths.

Activities which may inconvenience or disturb the conduct of the business session, will be subject to approval by the Organizers, i.e. promotional gimmicks, raffles, picture taking, musical entertainment, and use of animation and sound equipment.

Without special permission from the Organizers, delivery of exhibits cannot be taken into the booth once the show has officially opened, nor removed from the booth before closure of the event. If exhibitors wish to remove any display item from the show area, a written request must be submitted to the Organizers for approval.

Exhibitors must give proper consideration to the conditions under which their equipment will be demonstrated. Precautions must be taken for the public's safety.

Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 6pm on the final day of the show.

Fire and Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage.

The Exhibitor and his staff shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizers, and other Exhibitors due to the transport, removal of exhibits, refuse and / or decoration works.

Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate flow of traffic.

Exhibitors and Contractors must clear items not for display purpose (e.g. containers, packing items) before the show period according to the schedule. The Exhibitors will have to pay the Organizers for the cost of removing such articles from their booth if they fail to do so.

Cleaning of paint containers or any other dirty items in the washroom is prohibited.

# RULES AND REGULATIONS

---

## Use of Dangerous Materials

### Hazardous Materials

- No naked flame or temporary gas lamps
- No explosive, petrol and highly flammable, toxic or corrosive substances

### Pressure Tanks

- The exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium
- Pressure tanks improperly secured will be immediately removed
- All pressure vessels and equipment under pressure brought into the exhibition hall must conform to all relevant safety standard and regulations

### Water and Drains

- Polluting substances such as chemicals, lubricants, acids and petroleum products cannot be discarded through the standard drains
- Special drains can be arranged for the disposal of polluting waste upon request

## Failure to Exhibit

Any organization which has signed and submitted a valid contract for space reservation, and fails to exhibit or turn up for the exhibition, and has not been released from the contract by the Organizers, shall be held liable for the full cost as stated in the contract, plus any additional cost incurred by the Organizers.

## Intellectual Property Rights

The organizers have the right to request exhibitors to remove exhibits which are alleged of violating intellectual property rights. Any possible legal consequence as a result will have to be borne by the exhibitors concerned.

## Unforeseen Occurrences

In the event of any unforeseen occurrences or not stated, the decision of the Organizers shall be final.

# ORDER FORM CHECKLIST

**To be returned by: 14 September 2007**

**Please complete and return to:**  
**Methane to Markets Partnership Expo**  
**Fax: +1-781-674-2906**  
**Email: asg@methanetomarkets.org**



In order for the Organizers to ensure that forms for your required services are received, we would appreciate if you could take some time to complete the form below.

**Please complete and return this Order Form Checklist to the Organizer before 14 September 2007 (Required for all exhibitors)**

Form Number	Form Name	Required	Deadline	Status (X or N/A)
1.	Fascia Lettering	X	25 September 2007	
2.	Furniture & Equipment		25 September 2007	
3.	Electricity & Lighting		25 September 2007	
4.	Audiovisual Equipment		25 September 2007	
5.	Telephone & Fax		25 September 2007	
6.	Exhibition Staff		25 September 2007	
7.	Catalogue Entry	X	1 September 2007	
8.	Exhibitor Tickets		For Your Information	
9.	Service Location Plan	X	14 September 2007	
10.	Stand Cleaning		14 September 2007	
11.	Freight Forwarding Services		Please See Form	
12.	Hotel Reservation		14 September 2007	

**Notes:**

- For services/forms that are required, please indicate in the 'Status' column with a 'X'
- For services/forms that are not required, please indicate in the 'Status' column "N/A"
- Please note that the respective forms must be returned to the recipients specified in the header of the respective forms before the stipulated deadlines
- For forms submitted after the deadlines, service will not be guaranteed and there may be a surcharge.
- For exhibitors who applied after the expiration of the forms, deadlines are to be treated as immediate.

Company Name: \_\_\_\_\_ Stand Number: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBITION-----Methane to Markets Partnership Expo**

DEADLINE  
Sep.25th,2007

**FORM 1----FASCIA LETTERING**

**To be returned by:25 September 2007**

Please complete and return to:

Ms Lily Li

BEIJING HUAYIYABO EXHIBITION CO., LTD.

11-4-1801, Youth Road No.115, Gome champion city Chaoyang District, Beijing City, 100025, P.R.China

[yabo\\_lily@163.com](mailto:yabo_lily@163.com)

**Tel:+86-10-86251808**

**Fax:+86-10-82742280**

This form is applicable and compulsory for All Exhibitors. Only Simplified Chinese is available

**Fascia Lettering(Compulsory)**

The fascia lettering(max. 15 letters and/or 12 Chinese characters,including spaces) is free-of-charge. Please complete your exact company name in block letters.Should the space provided not be sufficient, please use common abbreviations.

**English(no more than 15 letters)**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Chinese(no more than 12 characters)**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Please note:**

-If we do not receive this form,we will use the company's name submitted in your space application form.

A fee of US\$100 will be charged for any changes made on-site.

-The exhibitors is responsible for the lettering

Size of letters: 75mmht

Letter type: English--Arial Chinese--Black

**Logo Production(Optional)**

A corporate logo may be added on the fascia board at additional cost.

Please tick( )the box below if applicable.

Price: US\$45.00 per logo

Size: Approx. 120mmht

If you wish to have your logo on the fascia,please send the logo in high resolution TIFF,JPG or EPS together with your company name to [yabo\\_lily@163.com](mailto:yabo_lily@163.com)

Order form only valid with complete company details

Company Name: \_\_\_\_\_ Stand No: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Date&Signature \_\_\_\_\_

**EXHIBITION-----Methane to Markets Partnership Expo**DEADLINE  
Sep.25th,2007**FORM 2----Furniture & Equipment****To be returned by:25 September 2007**

Please complete and return to:

Ms Lily Li

BEIJING HUAYIYABO EXHIBITION CO., LTD.

11-4-1801, Youth Road No.115, Gome champion city Chaoyang District, Beijing City, 100025, P.R.China

[yabo\\_lily@163.com](mailto:yabo_lily@163.com)

Tel: +86-10-86251808

Fax: +86-10-82742280

**Additional Furniture & Equipment****Notes:****-Orders received after 25 September 2007 will be subjected to a surcharge of 30%****-Orders received after 5 October 2007 and on-site will be subjected to a surcharge of 50%**

	Item No.	Description	Unit Price (USD)	Qty	Total	
FURNITURE	CD01	Folding Chair / PVC Chair	15.00			
	CD03	Office Chair	30.00			
	CD04	Black Leather Chair	30.00			
	CD05	Grey Leather Chair	30.00			
	CD06	Bar Stool	35.00			
	SD01	Single Seat Sofa	70.00			
	TB01	Information Counter (1000mm x 500mm x 780mm ht.)	50.00			
	TB02	Square Table (800mm x 800mm x 760mm ht.)	45.00			
	TB03	Rectangular Table (1200mm x 800mm x 760mm ht.)	55.00			
	TB04	Glass Coffee Table (500mm x 500mm x 450mm ht.)	35.00			
	TB05	Round Table (750mm x 700mm ht.)	45.00			
	TB06	TV Rack ( 700mm x 500mm x 1300 mm ht)	80.00			
	DP01	Lockable Cupboard (1000mm x 500mm x 780mm ht.)	65.00			
	DP02	Table Showcase (1000mm x 500mm x 1000mm ht.)	125.00			
	DP03	Tall Showcase (1000mm x 500mm x 2100mm ht.)	270.00			
	DP04	Display Cube ( 500mm X 500mm X 700mm ht.)	60.00			
	MS01	Wall Panel (1000mm x 2500mm)	20.00			
	MS02	Curtain (1000mm x 2000mm)	60.00			
	MS03	Lockable Door (1000mm x 2000mm)	100.00			
	MS04	Folding Door (1000mm x 2000mm)	75.00			
	MS05	Coat Hanger (Hanger for coordinates)	16.00			
	MS06	Movable Clothes Rack (1200mm x 1300 - 1500mm ht.)	38.00			
	MS07	Shelf Rack (1000mm x 500mm x 2100mm ht.)	100.00			
	MS08	Shelf, Flat (1000mm x 300mm )	16.00			
	MS09	Shelf, Slope (1000mm x 300mm )	16.00			
	MS10	Literature Rack	30.00			
	MS11	Free Standing Literature Rack	68.00			
			Potted Plant	25.00		
			Booth Cleaning(Sqm/)	3.50		

**PAYMENT**1) **All orders** must be accompanied with full payment either :i) **Cash**; orii) **telegraphic transfer** to our a/c no.812816829008091001 ( BANK OF CHINA,BEIJING BRANCH NO.8 YA BAO LU, BEIJING,CHINA.)

2) Orders without remittance will not be entertained.

3) **Late orders: 30% penalty fee will be charged for any late orders received after the deadline.**4) **On-site orders: 50% penalty fee will be charged for any on-site orders**

5) Where it is not otherwise stated, the prices are for the duration of the exhibition days.

Refer to conditions and location plan overleaf

Order form only valid with complete company details

Company Name: \_\_\_\_\_ Stand No: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Date&amp;Signature \_\_\_\_\_

## additional components for rental furniture & equipment



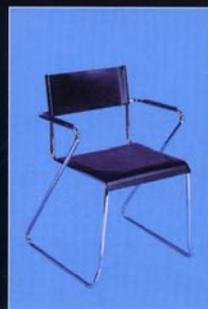
**CD20 折椅**  
Folding Chair



**CD02 灰绒椅**  
Upholstered Chair



**CD03 灰办公椅**  
Grey Office Chair



**CD04 黑皮椅**  
Black Leather Chair



**CD05 灰皮椅**  
Grey Leather Chair



**CD06 黑吧椅**  
Black Bar Stool



**CD25 吧椅**  
Bar Stool



**SD01 单座沙发**  
TM Single Seater Sofa  
Charcoal / Black Fabric



**TB01 询问台**  
Information Counter  
(l)950x(w)450x(h)750mm



**TB02 方桌**  
Square Table  
(l)750x(w)750x(h)750mm



**TB03 长方桌**  
Rectangular Table  
(l)1200x(w)750x(h)750mm



**TB04 咖啡桌**  
Glass Coffee Table  
(l)450x(w)450x(h)450mm



**TB05 圆桌**  
Round Table  
(d)750x(h)750mm



**TB06 电视柜**  
TV Rack  
(l)700x(w)500x(h)1300mm



**TB19 高圆桌**  
High Round Table  
(D)600x(h)1100mm



**DP01 锁柜**  
Lockable Cupboard  
(l)950x(w)450x(h)750mm



**DP02 低饰柜**  
Table Showcase  
(l)1000x(w)500x(h)1000mm



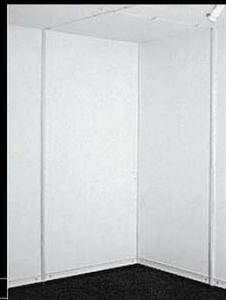
**DP03 高饰柜**  
Tall Showcase  
Built-in with 2 Downlights  
(l)1000x(w)500x(h)2200mm



**DP04 展示台**  
Display Cube  
(l)500x(w)500x(h)800mm  
(with various sizes)

# YABO

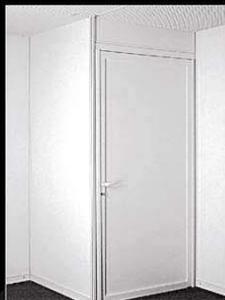
additional components for rental furniture & equipment



**MS01 围板**  
**Wall Panel**  
(w)1000x(h)2500mm



**MS02 布帘**  
**Curtain**  
(w)1000x(h)2000mm



**MS03 锁门**  
**Lockable Door**  
(w)1000x(h)2000mm



**MS04 折门**  
**Folding Door**  
(w)1000x(h)2000mm



**MS05 挂墙衣架**  
**Coat Hanger**



**MS06 活动衣架**  
**Movable Clothes Rack**



**MS07 层板架**  
**Shelf Rack**  
(l)1000x(w)500x(h)2200mm



**MS08 斜层板 Shelf (Flat)**  
**MS09 平层板 Shelf (Slope)**  
(l)1000x(w)300mm



**MS10 文件架**  
**Literature Rack**  
A4 Size



**MS11 独立文件架**  
**Free Standing Literature Rack**



**EM01 插座**  
**Multi Plug**  
500W



**EL01 射灯**  
**Spotlight (100W)**  
**EL02 长臂射灯**  
**Longarm Spotlight (100W)**



**EL06 路轨灯**  
**Tracklight**  
100W



**EL16 日光灯**  
**Flu. Tube**  
40W

**EXHIBITION-----Methane to Markets Partnership Expo**DEADLINE  
Sep.25th,2007**FORM 3----Electricity & Lightings****To be returned by:25 September 2007**

Please complete and return to:

Ms Lily Li

BEIJING HUAYIYABO EXHIBITION CO., LTD.

11-4-1801, Youth Road No.115, Gome champion city Chaoyang District, Beijing City, 100025, P.R.China

[yabo\\_lily@163.com](mailto:yabo_lily@163.com)

Tel:+86-10-86251808

Fax:+86-10-82742280

**Additional Electricity/Power Points****Notes:****-Orders received after 25 September 2007 will be subjected to a surcharge of 30%****-Orders received after 5 October 2007 and on-site will be subjected to a surcharge of 50%**

	Item No.	Description	Unit Price (USD)	Qty	Total
ELECTRICAL EQUIPMENT FOR LIGHTING	EL01	100WSpotlight	50.00		
	EL02	100W Long arm Spotlight	55.00		
		40W Flu. Tube	48.00		
	EM02	13A/220V Socket (500W fuse)	60.00		
ELECTRICAL EQUIPMENT FOR LIGHTING		15A/380V 3/P main power	140.00		
		30A/380V 3/P main power	305.00		

**PAYMENT**1) **All orders** must be accompanied with full payment either :i) **Cash**; orii) **telegraphic transfer** to our a/c no.812816829008091001 ( BANK OF CHINA,BEIJING BRANCH NO.8 YA BAO LU, BEIJING,CHINA.)

2) Orders without remittance will not be entertained.

3) **Late orders: 30% penalty fee will be charged for any late orders received after the deadline.**4) **On-site orders: 50% penalty fee will be charged for any on-site orders**

5) Where it is not otherwise stated, the prices are for the duration of the exhibition days.

Refer to conditions and location plan overleaf

Order form only valid with complete company details

Company Name: \_\_\_\_\_ Stand No: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Date&amp;Signature \_\_\_\_\_

**EXHIBITION-----Methane to Markets Partnership Expo**DEADLINE  
Sep.25th,2007**FORM 4----Audio Visual Equipment****To be returned by:25 September 2007**

Please complete and return to:

Ms Lily Li

BEIJING HUAYIYABO EXHIBITION CO., LTD.

11-4-1801, Youth Road No.115, Gome champion city Chaoyang District, Beijing City, 100025, P.R.China

[yabo\\_lily@163.com](mailto:yabo_lily@163.com)

Tel:+86-10-86251808

Fax:+86-10-82742280

**Audio Visual Equipment****Notes:****-Orders received after 25 September 2007 will be subjected to a surcharge of 30%****-Orders received after 5 October 2007 and on-site will be subjected to a surcharge of 50%**

Item	Description	Unit Price (USD)	Qty	Total
INTERNET ACCESS	Exclusive Wire LAN( socket speed: 256K)	650 (Per Day)		
	Exclusive Wire LAN( socket speed: 1M )	1875(Per Day)		
	Wireless Internet Access( socket speed: 1M )	2800.00		
COMPUTERS	Desktop Computer (Pentium 4) incl. a 15" CRT monitor, CD-Rom, keyboard, mouse & modem	350.00		
	Laptop including Modem (Pentium 4)	560.00		
	15" LCD Monitor	280.00		
AUDIO VISUAL	2400 ANSI Lumen Projector	560.00		
	5000 ANSI Lumen Projector	1300.00		
	10000 ANSI Lumen Projector	3375.00		
	Projection screen 1.5m X 1.5m with tripod	60.00		
	21" LCD Monitor	560.00		
	DVD Player	60.00		
	42" Plasma Screen	300.00		
FAX MACHINE	Fax machine roll paper type (incl. 24 hrs power socket, but excl. telephone line)	150.00		

**PAYMENT**1) **All orders** must be accompanied with full payment either :i) **Cash**; orii) **telegraphic transfer** to our a/c no.812816829008091001 ( BANK OF CHINA,BEIJING BRANCH NO.8 YA BAO LU, BEIJING,CHINA.)

2) Orders without remittance will not be entertained.

3) **Late orders: 30% penalty fee will be charged for any late orders received after the deadline.**4) **On-site orders: 50% penalty fee will be charged for any on-site orders**

5) Where it is not otherwise stated, the prices are for the duration of the exhibition days.

Refer to conditions and location plan overleaf

Order form only valid with complete company details

Company Name: \_\_\_\_\_ Stand No: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Date&amp;Signature \_\_\_\_\_

**EXHIBITION-----Methane to Markets Partnership Expo**DEADLINE  
Sep.25th,2007**FORM 5----Telephone & Fax****To be returned by:25 September 2007**

Please complete and return to:

Ms Lily Li

BEIJING HUAYIYABO EXHIBITION CO., LTD.

11-4-1801, Youth Road No.115, Gome champion city Chaoyang District, Beijing City, 100025, P.R.China

[yabo\\_lily@163.com](mailto:yabo_lily@163.com)**Tel:+86-10-86251808****Fax:+86-10-82742280****Telephone & Fax****Notes:****-Orders received after 25 September 2007 will be subjected to a surcharge of 30%****-Orders received after 5 October 2007 and on-site will be subjected to a surcharge of 50%**

Item	Description	Unit Price (USD)	Qty	Total
TEL.	LDD line(Deposit will be 500.00)	300.00		
	IDD line(Deposit will be 500.00)	450.00		
INTERNET ACCESS	Exclusive Wire LAN( socket speed: 256K)	650 (Per Day)		
	Exclusive Wire LAN( socket speed: 1M )	1875(Per Day)		
	Wireless Internet Access( socket speed: 1M )	2800.00		

**PAYMENT**1) **All orders** must be accompanied with full payment either :i) **Cash**; orii) **telegraphic transfer** to our a/c no.812816829008091001 ( BANK OF CHINA,BEIJING BRANCH NO.8 YA BAO LU, BEIJING,CHINA.)

2) Orders without remittance will not be entertained.

3) **Late orders: 30% penalty fee will be charged for any late orders received after the deadline.**4) **On-site orders: 50% penalty fee will be charged for any on-site orders**

5) Where it is not otherwise stated, the prices are for the duration of the exhibition days.

Refer to conditions and location plan overleaf

**Order form only valid with complete company details**

Company Name: \_\_\_\_\_ Stand No: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Date&amp;Signature \_\_\_\_\_

**EXHIBITION-----Methane to Markets Partnership Expo**DEADLINE  
Sep.25th,2007**FORM 6----Exhibition Staff****To be returned by:25 September 2007**

Please complete and return to:

Ms Lily Li

BEIJING HUAYIYABO EXHIBITION CO., LTD.

11-4-1801, Youth Road No.115, Gome champion city Chaoyang District, Beijing City, 100025, P.R.China

[yabo\\_lily@163.com](mailto:yabo_lily@163.com)

Tel:+86-10-86251808

Fax:+86-10-82742280

**Exhibition Staff****Notes:****-The below mentioned service charges are based on 8hours per day.****Overtime will be charged at 150% surcharge of tare listed per hour.****-One day's payment is required for any cancellation within 48 hours prior to the event.**

Staff	Number Required	Date (please tick & Indicate the Gender Preferred: M / F)		Daily Rate US\$	Total Costs
		30-Oct	31-Oct		
General Interpreter(s) Chinese / English				100.00	
Chinese / Japanese				100.00	
Chinese / French				105.00	
Chinese / German				110.00	
Chinese / Italian				140.00	
Receptionist / Hostess				80.00	
Others: _____ Please specify				<i>upon request</i>	

**PAYMENT**1) **All orders** must be accompanied with full payment either :i) **Cash**; orii) **telegraphic transfer** to our a/c no.812816829008091001 ( BANK OF CHINA,BEIJING BRANCH NO.8 YA BAO LU, BEIJING,CHINA.)

2) Orders without remittance will not be entertained.

3) **Late orders: 30% penalty fee will be charged for any late orders received after the deadline.**4) **On-site orders: 50% penalty fee will be charged for any on-site orders**

5) Where it is not otherwise stated, the prices are for the duration of the exhibition days.

Order form only valid with complete company details

Company Name: \_\_\_\_\_ Stand No: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Date&amp;Signature \_\_\_\_\_

## FORM 7 – CATALOGUE ENTRY

To be returned by: 1 September 2007

Please complete and return to:  
Methane to Markets Partnership Expo  
Fax: +1-781-674-2906  
Email: [asg@methanetomarkets.org](mailto:asg@methanetomarkets.org)



Please complete and return this Catalogue Entry Form to the Organizer before 1 September 2007 (Required for all exhibitors)

Basic Catalogue Entry
Your basic Catalogue Entry with company name, stand number, address, phone and fax numbers, email and website, as well as a short company description are free-of-charge.
Company Name:
Stand Number:
Address:
Tel:
Fax:
Email:
Website:
Company Description:

Company Name: \_\_\_\_\_ Stand Number: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ENTRANCE TICKETS

---

## For Your Information Only



**The free entrance tickets will be assigned according to the type of sponsorship package.**

Type of Sponsorship	Number of entrance tickets
Bronze Sponsorship	2
Silver Sponsorship	4
Gold Sponsorship	4
Platinum Sponsorship	6

The exhibitors and visitors badges include access to all Methane to Markets Partnership Expo conference sessions, the exhibit hall, daily lunch and coffee breaks, and two receptions.

Exhibitors may check-in for the exhibition and conference at the Exhibitor Check-in Counter on 30 October 2007 (from 6am to 8am). Please bring proof of your participation such as e-ticket and a copy of the Stand Confirmation letter issued by the Organizer.

For security and safety reasons, the Organizer will not send out exhibitor badges in advance.

During the build-up and exhibition period, everyone is required to wear a relevant badge. No exhibitor or contractors are allowed to enter the exhibition hall without a badge. Please cooperate with the security guards at all times. Transferring, altering or selling official badges are strictly prohibited.

Please visit [www.methanetomarkets.org/expo/index.htm](http://www.methanetomarkets.org/expo/index.htm) if you would like to purchase more admission passes.

# FORM 8 – SERVICE LOCATION PLAN

To be returned by: 14 September 2007

Please complete and return to:  
**Methane to Markets Partnership Expo**  
 Fax: +1-781-674-2906  
 Email: [asg@methanetomarkets.org](mailto:asg@methanetomarkets.org)



Please complete this form to install your electrical requirements in the correct location. If this form is not returned, installation of services will be at the discretion of the Official Stand Contractor. Any relocation after installation will be at the expense of the Exhibitor.

## Back Wall


**Open Front**

Sidewall/Open  
(please indicate)

Sidewall/Open  
(please indicate)

Socket Point 220V Universal socket/3 pin **(please indicate "24hrs" if required)**

Compressed Air:  C Water: (W) Breaker: (B) Telephone: (T)

Internet: (I) Fluorescent: Spotlight/with arm:

Comments: \_\_\_\_\_

Company Name: \_\_\_\_\_ Stand Number: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FORM 9 – STAND CLEANING

**To be returned by: 14 September 2007**

Please complete and return to:  
Ms Lily Li  
BEIJING HUAYIYABO EXHIBITION CO., LTD.  
11-4-1801, Youth Road No.115  
Gome champion city Chaoyang District  
Beijing City 100025 P.R.China  
Email: [yabo\\_lily@163.com](mailto:yabo_lily@163.com)  
Tel:+86-10-86251808  
Fax:+86-10-82742280



The cleaning service offered below covers vacuuming, emptying of waste baskets, and cleaning of table tops/counters but does not include cleaning of equipment or exhibits, which can be arranged separately.

	<b>Cost (US\$) per sqm</b>	<b>Stand area (sqm)</b>	<b>Total Cost (US\$)</b>
<b>Stand Cleaning</b>	\$3.50		

Notes:

- Orders received after 14 September 2007 will be subjected to a surcharge of 30%.
- Orders received on or after 25 September 2007 and on-site will be subjected to a surcharge of 50%.

Comments: \_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_ Stand Number: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# FORM 10 – FREIGHT FORWARDING

To be returned by: 14 September 2007



Freight Forwarding information is available online at:

[http://www.methanetomarkets.org/expo/docs/shipping\\_instructions.pdf](http://www.methanetomarkets.org/expo/docs/shipping_instructions.pdf)

Company Name: \_\_\_\_\_ Stand Number: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# FORM 11 – HOTEL RESERVATION

To be returned by: 14 September 2007

Please fax or email this form directly to the  
Reservations Department of the China World  
Hotel, Beijing

Tel: +86 10 6505 2266

Fax: +86 10 6505 4323

Email: reservations.cwh@shangri-la.com



Please type:

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

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

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

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

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

**Accommodations** – Please select one

Deluxe Room Single (CNY 1700/night)     Deluxe Room Double (CNY 1800/night)

\*Room is subject to 15% tax\*

\*Complimentary in-room internet access\*

**Travel Information**

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

Airline \_\_\_\_\_ Flight Number \_\_\_\_\_

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

Airline \_\_\_\_\_ Flight Number \_\_\_\_\_

**Airport Transfer**

Airport transfer is available. If you would like to arrange transportation, please indicate below.  
(Cost listed is per car per trip.)  Audi A6 (CNY 450)     Mercedes 320 (CNY 750)

Check-in time is 14:00. To guarantee check-in time before 12:00 Noon, please book one night before.  
Check-out time is 12:00 Noon. Reservations must be accompanied below by a credit card guarantee. If  
written cancellation is received less than 3 days prior to the expected arrival day, two nights cancellation  
fee will be charged to the credit card given. If the guest does not arrive on the date indicated above, a  
cancellation fee equivalent to the full length of stay will be charged to the credit card given.

Visa     MasterCard     American Express     Diner's Club

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

# INVITATION LETTER FOR VISA

---

To be returned by: 1 September 2007

Please complete and return to:  
Methane to Markets Partnership Expo  
Fax: +1-781-674-2906  
Email: [asg@methanetomarkets.org](mailto:asg@methanetomarkets.org)



All non-Chinese nationals traveling to the Methane to Markets Partnership Expo will require a tourist or business visa to enter China. To apply for either Visa contact your travel agent or the Chinese Embassy in your country to complete the appropriate applications.

A Tourist Visa is the simplest way to obtain a visa and it is sufficient for most meeting attendees. Tourist Visas **DO NOT** require an Official Invitation Letter.

If you require a Business Visa you must fill out the **Foreign Business Visa Form** on the following page. This document will be used to generate an Official Invitation Letter that you will need to include as part of the Business Visa Application form.

The Foreign Business Visa Form is available online at:  
[http://www.methanetomarkets.org/expo/docs/visa\\_app\\_form.doc](http://www.methanetomarkets.org/expo/docs/visa_app_form.doc)