



**ASPAC 2016**  
-Science Centres For All-

# **ASPAC 2016 Conference**

## **Exhibitor's Manual**

China Science and Technology Museum

Beijing China

May 18-20, 2016



**中國科學技術館**  
CHINA SCIENCE AND TECHNOLOGY MUSEUM



## CONTENTS

<b>Basic Information.....</b>	<b>3</b>
<b>Trade Show Schedule.....</b>	<b>4</b>
<b>Exhibition Contents.....</b>	<b>5</b>
<b>Booth Design.....</b>	<b>6</b>
<b>Exhibitor Registration Form.....</b>	<b>7</b>
<b>Exhibition Information Form.....</b>	<b>8</b>
<b>Note to Exhibitors.....</b>	<b>9</b>
<b>Letter of Commitment for Exhibitors.....</b>	<b>10</b>
<b>Accessories and Facilities Catalogue &amp; Relevant Price List.....</b>	<b>11</b>



## Basic Information

### 1. Conference Theme

The ASPAC 2016 Conference Theme “*Science Centres for All*” aims to guide participants into sharing and discussing the paths and approaches whereby science centers can provide the greater public with scientific and cultural services.

### 2. Trade Show Date

May 18-20, 2016. (Please refer to “**Trade Show Schedule**” for detailed arrangements)

### 3. Venue

Short-term Exhibition Hall, China Science and Technology Museum (East Gate)

### 4. Contact Details

Mailing Address: China Science and Technology Museum, No. 5, Beichen East Road, Chaoyang District, Beijing, China.

Zip code: 100012

Service phone: 86 (10) 59041303

E-mail: [aspac2016@cstm.org.cn](mailto:aspac2016@cstm.org.cn)

Website: [www.aspac2016.com](http://www.aspac2016.com)



## Trade Show Schedule

Stage	Date	Time	Content	Category	CSTM Contact Person
Stage 1: Move-in of Exhibits	May 17, 2016	9:30-16:00	Move-in of Exhibits	Exhibitors	Xiaojun Guo Tel: +86 10 18910551660
	May 17, 2016	16:00-17:30	Test Opening	Exhibitors	
			Security Check	CSTM	
Stage 2: Exhibit Hours	May 18, 2016	9:30-17:00	Trade Show Opens to Conference Participants		
		12:00-12:30	Ribbon Cutting	Conference Participants	
	May 19-20, 2016	9:30-17:00	Trade Show Opens to All Visitors		
Stage 3: Move-out of Exhibits	May 20, 2016	17:00	Move-out of Exhibits	Exhibitors	
			Booth Acceptance Check	CSTM	



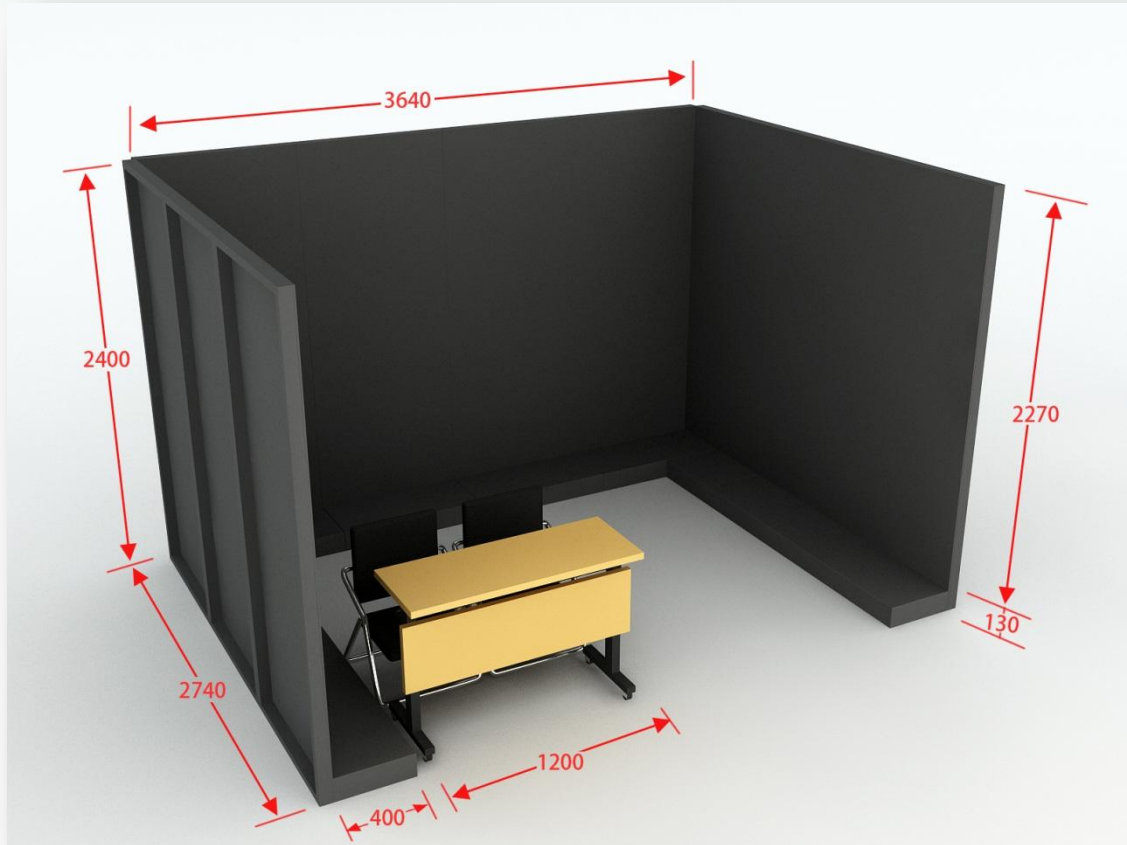
## Exhibition Content

The Trade Show of ASPAC 2016 Conference includes but not limited to the following contents:

1. Architectural planning, exhibition engineering and exhibit content for science centres/museums;
2. Featured exhibits, innovative exhibits, state-of-the-art exhibition technology and equipment for science centres (museums);
3. Digital science museum development, network application software development, internet multimedia and animation, popular science micro-video and online games;
4. Special effect theatre series and film & TV products for science education;
5. Development and implementation for themed traveling science exhibitions;
6. Intelligent robot products and exhibits;
7. Instruments, teaching aids, toys and derivatives (souvenirs and small gifts with characteristics of science museums) for science communication;
8. Print, electronic and digital publications for science popularization;
9. Professional development and consultation for science centres /museums;
10. Creative science popularization and tourist programs.



## Booth Design



Booth Size:  
3.64m x 2.74m x 2.4m

Each standard trade show booth is equipped with the following items:

- One information table
- Two folding chairs
- One power outlet (220V-5A)
- One waste bin

The host of the Trade Show provides additional facilities within a limited range for rent by all the exhibitors. Please refer to "**Accessories and Facilities Catalogue & Relevant Price List**" on page 11.

In order to ensure that the Trade Show will be presented in a safer, more orderly and rationally way, CSTM reserves the right to make optimization and adjustment in the layout of the exhibition hall whenever necessary.



## Registration Information for Exhibitors

Institution/Company			
Agent Company*			
Authorized Representative/s			
Mailing Address			
Email		Tel	
Name and Duty of Booth Representatives			
1.	Duty		
2.	Duty		

\***“Agent Company”** refers to an institution or company which is authorized to manage the exhibition by the exhibitor that is unable to attend the Trade Show itself. Please leave it blank if there’s no agent company.

Each paid exhibitor is entitled to two (2) free conference registrations. If the exhibitor designates more than two representatives to oversee its booth, the exceeding representative(s) must register as conference participants.



## Trade Show Information for Exhibitors

(1)* Accessories and Facilities	
(2)* Special Needs	
(3)* Exhibition Description	
(4)* List of Items	

Booth reservation cannot be confirmed until full payment is received.

The final booth layout will be arranged by CSTM according to the actual trade show enrollment and the order of payment.

The total number of booths available is limited. All booths will be assigned on a first come first served basis.

CSTM reserves the right of final interpretation and decision.

(1)\* Please fill in your rental demand of standard accessories provided by the host. Please fill in the blank with **“Item Code”** and quantity listed in the **“Accessories and Facilities Catalogue & Relevant Price List”**.

(2)\* Please fill in your special needs and descriptions, CSTM will consider with discretion.

(3)\* Please describe the theme and content of your exhibition, if you have exhibition design sketch, please add in an attached sheet.

(4)\* Please fill in the names of items which will be brought into the exhibition hall. In principle, undeclared items will not be allowed to enter the exhibition hall.





## Rules and Regulations

1. Exhibitors must ensure that no part of their exhibit/display materials extends beyond their booth space, including the vertical space.
2. No suspension of exhibits is allowed from the ceiling of the exhibition hall, nor may any fixtures be attached on the floor, walls or any part of the building.
3. Any destructive use of the wall panels, including nailing, drilling, painting or use of strong adhesives is not allowed.
4. Only registered English and Chinese names of the company will be allowed to be labeled on each booth. The names of companies are provided by the exhibitors. The signs with company names will be provided by the Trade Show host in a unified way.
5. Laying wires without permission is not allowed, nor is the use of electric heating appliance. The power outlet of each booth should be switched off after museum closing.
6. All exhibit materials used by the exhibitor should be environmentally friendly, and be safe and non-hazardous to the safety of people, facilities and the environment. Harmful gas, liquid or solid waste is not allowed to be generated during the exhibition.
7. It shall be the responsibility of the exhibitor to maintain and keep intact of all the facilities in the booth. Any damage of the booth or facilities not caused by the host shall be repaired or replaced at the liable exhibitor's expense.
8. Please clean the trash within your exhibition area and put it into the designated trash cans.
9. All exhibition personnel are required to wear the exhibitor badges during the exhibition period (move-in and move-out of exhibits included).
10. Exhibits operation and visitor guidance should be smoothly carried out, to ensure the safety and order for the visitors during the exhibition.
11. To ensure the safety of the exhibition hall, security check for each booth should be carried out by the booth representatives before the opening and closing of the museum. After the broadcasting of the museum closing notification, booth representatives could leave the exhibition hall only after booth has been examined by the security personnel. If booth representatives leave the exhibition hall earlier than the closing time of the museum, please notify CSTM's security department in advance.
12. Please secure the exhibition items and personal belongings (valuable exhibits, certificates, laptops, etc.) and prevent theft. Please notify the security personnel when encountering suspicious persons or situations. The host assumes no liability or responsibility for any loss of the exhibits or belongings caused by the improper storage of the exhibitors.
13. Smoking is strictly prohibited in the exhibition hall. No using, carrying or storing of any flammable, explosive and other hazardous articles (such as alcohol,



thinner and rubber solutions, etc.) in the exhibition hall is allowed.

14. The organizing committee assumes no liability or responsibility for any security issues caused by exhibitor's own failure to follow the safety requirements.

15. All exhibitors should follow the unified requirements and coordination of CSTM's security department.

## Letter of Commitment

Our company has read, understood, accepted, and therefore promises to abide by all requirements in the "**Rules and Regulations**" of ASPAC 2016 Conference Trade Show, and makes commitment for the following matters during the exhibition:

1. Guarantee the authenticity of all the information filled in and willing to bear the related legal liabilities.
2. Accept the modification and adjustment of the exhibition by the host due to specific reasons.
3. Fulfill all the security requirements given by the host and prevent security risks.
4. Strictly follow the exhibition time arrangement by the host.






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

Authorized Representative/s: \_\_\_\_\_

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

## Accessories and Facilities Catalogue & Relevant Price List

CODE	ITEM	IMAGE	DIMENSION	QTY	PRICE (RMB)	PRICE (USD)
A1	LCD TV		42" (107cm)	1	800	200
A2			52" (132cm)	1	1200	300
B	TV Mount		1.2-1.6m	1	300	70
C	DVD Player			1	200	50
D1	Screen Projector		5500lum	1	1,500	350
D2			7000lum	1	3,000	700
D3			10000lum	1	5,000	1000
D4			12000lum	1	7,000	1500
E	Laptop		Lenovo	1	800	200
F	Brochure Rack		130cm	1	100	20

G	Conference Set		1 Glass Table 4 Plastic Chairs	1	300	70
H	Square Table		Wooden Black	1	80	20
I	Folding Chair		Black	1	60	15
J	Convenience Outlet		Brand New 4 gang 220V-5A	1	40	10
K	Display Panel		0.9m*2m	1	100	25