

DIA

# 2019 DIA CHINA Annual Meeting

中国国际药物信息大会暨DIA中国年会

5月20-23日 会议、展览及交流互动 | 北京国际会议中心  
May 20-23, 2019 | Beijing International Convention Center

展商手册 | Exhibitor Manual





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展商 | Exhibition

Dear Exhibitors:

Welcome to 2019 DIA China Annual Meeting.

This manual has been designed to simplify your preparation for the Exhibition. Careful study of the contents of this manual will enable all relevant matters to be processed smoothly. You are kindly asked to retain one copy of each of the forms you return to us to enable queries to be settled quickly and for invoices to be accurately checked.

We will do our best to help you.

Wish you enjoy the meeting.

尊敬的参展商：

感谢您参加 2019 中国国际药物信息大会暨 DIA 中国年会。

为了更有效地与您沟通信息、顺利完成参展的筹备工作，我们编写了这本参展商手册，请仔细阅读，希望借助这本手册保障您能够准时及顺利地完成布展和展出工作。请保留好申请表格的回执，以确保在出现问题时能得到快速解决。预祝贵公司在此次会议中展出成功，获得良好的参展效果。

如果您对本手册有任何疑问，或本手册没有提及的内容，请与 DIA 中国年会组委会联系查询。

我们将竭诚为您效劳。

敬祝

展出成功！



朱立红 工商管理硕士  
DIA中国区董事总经理

**Carol ZHU, MBA**  
Senior Vice President and  
Managing Director,  
DIA Greater China





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### SECTION 1

#### GENERAL INFORMATION

##### Organizers for DIA China Annual Meeting

DIA China Office

Tel: + 86 010-57042659

Fax: +86 10 57042651

E-mail: [china@diaglobal.org](mailto:china@diaglobal.org)

Website: <http://www.diaglobal.org>

Add : Unit 1607, Tower One, No. 1 Danling Avenue,  
Haidian District, Beijing , 100080

##### Service Provider

##### Exhibition Service Provider

China Center for Food and Drug International  
Exchange(CCFDIE)

Contact: Mr. ZHENG Peng

Tel: +86-10-82212866-6007

Fax:+86-10-82212857

E-mail: [zhengpeng@ccfdie.org](mailto:zhengpeng@ccfdie.org)

Website: [www.ccfdie.org](http://www.ccfdie.org)

##### Exhibition Official Contractor

Beijing Synergy Exhibition & Display Co., Ltd.

Contact: Mr. WANG Bin

Tel: +86 10 84471130-606

Fax: +86 10 84471160-602

E-mail : [xieliyida@126.com](mailto:xieliyida@126.com)

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

### 第一部分

#### 综合信息

##### DIA 中国年会组委会

药物信息协会 (DIA)

电 话 : 010-57042659 传 真 : 010-57042651

邮 箱 : [china@diaglobal.org](mailto:china@diaglobal.org)

网 址 : [www.diaglobal.org](http://www.diaglobal.org)

地 址 : 北京市海淀区丹棱街 1 号院 1 号楼  
16 层 1607 室, 100080

##### 大会服务提供商

展览 :

中国食品药品国际交流中心

联系人 : 郑鹏

电话 : 010-82212866\*6007 传真 : 010-82212857

电子邮箱 : [zhengpeng@ccfdie.org](mailto:zhengpeng@ccfdie.org)

网址 : [www.ccfdie.org](http://www.ccfdie.org)

地址 : 北京市海淀区西直门北大街 32 号  
枫蓝国际中心 B 座写字楼 1106

##### 大会主场承建商及家俱、设备租赁商

北京协力易达展示有限公司 (协力主建)

地址 : 北京市朝阳区三元桥国际港 D 座 1702 室

联系人 : 王彬 先生

电话 : 010-84471130 – 606

传真 : 010-84471160-602

电子邮箱 : [xieliyida@126.com](mailto:xieliyida@126.com)

网址 : [www.ssedc.com](http://www.ssedc.com)



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### Hotel Accommodation

Please note that registrants are kindly requested to make their own transportation and accommodation arrangements; DIA is not responsible for transportation, accommodation or other costs incurred by registrants. You are strongly suggested to make the Hotel Reservation from below contacts.

#### **Main venue hotel**

Beijing International Convention Center, Beijing  
Continental Grand Hotel

[Click here to reserve room](#)

Address: No. 8, Beichen Dong Road, Chaoyang District, Beijing, 100101, China  
Tel: +86 10 8498 5588 Fax: +86 10 8497 0107  
Website: [www.bicc.com.cn](http://www.bicc.com.cn) [www.bcghotel.com](http://www.bcghotel.com)

#### **V-Continental Beijing Parkview Wuzhou Hotel**

[Click here to reserve room](#)

Address: No. 8 North Si Huan Zhong Road, Chaoyang District, Beijing, 100101, China  
Tel: (86 10) 6481 7191, 8498 2288  
Fax: (86 10) 8497 2887  
Website: [www.v-continent.com](http://www.v-continent.com)

#### **InterContinental Beijing Beichen**

[Click here to reserve room](#)

Address : 4# Building, No. 8, Beichen West Road, Chaoyang District, Beijing, 100105  
Reservation Tel : (86 10) 8437 1305, 1304  
Email : [reservations@icbjb.com](mailto:reservations@icbjb.com)  
Website : <https://www.ihg.com/intercontinental/hotels/gb/en/beijing/peghc/hoteldetail>

#### **Beijing North Star Yayuncun Hotel**

[Click here to reserve room](#)

Address: No. 8, Beichen Dong Road, Chaoyang District, Beijing, 100101, China  
Website: <http://www.huiyuangongyu.com.cn/>

### 会议住宿

ICH 专题日、会前培训及年会期间有住房需求的代表可与以下协议酒店预订房间，享受会议价格。组委会不负责为代表办理酒店预订手续及费用，请自行办理。如需预定酒店房间，请尽早按以下方式联系酒店。

#### **主会场酒店**

北京五洲大酒店

[现在预订](#)

地址：北京市朝阳区北辰东路8号  
电话：(86 10) 8498 5588  
传真：(86 10) 8497 0107  
网址：[www.bicc.com.cn](http://www.bicc.com.cn) [www.bcghotel.com](http://www.bcghotel.com)

#### **北京北辰五洲皇冠国际酒店**

[现在预订](#)

地址：北京市朝阳区北四环中路8号  
电话：(86 10) 6481 7191, 8498 2288  
传真：(86 10) 8497 2887  
网址：[www.v-continent.com](http://www.v-continent.com)

#### **北京北辰洲际酒店**

[现在预订](#)

地址：北京市朝阳区北辰西路8号院4号楼  
电话：(86 10) 8437 1305, 1304  
Email：[reservations@icbjb.com](mailto:reservations@icbjb.com)  
网址：<https://www.ihg.com/intercontinental/hotels/cn/zh/beijing/peghc/hoteldetail>

#### **北京北辰汇园酒店公寓**

[现在预订](#)

公寓地址：北京市朝阳区北辰东路8号  
预订联系人：贾小姐：(86) 13810336093；  
网址：<http://www.huiyuangongyu.com.cn/>



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## Recommended Shipping Agency

APT Showfreight Shanghai Co., Ltd Beijing Branch  
Address: Room 905, Block B, Zhucheng Mansion,  
No.6A Zhongguancun South Street, Haidian District,  
Beijing 100086, PR China

Contact: Ms. July LIU

Tel: +86 10 5158 1473 ext. 105

Fax: +86 10 5158 1483

Mobile: +86 15011580204

Email: [july.liu@aptshowfreight.com](mailto:july.liu@aptshowfreight.com)

Website: <http://www.aptshowfreightlogistics.com>

Please refer to the "Shipping Manual & Tariff" in the  
attachment - ATP-DIA 2019 Shipping Manual &  
Tariff.pdf

\* Note: exhibitors are responsible contacting with a  
shipping agency to make their own arrangements.  
The organizer provides the above contact information  
as a reference only, and exhibitors may choose this or  
any other shipping agency. All arrangements and  
expenses are to be handled by the exhibitor directly.

Please indicate the staff name from exhibiting  
company on the packaging of exhibition items when  
doing the shipping, and when the exhibition items  
are shipped to the convention center on the morning  
of May 21, the working staff from exhibiting company  
must be on the spot to receive it, as neither the  
Convention Center nor DIA is responsible for any  
exhibition item receiving from exhibitors.

## Exhibition Venue

Beijing International Convention Center  
8 Beichen Dong Road, Chaoyang District,  
Beijing P. R. China

## 大会推荐物流公司

上海安普特物流有限公司北京分公司  
地址：北京市海淀区中关村南大街甲6号  
铸诚大厦B座905室 100086

联系人：刘思雨 女士

电话：(86 10) 5158 1473 – 105

传真：(86 10) 5158 1483

手机：15011580204

电邮：july.liu@aptshowfreight.com

网址：<http://www.aptshowfreightlogistics.com>

运输指南及费率

详见附件 - ATP 国内运输指南及费率\_DIA China  
2019.pdf。

注：大会组委会只负责推荐物流公司，具体联系事宜  
由展商自行负责，费用自理。展商可选择组委会推荐  
的物流公司，也可自行选择其它物流公司。

所有展商展品在运输时，请于包装上注明展出公司人  
员接收，并由展出公司工作人员于2019年5月21日  
上午当场与物流公司交接，有特别要求的提前与组委  
会取得联系。展馆和大会组委会概不负责接收任何展  
商展品。

## 展出地点

中国北京市朝阳区北辰东路8号  
北京国际会议中心



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## Section 2

### Exhibition on Site Operation

#### 2.1 TIME TABLE OF ON SITE OPERATIONS

##### SET UP AND MOVE IN:

20 May, 2019 08:00 –17:00

Booth construction (Contractors only - exhibitors by prior arrangement)

21 May, 2019, 08:30 -12:00

Exhibitor on-site registration & booth decoration period

##### EXHIBITION OPENING PERIODS:

21 May, 2019 12:00 – 19:30

22 May, 2019 08:30 – 17:30

23 May, 2019 08:30 – 17:30

##### EXHIBITION BREAKDOWN PERIODS

23 May, 2019 from 17:30

No dismantling, removal or packing of exhibits is permitted before 17:00.

All the move-out exhibits should be attached with an approval document from the Conference Management. The entrance guard will be responsible for checking the approval document. Please refer to the On-site Organizer Office to get the approval document.

Exhibitors requiring additional build up and/or breakdown time MUST contact the organizers in advance. Additional charges may be incurred and will be passed on at cost.

#### 2.2 EVENT PROGRAM (Attached)

## 第二部分

### 会议日程及现场操作流程

#### 2.1 展览现场时间表：搭建和进场时间

展台搭建：2019年05月20日 08:00 – 17:00

(只允许搭建商进场，展商若有特别要求请与组委会或主场承建商取得联系)

展品进场：2019年05月21日 08:30 – 12:00

展出时间：2019年05月21日 12:00 – 19:30

2019年05月22日 08:30 – 17:30

2019年05月23日 08:30 – 17:30

撤展时间：2019年05月23日 17:30 以后

展区将于2019年05月23日 17:30 关闭，下午 17:00

之前，不允许撤展或搬动、打包展品。

所有撤出的展品上需附有组委会所开具的“出门条”。

入口保安将负责检查“出门条”。

请咨询大会现场办公室以获得“出门条”。

注：若展商要求在规定时间以外进行布展和撤展，必须事先与组委会取得申请。展商需为此缴纳额外费用。

#### 2.2 大会日程（另附）





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## 2.3 EXHIBITOR Registration & MOVE-IN/OUT DATE AND TIMES

All exhibits must be moved into the facility and completely be installed from 08:00-12:00 on 21 May, 2019. The exhibition organizers office will be open from buildup right through to breakdown in order to assist you.

Exhibitor badges – should be picked up at the registration desk upon arrival.

All exhibitors need to register online to get the exhibitor passes:

<https://www.bagevent.com/event/2274503>

PLEASE remember to complete and return attached Registration Form – BEFORE 20 April, 2019.

Complimentary Delegate Badges – your free delegate badge(s) will also be waiting for you together with your exhibitor badges - PLEASE remember to complete and return the attached Registration Form BEFORE 20 April, 2019.

The show will officially close at 18:00 on 23 May, 2019.

## 2.4 EXHIBITION ORGANIZERS OFFICE ON SITE

### **Registration**

08:30-17:00, 20-21 May; Registration Booth at square of Beijing International Convention Center;

### **Exhibition on-site Office**

08:00-18:00, 20-23 May; exhibitors service office at lobby of Beijing International Convention Center; Personnel will be there to assist exhibitors with any problems that may arise.

Exhibitors who have not placed orders in advance may order services on-site subject to availability although additional charges may apply and services will be provided on a first-come, first-served basis. Please note all deadline dates and plan everything well in advance, it will save your money.

Beijing Synergy Exhibition & Display Co., Ltd. is the official Exhibition Official Contractor of 2019 DIA China Annual Meeting.

## 2.3 展商报到注册

展商报到时间：2019 年 05 月 21 日 08:00-12:00

展商报到地点：北京国际会议中心广场 注册区

参展证件：《参展证》在展商报到时将从报到处获得，展商报到时将会收到参展证及其他相关资料。

展商注册链接：

<https://www.bagevent.com/event/2274392>

请于 2019 年 4 月 20 日前完成参展证件注册填写。

## 2.4 会议现场服务中心

从会议报到开始直至撤展结束(即 05 月 20-23 日 08:00-17:30)，位于一层的展商服务中心，组委会将会为您提供全方位的服务，协助展商解决现场所遇到的问题，以便使您在会议期间过得轻松、愉快。

大会各服务商届时将在现场提供服务。未提前预订的展商可在组委会现场办公室订制现有的服务，但组委会将收取现场附加费用。一切服务将基于“先到先得，售完即止”的服务原则提供。为节省您的费用，请注意所有表格的截止日期，提前计划好一切事宜。

本次大会指定主场服务商为北京协力易达展示有限公司（协力主建）。





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## 2.5 Notice (Must Read)

Please read below items before move-in.

(1) The standard booth will be built by the official stand constructor. Should if the exhibitors need additional facility and additional water, electricity and compressed air supply, please submit form hereto and apply to the Official Contractor with additional fee.

(2) No alteration or attachment to a standard booth structure shall be made without the approval of the Official constructor. This includes the painting or wallpapering of its walls. No nailing or drilling will be allowed; if you require assistance in hanging or displaying your exhibits, please consult the Official Stand constructor.

(3) Any change in color or type of fascia and floor covering must be carried out by the Official constructor, after approval from the Organizers. The cost involved must be borne by the Exhibitor.

(4) Exhibitors occupying standard booth are also responsible for the cost of making good, 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 repairing and replacing for any damages will be assessed by the Official constructor and charged to the Exhibitor concerned.

## 2.6 Floor Plan (Attached)

## 2.5 布展进场注意事项

各展商在布置展台前请先仔细阅读以下布展须知

- 自行搭建展台的参展商，必须提前进行申报，相关程序请查阅《第五部分-自行搭建展台申报程序与表格》
- 为保证展览会的成功举办，各展商应与展厅管理部门积极配合，共同维护展厅的良好秩序、整洁及卫生的展示环境。
- 展商适当采用不干胶字样、图案装饰展板，但不得使用整张的不干胶纸覆盖展板。
- 张贴材料可采用透明的不干胶条或布基的双面胶带。但不得使用塑料泡沫基底的双面胶带以及其他难以清除的粘贴材料；不得使用图钉及油质记号笔等可能破坏、玷污展板的物品。请自备适当的粘贴材料及挂钩等物品。
- 由于铝合金展架部位的粘贴物难以清除，并会导致金属表面的涂层损坏，因此，严禁在铝合金展架及展桌的铝合金外框上粘贴任何物品。
- 撤展时展商应将各自的粘贴物从展板上撕下。
- 会议中心内不得随意张贴，不得损坏场馆设施。
- 对于违反张贴规定者，展厅管理者将有权向其收取代理清洁费或清理押金，待其将展板或展览器材清理干净并保证没有损坏的情况下，可返还押金。
- 展商不得在展位内随意自行增设或安装电器设备及电力照明，如有需要，须事先向大会组委会提出申请，并在缴纳有关费用后，由大会主场承建商负责安装提供。对于违反此规定者，管理部门有权对其停止供电。
- 展商不得自行拆改或变换展位结构，如需改建展台或租用展览器材、家具及各类物品，请与大会组委会联系。展商不得向其他非组委会指定的公司租用任何参展用的器材及物品。
- 展商须自行处理空箱，展厅通道不得堆放包装箱、物。
- 展厅内严禁吸烟。

## 2.6 展位图 (另附)



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## 2.7 Standard Booth

The standard booth will be set up by Beijing Synergy Exhibition & Display Co., Ltd.

It is the Official Exhibition Service Contractor, responsible for furniture rental services and booth decoration. All necessary forms are available in Part 4. Please fill in the forms and return to the assigned contact person BEFORE 20 April, 2019 to take the advantage of Advanced Prices. After the above date, there will be added 100% surcharge for on-site preparation. All exhibitors are responsible for payment of additional furniture rental prior to the start of the exhibition.

\* Note: While every endeavor will be made to maintain rates and prices quoted for additional services, fluctuations in the cost of labor and/or materials may occur before the exhibition takes place



### Note:

Please be aware that sockets used in China are as shown on the right hand side. Electricity is 220V (NOT 110V)!!

- Exhibitors are allowed to put up their materials on paneled walls, but must observe the following regulations:
- Stickers and/or two-sided tape can be used in order to fix posters etc on to the walls.
- All materials must be easily removable.
- Writing on the walls of the exhibition booths is forbidden.
- By the end of the exhibition all materials have to be removed from the walls. If there is any material left on the walls, the organizer has the right to have them removed at the exhibitor's expense.
- If the exhibitor wants to fix any materials by other means than sticking them on the wall, he has to get the organizer's approval prior to the exhibition.
- The exhibitor is prohibited from painting and/or sticking materials on the floor, walls, ceiling and pillars of the exhibition and conference facilities.
- Please fill in Form 7 - Booth Decoration Order From if you want to make decoration for your booth

If you want to set up the booth by your contractors, Please read the "SECTION 5: Only For Raw Space Exhibitors"

## 2.7 标准展位

本次展览标准展位由大会指定承建商

北京协力易达展示有限公司（协力主建）承建。

需要租赁家具和展位装饰的展商请填写展商手册中第四部分的相应表格，并在 2019 年 4 月 20 日之前回传到指定邮箱。

所有在展台使用或展示的展品、材料和装置必须经过适当的防火处理，并且符合消防与建筑物标准。

- 所有展品以及参展商资料都应当布置在展位内部，不得摆放在展位以外的位置，否则大会组委会有权将其清除。
- 所有标准展位的楣板由大会统一制作，请务必填写表格二《展台楣板字登记表》，若展商未提交此表，将以展位申请表格上的公司名称制作楣板，现场改动需付费。
- 标准展台原则上不得擅自改动，任何改动必须填写表格四《标准展台搭建变更申请表》，于 2019 年 04 月 20 日前申请，逾期将按照《现场展台临时拆除、安装施工价目表》收取费用。
- 展位内插座只可接驳 500 瓦以下电器，不可用于灯具，如不能满足您的需要，请填写表格五《电力供应及接驳表》，另行申报。
- 如展位配置的展具不能满足您的需要，请填写表格六《增租家具、A/V 设备申请表》，另行申请增加。
- 如需要装饰展位的展商请填写表格七《标准展位装饰申请表》
- 申请光地的参展商请查阅手册《第五部分-自行搭建展台申报程序与表格》，按照程序进行搭建申报



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5月20-23日 | 北京国际会议中心  
May 20-23, 2019  
Beijing International Convention Center

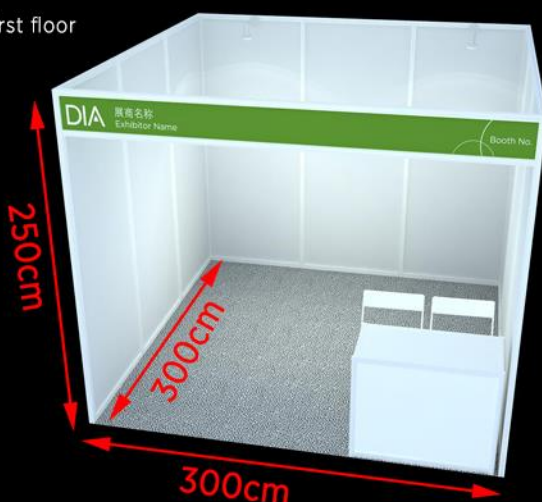
展商 | Exhibition

## The sample of standard booth

The 3\*3m standard booth on the first floor

Each standard booth includes:

- 2 or 3 walls (300cmL×250cmH)
- 1 Information Desk (100cmL×76cmH×50cmW)
- 2 Chairs
- 2 Spot Lights
- 1 Electricity Socket(5A/220V)
- 1 or 2 Fascia Board (293cmL×22cmH)



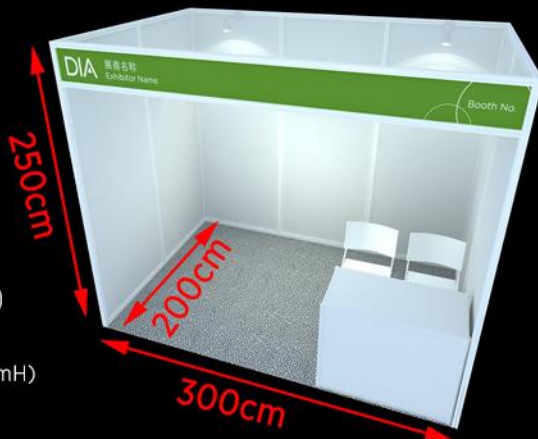
一层3×3米标准展台

- 展墙2面或3面 (300cm长×250cm高)
- 咨询桌1张 (100cm长×76cm高×50cm深)
- 洽谈椅2把
- 射灯2盏
- 插座1个(5A/220V)
- 楣板1条或2条 (293cm长×22cm高)

The 3\*2m standard booth on the first floor

Each standard booth includes:

- 2 or 3 walls (300cmL×250cmH or 200cmL×250cmH)
- 1 Information Desk (100cmL×76cmH×50cmW)
- 2 Chairs
- 2 Spot Lights
- 1 Electricity Socket (5A/220V)
- 1 or 2 Fascia Board (293cmL×22cmH or 193cmL×22cmH)



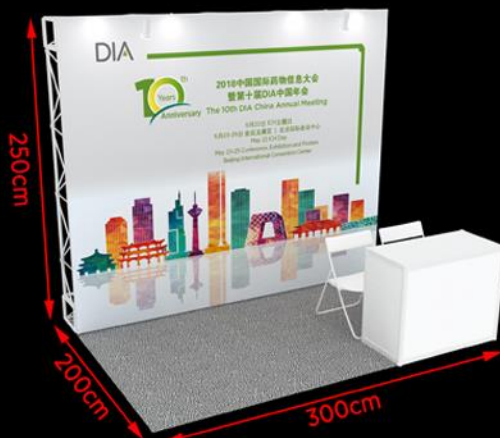
一层3×2米标准展台

- 展墙2面或3面 (300cm长×250cm高或200cm长×250cm高)
- 咨询桌1张 (100cm长×76cm高×50cm深)
- 洽谈椅2把
- 射灯2盏
- 插座1个(5A/220V)
- 楣板1条或2条 (293cm长×22cm高或193cm长×22cm高)

The standard booth on the 2nd floor

Each standard booth includes:

- 1 wall (300cmL×250cmH)
- 1 Information Desk (100cmL×76cmH×50cmW)
- 2 Chairs
- 2 Spot Lights
- 1 Electricity Socket(5A/220V)



二层3×2米标准展台

- 展墙1面 (300cm长×250cm高)
- 咨询桌1张 (100cm长×76cm高×50cm深)
- 洽谈椅2把
- 射灯2盏
- 插座1个(5A/220V)





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## SECTION 3

### EXHIBITION RULES & REGULATIONS

Note: For the complete terms of contract, please refer to Appendix

#### 3.1 TERMS & CONDITIONS

##### Payment Terms

The stand fees for exhibitors are due on confirmation and must be paid within 14 days of invoice. If the stand fees for exhibitors are not paid on time, the organizer reserves the right to cancel the reserved booth and the exhibitor may be made liable to pay the full amount due if the stand in question is not resold. In the event of the stand being resold, a handling charge of 50% of the stand fee will still be payable.

The stand fee includes the services and items described in the 2019 DIA China Annual Meeting brochure. All additional technical services required, e.g. power, security, connection of water, Additional furniture, additional stand building & local labor are to be provided exclusively by the organizer and his appointed contractors at extra charge and can be ordered using the special order forms provided. Fees for additional stand assembly services supplementary to those included in the participation fee, and any orders for services shall be charged according to organizer's price lists.

In the case of payment default by the exhibitor of any sum due to the organizer, interest shall be charged on the outstanding sum at a rate of 7% p.a. Where payment dates are not met, the organizer shall be entitled to cancel the contract and to dispose of the stand area where possible and the exhibitor shall be responsible for any losses suffered by the organizer.

## 第三部分

### 展会有关规定和注意事项

#### 3.1 展览会及场馆相关规定具体事项

##### 费用支付

展商的参展费用一经确认，组委会将会及时将确认函发送展商，展商需在 14 日内以汇款方式支付。组委会将出具正式发票。若展商未及时付全款，组织者保留取消预订展位的权利。

展商的参展费包括 DIA 宣传册中所涉及的相关各项服务。其他额外服务，如：额外用电，安全等，由组委会独家提供，但需收取额外费用。除标准展位外的展台特殊设备及其他额外服务均需额外付费。

##### 取消

如遇不可抗力情况，如：自然灾害，武器争端，市内暴动，罢工，流行病，交通或通讯障碍等发生时，展会组织者有权推迟、缩短、延长或取消展会，暂时或永远关闭部分或全部展会。如果发生展会推迟、缩短、延长或关闭，展商无权对由此造成的损失提出赔偿。



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## Cancellations

The organizer of the congress & exhibition shall be entitled to postpone, shorten, extend or cancel the congress & exhibition and/or to close it down temporarily or permanently, in part or in whole if unforeseen events such as force majeure, natural disasters, armed conflict, civil unrest, strikes, epidemic disease, failure or hindrance of traffic and/or communications links make such measures necessary. In the event of postponement, curtailment, extension or closure, the participant shall not be entitled to claim compensation for any damages incurred by him thereby.

## Display and Exhibits

Display and Exhibits must be appropriately finished on all sides and surfaces. Displays and exhibits shall not be placed in such a manner as to interfere with other exhibitors' behavior. The design of the exhibitor's booth and presentation must comply with the general appearance expected at an international exhibition. It is the duty of the exhibitor to ensure this. The booth must be occupied by stand personnel during the opening hours. If the booth is not occupied by staff despite warnings by the organizer, the organizer has the right to close that booth. Publicity material may only be distributed on the exhibitor's own stand or shell booth. No forms of advertising, demonstration or canvassing for business may be carried out anywhere else within the exhibition venue. No exhibits or advertising signs shall be placed outside the confines of the exhibitor's stand without the expressed permission of the organizer.

## Subletting

Without written consent of the organizer, the exhibitor is not allowed to sublet the whole and part of reserved exhibition space.

## 展示及展品

展品必须按规定摆放, 并且不应影响其他展商及参观观众的正常活动。展商必须保证展台的设计符合国际展会的要求。展览期间, 展台上必须有工作人员, 若在组委会一再警告仍无工作人员在展台上的情况下, 组委会有关关闭此展位。同时, 展商只允许在自己展台范围内散发宣传材料, 在公共区域内禁止做任何形式的广告、展示或游说。

展商在自己展台外摆放任何展品或张贴任何广告标志, 须先争得大会组委会同意。

## 保险及责任

展商有责任为展品在运输及展览过程中投保一切险种, 特别是损失偷窃险等。展商还应对展馆地面, 展馆本身及内部设施所造成的损失负责。

## 清洁工作

组委会负责过道的清洁工作, 而展商须保持自己展位的清洁。若在组委会要求下, 展台内仍未打扫干净, 组委会将会为展商打扫展台, 但展商需承担这部分额外费用。



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## Insurance and Liability

The insurance of exhibits against all risks during transit and during the exhibitions particularly against damages theft, etc. is the sole responsibility of the exhibitor. The exhibitor is liable for all damages caused to third parties through his participation in the exhibition, including damages to buildings on the exhibition grounds, themselves and installations. The organizers of the congress & exhibition and / or the lessor of the congress & exhibition grounds shall not be liable for damages nor other disadvantages suffered by the exhibitor thereby.

## Empty boxes and containers

These will be stored by the organizer during the event. The organizer is allowed to remove and store abandoned empties at the expense of the exhibitor.

### Cleaning

The organizer is responsible for cleaning of the aisles, whereas the exhibitor is responsible for the booth cleaning. When the booth appears polluted repeatedly and not cleaned upon demand of the organizer, the organizer is allowed to clean the booth at the expense of the exhibitor.

## Additional Rules & Regulations

The organizer reserves the rights to interpret, alter and amend any of these Terms of Contract and to issue additional rules and regulations at any time they consider necessary for the orderly operation of the exhibition. All interpretation of these Terms of Contract and any additional rules and regulations by the organizer shall be final. The exhibitor shall abide by the rules and regulations of the exhibition venue, which are deemed to be integral parts and incorporated into these Terms of Contract. In the event of conflict between the provisions of such rules and regulations and these Terms of Contract, these Terms of Contract shall prevail. Copy of rules of and regulations of the exhibition venue is available from the organizer on request.

## 转租

展商不得转租全部或部分预订的展位给第三方。

## 空箱堆放

展会期间, 展商自行负责保管空箱, 但不得占用公共区域。

## 其他规定及规则

组委会保留对合同中任意条款的解释及修改的权利, 同时在他们认为必要时可以增加任何条款及规定。组委会对合同中的条款及附加规定具有最终解释权。展商须遵守展场的规定。当展区场地规定与合同条款发生冲突时, 以本合同条款为准。





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## 3.2 SAFETY

### Property Damage

The exhibitor shall be held responsible for all damage to the following items: the floor, wall, ceiling and pillars of the exhibition hall, the facility inside booth and property of other exhibitors. The exhibitor is prohibited from painting or sticking on the above-mentioned items.

### Security & Safety Regulation

Precaution measures such as guards or other means of protection must be taken to protect the public from any moving or working exhibits. Such moving or working exhibits shall only be demonstrated or operated by persons authorized by the exhibitor and shall not be left running in the absence of such persons. Display of such working or moving exhibits must have the organizers' prior written approval.

Any demonstration requires the permission of the organizers and related authorities. No stickers, posters, hangers or other materials shall be allowed to hang on fascia boards. Gas-filled balloons shall not be permitted at the exhibition venue under any circumstances. Exhibitor agrees to abide the regulations on the safety maintenance of machines issued by the government.

### Fire Safety

In order to maintain an acceptable level of fire safety in China National Convention Center, all display material must be flameproof and subject to inspection by China National Convention Center. All fire hose cabinets must be left accessible and in full view at all times. No flammable liquids or substances may be used or shown in exhibit booths.

### Liability and Insurance

Protecting your exhibit, property and those visiting your booth is your responsibility. Neither the China National Convention Center show management nor its agents or service contractors can guarantee total security of your property. Be sure to give special consideration to irreplaceable, highly valuable or sensitive items.

### Badge Application

All delegates and exhibitors should be aware to wear the badge both in the exhibition area and conference rooms at all times. The security guards have the right to inspect the badge at anytime during the show period to preserve the order of the show.

## 3.2 安全规定

### 安全规定

只有展商专门指派的人员方可以开动展品进行演示，但应采取各项防护措施保证参观者的安全。在没有专业人员在场的情况下，展品不可进行演示。禁止在楣板上张贴海报、招贴及挂轴，且禁止在展馆内使用充气气球。此外展商须遵守政府关于机器安全维护方面的规定。

### 防火安全

为保证会场的防火安全，所有展品需采用防火材料并接受北京市消防局的检验。同时，干粉灭火器必须摆放在显著位置。展位内禁止使用或展示易燃物品。

### 责任与保险

展商有责任保护好自己的展品和财物。北京国际会议中心，大会组委会及服务代理商将不保证展商的财产安全。因此，请务必照看好自己的贵重物品。请您在大会期间随身携带这份指南，它将在您参加 DIA 大会期间为您提供一定的便利。您可以在需要的时候，向大会组委会寻求帮助。



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## SECTION 4:

### ORDER FORMS & DEADLINES

All necessary forms are available in this section. Please retain one copy of each of the forms you return to us to enable queries to be settled quickly and for invoices to be accurately checked.

Beijing Synergy Exhibition & Display Co., Ltd. is the Official Exhibition Service Contractor, responsible for furniture rental services. Please fill in the forms and return to the assigned contact person **BEFORE 20 April, 2019** to take the advantage of Advanced Prices. After the above date, there will be added 100% surcharge for on-site preparation. All exhibitors are responsible for payment of additional furniture rental prior to the start of the exhibition.

To save you time and money and ensure availability and avoid last minute disappointment, PLEASE place all orders for services and furnishings as early as possible. If you need more blank forms, please make photocopies.

#### NOTE

Please remember to include your booth number on ALL order forms. Last minute or on-site orders are subject to increased charges and to limited availability.

**NOTE: All exhibitors need to register online to get the exhibitor passes:**

[Click here to get the passes](#)

<https://www.bagevent.com/event/2274503>

One complimentary full-meeting delegate, please choose "exhibitor-full pass" (can attend the meeting from May 23 to May 25)

Two complimentary exhibit booth personnel, please choose "exhibitor-booth only"

Additional exhibit booth personnel (up to 3 per booth), please choose "exhibitor-additional"

## 第四部分

### 回执与表格

**请于 2019 年 04 月 20 日前**分别完成相应表格

并发送回大会组委会指定的相关服务商和承建商, 以获得更优惠的价格。在此时间以后, 所有会场上的额外家具及 A/V 设备租赁以及通讯和网络、电力申请等, 都将被加收 100% 的额外费用。

为了节约您的时间和费用, 请尽早申请以保证展示得以顺利进行。现场申请将可能导致您的展示无法按时进行, 且增加相应的费用。

请参展商留意此表中对各个表格及回执制定的截止日期, 在各个表格规定的截止日期之前根据表格规定的联系方式交还给主办单位或主场承建商。

若对于表格内容有所改动, 须将重新填好的表格在最终截止日期前送达主办单位或主场承建商。

因展商方面原因造成的表格遗失或错过最终截止日期而引起的损失, 主办单位和主场承建商不承担任何责任。

注意: 请您在所有申请表格中注明您的展位号码。

**注: 所有参展商需在线进行注册以获得参展证:**

[现在注册](#)

<https://www.bagevent.com/event/2274392>

免费大会门票 (每个 3m\*3m 展位含 4 个大会门票; 每个 2m\*3m 展位含 3 个大会门票), 请选择 "大会门票", 2019 年大会将不再设置单日门票以及 booth only (展位工作人员) 门票。原权益中的单日票以及 booth only (展位工作人员) 全部升级为大会门票。如果参展商需更多工作人员, 可另外购买大会门票。



## 截止日期及重要事项排期汇总表

### DEADLINES & CHECKLIST

✧ 我们同时提供了表格的 word 版本，方便您填写

✧ To help you complete the form, we also provide the word version of the form

表格名称 Form Name	表格编号 Form No.	要求 Requirement	截至日期 Deadline
会议手册展商名录公司简介 Exhibitors' Introduction in the Conference Program Brochure	表一 Form 1	必填 Compulsory	04 月 20 日 20 Apr,2019
展台楣板字登记表 Information for Name Board for Booth	表二 Form 2		
公司 logo（高清） Company logo (high resolution)	≥300dpi		
展商参会人员 and 展位工作人员参展证 Additional Badge for Exhibit Booth Personnel	在线注册 Online		
额外展位工作人员参展证申请 Badge for Complimentary Full- Meeting Registration and Exhibit Booth Personnel	在线注册 Online	选填 Optional	
互联网接入申请表 Wired Internet Rental Order Form	表三 Form 3		
标准展台搭建变更申请表 Reconstruction of Standard Booth	表四 Form 4		
电力供应及接驳表 Electrical supplies & installation	表五 Form 5		
增租家具、A/V 设备申请表 Furniture Rental Order Form	表六 Form 6		
标准展位装饰申请表 Booth Decoration Order Form	表七 Form 7		
邀请函（签证） Invitation Letter (for Visa)	见附件 Attached		





Form 1 Exhibitors' Introduction  
in Conference Program Brochure  
表一、 会议手册中展商名录公司简介

**FORM 1**  
DEAD LINE: Apr.20

Please click on the link or scan the QR code. All exhibitors are required to submit relevant information online. / 请点击链接或扫描二维码，所有参展商需在线进行填写提交。

Website/链接: <http://yingkebao.top/web/formview/5c20781f75a03c456045503f>

QR code / 二维码:



请于2019年04月20日前，完成网上填写。您在填写中有任何疑问，可联系张莞宸，郑鹏。

电 话: 010-82212866\*6005/6007

电子邮箱: [zhangwanchen@ccfdie.org](mailto:zhangwanchen@ccfdie.org) ; [zhengpeng@ccfdie.org](mailto:zhengpeng@ccfdie.org)

Please register online before April 20th, 2019.

If you have any question, please contact ZHANG Wanchen, ZHENG Peng.

Email: [zhangwanchen@ccfdie.org](mailto:zhangwanchen@ccfdie.org) ; [zhengpeng@ccfdie.org](mailto:zhengpeng@ccfdie.org)

Fax: +86-010-82212857



## Form 2 INFORMATION FOR NAME BOARD FOR BOOTH

### 表二、 展台楣板字登记表

**FORM 2**  
DEAD LINE: Apr.20

Please click on the link or scan the QR code. All exhibitors are required to submit relevant information online. / 请点击链接或扫描二维码，所有参展商需在线进行填写提交。

Website/链接: <http://koudaigou.net/web/formview/5c20910575a03c456045c32a>

二维码:



请于2019年04月20日前，完成网上填写。您在填写中有任何疑问，可联系张莞宸，郑鹏。

电 话: 010-82212866\*6005/6007

电子邮箱: [zhangwanchen@ccfdie.org](mailto:zhangwanchen@ccfdie.org) ; [zhengpeng@ccfdie.org](mailto:zhengpeng@ccfdie.org)

Please register online before April 20th, 2019.

If you have any question, please contact ZHANG Wanchen, ZHENG Peng.

Email: [zhangwanchen@ccfdie.org](mailto:zhangwanchen@ccfdie.org) ; [zhengpeng@ccfdie.org](mailto:zhengpeng@ccfdie.org)

Fax: +86-010-82212857



## 表三、互联网接入申请表

### Form 3

### WIRED INTERNET RENTAL Order Form

**FORM 3**  
DEAD LINE: Apr.20

请注意：

- 截止日期为 2019 年 04 月 20 日，逾期加收 100% 的费用。
- 线路施工完成后，客户要求退装的，只退回 30% 的费用。

Notes:

- Orders without payment will not be entertained. Late orders are subject to availability and a 100% surcharge.
- 30% of Cancellation fee will be imposed after completion of installation.

Official Contractor: Beijing Synergy Display & Exhibition Co., Ltd.		主场承建商：北京协力易达展示有限公司（协力主建）	
Attn: Mr. Bin Wang	Email: <a href="mailto:Xieliyida@126.com">Xieliyida@126.com</a>	联系人：王彬 先生	电邮： <a href="mailto:xieliyida@126.com">xieliyida@126.com</a>
Tel: +86-10-84471130-606	Fax: +86-10-84471160-602	电 话：010 84471130 - 606	
<b>Bank Accounts of Official Contractor (for abroad)</b>		<b>收款账户信息：</b>	
<b>BANK Name: Agricultural Bank of China Beijing Branch</b>		<b>开户名称：北京协力易达展示有限公司</b>	
<b>shuang bei Qiao sub-branch</b>		<b>开户账号：11 0419 0104 0005 001</b>	
<b>A/C No.:</b>	<b>11 041901040005001</b>	<b>开户银行：农行北京双北桥支行</b>	
<b>Beneficiary:</b>	<b>BEIJING XIELI YIDA ZHANSHI CO., Ltd.</b>		
<b>Swift code:</b>	<b>ABOCCNBJ010</b>		

展位号 Booth Number				展商名称 Company Name		
联系人 Contact Person				联系电话 Phone		
编号 No.	规格 Description	单价 Price/whole period		数量 Qty	合计 Total	
		RMB	USD		RMB	USD
3-01	1M 有线宽带	10000	1660			
3-02	2M 有线宽带	15000	2500			





## 表四、标准展台搭建变更申请表

### Form 4

### RECONSTRUCTION OF STANDARD BOOTH

**FORM 4**  
**DEAD LINE: Apr.20**

- 对标准展台搭建有异议的参展商，请填写此表。
  - 请在 **2019 年 04 月 20 日** 前务必将此表电邮给主场承建商。
  - 位于角位两面开口的展台，标准配置提供两面展墙。
  - 同一家企业预订 2 个及 2 个以上展位，如不特别声明，搭建时默认为中间展墙拆除。
  - 超过截止期限申请变更展台，需要按照《现场展台临时拆除、安装施工价目表》另行付费。
  - 申请光地的参展商请同时查阅手册《第五部分-自行搭建展台申报程序与表格》，按照程序进行搭建申报
- If the exhibitor did not agree with the exhibition standard booth setup, please fill in this form
  - In case the same company applied for two or more than two booths, if no special request was made, it was then assumed that the partitions between the booths shall be removed.
  - The exhibition booth at corner with two openings, the standard setup shall be two exhibition walls provided.
  - Please pay special attention to: Those exhibitors who want to reconstruct standard setup of exhibition booth must mail this form to the organizer before the deadline. On site request of removal and reconstruct of booth shall be charged additional fee.

Official Contractor: Beijing Synergy Display & Exhibition Co., Ltd.		主场承建商：北京协力易达展示有限公司（协力主建）	
Attn: Mr. Bin Wang	Email: <a href="mailto:Xieliyida@126.com">Xieliyida@126.com</a>	联系人：王彬 先生	电 邮： <a href="mailto:xieliyida@126.com">xieliyida@126.com</a>
Tel: +86-10-84471130-606	Fax: +86-10-84471160-602	电 话：010 84471130 - 606	

标准展台变更项目 / The items of the reconstruction of the Standard Booth

展位号 Booth Number	展商名称 Company Name
联系人 Contact Person	联系电话 Phone
<input type="checkbox"/> 光地 / Raw space	
<input type="checkbox"/> 增加展墙（请注明要增加的展墙两侧展位号） / Additional Exhibition Panels (please give the booth No. adjacent)	
<input type="checkbox"/> 拆除展墙（请注明要拆除的展墙两侧展位号） / Removal of Exhibition Panels (please give the booth No. adjacent)	
<input type="checkbox"/> 标准展台变形，样式请向主场承建商咨询 / To reconstruct the Standard Booth (Please contract with Synergy Display directly, we have prepared the sufficient other different style of booths for exhibitors)	
<input type="checkbox"/> 其它 / Other Requests	



## 现场展台临时拆除、安装施工价目表

Details of prices of charges on site

	项目 Items	单价 Price/Unit	
		RMB	USD
现场展台临时拆除、安装施工价格 Details of prices of charges on site	立柱 Aluminum upright post	50.00	9
	长横杆 Aluminum extrusion long beam	80.00	14
	短横杆 Aluminum extrusion short beam	50.00	9
	楣板 Fascia board	100.00	16
	拆装隔墙 Removal/installation of partition wall	220.00	37
	标准展位 Standard booth	850.00	142



## 表五、电力供应及接驳表

### Form 5 ELECTRICAL supplies & installation

每个标准展位只提供 500W 用电，需要追加用电的参展商请在 **2019 年 04 月 20 日** 前务必将此表电邮给主场承建商。

1. 以下价格包含接驳费用、使用费用以及耗电费用。

2. 所有订单只有在款到的情况下生效。截止日期后或现场申报价格将会在原有基础上加收 100% 加急费用。

3. 申请用电的展商或搭建商请自备电缆电箱等相关器材。

- 500W free electricity for each standard booth only.

- Price for lighting listed below contains the electricity connecting fee, including the charges of power supply and electricity consumption.

- On-site orders will be surcharged 100% of the prices.

- Those who order power supply for construction will prepare all necessary materials by themselves.

**FORM 5**  
**DEAD LINE: Apr.20**

Official Contractor: Beijing Synergy Display & Exhibition Co., Ltd.		主场承建商：北京协力易达展示有限公司（协力主建）	
Attn: Mr. Bin Wang	Email: <a href="mailto:Xieliyida@126.com">Xieliyida@126.com</a>	联系人：王彬 先生	电邮： <a href="mailto:xieliyida@126.com">xieliyida@126.com</a>
Tel: +86-10-84471130-606 Fax: +86-10-84471160-602		电 话：010 84471130 - 606	
<b>Bank Accounts of Official Contractor (for abroad)</b>		<b>收款账户信息：</b>	
<b>BANK Name :</b> Agricultural Bank of China Beijing Branch shuang bei Qiao sub-branch		开户名称：北京协力易达展示有限公司	
<b>A/C No. :</b> 11 041901040005001		开户账号：11 0419 0104 0005 001	
<b>Beneficiary:</b> BEIJING XIELI YIDA ZHANSHI CO., Ltd.		开户银行：农行北京双北桥支行	
<b>Swift code:</b> ABOCCNBJ010			

展位号 Booth Number	展商名称 Company Name
联系人 Contact Person	联系电话 Phone

编号 No.	规格 Description	单价 Price/whole period		数量 Qty	合计 Total	
		RMB	USD		RMB	USD
5-01	15A/220V	2500	416			
5-02	15A/380V	3500	583			
总计 Grand Total						



## 表六、增租家具、A/V 设备一览表

### Form 6 FURNITURE RENTAL ORDER FORM

展商若增租家具、A/V 设备，请填写此表并于 **2019 年 04 月 20 日前** 以电邮回传，**截止日期后增租家具须加收原来价格 100% 的加急费用。**

Beijing Synergy Exhibition & Display Co. Ltd. offers a wide variety of furniture to complement your exhibit.

Please check pictures of items and fill in the order forms with the type number of your chosen items.

Please return this form by email no later than 20 Apr,2019. **Orders without payment will not be entertained.**

**Late orders are subject to availability and a 100% surcharge.**

**FORM 6**  
**DEAD LINE: Apr.20**

Official Contractor: Beijing Synergy Display & Exhibition Co., Ltd.	主场承建商：北京协力易达展示有限公司（协力主建）
Attn: Mr. Bin Wang      Email: <a href="mailto:Xieliyida@126.com">Xieliyida@126.com</a> Tel: +86-10-84471130-606      Fax: +86-10-84471160-602	联系人：王彬 先生      电 邮： <a href="mailto:xieliyida@126.com">xieliyida@126.com</a> 电 话：010 84471130 - 606
Bank Accounts of Official Contractor (for abroad) <b>BANK Name:</b> Agricultural Bank of China Beijing Branch shuang bei Qiao sub-branch <b>A/C No.:</b> 11 041901040005001 <b>Beneficiary:</b> BEIJING XIELI YIDA ZHANSHI CO., Ltd. <b>Swift code:</b> ABOCCNBJ010	收款账户信息：  开户名称：北京协力易达展示有限公司  开户账号：11 0419 0104 0005 001  开户银行：农行北京双北桥支行

展位号 Booth Number			展商名称 Company Name				
联系人 Contact Person			联系电话 Phone				
序号 No.	项目 Item	尺寸 Size	价格（展期） Price/whole period		数量 Qty	合计 Total	
			RMB	USD		RMB	USD
1001F	地毯 Carpet		30/m <sup>2</sup>	5/m <sup>2</sup>			
2001F	平层板 Flat Shelf	1000mm×300mm	80	14			
2002F	斜层板 Sloped Shelf	1000mm×300mm	80	14			
2003F	低玻璃展柜 Low Glass Showcase	1000mm×500mm×1000 mm	450	75			
2004F	高玻璃展柜 Tall Glass Showcase	1000mm×500mm×2500 mm	650	109			
2005F	角柜 Low Display Cube	500mm×500mm×800 mm	150	25			
2006F	锁柜 Lockable Cupboard	1000mm×500mm×800 mm	300	50			
2007F	咨询台 Information Counter	1000mm×500mm×800 mm	200	34			
2008F	方桌 Square Table	800 mm×800mm×800 mm	150	25			
2009F	圆桌 Round Table	800 mm×800mm	170	29			
2010F	折椅 Folding Chair		40	7			
2011F	黑皮椅 Leather Arm Chair		60	10			
2012F	吧椅 Bar Stool		120	20			
2013F	资料架 Small data frame		210	35			
3002F	长臂射灯 Long arm Spotlight	100W	100	17			
3007F	插座 Power socket	5A/220V	300	50			
4001	液晶电视 TV	42"	2000	334			
4002	饮水机 Water dispenser	With 2 bottles of water	300	50			
总计 Grand Total							





# 2019 DIA CHINA Annual Meeting 中国国际药物信息大会暨DIA中国年会

5月20-23日 | 北京国际会议中心  
May 20-23, 2019  
Beijing International Convention Center  
**展商 | Exhibition**

## 家具示例 / Furniture Picture

以下图片仅供参考，以实物为准。

All product outward appearance, the color take the material object as,  
the pictures below are for your reference only.



**2001F**  
**平层板**  
**Flat Shelf**  
1000L x 300W mm



**2002F**  
**斜层板**  
**Sloped Shelf**  
1000L x 300W mm



**2003F**  
**低身玻璃柜**  
**Tab class showcase**  
500L x 500W x 1000H mm



**2004F**  
**高身玻璃柜**  
**Tall Glass Showcase**  
**(with one down light)**  
1000L x 500W x 2500H mm



**2005F**  
**矮身展示台**  
**Low Display Cube**  
500L x 500W x 500H mm



**2006F**  
**锁柜**  
**Lockable Cupboard**  
1000L x 500W x 750H mm



**2007F**  
**咨询桌**  
**Information Counter**  
1000L x 500W x 750H mm



**2008F**  
**方台**  
**Square Table**  
650L x 650W x 680H mm



**2009F**  
**圆桌**  
**Round Table**  
660Ø x 780H mm



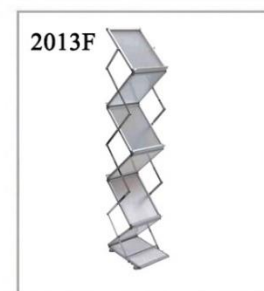
**2010F**  
**折椅**  
**Folding Chair**  
460W x 400D x 455H mm



**2011F**  
**皮椅**  
**Black Leather Arm Chair**  
570W x 440D x 455H mm



**2012F**  
**吧椅**  
**Bar Stool**  
460W x 400D x 455H mm



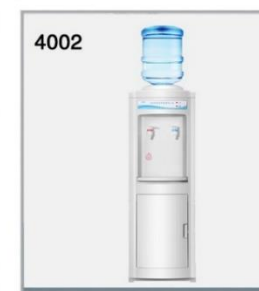
**2013F**  
**资料架**  
**Small data frame**



**3002F**  
**100W长臂射灯**  
**100W Long Arm Spotlight**



**3007F**  
**插座**  
**Power Socket (Square Pin)**



**4002**  
**饮水机**  
**Water dispenser**



# Form 7 Booth Decoration Order Form

The following information on more booth decoration can be found below as your reference. If you have additional requests other than the following, please contact with Beijing Synergy Exhibition & Display Co., Ltd for more detailed information.

Official Contractor: Beijing Synergy Display & Exhibition Co., Ltd.	主场承建商：北京协力易达展示有限公司（协力主建）
Attn: Mr. Bin Wang                      Email: <a href="mailto:Xieliyida@126.com">Xieliyida@126.com</a> Tel: +86-10-84471130-606      Fax: +86-10-84471160-602	联系人：王彬 先生      电 邮： <a href="mailto:xieliyida@126.com">xieliyida@126.com</a> 电 话：010 84471130 - 606
<b>Bank Accounts of Official Contractor (for abroad)</b> <b>BANK Name :</b> Agricultural Bank of China Beijing Branch shuang bei Qiao sub-branch <b>A/C No. :</b> 11 041901040005001 <b>Beneficiary:</b> BEIJING XIELI YIDA ZHANSHI CO., Ltd. <b>Swift code:</b> ABOCCNBJ010	<b>收款账户信息：</b>  <b>开户名称：</b> 北京协力易达展示有限公司  <b>开户账号：</b> 11 0419 0104 0005 001  <b>开户银行：</b> 农行北京双北桥支行

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# 2019 DIA CHINA Annual Meeting

中国国际药物信息大会暨DIA中国年会

5月20-23日 | 北京国际会议中心  
May 20-23, 2019  
Beijing International Convention Center

展商 | Exhibition

## 加高楣板样式01

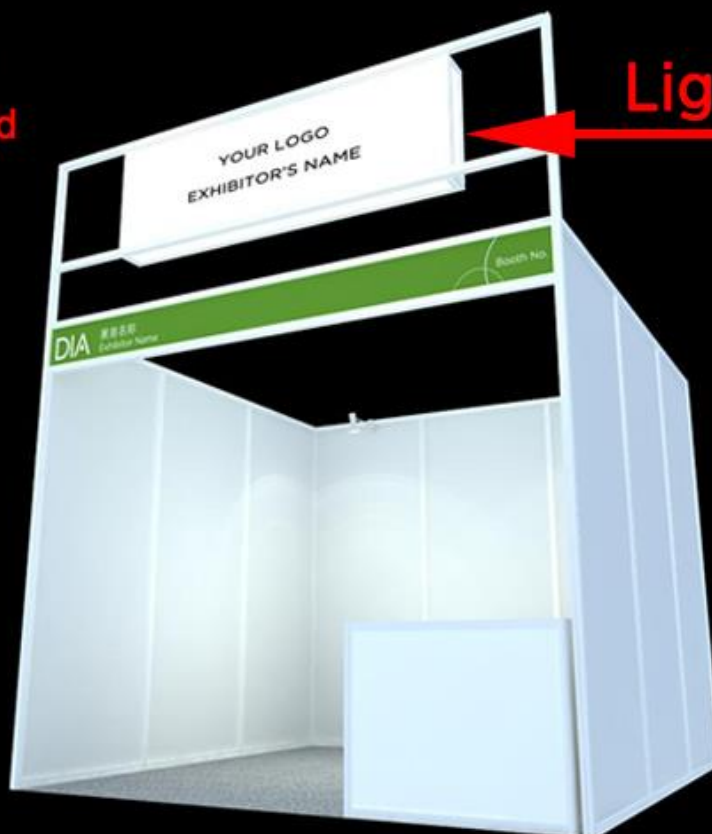
High Fascia Board  
(Sample 01)



Printing with  
KT Board  
200×80cm

## 加高楣板样式02

High Fascia Board  
(Sample 02)



Lighe Box  
200×50cm





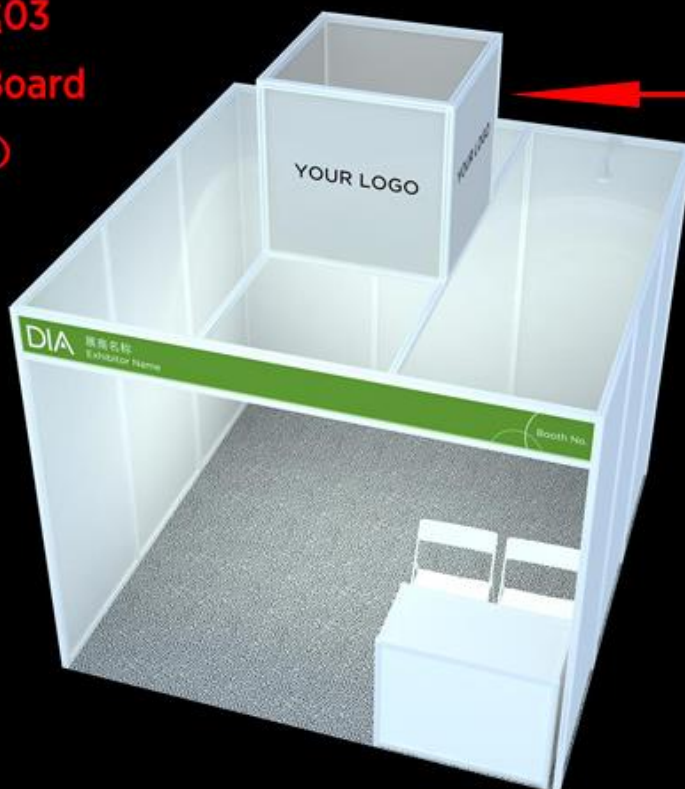
# 2019 DIA CHINA Annual Meeting

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展商 | Exhibition

加高楣板样式03  
High Fascia Board  
(Sample 03)



Printing, 4 sides  
100x100cmx4



Special Fascia Board  
300x30cm

Backdrop  
3x2.5m/eachwall

Logo on the  
Information Desk  
100x80cm





# 2019 DIA CHINA Annual Meeting

## 中国国际药物信息大会暨DIA中国年会

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Beijing International Convention Center

展商 | Exhibition

## Artwork Guide

**The artwork Format: You can choose one of them as below:**

**AI (outline,CS6) or PDF (vector, outline) or JPG (Size: 1:1, Colour: CMYK, Resolution: 100dpi)**

### 3\*3 Booth on the 1st Floor



### 3\*2m Booth on the 1st Floor



### 3\*2 Booth on the 2nd floor



**Deadline of artwork: Apr 30, 2019**



## 第五部分：自行搭建展台申报程序与表格

### SECTION 5: Only For Raw Space Exhibitors

请务必于 **2019 年 04 月 20 日** 前提交以下材料，以免增加费用或影响施工。

DEADLINE : 20 Apr,2019

#### 自行搭建展台办理施工手续需提交材料清单 Documents Required and Necessary Procedures

序号/ No.	表格名称 / Form Name	备注 / Note			提交方/ Fill in by
		表格和文件/ Forms/ files	盖章/ Stamp	原件/ original form	
01	自行搭建展台施工委托书/ Power of Attorney	T1	√	√	参展商/ Exhibitor
02	自行搭建展台施工申报表/ Raw Space Construction Declaration Form	T2	√		搭建商/ contractor
03	自行搭建展台安全责任书/ Contractor Safety Responsibility(Chinese Only)	T3	√	√	
04	施工人员名单/ Lists of Workers(Chinese Only)	T4	√	√	
05	施工单位营业执照复印件/ Copy of Contractor's business license		√	√	
06	施工人员身份证复印件/ Copy of ID Card for Workers		√	√	
07	特种作业人员（电工）技术证书复印件/ Special operations personnel (electricians) technical certificate		√	√	
08	展台设计图纸/ Stand Design Drawings		√	√	

#### 展台设计图纸具体要求 / Stand Design Drawings

图纸清单 / List	图纸要求 / Requirements	提交介质 / Note
效果图 / Effect chart	需标注尺寸及搭建材质，至少 3 个角度/ Size & Building materials, At least 3 angles	彩色打印图纸 1 套/ Color drawings 1 set
平面图 / Floor plan	需用米字格标注尺寸 / Intersected figure	
立面图 / Side view	需用米字格标注尺寸 / Intersected figure	
电路图 / Circuit diagram	需标注灯具位置及数量，配电箱安装位置/ Lamp location and quantities & Distribution box location	



## T1-自行搭建展台施工委托书 / Power of Attorney

<b>Note :</b> Every raw space exhibitors must fill in this form and return to the Official Contractor. <b>DEADLINE : 20 Apr,2019</b>	<b>填表说明 :</b> 自行搭建展台的参展商必须填写此表, 并提交原件。 <b>最迟回复日期 : 2019 年 04 月 20 日</b>
Beijing Synergy Display & Exhibition Co., Ltd.	北京协力易达展示有限公司 (协力主建)
<b>Attn:</b> Mr. Bin Wang <b>Email:</b> <a href="mailto:Xieliyida@126.com">Xieliyida@126.com</a> <b>Tel:</b> +86-10-84471130-606 <b>Fax:</b> +86-10-84471160-602	<b>联系人:</b> 王彬 先生 <b>电 邮:</b> <a href="mailto:xieliyida@126.com">xieliyida@126.com</a> <b>电 话:</b> 010 84471130 - 606 <b>地址:</b> 北京市朝阳区三元桥国际港 D 座 1702 号

展位号/Booth Number	展商名称/Company Name
联系人/Contact Person	联系电话/Phone
展位规格/ Size : 长 L : _____ m, 宽 W : _____ m, 面积/ Area : _____ m <sup>2</sup> , 搭建高度 H : _____ 米 (≤3.5 米)	
Our company is DIA Exhibitors, Project Managers is _____, HP _____; _____ Is commissioned by the company for our booth structures, Project Managers is _____ HP _____ <ul style="list-style-type: none"> <li>We commit to supervise related companies strictly obeying the DIA regulations and standards to design and construct the booth with necessary fire-fighting equipments in accordance with the requirements of the "Exhibitor's Manual", and to appoint a person specifically for the safety of construction and fire-fighting. We take full responsibility if there is any violation of the commitment.</li> <li>We commit to obey the organizer's event management regulations and fire-fighting regulations. We take full responsibility to all the results caused by violation of the regulation during the set up period. We take full responsibility to all results during the event caused by any quality problem of booth construction and set up and will hold legal and economic responsibility all the consequences arising there from.</li> <li>We commit to accept the supervision and management of the Organizers and related organizations to take practical measures to ensure the safety of the event.</li> </ul>	我公司为 DIA 参展单位, 项目负责人为 _____, 手机号 _____; 现委托 _____ 公司为我公司展台搭建商, 施工负责人为 _____ 手机号 _____。 本公司承诺: 1、该搭建公司经考察审核合格后确认为本展位唯一指定搭建商, 且具有搭建资格; 2、该搭建公司已同本企业签订相关搭建合同, 确保展台安全施工及正常运行; 3、我公司已明确组委会、主场服务商、场地方有关施工管理的相关规定, 并通知我公司指定委托搭建公司严格遵守, 确保施工安全; 4、配合组委会指定的主场服务商和场地方对展台安全进行监督, 如违反相关施工安全规定, 主场服务商和场地方有权对搭建商进行处罚; 5、对搭建商进行监督, 若违反施工管理相关规定, 组委会有权追究我公司及我公司指定搭建商的一切责任。 6、因违反施工管理规定, 所发生的一切安全事故和责任, 由施工单位负责, 并承担由此给主办单位、主场服务商和场地方造成的所有经济损失。
<b>STAMP :</b> <b>SIGNATURE :</b> <b>DATE :</b>	<b>参展单位 (盖章)</b> <b>代表授权签字 :</b> <b>日期 :</b>



## T2-自行搭建展台施工申报表 / Raw Space Construction Declaration Form

<b>Note :</b>						<b>填表说明：</b>					
Please forward this form to your contractor, The contractor must fill in this form and return to the Official Contractor.						自行搭建展台的搭建商必须填写此表。					
DEADLINE : 20 Apr,2019,						最迟回复日期：2019 年 04 月 20 日					
Late orders are subject to availability and a 100% surcharge.						逾期将会在原有基础上加收 100%加急费用					
Official Contractor: Beijing Synergy Display & Exhibition Co., Ltd.						主场承建商：北京协力易达展示有限公司（协力主建）					
Attn: Mr. Bin Wang                  Email: <a href="mailto:Xielivida@126.com">Xielivida@126.com</a>						联系人：王彬 先生                  电 邮： <a href="mailto:xielivida@126.com">xielivida@126.com</a>					
Tel: +86-10-84471130-606      Fax: +86-10-84471160-602						电 话：010 84471130 - 606					
<b>Bank Accounts of Official Contractor (for abroad)</b>						<b>收款账户信息:</b>					
BANK Name :    Agricultural Bank of China Beijing Branch shuang bei Qiao sub-branch						开户名称：北京协力易达展示有限公司					
A/C No. :         11 041901040005001						开户账号：11 0419 0104 0005 001					
Beneficiary:      BEIJING XIELI YIDA ZHANSHI CO.,Ltd.						开户银行：农行北京双北桥支行					
Swift code:       ABOCCNBJO10											
<b>参展单位信息 / Exhibitor Information</b>											
展商名称/Exhibitor											
联系人/Contact Person						手机/HP					
<b>搭建单位信息 / Contractor Information</b>											
搭建商/Contractor											
联系人/Contact Person						手机/HP					
<b>展位信息 / Booth Information</b>											
展位号/Booth No.						高度 High:			m(≤3.5m)		
尺寸 Size			长 L :                  m		宽 W :                  m		面积 Area :			m <sup>2</sup>	
<b>施工管理费用 / Hall Management Fees</b>											
项目/Items				单价 Unit Price (RMB)				数量 Qty		合计 Amount(RMB)	
施工管理费 Hall Management Fees				¥.85/m <sup>2</sup>							
施工证 Contractor's Pass				¥.60							
施工车证 Move-in car pass				¥.75 (进场凭证, 不含停车费 / Exclusive of parking fee)							
<b>展台用电费用 / ELECTRICAL SUPPLIES &amp; INSTALLATION</b>											
规格/Description				单价 Unit Price(RMB)				数量 Qty		合计 Amount(RMB)	
施工电 Temporary power for move in time				¥.800							
15A/220V				¥.2500							
15A/380V				¥.3500							
<b>押金 / Deposit</b>											
施工证押金 Contractor's Pass deposit				¥.50 (交回施工证件后返还)							
施工押金 Construction deposit				每百平米 2 万元人民币, 不足 100 平米按 100 平米计算 ¥. 20,000/100m <sup>2</sup> (less than 100m <sup>2</sup> equals 100m <sup>2</sup> )							





## T3-自行搭建展台安全责任书 / Contractor Safety Responsibility(Chinese Only)

<b>最迟回复日期：2019 年 04 月 20 日</b>			
北京协力易达展示有限公司（协力主建）			
联系人：王彬		邮箱：xieliyida@126.com	
传真：010-84471130-602		电话：010-84471160-604	
地址：北京市朝阳区三元桥国际港 D 座 1702 号			
<b>填表说明</b>	自行搭建展台的搭建商必须填写此表，并提交原件。		
<b>展位信息</b>			
展位号		展位面积	
<b>参展商信息</b>			
公司名称:			
项目负责人:		手机	
<b>搭建商信息</b>			
公司名称			
施工负责人		手机	
<p><b>我已阅读本手册《自行搭建展台施工管理规定》，我单位承诺：</b></p> <ol style="list-style-type: none"> <li>1、我单位承诺，严格遵守《北京市大型社会活动安全管理条例》、《北京市展览、展销活动消防安全管理暂行规定》、《北京国际会议中心展览施工管理规定》以及其它相关规章制度，服从组委会委托的主场服务商-协力主建的施工管理和监督检查，保证展台和人身安全。</li> <li>2、我单位承诺遵守消防安全管理规定，按规定配置灭火器材，并有专人负责施工及消防安全，如有违反，责任自负。</li> <li>3、我单位承诺接受组委会、主场服务商、北京国际会议中心有关部门的监督管理，切实落实安全保障和整改措施，随时消灭隐患，以确保展会安全。</li> <li>4、我单位如出现违反施工管理规定的情况，承诺接受主场服务商北京协力易达展示有限公司（协力主建）和北京国际会议中心给予的处罚。</li> <li>5、我单位对因违章施工引起的一切后果承担全部责任；对因布展施工质量问题引起的一切后果，负有不可推卸的安全责任，并承担由此引起的法律和经济责任。</li> <li>6、我单位承诺，承担发生安全事故给组委会、主场服务商和北京国际会议中心造成的所有经济损失。</li> </ol>			
搭建公司盖章：_____			
搭建负责人签字：_____			
日期：_____			



# 2019 DIA CHINA Annual Meeting 中国国际药物信息大会暨DIA中国年会

5月20-23日 | 北京国际会议中心  
May 20-23, 2019  
Beijing International Convention Center  
展商 | Exhibition

## 自行搭建展台施工管理规定

1. 严格遵守《北京市大型社会活动安全管理条例》、《北京市展览、展销活动消防安全管理暂行规定》、《北京国际会议中心展览施工管理规定》以及其它相关规章制度，服从组委会委托的主场服务商-协力主建的施工管理和监督检查，保证展台和人身安全。
2. 施工前应按照组委会发布的《参展指南》有关规定办理施工资质登记备案、施工图纸报审等手续，并交纳相关费用。
3. 特装搭建商应向主场服务商交纳施工安全责任押金。特装搭建商违反安全责任受到处罚时，主场服务商有权从施工安全责任押金扣除。特装搭建商撤展结束后，无遗留问题时，押金退回。
4. 展台**限高 3.5m**，不允许搭建二层结构。展台设计不得超过规定的限高限重，应考虑对邻近展位的影响，背景位置和内容必须获得主办方审批通过，背景板背面必须做美观处理。
5. 施工现场的安全和防火由施工单位负责，施工单位应**确定一名施工现场安全负责人**，全面负责施工现场的安全防火工作。
6. **施工现场必须配置灭火器**，灭火器必须具有检测合格标志，每 50 平方米配置 2 个，少于 50 平方米的按 50 平方米计算。
7. 所有室内展台严禁采用全封闭顶棚，覆盖面积不得超过展位面积的 30%，不得阻碍展馆顶部消防设施。
8. 复杂结构展台以及室外展台须提供展台细部结构图及结合点详图（加盖国家一级注册结构工程师印章及其所在设计院审核章）及审核报告。设计及施工中应充分考虑展台的安全性，确保展台整体结构可抵抗各项荷载。
9. 展台结构必须牢固安全；展台搭建的任何结构不得超出展台的地面面积；搭建应使用难燃或经过阻燃处理的材料，木制结构须刷防火涂料。
10. **施工现场必须佩戴检测合格的安全帽**。超过 2 米以上的施工视为高空作业，施工人员必须佩戴安全帽、安全带。升降车需设有防护栏，梯子需安排专人看护。
11. 展台结构严禁在展馆顶部、柱子、围栏及各种专用管线上吊挂、捆绑，所有结构应和展台自身主体结构连接。
12. 严禁利用展馆顶部网架作为吊装展台结构的工具，如有违反，主场服务公司有权对该单位做出处罚。
13. 展馆防火卷帘门下不得搭建展台及堆放物品，保证防火卷帘门升降畅通，不得以任何方式遮挡消防栓等消防设施。
14. 使用玻璃装饰展台，应采用钢化玻璃，并确保安装可靠并设有明确标示，以防破碎伤人。
15. 所有搭建材料必须符合《建筑内部装修防火设计规范》及国家有关部门关于临时性建筑材料的消防要求。装修材料的燃烧性能等级不得低于 B1 级，并提供国家认可的消防检测机构出具的检测报告。



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5月20-23日 | 北京国际会议中心  
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16. 所有搭建材料、包装物、杂物应分类有序存放，不得占用消防分割区和消防通道，不得遮挡、圈占、堵塞消防设施。严禁在展馆内存放有毒、易燃易爆物品。
17. 展台搭建材料应符合环保要求，并提供国家认可的检测机构出具的环保监测报告。
18. 展台施工人员不得使用易燃、易爆物品，禁止明火作业，施工人员禁止在展馆内吸烟。
19. 展台施工人员须佩戴本展览会核发的施工证件，一人一证，严禁证件不符和倒证现象的发生。
20. **电路施工人员必须持有电工证**，穿绝缘鞋，并严格按照国家电气规程标准施工、安装、使用。
21. 照明灯具、霓虹灯灯具、各种用电设施及材料应符合电气安全和消防安全的要求，具有国家专业安全认证，严禁使用大功率卤钨灯、霓虹灯，灯具布置与可燃物品应保持 50 厘米以上距离。
22. 电源线必须使用 ZR-BV 阻燃双塑铜芯电线或护套线，禁止使用花线或双绞线，接线必须使用接线端子，电线主线需穿金属管，电线、电缆、接插件横穿地面时应有过桥保护，不得直接放置在地毯上。
23. 申报用电量应符合实际需要，实际用电总量不得超过预报电量，电气线路容量配备应均衡，线路走向规范，每一回路接装用电设备总和不得超过其最大负荷量。
24. 禁止在展馆柱子、天花、墙面、地面等设施上打孔、钉钉、喷漆、刷胶、粘贴，不得破坏展馆设施。
25. 施工方未经允许不得擅自用展馆配电箱、水源、气源等固定设施，每个展位应按实际用电量申报施工用电和展期用电，不得超负荷用电。
26. 施工完毕后应将剩余材料、工具等物品清理出展馆。
27. 展览会开幕后，施工单位须留电工、木工等工种人员值班，发现问题及时处理。
28. 各施工单位应保管好自己的物品，谨防失窃。各施工单位未经允许，严禁动用非自己展位内的物品。
29. 施工单位应严格遵守大会规定的撤展时间，不得提前撤展。
30. 施工单位撤展时要指定现场负责人，保证人身、财产安全，严禁将展台推倒或拉倒等野蛮拆卸行为。
31. 主场承建商有权对不符合要求的设计提出修改意见，有权对施工存在的隐患提出整改意见，有权对施工中违规行为提出警告和给予处罚。
32. 因违反上述规定所发生的一切安全事故和责任，由施工单位负责并承担由此给组委会、主场承建商、展馆造成的所有直接和间接经济损失。

展会期间展台未出现任何安全事故，未出现违反施工管理相关规定，撤展时将全部展台拆除并将废弃物和垃圾运离，经查验合格后，施工押金将于撤展完毕后 20 个工作日内退还。

Provided that there is no safety accident or violation of the provisions related to construction management during the exhibition, all booth decoration is dismantled and all abandoned materials and garbage are removed from the venue, the construction deposit will be refunded within 20 working days after the successful inspection and completion of the move-out procedures.



## T4-施工人员名单 / Lists of Workers(Chinese Only)

<b>最迟回复日期：2019 年 04 月 20 日</b>						
北京协力易达展示有限公司（协力主建）						
联系人：王彬			邮箱：xieliyida@126.com			
传真：010-84471130-602			电话：010-84471160-606			
地址：北京市朝阳区三元桥国际港 D 座 1702 号						
<b>填表说明</b>		自行搭建展台的搭建商必须填写此表				
展商名称		展位号		展位面积		
施工单位		负责人		手机		
序号	施工人员姓名	年龄	性别	技术工种	技术证件编号	身份证号码
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
30						
19						
20						

填表人签字：

公司盖章：

填表日期：