

EXHIBITOR MANUAL 展商手册

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ISPO BEIJING 2025
亚洲运动用品与时尚展

2025年1月10-12日
国家会议中心·北京

JANUARY 10-12, 2025
CNCC, BEIJING

同期举办 In association with



FORM 20 HOTEL RESERVATION

DEADLINE: 27 DECEMBER 2024

OFFICIAL HOTEL DESCRIPTION



Intercontinental Beijing Beichen 5*

Convenient to the Beijing National Convention Center and the 2008 Olympic Green, Less than 30 minutes from Beijing Capital Airport, the Beijing Beichen is within easy reach of top historic sites like Tian'anmen Square, the Forbidden City. The visitors may choose dining experiences that include the contemporary pan-Chinese cuisine of Di Restaurant, the Italian and Continental specialties of Va Piano.

Address: Building 4, Courtyard 8 West Beichen Road (Beichen Xi Lu)



V-Continent Wuzhou Hotel 5*

Located in north Beijing next to the Beijing International Convention Centre, the V-Continent Wuzhou Hotel (Beijing Wuzhou Huangguan Jiari Jiudian) is about a 25-minute drive from Beijing Capital International Airport and a ten-minute drive from the Zhongguancun Science Park.

In this Beijing hotel, there are a range of well-appointed guestrooms featuring luxurious furnishings and international-standard amenities as well as spacious 32-square-metre king and twin rooms. Business-friendly features include data ports, high-speed Internet access, voice mail and English language newspapers.

Address: No. 8, North 4th Circle, Middle Road, 100010 Beijing, China



CNCC Grand Hotel 4*

The CNCC Grand Hotel is situated within walking distance of the National Indoor Stadium, Bird's Nest and Water Cube. This Beijing hotel features rooms outfitted with broadband internet access, floor-to-ceiling windows and safes. During their spare time, guests can enjoy some exercise at the fitness center, or drinks at the café, lobby bar or tea house while chatting with friends.

Address: Building.1 West Beichen Road(Beichen Xi Lu)



Grand Skylight CATIC Hotel 5*

Located inside the Olympic Village in the Chaoyang District, the Grand Skylight Catic Hotel, Beijing, is adjacent to the Olympics' main venue -- the "Bird's Nest" in Beijing. Among its 305 guestrooms, the Olympics view (suite) Rooms offer proximity and the best position for viewing the "Bird's Nest" and Olympic Park landscapes

Address: No.18 Beichen East Road Chaoyang District Beijing



Celebrity International Grand Hotel 5*

Celebrity International Grand Hotel located in China's Asian Game Village area, regarded as the new and fast developing Economic Zone of Beijing. The Hotel is just 1 km away from the Beijing Olympic Games National Stadium, China National Convention Center and 0.5km away from the Beijing International Convention Center. Only 25 minutes drive away from the Beijing International Airport.

Address: No. 99 Anli Road Chaoyang District Beijing

HOTEL RESERVATION (CONT'D)

DEADLINE: 27 DECEMBER 2024

OFFICIAL HOTEL DESCRIPTION



Comfort Suites Yayuncun 4*

Comfort Suites Hotel Beijing is located at the sub aaosun circle, adjacent to the bird's nest and the water cube, the China National CferenceCenteonr, adjacent to the Metro Line 5 Datun East road.

Address: 302 Hui Zhong Bei Li Chao Yang District , Beijing



Gloria Plaza Hotel Dongsheng 4*

The Gloria Plaza Hotel Dongsheng (Dongsheng Kailai Jiudian) is situated in the Dongsheng Science and Technology Park a short walk from Yongtaizhuang station on Metro Line 8 and a 40-minute drive from Beijing Capital International Airport.

Address: C-6, Dongsheng Science and Technology Park, Zhongguancun, No.66 Xixiaokou Road, Haidian District, Beijing, Beijing



Huiyuan Hotel VIP Building 4*

Service apartment Beijing under the Beijing Beichen industrial Limited by Share Ltd, located in the famous Asian Sports Village, and the Olympic Village Road, the geographical position is superior. Hotel has 6 apartment buildings, including the N, P, L, M, Q, R block, has nearly 500 sets of characteristics of different rooms, a variety of apartment layout.

Address: No. 8 Beichen East Road Chaoyang Distict Beijing



Ya Yun Cun Hotel 3*

Service apartment Beijing under the Beijing Beichen industrial Limited by Share Ltd, located in the famous Asian Sports Village, and the Olympic Village Road, the geographical position is superior. Hotel has 6 apartment buildings, including the N, P, L, M, Q, R block, has nearly 500 sets of characteristics of different rooms, a variety of apartment layout.

Address: No. 8 Beichen East Road Chaoyang Distict Beijing

HOTEL RESERVATION (CONT'D)

DEADLINE: 27 DECEMBER 2024

OFFICIAL HOTEL RATES

Pre-payment required hotels:

Star	Name of Hotel	Room Type	Unit Price	Breakfast /Internet	Distance to Venue
5*	V-Continent Wuzhou Hotel	Single room	1000	One/free	8 mins by driving
		double room	1080	Two/free	
4*	CNCC Grand Hotel	Single room	750	One/free	5-10 mins by walking
		Double room	850	Two/free	
5*	Grand Skylight CATIC Hotel	Single room	750	One/free	15 mins by walking
		Double room	820	Two/free	
5*	Celebrity International Grand Hotel	Single room	850	One/free	8 mins by driving
		Double room	850	Two/free	
4*	Comfort Suites Yayuncun	Single room	650	One/free	8-10 mins by FREE Shuttle Bus
		Double room	650	Two/free	
4*	Gloria Plaza Hotel Dongsheng	Single room	650	One/free	15 mins by driving
		Double room	700	Two/free	
4*	Huiyuan Hotel VIP Building	Juior Suite (King-sized bed)	780	One/free	8 mins by driving
		Standard room (Twin beds)	720	Two/free	
3*	Ya Yun Cun Hotel	Single room	550	One/free	8 mins by driving
		Double room	550	Two/free	

Notes to book the above hotels:

- 1 Booking deadline is 27 Dec. 2024. Rooms will be subjected to availability after the deadline.
- 2 All the above hotel payment must be made on or before 27 Dec. 2024.

Terms & conditions:

- The organizer has negotiated the above discounted rates. Please make your booking before the deadline 27 Dec. 2024.
- Burnaby Solutions is the official appointed travel agent for the event. After the receipt of your completed booking, Burnaby Solutions will send you a confirmation letter. Please use your confirmation letter to check in.
- Cancellation policy: any cancellation must be announced 14 days in advance otherwise one night room charge has to be applied.
- No show: if no show, one night room fee will be charged as penalty. Balance payment will be refunded one week after the show.

HOTEL RESERVATION (CONT'D)

DEADLINE: 27 DECEMBER 2024

HOTEL BOOKING FORM

*Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Others_____
*Company Name:	
*Guest Name:	Surname: _____ First Name: _____
*Hotel:	<input type="checkbox"/> V-Continent Wuzhou Hotel <input type="checkbox"/> CNCC Grand Hotel <input type="checkbox"/> Grand Skylight CATIC Hotel <input type="checkbox"/> Celebrity International Grand Hotel <input type="checkbox"/> Comfort Suites Yayuncun <input type="checkbox"/> Gloria Plaza Hotel Dongsheng <input type="checkbox"/> Huiyuan Hotel VIP Building <input type="checkbox"/> Ya Yun Cun Hotel
*Room Type:	
*Daily Room Rate (RMB):	
*Breakfast:	<input type="checkbox"/> One <input type="checkbox"/> Two
*Arrival Date:	
*Departure Date:	
Special Requirements:	
Limo Airport Pickup Service:	<input type="checkbox"/> No <input type="checkbox"/> Yes. Arrival Flight / Time:_____
*Please note paid by credit card is subject to 3.4% admin fee.	

Please read the hotel information and notice carefully when fill in this reservation form. * is compulsory fields.

Please send this form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue, Pudong New Area Shanghai 200122/ P.R.China Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 Email: shine.gao@mm-sh.com Contact Person: Ms. Shine Gao / ext. 881 PLEASE MAKE A COPY FOR YOUR RECORD	*Contact Person:
	*Title:
	*Email:
	*Tel: Country Code – Area Code – Tel No.
	*Fax: Country Code – Area Code – Fax No.
	Company:
	Address:
	Booth No.:
	*Signature:_____
	Date: _____

FORM 21 INVITATION LETTER TO CHINA VISA APPLICATION

DEADLINE: 13 DECEMBER 2024

INSTRUCTIONS ON HOW TO APPLY FOR A CHINESE VISA

To apply for any type of Chinese visa, the following is required:

One completed visa application form, a valid original passport with blank pages. More documents are required if applying for:

Tourist visa	L	Airline ticket or the itinerary.
Business visa	F	An invitation letter/ fax from a Chinese Government department or government-authorized company
Work visa	Z	An employment permit from the Ministry of Labour or the State Bureau of Foreign Experts of China together with an invitation letter from the company authorized by the Chinese Government
Student visa	X	JW-201 or JW_202 form issued by the Ministry of Education of China and a letter of admission from a Chinese University / College
Transit Visa	G	A valid visa for the country of destination and the letter from the department of work unit. Duration of transit visa is about 7 days. For British passport holder, a Chinese visa is required even to stop over in an airport of China
Journalist Visa	J-1 or J-2	A letter from the Information Department of the Ministry of Foreign Affairs or the Foreign Affairs Office of Shanghai or Guangdong Municipality Government and a letter from the work unit.
Permanent Visa	D:	A Permit letter from a local government of China
Visa validity		A single or double entry visa is usually valid for entry within 3 month from the date of issue. The multi-entry visa is divided into three categories, namely half a year / one year / two to five years visa
Duration of stay / number of entries		Duration of stay of a visa may vary. It is possible to extend the duration of stay of a visa in China. Visa is always required wherever you enter the Chinese mainland even from Hong Kong or Macao
Requirements towards passport	A	There must be at least one totally blank page in the passport. Pages for endorsements or amendments can not be used as a visa page
	B	Single or double entry visa require a passport valid for at least 6 months. For multiple entry visa, a passport should be valid for at least 9 Months A photo of the person using said passport should be affixed to the form. The full visa fee will apply
Where to apply for a Chinese visa		Applicants should apply for the Chinese visa in person or through a third party (e.g. travel agencies). It takes 2 weeks to process the application, so there is no same day or express service. It is recommended that your passport(s) should be sent by registered mail for security and proof of mailing purposes. Please enclose a self addressed envelope, the visa application form and payment (visa fee and service fee – see item: visa fee).

NOTES

- 1 The application for a visa may be declined if the applicant fails to provide with true and complete information on the visa application form.
The applicant should check the issued visa upon collection and, if necessary raise any queries at the same. Once accepted, they should follow the content of the visa while visiting China. If there is no immediate inquiry relating to the issued visa, the applicant is held responsible under any circumstances thereafter.
- 2
- 3 The person holding X, D, or J-1 visa shall go through residential formalities in the local public security departments of China within 30 days of the date of entry.
- 4 The applicant should not engage in activities incompatible with his / her status when he/she enters China
- 5 For foreign visitors employment in the territory of China is prohibited without approval

INVITATION LETTER TO CHINA (CONT'D) VISA APPLICATION

DEADLINE: 13 DECEMBER 2024

Please return form to: Messe Muenchen Shanghai Co., Ltd. 11F, Tower 1, LJZ Financial Holdings Plaza, 1788-1800 Century Avenue. Pudong New Area, Shanghai 200122 / P.R.China Tel.: +86 (0)21-2020 5500 Fax: +86 (0)21-2020 5688 Email: shine.gao@mm-sh.com Contact Person: Ms. Shine Gao / ext. 881	Company:	
	Address:	
	Tel:	Fax:
	Email:	
	Person in Charge:	
	Signature:	Date:
	Hall / Booth No.:	

Please supply information as listed below for those who need an invitation letter to support their application for a visa. Accurate information is essential. Full details must be clearly typed.

<u>Invitation Letter Processing Fee: Free of charge.</u>	
Company Name: _____	
Address: _____ _____	
Telephone: _____	Fax: _____
Surname: _____	First Name: _____
Gender: _____	Nationality: _____
Place & Date of Birth: _____	
Passport No: _____	Job Title: _____
Date of Arrival: _____	Date of Departure: _____
Country/ City of Embassy where you would like to apply visa: _____	

Procedures:

1. Please make photocopies of this form if more than one applicant requires visa invitation letter.
2. Please fill in the application form in capital letters or type and return it to us as soon as possible. We will issue invitation letter accordingly.
3. Please submit the application form together with the following required documents according to the procedure policy.
 - ✓ passport copy
 - ✓ entry record to China
4. Once approved, we will send you an invitation letter via email.
5. If the original invitation letter is required by the Chinese embassy/consulate in your country, a courier fee will occur for the express mail service.
6. Please take this invitation letter together with your passport to your embassy or consulate to apply visa.
7. Your embassy or consulate may have an additional charge for their paperwork.

Attention:

Please be reminded that all applicants' passports must be valid for at least SIX MONTHS beyond the intended date to enter China or any other destination.

Due to the current policy, the invitation letter will be issued according to the applicant's specific situation. For detailed policy and requested documents adjustment, please contact The Chinese embassy and consulate in your country.

PLEASE SEND THE APPLICATION FORM TOGETHER WITH YOUR PASSPORT COPY