

2018 WIEE

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World Innovation and Entrepreneurship EXPO 2018

# Exhibitor Manual

Host: Tongji University

Official Constructor: Toning International Expo Co., Limited

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Dear exhibitors,

Welcome to World Innovation and Entrepreneurship Expo 2018!

This Expo will be unveiled in Tongji University Jiading Campus on May 19, 2018, and will last for one year.

This Manual is designed to provide important information for your exhibition.

The host reserves the right to final interpretation of this Manual.

Please read this Manual carefully, and send back the forms that need to be filled out before the indicated deadline, so that we can render the services you need in a timely manner.

We sincerely wish all exhibitors all the best during the Expo!

WIEE Organizing Committee

April 2018

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## A General Information

### 1.Date and Time

Move-in:	May 14-May 15	09:00-17:00
Trial operation:	May 16-May 18	09:00-17:00
Exhibition:	From May 19	09:00-17:00

### 2.Venue

Tongji University Jiading Campus

Address: No. 4800 Cao'an Highway, Jiading District, Shanghai

### 3.Organizer

Tongji University

### 4.Designated Official Constructor

Official constructor and onsite construction manager: Toning International Expo Co., Limited

Tel: 021-65986667

Contact person: Ling Chufan

Contact information: 17612182406    QQ: 1816334742

E-mail: fannie@toningexpo.com

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Contact person: Huang Xia

Contact information: 18217705452    QQ: 2405833757

E-mail:rosa@toningexpo.com

## 5. General Layout



## 6. Location and Traffic Guide

Tongji University Jiading Campus is located near East Changji Road Station of Metro Line 11

Approximately 21km away from Shanghai Hongqiao International Airport / Shanghai Hongqiao Railway Station, 28-minute drive.

Approximately 28km away from Shanghai Railway Station, 50-minute drive.  
Recommended public transport: Metro Line 17 → Jiasong Line, estimated 90-minute journey.

Approximately 86km away from Shanghai Pudong International Airport, 80-minute drive.

Recommended public transport: east extension of Metro Line 2 → Metro Line 2 → Metro Line 11, estimated 150-minute journey.

Reminder to non-local vehicles: please follow relevant rules published by Shanghai local traffic administration authority for regulation on non-local vehicles.



## **B Exhibition Guide**

### **1. Pass**

#### 1 ) Exhibitor pass:

At least five exhibition passes are required for each 6m container

RMB 20 /pass

Exhibitors must wear the pass during move-in and exhibition

#### 2 ) Vehicle pass:

RMB 50 /pass

All vehicles shall follow the uniform arrangement and scheduling by the venue and the host on site, and enter the venue in order.

\* Please apply for the pass and pay the pass fee together with the basic fee

\* Please contact us if there is any special need

\* You may choose “freight collect” service or collect the pass at the exhibitor check-in desk on May 13, 2018.

### **2. Basic Configuration**

#### 1 ) Configuration of containers at the square:

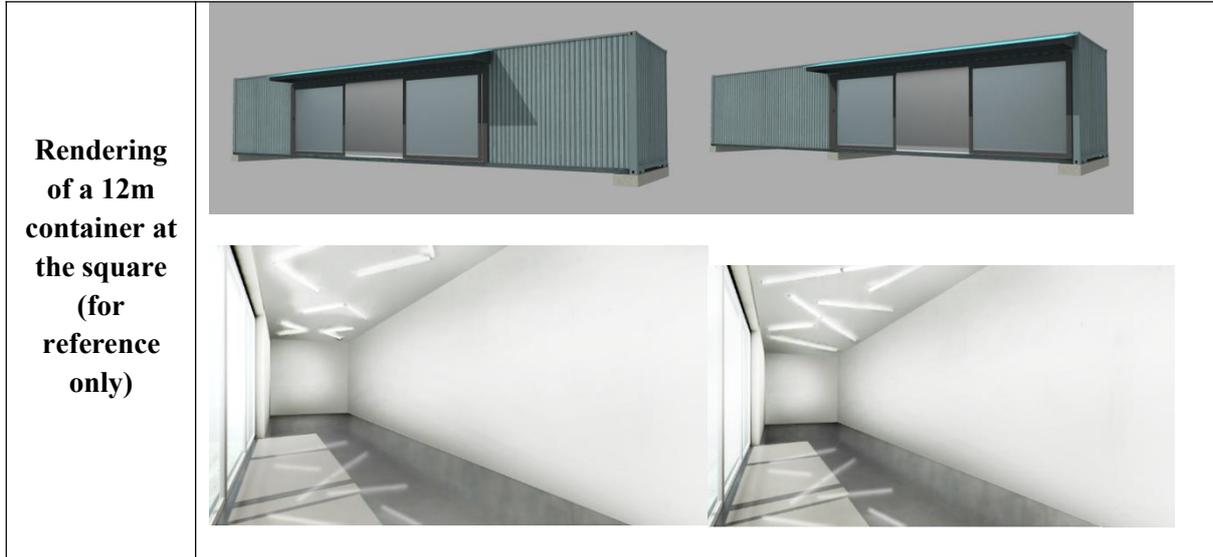
External: uniformly decorated by the host

Internal: original iron sheet on the container floor, rock wool insulation board on the wall, several T5 lamps, 1 wall-mounted air conditioner, a glass door, and a canopy above door-opening. In case of further requirement for any other internal display and decoration, the exhibitor shall communicate with the

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designated constructor Toning International Expo Co., Limited, with additional fees to be charged accordingly.

Overall look: refurbish according to your requirements



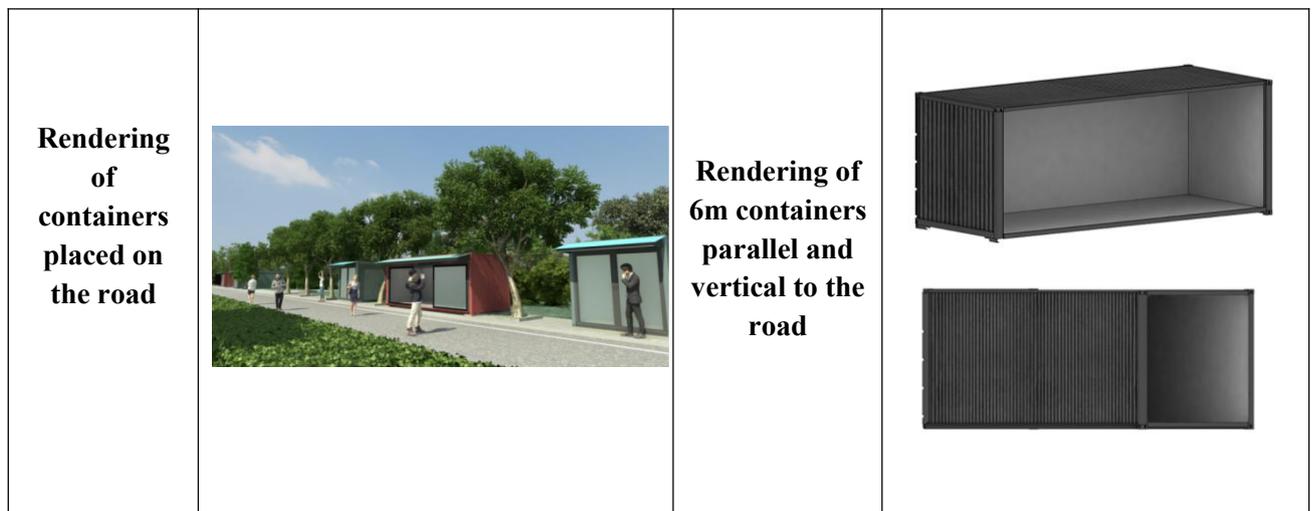
### 2 ) Configuration of containers placed on the road:

External: uniformly decorated by the host

Internal: no decoration, original conditions unchanged

Structure: front opening if the container is parallel to the road; side opening if the container is vertical to the road

Reference drawings:



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\*If detailed design or design modification is required for container, see the Regulatory Requirements on Design and Set-up specified in Article 4.

\*Reference for decoration: a glass door and a canopy will be installed at the door opening. And insulation layer, finishing materials and floor materials will be needed inside. Lamp, air conditioner, desk, chairs and other facilities are also required.

\*Lease for more than 6 months, we provide some free basic decoration: original iron sheet on the container floor, rock wool insulation board on the wall, several T5 lamps, 1 wall-mounted air conditioner, a glass door, a canopy above door-opening, a table with 120\*60\*70cm, and one negotiating table and four chairs.

\*If the street exhibitors need free basic decoration, you must confirm before April 25, otherwise it will be the original empty box.

### 3. Basic Fee

Item	Specification	Rent
Rent	One month	RMB 20,000 per month, RMB 100,000 per six months
Management fee	Each exhibitor	RMB 2,000/6m
Electricity fee	220V/15A	RMB 12,000/half a year/6m
Internet fee	1M-10M	RMB 5,000/1 container
Deposit	Depending on the number of containers ordered by each exhibitor	RMB 20,000/1-2 containers RMB 30,000/3 containers or more

\*One month is the minimum time span for rent

\*For management and electricity fee, a unit price will be charged for every 6m

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container, and fees will double for a 12m container accordingly.

\*The payment for electricity fee shall be subject to the contract signed with the host.

\* In case electricity consumption exceeds the standard, additional fees will be charged.

\*The final specification of network will be subject to the confirmation by the host onsite.

\*In case of any special demand such as water supply, please contact before April 12, 2018.

\*The purpose of deposit is to guarantee the safety of onsite operation. It will be refunded the same way to anyone who pays it when the exhibitor moves out.

\*Please apply to pay for the above items before April 18, 2018 or a 50% surcharge will apply for expedited service.

### 4. Requirements on Design and Set-up

WIEE appoints Toning International Expo Co., Limited as the official constructor to be solely responsible for the review of booth drawings, booth conversion and set-up, utilities application and charge, etc.

In order to ensure the uniformity and progress of onsite exhibit production, all decoration, except special projects designated by the university, shall be completed by Toning International Expo Co., Limited. The design and construction fee will be charged additionally. You may consult with the contact below.

If you have your own proprietary design, please send us your design prior to April 13, 2018 for review, and call us to confirm cost and execute contract before April 15, 2018.

If you need the official constructor to provide the design, please call us as soon as possible, and finalize design and execute contract before April 15, 2018.

Email for drawing review: [anthony@toningexpo.com](mailto:anthony@toningexpo.com)

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Tel: 021-65986667

Contact person: Ling Chufan

Contact information: 17612182406      QQ: 1816334742

E-mail: fannie@toningexpo.com

Contact person: Huang Xia

Contact information: 18217705452      QQ: 2405833757

E-mail: rosa@toningexpo.com

### 5. Payment Method

Bank information:

Account Holder: TONING INTERNATIONAL EXPO CO.,LIMITED

Account No.: 053 425336 838

Beneficiary Bank Name: HSBC Hong Kong

Beneficiary Bank Address: 1 Queen's Road Central, Hong Kong

Beneficiary Bank Code: 004 (for local payment)

SWIFT Address : HSBCHKHCHKH (for telegraphic transfer)

\*TONING INTERNATIONAL EXPO CO., LIMITED is the beneficiary of the account designated by the Expo for payment.

\*Invoice will be issued and sent by “freight collect” mail service after payment.  
The normal general VAT invoice will be issued for all payment except for deposit.

### 6. Contacts of Logistics Companies

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\*Chinese domestic logistics companies:

SF-Express: 400-811-1111

STO Express: 400-889-5543

Deppon (bulky item): 400-830-5555

CNEX (bulky item): 400-820-5566

\*International logistics companies:

DHL 800-820-8388

UPS 800-810-8000

FedEx 800-988-1888

### 7. Recommended Hotels Nearby

(1) Merilihod Hotel (Shanghai North Hongqiao)

[1.1 km from Tongji University (Jiading Campus) in straight-line distance]  
No.4671 Cao'an Highway, Jiading District

Price: RMB 458-508/day

Tel: 021-66685556

WIEE negotiated rate: Standard Room RMB368/day (free breakfast for two guests);

Double room RMB388/day (free breakfast for two guests);

No deposit required; in-room fruit and snack service available

Contact person: Sun Jie 15300771488 (please advise the room is ordered for WIEE, Tongji University)

8-minute walk

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Web link:

[http://hotels.ctrip.com/hotel/16115758.html?isFull=F#ctm\\_ref=hod\\_sr\\_lst\\_dl\\_n\\_1\\_2](http://hotels.ctrip.com/hotel/16115758.html?isFull=F#ctm_ref=hod_sr_lst_dl_n_1_2)

(2) Huazhu Starway Hotel (Shanghai Anting International Auto City)

[3.94 km from Tongji University (Jiading Campus) in straight-line distance]

No. 127 Changji Road, Anting Town, Jiading District

Reference rate: RMB 312-580/day

Tel: 021-59560888

WIEE negotiated rate: RMB290/day (free breakfast for two persons);

RMB360/day (free breakfast for two persons)

Contact person: YANG Xinchun 18721727123, 59560888

(Please advise that the room is ordered for WIEE, the College of Design and Innovation of Tongji University so as to be entitled to the negotiated rate.)

Web link:

[http://hotels.ctrip.com/hotel/1484861.html?isFull=F#ctm\\_ref=hod\\_sr\\_lst\\_dl\\_n\\_1\\_3](http://hotels.ctrip.com/hotel/1484861.html?isFull=F#ctm_ref=hod_sr_lst_dl_n_1_3)

(3) Crowne Plaza Shanghai Anting

[2.58 km from Tongji University (Jiading Campus) in straight-line distance]

No 6555 Boyuan Road, Jiading District, China

Reference rate: RMB 968-1,600/day

WIEE negotiated rate: RMB650/day (free breakfast for one person);

RMB750/day (free breakfast for two persons)

Contact person: Liu Si 13916081941, 60568888\*62035 email: [Cici.Liu@cp-](mailto:Cici.Liu@cp-)

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[anting.com](http://anting.com)

(Please advise that the room is ordered for WIEE, the College of Design and Innovation of Tongji University so as to be entitled to the negotiated rate.)

1. Tongji University (Jiading Campus) →→→Crowne Plaza Shanghai Anting  
(3KM)

Taxi/10 Min Ride/RMB16

2. Shanghai Hongqiao International Airport→→→Crowne Plaza Shanghai Anting  
(25KM)

Taxi/35 Min Ride/RMB 90

3. Shanghai Pudong International Airport→→→Crowne Plaza Shanghai Anting  
(76KM)

Taxi/1Hour and 20 Min Ride/RMB320

Tel: 021-60568888

Web link:

[http://hotels.ctrip.com/hotel/426970.html?isFull=F#ctm\\_ref=hod\\_sr\\_lst\\_dl\\_n\\_1\\_](http://hotels.ctrip.com/hotel/426970.html?isFull=F#ctm_ref=hod_sr_lst_dl_n_1_)

(4) Kingswell Hotel Tongji

[33km from Tongji University (Jiading Campus) in straight-line distance]

No. 50 Zhangwu Road, Yangpu District

52-minute drive

Negotiated rate: RMB500/day for standard room and free breakfast for one person  
(20 rooms reserved, please order with the College of Design and Innovation,  
Tongji University)

(5) Andaz Xintiandi Shanghai-a concept by Hyatt

## **2018 WIEE**

[33km from Tongji University (Jiading Campus) in straight-line distance]

No. 88 Songshan Road, Huangpu District

54-minute drive

Negotiated rate: RMB 1,500+15% service fee (RMB 1,725/day) free breakfast for one person

Contact : [13816077287](tel:13816077287) , [23101253](tel:23101253) **Garvey Jiang**

(Please advise that the room is ordered for WIEE, Tongji University so as to be entitled to the negotiated rate.)