First Announcement
GEO-VII and 2010 Ministerial Summit Exhibition
3-5 November 2010, Beijing, China

GROUP ON
EARTH OBSERVATIONS

GEO-VII and 2010 Ministerial Summit Exhibition FLOOR PLAN

Ballrooms B and C are reserved for the exhibition, while the Plenary will take place in Ballroom A. The entire exhibition space is 3280m$^{2.}$ The areas for lunches and coffees will be integrated into the exhibition area. A detailed layout for the booths will be provided by the GEO Secretariat and the Local Organizing Committee after all exhibitor applications have been received.

COSTS

All fees should be paid in Chinese renmimbi (RMB).

Payments made before 15 September will be charged at the lower advance price; after this date the standard price will apply.

1. For the standard booth (3mX3m)
   - Rental rate is RMB 7200 for the Exhibition period
   - Subject to 5% tax
   - One table, two chairs, a garbage can, two 60W fluorescent tubes and a 13A/220V power socket are included in the price
   - Wireless internet is available throughout the hall

   Other fees:

	Description	Standard	Advance price(RMB)	Standard price (RMB)
1	Power	per booth	360	450
2	Cleaning	per booth	135	180
3	Dedicated broadband connection	1 M	500 per period	650 per period

2. For the specially designed booth
   - Rental at RMB 800 per square meter for the exhibition period
   - Subject to 5% taxes
   - Furniture must be rented separately
   - Wireless internet included

   Other fees:

	Description	Standard	Advance price (RMB)	Standard price (RMB)
1	Management fee	m^2/day	100/ m^2/day	130/ m^2/day
2	Power	per m^2	40	50
3	Power point	15A/220V	3000/point	3500/point
4		15A/380V	4000/point	4500/point
5	Cleaning	m^2/period	15	20
6	Dedicated broadband connection	1 M	500 per period	650 per period

3. Import & Export procedures:
   Please refer to Annex I for details.

4. Furniture, light and AV rental services:
   Details will be provided in the near future.

Construction and Disassembling

1. For standard booths (3mX3m), set-up must fall in the following period:
   Tuesday, 2 November 8:00 – 20:00
   The aluminum frames for booths will be ready by 8:00 on 2 November.

2. For special booths, please raise your request ASAP. Availability and extra costs will be negotiated with the service provider.

3. Disassembling:
   Friday, 5 November 18:00 – 22:00
   - Disassembling should not be conducted before the official closing.
   - Disassembling ends Friday, 5 November at 22:00. Extra fees will be charged after that.

Exhibitor Information

To indicate your intention in participation in the exhibition, please fill in this form and send it to the GEO Secretariat at secretariat@geosec.org with a copy to the Local Organizing Committee at geo@cma.gov.cn before 31 July 2010.

Exhibitor's Name	
Member/Participating Organization/Observer	
Contact Person	
Address	
E-mail	
Telephone	
Fax	
Requested booth size	
Special request	

For more information please contact
GEO Secretariat
7 bis, avenue de la Paix, CP 2300 CH-1211 Geneva 2, Switzerland
secretariat@geosec.org
+41 22 730 8505
www.earthobservations.org

Annex I

Import & Export procedures for Exhibition Materials

1. Equipment Transport

1.1 Import

The China National HUAYUN Technology Development Corporation will be in charge of all equipments transport. For the purpose of duly grasping transport information and controlling custom clearance time, our shipping agency, which has cooperated with China National HUAYUN Technology Development Corporation for years, will pick up equipment at every manufacturer and directly store them into its warehouse. Normally, it takes around 1 week on the airline from every manufacturer to the Beijing Custom, and 20 days for custom clearance and domestic transport. (Total 30 days for international transport and custom clearance)

1.2 Export

Equipments will be returned abroad within 6 months, and should be packed in the same packing case in which they were imported. The China National HUAYUN Technology Development Corporation will be responsible for delivering equipments from Exhibition field to Beijing Airport, and deal with custom clearance. One necessary condition for custom clearance is that all equipment's model, quantity, and weight should be accordant when they are imported.

2. Import & Export Customs Formalities

The Equipments will be declared to customs as "Temporary Import & Export" when arriving in Beijing. They will also be returned to manufacturer through Beijing Custom after exhibition. Certain deposit is required from the Beijing Custom and will be returned in 30 working days after ending the case of export custom clearance of equipments.

3. Cost

Catalog	Nonexpendable Equipment
International Transport Cost & Insurance	6%(Return)
Customs Deposit (it may change according to equipment details)	25%
Customs Clearance Cost, Storage Cost, Commodity Inspection Fee and Import & Export Certification Fee for Mechanical and Electrical Products	4% (Import & Export)
Products Specification	Product name, application, brand, principle, model, functions, technical specifications.
Packing Instructions	Avoid Solid wood
Import & Export Agency Service Fee to HUAYUN	3%

4. Document, Payment and Deposit

(1) Document Requirement

The documents are necessary to be provided to the China National HUAYUN Technology Development Corporation by participant manufacturers before the end of July 2010. Those should involve departure port, contact person details, location to pick up equipment, equipment name, model, serial number, value (market price),

quantity, weight and picture, etc. Our contact details are below:

Name:	Wei Zhang
Phone:	+86 10 6840 7468
Fax:	+86 10 6217 7789
Email address:	zhangwei@cnhyc. com
Address:	No. 46 Zhongguancun South Street, Beijing, 100086, China

(2). Payment

Correlative charges will be figured out after manufacturers providing the product value and other product information to the China National HUAYUN Technology Development Corporation. The payment should be received 2 week before equipment transport. Our bank information is as the following:

Bank Name:	HSBC
Branch Name:	Ocean Centre Branch
Bank Address:	Shop 355, 3/F, Ocean Centre, 5 Canton Road, Tsim Sha Tsui Kowloon
Bank Code:	004
Account No. :	491-886248-838
Company Name:	China HUAYUN (Hong Kong) Company Limited
Swift Code:	HSBCHKHHHKH
Telex Code:	73205 HSBC HX

(3). Deposit

After equipments are delivered abroad and Beijing custom returns the deposit, the China National HUAYUN Technology Development Corporation will return the deposit to every manufacturer in time.

Notes: This proposal is designed and raised based on the current China policies. If there is any change on relevant policies, we will notice you and raise an alternative proposal in advance.

Relevant Information	Required time
Departure port	Before the end of July, 2010
Contact person details	2 weeks before transport
Location to pick up equipment	Before the end of July, 2010
Packing Material	Before the end of July, 2010
Invoice	1 week before shipment
Packing List	1 week before shipment
Airway Bill	Within 1 day after shipment

Equipment Information:

Equipment name	Before the end of July, 2010
Brand	Before the end of July 2010
Model	Before the end of July, 2010
Serial number	1 week before shipment
Application	Before the end of July, 2010
Functions	Before the end of July, 2010
Principle	Before the end of July, 2010
Value	Before the end of July, 2010
Quantity	Before the end of July, 2010
Weight	Before the end of July, 2010
Volume	Before the end of July, 2010
Picture	Before the end of July, 2010