



9 April 2008

2nd Circular

Dear Exhibitor,

We are pleased to inform you of the following updates for the exhibition. We hope the following information will help you to plan for your participation. Enclosed with this document, you should receive:

Item Reference	Description
Appendix A	Request Form for Early Move-In (Move-In before 20 July 2008)

1) Extension of Build Up Hours

We are pleased to inform you that the build up hours have been extended as follows:

Build Up Days	Opening Hours	Note
20 July 2008	0900~1800	
21 July 2008	0900~2000	+ 2 hours
22 July 2008	0900~2000	+ 2 hours
23 July 2008	0900~2000	+ 2 hours
24 July 2008	0900~2100	+ 3 hours
25 July 2008	0900~1800	
26 July 2008	0900~1800	

If you would like to work beyond the hours stated above during the build up period, you are required to apply in writing by 1400 hours on the day concerned. The overtime charges can be found in the Exhibitor Manual, Form 24 – Overtime Request.

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2) Request for Early Move-In (before 20 July 2008)

Early move-in may be possible, subject to availability of the halls. Please note the availability of the following halls:

Availability of Hall	Date Available	Opening Hours	Hall Rental excluding technical services charges
E4 / E5 / E6	15 to 19 July	09:00~18:00	RMB 2,240.00/1,000sqm/hour (minimum request of 1,000sqm/hour)
W4 / W5	15 to 19 July	09:00~18:00	RMB 2,240.00/1,000sqm/hour (minimum request of 1,000sqm/hour)

Additional on-site handling charges and technical services are applicable upon request, as per the charges stated in the Exhibitor Manual accordingly.

For early move-in application, please complete the attached form (refer Appendix A) and return to the Organiser by **30 April 2008**. Application for early move-in is subject to venue's approval. The relevant payment for early move-in should be paid in full before move-in. Please send the completed form to the following address:

Mail Form to:

Beijing Textile Machinery International Exhibition Co. Ltd (BJITME)
Room 406, No.12. East Chang An Street, 100742 Beijing, China
TEL: +86-10-85229406; FAX: +86-10-85229026。
E-MAIL: itmaasiacitme@ccpittex.com

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3) Revision in Hanging Point Charges

With reference to Form 5 – Hanging Points / Rigging, please note that the charges have been revised as follows:

a) Hanging Banner (with reference to 3. a) ii. of Form 5-Hanging Points / Rigging)

Please note that the charge is revised from RMB 500.00/sqm to RMB 300.00/sqm for hanging fee of banner (area larger than 5sqm) on the exhibitor's own stand, including one time use of genie lifts but excluding all accessories which may be needed for the hanging material.

The price of the hanging banner for area less than 5sqm has been reduced from RMB2,500.00 to RMB1,500.00, excluding all accessories which may be needed for the hanging material.

b) Hanging Structure (with reference to 3.b) ii. and 3biii of Form 5 – Hanging Points / Rigging)

Please note that the charge is revised from RMB 1,950.00 to RMB 1,300.00 per hanging point.

Hanging fee for stand structure with area less than 5sqm has been reduced from RMB2,500.00 to RMB1,500.00.

ITMA ASIA + CITME 2008 Organiser

Beijing Textile Machinery International Exhibition Co. Ltd. (BJITME)

9 April 2008



Appendix A: Request for Early Move-In (before 20 July 2008)

Mail or Fax form to : ITMA ASIA + CITME 2008 Organiser
Tel: +86-10-85229406 ; FAX: +86-10-85229026
E-MAIL: itmaasiacitme@ccpittex.com

Company Name					
Contact Name		Email			
Telephone		Fax			
Booth Size		Hall No.		Booth No.	
Hall Rental Pricing: RMB 2,240.00/1,000sqm/hour					
Early Move In Date	Start Time	End Time	Number of Hours	Hall Rental (in RMB)	Remarks (if any)
15 July, 2008					
16 July, 2008					
17 July, 2008					
18 July, 2008					
19 July, 2008					
Total					
Request for service of Onsite Handling Agent and Technical Service Office					
Required Onsite Handling Service by Official Agent:					
Required Technical Service:					

Company Name: _____

Contact Person Name: _____ **Date:** _____

Hall and Booth Number: _____ **Company Stamp:** _____

Please make a copy for your reference