

**Registration of an event during or after opening hours of the exhibition.**

Stand No.:	Exhibitor:
Company Name:	

**Contact:**

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All events must be registered and are subject to approval. Events after official opening hours (5:00pm) are fee based.

**a) Registration of an event during the fair:**

Date: ..... Time from: .....to: .....

Event Name.....

Planned number of participants .....

Place of event: .....

Our person in charge of this event:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**b) Registration of an event after official opening hours (5:00pm).**

Date: ..... Time from: .....to: .....

Event Name:.....

Planned number of participants.....

Place of event: .....

Our person in charge of this event:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please send us an offer for the following services for our planned event:**

- Guards for the event
- Medical service
- Catering service
- Wardrobe and staff
- Taxi dispatcher
- Others \_\_\_\_\_

**Remarks:**

The event may only take place within the areas specifically allocated for the purpose. In case of rearranged furniture it must be ensured that emergency exits are never obstructed. Companies contracted by the organizers, i.e. catering companies, musicians, beverage vendors etc. are also required to observe these instructions. By signing the order you acknowledge the specified conditions. Those are published on the website [www.itb-china.com](http://www.itb-china.com)

Date:	Name of the customer (in block letters):	legally binding signature and company stamp:
_____	_____	_____

As of Jan. 2017/Subject to alternation