



The 16th International Heat Transfer Conference

China National Convention Center, Beijing, China, August 10-15, 2018

Handbook for the Exhibitors

◆ Exhibition Venues

North Foyer and Park View Foyer on the 3rd floor

◆ Time for the set up

Arrangement	Date	Time
Set-up and Decoration*	2018.08.10	22:00 till to the opening of the exhibition
Exhibition	2018.08.11-14	8:30-18:00
	2018.08.15	8:30-17:30
Dismantling*	2018.08.15	17:30-19:30

*The time for setup is subject to site limitation, therefore the time for setup may be advanced or postponed.

◆ Booth Floor Plan





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◆ Booth Sample



3 × 5 Standard Booth (Header, standard counter, chairs, power drop)

Item	Area
Backwall	2.5 × 5 m ²
Sidewall	2.5 × 3 m ² (Can be dismantled)
Counter	0.75 × 1 m ²
Header	Made uniformly by the congress *The picture is only for your reference

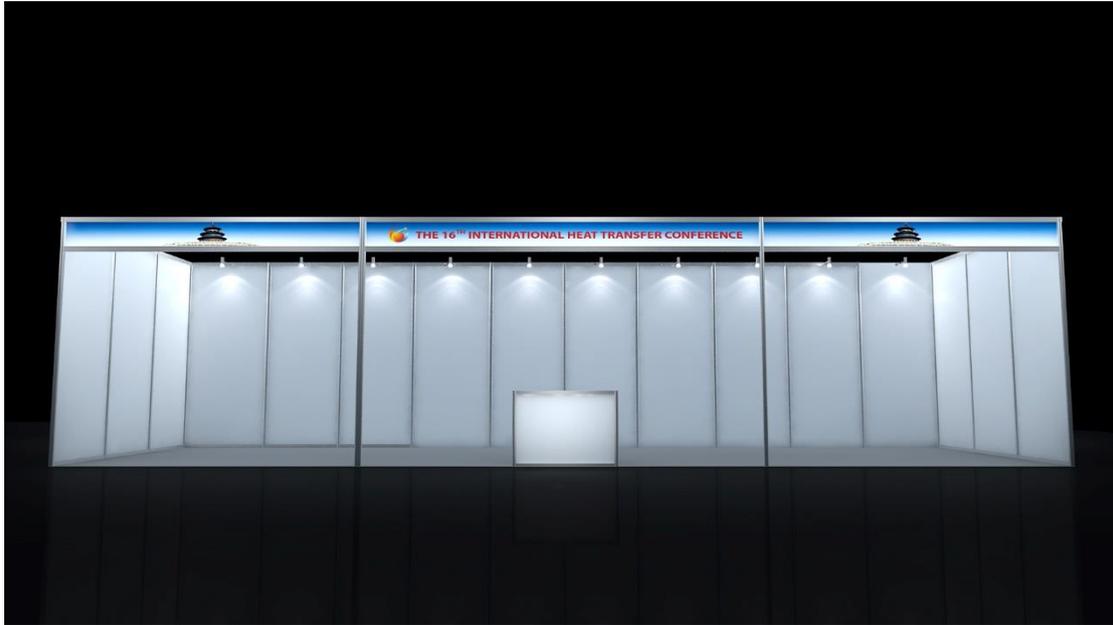
*Graphics for all the sections should be provided by the exhibitors themselves. We could also produce the graphics for you with removable gum or KT boards which costs RMB120/m². If you would like us to produce the graphics for you, please provide us with the documents for printing(AI form) before 31st, July.

*Please prepare sticky hooks yourself if you need to hang hanging materials.



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3 × 10 Standard Booth (Header, standard counter, chair, power drop)

Item	Area
Backwall	2.5 × 10 m ²
Sidewall	2.5 × 3 m ² (Can be dismantled)
Counter	0.75 × 1 m ²
Header	Made uniformly by the congress *The picture is only for your reference

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◆ Special Booth & Attentions

1、 The programs below are relevant to normal charges of special booths and venues。

If your company/institution would like to set up special booths, in view of the time for construction and site limitation, we suggest that a simple special booth be built.

Special booth should be reported to the venue and for relevant matters, please contact us.

Program	Price	Remarks
Special booth setup service charge	RMB 50/sqm/session	Calculated by net booth area
Deposit for special booth construction	RMB 20000/booth	Refer to the reported materials
Certificate for construction	RMB 50/piece	Include RMB 30 for deposit
Van certificate	RMB 50/piece	For 2 hours only

2、 The booth plan may be adjusted according to the actual attendance of the sponsors.

The selected booths will remain unchanged if not affecting fire safety. If any change is made, we will inform the sponsors at the earliest time.



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3、 The congress exhibition does not rent warehousing. If any machines or materials need to be presented at the booth, the sponsors should arrange warehousing logistics by themselves.

Please feel free to contact us for other booth issues

IHTC16 Secretariat

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