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## The Fourth CSLF Ministerial Meeting Exhibition Plan

September 19-23, 2011  
Beijing, China

### I. Exhibition content

The Fourth CSLF Ministerial Meeting plans to organize an exhibition to demonstrate the latest progress, programs and cases, best practices and experience of CSLF members and stakeholders in research, development, demonstration and deployment (RDD&D) of carbon capture, utilization and storage (CCUS) technologies, and promote exchange and cooperation among CSLF members and stakeholders. The organizer of the exhibition will be the Administrative Centre for China's Agenda 21, Ministry of Science and Technology (MOST), China.

### II. Exhibitors

CSLF member governments, international organizations, academia, enterprises and other stakeholders.

### III. Exhibition format

To ensure coherent visual impression of the exhibition, exhibition stands will be designed and constructed in the same style, and arranged in alphabetical order of exhibitor names. Due to space limit, we will allocate exhibition stands on a first-come-first-served basis, with priority given to CSLF member government exhibitors.

The exhibition will be organized in the following four formats:

1. Display board/stand: the organizer will totally prepare around 80 display boards/stands (1m in width and 2.4m in height) for exhibitors, no more than four boards/stands for each CSLF member government exhibitor and two boards/stands for each international organization, university, research institute, enterprise and other stakeholder exhibitor in principle.
2. Video: the organizer will set up a large screen outside the exhibition venue. Any exhibitor who needs video service shall prepare their own film(s). All video films will be played in cycle. Each exhibitor shall submit no more than 2 videos and each video film shall be no more than 10 minutes in length. We accept all mainstream file formats: MPEG/MPG/DAT, AVI, RA/RM/RAM, etc. Video films in DVD/CD shall be mailed to the organizer before **September 15**.
3. Publication materials: Any exhibitor may leave their publication materials (books, leaflets, brochures, CDs, etc) at the distribution site designated by the organizer for public collection. Publication materials shall be provided to the organizer before **September 20**.

4. Exhibition booth: Totally 6 exhibition booths at the entrance lobby of the Golden Hall will be available for sponsors only.. Each sponsorship package will include the rent of one booth during the Ministerial Meeting. The sponsor can send staff there and display its publicity posters as well as company brochures, etc. Each booth is in a size of 3m (length) x 2m (width), has to be designed by a special team designated by the exhibition organizers to ensure unified style. Please refer to the Sponsorship Plan for details.

The organizer reserves the right to accept or deny application for display board/stand, video play and publication materials distribution at the meeting.

#### **IV. Exhibition date/time and venue**

- Stand set-up: 10:00-13:30, 21 September 2011
- Exhibition date/time: 13:30, 21 September – 16:00, 22 September 2011
- Exhibition venue: Golden Hall, Building C, Beijing Hotel
- Exhibit move-out: 16:00-17:00, 22 September 2011

#### **V. Exhibition fee**

The expenditures for venue renting and exhibits making will be shared by exhibitors.

Exhibitor Category	Display Board/stand	Notes
International Exhibitor	US\$ 500/unit	Display board/stand design, painting and set-up included
Domestic Exhibitor	RMB 3,000/unit	

Video play and publication material distribution will be free of charge.

#### **VI. Exhibitor requirement**

1. Exhibitors who request the organizer to design the display board/stand shall email your exhibition application form as well as introductory wording and pictures/graphs/charts to be included in the display board/stand to the organizer before **31 August**. Each display board/stand shall include no more than 400 words (in English) and five pictures/graphs/charts which shall be provided with best possible clarity, in jpg format, with a 500k minimum file size and a 72dpi minimum resolution.

2. Exhibitors who design their own display boards/stands shall email your application form before **31 August** and design scheme to the exhibition organizer before **31 August**. Please note the standard display board/stand size for this exhibition is 100cmX240cm. You may save your design scheme in a jpg file, with a minimum resolution of 100dpi, and send it to the exhibition organizer via email.

3. Exhibitors who have special requirements shall put a note in the application form.

#### **VII. Exhibition participation**

1. Fill in the exhibition application form and reserve a place in the exhibition. Please email your application form to the exhibition organizer before **31 August**.

2. The organizer will send an *Exhibition Confirmation* to the exhibitors before **4**

**September.**

3. The exhibitor shall remit exhibition fee to the account of the Host Secretariat **within 10 days** after receiving *Exhibition Confirmation*, and email/fax your bank receipt to the exhibition organizer. Failure to pay exhibition fees on time will be regarded as voluntary withdrawal from exhibition.

**VIII. Account information of Host Secretariat**

Account Name: The Chinese Society of Sustainable Development

Account Number: 0200004609014438224

Account with Bank: Industrial and Commercial Bank of China, Beijing Municipal Branch, Gongzhufen Sub-Branch

**IX. Exhibition organizer contact**

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