

BICES 2011 FAQs

1. How to apply for booth?

Companies can apply for booths at BICES 2011 by either of the following ways.

1.1 Application by Submission of Written document. Companies may ask for Application Form from BICES Office, fill out the form with required information and send it back to BICES Office by fax.

1.2 On-line Application. Companies may visit the official website of BICES 2011: www.e-bices.org, click the “Application” under the “Exhibitors” sector in the left-side navigator and follow the instructions to complete the application process.

Note: should any change concerning the company contact, applied space area, applied dimension, booth type or others alike occurs, please timely inform the BICES Office in written form.

2. What are the application procedures?

Apply—Receive the Prepayment Notification Letter—Make the prepayment—Awaits for booth allocation—Receive the Booth Confirmation Letter from BICES Office—Confirm the booth you applied—Pay off the total price—Receive the Exhibitor Manual and Onsite Registration Notice—Arrange your exhibition—Submit the installation drawings to BICES Office for check and approval should your booth be not a standard furnished booth—Submit the approved documents to the venue’s management for access to the venue—build the stand.

3. How is BICES 2011 connected with IVEX 2011? How to choose between these two exhibitions?

IVEX 2011, Beijing International Commercial Vehicle Exhibition, will be co-located with BICES 2011. The exhibits mainly include trucks and refit vehicles. This exhibition will be under the management of BICES organizers. Companies may choose BICES or IVEX to file their application.

4. What are the rules of booths allocation?

Principally, BICES allocates the booths according to different catalogues of the exhibits. When arranging the allocation, exhibit category first catalogues will be considered first. The other factor to consider is the time sequence of prepayment.

5. How to learn about the booth information after allocation?

The booth allocation starts soon after the deadline of application. Generally speaking, exhibitor may get the information of the booth it applied around middle April 2011. BICES organizers will send the confirmation letter to Exhibitors at that time.

6. What can a company do if it misses the deadline of application?

If there is exhibition space which has not been booked yet, or if there is any change in circumstances, BICES will consider part of the companies which misses the deadline but still intends to apply. In that case, the location of such booth is not likely to be changed.

7. What action can be taken if a company finds its allocated booth unsatisfied?

Should a company finds its allocated booth unsatisfied upon the arrival of Booth Confirmation Letter, it may ask BICES office for re-allocation. The re-allocation requests will be handled in turns. Company may need to await for some time.

8. When to pay the booth price?

Upon receipt of the applications, BICES office will send the prepayment notice (30% of the total price) to the approved applicants. Such applicants shall make the prepayment according to the notice. Once the booth allocation is confirmed, the exhibitor is required to pay off the total price (with prepayment deducted) of the booth it applies.

9. How to get the invoice?

The invoice will be drawn upon the receipt of the total price of the allocated booth. The invoice will not be available for request if only the prepayment is made. The invoice will be sent by express or registered mail. Should there be a need of EMS mailing, please apply to BICES office at an earlier time.

10. How to get the updates about BICES?

BICES assures that the updated news approaches the targeted clients through a combination of many distribution channels, e.g. correspondences, news conferences, news releases through about 120 media companies, e-newsletters and e-casts.

11. What is the theme of BICES 2011?

Shift to China , Lift the Green Future

12. How to access the exhibitor list?

The first round list will be released around the middle of May, 2011.

13. How to access the exhibitor account and password?

Upon receipt of the prepayment, BICES office will put the exhibitor through the back-end of the official website. The account name shall be the email address which the exhibitor uses in the process of application. The password will be identified in the Prepayment Notice.