



Legal & Certified Forests & Forest Products in Asia

Pacific: Harmonizing Policy and Practice

An International Conference and Business Roundtable

September 8-9, 2009 • Shanghai, China

Exhibition Guidance

—Exhibition of Legal/Certification Programs and Products

Welcome to our conference and the Exhibition of Legal/Certification Programs and Products. We are pleased to inform your organization to have the #_____ booth to display your certified products or program with our organizers' approval. Please note the following information when you set up the display table:

- This exhibition/poster session is free of charge and runs throughout the conference;
- All the materials are displayed should be accord with our exhibition theme of legal /certification Programs and Products include your organization's products, brochure and the relevant programs.
- If you need to send your displayed package to the hotel, please send to:
Address: 2288 Pudong Avenue, Shanghai 200136, P.R China. Plaza Royale Oriental Shanghai Sales Department Zhang Cheng
- Each exhibitor will be assigned the area at 2m*1m, which include a display table (180*80CM) , backboard (2m*2.4m) and clapboard (1m*2.4m);
- Exhibition is located in Plaza Suite I on the third floor;
- Exhibition/Poster Setup time will be 19:00-22:00, Tuesday, September 7th, and 7:30-9:30 am, Wednesday, September 8th. See on-site instructions at Hotel for more directions. If the exhibition room is free at that day, the set up time could be advanced to 15:00, September 7th;
- Booth dismantling & Exhibits move-out should be made at 12:00-14:00 on September 9th.
- Please note "Exhibition only" for your products if it is necessary;
- The sketch map of the exhibition is available in the attachment;
- Please contact with conference secretariat for some necessary help/support:
Exhibition coordinator: Ms. Qu Weiqin, 86-10-8235-8779/7166-809 ,13311128605