

SEMINAR/WORKSHOP HOSTING ORDER FORM



Chinese Business Summit (CBS), New Horizons of US-China Business Platform
January 03 - 05, 2010 The Venetian Palazzo Las Vegas

Smart Business Services Inc.
47428 Fremont Blvd., Fremont, CA 94538.
Fax: 1-510-217-6286 Tel: 1-510-870-4646

Current Date

Company: _____ Company Exhibiting As: _____

Years in Business: _____ Year business established: _____

Services/Products Exhibiting: _____

Address: _____ City: _____ State/ Province: _____

Zip / Postal Code: _____ Country: _____ Website: _____

Expo Contact: _____ Title: _____

Email: _____ Phone: _____ Fax: _____

Seminar Sessions & Meeting Service

Standard service package for seminar sessions or meetings includes attendee registration, attendees list & sign-up sheet, room rental up to 2 hours, seating setup, seminar listing in CBS directory if order placed by or before September 30, 2009. News distribution to media on site. Other equipments and services needs please choose from special order menu First come first serve!

Room Size	Package Price	Package Price	Seating Capacity	Session schedule	Room # booked	
Workshop Room (361 Sqft)	\$2,500.00	Theater	30			
Seminar Room (722 Sqft)	\$4,800.00	Theater	60			
Seminar Room (1000 Sqft)	\$6,800.00	Theater	84			
Press Conference Room	\$9,800.00	Theater	84			

Press conference room package includes room rental up to 2 hours, theatre seatings up to 84, one riser, one podium; one projector, one screen, one microphone, press release posting to CBS website and news distribution to media online.

Payment Information

* Payment Schedule: full payment due with contract.

Check payable to Smart Business Services, Inc.
 Credit Card
 Wire
 Current Amount due:
 American Express
 Mastercard
 Visa

Card Number: Expiration Date: CCV:

Cardholder Name:

CC Billing Address: CC Billing Zip:

Cancellation Policy- Once this contract is signed and exhibit space allotted, you are contracted for that exhibit space. Any cancellations must be received in writing and is subject to cancellation fees. Cancellations made on or before October 31, 2009, results in forfeiture of all deposit. Cancellations received after October 31, 2009 result in a forfeiture of 100% of total cost.

I have read and agree to the above payment terms

Print Name:

Document Signature Field:

Internal Use Only

Accepted by:	
Account #	
Booth Assigned:	
Payment status:	