



**INVENI BUSINESS & TECHNOLOGY LTD**  
**CHINA TRADE MISSION - BEIJING, SHANGHAI, GUANGZHOU**  
**OCTOBER 14 – 23, 2016**

**PARTICIPANT REGISTRATION FORM**

**ROUNDTRIP AIRFARE**

The appointed local travel agent is **Lazzari and Sampson Travel Service Ltd.** They have put together a competitive air travel package to China inclusive of flights via Caribbean Airlines, Air China and China Southern Airlines.

Hotel accommodation, domestic travel and meals are booked directly by INVENI in China.

**Please note that costs are subject to change based on the exchange rate fluctuations at the time of booking.**

**PRELIMINARY ITINERARY**

Fri 14 Oct 2016	-Depart Piarco Intl
Sat 15 Oct 2016	- Arrive in Guangzhou - Breakfast -Attend Canton Fair -Dinner
Sun 16 Oct 2016	-Breakfast -Attend Canton Fair -Dinner
Mon 17 Oct 2016	-Breakfast -Meet with suppliers afternoon (plus Canton Fair -Lunch on the road -Dinner
Tue 18 Oct 2016	-Breakfast - Travel to next city - Meet with suppliers - Lunch /Dinner
Wed 19 Oct 2016	-Breakfast -Travel to meet with suppliers - Lunch - Meeting with suppliers - Dinner
Thu 20 Oct 2016	-Breakfast - Meeting with Suppliers -Lunch -Travel Beijing
Fri 21 <sup>st</sup> Oct 2016	-- Breakfast at Hotel in Beijing - Meet with Suppliers -Lunch -Meet with Suppliers - Dinner
Sat 22 <sup>nd</sup> Oct 2016	-Breakfast in Beijing -Special delegation meeting - Tourism Tour - Free Time - Dinner
Sun 23 <sup>rd</sup> Oct	Hotel checkout -Depart China

**VISA ENTRY REQUIREMENTS**

A business visa is required for Trinidad & Tobago nationals visiting China, obtainable from the Embassy of the People's Republic of China in Trinidad & Tobago, located at *No 39 Alexandra St., St. Clair, and Port of Spain.* Information on the Visa application process can be found here <http://cs.mfa.gov.cn/wgrh/lhqz/lhqzjjs/t1095035.shtml> . Please be aware of the Embassy's holiday closures during 2016. Information can be viewed using this link <http://tt.china-embassy.org/eng/lsw/t1331460.htm>

For business visas a letter of invitation from a Chinese company or Chinese government department is required.

**VACCINATIONS**

INVENI accept no responsibility for advice in this specialised field. However, information will be sought from the local health authorities and provided to delegates.

**CURRENCY**

The Chinese currency is Chinese Yuan, also known as Renminbi (RMB) is used throughout in mainland China. The basic unit of RMB is Yuan (¥).

**WEATHER**

Average high/low temperatures (October). **15/10/2016** - 20oC / 6oC.  
**22/10/2016** – 18oC / 4oC.

**TIME DIFFERENCE**

China is 12 hours ahead of Trinidad & Tobago time.

**PRE-VISIT BRIEFING**

A briefing meeting in Trinidad will be held on **Monday 3 October 2016 from 3.00pm – 4.30pm** at the TTMA's conference room. The briefing will provide information and advice on how to do business in China. It is also an opportunity to meet other participants in advance of the mission and discuss the mission logistics.

**MISSION CITIES and TOURISM TOUR**

Delegates will visit the cities of Beijing, Shanghai and Guangzhou. The mission begins in the city of Guangzhou with attendance at the Canton Trade Fair for 2-days. B2B meetings with pre-selected suppliers will be held throughout the mission. The delegation will visit Beijing on the final leg of the mission and participate in tourism activities.

**For additional information please contact:**

**Mrs. Michelle Low Chew Tung**  
 Managing Director,  
**INVENI BUSINESS & TECHNOLOGY LTD**  
 No. 5F Fitt Street, Woodbrook, Port of Spain  
 Tel: 868 271 3438 Mobile: 868 789 7713  
 Email: [michelle@invenitt.com](mailto:michelle@invenitt.com) [info@invenitt.com](mailto:info@invenitt.com)



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**PARTICIPANT INFORMATION & COMPANY PROFILE**

**PERSONAL INFORMATION** *(As it appears in your passport)*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport Number: \_\_\_\_\_ DOB: \_\_\_\_\_

Indicate Any Special Needs: \_\_\_\_\_

**ORGANIZATIONAL PROFILE**

Name of Business Organization \_\_\_\_\_

Your Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Year Established: \_\_\_\_\_ Number of Employees: \_\_\_\_\_ Annual Sales: \_\_\_\_\_

**SPECIFY INDUSTRY SECTOR** \_\_\_\_\_

**INDICATE YOUR TYPE OF BUSINESS:**

Agent/Representative     Distributor/Wholesaler     Franchising     Manufacturer

Retailer     Other: \_\_\_\_\_

**MAIN OBJECTIVE FOR PARTICIPATING IN THIS MISSION:**  Buying     Selling     Other:

**DESCRIBE YOUR PRODUCTS/SERVICES:**

**INDICATE THE TYPE OF SUPPLIERS/MANUFACTURERS YOU WOULD LIKE TO MEET DURING THIS MISSION:**



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**PARTICIPANT'S REGISTRATION FORM**

*(Please complete and return this form along with participation fee to INVENI)*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

*[As it appears on your travel passport]*

Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PARTICIPANT ALL-INCLUSIVE PACKAGE	ESTIMATED COST (USD)
<b>A. ROUNDTRIP AIRFARE PER PERSON</b> Airfare estimates as of February 25 <sup>th</sup> 2016 (Economy class fare) are subject to change at the time of booking. Travel route: POS/JFK/BEIJING – BEIJING/JFK/POS via BW and China Airlines	<b>\$2,300</b>
<b>B. LODGING</b> Estimated hotel accommodation rate for 7-nights (Oct 15 – Oct 21 2016) in China at USD169.00 per night at 4 star hotel or equivalent (private single room) Indicate single/double occupancy.	<b>\$1,183</b>
<b>C. IN-COUNTRY GROUND TRANSPORTATION</b> Minibus transportation – USD 120.00 PER DAY X 8 DAYS Travel incidentals i.e. rain coats, umbrellas, first aid kits, water etc. on board transport - USD\$277 per person	<b>\$1,237</b>
<b>D. DOMESTIC AIRLINE AND TRAIN FARES -</b> travel to a maximum of 3-cities	<b>\$800</b>
<b>E. MEALS -</b> 3 meals provided per day	<b>\$1,500</b>
<b>E. TRANSLATION SERVICES, NEGOTIATIONS AND BUSINESS DIRECT SERVICES –</b> <b>Provided for duration of stay in China -</b> Cost per day USD287.50 x 8-days	<b>\$2,300</b>
<b>F: TOURIST SITE &amp; CANTON TRADE FAIR</b> Mission organised tourist site visit – maximum 2-tourism sites 1 Day-Pass (only) for entry to Canton Trade Fair in Guangzhou	<b>\$295</b>
<b>G: TRADE MISSION COORDINATION FEE -</b>	<b>\$585</b>
<b>GRAND TOTAL</b>	<b>\$10,200</b>

**METHODS OF PAYMENT & REGISTRATION INSTRUCTIONS**

- CHECK NUMBER: \_\_\_\_\_ TOTAL AMOUNT: \_\_\_\_\_
- WIRE TRANSFER: Wire transfer details provided on request

**IF PAYING BY CHECK, THE PARTICIPATION FEE SHOULD BE MADE PAYABLE TO: INVENI BUSINESS & TECHNOLOGY LTD (50% deposit on total trade participation fee is payable with registration form. Deadline for registration and deposit is APRIL 30<sup>TH</sup>, 2016.**

**2-EASY WAYS TO REGISTER: COMPLETE AND RETURN ALL COMPLETED DOCUMENTS, ONE PER PERSON:**

1. Scan and email completed documents to [michelle@invenitt.com](mailto:michelle@invenitt.com)
2. Deliver completed documents to the office of INVENI Business & Technology Ltd, No. 5F Fitt Street, Port of Spain.

**IMPORTANT MISSION INFORMATION**

- Final selection of mission participants will be confirmed by INVENI staff after determining sector suitability and market potential.
- Participation fee is non-refundable after payment.

**Registration Deadline: APRIL 30<sup>TH</sup>, 2016**



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*(Please complete and return this form along with participation fee to INVENI)*

**CANCELLATION REGULATIONS**

If you decide not to join the mission, and inform us by fax, letter or email, arriving on or before **Friday August 12<sup>th</sup>, 2016 by close of business 4.00pm** we shall refund 70% of the Mission participation fee. After **Monday 12<sup>th</sup> September 2016** there will be no refund.

**SERVICES NOT INCLUDED IN THE PARTICIPANT'S ALL-INCLUSIVE PACKAGE**

- **Insurance** has not been included in the travel package and mission members are strongly advised to take out adequate travel insurance. If the mission is cancelled for reasons beyond our control, the TTMA and INVENI Business & Technology Ltd can take no responsibility for any loss you may incur.
- **Supplier Verification** is not included in the participant's fee. Supplier verification must be undertaken by each delegate prior to the start of the mission. This process results in the identification of preferred suppliers for which a programme of meetings will be arranged by the mission's organising partner.

This process involves the selection of a maximum of five (5) manufacturers sourced and supplier verification carried out to ensure legitimacy, export capability, production capacity, international certifications and more. This is a chargeable service and includes verification reports on each supplier selected. *The fee for this service is USD 125 per supplier.*

- **Vaccinations and Visas** are a separate cost and will be borne by delegates.

**TRADE MISSION TO CHINA: OCTOBER 14 -23, 2016**

We wish to register for the Trade Mission to China. We enclose a cheque for **USD \$5,200.00** which represents 50% deposit on the participation fee of USD \$10,400.00 made payable to INVENI BUSINESS & TECHNOLOGY LTD.

I have read and agree to the Terms and Conditions of the mission.

**TITLE:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_ **SURNAME:** \_\_\_\_\_

**NAME OF COMPANY:** \_\_\_\_\_ **COMPANY STAMP** \_\_\_\_\_

**TO BE RETURNED NO LATER THAN APRIL 30<sup>th</sup>, 2016.**

**INVENI BUSINESS & TECHNOLOGY LTD**

Michelle Low Chew Tung  
Managing Director  
# 5F Fitt Street, Woodbrook, Port of Spain  
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Email: [michelle@invenitt.com](mailto:michelle@invenitt.com)  
Website: [www.invenitt.com](http://www.invenitt.com)

Your signing of this registration form binds you to all the terms and requirements of this mission. INVENI reserves the right of cancellation and the right to change the mission program/ itinerary on-site, based on unforeseen circumstances. Participants agree, at all times and hereafter, to hold harmless and indemnify INVENI, their staff and Board of Directors, contributing organizations, agents, affiliates and volunteers from errors, omissions, or adverse actions that may result from this mission.

**Registration Deadline: APRIL 30<sup>TH</sup>, 2016**



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**FOR INTERNAL USE ONLY:**

DATE Received: \_\_\_\_\_ Approved By: \_\_\_\_\_

Comments: \_\_\_\_\_