

# Baltimore-China Business Mission 2013

## INFORMATION PACKAGE



Photo: Xiamen, China

By Rolfmueller (Own work) [CC-BY-SA-3.0  
(<http://creativecommons.org/licenses/by-sa/3.0/>)] Via Wikimedia Commons



Learn more about us: [bxsc.org](http://bxsc.org)



Follow us:  
[facebook.com/BaltimoreXiamen](https://www.facebook.com/BaltimoreXiamen)

## **TABLE OF CONTENTS**

1. Welcome
2. Itinerary
3. Registration & Payment
4. Travel
5. Sponsorships
6. Visas
7. Medical
8. Business Matchmaking
9. Calendar/Timeline
10. Important Contacts
11. Attachments
  - a. Mission Flyer
  - b. Registration Form
  - c. Sponsorship Flyer
  - d. Chinese Visa Application Form
  - e. Chinese Visa Application Documents/Instructions
  - f. Sample “Business Letter of Financial Responsibility” for Chinese Visa
  - g. Business Matchmaking Questionnaire & Sample Mission Book Write Up

## **Welcome**

Thank you for your interest in the 2013 China Business & Trade Mission from September 3 through September 12, 2013 to be led by Baltimore City Deputy Chief for Economic Development Kaliope Parthemous.

The mission is organized by the Baltimore-Xiamen Sister City Committee (BXSCC). The trip will emphasize one-on-one matchmaking meetings with Chinese counterparts for companies in a wide range of industry sectors and interests (including exporting, importing, and attracting Chinese investment capital). There will also be good opportunities for meetings with relevant government officials and industry associations and representatives.

This mission is of exceptional value. The cost is approximately \$5,200 per individual, all inclusive. Individuals will be responsible for making their own travel reservations and can use their preferred air carrier for international flights but are requested to use our designated travel agent, Nexus Holidays/China Travel Service DC in Rockville, MD (see "Travel" section of this document).

This Information Package has been prepared in order to give you the information necessary to make a decision about participating in or sponsoring this mission. Additional, detailed information will be shared with individuals and companies that register for the mission. Meanwhile, updates are available on our web site. Go to [www.bxscc.org](http://www.bxscc.org) then click on Baltimore-China Business Mission 2013.

We hope you will join us!

## Itinerary

Tuesday – Wednesday	September 3 - 4, Baltimore/Shanghai
Early Morning (Tuesday) Afternoon/Evening (Wednesday)	Depart Baltimore area for Shanghai Arrive Shanghai
Thursday	September 5, Shanghai
Morning Noon Afternoon Evening	Overview & Briefing at Maryland Center China Meeting with Shanghai Deputy Mayor Sightseeing Reception and briefing at delegation hotel hosted by Active Minerals International of Sparks MD and Shanghai, China
Friday	September 6, Shanghai
Morning Noon Afternoon Evening	Shanghai Business match-making meetings Meeting with Shanghai Deputy Mayor (alternate date) Shanghai Business match-making meetings Dinner hosted by Xiamen University Business Association in Shanghai
Saturday	September 7, Shanghai/Xiamen
Noon (approx.) Evening	Depart Shanghai for Xiamen CIFIT Trade Fair reception & dinner
Sunday	September 8, Xiamen
Morning Morning Afternoon (2:00 to 5:00 PM) Evening (6:30 PM)	Xiamen CIFIT Trade Fair Opening Ceremony (9:00 AM) Attend Trade Fair Xiamen Mayor Forum for International Friendship Cities South-China American Chamber of Commerce Reception
Monday	September 9, Xiamen
Morning Afternoon	Xiamen CIFIT Trade Fair, business matchmaking, other Meetings
Tuesday	September 10, Xiamen
Morning Afternoon	Xiamen CIFIT Trade Fair, business matchmaking, other Meetings  (May substitute full day of business matchmaking & other meetings in Zhangzhou near Xiamen and home town of Baltimore-Xiamen Committee Vice-Chair, Lisa Liu)
Wednesday	September 11, Xiamen
Morning Afternoon	Xiamen CIFIT Trade Fair – pack up Xiamen sightseeing  (Alternate date for Zhangzhou trip – TBD)
Thursday	September 12,
Early Morning Afternoon/evening Evening (same day)	Depart Xiamen for Shanghai Depart Shanghai for USA Arrive Baltimore area, USA

\*Note: \*Note: On evening of either 9/9 or 9/10 there will likely be a special Xiamen Mayor's Office dinner for visiting dignitaries followed by a Gala fireworks show.

## REGISTRATION & PAYMENT

The cost of this mission will be approximately \$5,200, all inclusive:

\$1,400 roundtrip airfare from Baltimore area to Shanghai  
\$ 330 roundtrip airfare from Shanghai to Xiamen  
\$ 655 hotel (3 nights), meals, transportation & sightseeing in Shanghai  
\$ 100 Business Cards (translation and printing)  
\$ 750 hotel (5 nights) in Xiamen  
\$ 200 meals in Xiamen  
\$ 170 Chinese business visa expense  
\$ 500 Business matchmaking in Shanghai (optional)  
\$1,100 Share of Mission Overhead (Mission Book, Shanghai dinner, booth at Xiamen  
CIFIT trade fair, Xiamen business matchmaking, local transportation in Xiamen,  
interpreters etc.)

Air fares shown above are economy class and reflect current prices. Prices may change depending on when reservations are made.

The designated travel agent for this trip is Nexus Holidays/China Travel Service DC in Rockville, MD (see Travel section for complete contact information). Flight reservations (international and in-China) and Shanghai hotel reservations must be made directly with Nexus. Payment for this part of the trip (highlighted in yellow – above) should also be made directly to Nexus. You can choose your preferred airline for international flights but Nexus will make arrangements for everyone to take the same flight from Shanghai to Xiamen. The hotel in Shanghai (Park Hotel, 170 Nanjing Road West) has also been chosen by Nexus as part of a tour package including ground transport and some sightseeing. Nexus will also translate and print your business cards if requested.

Because of the high demand for rooms during the CIFIT Trade Fair, The Xiamen Municipal Foreign Affairs Office will choose our hotel in Xiamen and make our room reservations. The Baltimore-Xiamen Sister City Committee will manage these arrangements. The \$750 for 5 nights in Xiamen is a conservative estimate at \$150/night as is the \$200 meal expense. Payment for hotel and meal expense will be each individual's responsibility. As guests of the Xiamen Municipal Foreign Affairs Office we will be invited to many free lunches and dinners so meals are usually not a major expense.

The Baltimore-Xiamen Sister City Committee will be directly managing the remaining items listed above (highlighted in grey) amounting to approximately \$1,770 (\$1,270 if no Business Matchmaking in Shanghai is requested). There are two steps to the registration and payment process.

- **A non-refundable payment of \$300 to be made as soon as possible but no later than July 15 to confirm participation in the mission. This payment is to be accompanied by the Mission Registration Form (see Attachments). Payment should be made by check made out to "Director of Finance" and mailed to:**

W. Fontaine Bell  
Chairman, Baltimore-Xiamen Sister City Committee  
3773 Dorsey Search Circle  
Ellicott City, MD 21042

(Note: the Baltimore-Xiamen Sister City Committee is part of the Office of the Mayor, City of Baltimore. Our accounts are part of the City of Baltimore, tax I.D. #52-6000769. Director of Finance is the City of Baltimore Director of Finance).

- **Upon receipt of the above payment and the Mission Registration Form the Baltimore-Xiamen Sister City Committee will send you a receipt for the \$300 payment and an invoice for the remaining balance of mission overhead costs which are estimated to be approximately \$1,470 (\$970 if no Shanghai Business Matchmaking is requested). This payment must be received by July 30.**

#### **MISSION COSTS - IMPORTANT NOTICE**

**The mission costs listed in this section are approximate and are based on current airfare availability and a mission of 20 persons. We will make every effort to keep the costs close to these estimates. We will also do our best to obtain additional sponsorships that would be applied to reduce mission overhead and individual participant costs. It should be noted that the Baltimore-Xiamen Sister City Committee is a non-profit, volunteer organization. The work of organizing and managing this mission is entirely a volunteer effort with no compensation paid to committee members who themselves will be paying their own way on the mission. The City of Baltimore does not contribute to funding for the mission in any way. This will be the fourth such business mission to China organized by the Baltimore-Xiamen Sister City Committee since 2006. Each of the prior three missions have been extremely successful and have been managed close to initial cost estimates.**

## TRAVEL

The designated travel agent for this mission is Nexus Holidays/China Travel Service DC in Rockville, MD. They have been briefed on the Mission and are prepared to assist trip participants with their travel needs. This is a large agency with many years experience in the international travel business especially with China. Their contact information is as follows:

**Nexus Holidays/China Travel Service DC**  
**932 Hungerford Drive, #7A**  
**Rockville, MD 20850**

301-917-2222 (local)  
800-919-8041 (toll free)  
301-917-2240 (fax)  
[www.nexusholidays.com](http://www.nexusholidays.com)

### Primary Contact

Ms. Wendy Liu  
Travel Consultant  
301-917-2222 ext. 903  
[wendy@nexusholidays.com](mailto:wendy@nexusholidays.com)

### Back Up Contact

Mr. Xiaosheng Bi  
General Manager  
301-917-2222  
[bi@nexusholidays.com](mailto:bi@nexusholidays.com)

Although you can choose your own airline for international travel it is very important that you use Nexus Holidays/China Travel Service DC for your international and in-China flight reservations and Shanghai hotel reservations. This will insure that your flights are coordinated with our schedule and that we benefit from group hotel, ground transport and sightseeing rates in Shanghai. As noted in the Registration & Payment Section (above), the Baltimore-Xiamen Sister City Committee making all hotel reservations in Xiamen.

Nexus Holidays/China Travel Service DC can also arrange trip cancellation insurance and medical evacuation insurance for anyone wanting such protection. They can also arrange translation and printing of your business cards and translation and printing of company brochures/

**At present round trip economy class fares to Shanghai are available for about \$1,400. It is recommended that you move quickly to confirm your flights as these are good fares and they can change quickly. However you should be aware that most fares at these rates are non-refundable and additional charges may apply if changes are requested.**

## **SPONSORSHIPS**

Sponsorship by mission participants and others will be greatly appreciated. Mission pricing is designed to cover costs plus a small return to the Baltimore-Xiamen Sister City Committee who have contributed major time, funds and other resources in planning this mission. Sponsorships may also allow us to reduce mission overhead costs.

In return, sponsors will enjoy substantial publicity and other benefits. Please see the “Attachments” section for a full description of the sponsorship program.



## VISAS

The Baltimore-Xiamen Sister City Committee will manage the Chinese visa process for all trip participants and this cost is included in the mission fee. However, much of the visa application process must be initiated by the individual. This section is intended to explain the process and provide the links for obtaining the necessary forms and instructions.

An understanding of the Chinese visa process is important. As this is a business delegation we will apply for Business (F) Visas for everyone. The detailed requirements for a Business F Visa (copied from the Chinese Consulate website) are included in the “Attachments” section. Here is a summary:

- 1) U.S. Passport valid at least 6 months past the requested visa validity date and containing at least one blank page (other than amendment & endorsement pages)
- 2) 1 completed, signed Visa Application Form (V.2011A). See blank sample in Attachments section. This must be typed,, i.e . filled in on-line, printed and then signed
- 3) 1 passport photograph
- 4) Invitation Letter from Chinese host organization – this will be obtained for you (see below)
- 5) Business Letter of Financial Responsibility – see blank sample in “Attachments” section

The Baltimore-Xiamen Sister City Committee will obtain an Invitation Letter from the Xiamen Foreign Affairs Office as soon as all trip participants are confirmed and paid. At that time a sample, partially completed Visa Application Form and a sample Business Letter of Introduction will be distributed for all to use as a guide. The Baltimore-Xiamen Sister City Committee will review applications and related documents for accuracy and completeness and will take directly to the Chinese Consulate for same day issuance.

**Please check your passport now for compliance with paragraph 1) above and, if not in order, apply for a new passport immediately. Otherwise, wait for further instructions and sample forms to be sent to you by e-mail from the Baltimore-Xiamen Sister City Committee.**

**All signatures on the Chinese Visa Application and other required forms must be in blue ink.**

### Important links

Chinese Consulate Home Page: <http://www.china-embassy.org/eng/visas/zgqz/>

Visa Form: <http://www.china-embassy.org/eng/visas/fd/W020110823124017412067.pdf>

Visa Instructions: <http://www.china-embassy.org/eng/visas/fd/W020110805352206602071.pdf>

Visa Application Documents: <http://www.china-embassy.org/eng/visas/adr/>

Visa FAQ: <http://www.china-embassy.org/eng/visas/faq/>

## **MEDICAL**

It is suggested that mission participants check with their personal physicians or a travel clinic about recommended inoculations or other precautions for travel in China. Below are three local providers of travelers health care services:

Passport Health  
921 East Fort Ave., Suite 100  
Baltimore, MD 21230  
410-727-0556

Dr. Micheal Zimring  
Mercy Medical Ctr.  
301 Saint Paul Street, Suite 311  
Baltimore, MD 21202  
410-332-1616

Dr. Robert Edelman  
University of Maryland  
Medical Group Travel Clinic  
419 West Redwood Street, Suite 600  
Baltimore, MD 21201  
410-328-5196

## **BUSINESS MATCHMAKING**

Business Matchmaking in Shanghai will be managed by the Baltimore-Xiamen Sister City Committee through Maryland Center China (MCC). MCC has had extensive experience in assisting US companies develop their China business interests and has successfully supported many trade missions during the last 17 years. MCC's offices are located at:

Maryland Center China  
Tomorrow Square, Suite A401  
399 West Nanjing Road  
Shanghai 200040, China

011-86-21-2308-1188  
[www.mccusa.org](http://www.mccusa.org)

As part of our Shanghai tour package transportation to and from MCC's offices will be provided.

Business matchmaking for Xiamen will be managed by Lisa Liu, Vice-Chair of the Baltimore-Xiamen Sister City Committee and a native of the Xiamen area. Lisa will work with the Xiamen Foreign Affairs office and the Chinese Council for the Promotion of International Trade (Xiamen Branch) to arrange several ½ day matchmaking sessions in Xiamen. A matchmaking session is also planned for Lisa's home town of Zhangzhou, a major industrial center within one hour of Xiamen.

A sample Business Matchmaking Questionnaire is included in the "Attachments" section, for a digital version of this form; please contact Mission Executive Director Mie Mie Joe Strickler at [mie98@msn.com](mailto:mie98@msn.com) or Baltimore-Xiamen Sister City Chair Fontaine Bell at [fontainebell@gmail.com](mailto:fontainebell@gmail.com)

## CALENDAR/TIMELINE

May 22	1 <sup>st</sup> Mission Briefing
May 31	Check to make sure you have a passport, valid at least 6 months from September 3, 2013 and containing at least one blank page (other than amendment & endorsement pages). If not, apply for a new passport immediately.
July 9	2 <sup>nd</sup> Mission Briefing
July 15	Deadline for mission Registration Form and \$300 non-refundable deposit
July 15	Participants should make flight and hotel reservations through Nexus Travel/China Travel Service DC by this date or earlier in order to secure reasonable price
July 30	Deadline for payment of \$1,470 balance of mission overhead costs (\$970 without Shanghai Business Matchmaking). This is after credit for \$300 deposit due July 15 (see above).
August 15	Final Mission Briefing
September 3	Depart USA from Baltimore area airport
September 4	Arrival in Shanghai
September 5	Mission begins with morning briefing at Maryland Center China in Shanghai
September 5 through September 11	See Mission Itinerary (Page 2 of Information Package)
September 12	Mission ends – return to USA

## IMPORTANT CONTACTS

Mr. Fontaine Bell,  
Chair, 2013 China Mission Organizing Committee &  
Chair, Baltimore-Xiamen Sister City Committee  
[fbell12345@aol.com](mailto:fbell12345@aol.com)  
410-440-6117 (cell)

Ms. Lisa Liu  
Co-Chair, 2013 China Mission Organizing Committee &  
Vice-Chair, Baltimore-Xiamen Sister City Committee  
[lisa\\_liu50@hotmail.com](mailto:lisa_liu50@hotmail.com)  
301-518-8270 (cell)

Ms. Mie Mie Joe Strickler  
Executive Director, 2013 China Mission Organizing Committee  
[mie98@msn.com](mailto:mie98@msn.com)  
302-743-2267 (cell)

Ms. Wendy Liu  
Travel Consultant  
Nexus Holidays/China Travel Service DC  
301-917-2222 ext. 903  
[wendy@nexusholidays.com](mailto:wendy@nexusholidays.com)

Mr. Xiaosheng Bi  
General Manager  
Nexus Holidays/China Travel Service DC  
301-917-2222  
[bi@nexusholidays.com](mailto:bi@nexusholidays.com)

## **ATTACHMENTS**



Photo: Xiamen, China

By Rolfmueller (Own work) [CC-BY-SA-3.0  
(<http://creativecommons.org/licenses/by-sa/3.0/>)] Via Wikimedia Commons

# Baltimore-China Business Mission 2013

## September 3 – 12, 2013

### Mission Overview



Baltimore City Deputy Chief for Economic Development Kaliope Parthemos will lead a business mission of local companies in September

for seven days of closely targeted one-on-one business matchmaking in Shanghai and Xiamen, China. The delegation will also attend the annual China International Fair for Investment & Trade in Xiamen. For more information please visit: <http://baltimorechina2013.bxscc.org/>



### Contacts

**Mr. Fontaine Bell**

[fontainebell@gmail.com](mailto:fontainebell@gmail.com), 410-440-6117

or **Ms. Lisa Weimin Liu**

[lisa\\_liu50@hotmail.com](mailto:lisa_liu50@hotmail.com), 301-518-8270



Learn more about us: [bxsc.org](http://bxsc.org)

Follow us: [facebook.com/BaltimoreXiamen](https://facebook.com/BaltimoreXiamen)

### Upcoming Event

#### 2nd Briefing for Baltimore-China Business Mission 2013

**Date:** Tuesday, July 9, 2013

**Time:** 4:30 PM - 6:30 PM

**Venue:** Curran Room – 4<sup>th</sup> Floor, Baltimore City Hall, 100 North Holliday Street, Baltimore, Maryland 21202

**Parking:** Baltimore Street Garage (next to City Hall at Fayette Street & Guilford Avenue)

**Space is limited. Register Now!**

<http://baltimorechina2013.bxscc.org/>

### Sponsors

**Platinum**



US - China Association of Commerce

**Gold**





Photo: Xiamen, China

By Rolfmueller (Own work) [CC-BY-SA-3.0  
(<http://creativecommons.org/licenses/by-sa/3.0/>)] Via Wikimedia Commons

Please indicate your commitment to participate in the Baltimore-China Business Mission 2013 by completing this form and mailing, along with a \$300.00 check in favor of "Director of Finance", to:

**Fontaine Bell**  
Chair – Baltimore Xiamen Sister City Committee  
3773 Dorsey Search Circle  
Ellicott City, MD 21042



This is a non-refundable deposit to secure your position on the mission and help cover Initial expenses. Upon receipt of your deposit we will send you a receipt and an invoice for the balance of mission overhead costs which are estimated to be approximately \$1,470 or \$970 (if no Shanghai matchmaking is requested). Total mission costs including airfare, hotels, meals etc. are estimated at \$5,200 or \$4,700 (without Shanghai matchmaking). See Mission Information Package on our website for detailed cost breakdown. The Baltimore-Xiamen Sister City Committee is a part of the City of Baltimore. Its funds are managed by the Director of Finance of the City of Baltimore.

Name: \_\_\_\_\_

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

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

Shanghai Matchmaking (Yes/No): \_\_\_\_\_



For more information about the mission please visit [www.bxsc.org](http://www.bxsc.org) or contact:

- Fontaine Bell, Chair – Baltimore-Xiamen Sister City Committee: (410) 440-6117 or [fontainebell@gmail.com](mailto:fontainebell@gmail.com)
- Lisa Liu, Vice Chair – Baltimore-Xiamen Sister City Committee: (301-518-8270 or [lisa\\_liu50@hotmail.com](mailto:lisa_liu50@hotmail.com))
- Mie Mie Joe Strickler, Executive Director – Baltimore-China Business Mission 2013 (302-743-2267 or [mie98@msn.com](mailto:mie98@msn.com))



# Baltimore-China Business Mission 2013

## Sponsorship Opportunities

### *Participating and Non-Participating Companies*



Photo: Xiamen, China

By Rolfmueller (Own work) [CC-BY-SA-3.0  
(<http://creativecommons.org/licenses/by-sa/3.0/>)] Via Wikimedia Commons

### Platinum Sponsorship -- \$5,000

#### Overall Mission Visibility

- Recognition as a Platinum Sponsor, with company name, logo, description and link in all promotional materials, on the Mission website, and the Mission program guide.

#### Shanghai and Xiamen

- You will be introduced as a Platinum sponsor of the Maryland Reception in Shanghai, and given an opportunity to speak (or, if not participating, a statement will be made on sponsor's behalf).
- You will be recognized and introduced at every other important meeting or event in Shanghai and Xiamen, and given an opportunity to speak (or, if not participating, a statement will be made on sponsor's behalf).
- You will be offered preference space in CIFIT trade show booth for company information and literature.

#### Pre- and Post-Mission Meetings

- Sponsor will receive three complimentary tickets to all pre-and post-Mission briefings/meetings and will be given an opportunity to speak.
- 3 year corporate membership in Baltimore-Xiamen Sister City Committee



**Note:** Sponsorship fee is in addition to Mission participation fee for those companies accompanying the delegation on the trip.

For more information about the mission please visit  
[www.bxscc.org](http://www.bxscc.org)

Or contact

**Mr. Fontaine Bell**

[fontainebell@gmail.com](mailto:fontainebell@gmail.com), 410-440-6117

or **Ms. Lisa Weimin Liu**

[lisa\\_liu50@hotmail.com](mailto:lisa_liu50@hotmail.com), 301-518-8270



Learn more about us: [bxsc.org](http://bxsc.org)

Follow us: [facebook.com/BaltimoreXiamen](https://facebook.com/BaltimoreXiamen)

## Gold Sponsorship -- \$3,000

### Overall Mission Visibility

- Recognition as a Gold sponsor, with company name, logo, description and link in all promotional materials, on the Mission website and the Mission program guide.

### Shanghai and Xiamen

- You will be introduced as a Gold sponsor of the Maryland Reception in Shanghai, and given an opportunity to speak (or, if not participating, a statement will be made on sponsor's behalf).
- You will be recognized and introduced at every other important meeting or event in Shanghai and Xiamen.
- You will be offered preference space in CIFIT trade show booth for company information and literature.

### Pre- and Post-Mission Meetings

- Sponsor will receive two complimentary tickets to all pre- and post-Mission briefings/meetings.
- 2 year corporate membership in Baltimore-Xiamen Sister City Committee

## Silver Sponsorship -- \$1,000

### Overall Mission Visibility

- Recognition as a Silver sponsor, with company name, logo, description and link in all promotional materials, on the Mission website and the Mission program guide.

### Shanghai and Xiamen

- You will be introduced as a Silver sponsor of the Maryland Reception in Shanghai.
- You will be recognized at every other important meeting or event in Shanghai and Xiamen.

### Pre- and Post-Mission Meetings

- Sponsor will receive one complimentary ticket to all pre- and post-Mission briefings/meetings.
- 1 year corporate membership in Baltimore-Xiamen Sister City Committee



**Note:** Sponsorship fee is in addition to Mission participation fee for those companies accompanying the delegation on the trip.

For more information about the mission please visit

[www.bxscc.org](http://www.bxscc.org)

Or contact

**Mr. Fontaine Bell**

[fontainebell@gmail.com](mailto:fontainebell@gmail.com), 410-440-6117

or **Ms. Lisa Weimin Liu**

[lisa\\_liu50@hotmail.com](mailto:lisa_liu50@hotmail.com), 301-518-8270



Learn more about us: [bxsc.org](http://bxsc.org)

Follow us: [facebook.com/BaltimoreXiamen](https://facebook.com/BaltimoreXiamen)

# 中华人民共和国签证申请表

## Visa Application Form of the People's Republic of China

申请人必须如实、完整地填写本表格。请逐项在空白处用中文或英文大写字母打印填写，或在□打×选择。如有更多需要声明事项，请附另纸说明。Applicant should fill out this form truly and completely. Please type your answer in capital English letters in the space provided or cross the appropriate box to select. If there is more information to declare, please type on a separate sheet.

如申请到中国工作、留学，或与护照偕行人同行，或不在国籍国申请签证，你还需填写签证申请表附表(Form V.2011B)。If you are applying to work or study in China, or if someone else travelling with you shares the same passport, or if you are applying for a visa in a country or territory other than the country of your current nationality, you should fill out the Supplementary Visa Application Form(Form V.2011B).

### 一、个人信息 Section 1: Personal information

1.1 英文姓名 Full English name as in passport	姓 Surname:	1.2 性别 Sex	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F	<b>照片 / Photo</b>  请将 1 张近期正面免冠、浅色背景的彩色护照照片粘贴于此。  Please affix one recent identical color photo (full face, front view, unmounted and against a plain light background).
1.3 中文姓名(如有, 请用汉字) Name in Chinese character (if applicable)	名 Given name:			
1.4 别名或曾用名 Other names you are, or have been known by				
1.5 用本国语言书写的名字 Name in ethnic script				
1.6 现有国籍 Current nationality		1.7 曾有国籍 Former nationality		
1.8 同时具有的国籍 Other nationality(ies)		1.9 出生日期 Date of birth (yyyy-mm-dd)		
1.10 出生地点(国、省/市) Place of birth (city, province/state, country)		1.11 当地身份证号码 Local ID card number		
1.12 婚姻状况 Marital status	<input type="checkbox"/> 已婚 Married <input type="checkbox"/> 未婚 Never Married <input type="checkbox"/> 离婚 Divorced <input type="checkbox"/> 丧偶 Widowed <input type="checkbox"/> 其他(请说明) Other (Please specify): .....			
1.13 当前职业 (可选多项) Current occupation(s)	<input type="checkbox"/> 商人 Businessman <input type="checkbox"/> 政府官员 Government official <input type="checkbox"/> 公司职员 Company employee <input type="checkbox"/> 新闻从业人员 Staff of media <input type="checkbox"/> 教师 Teacher <input type="checkbox"/> 宗教人士 Religious worker <input type="checkbox"/> 学生 Student <input type="checkbox"/> 现役军人 Active duty military personnel <input type="checkbox"/> 家庭主妇 Housewife <input type="checkbox"/> 退休 Retired <input type="checkbox"/> 无业 Unemployed <input type="checkbox"/> 乘务人员 Crew member <input type="checkbox"/> 国会议员 Member of national parliament <input type="checkbox"/> 其他(请说明) Other (Please specify): .....			
1.14 护照种类 Passport type	<input type="checkbox"/> 外交 Diplomatic <input type="checkbox"/> 公务、官员 Service or official <input type="checkbox"/> 普通 Ordinary <input type="checkbox"/> 其他证件(请说明) Other (Please specify): .....			
1.15 护照号码 Passport number		1.16 签发日期 Date of issue (yyyy-mm-dd)		
1.17 签发地点(省/市及国家) Place of issue (city, province/state, country)		1.18 失效日期 Expiration date (yyyy-mm-dd)		
1.19 办理签证通常需要 4 个工作日。如需加急，请注明，但须另外缴费。Normally visa processing takes 4 working days. Extra fees are charged for express or rush service.		<input type="checkbox"/> 普通(4 个工作日) Regular for 4 working days; <input type="checkbox"/> 加急(2-3 个工作日) Express for 2-3 working days; <input type="checkbox"/> 特急 Rush for 1 working day.		

## 二、赴华旅行信息 Section 2: Travel information

2.1 赴中国主要事由 (可选多项) Major purpose(s) of your visit(s) to China	<input type="checkbox"/> 旅游 Tourism <input type="checkbox"/> 记者常驻 As resident journalist <input type="checkbox"/> 探亲 Family visit <input type="checkbox"/> 记者临时采访 As journalist for temporary news coverage <input type="checkbox"/> 访友 Visiting friends <input type="checkbox"/> 常驻外交、领事官员 As resident diplomat or consul <input type="checkbox"/> 商务 Business trip <input type="checkbox"/> 商业演出 Commercial performance <input type="checkbox"/> 会议 Meeting <input type="checkbox"/> 执行乘务 As crew member <input type="checkbox"/> 过境 Transit <input type="checkbox"/> 留学 Study <input type="checkbox"/> 任职就业 Employment <input type="checkbox"/> 官方访问 Official visit <input type="checkbox"/> 其他(请说明) Other (Please specify): .....		
2.2 计划入境次数 Intended number of entries	<input type="checkbox"/> 一次入境 (自申请日起 3 个月内有效) One entry valid for 3 months from application <input type="checkbox"/> 二次入境 (自申请日起 3-6 个月内有效) Two entries valid for 3 to 6 months from application <input type="checkbox"/> 半年多次入境 (自申请日起半年内有效) Multiple entries valid for 6 months from application <input type="checkbox"/> 一年多次入境 (自申请日起一年内有效) Multiple entries valid for 12 months from application <input type="checkbox"/> 其他 (请说明) Other (Please specify): .....		
2.3 首次行程抵达中国的日期 Date of your first entry (yyyy-mm-dd)			
2.4 预计行程中单次在华停留的最长天数 Your longest intended stay among all entries of your intended visits in China		Days	
2.5 在中国逗留期间的住址及电话 (按时间顺序) Residence(s) and phone number(s) during your stay in China (in a time sequence)	详细邮政地址 Detailed mailing address		电话 Phone number
	1.		
	2.		
	3.		
	4.		
2.6 谁将承担往返中国及在中国的旅行费用? Who will pay for your cost of travelling and living during your stay in China?	<input type="checkbox"/> 你本人 Yourself <input type="checkbox"/> 邀请单位或个人 Inviter <input type="checkbox"/> 父母或法定监护人 Parent(s) or legal guardian(s) <input type="checkbox"/> 其他 (请说明) Other (Please specify): .....		
2.7 在华期间有无医疗保险? 如有, 请填写保险公司名称及保险账号。Do you have medical insurance covering your visit in China? If 'Yes', please fill out the name of the medical insurance company and your account number.			
2.8 在华邀请、联系的单位名称、地址及电话 Name, address and phone number of your inviter or contact unit in China			
2.9 在华亲友、联系人的姓名、地址、电话 Name, address, phone number of your relative, friend or contact person in China			

### 三、家庭、工作或学习信息 Section 3: Information about your family, work or study

3.1 详细家庭邮政住址 Detailed home mailing address					
3.2 家庭电话 Home phone number				3.3 手机号码 Mobile phone number	
3.4 电子信箱 Email address					
3.5 工作单位或学校 Current employer or school	名称 Name				
	邮政地址 Mailing address				
	电话 Phone number				
3.6 主要家庭成员 Major family members	姓名 Name	国籍 Nationality	职业 Occupation	关系 Relationship	
3.7 紧急情况下的联系人 Contact person in case of emergency				3.8 电话号码 Contact person's phone number	

### 四、其他情况 Section 4: Other information

4.1 是否曾经访问过中国？如果是，请说明最近一次情况。Have you ever visited China before? If 'Yes', please specify date, places and purpose of the recent visit.			
4.2 在过去的 12 个月里是否访问过其他国家或地区。如果是，请说明。Have you ever visited other countries or territories in the last 12 months? If 'yes', please specify date, name of countries or territories and purpose of the visits.			
4.3 是否曾在中国超过签证或居留许可允许的期限停留？ Have you ever overstayed your visa or residence permit in China?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.4 是否曾经被拒绝颁发中国签证,或被拒绝进入中国？ Have you ever been refused a visa for China, or been refused entry into China?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.5 是否在中国或其他国家有违法记录？ Do you have any criminal record in China or any other country?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.6 是否患有以下任何一种疾病 Are you affiliated with any of the following diseases? ①严重精神疾病 Serious mental disorder ②传染性肺结核病 Infectious pulmonary tuberculosis ③可能对公共卫生造成危害的其他传染病 Other infectious disease of public health hazards		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No
4.7 近 30 日内是否前往过流行性疾病传染的国家或地区？ Did you visit countries or territories infected by infectious diseases in the last 30 days?		<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No

4.8 如果对 4.3 到 4.7 的任何一个问题选择“是”，请在下面详细说明。  
If you select **Yes** to any questions from 4.3 to 4.7, please give details below.

#### 五、有关声明 Section 5: Relevant declaration

5.1 如计划赴中国工作、留学，或使用的护照上有一同旅行的携行人，或是在非国籍国申请签证，请填写签证申请表附表(Form V.2011B)，与本表一同递交。If you are seeking to work or study in China, or if someone else travelling with you shares the same passport with you, or if you are making this visa application in a country or territory other than the country of your nationality, please fill out the *Supplementary Visa Application Form (Form V.2011B)* and submit with this application form.

5.2 如果有本表未涉及而需专门陈述的其他与签证申请相关的事项，请在此说明。If you have more information about your visa application other than the above to declare, please give details below.

#### 六、签名 Section 6: Signature

6.1 我已阅读并理解此表所有内容要求，并对照片及填报情况的真实性和准确性负责。*I have read and understood all the questions in this application. I shall be fully responsible for the answers and the photo, which are true and correct.*

6.2 我理解，能否获得签证、获得何种签证、入境次数以及有效期、停留期等将由领事官员决定，任何不实、误导或填写不完整均可能导致签证申请被拒绝或被拒绝进入中国。*I understand that whether to issue a visa, type of visa, number of entries, validity and duration of each stay will be decided by consular officers, and any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China.*

➡ 申请人签名

日期

Applicant's signature: \_\_\_\_\_ Date (yyyy-mm-dd): \_\_\_\_\_

注：未满 18 周岁的未成年人可由父母或监护人代签。Note: Parent or guardian may sign on behalf of a minor aged less than 18 years.

#### 七、他人代填申请表时填写以下内容 Section 7: If the application form is completed by another person on the applicant's behalf, please fill out the following:

7.1 代填申请表人的姓名 Name of the person completing this form on the applicant's behalf		7.2 与申请人关系 Relationship to the applicant	
7.3 地址 Address		7.4 电话 Phone number	
7.5 所持身份证件种类 Type of ID document		7.6 证件号码 Number of ID	
7.7 声明 Declaration 我声明本人是根据申请人要求而协助填表，并证明申请人理解并确认表中所填写内容准确无误。 I declare that I have assisted in the completion this form at the request of the applicant and the applicant understands and agrees that the information provided is correct. 代填人签名 /Signature: _____ 日期/Date (yyyy-mm-dd): _____			

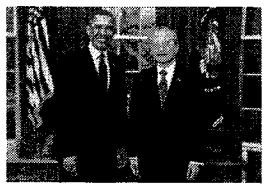
以下仅供领事官员填写 Official use only

签证种类		有效期		停留期	
审核人		日期		备注	



[Home](#) [About the Embassy](#) [Visas](#) [Services](#) [China-U.S.](#) [China News](#) [Embassy Highlights](#) [Topics](#) [Enter Search](#)

#### Ambassador's Corner



Ambassador Cui Tiankai Hosts Luncheon for the 2013 China-US Dialogue

First Xi-Obama Summit "Strategic, Historic Meeting," Says Chinese Ambassador

Ambassador Cui Tiankai Speaking at CSIS luncheon

[more...](#)

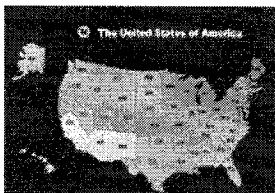
[Ambassador's Message](#)

[Ambassador's Remarks](#)

[Ambassador's Activities](#)

[Ambassador's Biography](#)

#### Consulates General



[Consulate General in New York](#)

[Consulate General in San Francisco](#)

[Consulate General in Los Angeles](#)

[Consulate General in Chicago](#)

[Consulate General in Houston](#)

#### Home > Visas > Application Documents

### Application Documents

#### 1. Basic Documents

1) Passport— You should submit your original passport that is valid for at least another 6 months with at least one blank visa page and a photocopy of the passport's information/photo page.

2) Visa Application Form— You should submit the Visa Application Form of the People's Republic of China (V2011A) which is truthfully completed and signed. You should submit the truthfully completed and signed Supplementary Visa Application Form (V2011B) if you are seeking to work (Z Visa) OR study (X Visa) in China, if you are a citizen of a third country, OR if someone else traveling with you shares the same passport with you.

3) Photo— Please affix one color photo on the Application Form. The photo should be recent, front view, in 48mm x33mm size without head covering.

4) Proof of U.S. Residency Status— Third country citizens need to provide the original and a photocopy of proof of U.S. residency, work or study, proof of residency in the consular district (e.g. ID, water or electricity bills or tenancy agreement, etc.) or a valid U.S. visa.

5) Original Chinese Passport— First-time applicants whose former nationality was Chinese, or who were born in China (including Hong Kong, Macao and Taiwan), need to submit the original Chinese passport and a photocopy of the passport's information/photo page, and extension page (if applicable).

6) Certificate of Name Change— If the name in the new passport is different from that in the original one, the official document issued by authorities for name change should be submitted.

7) Previous Chinese Visa— Foreign citizens who were born in China and had obtained a Chinese visa before, when applying for visa with a new passport, should submit a photocopy of the original passport's information/photo page and the page containing the previous Chinese visa.

#### 2. Additional Documents

##### 1) Business Visa ("F" Visa)

One of the following documents is required:

- An Invitation Letter of Duly Authorized Unit or a Confirmation Letter of Invitation issued by an authorized Chinese agency;

- An invitation Letter issued by the Chinese local governments, companies, corporations and institutions other than above-mentioned Chinese agency.

The invitation letter shall include the following items:

(A) Personal information of the invitee: name, gender, date of birth, etc.

(B) Information concerning the invitee's visit to China: purpose of the visit, date of arrival and leaving, places to visit, relationship between the applicant and the inviter, and who will bear the cost of the applicant's accommodations in China.

(C) Information of the inviter: name of the unit, phone number, address, seal and signature of the legal representative.

\* Generally, the invitation letter may be submitted as a fax, copy or printout. If necessary, the consular officer will ask the applicant to submit the original invitation letter, or to provide some supporting and supplementary documents, or schedule an interview.

\* The application with any fake invitation letter or other fraud will be rejected.

\* According to China-U.S. Agreement on Mutual Granting of Multiple-Entry Visas Valid for One Year to Business and Tourist Travelers, the U.S. citizens may apply for a single-entry or double-entry, or a multiple-entry "F"/"L" visa valid for half a year or one year.

\*The U.S. citizen may apply for a multiple-entry "F" visa valid for two years, if he or she has obtained an "F" visa at least twice in the past two years or holds such documents as certificate of investment or business licence, and he or she should provide a photocopy of the original "F" visas or photocopy of the above-mentioned document.

\*The Chinese citizens' spouses and children with American nationality, as well as the Chinese American born in China (including Hong Kong, Taiwan and Macau) and their spouses and children, are eligible to apply for a long-term valid "F" visa with multiple-entries. The applicant is required to provide an invitation letter from the relatives in China and copy of the official ID of the relative, and if applicable, marriage certificate, birth certificate and proof of filial relationship.

\* In accordance with the specific application, the consular officer decides to issue visas with different validity, number of entries and duration of stay in China.

## 2) Tourist Visa (L Visa)

One of the following documents is required:

- An Invitation Letter for Tourist Group or Invitation Letter for Tourist by a Duly Authorized Tourism Unit;
- An Invitation Letter issued by companies, corporations, institutions and individuals in China. If the invitation letter is issued by an individual in China, the photocopy of the ID of the individual is required.
- photocopy of the roundtrip airline ticket and hotel reservation.

The invitation letter issued by companies, corporations, institutions and individuals in China, shall include the following items:

(A) Personal information of the application: name, gender, date of birth, etc.

(B) Information concerning the applicant's visit to China: purpose of the visit, date of arrival and leaving, places to visit, relationship between the applicant and the inviter, and who will bear the cost of the applicant's accommodations in China.

(C) Information of the inviter: name of the unit or individual, phone number, address, and if applicable, seal and signature of the legal representative.

\* Generally, the invitation letter may be submitted as a fax, copy or printout. If necessary, the consular officer will ask the applicant to submit the original invitation letter, or to provide some supporting and supplementary documents, or schedule an interview.

\* The application with any fake invitation letter or other fraud will be rejected.

\* The Chinese citizens' spouses and children with American nationality, as well as the Chinese American born in China (including Hong Kong, Taiwan and Macau) and their spouses and children, are eligible to apply for a long-term valid "L" visa with multiple-entries. The applicant is required to provide an invitation letter from the relatives in China and copy of the official ID of the relative, and if applicable, marriage certificate, birth certificate and proof of filial relationship.

\* In accordance with the specific application, the consular officer decides to issue visas with different validity, number of entries and duration of stay in China.

## 3) Student Visa (X Visa)

- The original and a photocopy of the school admission letter, and Foreign Student Visa Application Form (JW201 or JW202) issued by the Chinese authorities are required. (These two documents are also required for applicants who visit China for short-term studies/advanced studies, and stay for no more than six months.)

\*X Visa holders must apply for a residence permit at the local public security authorities within 30 days of entry into China.

## 4) Work Visa (Z Visa)

- The original and a photocopy of an Invitation Letter by a Duly Authorized Unit, or a Confirmation Letter of Invitation issued by an authorized Chinese agency, and one of the following documents:

- A. Foreigner Employment Permit issued by the Ministry of Human Resources and Social Security of China;
- B. Foreign Expert Confirmation Document issued by State Administration of Foreign Experts Affairs of China;
- C. Letter of Invitation to Foreigners for Offshore Petroleum Operations in the People's Republic of



China issued by China National Offshore Oil Corporation;

D. Registration Certificate of Foreign Enterprises' Permanent Representative Offices in China issued by the State Administration for Industry and Commerce, or the approval document for the permanent representative offices of foreign enterprises issued by related commercial departments;

E. Approval document issued by the Ministry of Culture for those who come to China for commercial performances.

F. Invitation Letter by a Duly Authorized Unit or a Confirmation Letter of Invitation issued by the Foreign Affairs Office of a province (autonomous region, city).

Accompanying family members of foreigners working in China should submit an Invitation Letter by a Duly Authorized Unit or Confirmation Letter of Invitation issued by an authorized Chinese agency, and proof of kinship, e.g. marriage certificate, birth certificate, etc. There is no need for them to submit documents of employment permit.

\* Z Visa holders must apply for a residence permit at the local public security authorities within 30 days of entry into China.

#### 5) Crew Visa (C Visa)

- Formal introduction letter issued by the airline or shipping company.

Crew members of the following 11 airline companies may apply for multiple-entry C Visa valid for two years: United Airlines, Continental Airlines, Delta Airlines, American Airlines, UPS, Federal Express, Polar Air Cargo, Evergreen Air Cargo, Kalitta Air Inc., Southern Air Inc. and World Airways Inc.

\* The Chinese Embassy will issue single-entry or double-entry visas or multiple-entry visas valid for 6 months for crew members of other airline companies on a case-by-case basis.

#### 6) Permanent Journalist Visa (J-1 Visa)

- Visa Notification Letter issued by the Information Department of the Ministry of Foreign Affairs of China.

- An official letter issued by the applicant's media company.

\* J-1 Visa applicants should contact the Information Section of the Chinese Embassy in advance for relevant procedures.

\* J-1 Visa holders must apply for a residence permit at the local public security authorities within 30 days of entry into China.

#### 7) Temporary Journalist Visa (J-2 Visa)

- Visa Notification Letter issued by the Information Department of the Ministry of Foreign Affairs or relevant authorized agencies.

- An official letter issued by the applicant's media company.

\* J-2 Visa applicants should contact the Information Section of the Chinese Embassy in advance for relevant procedures.

#### 8) Transit Visa (G Visa)

- A valid visa of the country/region of destination, and a connecting airline ticket for the destination.

\* A transit visa is generally a single-entry visa valid for 3 months with a stay of up to 7 days, unless otherwise specified on the visa application form and approved by visa officers. No multiple-entry transit visas are issued as a rule.

#### 9) Permanent Resident Visa (D Visa)

- Foreigner's Permanent Resident Status Confirmation Form issued by the Chinese public security authorities. (Applicants may entrust their friends or relatives in China to apply for the permanent resident certificate from

the entry-exit administration department of the local public security bureau.)

\* D Visa holders must apply for a residence permit at the local public security authorities within 30 days of entry into China.

10) Additional documents if deemed necessary by visa officers.

Previous Page: Introduction

Next Page: How to apply

---

Embassy of the People's Republic of China in the  
United States of America  
3505 International Place, N.W.  
Washington, D.C. 20008 U.S.A.  
Tel: +1-202-495-2266  
Fax: +1-202-495-2138  
E-mail: chinaembpress\_us@mfa.gov.cn

Visa Section  
2201 Wisconsin Avenue, NW, Suite 110  
Washington, D.C. 20007 U.S.A.  
Automated Voice System: +1-202-338-6688  
Telephone Consulting Service: +1-202-337-1956  
Fax: +1-202-588-9760  
E-mail: chinavisadc@gmail.com

Sample Business Letter of Financial Responsibility

Your Company Letterhead

July \_\_, 2013

Embassy of People's Republic of China  
Visa Section  
Washington, DC

(Your Company Name) is pleased to introduce (Applicant's Full Name & Title - name must be identical to name in passport) who is traveling to your country during September, 2013 for the purpose of representing our company at the 17<sup>th</sup> Annual China International Fair for Investment & Trade ("CIFIT") at the invitation of The Foreign Affairs Office of Xiamen Municipal Government. In addition, our representative will be visiting Shanghai during this trip as part of a business delegation from the City of Baltimore, Maryland, U.S.A.

While visiting Xiamen, People's Republic of China, (Mr./Ms. Applicant's Last Name), in addition to attending the CIFIT, will meet with representatives of The Foreign Affairs Office of Xiamen Municipal Government in furtherance of the Sister City relationship between Baltimore and Xiamen.

(Your Company Name) hereby guarantees the financial expenses of the applicant while (he/she) is visiting your country and (his/her) return transportation to the USA. We appreciate the issue of the visa without delay.

Sincerely,

(Signatory should be a company officer or manager, other than the applicant)

# Business Matchmaking Questionnaire



Photo: Xiamen, China

By Rolfmueller (Own work) [CC-BY-SA-3.0  
(<http://creativecommons.org/licenses/by-sa/3.0/>)] Via Wikimedia Commons

*In order for us to assist you in meeting your business goals, please complete our matchmaking questionnaire.  
The questionnaire will be used to identify and select companies that can meet your specific needs.*

## A. CONTACT INFORMATION

Name and Title of Person(s) Expected to Participate in Mission:			
Company Name:			
Company's/Participant's Address:			
Company's/Participant's Telephone and Fax Numbers:			
Office:	Home:	Mobile:	Fax:
Company's/Participant's Email Address:			
Company's/Participant's Web Site:			
Contact Name, Title, and Contact Information (if different from above):			

## B. COMPANY/PRODUCT/SERVICE INFORMATION

Year Established:	Total # Employees:	MD Only #:
Latest Annual Sales: \$	International Sales (%):	
Industry/Association Memberships:		
How would you describe upper management's view of the international market's importance to the company's long-term success?		
Please identify the Company/Participant's industry sector(s) and briefly describe the product/service(s) you seek to promote. Include HS codes and/or other identifiers where applicable ( <b>see attached "Industry List"</b> ).		
What makes your products/services <i>unique</i> and <i>competitive</i> over others?		

### C. BUSINESS OBJECTIVES

Please describe Company's/Participant's objectives in participating in this trade mission (i.e. seeking customers/distributors/partners, etc.).

Is your company currently represented in China (please provide details)?

Are there any specific companies or types of companies you would like us to contact? If so, please name them.

Are there any specific companies or types of companies you would NOT like us to contact? If so, please name them.

Are there any specific activities that the Participant(s) have already committed to during the trade mission? If so, please provide basic information of your schedule, such as when and where the Participant(s) will have certain arrangements.

### D. MISSION BOOK

A key part of the matchmaking process is the trip "Mission Book". This book will have two pages for each mission participant (one in English and one in Chinese) with the company logo, participant's photo and contact information plus three short paragraphs (totaling 200 words or less) describing: (1) the company's business, (2) the participant's personal background and (3) the company's objectives for the mission. On a separate page please provide a draft of this write up in English for your company along with a personal photo (jpeg format 2MB or larger) and your company logo (AI, EPS or color scanned copy). **See attached sample "Mission Book Write Up"**. Each mission participant will receive a substantial supply of these books to use in matchmaking meetings so that a copy can be given to each Chinese matchmaking counterparty.

**Please return the completed Questionnaire and Mission Book draft to:**

Mie Mie Joe Strickler  
Executive Director  
Baltimore-China Business Mission 2013  
Tel: 302-743-2267  
E-mail: mie98@msn.com

**with copy to:**

Fontaine Bell  
Chairman  
Baltimore-Xiamen Sister City Committee  
Tel: 410-440-6117  
E-mail: fontainebell@gmail.com

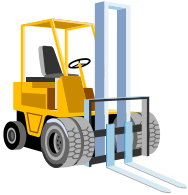
## INDUSTRY LIST

Architectural/Engineering/Construction Service	Food - Processed
Air Conditioning/Refrigeration Equipment	Forestry/Woodworking Machines
Accounting Services	Footwear
Advertising Services	Food Processing/Packaging Equipment
Agricultural Chemicals	Franchising
Agricultural Machinery & Equipment	Furniture
Agricultural Products	General Consumer Goods
Agricultural Services	Giftware
Aircraft/Aircraft Parts	General Industrial Equipment/Supplies
Airport/Ground Support Equipment	General Science & Technology
Apparel	General Services
Automotive Parts/Services Equipment	Household Consumer Goods
Artwork	Health Care Services
Automobile/Light Truck/Vans	Hotel/Restaurant Equipment
Audio/Visual Equipment	Industrial Chemicals
Aviation Services	Information Services
Building Products	Insurance Services
Books/Periodicals	Investment Services
Biotechnology	Iron/Steel
Business Equipment (Non-computer)	Jewelry
Consumer Electronics	Laboratory Scientific Instruments
Commercial Fishing Equipment	Leasing Services
Chemical Production Machinery	Leather/Fur Products
Composite Materials	Lawn/Garden Equipment
Coal	Management Consultant Services
Construction Equipment	Medical Equipment
Cosmetics/Toiletries	Marine Fisheries Products (Seafood)
Computers/Peripherals	Materials Handling Machinery
Advanced Ceramics	Mining Industry Equipment
Computer Software	Machine Tools/Metalworking Equipment
Computer Services	Musical Instruments
Commercial Vessel Equipment (Non-Fisheries)	Non-Ferrous Metals
Defense Industry Equipment	Oil/Gas Field Machinery
Dental Equipment	Oil/Gas/Mineral Production/Exploratory Svcs
Drugs/Pharmaceuticals	Operations/Maintenance Services
Economic Research	Paper/paperboard
Electronic Commerce	Process Controls - Industrial
Education/Training Services	Pet Foods/Supplies
Electronic Industry Products/Test Equipment	Printing/Graphic Arts Equipment
Electronic Components	Photographic Equipment
Electrical Power Systems	Packaging Equipment
Employment Services	Pleasure Boats/Accessories
Environmental Technologies	Plastics Production Machinery
Export Promotion Services	Plastics Materials/Resins
Films/Videos	Pollution Control Equipment
Financial Services	Port/Shipbuilding Equipment

### **INDUSTRY LIST (continued)**

Pulp/Paper Machinery  
Pumps/Valves/Compressors  
Regulations  
Renewable Energy Equipment  
Robotics  
Railroad Equipment  
Security/Safety Equipment  
Sporting Goods/Recreation Equipment  
Telecommunications Equipment  
Telecommunications Services  
Tools – Hand/Power  
Toys/Games  
Travel/Tourism Services  
Trucks/Trailers/Buses  
Transportation Services (Other than Aviation)  
Textile Fabrics  
Textile Machinery/Equipment  
Textile Products – Made-Up  
Used/Recondition Equipment  
Veterinary Medicine Equipment/Supplies  
Water Resources Equipment/Services  
Yarns

## **SAMPLE MISSION BOOK WRITE UP**



**(Photo of trip participant)**

**Baltimore Forklift Inc.**

**10000 Broening Highway  
Baltimore, Maryland 21200 USA**

**Phone: +1-410-111-1111  
Mobile: +1-440-222-2222  
Email: [johnsmith@bfi.com](mailto:johnsmith@bfi.com)  
[www.bfi.com](http://www.bfi.com)**

**John P. Smith  
International Sales Manager**

**Founded in 1955, Baltimore Forklift Inc. is a leading U.S. manufacturer and exporter of forklifts used in port operations. Originally developed to handle the needs of shippers and terminal operators at the Port of Baltimore, the company's products are now used in ports worldwide where container handling, dependability and cost are the main considerations. Unlike most forklifts the company's products are designed specifically for container port operations. The largest model (BFI 1000) can easily lift containers up to 2 TEU and weights up to 2 tons to a height of 20 feet. In 2012 Baltimore Forklift Inc. was the largest manufacturer worldwide of forklifts designed specifically for container handling.**

**John Smith is a 30 year veteran of the mechanical lift business. After graduating from the Massachusetts Institute of Technology (MIT) in 1982 with a degree in Mechanical Engineering, Mr. Smith worked for Grove Manufacturing in Shady Grove, PA for 15 years designing that company's signature self propelled hydraulic lifts. In 1997 he was hired by Baltimore Forklift Inc. to develop an international market for the company's products. Since then the company's export sales have grown from 5% of total sales to 80%.**

**In China Baltimore Forklift Inc. is looking for new distributors/dealers for its products. In addition, the company is seeking equity investors to develop a line of forklifts designed to handle the 4 TEU containers expected to become prevalent after the Panama Canal expansion project will result in a new class of giant Panamex vessels.**