



Nanjing 2014

Media Service Guide

Nanjing 2014 Summer Youth Olympic Games

January 2014



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1. Media Accreditation

1.1 Overview

All the media participating in Nanjing 2014 Summer Youth Olympic Games (“Nanjing 2014”) must be accredited, and all accreditation must be approved by the International Olympic Committee (IOC). The IOC independently formulates the policies and procedures on media accreditation, and will manage media accreditation of Nanjing 2014 with its own systems. The Youth Olympic Accreditation Card (YOAC) will distinguish the identity of the media personnel and grant them access entitlements to specific areas during performance of their functions. The accredited overseas media can use the YOACs as entry/exit visa to China from Beijing time 00:00 on 16 July 2014 to 24:00 on 28 September 2014.

1.2 Accreditation Categories and Access Entitlements

Category	Post/Role	Venue	Zone	Seats
E	Press	∞, YOV, MPC	4, Red	Media seats (M)
	Photographers	∞, YOV, MPC	4, Red	Media seats (M) Enter the field of play (FOP) with tailor-made vests, armbands and signage
	Non-rights Holders	∞, YOV, MPC	4, Red	Media seats (M) No equipment allowed
	Young Reporters	∞, YOV, MPC	4, R, Red	Media seats (M) Enter the FOP with tailor-made vests, armbands and signage
HBa	Senior management of the HB	∞, YOV, MPC, IBC	4, 6, Blue	Media seats (M) Enter the FOP with tailor-made vests, armbands and signage
HBb	Staff of the HB Staff of local broadcasters	∞, YOV, MPC, IBC	4, Blue	
RTa	Senior management of Rights Holders (RHs)	∞, YOV, MPC, IBC	4, Red	Media seats (M) Enter the FOP with tailor-made vests, armbands and signage; such supplementary access control devices are managed and distributed by the HB
RTb	Staff of RHs	∞, YOV, MPC, IBC	4, Red	

Notes to access entitlements:

Access entitlement codes for venue zones

Zone Code	Description of Zone	Accessible Zone
Blue	FOP and competition area	Blue zone and red zone
Red	Operational zone	Red zone
2	Preparation area for athletes	Zone 2
4	Press and broadcast area	Zone 4

6	Guest area	Zone 6
R	YOY Residential Zone	YOY Residential Zone

Seating code

Seat	Code
Guest seat	G
Sport seat	S
Media seat	M

1.3 Accreditation Process and Timetable

Media accreditation falls into two categories: category E and the broadcaster category. The overseas media of category E shall submit accreditation applications via the official website of the IOC (www.olympic.org) and accept the review and approval of the IOC, while the domestic media of category E shall submit accreditation information uniformly through the Chinese Olympic Committee and accept relevant review and approval.

The broadcaster category consists of the HB and the Rights Holders. The Olympic Broadcasting Services (OBS) is responsible for collecting and submitting the accreditation information of the HB. The list and quota of Rights Holders are decided by the OBS. Accreditation information of Rights Holders, subject to the review of OBS, shall be submitted by themselves directly to NYOGOC.

The table below sets out the timetable for issues relating to media accreditation of Nanjing 2014.

Date	Issue
1 January 2014	Start of media accreditation
30 April 2014	Deadline for accreditation application
16 July 2014	YOACs to be used as entry visa to China
28 September 2014	Expiry of YOACs as entry visa

1.4 Introduction to Media Accreditation Facilities

During Nanjing 2014, a media accreditation sub-centre will be set up 80 metres west of the north gate of Nanjing Olympic Sports Centre where the Main Media Centre (MMC) is located. The media accreditation sub-centre is to handle accreditation-related issues for the media personnel, and is principally responsible for: validating YOACs, problem solving, badging, reissuing and reproducing YOACs, and other on-site accreditation services for various types of media personnel, as well as handling Day Pass for various types of personnel.

For details about media accreditation, please refer to the *Media Accreditation Instructions Manual* on the official website of Nanjing 2014 (www.nanjing2014.org).

1.5 Supplementary Access Control Devices (SACD)

During Nanjing 2014, access control will be exercised over specific areas of some venues based on YOACs

and other documents. In addition, SACDs (vests, armbands and signage, etc.) are also needed as supplementary control measures for the media personnel, so as to ensure safe and orderly operation of specific areas of the venues.

SACDs are intended for use by the accredited personnel only, and valid only when used along with YOACs. Holders of SACDs must properly keep them. Any relevant person shall be held accountable for any grave consequence arising from the stealing or losing of SACDs due to improper keeping.

For details about media accreditation, please refer to the *Media Guide* on the official website in July 2014.

2. Accommodation for Media

2.1 Overview of Hotels for Media

NYOGOC provides designated hotels with reasonable prices and appropriate locations to the accredited overseas and domestic media that cover Nanjing 2014, from which the media may choose based on their own needs. Such accommodation shall be at the expense of the media themselves.

Convenient shuttle transport services will be provided between the hotels, MMC and venues.

2.1.1 Recommended hotels for OBS

1. Hotel: Nanjing Expo Centre Hotel

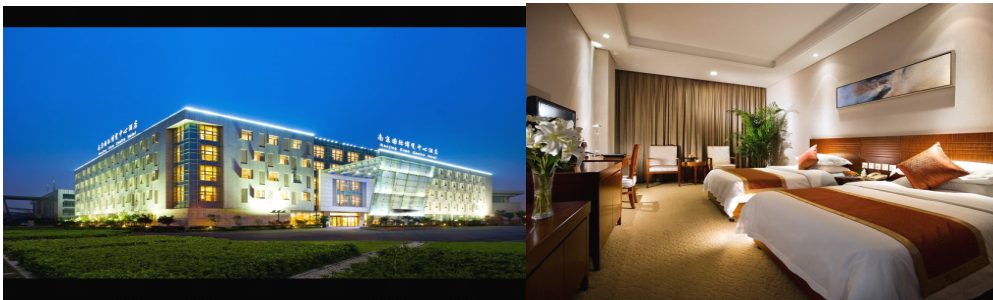
Star rating: Three-star

Address: No. 16 West Jinsha Street

Tel.	87708777	Website	http://260.jinlinghotels.com/Chinese/index.html
Total number of rooms		Number of contracted rooms	195
Distance from IOC Hotel	1.7km	Distance from YOV	2.6km
Distance from Olympic Sports Centre	2km	Distance from Lu Kou International Airport	35km

Function rooms: small conference room

Restaurants: Chinese Restaurant, Buffet Restaurant, Banquet Hall



2. Hotel: Jiangsu Jingyuan Hotel

Star rating: Four-star

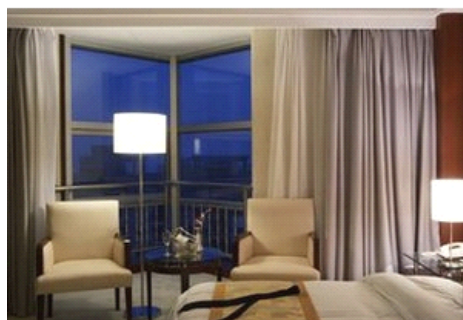
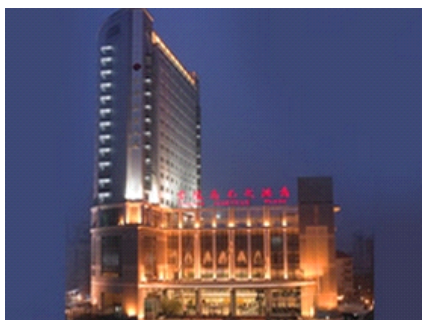
Address: No. 16 North Jingdong Street

Tel.	86203888	Website	http://110.jinlinghotels.com/Chinese/index.html
Total number of rooms	123	Number of contracted rooms	50
Distance from IOC Hotel	9km	Distance from YOV	15km

Distance from Olympic Sports Centre	9km	Distance from Lu Kou International Airport	40km
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Function rooms: small conference room

Restaurants: Chinese Restaurant, Buffet Restaurant, Banquet Hall



2.2.2 Recommended hotels for media

1. Hotel: Phoenix Palace Hotel

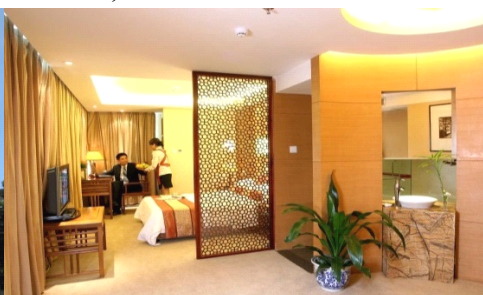
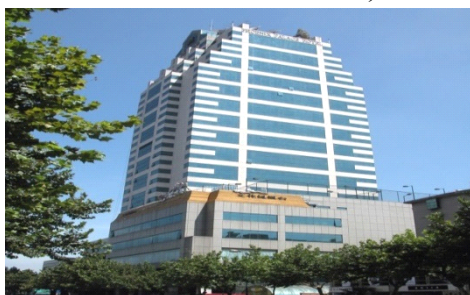
Star rating: Four-star

Address: No. 47 Hunan Road

Tel.	8	Website	http://www.trip185.org/hotel-theme.php?id=1471
Total number of rooms		Number of contracted rooms	145
Distance from IOC Hotel	12km	Distance from YOY	14km
Distance from Olympic Sports Centre	13km	Distance from Lu Kou International Airport	30km

Function rooms: multifunction hall, convention hall, banquet hall

Restaurants: Chinese Restaurant, Buffet Restaurant, West Restaurant



2. Hotel: Zhongshan Hotel

Star rating: Four-star

Address: No. 307 East Zhongshan Road

Tel.	4007339993	Website	http://www.trip185.org/hoteltheme.php?id=235
Total		Number of	500

number of rooms		contracted rooms	
Distance from IOC Hotel	11.8km	Distance from YOY	19.7km
Distance from Olympic Sports Centre	14.1km	Distance from Lu Kou International Airport	41km

Function rooms: multifunction hall, convention hall, banquet hall

Restaurants: Chinese Restaurant, West Restaurant



3. Hotel: Nanjing Central Hotel

Star rating: Five-star

Address: No. 75 Zhongshan Road

Tel.	83155888	Website	http://www.njcentralhotel.org
Total number of rooms	339	Number of contracted rooms	170
Distance from IOC Hotel	5km	Distance from YOY	20km
Distance from Olympic Sports Centre	10km	Distance from Lu Kou International Airport	40km

Function rooms: multifunction hall, convention hall, banquet hall

Restaurants: Buffet Restaurant



4. Hotel: Nanjing Yuyuan Hotel

Star rating: Three-star

Address: 30 Yudao Road

Tel.	84893434	Website	http://yuyuanhotel.nuaa.edu
Total number of rooms	137	Number of contracted rooms	80
Distance from IOC Hotel	14km	Distance from YOY	17.2km
Distance from Olympic Sports Centre	15km	Distance from Lu Kou International Airport	43km

Function rooms: convention hall, banquet hall

Restaurants: Chinese Restaurant, West Restaurant



2.2 Hotel Reservation, Payment and Cancellation of Reservation

2.2.1 Reservation and Payment Schedule

Key Dates	Activities
1 March to 16 June 2014	Accommodation reservation
Before 16 June 2014	Down payment (50% of total) within 30 days after order submission for reservations made before 16 May 2014
16 July 2014	Final payment for reservations made before 16 May 2014 Note: for reservations made between 17 May and 16 June 2014, payment shall be made in a lump sum within 30 days.

2.2.2 Notice on Accommodation Reservations

The accredited clients may make reservations via the official website of Nanjing 2014.

Item	Telephone/Address	Service Time
Reservation website	http://www.nanjing2014.org/cn/	24-hour service from 1 March 2014 to 16 June 2014
Inquiry hotline	+86 (25) 83635912	9:00-20:00 from 1 March 2014 to 31 August 2014

Fax	+86 (25) 83635915	24-hour service from 1 March 2014 to 31 August 2014
Email	accommodation@nanjing2014.org	24-hour service from 1 March 2014 to 31 August 2014

The period for accommodation reservation is from 1 March 2014 to 16 June 2014. Online reservation will terminate after 16 June 2014, but the order information about reservations can still be checked online.

Clients making reservations after 16 June 2014 may contact NYOGOC by phone or mail, but the number of hotel rooms and the price will be determined with reference to market conditions, and all the accommodation expenses must be paid in lump-sum within the time specified by NYOGOC.

2.2.3 Methods of Payment

Clients are to make direct payments with their VISA credit cards on the accommodation reservation website based on online instructions.

Accommodation invoices will be issued by the hotels when clients check out.

All room rates in this *Guide* are quoted in RMB. Clients may choose payment currencies (USD or RMB) for remittance (the exchange rate is determined based on the spot bid rate of RMB versus foreign currencies at the settling bank), but the gross amount of translated RMB shall equal the total amount of receivable RMB. Fees incurred from remittance shall be borne by clients.

Account name: Mangocity.org Limited

Opening bank: Shenzhen Duty-free Commercial Building Sub-branch of the Industrial and Commercial Bank of China

Account number: 4000053619900001951 (USD)

4000053619100012224 (RMB)

2.2.3 Cancellation of Reservation

For clients who cancel room reservations or reduce days of occupancy before 17:00 on 16 June 2014 (Beijing time), the collected accommodation fees will be refunded in full.

For clients who cancel room reservations or reduce days of occupancy after 17:00 on 16 June 2014 (Beijing time), accommodation fees will be charged according to the following clauses.

Type	Time	Penalty
A	Cancel room reservations or reduce days of occupancy after 17:00 on 16 June 2014 but before 17:00 on 30 June 2014 (Beijing time)	Accommodation fees for one night or 50% of total accommodation fees, whichever is

		lower
B	Cancel room reservations or reduce days of occupancy after 17:00 on 30 June 2014 but before 17:00 on 16 July 2014 (Beijing time)	Accommodation fees for one night or 50% of total accommodation fees, whichever is higher
C	Cancel room reservations or reduce days of occupancy after 17:00 on 16 July 2014 (Beijing time)	Full payment
D	Vacant (unoccupied)	Full payment

After receiving the cancellation application and confirming the success of cancellation and the refundable amount in RMB, NYOGOC will return the refund (RMB or USD) to the original remittance account of clients within one month. The handling fees for refund and the exchange difference of currency translation from RMB to USD between the date of payment and the date of refund shall be borne by clients. If the refundable amount is less than the handling fees, no fund would be made.

3. Transport

3.1 Overview

In accordance with relevant rules of the IOC and the practices of previous YOGs, Nanjing 2014 will provide a highly efficient and smooth transport system for media connecting the MMC, media hotels, all competition venues and the YOY, and offer arrival & departure services.

3.2 Transport Service System for Media

Arrival & departure shuttle service

- Time of service: 10 to 30 August 2014
- Scope of service: from Nanjing Lukou International Airport, Nanjing South Railway Station, Nanjing Railway Station to media hotels.
- Method of service: free of charge with the YOAC.

Common shuttle service for Nanjing 2014 (CSS)

- Time of service: 06:00-23:30 from 10 August 2014 to 30 August 2014.
- Scope of service: competition and training venues of the Nanjing 2014, IOC hotel, the Main Media Centre, and recommended hotels for the media.
- Method of service: free of charge with the YOAC.

Operational vehicles

- The service is provided for OBS.

Urban public transport

- Time of service: service time of the public transport
- Method of service: free of charge with the YOAC

Taxis

Taxi services will be available on a user-pay basis.

For detailed information about transport, please refer to the *Transport Guide* which is to be released on the official website of Nanjing 2014 (www.nanjing2014.org) in June 2014.

4. Food and Beverage

4.1 Overview

NYOGOC will provide the accredited media with food, refreshments and beverage at the MMC and venue media sub-centres. Expenses for food and beverage services at media hotels shall be borne by the media themselves.

4.2 Food and Beverage Policy

Food and Beverage at the MMC

- Meal: available with payment.
- Refreshments: available (free of charge).
- Water: a certain amount of bottled drinking water available per person per day (free of charge).

Food and Beverage at Venue Media Centre (free of charge)

- Boxed meal: available.
- Refreshments: available.
- Water: a certain amount of bottled drinking water available per person per day.

Food and Beverage at YOY Media Centre (free of charge)

- Boxed meal: available.
- Refreshments: available.
- Water: a certain amount of bottled drinking water available per person per day.

Food and Beverage at CEP Venues (free of charge)

- A certain amount of bottled drinking water available per person per day.

5. DOS Services for Media

5.1 Overview

5.1.1 Introduction

The Directory of Services (DOS) offers a detailed list of products/services available to help media operation during the Nanjing 2014 Summer Youth Olympic Games.

The main objective of the DOS is to provide media personnel with complete, end-to-end services including ordering, invoicing, payment, procurement, delivery, installation, commissioning, on-site maintenance and service, and collection and removal of DOS products/services.

5.1.2 Key Dates

IBC Standard Space and Construction & Fixed Communications
Ordering Period: 1 October to 31 December 2013

Other Services Provided by NYOGOC
Normal Ordering Period: 1 February to 31 May 2014
Late Ordering Period: 1 June to 30 June 2014
Cut-Off Period: 1 July 2014
Games-time Ordering Period: 1 August to 30 August 2014
Loss & Damage Deposit Refund by: 30 September 2014
Usage Deposit Refund by: 30 September 2014

All late and Games-time orders will be subject to inventory limitations.

5.1.3 Contact Information

For questions about or assistance with the DOS, please contact:

Nanjing Youth Olympic Games Organising Committee

Contact	Yang Xiaojing
Tel	+86 25 56661043
Mobile Phone	+86 18020140581
Fax	+86 25 56661595
E-mail	dos@nanjing2014.org

Olympic Broadcasting Services

Contact	Jorge Pickering
Tel	+34 91 502 9700
Fax	+34 91 502 9720

NYOGOC and OBS are looking forward to working with media and will provide Games-time operation support.

5.2 Ordering Process

5.2.1 Price & Deposits

All prices and deposits in the DOS catalogue are quoted in RMB/USD fixedly.

There is no requirement for media to pay a refundable deposit to NYOGOC against loss and damage for items in the Categories of IBC Standard Space and Construction & Fixed Telecommunications. However, there will be a usage deposit required for items in the Fixed Telecommunications. Any unused usage deposit will be refunded to media after the Games according to the refund process.

However, Medias are required to pay a loss and damaged deposit for items in the categories of Other NYOGOC Provided Services. This deposit will be based on 50% of the rental cost of those items and is required to be paid as part of the pre-payment.

5.2.2 Rental Period

The rental period for any item is 30 days from 1 August to 30 August 2014, unless otherwise stated.

5.2.3 Order Confirmation and Activation

NYOGOC will confirm an order through the issue of a pro-forma invoice. Full payment must be made within 30 days of its issue date during the Normal Ordering Period, and within 15 days during the Late Ordering Period. Immediate payment is required for Games-Time Period orders.

Pro-forma invoice will be delivered via email and/or fax for orders placed during Normal and Late Ordering Period. For Games-Time orders, pro-forma invoice will be issued at the DOS Service Desk in the Main Media Centre (MMC). Order will only be activated upon receipt of full payment.

5.2.4 Check-in Process

Upon arrival at the MMC, media will have to confirm, in writing, the acceptance of all DOS products and services ordered. This will serve as confirmation of final delivery and acknowledgement that installation and set-up are complete. Media shall bear full responsibility for the rented items if the the confirmation process.

5.2.5 Directory of Service during Games-Time

During the Games, NYOGOC will set up a DOS Service Desk at the MMC. Staff at the DOS Service Desk will be responsible for DOS products/services ordering, payment, supply, installation, inspection, recycling,

etc. A limited inventory of DOS items will also be available at the DOS Service Desk. Any additional product delivery or installation will be subject to the same confirmation procedures applied during the initial check-in process. Payment during the Games-time will be restricted to only VISA and/or Cash (RMB/USD).

5.2.6 Check-out Process

Prior to departure at the MMC, the representative of each Media will be required to formally confirm, in writing, that all rented items have been returned to NYOGOC in a satisfactory condition. If the departure check-out is not completed, NYOGOC res

5.2.7 Order Cancellation & Refunds

If an order is cancelled, media will incur a fee accordingly to the following schedule. The cancellation fee is a percentage of the rental amount (excluding the deposit).

Date of Cancellation	Fee Percentage
Before 30 June 2014	50% Cancellation Fee
After 1 July 2014	100% Cancellation Fee

A cancellation notice will be sent to Broadcasters via email once NYOGOC receives and verifies the cancellation request.

However, do note that there will be no refunds made for cancellation of items from the categories of IBC Standard Space and Construction & Fixed Telecommunications whatsoever.

5.2.8 Deposit Refund Process

After the Games and final billing is completed, NYOGOC will refund the remaining deposits and rental fees to Broadcasters who have properly completed the check-out procedure: remaining deposits refers to the sum deducted from compensation for damages if any; remaining rental fees refer to the sum for order cancellation or products or services that are not used. The remaining deposits or rental fees will be forfeited if broadcasters fail to check out.

NYOGOC will complete the refund process to Medias by 31 September 2014 and issue invoice.

5.2.9 Payment Method

Full payment must be received by NYOGOC within 30 days from the pro-forma invoice issue date for the Ordering Period for the Product Categories of IBC Standard Space and Construction & Fixed Telecommunications (1 October to 31 December 2013) and for Normal Ordering Period for Other NYOGOC Provided Services (1 February to 31 May 2014) and within 15 days from the pro-forma invoice issue date for the Late Ordering Period (1 to 30 June 2014). Orders made during the Games-time period must be paid immediately. If payment is not received within the agreed time, the order will not be fulfilled and may be subject to additional charges.

All payments are to be made in RMB/USD. The payment received by NYOGOC must be the pro-forma invoice due, excluding bank fees. Media shall bear all bank charges and related cost incurred in the payment transfer.

Media should transfer the payment to the following accounts:

RMB Account

Account Name		Nanjing Youth Olympic Games Organising Committee
RMB Account	Account No.	4301016519100330245
	Bank Name	Office of Jiangsu Province Branch of Industrial and Commercial Bank of China
	Add.	No. 408 South Zhongshan Road, Nanjing, Jiangsu Province, China
	SWIFT Code	ICBKCNBJJSP
Postscript		Name of Organisation/Number of Pro-forma Invoice

USD Account

USD Account	Account Name	Nanjing Youth Olympic Games Organising Committee
	Account No.	4301016509814109349
	Bank Name	Office of Jiangsu Province Branch of Industrial and Commercial Bank of China
	Add.	No. 408 South Zhongshan Road, Nanjing, Jiangsu Province, China
	SWIFT Code.	ICBKCNBJJSP
Postscript		Name of Organisation /Number of Pro-forma Invoice

5.2.10 Repairs & Replacements

Media should not install, test, adjust or make any repair or replacement to rented equipment. If the equipment is not in good working condition upon delivery, according to the check-in procedure, the representative of each Broadcaster must notify the DOS Service Desk in advance. NYOGOC will promptly repair or replace defective equipment for acceptance by the media.

5.2.11 Equipment Ownership

NYOGOC reserves the right to change products at its sole discretion in the DOS Catalogue as a result of manufacturing, technology or Supplier changes. All equipment will remain NYOGOC's property and the title will remain with NYOGOC exclusively, unless otherwise stipulated in the DOS Catalogue. Media must keep the equipment free from any claims and must return it to NYOGOC at the end of the rental period.

5.2.12 Insurance

All risk of loss, damage or destruction to equipment will be the responsibility of the Media. DOS prices do not include insurance.

5.3 Product and Service Description

5.3.1 IBC Space and Construction

5.3.1.1 IBC Standard Space

There are three standard modular structures available for orders by media.

5.3.1.1.1 Office Module

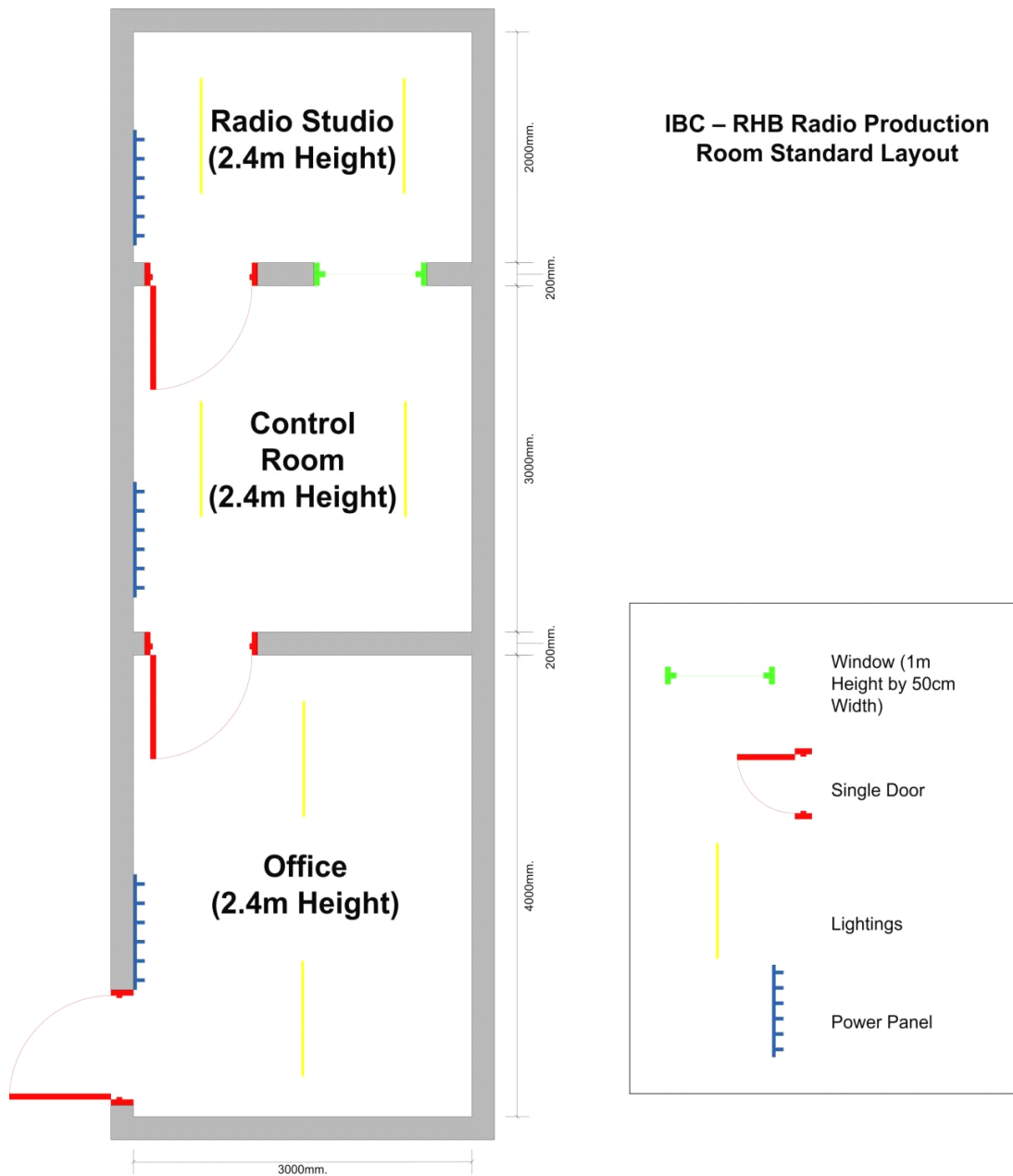


Each office module includes:

- Raw Space of Modular Structure
- Partition & painting
- Suspended ceiling & painting
- Timberdoor
- 4-foot fluorescent light (400 lx)
- Power socket (13 A)
- Isolator (32 A)
- Main circuit breaker (60 A)
- Air-conditioner (3 hp/set)
- Vinyl carpet

Price per module
RMB119,000 / USD19,833

5.3.1.1.2 Radio Studio and Control Room Module



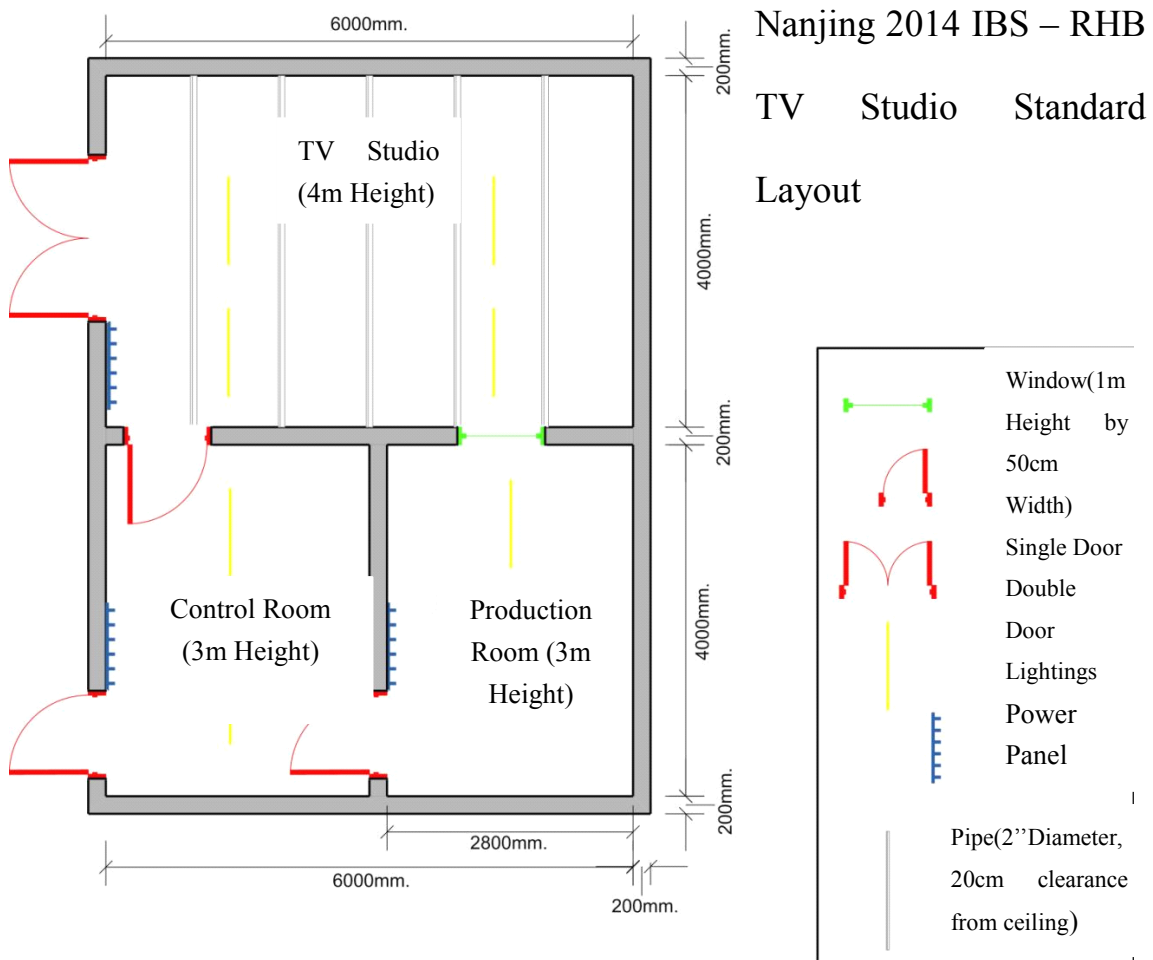
The radio studio and control room module includes:

- Raw Space of Modular Structure
- Acoustic Partition (STC 40) & Roof including Painting
- Acoustic suspended ceiling and coating
- Raised platform
- Solid door
- Window
- 4-foot fluorescent light (400 lx)
- Power socket (13 A)
- Isolator (32 A)
- Main circuit breaker (60 A)
- Air-conditioner (3 hp/set)

- Vinyl carpet

Price per module
RMB284,000 / USD47,333

5.3.1.1.3 TV Studio Module



The TV studio module includes:

- Raw Space of Modular Structure
- Acoustic partition (STC 40) and roof, including painting
- Acoustic suspended ceiling and painting
- Raised platform
- Solid door
- Window
- 4-foot florescent light (400 lx)
- Power socket (13 A)
- Isolator (32 A)
- Main circuit breaker (60 A)
- Air-conditioner (3 hp/set)

- Metal truss of pendant lamp
- Vinyl carpet

Price per module
RMB588,000 / USD 98,000

5.3.1.2 Raw Spaces

Raw Spaces in the IBC will be available for lease beyond what is provided within standard modular structures.

Price per SQM
RMB1200 / USD200

Where the media decide to lease empty space and have demands for additional modular structures, it is forbidden to establish modular structures in the empty space without permission. Instead, the media need to submit their design proposal and specific demands to NYOGOC, which will then cooperate with the media and reach an agreement on the design proposal and quoted price before implementation. The IBC is equipped with basic facilities, such as power supply and water supply.

5.3.2 Fixed Communication

5.3.2.1 Fixed-line Telephone

5.3.2.1.1 Regular Office Lines

Analog lines will be used.

Calling charges (based on usage)	<ul style="list-style-type: none"> • Local calls: RMB 0.22 for the first 3 minutes and 0.11 RMB per subsequent minute exceeding the first 3 minutes. • Domestic long distance calls: RMB 0.3 per minute. (IP discounting charge) • International calls: RMB 0.8 per 6 seconds • Calls to Macao, Hongkong and Chinese Taipei: RMB 0.2 per 6 seconds. (no limits for time periods)
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5.3.2.1.2

The installation charge of RMB308 for a fixed-line telephone shall be paid in lump sum, including the telephone set and wiring. It is necessary to purchase pre-paid phone cards to make local or international long-distance calls; please see 5.3.3.1 for details about purchase of phone cards, which are also available at the DOS Service Desk in the IBC.

Term of lease	30 days
Price	RMB308 / USD51 (one-off installation charge for each fixed-line telephone)
Monthly rental	RMB30 / USD5

5.3.2.2 Fixed data

- (1) The uplink and downlink symmetrical Internet dedicated line is provided, which supports the RJ45 connector, and exclusive bandwidth of 4M or 50M. The DHCP server is adopted.
- (2) One-off access charge of RMB2000/port;

Deposits must be paid and the refundings will be settled after the Games.

Rental Duration	Day
Installation Charges	RMB2,000 / USD333
Usage Deposit (4Mbps)	RMB300 / USD50
Usage Deposit (50Mbps)	RMB900 / USD150
Daily Rental (4Mbps)	RMB300 / USD50
Daily Rental (4Mbps)	RMB900 / USD150

5.3.2.2.3 Procedures for Launching Connection

Non-Games time: connections to be launched within 5 days if relevant conditions are ready.

Games-time: connections to be launched within 12 hours if relevant conditions are ready.

5.3.2.3 Internet access

5.3.2.3.1 Internet access

With symmetric uploading and downloading channels, the special cable connects with DHCP server and supports RJ45 interface at a speed of 50Mbps.

Rental Duration	30 Days
Nonrecurring Charge	RMB2,000 / USD333
Monthly Rent	RMB23,800 / USD3,966

5.3.2.4 Internal cabling

If internal cabling in the IBC is needed, the media shall submit an application to NYOGOC by email. NYOGOC will then reply with quoted pricing.

5.3.3 Mobile Communication Services

5.3.3.1 Pre-paid Cards

The telephone cards of China Telecom are pre-paid cards, from which receiving and dialing fees are deducted. When the balance in the card is insufficient, users can purchase top-up cards to recharge the telephone cards.

Pre-paid cards: RMB50/card, with RMB50 credits.

Mobile plan	Package
Pre-paid SIM cards (RMB50 credits)	RMB50 / USD9 (100 min for local and domestic long-distance calling, with RMB0.2/min for the exceeding part)

5.3.3.2 Tianyi 3G GPRS Card

The Tianyi 3G GPRS card provides a downloading speed of 2Mbps and uploading speed of 512kbps. Cards with different face values corresponds to different amount of GPRS for monthly payment. The exceeding part will be charged at 0.0003 RMB/KB and for GPRS less than 1 KB will be charged as 1 KB.

GPRS Plan	Unit Price
For SIM card (RMB50 credits 800M GPRS)	RMB50 / USD9
For SIM card (RMB100 credits; 2G GPRS)	RMB100 / USD17

GPRS Plan	Unit Price
Pre-paid cards (RMB50 credits)	RMB50 / USD9

5.3.3.3 Mobile Handsets

The handsets support SMS/MMS, GPRS access (broadband). They are equipped with a standard battery, a battery charger and a manual of instruction.

Rental Duration	30 days
Rental	RMB500 / USD84

5.3.3.4 Mobile Communication International Calling

After applying for the international calling service, Tianyi clients can directly make phone calls to clients in Hong Kong, Macau, Chinese Taipei and foreign countries.

1. Rate for calls to Hong Kong, Macau and Chinese Taipei

Clients may directly call others in Hong Kong, Macao and Chinese Taipei at the charge of RMB 0.2 per 6 seconds in local area or roaming areas.

2. Rate for calls to foreign countries

Clients may directly call others in foreign countries at the charge of RMB0.80 per 6 seconds in local area or roaming areas.

5.3.4 Information System and Technology

5.3.4.1 14” Notebook



The specifications of the laptop computer represent the minimum configuration. Actual configuration may change to reflect hardware or/and software advances. The minimum specifications are as shown:

Processor	Intel Core 2 duo processor
Memory	2 GB
Display	14.1” WXGA
Hard disk drive	160 GB
CD-ROM drive	DVD drive
USB interface	Yes
Ethernet interface and modem	Yes
Microphone/audio input	Yes

30-day rental
RMB5,000 / USD830

5.3.5 Copier and Printer

Prices are inclusive of 1,000 pieces of A4 paper and the initial print cartridge and toner. Any additional paper or consumables required during the Games-time will be available for purchase.

5.3.5.1 Fax/Sheet Copier



Product specifications:

- 18 ppm high-speed laser printing
- 600 x 600 dpi print resolution
- 20 sheets automatic sheet feeder
- Up to 18-cpm copy speed
- 33.6 kbp Super G3 fax
- N-in-1 (2-1, 4-1, 8-1)
- Memory: 32MB

30-day rental
RMB1,900 / USD316

5.3.5.2 Laser Printer B/W Stand-alone 22 ppm



Product specifications:

- 22 ppm High-speed laser printing
- 1200 x 600 dpi print resolution
- Medium size: A4

30-day rental
RMB750 / USD125

5.3.5.3 Laser Printer Colour Stand-alone 33 ppm



Product specifications:

- 33 ppm colour laser printing
- 200 x 1200 dpi print resolution
- Media size: A4

30-day rental
RMB2,100 / USD350

5.3.5.4 Copier B/W 35ppm



Product specifications:

- 35 ppm Black & white
- 600 x 600 dpi print resolution
- Media size: A4, A5, B5

30-day rental
RMB2,000 / USD332

5.3.6 Audiovisual Equipment

5.3.6.1 Television 32"



30-day rental
RMB3,000

5.3.7 Furniture, Fixtures and Facilities

5.3.7.1 Stacking chair without arms



30-day rental
RMB210 / USD36

5.3.7.2 Folding Armchair



30-day rental
RMB290

5.3.7.3 Armless Office Chair



30-day rental
RMB350

5.3.7.4 Clerical chair with arms



30-day rental
RMB420 / USD70

5.3.7.5 Bookcase (900 mm×1200mm)



30-day rental
RMB380 / USD62

5.3.7.6 Bookcase (1800 mm×1200mm)



30-day rental
RMB480 / USD80

5.3.7.7 Two Seater Sofa



30-day rental
RMB2,000 / USD332

5.3.7.8 Table (1200 mm×600mm)



30-day rental
RMB460 / USD76

5.3.7.9 Coffee Table



30-day rental
RMB300 / USD50

5.3.7.10 Office Desk (1800 mm×600mm)



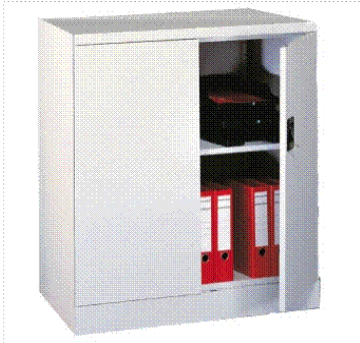
30-day rental
RMB780 / USD130

5.3.7.11 Two-drawer File Cabinet



30-day rental
RMB600 / USD100

5.3.7.12 Lockable Storage Cabinet



30-day rental
RMB500 / USD82

5.3.7.13 Bar Refrigerator (around 80L)



30-day rental
RMB800 / USD132

5.3.7.14 Big Refrigerator (around 200L)



30-day rental
RMB1,400 / USD232

5.3.7.15 Table Lamp (10W)



30-day rental
RMB220 / USD36

5.3.7.16 Mobile Whiteboard (1800mm×1200mm)



30-day rental
RMB1,000 / USD166

5.3.7.17 Flip Chart with Rollers (600mm×1200mm)



30-day rental
RMB1,200 / USD200

5.3.7.18 Small Safe (400mm×300mm×400mm)



30-day rental
RMB950 / USD158

5.4. DOS Order

DOS Order

Code of Item	Item	Normal Ordering Period (RMB/USD)	Late Ordering Period (RMB/USD)	Games-time (RMB/USD)	Deposit (RMB/USD)	Quantity	Total Price
	Product and Service Description						
3.1	IBC Space and Construction						
3.1.1	IBC Standard Space						
3.1.1.1	Office Module	119000.00/19833.00	119000.00/19833.00	119000.00/19833.00	—		
3.1.1.2	Radio studio and control room module	284000.00/47333.00	284000.00/47333.00	284000.00/47333.00	—		
3.1.1.3	TV studio module	588000.00/98000.00	588000.00/98000.00	588000.00/98000.00	—		
3.1.2	Raw spaces	1200.00/200.00	1200.00/200.00	1200.00/200.00	—		
3.2	Fixed communications						
3.2.1a	One-off installation charge for fixed-line telephone	308.00/51.00	308.00/51.00	308.00/51.00	—		
3.2.1b	Monthly rental for fixed-line telephone	30.00/5.00	30.00/5.00	30.00/5.00	—		
3.2.2a	Initial installation charge for fixed data	2000.00/333.00	2000.00/333.00	2000.00/333.00	—		
3.2.2b	Fixed data (4Mbps)	300.00/day 50.00/day	300.00/day 50.00/day	300.00/day 50.00/day	300.00/50.00		
3.2.2c	Fixed data (50Mbps)	900.00/day 150.00/day	900.00/day 150.00/day	900.00/day 150.00/day	900.00/150.00		
3.2.3a	One-off charge for Internet access	2000.00/333.00	2000.00/333.00	2000.00/333.00	—		

3.2.3b	Internet access	23800.00/month 3966.00/month	23800.00/month 3966.00/month	23800.00/month 3966.00/month	—		
3.2.4	Internal cabling						
3.3	Mobile communications						
3.3.1	Pre-paid cards	50.00/9.00	50.00/9.00	50.00/9.00	—		
3.3.2	Tianyi 3G GPRS cards						
3.3.2a	SIM cards (800M GPRS)	50.00/9.00	50.00/9.00	50.00/9.00	—		
3.3.2b	SIM cards (2G GPRS)	100.00/17.00	100.00/17.00	100.00/17.00	—		
3.3.2c	Pre-paid cards	50.00/9.00	50.00/9.00	50.00/9.00	—		
3.3.3	Mobile handsets	500.00/month 84.00/month	500.00/month 84.00/month	500.00/month 84.00/month	250.00/42.00		
3.4	Information System and Technology						
3.4.1	Laptop computer	5000.00/830.00	5000.00/830.00	5000.00/830.00	2,500.00/415.00		
3.5	Copier and printer						
3.5.1	Fax/copier	1900.00/316.00	1900.00/316.00	1900.00/316.00	950.00/158.00		
3.5.2	22 ppm B/W laser printer	750.00/125.00	750.00/125.00	750.00/125.00	375.00/62.00		
3.5.3	25ppm colour laser printer	2100.00/350.00	2100.00/350.00	2100.00/350.00	1,050.00/175.00		
3.5.4	35ppm B/W copier	2000.00/332.00	2000.00/332.00	2000.00/332.00	1,000.00/166.00		
3.6	Audiovisual Equipment						
3.6.1	32" television	3000.00/500.00	3000.00/500.00	3000.00/500.00	1,500.00/250.00		
3.7	Furniture, Fixtures and Facilities						
3.7.1	Foldable chair without arms	210.00/36.00	210.00/36.00	210.00/36.00	105.00/18.00		
3.7.2	Foldable chair with arms	290.00/48.00	290.00/48.00	290.00/48.00	145.00/24.00		
3.7.3	Clerical chair without arms	350.00/58.00	350.00/58.00	350.00/58.00	175.00/29.00		
3.7.4	Clerical chair with arms	420.00/70.00	420.00/70.00	420.00/70.00	210.00/35.00		
3.7.5	Cabinet (900mm)	380.00/62.00	380.00/62.00	380.00/62.00	190.00/31.00		
3.7.6	Cabinet (1800mm)	480.00/80.00	480.00/80.00	480.00/80.00	240.00/40.00		
3.7.7	Two Seater Sofa	2000.00/332.00	2000.00/332.00	2000.00/332.00	1,000.00/166.00		

3.7.8	Table (1800mm)	460.00/76.00	460.00/76.00	460.00/76.00	230.00/38.00		
3.7.9	Coffee table	300.00/50.00	300.00/50.00	300.00/50.00	150.00/25.00		
3.7.10	Desk (1800mm)	780.00/130.00	780.00/130.00	780.00/130.00	390.00/65.00		
3.7.11	Two-drawer file cabinet	600.00/100.00	600.00/100.00	600.00/100.00	300.00/50.00		
3.7.12	Lockable storage cabinet	500.00/82.00	500.00/82.00	500.00/82.00	250.00/41.00		
3.7.13	Bar refrigerator (around 80L)	800.00/132.00	800.00/132.00	800.00/132.00	400.00/66.00		
3.7.14	Big refrigerator (around 180L)	1400.00/232.00	1400.00/232.00	1400.00/232.00	700.00/116.00		
3.7.15	Table lamp	220.00/36.00	220.00/36.00	220.00/36.00	110.00/18.00		
3.7.16	Mobile whiteboard	1000.00/166.00	1000.00/166.00	1000.00/166.00	500.00/83.00		
3.7.17	Flip chart with rollers	1200.00/200.00	1200.00/200.00	1200.00/200.00	600.00/100.00		
3.7.18	Small safe	950.00/158.00	950.00/158.00	950.00/158.00	475.00/79.00		

Name of organisation:

Email:

Contact:

Fax:

Title/document No. of the contact:

Tel:

Address of organisation:

Mobile:

Bank account information:

Account name		
RMB	Account number	
	Opening bank	
	Address of opening bank	
	SWIFT code	
Postscript	Name of organisation/client code/ pro-forma invoice number	

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DOS orders shall be sent to: DOS@nanjing2014.org or faxed to (+86)25 56661595

6. Media Publications

Pre-Games publications will be released through the official website of Nanjing 2014 (www.nanjing2014.org), and the Games-time publications through both the official website and prints.

6.1 Pre-Games Publication

Media Accreditation Instructions Manual and Media Services Guide

6.2 Games-time Publication

Media Guide

7. Customs Clearance of Goods

7.1 Policy on Customs Clearance of Goods

7.1.1 Key Dates and Deadlines

The *Notice on Custom Clearance of Goods for Nanjing 2014* deals with customs clearance procedures, collection of customs duties, and tariffs withheld by customs for the importation/exportation of goods for Nanjing 2014 and its test events. The Notice shall be applicable from 16 February 2014. Goods of temporary importation shall be shipped out of China within six months after their importation. For those that cannot be exported out of China within the stipulated time, the clients shall apply for postponement one month in advance and export the goods out of China no later than 28 February 2015.

Key Dates/Deadlines	Activities
February 2014	NYOGOC to release the <i>Freight and Clearance Guide</i> and the <i>Notice on Customs Clearance of Goods for Nanjing 2014</i>
February 2014	NYOGOC to distribute NOCs the <i>List of Entering Goods</i> and the <i>Commitment Letter for Bank Guarantee</i>
31 May 2014	NYOGOC to collect the <i>List of Entering Goods</i> and the <i>Commitment Letter for Bank Guarantee</i> submitted by NOCs
16 July 2014	NYOGOC to confirm the <i>List of Entering Goods</i> and liaisons with NOCs

7.1.2 Clients could choose the international freight and clearance service provider recommended by NYOGOC, or choose any others on their own. It is suggested that the entry and exit of materials be handled by the same service provider.

If choosing other service providers on their own, clients should inform NYOGOC of the selected service provider and the assistance needed from NYOGOC before 31 May 2014.

7.1.3 NYOGOC will provide the *Imported Freight Certification Letter*, *Customs Declaration Warrant* and other certificates as well as assistance.

NYOGOC will not bear any expenses incurred from customs clearance.

Materials that require the guarantee of NYOGOC will all be transferred to Jinling Customs for procedure of temporary entry.

7.1.4 Goods of temporary importation under the guarantee of NYOGOC shall be transported to Jinling Customs to go through temporary importation formalities.

7.1.5 For goods that need relevant regulatory documents for entering China, such as animals and plants and their products, food, beverage, pharmaceuticals, guns and ammunition for competition, safety and security equipment, radio transmitting equipment, foreign correspondents reporting equipment, satellite television

ground receiving equipment, wood packaging materials, etc., approval documents should be presented during clearance. For details, please refer to the *Freight and Clearance Guide* and its appendix (the *Notice on Customs Clearance of Goods for Nanjing 2014*) on the official website of Nanjing 2014 (www.nanjing2014.org).

7.1.6 Ports of Entry/Exit:

Designated Airport:

Nanjing Lukou International Airport

Designated Seaport:

Nanjing Longtan

Dedicated windows will be set up at the designated ports of entry/export to facilitate custom clearance. Clients are suggested to choose the designated ports of entry/export of their goods.

Other optional ports of entry/export include Shanghai Pudong International Airport, Shanghai Waigaoqiao Port and Shanghai Yangshan Port. All service expenses incurring from customs clearance shall be borne by clients themselves.

7.2 Procedures for Customs Clearance of Goods

7.2.1 Steps to be taken by client groups

No.	Milestones	Activities
1	Before 31 May 2014	1. Fill in and submit the <i>Goods Entering China for Nanjing 2014</i> 2. Sign and submit the bank guarantee for goods of temporary importation
2	Before 30 June 2014	Sign and submit the freight authorization letter
3	Before the importation of goods of client groups	Settle the expenses
4	After the completion of customs clearance formalities	Inspect goods at destination
5	Before the exit of client groups	Client groups choose service providers and go through the procedures for the exportation of goods
6	After the exportation of goods	Submit the original copy of the bill of clearance to NYOGOC

7.2.2 Detailed procedures

Step 1: Sign the bank guarantee for goods of temporary importation; fill in the *List of Goods Entering China for Nanjing 2014* and submit to NYOGOC before 31 May 2014.

Step 2: Start packaging goods, marks and labels for preparation.

Step 3: Choose and authorise international freight forwarder and clearance service provider.

Step 4: Email the Bill of Landing to NYOGOC contact after shipment.

Step 5: NYOGOC prepares and presents clearance documents.

Step 6: Clearance agents collect all documents, and apply to the customs and the inspection and quarantine, and accept relevant inspection.

Step 7: Clients settle international freight forwarding and clearance costs on their own.

Step 8: Receive goods at the venues.

Step 9: Goods must be exported after the Games.