



**MONTGOMERY COUNTY**  
ECONOMIC DEVELOPMENT  
CORPORATION **MARYLAND**

**BUSINESS EXPANSION EAST ASIA TRIP**

October 20-29, 2017



# TABLE OF CONTENTS

**3 TRIP INFORMATION**

---

**11 REGISTRATION APPLICATION**

---

**13 CHINA VISA APPLICATION**

---

**19 EXPORT MD GRANT APPLICATION**

---

**22 BUSINESS EXPANSION TRIP  
QUESTIONNAIRE**

## TRIP INFORMATION

# SOUTH KOREA & CHINA TRIP

MONTGOMERY COUNTY

JOINT SISTER CITY & BUSINESS DEVELOPMENT MISSION TRIP

OCTOBER 20 – 29, 2017

SEOUL / DAEJEON METROPOLITAN CITY / XI'AN / SHANGHAI

---

**SISTER CITY RELATIONSHIPS CONNECT MONTGOMERY COUNTY TO THE WORLD BY ENCOURAGING AND FOSTERING FRIENDSHIP, PARTNERSHIP, AND COOPERATION THROUGH EDUCATIONAL, CULTURAL, SOCIAL, ECONOMIC, HUMANITARIAN, AND CHARITABLE EXCHANGES BETWEEN THE PEOPLE OF MONTGOMERY COUNTY AND PEOPLE FROM VARIOUS NATIONS AROUND THE WORLD.**



# ITINERARY

## FRIDAY, OCTOBER 20

| TIME    | SISTER CITY ACTIVITIES  | BUSINESS DEVELOPMENT ACTIVITIES*  |
|---------|---|---|
| 1:30 PM | Travel from Washington, DC (IAD) to Seoul (ICN) - KE094 - 1:35 PM Departure | Travel from Washington, DC (IAD) to Seoul (ICN) - KE094 - 1:35 PM Departure |

## SATURDAY, OCTOBER 21

| TIME    | SISTER CITY ACTIVITIES                                   | BUSINESS DEVELOPMENT ACTIVITIES*                         |
|---------|--|--|
| 5:00 PM | Arrival at ICN - 5:10 PM / Check in Marriott Hotel Seoul | Arrival at ICN - 5:10 PM / Check in Marriott Hotel Seoul |
| 8:00 PM | Dinner Banquet (8:00 PM - 9:30 PM)                       | Dinner Banquet (8:00 PM - 9:30 PM)                       |

## SUNDAY, OCTOBER 22

| TIME     | SISTER CITY ACTIVITIES                | BUSINESS DEVELOPMENT ACTIVITIES*                    |
|----------|---------------------------------------|---|
| 7:00 AM  | Breakfast                             |   |
| 8:00 AM  | Travel                                |   |
| 8:30 AM  | Visit Kyungbok Palace & Tour of Seoul | Meeting with KITA and/or related Associations (TBD) |
| 12:30 PM | Bus to Daejeon                        | Bus to Daejeon                                      |
| 3:30 PM  | Check in Daejeon Lotte City Hotel     | Check in Daejeon Lotte City Hotel                   |
| 6:00 PM  | Dinner with DMOE                      | Dinner with DMOE                                    |
| 7:30 PM  | Optional Yusung Hot Springs           | Optional Yusung Hot Springs                         |

## MONDAY, OCTOBER 23

| TIME     | SISTER CITY ACTIVITIES                     | BUSINESS DEVELOPMENT ACTIVITIES*           |
|----------|--|--|
| 7:00 AM  | Breakfast                                  | Breakfast                                  |
| 8:30 AM  | Travel                                     | Travel                                     |
| 9:00 AM  | Signing Sister City Agreement at City Hall | Signing Sister City Agreement at City Hall |
| 10:00 AM | Meeting with DMOE & Sister School Signing  | Meeting with DMOE & Sister School Signing  |
| 11:00 AM | Travel                                     | Travel                                     |
| 11:30 AM | Lunch                                      | Lunch                                      |
| 12:30 PM | Speech at Chungnam National University     | Speech at Chungnam National University     |
| 2:00 PM  | Travel                                     | Travel                                     |
| 2:30 PM  |  | Daedeok Innopolis and Company Site Visits  |
| 5:30 PM  | Travel                                     | Travel                                     |
| 6:00 PM  | Dinner with Daejeon Officials              | Dinner with Daejeon Officials              |
| 8:00 PM  | Optional Drum Show                         | Optional Drum Show                         |

\* Business Development Activities subject to change.

# ITINERARY

## TUESDAY, OCTOBER 24

| TIME     | SISTER CITY ACTIVITIES   | BUSINESS DEVELOPMENT ACTIVITIES*                                    |
|----------|--|---|
| 7:00 AM  | Breakfast  | Breakfast   |
| 8:00 AM  | Travel   | Travel  |
| 9:00 AM  | Meetings between Daejeon and Montgomery County Officials or site visit of Sister Schools | Business Development Program with Daejeon and Montgomery County EDC |
| 11:30 AM | Lunch  | Lunch   |
| 12:30 PM | Visit Daejeon Traffic Operations   | Business Development Program Continued with B2B Group Meetings      |
| 2:00 PM  | Travel   |   |
| 2:30 PM  | Visit Daejeon Arts and Historic District   |   |
| 6:00 PM  | Dinner with Daejeon Officials  | Dinner with Daejeon Officials                                       |
| 8:00 PM  | Bus to Seoul / Golden Tulip Hotel / Check in Incheon                                     | Bus to Seoul / Golden Tulip Hotel / Check in Incheon                |

## WEDNESDAY, OCTOBER 25

| TIME     | SISTER CITY ACTIVITIES  | BUSINESS DEVELOPMENT ACTIVITIES*  |
|----------|---|---|
| 4:30 AM  | Departure for Incheon International Airport   | Departure for Incheon International Airport   |
| 9:00 AM  | Travel from Seoul (ICN) to Xi'an, China - KE807 - 9:15 AM Departure - 11:30 Arrival | Travel from Seoul (ICN) to Xi'an, China - KE807 - 9:15 AM Departure - 11:30 Arrival |
| 12:30 PM | Arrive in Xi'an / Check in to Grand Melia / Lunch                                   | Arrive in Xi'an / Check in to Grand Melia / Lunch                                   |
| 2:00 PM  | Sister City Cultural Tour   | Sister City Cultural Tour   |
| 6:00 PM  | Ancient Wall / Historical Museum (TBD)  | Ancient Wall / Historical Museum (TBD)  |
| 6:30 PM  | Reception with Gov Officials & Tang Dynasty Show (TBD)                              | Reception with Gov Officials & Tang Dynasty Show (TBD)                              |

## THURSDAY, OCTOBER 26

| TIME     | SISTER CITY ACTIVITIES   | BUSINESS DEVELOPMENT ACTIVITIES*  |
|----------|--|---|
| 7:00 AM  | Breakfast  | Breakfast with Officials & EDC Business Meetings including China Council for Promotion of International Trade (TBD) |
| 8:00 AM  | Middle School Visit (TBD)  |   |
| 8:30 AM  | Meeting Xi'an / Xi Chi Municipal Bureau of Commerce (TBD)                    |   |
| 11:30 AM | Terra Cotta Warriors (TBD)   | Terra Cotta Warriors (TBD)  |
| 8:00 PM  | Travel from Xi'an to Shanghai - MU9204 - Check in to Jinjiang Tower Shanghai | Travel from Xi'an to Shanghai - MU9204 - Check in to Jinjiang Tower Shanghai  |

\* Business Development Activities subject to change.

# ITINERARY

## FRIDAY, OCTOBER 27

| TIME     | SISTER CITY ACTIVITIES  | BUSINESS DEVELOPMENT ACTIVITIES*  |
|----------|---|---|
| 7:00 AM  | Breakfast   | Breakfast   |
| 8:00 AM  |   | Shanghai Pudong Gov Meetings (TBD)  |
| 8:30 AM  |   | High-Tech Park Meetings (TBD)   |
| 10:00 AM |   | Meeting Shanghai Development and Reform Commission and Shanghai Municipal Bureau of Commerce (TBD)                          |
| 12:30 PM | Lunch   | Lunch   |
| 2:30 PM  | Optional meeting representatives from Shanghai Free Trade Zone, High-Tech Park, Ningbo Bureau of Commerce at hotel ballroom | Optional meeting representatives from Shanghai Free Trade Zone, High-Tech Park, Ningbo Bureau of Commerce at hotel ballroom |
| 6:00 PM  | Optional Montgomery County reception at Jinjiang Tower Shanghai ballroom (TBD)  | Optional Montgomery County reception at Jinjiang Tower Shanghai ballroom (TBD)  |

## SATURDAY, OCTOBER 28

| TIME    | SISTER CITY ACTIVITIES                           | BUSINESS DEVELOPMENT ACTIVITIES*             |
|---------|--|--|
| 7:00 AM | Breakfast  | Breakfast                                    |
| 8:00 AM | Visit Parks                                      | Potential 1-1 meetings (TBD)                 |
| 8:30 AM | Shopping (TBD)                                   |  |
| 9:30 AM | Sightseeing / Bike tour (Optional, extra charge) |  |
| 1:30 PM | Travel from Shanghai to Seoul (ICN)              | Travel from Shanghai to Seoul (ICN)          |
| 5:00 PM | Check in to Incheon Golden Tulip Hotel (TBD)     | Check in to Incheon Golden Tulip Hotel (TBD) |

## SUNDAY, OCTOBER 29

| TIME     | SISTER CITY ACTIVITIES  | BUSINESS DEVELOPMENT ACTIVITIES*  |
|----------|---|---|
| 7:00 AM  | Breakfast   | Breakfast   |
| 10:00 AM | Flight from Seoul (ICN) to Washington, DC (IAD) - KE093 - Arriving Monday, October 30 at 10:50 AM | Flight from Seoul (ICN) to Washington, DC (IAD) - KE093 - Arriving Monday, October 30 at 10:50 AM |

\* Business Development Activities subject to change.

## ESTIMATED TRIP COSTS\*

| <b><i>Full Korea/China Trip with County Executive</i></b> | <b><u>Economy</u></b> | <b><u>Business</u></b> | <b><u>Single Room Supp.<br/>(only for economy)</u></b> |
|---|-----------------------|------------------------|--|
| <i>Dulles - Incheon – Xi'an - Shanghai - Dulles</i>       | 5,221.78              | 12,425.50              | 621.50   |
| <b><i>Korea Only Options</i></b>                          | <b><u>Economy</u></b> | <b><u>Business</u></b> | <b><u>Single Room Supp.<br/>(only for economy)</u></b> |
| <i>Korea Land Package Only</i>                            | 1,577.90              | N/A                    | 376.50   |
| <b><i>China Only Options</i></b>                          | <b><u>Economy</u></b> | <b><u>Business</u></b> | <b><u>Single Room Supp.<br/>(only for economy)</u></b> |
| <i>China Land Package Only</i>                            | 1,301.46              | 2,540.00               | 335.00   |

**\* Estimated Total Cost is based on 45 trip attendees and includes as listed:**

1. Double occupancy rate. Single room supplement is listed above.
2. International flights for economy or business class as listed (DC -> Incheon -> Xi'an and Shanghai -> Incheon -> DC).
3. Land Package Costs:
  - o Transfer to hotels from airports if traveling with group
  - o Deluxe hotel accommodation
  - o Domestic flights in economy indicated on the itinerary
  - o Local transportation
  - o Daily meals as indicated on the itinerary
  - o Sightseeing tours indicated on the itinerary
  - o Admission fees, Show, special banquets as indicated
4. Travel Accidental Insurance in Korea and China
5. English-speaking tour guides
6. Administrative fee for Montgomery Sister Cities
7. Travel Insurance (Medical/Trip Cancellation)

**\* Estimated Total Cost Does NOT Include:**

1. Suggested gratuity for tour guide and driver
2. Chinese Visa fee (\$140 for application) and \$30 for fees
3. Any personal expenditure, such as phone bills, laundry, postage...etc
4. Any other charges caused by the acts of God, natural disasters, fires, weather, governmental and local authority's orders, political change, strikes, war, riots, quarantine, custom regulations, damages or injury caused by the accident beyond the responsibilities of travel agents and incurred due to the tourist action violating the law
5. Any items not listed in the itinerary



## Registration and Payment Information:

1. Deposit of 50% of package cost, made payable to company listed below by August 31, 2017. If a credit card is used, there will be 5% surcharge.
2. Registration forms and photocopies of passports should be returned with deposit check.
3. Remainder of cost for the travel package must be made to the travel agent listed below by September 15, 2017. If a credit card is used, there will be 5% surcharge.

### Next Steps:

1. Please submit a SHORT 100-word bio with photograph (in jpg or jpeg format) to [diane.vu@montgomerycountymd.gov](mailto:diane.vu@montgomerycountymd.gov) for our Korea/China Mission Book. Include contact information, full name, title/affiliation, mailing address, phone, email, and a company web address.
2. Your visa application should be submitted no later than August 31. The application fee is \$140 and you may submit it yourself. However, we recommend that you use JG Business Link International for a small fee of \$30 per application.
3. You will receive e-mail reminders to remind you of the following due dates:
  - a. Deposits with registration forms and passport copies are due by August 31
  - b. Bio information is due August 31
  - c. Visa application due August 31
  - d. Total trip costs are due on September 15
4. We will host an orientation in mid-September. You will receive an email once the date and location has been finalized.

## Contact Information

Montgomery County Economic Development Corporation

Mr. David Petr  
President & CEO  
[david@thinkmoco.com](mailto:david@thinkmoco.com)  
Office: 240-641-6707

Liaison to Montgomery County China and Korea Sister Cities:

Ms. Diane Vy Nguyen-Vu  
Asian Liaison  
Office of Community Partnerships  
Email: [diane.vu@montgomerycountymd.gov](mailto:diane.vu@montgomerycountymd.gov)  
Cell: 240-688-2001  
Office: 240-777-8320

Korea Trip Coordinator:

Mr. Wonro Lee  
JG Business Link International  
Email: [contact@JGBLI.com](mailto:contact@JGBLI.com)  
Phone: 301-916-7210  
Fax: 301-528-1735

China Trip Coordinator:

Ms. Yali Pan  
Email: [yaliorama@gmail.com](mailto:yaliorama@gmail.com)  
Cell: 202-203-9808

# REGISTRATION APPLICATION



# Joint Sister City & Business Development Mission Trip

## South Korea & China | Oct. 20<sup>th</sup> – 29<sup>th</sup>, 2017

### Registration Form

#### PERSONAL INFORMATION

|   |         |        |           |
|---|---------|--------|-----------|
| Legal Name (as it appears on passport): |         |        |           |
| Proffered Name (Last, First):           |         |        |           |
| Address                                 | Street: |        |           |
|   | City:   | State: | Zip Code: |
| Telephone:                              |         | Fax:   |           |
| Web Address:                            |         |        |           |

|   |        |                        |
|---|--------|------------------------|
| Organization Name (if applicable)           |        | Title (if applicable): |
| Direct Number:                              | Email: |                        |
| Passport Number (please include photocopy): |        |                        |

#### PACKAGE SELECTION (PLEASE CHOOSE ONE)

\* with 5% surcharge

|  |             | Check        | Credit*      |
|--|-------------|--------------|--------------|
| <b>Full Korea &amp; China Trip with County Executive</b> |             |              |              |
| Economy  | Double Room | \$ 5,221.78  | \$ 5,482.87  |
|  | Single Room | \$ 5,843.28  | \$ 6,135.44  |
| Business   |             | \$ 12,425.50 | \$ 13,046.78 |
| <b>Korea Land Package Only</b>                           |             |              |              |
|  |             | Check        | Credit*      |
| Double Room  |             | \$ 1,577.90  | \$ 1,656.80  |
| Single Room  |             | \$ 1,954.40  | \$ 2,052.12  |
| <b>China Land Package Only</b>                           |             |              |              |
|  |             | Check        | Credit*      |
| Economy  | Double Room | \$ 1,301.46  | \$ 1,366.53  |
|  | Single Room | \$ 1,636.46  | \$ 1,718.28  |
| Business   |             | \$ 2,540.00  | \$ 2,667.00  |

#### OPTIONAL

|                              |           |
|------------------------------|-----------|
| China Visa Application       | Cost      |
| Application & Processing Fee | \$ 170.00 |

#### PAYMENT METHOD

|             |   |          |                    |            |  |
|-------------|---|----------|--------------------|------------|--|
| Check       | Please make check payable to <i>JG Business Link International Inc.</i> |          |                    |            |  |
| Credit Card | Visa  | M/C      | Cardholder's Name  |            |  |
|             | Amex  | Discover | Credit Card Number |            |  |
|             | Expiration Date   |          |                    | CVV Number |  |

Please submit applications to: *JGBLI, 20410 Observation Dr. Ste 202, Germantown, MD 20876*

#### REGISTRATION AND PAYMENT INFORMATION

- If credit card is used, there will be **5% surcharge** as listed above.
- **Minimum deposit of 50%** of package cost by **August 31<sup>st</sup>, 2017**
- Remainder of cost of package must be made by **September 15<sup>th</sup>, 2017**
- Visa application should be submitted no later than **August 31<sup>st</sup>, 2017**

I authorize JGBLI to charge the amount listed above to the credit card provided herein. I agree to pay for this purchase in accordance with the issuing bank cardholder agreement.

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

# CHINA VISA APPLICATION

## CHINA VISA APPLICATION CHECKLIST AND INSTRUCTIONS

**EXTREMELY IMPORTANT** that everyone carefully follows the instructions carefully.

**FULL APPLICATION PACKAGES ARE DUE IN OFFICE BY AUGUST 11** to Diane Vu, Office of Community Partnerships, Rockville Library, 21 Maryland Ave, Suite 330, Rockville, MD 20850

- Passport** (make sure that passport is at least 6 months prior to expiration date)
- A photocopy of the first page of passport**
- One Passport photo** (full face, front view, bareheaded and against a plain light colored background (unless religious reasons), **taken within the past 6 months**)

For details on photo requirements, please see <http://www.china-embassy.org/eng/visas/zyxx/P020161206204655391310.jpg>

- Completed Visa Application Form:** <http://www.china-embassy.org/chn/lszj/bgxz/P020130830121570742708.pdf>
  - Please read the instructions thoroughly as you fill out the form.
  - Please choose "tourism" as purpose of visit in part 2.1
  - Please choose "Multiple entries valid for 1 year from the date of issue" in part 2.2 (intended number of entries).
  - Please choose "NO" for express service in part 2.3
  - Please list the following for part 2.6 (itinerary in China):
    - **FOR ALL:**
      - 10/25/17: Gran Melia Xi'an, 1666 Qujiangchi West Road, Qu Jiang New District, Xi'an, Shaanxi, China, 710054
      - 10/26-10/27/17: Jinjiang Tower Shanghai, 161 Changle Rd, Huangpu Qu, Shanghai, China, 200020
    - **FOR THOSE TRAVELING TO BEIJING**, please add the following:
      - 10/28/17 Regent Beijing, 99 Jinbao Street, Dongcheng District, Beijing, China, 100005
  - Please DO MAKE SURE TO SIGN THE FORM.**
  - Please fill out the form electronically and print it out; **NO HAND WRITTEN FORM IS ACCEPTED.**
  - Please glue the photo to the upper right hand of the 1st page, where it indicates photo.
- If you have been issued Chinese visas before, provide photocopy of the passport in which the visa(s) are affixed and photocopies of all visa pages.**

Questions? Please contact Ms. Yali Pan, China Trip Coordinator, email: [yaliorama@gmail.com](mailto:yaliorama@gmail.com), cell: 202-203-9808

# 中华人民共和国签证申请表

Visa Application Form of the People's Republic of China  
(For the Mainland of China only)

申请人必须如实、完整、清楚地填写本表格。请逐项在空白处用中文或英文大写字母打印填写，或在□内打√选择。如有项目不适用，请写“无”。 The applicant should fill in this form truthfully, completely and clearly. Please type the answer in capital English letters in the space provided or tick (√) the relevant box to select. If some of the items do not apply, please type N/A or None.

## 一、个人信息 Part 1: Personal Information

|   |   |  |
|---|---|--|
| 1.1 英文姓名<br>Full English name<br>as in passport   | 姓 Last name   | 粘贴一张近期正面免冠、浅色背景<br>的彩色护照照片。<br><b>照片/Photo</b><br>Affix one recent color passport<br>photo (full face, front view,<br>bareheaded and against a plain<br>light colored background). |
|   | 中间名 Middle name   |  |
|   | 名 First name  |  |
| 1.2 中文姓名<br>Name in Chinese   | 1.3 别名或曾用名<br>Other name(s)   |  |
| 1.4 性别 Sex <input type="checkbox"/> 男 M <input type="checkbox"/> 女 F  | 1.5 出生日期<br>DOB(yyyy-mm-dd)   |  |
| 1.6 现有国籍<br>Current nationality(ies)  | 1.7 曾有国籍 Former nationality(ies)  |  |
| 1.8 出生地点(市、省/州、国)<br>Place of birth(city, province/ state, country)   |   |  |
| 1.9 身份证/公民证号码<br>Local ID/ Citizenship number   |   |  |
| 1.10 护照/旅行证件种类 <input type="checkbox"/> 外交 Diplomatic <input type="checkbox"/> 公务、官员 Service or Official<br>Passport/Travel document type <input type="checkbox"/> 普通 Ordinary <input type="checkbox"/> 其他证件(请说明) Other (Please specify): |   |  |
| 1.11 护照号码<br>Passport number  | 1.12 签发日期<br>Date of issue(yyyy-mm-dd)  |  |
| 1.13 签发地点<br>Place of issue   | 1.14 失效日期<br>Date of expiry(yyyy-mm-dd)   |  |
| 1.15 当前职业<br>(可选多项)<br>Current<br>occupation(s)   | <input type="checkbox"/> 商人 Businessperson  | <input type="checkbox"/> 前/现任议员 Former/incumbent member of parliament<br>职位 Position _____   |
|   | <input type="checkbox"/> 公司职员 Company employee  | <input type="checkbox"/> 前/现任政府官员 Former/incumbent government official<br>职位 Position _____  |
|   | <input type="checkbox"/> 演艺人员 Entertainer   | <input type="checkbox"/> 军人 Military personnel<br>职位 Position _____  |
|   | <input type="checkbox"/> 工人/农民 Industrial/Agricultural worker   | <input type="checkbox"/> 非政府组织人员 NGO staff   |
|   | <input type="checkbox"/> 学生 Student   | <input type="checkbox"/> 宗教人士 Religious personnel  |
|   | <input type="checkbox"/> 乘务人员 Crew member   | <input type="checkbox"/> 新闻从业人员 Staff of media   |
|   | <input type="checkbox"/> 自雇 Self-employed   |  |
|   | <input type="checkbox"/> 无业 Unemployed  |  |
|   | <input type="checkbox"/> 退休 Retired   |  |
| <input type="checkbox"/> 其他(请说明) Other (Please specify):  |   |  |
| 1.16 受教育程度<br>Education   | <input type="checkbox"/> 研究生 Postgraduate <input type="checkbox"/> 大学 College<br><input type="checkbox"/> 其他(请说明) Other (Please specify): |  |
| 1.17 工作单位/学校<br>Employer/School   | 名称<br>Name  | 联系电话<br>Phone number   |
|   | 地址<br>Address   | 邮政编码<br>Zip Code   |

|  |  |                             |               |
|--|--|-----------------------------|---------------|
| 1.18 家庭住址<br>Home address  |  | 1.19 邮政编码<br>Zip Code       |               |
| 1.20 电话/手机<br>Home/mobile phone number   |  | 1.21 电子邮箱<br>E-mail address |               |
| 1.22 婚姻状况 Marital status <input type="checkbox"/> 已婚 Married <input type="checkbox"/> 单身 Single <input type="checkbox"/> 其他 Other(Please specify): |  |                             |               |
| 1.23 主要家庭成员(配偶、子女、父母等,可另纸)<br>Major family members(spouse, children, parents, etc., may type on separate paper)                                    | 姓名 Name                                    | 国籍 Nationality              | 职业 Occupation |
|  |  |                             |               |
|  |  |                             |               |
|  |  |                             |               |
| 1.24 紧急联络人信息<br>Emergency Contact  | 姓名<br>Name                                 | 手机<br>Mobile phone number   |               |
|  | 与申请人的关系<br>Relationship with the applicant |                             |               |
| 1.25 申请人申请签证时所在的国家或地区<br>Country or territory where the applicant is located when applying for this visa   |  |                             |               |

## 二、旅行信息 Part 2: Travel Information

|  |   |   |
|--|---|---|
| 2.1 申请入境事由<br>Major purpose of your visit  | <input type="checkbox"/> 官方访问 Official Visit  | <input type="checkbox"/> 常驻外交、领事、国际组织人员<br>As resident diplomat, consul or staff of international organization  |
|  | <input type="checkbox"/> 旅游 Tourism   | <input type="checkbox"/> 永久居留 As permanent resident   |
|  | <input type="checkbox"/> 交流、考察、访问 Non-business visit  | <input type="checkbox"/> 工作 Work  |
|  | <input type="checkbox"/> 商业贸易 Business & Trade  | <input type="checkbox"/> 寄养 As child in foster care   |
|  | <input type="checkbox"/> 人才引进 As introduced talent  | <input type="checkbox"/> 过境 Transit   |
|  | <input type="checkbox"/> 执行乘务 As crew member  | <input type="checkbox"/> 与中国公民或者具有中国永久居留资格的外国人家庭团聚居留超过180日 Family reunion for over 180 days with Chinese citizen or foreigner with Chinese permanent residence status |
|  | <input type="checkbox"/> 短期探望中国公民或者具有中国永久居留资格的外国人 Short-term visit to Chinese citizen or foreigner with Chinese permanent residence status          | <input type="checkbox"/> 与中国公民或者具有中国永久居留资格的外国人<br>As accompanying family member of foreigner residing in China due to work, study or other reasons                    |
| <input type="checkbox"/> 短期探望因工作、学习等事由在中国停留居留的外国人 Short-term visit to foreigner residing in China due to work, study or other reasons                                  | <input type="checkbox"/> 长期探望因工作、学习等事由在中国居留的外国人<br>As accompanying family member of foreigner residing in China due to work, study or other reasons |   |
| <input type="checkbox"/> 短期学习 Short-term study for less than 180 days  | <input type="checkbox"/> 长期学习 Long-term study for over 180 days   |   |
| <input type="checkbox"/> 短期采访报道<br>As journalist for temporary news coverage   | <input type="checkbox"/> 外国常驻中国新闻机构记者<br>As resident journalist   |   |
| <input type="checkbox"/> 其他(请说明)Other (Please specify):  |   |   |
| 2.2 计划入境次数<br>Intended number of entries   | <input type="checkbox"/> 一次(自签发之日起 3 个月有效) One entry valid for 3 months from the date of issue  |   |
|  | <input type="checkbox"/> 二次(自签发之日起 3-6 个月有效) Two entries valid for 3 to 6 months from the date of issue   |   |
|  | <input type="checkbox"/> 半年多次 (自签发之日起 6 个月有效) Multiple entries valid for 6 months from the date of issue  |   |
|  | <input type="checkbox"/> 一年多次 (自签发之日起 1 年有效) Multiple entries valid for 1 year from the date of issue   |   |
|  | <input type="checkbox"/> 其他 (请说明) Other (Please specify):   |   |
| 2.3 是否申请加急服务 Are you applying for express service?<br>注: 加急服务须经领事官员批准, 将加收费用。<br>Note: Express service needs approval of consular officials, and extra fees may apply. |   | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No  |
| 2.4 本次行程预计首次抵达中国的日期<br>Expected date of your first entry into China on this trip (yyyy-mm-dd)  |   |   |



|  |   |                       |
|--|---|-----------------------|
| 2.5 预计行程中单次在华停留的最长天数<br>Longest intended stay in China among all entries   |   | Days                  |
| 2.6 在中国境内行程（按时间顺序，可附另纸填写）<br>Itinerary in China (in time sequence, may type on separate paper)   | 日期 Date                                   | 详细地址 Detailed address |
|  |   |                       |
|  |   |                       |
|  |   |                       |
|  |   |                       |
| 2.7 谁将承担在中国期间的费用？<br>Who will pay for your travel and expenses during your stay in China?  |   |                       |
| 2.8 中国境内邀请单位或个人信息<br>Information of inviter in China   | 姓名或名称<br>Name                             |                       |
|  | 地址<br>Address                             |                       |
|  | 联系电话<br>Phone number                      |                       |
|  | 与申请人关系<br>Relationship with the applicant |                       |
| 2.9 是否曾经获得过中国签证？如有，请说明最近一次获得中国签证的时间和地点。Have you ever been granted a Chinese visa? If applicable, please specify the date and place of the last time you were granted the visa. |   |                       |
| 2.10 过去 12 个月中访问的其他国家或地区<br>Other countries or territories you visited in the last 12 months   |   |                       |

### 三、其他事项 Part 3: Other Information

|   |  |
|---|--|
| 3.1 是否曾在中国超过签证或居留许可允许的期限停留？<br>Have you ever overstayed your visa or residence permit in China?   | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No |
| 3.2 是否曾经被拒绝签发中国签证,或被拒绝进入中国？<br>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 |
| 3.3 是否在中国或其他国家有犯罪记录？<br>Do you have any criminal record in China or any other country?  | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No |
| 3.4 是否具有以下任一种情形 Are you experiencing any of the following conditions?<br>①严重精神障碍 Serious mental disorder<br>②传染性肺结核病 Infectious pulmonary tuberculosis<br>③可能危害公共卫生的其他传染病 Other infectious disease of public health hazards | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No |
| 3.5 近 30 日内是否前往过流行性疾病传染的国家或地区？<br>Did you visit countries or territories affected by infectious diseases in the last 30 days?   | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No |
| 3.6 如果对 3.1 到 3.5 的任何一个问题选择“是”，请在下面详细说明。<br>If you select Yes to any questions from 3.1 to 3.5, please give details below.  |  |

3.7 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，请在此或另纸说明。  
 If you have more information about your visa application other than the above to declare, please give details below or type on a separate paper.

3.8 如申请人护照中的偕行人与申请人一同旅行，请将偕行人照片粘贴在下面并填写偕行人信息。If someone else travels and shares the same passport with the applicant, please affix their photos and give their information below.


| 偕行人信息<br>Information  | 偕行人 1<br>Person 1<br>粘贴照片于此<br>Affix Photo here | 偕行人 2<br>Person 2<br>粘贴照片于此<br>Affix Photo here | 偕行人 3<br>Person 3<br>粘贴照片于此<br>Affix Photo here |
|-----------------------|---|---|---|
| 姓名<br>Full name       |   |   |   |
| 性别<br>Sex             |   |   |   |
| 生日<br>DOB(yyyy-mm-dd) |   |   |   |

**四、声明及签名 Part 4: Declaration & Signature**

4.1 我声明，我已阅读并理解此表所有内容要求，并愿就所填报信息和申请材料的真实性承担一切法律后果。  
 I hereby declare that I have read and understood all the questions in this application and shall bear all the legal consequences for the authenticity of the information and materials I provided.

4.2 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 determined by consular official, and that any false, misleading or incomplete statement may result in the refusal of a visa for or denial of entry into China.

4.3 我理解，根据中国法律，申请人即使持有中国签证仍有可能被拒绝入境。  
 I understand that, according to Chinese law, applicant may be refused entry into China even if a visa is granted.

 申请人签名  
 Applicant's signature: \_\_\_\_\_

日期  
 Date (yyyy-mm-dd): \_\_\_\_\_

注：未满 18 周岁的未成年人须由父母或监护人代签。Note: The parent or guardian shall sign on behalf of a minor under 18 years of

**五、他人代填申请表时填写以下内容 Part 5: If the application form is completed by another person on the applicant's behalf, please fill out the information of the one who completes the form**

|   |   |
|---|---|
| 5.1 姓名 Name   | 5.2 与申请人关系<br>Relationship with the applicant |
| 5.3 地址 Address  | 5.4 电话 Phone number                           |
| 5.5 声明 Declaration<br>我声明本人是根据申请人要求而协助填表，证明申请人理解并确认表中所填写内容准确无误。<br>I declare that I have assisted in the completion of this form at the request of the applicant and that the applicant understands and agrees that the information provided is true and correct. |   |
| 代填人签名/Signature: _____ 日期/Date (yyyy-mm-dd): _____  |   |

**EXPORT MD GRANT APPLICATION**

## ExportMD Program

### SUMMARY

- **Up to \$6,000 in reimbursement for expenses and up to 40 hours of assistance from foreign offices**

Reimbursement is at either a 1/2 ratio, up to \$10,000 in eligible expenses, or a 2/3 ratio, up to \$9,000 in eligible expenses

- **Eligible expenses include trade show fees, airfare, ground travel and parking, lodging, trade show registration and standard booth space, and translation and printing of marketing materials**

*Note that the program does not include, among other expenses, those associated with food or drink, passports or visas, phone or data charges, laundry or entertainment*

- **Qualifications:**

Have business operations in Maryland

In good standing with the Maryland Department of Assessments and Taxation

In existence for at least one year

Has not received another ExportMD Award in the current Fiscal Year

Is a “small business” as defined by the U.S. Small Business Administration

Is planning an eligible export development initiative which will commence no earlier than the first day of the month following deadline date of applicant’s package submission

- **Deadlines: First day of every month**
- **Reviewed and scored by an independent committee on a pass/fail basis**

---

### CONTACT

#### **BRADLEY GILLENWATER**

##### **Regional Manager—East Asia**

Office of International Investment & Trade

Maryland Department of Commerce

World Trade Center

401 East Pratt Street , 7th Floor

Baltimore, Maryland 21202, USA

Phone: 1-410-767-0688

E-mail: [bradley.gillenwater@maryland.gov](mailto:bradley.gillenwater@maryland.gov)

**Q. How do I apply?**

A. Applying for ExportMD funding is easy. Please contact your OIIT Regional Manager directly or via ExportMD Administrator Linda Bell ([lbell@choosemaryland.org](mailto:lbell@choosemaryland.org) or 410-767-6869), and tell us about your international marketing plan. We will assist you in filling out the application. Please include your plan's budget estimates.

**Q. What are ExportMD criteria that my company MUST follow:**

- A. \* The company must be profitable: Profitability is defined as- current profitability based on the firm's financial statement (not tax return) for its most recently most completed fiscal year.
- A. \*\*The company is a “small business”\*\*: companies must not exceed the employee number or annual sales figure thresholds as set by U.S. Small Business Administration (as determined by an ExportMD applicant's North American Industry Classification System (NAICS) industry code).
- A. Travel Reimbursement Guidelines
- Companies must submit SBA's International Travel Approval Request Form at least 30 days prior to travel.
  - Please note that for airfare, ExportMD reimbursement criteria stipulates that the airlines must be U.S. Flag Carriers, such as American, Delta, United, etc., unless no such carriers offer flights to pertinent destinations. This is due to the fact that ExportMD, as of Fall 2011, is supported by the U.S. Small Business Administration (SBA) STEP Grant program, and its rules stipulate such.
  - Travel reimbursement is subject to the US. State Department Maximum Travel Per Diem Allowances. For exact figures based on your city and country of destination, please visit: [http://aoprals.state.gov/content.asp?content\\_id=233&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=233&menu_id=81)

Companies that are not profitable and/or do not meet SBA's “small business” criteria but are still interested in assistance should contact their regional trade representative at the Office of Internal Investment and Trade, or Linda Bell at: ([lbell@choosemaryland.org](mailto:lbell@choosemaryland.org) or 410-767-6869)

**Q. Is there a deadline for submitting an ExportMD application?**

A. Yes. OIIT accepts ExportMD grant applications from qualifying companies on a bi-monthly cycle. The application deadlines are October 1, December 1, February 1, April 1, June 1, and August 1.

*Determine your company's NAICS code(s), and then view SBA's cross-reference guide, available from an OIIT Regional Manager, to ascertain whether your firm qualifies as a “small business.”*

## **BUSINESS EXPANSION TRIP QUESTIONNAIRE**



## **BUSINESS EXPANSION TRIP QUESTIONNAIRE**

**Your answers will help us to best match your business interests with potential partners during our East Asia trip.**

What industries are of the most interest during this mission?

---

---

---

---

What is the primary objective of attending this mission? (i.e. introductory meetings, follow-up with an existing contact, entry into a new market, etc.)

---

---

---

---

Who is the highest ranking member of your firm that will attend this mission? Please provide background information on the individual(s).

---

---

---

---

Which part of the of the mission is the most important for the attendee (seminar, business-to-business meeting, facility tours)? And, what would be the best outcome?

---

---

---

---

What experience has the firm had working with the Asian (or specifically Korean and/or Chinese) markets? Please explain as best as possible.

---

---

---

---

## THANK YOU

For more information, please contact our business development team.



**DAVID PETR**  
PRESIDENT & CEO

240.641.6701 office  
863.956.7474 mobile  
david@thinkmoco.com



**SPIROS BALNTAS, CEcD**  
DIRECTOR OF BUSINESS RECRUITMENT

240.641.6705 office  
301.857.1942 mobile  
spiros@thinkmoco.com



**NADIA KAHN, J.D.**  
BUSINESS DEVELOPMENT SPECIALIST

240.641.6711 office  
240.801.5651 mobile  
nadia@thinkmoco.com