

**TRAVEL PLANNING AND DOCUMENTATION**

**Book Flight**

Departure: \_\_\_ / \_\_\_ / \_\_\_ Time: \_\_\_\_\_

Return: \_\_\_ / \_\_\_ / \_\_\_ Time: \_\_\_\_\_

Airline, Flight No. \_\_\_\_\_

Airline, Flight No. \_\_\_\_\_

Arrival: \_\_\_ / \_\_\_ / \_\_\_ Time: \_\_\_\_\_

Arrival: \_\_\_ / \_\_\_ / \_\_\_ Time: \_\_\_\_\_

**Book Hotel**

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

Phone Number: \_\_\_\_\_

\_\_\_\_\_

**Travel insurance** (optional, but wise)

**APPYLING FOR A VISA**

**Apply for Chinese Visa**

At least 6 weeks prior to departure date



**Valid Passport**



**Completed Visa Application Form**



**Letter of Invitation from a Chinese company**

Staple Here

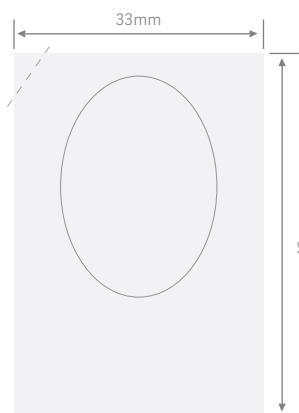


Photo Paper

**Visa Photo**

Staple Here

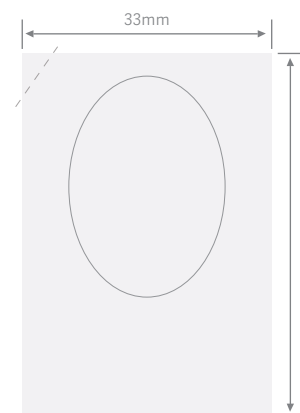


Photo Paper

**Extra Photo**



**U.S. Business Letter from your company**



**Apply for Canton Fair Buyer's Card**

**PACKING FOR AN INTERNATIONAL BUSINESS TRIP**

- Sleep Kit**
  - natural sleeping aid
  - ear plugs
  - eye mask
  - socks
- Passport (with China Visa)**
- Business Cards**
- Fanny Pack or Backpack for Fair**
- Yuan Currency**
- Snacks**
- Power Converter**
- Extra Visa Photo**

**Other Items**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**DOWNLOAD THESE APPS BEFORE YOU DEPART**



- VPN (like Tunnel Bear)**  
on your phone AND computer



- We Chat**  
on your phone



- Didi**  
on your phone

**Need to Buy**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_