

Visiting Guide To Tianjin, China

Welcome to Colart Tianjin/CTAM China!

You will find here a helpful guide for your visit to China. Please ensure you read it carefully before you travel to China. We are here to assist you and hope you enjoy your stay in China.

Invitation letter & Visa

For non-Chinese passport holders, a travelling visa is required.

Please check <http://cs.mfa.gov.cn/> to apply for a visa prior to your visit to China. If you need the local CTAM team to help you prepare the required invitation letter, please don't hesitate to contact us at lucy.zhang@colart.com.cn or ashley.qian@colart.com.cn

Hotel

If your main destination is Tianjin, The Courtyard Hotel is the CTAM's cooperated hotel – <http://www.marriott.com/hotels/travel/tsnho-courtyard-tianjin-hongqiao/> .

We'd love to help you with your booking, don't hesitate to email us. At least one week notice is needed to ensure room availability. Please note that the hotel is very busy around public holidays, congresses, sports meetings, etc.

Transportation Service

CTAM has a company car available for operation purpose during 8:30am to 5pm for whole plant booking. Moreover, the car is not available one day a week due to the local traffic authorities restrictions.

According to the law, we cannot require driver to drive for too long or with due to safety reason. Moreover, the related expense should be entered with a different cost centre from the BU.

Therefore, the transportation service can be only arranged by CTAM for GMT members or important Colart customers who visit CTAM.

Local taxi services and Tianjin public metro (metro cards and related tips for borrowing from them from the General Manager Office) are the most economic ways for daily travels.

Regarding long distance travel between different cities, we recommend you to book a car through <http://english.ctrip.com/> or <http://www.chinacarservice.com/> where you will find interesting rates.

Another option is to contact the Concierge Dept. of the Courtyard Hotel to arrange a pick up service. Their contact is:

Phone: 86-22-5898-8113

Email: cy.tsnho.concierge@courtyard.com and cy.tsnho.gsm@courtyard.com.

Train tickets / Plane tickets

If you need train or plane tickets for business purposes, the CTAM Admin Staff is happy to help,

introducing you to the ticket booking system or purchasing them for you if needed. Otherwise, you can visit <http://english.ctrip.com/> to book and purchase tickets. We recommend that you book your tickets around 10 days early to ensure availability. Please note that your tickets might not be guaranteed during public holidays, especially during Chinese New Year.

Chinese currency

We suggest that you prepare some Chinese currency for your convenience during your stay in China, should your credit card not be working here.

Diet requirements

The CTAM's canteen will provide lunch for visitors. Please ensure your local contact person books your lunches with Admin in advance. If you have any special diet requirements or food and drink allergies, you will need to notify so in advance. However, please note that we might not be able to accommodate as the origin of food is not always guaranteed.

Travel Insurance & Medical care

Please ensure you are fully covered regarding travel insurance for your trip to China. In case of physical discomfort or if you require emergency medical treatment, "Tianjin United Family Hospital" is a bilingual hospital.

Please keep the address with you:

24hr Service Center: 4008-919191

Tianjin United Family Hospital: (022) 5856 8500

Urgent Care: (022) 5856 8500

Email: tjunitied@ufh.com.cn

Address: 22 Tianxiaoyuan, Tanjiang Road, Hexi District, Tianjin 300221

天津和睦家医院天津市河西区潭江道天潇园22号 邮编：300221

Important addresses

- **CTAM's Address**
Colart Tianjin Art Materials Co., Ltd
80 Xianyang Road, Nankai District,
Tianjin China (the crossing with Changjiang Road)
天津柯雅美术材料有限公司
天津市南开区咸阳路80号（与长江道交口）
- **Courtyard Tianjin Hongqiao Hotel**
No 166 Beima Road, Hongqiao District
Tianjin 300120 China
天津陆家嘴万怡酒店
天津红桥区北马路166号

We wish you a pleasant stay hope everything goes well with your visit to China!
If you have any question please don't hesitate to contact us at:

lucy.zhang@colart.com.cn or ashley.qian@colart.com.cn