ORIENTATION PACKET

GOVERNOR'S TRADE MISSION

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Governor Pete Ricketts

State of Nebraska

NEBRASKA

Good Life. Great Opportunity.

DEPT. OF ECONOMIC DEVELOPMENT

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Packing Tips, The Screening Experience; Prohibited Items; Security Awareness

Packing Tips To Get Through The Security Checkpoint Quickly.

Do's

- Do pack an organized carry-on using layers – a layer of clothes, layer of electronic items, layer of clothes, then a layer of shoes or other items.
- Do prepare your 1 quart-sized, clear, plastic zip-top bag of 3.4 ounce liquids before arriving at the airport.
- Do pack coats and jackets in checked baggage when possible.
- Do pack your laptop so you can easily remove it for separate screening.
- Do wrap cords for cell phone chargers, iPods, etc. so they aren't loose in your bag.
- Do double-check your carry-on bag before you leave home to remove items, such as firearms, knives, and other prohibited items.

Don'ts

- Don't wrap gifts.
- Don't pack oversized electronics in your checked baggage.
- When in doubt, leave it out.

The Screening Experience

Everyone who travels by air goes through airport security checkpoints. These checkpoints are operated by our Transportation Security Officers. The security checkpoints are there to make sure that terrorists cannot bring anything aboard the plane. These are called "prohibited items" and cannot be brought to a checkpoint, into the secure area of an airport, or aboard an aircraft. Travelers may carry through security checkpoints travel-size toiletries (*3.4 ounces or less*) that fit comfortably in ONE, QUART-SIZE, clear plastic, zip-top bag. Only 1 plastic zip-top bag per passenger is allowed. Please note that lighters are prohibited from carry-on and checked baggage.

Not only do all passengers go through checkpoints, their checked baggage is also screened. This may happen out of passengers' view depending on the physical configuration at each airport.

It is a good idea to prepare before you arrive at the airport so that you move more quickly and efficiently through the security process. Here are some suggestions to help make the process as smooth as possible.

1. ***Dress the Part***: Be aware that any metal detected at the checkpoint must be identified (keys, loose change, mobile electronic devices, heavy jewelry, clothing with metal buttons, snaps, or cuffs, metal hair barrettes or other hair decoration, belt buckles and under-wire bras could set off a metal detector). If you set off the alarm, you will be required to undergo additional screening, including a hand-wanding and/or a pat-down inspection that includes the torso.

2. ***Shoe Screening Policy***: Travelers between the ages of 13 and 74 must remove their shoes and put them through the X-ray machine. Children 12 and under and adults 75 and older can leave their shoes on. All types of footwear must be placed on the X-ray machine to be screened. If you do not comply with Security Officers, you will not be allowed to board your flight. Disposable booties or slippers may be worn through the checkpoint to help protect your feet, but they must be disposed of prior to leaving the screening area.

3. ***Head Coverage***: You are permitted to wear head coverings and religious garments, but you may be directed to additional screening if your head wear is loose fitting or large enough to hide prohibited items.

4. ***Body Piercings***: Metal body piercings may cause an alarm at the metal detector, resulting in additional screening. You may be asked to remove your body piercing in private as an alternative to the pat-down search.

5. ***Private Screening***: If you alarm any of the screening technologies, you may request private screening at any time.

Prohibited Items

Travelers may carry through security checkpoints travel-size toiletries (*3.4 ounces or less*) that fit comfortably in ONE, QUART-SIZE, clear plastic, zip-top bag. Only 1 plastic zip-top bag per passenger is allowed. You can pack larger quantities of liquids in checked bags.

At the checkpoint travelers will be asked to remove the zip-top bag of liquids and place it in a bin or on the conveyor belt. X-raying separately will allow TSA security officers to more easily examine the declared items.

Do not let a prohibited item ruin your trip. You are permitted to travel with most items, but you must put them in your luggage and check them with your airline. Certain items are prohibited from carry-on luggage for the overall security of air travelers. Prohibited items obviously include sharp objects, weapons, explosives, and incendiaries, but also items that are seemingly harmless and may be used as weapons like hammers, bats, hockey sticks, pool cues, golf clubs, scissors or mace. You may not bring these items to security checkpoints.

Security Awareness

Look and Listen - Be Smart - Be Vigilant

Security awareness is everyone's responsibility. To ensure that your travel is safe, secure and efficient, take time to make security awareness an integral part of your travel experience.

General Guidelines

- Be aware of suspicious activity in and around your immediate surroundings. Inform the proper authorities if you are concerned about an unattended item or suspicious activity in and around any facility. Be extra careful if you work on your laptop. Working takes your attention away from your surroundings. Describe suspicious device(s). Visual check only, and do NOT touch object. Do NOT use your cell phone within 50 feet of a suspicious item.
- Remember to control all carry-on bags and keep your items and tickets with you at all times. Medicines, cash, jewelry, business papers and valuables should be packed in carry-on bags.
- Never leave anything unattended as it could be subjected to tampering and/or theft.
- Never carry anything for another person, especially for someone you do not know.

Luggage

For international traveling between the U.S. and China, the first bag is normally free. At United Airlines, the second bag would be $100 for economy class. If there is additional information needed, please contact your airplane company or travel agency.

Following information about luggage service with Air China and Shanghai Air.

AIR CHINA CARRY-ON ALLOWANCE

The amount of baggage you can bring on board your Air China flight depends on the type of route you are traveling on and your fare type.

- On domestic flights: passengers in Economy and Business Class may bring 1 piece of luggage on board that weighs no more than 5kg. First Class passengers on domestic flights may bring two pieces of luggage on board, each of which must weigh no more than 5kg.
- On international flights: Economy passengers may bring 1 piece of hand luggage on board that weighs no more than 5kg. First and Business Class passengers may bring up to 2 pieces of carry-on luggage, together weighing no more than 8kg.
- Each piece of hand luggage must not exceed 55 x 40 x 20 cm (21 x 15 x 7 inches).
- If your bag exceeds dimension or weight allowances, it must be checked into the hold.

AIR CHINA CHECKED BAGGAGE ALLOWANCE

- Any item checked into the hold must never weigh less than 2kg (4.4lbs) and not weigh more than 45kg (99lbs). On international flights the standard maximum weight is 32kg, while bags up to 45kg may be accommodated depending on individual circumstances of the airport and carrier.
- The total dimensions of each piece of luggage must not exceed 203cm (79.9inches), nor must they be less than 60cm (23.6inches) in order to be checked into the hold.
- There is a free baggage allowance included in all fares.
- On domestic flights Economy Class passengers may check 20kg (44lbs) of luggage with each piece not exceeding 100 x 60 x 40 cm (39.4 x 23.6 x 15.7 inches). Infants in Economy Class have a 10kg (22lbs) allowance
- Business Class passengers may check 30kg (66lbs) and First Class passengers may check 40kg (88lbs).

AIR CHINA EXCESS BAGGAGE

- If your baggage exceeds weight or size restrictions you will be liable to pay excess baggage fees.
  - WOn domestic routes the fee per kilogram is 1.5% of the published one-way Economy adult fare for the route being traveled.
  - WOn international routes you will be penalized for extra bags over your allowance, for a bag that is too heavy, or too large in size.
- Prices vary according to route but as an example, on a flight where the Economy checked baggage allowance is one piece, an extra bag will cost you 450 RMB or $70 USD and a bag that is too heavy or too large will cost 1000 RMB or $150 USD. A bag that is both too heavy and too large will cost 2000 RMB or $300 USD.

SHANGHAI AIRLINES CARRY-ON ALLOWANCE

- First Class passengers are allowed 2 bags pieces of hand baggage while Business Class and Economy Class passengers are allowed 1 piece. All pieces must not exceed 22 x 16 x 8 in (55 x 40 x 20 cm) in size and 11 lb (5kg) in weight. These dimensions include wheels, handles, and side pockets.

SHANGHAI AIRLINES CHECKED BAGGAGE ALLOWANCE

- All pieces must be 62 in (158 cm) in total length x width x height.
  - WFirst Class: 2 pieces (3 pieces for flights to/from Europe, Australia, Japan, and Dubai), 71 lb (32 kg) each
  - WBusiness Class: 2 pieces, 71 lb (32 kg) each
  - WW / Class: 2 pieces, 71 lb (32 kg) each
  - WEconomy Extra: 2 pieces, 71 lb (32 kg) each
  - WEconomic/Economy Class: 2 pieces, 51 lb (23 kg) each
- No baggage will be allowed over 110 lb (50 kg) or 39 x 24 x 16 in (100 x 60 x 40 cm). Excess/overweight baggage fees vary by destination.

SECTION II Illness, Emergency Numbers, Vaccinations and Immunizations

Illness Abroad

Visitors are not covered by the government health service and are advised to obtain medical insurance before traveling. Most government hospitals provide 24-hour emergency outpatient treatment services for a modest charge, but they can be crowded. Most large hotels can summon a doctor on short notice.

If you need to take quantities of prescribed drugs for medical reasons you should carry a letter from your doctor at home to verify that they are for your own use only. This can be presented to customs or immigration authorities if necessary.

International Medical Information Centre
Beijing – +86-10-6465-1561
Shanghai - +86-21-5879-9999

Emergency Numbers

1. ***U.S. Consulate General Shanghai***
   86-21-6433-6880
   After Hours Emergency Hotline: (86-21) 3217-4650;
   press “1” then “3” to speak to an emergency operator.
2. ***Police:*** 110
3. ***Ambulance:*** 120
4. ***Fire:*** 119
5. ***Local Directory Assistance:*** 114
6. ***Weather:*** 121
7. ***International Operator:*** 115
8. ***Direct Dial Operation:*** 108
9. ***Lost/stolen credit cards:***
   a. American Express: 400-881-1419
   b. MasterCard: 10-800-110-7309
   c. Visa: Phone: 10-800-711-2911
   d. Citicard: 86-21-6860-4588
   e. Discover: 001-801-902-3100

SECTION III Telephone Calling, Time Zones, and Electricity

WARNING: Using U.S. Cell phones in China can be very expensive. If you anticipate bringing a cell phone to China, personal or business, you may want to consider calling your carrier and setting up an international plan for the period of time you are there.

Domestic Calls

Local calls:

- Shanghai requires no city code; just dial the eight-digit Shanghai number (or the three-digit emergency numbers for fire, police, and ambulance).
- Calls from Shanghai to other locations in China require that you dial the full domestic city code (which always starts with 0).
- Public pay phones require either a deposit of a ¥1 coin or an IC card ("àicei" ka) available from post offices, most convenience stores, and street stalls. Card values begin at ¥20 ($2.97).

International Calls

A direct overseas call can be made from a public telephone displaying an International and Domestic Telephone sign. These phones are not widespread, but can be found at airports, hotels, and other key facilities.

U.S. from China

Dial 00 + 1 + U.S. area code + U.S. phone number. If you have questions, speak with the hotel operator. Normally, you will find dialing directions in English in your hotel room.

To call China from the U.S.

Dial 011 (international access code) + 86 (country code for China) + the city code minus the initial zero + the eight-digit local number.

Area code list

CITY	CODE
Beijing	10
Shanghai	21
Xi'an	29

Time Zone Information

The cities we are visiting (Shanghai, Xi'an and Hong Kong) use the same time zone. They are 14 hours ahead of the U.S. Central time.

- **Ex.** Nebraska time is 1:00 p.m.; add 2 hours = 3:00 p.m., switch p.m. to a.m. = China time of 3:00 a.m.

- **Ex.** China time is 2:00 a.m.; subtract 2 hours = 12:00 a.m., switch a.m. to p.m. = Nebraska time of 12:00 p.m.

Electricity

Mainland China

Voltage in Mainland China is 220V, 50 Hz. A variety of electrical outlets can be found in China. A common type of outlet is shown below. This outlet can accept the standard Type A and common Type I plugs as well as Type C plugs. Both the upper and lower outlets can be used simultaneously.

The official plug type is like type A but slightly shorter and without holes in blades. Type A and I outlets are common, and Type G might also be found.

Hong Kong

Voltage in Hong Kong is 220V, 50 Hz. The common type of outlet in Hong Kong is Type G and Type M.

SECTION IV Currency, Exchange Rates, Credit Card Information and ATM Use

Currency exchange in China is legal only if conducted at hotels, banks, and stores, at the official rate set by the central government through the Bank of China. This rate is the same at all nationwide outlets, saving travelers the hassle and stress of having to find the best rate. Besides the airport, you can change money at hotel bank desks and at larger branches of the Bank of China. Hotel desks have the convenience of being open long hours 7 days a week, but their services are usually restricted to guests. You'll have to provide your passport for any kind of currency exchange.

Keep all receipts when you change money; you will need them should you wish to reconvert any excess ¥RMB into your home currency.

Yuan Notes & Exchange Rates

Chinese currency is known as renminbi (RMB, literally "the people's money") or the yuan (¥). However, you'll mostly hear money referred to as kuai qian, literally "pieces of money," or kuai for short. Bills come in denominations of ¥100, ¥50, ¥20, ¥10, ¥5, and ¥1, which also appear as a coin. The next unit down is the jiao (¥0.10), commonly referred to as mao. There are coins for ¥0.50 and ¥0.10.

Banknotes are issued in the following denominations:

Notes: ¥100, ¥50, ¥20, ¥10, ¥5, and ¥1 (the size of the bill shrinks as the value decreases)
Coins: ¥1, ¥0.5, ¥0.1

You can, of course, exchange dollars for yuan, too; the exchange rate is slightly better, but the risk is higher.

Tip: Credit Card Numbers

Remember to keep a list of your credit card numbers numbers separate from the cards.

ATMs

There are many ATMs in China, unfortunately only about 50% of these accept foreign cards. The main foreign friendly ATMs are controlled by the Bank of China.

Exchange Rate:
U.S. $1 =
¥6.36 Chinese Yuan

CNY	USD
¥	$
10	1.57
30	4.72
50	7.87
100	15.73
500	78.67
1,000	157
2,000	315
5,000	787
10,000	1,573
30,000	4,720
50,000	7,867
100,000	15,720

Exchange Rate:
U.S. $1 =
¥7.76 Chinese Yuan

HKD	USD
HK$	$
10	1.29
30	3.87
50	6.45
100	12.89
500	64.45
1,000	128
2,000	257
5,000	644
10,000	1,289
30,000	3,867
50,000	6,445
100,000	12,890

Check the back of your ATM card to see which network your bank belongs to: Cirrus (*www.mastercard.com*), PLUS (*www.visa.com*), or AEON (*www.americanexpress.com*).

Before you leave home, you can contact the proper institutions to locate ATMs currently available in China or ask your bank for a list of ATMs in China. Be sure you know your personal identification number (PIN) and daily withdrawal limit before you depart. In general, the ATMs at the major branches of the Bank of China will accept your card, as will Shanghai Bank ATM at the Shanghai Centre Bank of China. Bank of China ATMs allow a maximum withdrawal of ¥2,500 ($372) per transaction, but it is possible to make another withdrawal the same day. Note: Remember that many banks impose a fee every time you use a card at another bank's ATM, and that fee can be higher for international transactions (up to $5 or more) than for domestic ones. In addition, the bank from which you withdraw cash may charge its own fee. For international withdrawal fees, ask your bank.

SECTION V Overview Of The U.S. And China Economies
Geography, Population, People, Language, Climate

Geography

China's land drops off in the escarpments eastward to the ocean, letting in humid air currents and leading many rivers eastward. Among the rivers totalling 220,000 kilometres in length in China; the Yangtze and the Yellow are the two major ones.

China has a diversity of land formations including mountains, hills, highlands, plains and basins. The highlands and hill regions account for 65 percent of the country's land mass. The highest mountain peak is Qomolangma (Everest), 8,848 metres above sea level; the lowest point is the Turpan Basin, 154 metres below sea level.

Population

With more than 1.3 billion people (1.357 billion as of 2013), China is the world's most populous country. As the world's population is approximately 6.7 billion, China represents a full 20% of the world's population so one in every five people on the planet is a resident of China. China's population growth has been somewhat slowed by the one child policy, in effect since 1979. This figure does not include many Chinese in the Hong Kong Special Administrative Region, Taiwan Province and Macao Special Administrative Region. The population density in China is 130 people per sq km (square kilometers). This population, however, is unevenly distributed. Along the densely populated east coast there are more than 400 people per sq km; in the central areas, over 200; and in the sparsely populated plateaus in the west there are less than 10 people per sq km. The population in cities and towns makes up 30.4%; and that in rural areas, 69.6%. The male population is 51.9%; and the female population is 48.1%.

The People

China's significantly higher Power Distance (PDI). This is indicative of a high level of inequality of power and wealth within the society. The Chinese rank lower in the Individualism (IDV) ranking which is manifest in a close and committed member 'group,' be that a family, extended family, or extended relationships. Loyalty in a collectivist culture is paramount. The society fosters strong relationships where everyone takes responsibility for fellow members of their group. China is high in Masculinity (MAS) therefore people value competitiveness, assertiveness, ambition, and the accumulation of wealth and material possession. As for Uncertainty Avoidance (UAI), Chinese people prefer structured situations. They like to have strict laws and rules, safety and security. China has Long-term Orientation (LTO) which indicates a society's time perspective and an attitude of persevering; that is, overcoming obstacles with time, if not with will and strength.

Language

Chinese is the official language. English is used among the business community and at tourist destinations such as hotels and certain restaurants.

Most official signs contain English. Most shops and restaurants also have English signage, though don't expect this from the more local or obscure establishments.

Useful Chinese phrases:

USA	Mèi-guó 美国
China	Zhōng-guó 中国
Hello	Nǐ hǎo 你好
Goodbye	Zài-jiàn 再见
Thank you	Xiè xie 谢谢
Yes	Shì 是
No	Bù 不
Excuse me	Qǐng-wèn 请问
Sorry	Duì-bù-qǐ 对不起
English	Yīng-yǔ 英语
Do you speak English?	nǐ huì shuō yīng-yǔma? 你会说英语吗?
I don't understand	wǒ tīng bù dǒng 我听不懂
Where is the bathroom?	Cèsǔo zài nǎlǐ? 厕所在哪里?
How much?	Duō-shao qián? 多少钱?
Hotel	Bīn guǎn 酒店
Airport	Jī-chǎng 机场
Taxi	Chū zū chē 出租车
ATM	Zì dòng chū nà jī. 自动取款机

Climate

China has a great diversity of climates, which is dominated by dry seasons and wet monsoons. The northeast has hot and dry summers and cold winters. The north and central region has almost frequent rainfall, hot summers and cold winters. The southeast region has substantial rainfall, with semi-tropical summers and cool winters. Central and southern China experiences heavy rains and frequent flooding during monsoon seasons.

- **Xi'an**
  Xi'an is located in the northern part of China. Northern winter comes in December and lasts until March. The weather can be extremely cold. Temperatures can drop to -20 'C (-4 F). In summer, from May to August, northern region is dry and hot with temperature as high as 38 'C (100 F). The best time to visit the north is spring and autumn when daytime temperatures are warm. However, the temperature may drop dramatically at night.

- **Shanghai**
  Shanghai experiences long and humid summers with high temperatures and occasional rain from April to October. The temperature could go beyond 38 'C (100 F).

- **Hong Kong**
  The climate in Southern China is dominated by tropical storms from July to September. The weather can be chill during the rain. In summer, the temperature can rise to 38 'C. The weather is cool in winters which begins in January and ends in March. Autumn and spring are good times to visit.

SECTION VI Business Etiquette

Greetings

a. Greetings are formal and the oldest person is always greeted first.
b. Handshakes are the most common form of greeting with foreigners.
c. Many Chinese will look towards the ground when greeting someone.
d. The Chinese nod or bow slightly when greeting another person, although handshakes are common. Wait for your Chinese associate to extend a hand first.
e. Visitors to factories, theaters, or schools may be greeted with applause as a sign of welcome. The usual response is to applaud back.
f. Introductions tend to be formal, with courtesy rather than familiarity preferred.

Body Language

a. Never mimic what you think is a national gesture.
b. Never point your feet or foot to anyone
c. Don't swing a crossed leg or tap your foot on the floor.
d. Don't put your hands in your pocket or on your hips.
e. Don't touch a Chinese person (and especially not a child's head).
f. Silence is a natural and expected form of non-verbal communication. It is usually used as a negotiating strategy. Do not feel a need to chatter.
g. Avoid touching. The American pat on the back or arm around the shoulder is to be avoided.
h. Prolonged eye contact (staring) is considered rude. The Chinese will often look down at their shoes or off in the air.
i. Don't show affection, such as hugging or shoulder slapping, in public.

Dress

a. For business, men should wear conservative suits, shirts, and ties. Loud colors are not appropriate. Women should also wear conservative suits, with relatively high-necked blouses and low heels- their colors should be as neutral as possible.
b. At formal occassions, evening gowns are not necessary for women unless the event is a formal reception given by foreign diplomat. Men may wear suits and ties.
c. Casual wear is still somewhat conservative. Revealing clothing may be offensive, but jeans are acceptable for both men and women. Shorts are appropriate when exercising.

Business Cards

a. Exchanged after the initial introduction.
b. Your business card should include your title.
c. Hold the card in both hands when offering it, Chinese side facing the recipient.
d. Examine a business card before putting it on the table next to you or in a business card case.
e. Never write on someone's card unless so directed.

Names

a. The Chinese are very sensitive to status and titles, so you should use offical titles such as "General" when possible.
b. Names are listed in a different order from Western names. Each person recieves a familiar name (family name), a middle name, and a given name at birth—in that order.
c. Most people you meet should be addressed with a title and their name. If a person does not have a professional title (President, Doctor), simply use "Mr." or "Madam," "Mrs.," or "Miss," plus their name.

Corporate Culture

a. Punctuality is a must in all business and social meetings.
b. Any degree of knowledge of Chinese culture is greatly appreciated.
c. Work is always undertaken as a group. The work group is strongly united with no competition; all succeed or all fail. Decision-making is by consensus. Everyone on the work team must be consulted before making decisions. This is a very slow process.
d. The first meeting may focus on establishing an atmosphere of friendliness, harmony and trust. Business meetings are conducted formally, so leave your humor behind. Always allow ten minutes of polite conversation before beginning business meetings.
e. It takes several meetings to develop a contract. When the time comes, be content to close a deal with a handshake. Leave the signing of the written contract to later meetings.
f. Etiquette and harmony are very important. "Saving face" is a key concept. Try to avoid saying "no." Instead, say, "This could be very difficult," allowing colleagues to save face.
g. When sitting down to a business meeting with your Asian counterparts, the seating arrangement will be determined by the status of the participants. Do not just sit anywhere; as the guest, you will be directed to the appropriate seat. As a general rule, the highest ranking person from the host side will sit at the head of the table. Then, other people will take their seats starting from the seats closest to him and working to the other end of the table. Those of higher status sit closest to the "head honcho." You should stand at your seat and wait for the top guy to tell you to be seated. Then, when the meeting is finished, wait until he has stood up before standing up by yourself.
h. Your hosts may bring up the idea of getting together socially later. This may be a sincere invitation to dinner; it may just be polite banter. Do not be offended if an invitation turns out to have been just talk and don't aggressively bug your counterpart about when you can get together. He may not say "no" directly so you might need to read from his body language what he really wants.
i. Do not expect a Chinese person to say "no." "Maybe" generally means "no."

Interesting Factors/ Helpful Hints

a. Do not give anything in sets of four, or with the numbers 4 or 40 on the cover.
b. Do not give green head wear; it signifies that somebody in the family is committing adultery.

SECTION VII International Gift Giving

Excerpts from "International Business Gift Giving Overview"

By Kimberley Roberts, Kim's Classy Business Tips Newsletter

International Business Meeting Gift Giving – China

Countries in the world with a Chinese cultural influence, a collectivist attitude, accept gifts with a reserved demeanor. In order not to appear greedy, a gift will not be immediately taken, but refused three times before finally being accepted. Each time it's refused, you as the giver must graciously continue to offer the gift. And once it's taken, tell the person you're happy it's been accepted.

The gift is offered using both hands and must be gift-wrapped; though it won't be opened it front of you. It will be set aside and opened later. This tradition eliminates any concern that the recipient's face might show any disappointment with the gift. In China, Taiwan, Japan and Hong Kong, use both hands.

If you're presented a gift, follow the same process of refusing it three times then accept it with both hands. You'll also not open it, but wait until later.

In China, official business policy considers gifts as bribes, which are illegal. Though the policy is softening, there may be times when a gift you offer will absolutely not be accepted. Should you find yourself in this situation, graciously say you understand and withdraw it. Waiting until negotiations have concluded will eliminate the appearance of bribery when a gift is presented.

A good guideline if there's a concern is to offer a gift, saying you're giving it on behalf of your company. It's important to always honor the most senior person, so he will be the individual you actually present with the gift, stating you want him to accept it on behalf of his company. This gesture, company to company, will usually circumvent any problem regarding undue influence. If you have several gifts to present, never give the same item to people of different rank or stature. The more senior the person, the more expensive the gift.

Typically, one person is not singled out to receive a special gift, especially in front of a group. If you've established a good working relationship with someone and want to give a gift, arrange a time when the two of you are alone to present it. Then when you do give it, be sure to say it's being offered as a gesture of your friendship, not business.

A gift's value should be commensurate with the level of the business dealings. This applies both to an individual's gift and a corporate gift. There are times when an expensive gift fits the occasion and circumstance, but an overly extravagant one could create complications or embarrassment, as the recipient may not be able to reciprocate.

In Chinese culture symbolism is important, with colors and numbers having special meaning. For instance, at Chinese New Year, money may be given in a red envelope; it must be even amount, using an even number of new bills.

Red is a lucky color; pink and yellow represent happiness; and the number 8 is the luckiest number. The colors black, white and blue and the number 4, or four of anything, are negatively associated with death or funerals. Also included in this category are clocks, handkerchiefs, and straw sandals.

Sharp objects like knives or scissors represent a 'severing of a friendship or relationship'- including a business relationship.

You don't want to inadvertently select a gift that has a negative or unlucky association. And because of the symbolism, it can happen. For instance, a fine writing pen would be a good gift, unless it has red ink.

Early in your business relationships, you may want to make your gift selections from a local store where you'll be given the proper information and direction. At least it's wise to have items gift wrapped once you've arrived in the country, to eliminate incorrect choices for colors and types of paper.

SECTION VIII Meals And Table Manners

Table Manners and Chopsticks

Chinese life and culture center around food. Chinese have a saying, 'Chinese people eat everything with four legs, except tables.' So eating has become an essential part of Chinese culture. Chinese children have been taught with traditional eating habits and eating patterns. Therefore, it is not surprising that there are many Chinese customs relating to dieting.

Chinese prefer round dining tables because round tables seats more people. Apart from this point, a round table allows people to eat facing each other without differentiation. In other words, sitting by round tables, every one is equal regardless of their status and wealth.

It is customary for a bowl of soup to be placed in the center of the table and a few dishes such as fish, vegetables, meat and eggs, among others be placed around the table. They are encouraged to use chopsticks and bowls. Spoons are set for each person to share the soup. Soup is believed to be nutritious and provides energy.

There is a history behind the use of chopsticks. In ancient times, most Chinese were farmers and peasants. At mealtimes, their hands were usually dirty. This fact and the limited time for meals gave rise to the idea of using twigs to pick up their food. Eating with chopsticks was thus more practical. In addition, Chinese people like their food served hot. It is difficult to handle hot food using hands. The heat may burn the hand.

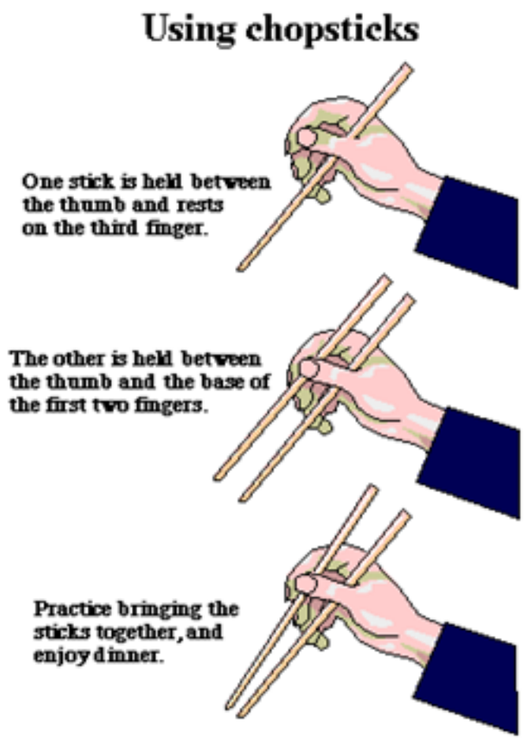
Don'ts About Chopsticks

1. Don't stick your chopsticks upright in the rice bowl. Instead, lay them on your dish. The reason for this is that when somebody dies, the shrine to them contains a bowl of sand or rice with two sticks of incense stuck upright in it. So if you stick your chopsticks in the rice bowl, it looks like this shrine and is equivalent to wishing death upon people at the table!

2. Make sure the spout of the teapot is not facing anyone. It is impolite to set the teapot down where the spout is facing towards somebody. The spout should always be directed to where nobody is sitting, usually just outward from the table.

3. Don't tap on your bowl with your chopsticks. Beggars tap on their bowls, so this is not polite. Also, in a restaurant, if the food is coming too slow people will tap their bowls. If you are in someone's home, it is like insulting the cook.

When finished eating, place your chopsticks neatly on the table or on the chopstick rest.



Drinking

When dining with Chinese hosts, you can expect the beer to flow freely. Besides beer, the official Chinese alcoholic beverage is bai jiu, high-proof Chinese liquor made from assorted grains. There are varying degrees of bai jiu, and some are quite good. If you are not a drinker, or don't feel up to the challenge, just say "wo bu hui he jiu" (I don't drink). It is generally acceptable to use Coke or tea as an alcohol substitute.

SECTION IX City Information

Xi'an, China –

Xi'an is the capital of the Shaanxi province in China and a sub-provincial city. Its population is around 7.5 million. About 4 million people live in the city area. One of the most important cities in Chinese history, Xi'an was one of the Four Great Ancient Capitals of China because it has been the capital of 13, dynasties, to name a few, Zhou, Qin, Han and Tang. Xi'an was the start point of the Silk Road. The city has more than 3,100 years of history. It was called Chang'an, meaning "Forever Peace" in those old days. Xi'an is the largest and most developed city in the central to the northwestern part of China and is ranked among the 10 largest cities in the nation.

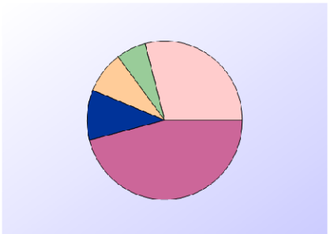
Shanghai, China –

Shanghai, Hu for short, also known as Shen, is a multi-cultural metropolis with both modern and traditional Chinese features. The city has a status equivalent to a province, and reports directly to the central government. Serving as the largest base of Chinese industrial technology, one of the most important seaports and China's largest commercial and financial center, Shanghai draws the attention of the whole world. The city, whose name literally means "on the sea", is located on the east China coast just to the south of the mouth of the Yangtze river. Bordering on Jiangsu and Zhejiang provinces on the west, Shanghai is washed by the east China sea on the east and Hangzhou Bay on the south. It also occupies a central location along China's coastline. Thanks to its advantageous geographic location, Shanghai is an excellent sea and river port, boasting easy access to the vast hinterland. Shanghai is one of the most populated cities in China. It has a permanent resident population of 23,019,200, of which 12.2 million live in the urban areas. Shanghai population accounts for 1.1% of the Chinese population, with the average density of 2,059 inhabitants per square kilometers (3,854 in the urban areas). There is a huge floating population of itinerant workers, probably numbering two million.

Hong Kong, China –

Coupled with a population of over 7 million, Hong Kong is one of the most densely populated areas in the world. Positioned at the mouth of the Pearl River Delta on the coast of southern China, Hong Kong's geographical position as a gateway between the East and West has made it an attractive center for international trade. As a reflection of this, the heart of Asia's world city has always been the bustling and beautiful Victoria Harbour. Hong Kong's 1,104-square-kilometer area comprises Hong Kong Island, which lies to the south of the harbour, the Kowloon Peninsula, which forms its northern shores, the New Territories to the north of Kowloon, which stretch all the way to Mainland China, and more than 200 outlying islands, including Lantau Island, where Hong Kong International Airport is located.

2015 NAICS Total All Merchandise Exports from Nebraska to China



Product	Value ($)	Percent
311--FOOD MANUFACTURES	$222,537,575	46 %
316--LEATHER & ALLIED PRODUCTS	$49,255,307	10.2 %
325--CHEMICALS	$41,584,571	8.6 %
335--ELECTRICAL EQUIPMENT, APPLIANCES & COMPONENTS	$29,829,266	6.2 %
All Others	$140,668,679	29.1 %
Grand Total	**$483,875,398**	**100 %**

NAICS Total All Merchandise Exports from Nebraska to China

Item	2015
TOTAL	483,875,398
311--FOOD MANUFACTURES	222,537,575
316--LEATHER & ALLIED PRODUCTS	49,255,307
325--CHEMICALS	41,584,571
335--ELECTRICAL EQUIPMENT, APPLIANCES & COMPONENTS	29,829,266
212--MINERALS & ORES	27,435,616
312--BEVERAGES & TOBACCO PRODUCTS	26,019,899
111--AGRICULTURAL PRODUCTS	24,141,346
334--COMPUTER AND ELECTRONIC PRODUCTS	15,722,129
333--MACHINERY, EXCEPT ELECTRICAL	13,926,904
339--MISCELLANEOUS MANUFACTURED COMMODITIES	13,497,154
910--WASTE AND SCRAP	6,277,377
326--PLASTICS & RUBBER PRODUCTS	4,155,271
313--TEXTILES & FABRICS	3,311,801
332--FABRICATED METAL PRODUCTS, NESOI	2,601,057
321--WOOD PRODUCTS	1,529,736
336--TRANSPORTATION EQUIPMENT	1,099,422
113--FORESTRY PRODUCTS, NESOI	190,183
314--TEXTILE MILLS PRODUCTS	187,627
331--PRIMARY METAL MFG	168,143
990--SPECIAL CLASSIFICATION PROVISIONS, NESOI	129,296
327--NONMETALLIC MINERAL PRODUCTS	102,334
337--FURNITURE & FIXTURES	77,504
112--OTHER ANIMALS	76,399
323--PRINTED MATTER AND RELATED PRODUCTS, NESOI	19,481
930--USED OR SECOND-HAND MERCHANDISE	0
920--USED OR SECOND-HAND MERCHANDISE	0
511--NEWSPAPERS, BOOKS & OTHER PUBLISHED MATTER, NESOI	0
324--PETROLEUM & COAL PRODUCTS	0
322--PAPER	0
315--APPAREL MANUFACTURING PRODUCTS	0
114--FISH, FRESH/CHILLED/FROZEN & OTHER MARINE PRODUCTS	0

Office of Trade and Economic Analysis (OTEA), Industry and Analysis, International Trade Administration, U.S. Department of Commerce.

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