

IAAPA EXPO ASIA 2022 | 2022 年亚洲博览会

HKCEC, Halls 5B to 5E | 香港会议展览中心 - 展览馆 5B 至 5E

8 – 10 June 2022 | 2022 年 6 月 8 至 10 日

Basic Shell Scheme Booth Specification 标准摊位基本设施

Each 9m² Basic Shell Scheme Booth will be provided with: 每个 9 平方米标准摊位基本设施:

Fascia Board 招牌板	Approx. 370mm height, fascia board with PVC sticker for company name and booth number in English and Chinese (if applicable) 约 370 毫米高 KT 板制作, 印有中英文公司名称(如适用), 摊位号码及国家旗
Wall Panels 分隔围板	Three sidewalls (white laminated seamless panels in 2440mmH). For the case of corner booths, it will be two sidewalls and two fascia boards. 三面分隔白色无缝板(2440 毫米高), 整体白色(如角位摊位则有两面围板及两块招牌板)
Furniture 家具	One Information Counter (1000L x 500D x 750Hmm) 一个咨询台(1000 长 x 500 深 x 750 高毫米)
	Two White Chairs 两张白椅
	One Waste Paper Basket 一个垃圾筒
	1030mmL Free Standing Slat wall with 2 nos. of flat/slope shelf 一组 1030 毫米长独立坑板配两块 平/斜层板
Electrical 电力设施	Two 12W Long arm Spotlights 两支 12WLED □ 臂射灯
	One Square Pin Socket (220V) Max. 500W for one electrical appliance only 500 瓦方脚插座(只供一部机械使用)
Flooring 地板	Needle punch carpet 地毯



Notes 备注

Please find below booth facilities for different booth areas. **Please note that all furniture and electrical items included in the Shell Scheme Package are not exchangeable.**

有关不同大小的摊位设施, 可参阅以下表格。请注意: 所有家具及电力设施, 包括标准摊位配套, 均一律不能转换或退款。

Item 项目 & Booth Area 摊位面积	Code 设备号码	9m ² 平方米	18m ² 平方米	27m ² 平方米	36 m ² 平方米
750mmH Information Counter 750 毫米高咨询台	SF3001	1	2	3	4
White Chair 白椅	TC4060	2	4	6	8
Black waste Paper Basket 垃圾筒	AF5018	1	2	2	2
1030mmL Free Standing Slat wall with 2 nos. of flat/slope shelf 1030 毫米长独立坑板 两块平/斜层板	SF3036 + (SF3039/ SF3040)	1	2	3	4
12W LED Long-arm Spotlight 12 瓦长臂射灯	EL7002	2	4	6	8
Square Pin Socket (500W) 500 瓦方脚插座	EL7005	1	2	3	4

*** Unless requested by the exhibitor, the Organizer shall assume that exhibitors occupying 2 or more adjoining booths will choose to delete the partition panels in between.

*** 除因参展商特别要求外, 两个或以上的相连摊位将拆除中间的分隔围板

All extra requirements, e.g. special decorations, extra lighting, furniture, printing, AV equipment, etc., not provided above, should be ordered separately at extra costs as listed on Order Forms 2A, 2B, 3A, 3B, 4, 5, 6, 7A, 7B, 8 & 9.

所有标准摊位除上述提供基本设施外, 一切额外要求, 如特别布置、额外电灯装置及家具等, 需另外租用。

租用设施可参照表格 2A, 2B, 3A, 3B, 4, 5, 6, 7A, 7B, 8 及 9。

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IMPORTANT INFORMATION FOR SHELL SCHEME EXHIBITORS

给标准展位的重要信息

FASCIA BOARD WORDING | 公司招牌板

- Shell Scheme booths will be provided with a fascia board. However, it is necessary to complete Order Form 1 to ensure that the wording of your company name is exactly as required. In the event that this form is not received, the fascia board will be supplied using the name given on your original Contract for Booth Space and any alterations requested on-site will incur a charge.

标准展位已包括制作公司招牌板, 请填写表格 1 以便「建同展览有限公司」制作。如参展商未能依时交回表格 1, 建同展览有限公司将根据大会提供资料预备公司名称予参展商, 所有现场作出之改动, 均会额外收费。

- Shell Scheme fascia board includes standard lettering only.

所有字体均由大会统一指定使用。

- No variation of the fascia board, lettering and the fittings of the 'Package' stand is allowed.

招牌板的外观设计均为统一，不得作出任何修改。

FIXING EXHIBITS / POSTER | 安装展品 / 裱贴海报

This is to advise all exhibitors that lamination of graphics (wall papering) directly on the system panels, using screws, nails, double-sided adhesive tape that will cause damage to the panel walls is strictly prohibited. Exhibitors are responsible for removing the laminated graphics and restore the panel system at the close of the show. A restoration fee will be charged to exhibitors for damage to panel walls.

严禁使用螺丝、钉子、劣质双面胶贴,直接裱贴海报喷画于摊位墙壁上。如墙壁上有裱贴海报喷画,参展商于展会结束后需自行清理回复墙壁原状。

Using proper materials and procedure will allow graphic to be applied correctly. The following materials for laminating graphics are strongly recommended. Namely:

我们建议使用以下装贴方式:

Velcro Tape / magic Tape 优质(不掉胶)双面胶贴

Good quality double-sided tape 优质(不掉胶)双面胶贴

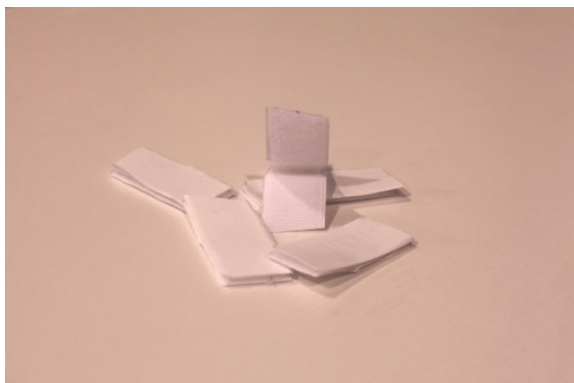
S Hooks S 型挂勾

Here is how to use Velcro Tape / Magic Tape to laminate graphics:

以下为使用魔术贴在摊位上进行装贴的示范：

1. Prepare Velcro Tape / Magic Tape

准备魔术贴



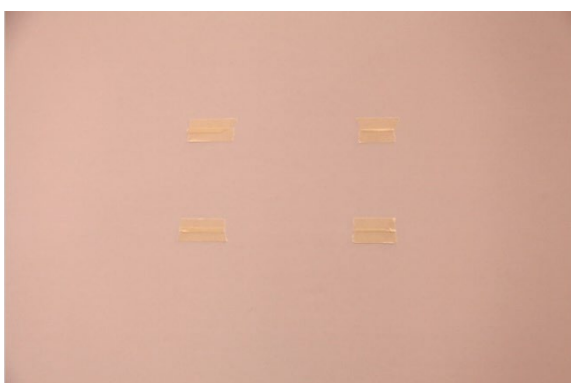
2. Use Velcro Tape on the back of foamboard

在 KT 板背面贴上魔术贴



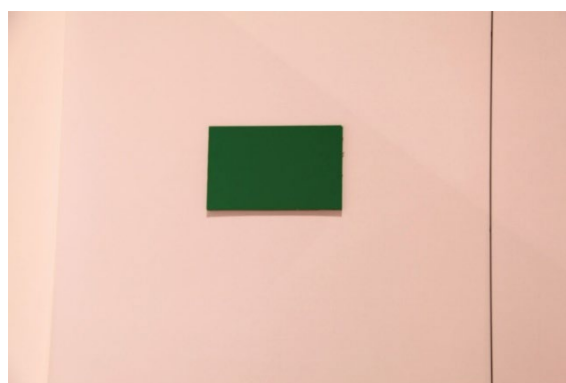
3. Put Masking Tape on the system panel

在摊位墙壁上预先贴上皱纹胶纸



4. Laminate the foamboard onto the system panel

撕走魔术贴的贴纸，将 KT 板贴上摊位墙壁上



Exhibitors can also use good quality double-sided tape or S Hooks:

参展商亦可以使用优质(不掉胶)双面胶贴或 S 型挂勾进行装贴

Good quality double-sided tape | 优质(不掉胶)双面胶贴

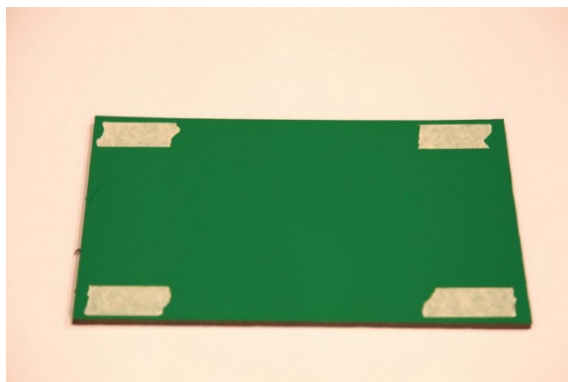
Note: please use Masking Tape on the system panels

注：在摊位墙壁上亦需要预先贴上皱纹胶纸

S Hooks S | 型挂勾

Hang up graphics from the top of the panel with S hooks

以 S 型挂勾将挂画悬挂于摊位顶部



Here are some examples of lamination of graphics and applying double-sided adhesive tape (wall papering) directly on the system panels and the damage caused.

以下为使用劣质双面胶贴及直接裱贴海报喷画于摊位墙壁而无法清理的例子

Double "Foam" Tape / lamination of low quality sticker directly onto panels

双面海线胶 / 直裱贴劣质背胶喷画



If the panels are damaged, a restoration fee of USD 260 / HKD 2,000 will be charged per panel.

如发现板面有损坏或污渍，每块将要求赔偿罚款 260 美元 / 2,000 港元。

*Velcro Tape / Magic Tape, good quality double-sided tape or S Hooks are available for sale at the onsite service counter.

*魔术贴、优质(不掉胶)双面胶贴或 S 型挂勾可于布展期间于大会承建商服务台购买。

MODULAR SYSTEMS 模块化系统

- Exhibitors may dress their booths with their own modular display system, but should check that the dimensions fit the area provided.
- 参展商可以重新编排展位内的设施之位置，但请向建同展览有限公司查询有关改动是否可行。

- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors requiring special assistance should contact the Official Stand Contractor not later than 13 May, 2022.

参展商不得对展位结构进行任何改动或从拆取展位结构内的任何组成部分。需要特别协助的参展商可于 2022 年 5 月 13 日前联系建同展览有限公司。

- No additional booth fittings or displays may be attached to the shell booth structure.
- 任何自携的展台配件或显示品均不可直接安装 / 连接到展位上。
- No free standing fittings may exceed a height of 2.5 meters or extend beyond the boundaries of the booth allocated. This includes company names, advertising materials and logos provided by the Exhibitor.

所有物品(包括公司名称广告材料等等)不得超过 2.5 米高度或超出展位范围。

- No alterations, modifications or additions should be made to rental equipment without the prior written consent off the Official Contractor.

不需改变、修改或增租均需要先书面通知建同展览有限公司。

- The application of paint, adhesive or any other coating carried out inside the exhibition hall or directly to building columns/ pillars and floors is strictly prohibited. The Official Contractor reserves the right to charge the exhibitor for any damages caused on the system materials provided.

展馆内不可使用喷漆、粘合剂或直接在展馆内的柱子涂上任何物料均会加收费用。

- Exhibitors can order additional furnishings and decorations to enhance their booths such as colored display panels, lighting, shelves, literature racks, etc. by reviewing and completing the Official Contractor's optional extras forms in this Manual.

参展商可订购额外的家具和装饰，可提高展位的形象，如彩色显示屏，灯光，货架架等，透过订购表格完成订单。