

EXHIBITOR GUEST PROGRAM

Invite your customers to attend the Expo for FREE!

参展商嘉宾计划

邀请您的客户免费参加展会！

WHAT IT IS 这是什么计划

The Exhibitor Guest Program ensures your customers and prospects can attend the show—as your guest—for free. This is an excellent way for you to provide a personalized benefit to customers, increase your visibility, and strengthen your relationship with them at IAAPA Expo Asia. Persons registering with an Exhibitor Guest Registration code will receive free admission to the trade show floor (Wednesday – Friday). Anyone who wishes to attend the education program, can upgrade during the registration process. Members save 40% off the non-member price.

参展商嘉宾计划确保您的客户和潜在客户可以免费参加展会。这是一个很好的渠道，让您在IAAPA亚洲博览会上为客户提供个性化的好处，提高您的知名度，并加强您们的关系。以参展商嘉宾登记代码登记，可免费进入展会（星期三至星期五）。如希望参加教育会议，可以在登记过程中升级。成员可以节省非成员价格40%的折扣。

HOW IT WORKS 操作方式

Your company contact will receive a unique code via email by end of March. Each code will provide 50 complimentary registrations to IAAPA Expo Asia. Exhibitors can send as many invitations as they would like, but only 50 people may register with the code. However, if you need to increase your allotment, please contact exhibitors@IAAPA.org by 3 June and we can increase your allotment as long as those registered are buyers and not additional exhibitor personnel.

贵公司联络人将在 3 月底之前通过电子邮件收到一个代码。每个代码将提供 50 次免费注册 IAAPA 亚洲博览会。参展商可以发出邀请，数量不限，但只有 50 人使用该代码登记。但是，如果您需要增加配额，请在 6 月 3 日之前联系 exhibitors@IAAPA.org，只要注册的是买家而不是额外的参展人员，我们可以增加您的配额。

EXHIBITOR GUEST CODE 参展商嘉宾代码

If you have not received your Exhibitor Guest Code by early April, please contact Exhibitors@IAAPA.org

如果您在四月初还没有收到您的参展商宾客代码，请与 exhibitors@IAAPA.org 联系。

EXHIBITOR GUESTS ALREADY REGISTERED 已登记的参展商嘉宾

If an attendee receives an Exhibitor Guest invitation but already registered and paid, they can cancel their paid registration by **7 May** and receive a full refund less a US\$25/HKD195 processing fee by contacting Convention@IAAPA.org and then re-register with the Exhibitor Guest invitation. There are no registration refunds after **7 May**.

如参与者收到参展商嘉宾邀请前已登记及付款，他们可在 **5 月 7 日** 前取消已付费注册，并通过联系 Convention@IAAPA.org 取消他们已付款的登记及可获扣减手续费 25 美元/港币 195 元的退款，然后重新注册参展嘉宾邀请。**5 月 7 日** 之后不接受登记退款申请。

BADGE PICK-UP 领取胸牌

All Exhibitor Guest Registrants must collect their own badges and purchased tickets on-site. By bringing their confirmation with them, as well as a picture ID, they can quickly pick-up their credentials at the Already Registered counters in Registration. Exhibitors are not permitted to collect Exhibitor Guest badges.

所有参展商嘉宾注册人士必须到现场领取自己的胸卡和已购买的门票。通过携带他们的确认信息以及带照片的身份证，他们可以在登记处的预先登记柜台快速领取他们的证件。参展商不得领取参展商访客证。

EXHIBITOR GUEST USAGE 参展商嘉宾名额使用情况

Exhibitors who wish to view who has registered with their code, can login to Exhibitor Registration and click the link under Exhibitor Guest on the Exhibitor Summary page. Any unauthorized registrants can be canceled by emailing Convention@IAAPA.org. **Please encourage your guests to register early.** IAAPA will not accept lists of guests to register on-site.

参展商如希望查看已用其代码完成登记的名单，可以登入参展商登记网页，然后点击在参展商摘要页面上的参展商嘉宾下的链接。任何未经授权的登记人都可以通过发送电邮至 convention@IAAPA.org 取消。请鼓励您的嘉宾尽早注册。IAAPA 将不接受现场大批嘉宾注册。

EXHIBIT STAFF USE OF INVITATIONS 参展商工作人员使用参展商嘉宾计划邀请

Exhibitor Guest Invitations not used to register customers and prospects, may be used to register additional Exhibit Staff beyond the allotment of complimentary [Exhibitor Staff Badges](#). Exhibitor Staff Badges obtained in this manner will also be complimentary, but these registrants will only have access to the trade show floor during open show hours. These registrants will also be subjected to the verification process on-site.

Exhibitor Guest Invitations may only be used for the purposes set forth in this document; any other uses, including but not limited to, sale to members/attendees, are prohibited.

参展商嘉宾计划如没有用于登记客户或潜在客户，可用于登记 [参展商工作人员](#)。以此计划登记之参展商工作人员证也是免费的，但请留意登记者将只能在展会期间免费进出展会。另外，这些登记人还必须将在现场通过验证过程。

参展商嘉宾计划邀请仅可用于本文件中规定的目的；禁止任何其他用途，包括但不限于向会员/与会者出售。

EXHIBITOR GUEST REGISTRATION SITE – OPENS END OF MARCH 2022

参展商嘉宾登记网站 – 将于 2022 年 3 月中开放