

REGISTRATION/BADGES 登记/胸牌

EXHIBITOR STAFF BADGES 参展商工作人员胸牌

Complimentary Exhibitor Staff Badges are provided for exhibit staff the exhibition days. For security reasons, exhibitors and their personnel must wear their badges at all times while in the exhibition hall.

Exhibiting companies are allotted five (5) staff badges for the first 9 net square meters of exhibit space and two (2) staff badges for each increment of 9 net square meters of exhibit space up to a maximum of 50 complimentary exhibitor badges. See the chart below.

Additional Staff Badges are available at the early bird member or non-member rate which is US\$49/HKD380 and US\$284/HKD2200, respectively. The fee is 50% of the early bird member/non-member rate to replace any lost, stolen, or misplaced badges.

Booth Size 展位大小 (平方米)	Staff Badge Allotment 获配工作人员胸牌数量
9 (3mx3m)	5
18 (3mx6m)	7
27 (3mx9m)	9
36 (3mx12m or 6mx6m)	11
54 (6mx9m or 3mx18m)	15
72 (6mx12m)	19
81 (9mx9m)	21
90 (6mx15m)	23
108 (6mx18m or 9mx12m)	27
135 (9mx15m)	33

在展会期间，免费向参展商工作人员提供参展商工作人员胸牌。基于安保理由，参展商及其工作人员任何时候在展厅都必须佩戴胸牌。

参展公司将获配参展商工作人员胸牌，配额标准为首 9 平方米净展位面积 5 张，随后每增加 9 平方米净展位面积增加 2 张，但参展商可获配的胸牌最多不超过 50 张。请参阅上表。

根据早鸟价或非会员价的区分，超额工作人员胸牌每张须支付 320 元或 380 元人民币。如遗失、被盗或找不到胸牌，补领将收取每张 50% 的早鸟价或非会员价。

EXHIBITOR STAFF BADGE GUIDELINES 参展商工作人员胸牌使用指南

- [IAAPA member](#) exhibiting companies benefit from complimentary access to the trade show floor and education sessions, and year-round information, resources, and support. Non-member exhibitors will only have access to the trade show floor.
- Exhibitors may purchase special event tickets during the registration process. Registration is required and space is limited so we recommend you arrange right away.
- Special Events and the education program are available on the [conference website](#).
- Children under the age of 18 are NOT permitted on the trade show floor during move-in and move-out and should not be registered with exhibitor badges. Children aged 0-12 may register on-site for free. Children 13-17 can register in advance or on-site as an attendee, either paying the registration fee or as an [Exhibitor Guest](#).
- Do not register non-exhibitors through the Exhibitor Registration site. IAAPA will charge a US\$150 penalty per exhibitor staff badge used by a buyer. Use the [Exhibitor Guest Program](#) to register current/prospective clients to attend IAAPA Expo Asia free.

- [IAAPA 成员](#) 参展公司可免费进出展会和教育会议、付费参加考察游及全年获得信息、资源和支援。非 IAAPA 成员参展商只能免费进出展会。
- 参展商可以在网上登记时购买特别活动的门票，包括联谊招待会、业界领袖早餐会和考察游。名额有限，须预先登记。
- 特别活动详情请访问[这里](#)。教育活动及会议详情请访问[这里](#)。
- 未满 18 岁之儿童严禁在布展和撤展期间进入展厅，并且不能登记使用参展商工作人员胸牌。需要进入展会的儿童必须现场注册。12 岁以下之儿童可在现场免费登记。13-17 岁之儿童可预先或在现场以与会者身份登记，可缴交登记费用或以[参展商嘉宾](#)身份登记。
- 不要在参展商登记网站给非参展商登记。若参展商将工作人员胸牌给买家使用，国际游乐园及景点协会 (IAAPA) 将对其收取每张胸牌 150 美元的罚款。请使用[参展商嘉宾计划](#)为现有/潜在客户登记，免费出席 IAAPA 亚洲博览会。详情请见下文。

BADGES 胸牌

All attendees and exhibitors will have their badges in alphabetical (English) format with the option to also have Chinese name and company. Please consider an [interpreter](#) for your booth, if needed.

所有与会者及参展商的胸牌都将是字母（英文）格式，并可选择印有中文名称和公司名称。IAAPA 建议参展商的展位工作人员能以中英文沟通。可以通过 AMC 安排[翻译员](#)。

EXHIBITOR REGISTRATION INSTRUCTIONS

参展商登记说明

1. Go to the [Exhibitor Registration](#) site (opens mid-March 2022)
 2. Enter a few letters of your company/exhibiting as name and click the search button.
 3. Locate your company name, click the Confirm button, then click NEXT.
 4. Use your IAAPA Company ID as your password.
 5. Once logged in click the Register Personnel button.
 6. Once you complete a registration, you can come back to this screen to edit or delete a staff person. You can also click the Edit button if you need another copy of the confirmation or visa invitation letter (if completed).
 7. You can make changes to your booth staff and register additional staff online as long as the badge has not been permitted.
 8. Badges are picked up on-site, see below and refer to the confirmation email for further instructions.
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1. [请前往参展商登记网站](#)。
 2. 输入公司/参展名称的首几个字母 (即合同上注明的“参展”名称)，然后单击“搜寻”按钮。
 3. 找到您的公司名称后，单击“确认”按钮，然后单击“下一步”
 4. 您的密码为您的 IAAPA Company ID。
 5. 登录后，单击“登记人员”按钮。
 6. 在注册过程中您必须提交身份证/护照/旅行许可证号码。
 7. 完成登记后，您可以返回此屏幕编辑或删除展位人员。如果您需要另一份确认信或签证邀请函（如果已完成），也可以单击“编辑”按钮。
 8. 您在线更改已登记的展位人员信息或登记更多展位人员。
 9. 胸牌须在现场领取，详情可在确认信找到。

BADGE PICK-UP 领取胸牌

- Exhibitors are requested to make their first stop at the **Exhibitor Registration Counter** to collect their badges no later than Tuesday, 5 June. Registration will be located on Level 5 of the [Hong Kong Convention & Exhibition Centre](#) (HKCEC).

- Save time and bring your confirmation email with barcode to quickly obtain your badge at the scan-and-go pre-registration stations located in the same area.
- Exhibitors may pick-up badges for their entire company, but if a badge needs to be reprinted by a staff person, the individual will need to pay 50% of the early bird member/non-member rate to obtain.
- All attendees will need to comply with the [Health and Safety](#) guidelines to access the HKCEC and any IAAPA function.

• 若您不是来自中国大陆地区的人员，请在抵达现场前下载上海健康码 App。操作流程如下：

1. 下载支付宝或微信
2. 用您的手机号码注册（会收到短信验证码）
3. 完成实名制认证程序
4. 输入您的个人信息
 - 登记柜台设立在上海新国际博览中心的 3 号入口厅
 - 请携带您的中国大陆身份证以便通过闸机。您在登记柜台完成认证后，您的胸牌才会激活。非中国大陆地区的观众，必须携带您的护照或旅行证件（即您在预登记时使用的证件）至“非中国大陆地区观众登记处”，您会得到一个打印的胸牌以此通过闸机，进入展馆。未携带身份证、护照或旅行许可证的人员不得进入。
 - 所有进入新国际博览中心和 IAAPA 区域的与会者，都必须遵循健康和安全指南的内容。
 - 中国大陆地区和非中国大陆地区的观众都需要前往登记柜台，出示身份证/护照/旅行许可证以及您的确认邮件，以获得打印的胸牌。**胸牌不允许带领，所有展商必须自己领取胸牌。**
 - 出于对星期三早上大客流的预计，展商只能在当天下午 10 点后方可领取胸牌。我们强烈建议您在星期二下午 5 点前将所有的胸牌都取走。

Exhibitor Registration 参展商登记	Date 日期	Time 时间
Move-In 布展	Monday, 6 June – Tuesday, 7 June 8 月 9 日，星期一 – 8 月 10 日，星期二	9:00 – 18:00 上午 9 时至下午 6 时
Show days 展会日期	Wednesday, 8 June – Thursday, 9 June Friday, 10 June 8 月 11 日，星期三 8 月 12 日，星期四 8 月 13 日，星期五	8:00 – 17:00 上午 8 时至下午 5 时 8:00 – 13:00 上午 8 时至下午 1 时

PLEASE MONITOR YOUR STAFF BADGES AT ALL TIMES. BADGE THEFT IS PREVALENT AND ANY LOST OR STOLEN BADGES MUST BE PURCHASED AT 50% OF THE EARLY BIRD MEMBER/NON-MEMBER REGISTRATON RATE TO BE REPRINTED.

请务必妥善保管好您的员工胸牌。您的胸卡可能会失窃，若遗失或失窃，您需要支付 50% 的会员早鸟价/非会员价来重新打印您的胸牌。

EXHIBITOR REGISTRATION SITE 参展商登记网站：
OPENS MID-MARCH 2022

EXHIBITOR BADGES FOR MOVE-IN 参展商工作人员布展胸牌

Exhibitors that are setting up their own booth that will need access prior to registration opening, can pick up an Exhibitor Builder badge from the AMC counter.

CONTRACTORS BADGES 承办商施工证

If you are using a contractor other than AMC, then you will be required to obtain Non-Official Contractor Badge to access the show floor for move-in. Please pre-order the badges by **29 April** on the [AMC Form 11B](#). Refer to the [Non-Official / Exhibitor Appointed Contractor](#) document for more information.