

## [ITE Hong Kong 2024 Circular 1 – Exhibitor’s Zone is in Service Now]

Dear Exhibitors

Thank you for participating in ITE Hong Kong 2024!

In order to facilitate your participation, we’re pleased to send you the following in this circular:

- (1) **Exhibitor’s login and password**
- (2) **Forms required to take action now**
- (3) **Frequently Asked Questions (FAQ)**
- (4) **Caution on Third Party Promotional Offers**
- (5) **Official Contractor, Forwarder & Audio Visual Services Provider**
- (6) **Official Hotels**

### (1) Exhibitor’s Login and Password

Please find below your login and password to access ITE 2024 Exhibitor’s Zone, kindly be reminded that *do not disclose to the Third Party without our authorization.*

Exhibitor’s Zone: <http://exhibitorzone.itehk.com>

Username: **ITE24-XXX**

Password: **XXXXXX**

**For the first-time login**, you will see the contact details of your company on the first screen, please check if the information is correct, or update it if required, then click “Submit” button to confirm and proceed to next screen with following sessions at the top of page are available in this zone:

Main Program	Exhibitor Notice	<b>Exhibitor Manual</b>
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### (2) Forms required to take action now

Under the **Exhibitor Manual** > the following forms are compulsory to fill in and return before the deadline:

<u>Form</u>	<u>Particular</u>	<u>Deadline</u>	<u>Applicable To</u>
1 (Ref.1)	Free Listing in ITE Official Catalogue (Print /Online Version)	<b>23 May 2024</b>	<b>Main Exhibitor / Co-exhibitor</b>
2 (Ref. 2)	Exhibitor’s Badge Registration	<b>30 May 2024</b>	<b>Main Exhibitor</b>
10 (Ref. 3)	Booth Fascia Board and Booth Layout Form ( <b>For Standard Booth and Corner Upgrade Exhibitor</b> )	<b>9 May 2024</b>	<b>Main Exhibitor</b>

#### **Ref. 1: Form 1 - Free Entry in ITE Official Printed Catalogue and / or on Website**

Company basic information, Business Sector and Themes will be published on both Catalogue and Website.

Other information such as “About your company, branch offices (if any) and product information” will be published on Website only. Please fill in all as much as you can.

Notes:

- a. **Co-exhibitor(s)** can also enjoy free listing of your company information in our expo’s website and printed in the official catalogue. Please submit **Form 1b – Co-exhibitor** in the Exhibitor Zone to request for additional login and password for co-exhibitor(s).
- b. If you are **past exhibitor**, the last year info submitted will be **automatically generated for Form 1 & 1a** for your reference and making updates.
- c. You’re reminded to **submit this form before the submission deadline** while late submissions may not be published in the official catalogue. Please click [here](#) if you need further instructions to complete Form 1.

## Ref. 2: Form 2 – Exhibitor Badge

You are entitled certain number of badges according to your booth size. Main stand exhibitor has to submit this form for both its own badges and its co-exhibitor badges (if any).

Notes:

- a. Exhibitors will **NOT** be allowed to enter the exhibition halls without exhibitor badges.
- b. Please **submit on/ before the above deadline**, otherwise, we will print your company name, booth no. and country (or region). **Late charge** will apply for ordering extra badges / amendments after deadline.

## Ref. 3: Form 10 – Booth Fascia Board and Booth Layout Form

If you are HK Company and plan to apply EMF, please ensure the company name is same as your BR.

For exhibitor of Standard Booth A, B and Corner Upgrade, please also check the standard booth set-up diagram and facilities provided and confirm in this form.

Please note that we will use the **Company Name on contract** on the fascia board with standard set-up inside the booth if we do not receive your submission **after deadline**.

## (3) Frequently Asked Questions (FAQ)

For the information about Booth Structure & Design, Move In & out, Pre-show & Onsite, Seminar & Performance are already published on Exhibitor Zone **FAQ column**. Please use your given login & password to access.

## (4) Caution on Third Party Promotional Offers i.e. Fair Guide / Expo-Guide / Construct Data Verlag, etc [Alert]

Some exhibitors, from time to time, may receive letter and form from an overseas company “FAIRGuide”, asking them to verify and confirm their “current data in the exhibitor’s directory” of ITE Hong Kong. Please note that we have no relation with such company or assign third party to produce the official directory of ITE Hong Kong, we do not recommend you sign any materials that you receive from them. If you’ve any query, please contact us by email: [travel@tkshk.com](mailto:travel@tkshk.com) or Tel: (852) 3155-0600. Please refer to our latest announcement and notice: [https://www.itehk.com/travelexpo/doc/press/Beware\\_3rd\\_Party\\_Promo\\_Jul20.pdf](https://www.itehk.com/travelexpo/doc/press/Beware_3rd_Party_Promo_Jul20.pdf)

## (5) Official Contractor, Forwarder & Audio Visual Services Provider

We’ve appointed following companies as our Official Contractor / Official Forwarder Services Provider for ITE this year. Please refer the exhibitor’s manual for booth construction / freight forwarding details.

Official Contractor: **Newfair (HK) Ltd.**

Contact Person: Mr. Ben Tsang

E-mail: [bentsang@newfair.com.hk](mailto:bentsang@newfair.com.hk)

Tel: (852) 3182 2915

Official Forwarder: **Achieve Freight Limited**

Contact Person: Mr. Garrick Leung

E-mail: [garrick.leung@achievefreight.com](mailto:garrick.leung@achievefreight.com)

Tel: (852) 2396 2518 / (852) 6344 0625

Official Audio Visual Services Provider: **AV Promotions Ltd**

Contact Person: Mr. Edmond Ho/ Mr. Kadin Cheung

E-mail: [edmondho@avpromotions.com.hk](mailto:edmondho@avpromotions.com.hk) / [kadincheung@avpromotions.com.hk](mailto:kadincheung@avpromotions.com.hk)

Tel: (852) 2527 0918

## (6) Official Hotels

[Click HERE](#) for room rate information of official hotels. Please quote "ITE Hong Kong 2024" in order to enjoy the said room rate. All bookings are subject to hotel's availability and on a first-come-first-served basis.

Thank you for your attention and wish you a fruitful participation.

ITE Organizer

**TKS Exhibition Services Ltd**

Tel : (852) 3155 0600 | WhatsApp: +852 69361271

Website: [www.itehk.com](http://www.itehk.com) | Facebook: [itehk](https://www.facebook.com/itehk) | WeChat: [itehongkong](https://www.wechat.com/qrcode/index?qr=itehk)

**[Alert]**

ITE EXHIBITORS BEWARE: SUBMIT YOUR CATALOG ENTRY ONLY TO TKS, the ORGANIZER, & IGNORE SOLICITATION from THIRD PARTY. Other authorized contractors with their company name and contact details are clearly shown on each form. If you have any questions, please feel free to contact us.

p.s. All circulars can be found under the column of Exhibitor's Notice in Exhibitor's Zone

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