

Dear Exhibitors,

Exhibitor Package for electronicAsia 2025

Thank you for your participation in the **electronicAsia 2025**. Please note that the following items will be included in your exhibitor package.

1. Exhibitors' Manual and Additional Facilities & Services Order Form - Electronic Version (Please download from the link)

- **Exhibitors' Manual:**
<https://www.hktdc.com/event/electronicasia/en/exhibitors-manual>
- **Order Form:** **(Submission deadline for additional facilities: 1 September 2025)**
<https://www.hktdc.com/event/electronicasia/en/additional-facilities-services-order-form>

2. Circulars

Part A: Reply Form

Form 1	Exhibit Storage Service Reply Form (Deadline: 15 September 2025)
Form 9	Nomination of Overseas Buyers for Hotel Sponsorship (Deadline: 5 September 2025)
Form 11	Order Form of Exhibitors' Promotion Package (Deadline: 12 September 2025)

Part B: Important Circulars

Circular S1	Important Circular - Move-in and Move-out Arrangement <NEW>
Circular S2	Important Circular - Notice on Insurance <NEW>
Circular S3	Important Circular - Safety Measures on On-site Construction/Dismantling Work (for All Exhibitions at HKCEC) <NEW>
Circular S4	Important Circular - Inappropriate Disposal of Exhibits/ Stand Materials/ Wooden Structures
Circular S5	Important Circular - The New Regulation on Disposable Plastic Tableware and Other Plastic Products
Circular S6	Important Circular - Maximize Your Exhibition Effectiveness with hktdc.com Sourcing, Click2Match & Scan2Match Platform

Part C: General Notice

Circular 1	Booth Design & Facilities (1.1) Points to Note / New Measures on Custom-Built Stand (1.2) Booth Decoration/Construction Safety Issues
Circular 2	Circular on Intellectual Property Protection (2.1) Special Measures on Intellectual Property Protection (with Exhibitor Brief) (2.2) Important Notice on Patented Technology and Trademarks (2.3) Fast Action Scheme
Circular 3	Fair Important Notices (3.1) Security Measures Against Thefts and Losses at the Fair (3.2) Caution on Rental of Credit Card Payment Terminals (3.3) Caution on Third Party Promotional Offers

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	(3.4) Immigration Regulations to be Observed and Followed by Exhibitors (3.5) Safety Measure on site Construction/Dismantling Work
Circular 4	Caution on Arranging Payment and Fraudulent Emails
Circular 5	Move-Out Regulation
Circular 6	Rules and Measures for Move-Out Day (16 October 2025)
Circular 7	e-Invitation Leaflets to your Buyers
Circular 8	Internet Access at the Fair
Circular 9	Display of Flying Exhibits & Personal Mobility Products Outside the Booth Area Is Prohibited
Circular 10	Proper Handling of Waste after the Fair
Circular 11	Green Tips to Exhibitors
Circular 12	Producer Responsibility Scheme (PRS) on Waste Electrical and Electronic Equipment (Effective from 1 August 2018)
Circular 13	Tropical Cyclones, Black Rainstorm Warning & Extreme Conditions Arrangement

Part C: Other Information

(1)	Hong Kong Customs & Exercise Department IPR Notice
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Note: Vehicle permit for move-in and move-out will be sent via email separately later.

* Special Airfares by Cathay Pacific Airways: For exclusive airfares offer, please click <http://eventsoffer.cathaypacific.com> and input the event access code "**MICE07J**" to view the special fares available for you. If you have any questions, please feel free to contact us. Thank you for your attention and wish you every success in the Fair.

For exhibitor from Mainland China, Malaysia and Thailand:

Name	Tel	Email
Mr. William Tsang	(852) 2240 4466	william.tsang@hktdc.org
Mr. Gary Hui	(852) 2584 4585	gary.wk.hui@hktdc.org

For exhibitor from other overseas country:

Name	Tel	Email
MMI Asia Pte. Ltd.:		
Ms. Garman Chan	(852) 2511 5199	garman@mmiasia.com.sg
Ms. Joanna Wong	(852) 2511 5199	joanna@mmiasia.com.sg

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各位參展商：

國際電子組件及生產技術展 2025 參展商須知

感謝貴公司參加國際電子組件及生產技術展 2025，煩請參閱以下之資料項目，並檢查已領取的資料是否齊全。

1. 參展商手冊及額外設施申請表格 - 電子版 (請連結下載)**➤ 參展商手冊：**<https://www.hktdc.com/event/electronicasia/tc/exhibitors-manual>**➤ 額外設施申請表格：(截止日期為 2025 年 9 月 1 日)**<https://www.hktdc.com/event/electronicasia/tc/additional-facilities-services-order-form>**2. 通告****A 部分: 申請表格**

表格(1)	展品儲存服務申請表 (截止日期: 2025 年 9 月 15 日)
表格(9)	酒店贊助海外買家推薦 (截止日期: 2025 年 9 月 5 日)
表格(11)	參展商宣傳計劃 (截止日期: 2025 年 9 月 12 日)

B 部分: 重要通告

通告 S1	重要通告 - 進館及撤館交通安排 < 新 >
通告 S2	重要通告 - 保險相關注意事項 < 新 >
通告 S3	重要通告 - 展覽活動施工場地安全守則 < 新 > (適用於所有於香港會議展覽中心舉行的展覽)
通告 S4	重要通告 - 有關參展商於自行裝修攤位後並/或於展覽會結束後不當地將展品/攤位物料/木製結構遺留在展覽場地
通告 S5	重要通告 - 管制即棄膠餐具和其他塑膠產品的新法例
通告 S6	重要通告 - 「貿發網採購」、「商對易」及「掃碼易」平台助你提升展覽效益

C 部分: 注意事項

通告 1	攤位設計及設施 (1.1) 展覽特裝參展新措施及注意事項 (1.2) 展位裝飾/裝修之安全事項
通告 2	有關保護知識產權的通告 (2.1) 特別通告 - 有關保護知識產權問題的措施及參展商須知 (2.2) 有關專利技術及商標之重要通告 (2.3) 快速行動計劃

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通告 3	展會重要注意事項 (3.1) 有關防止展品遺失及盜竊的保安措施 (3.2) 提防有關信用卡終端機租賃服務 (3.3) 請小心處理由第三者提供之推廣優惠 (3.4) 參展商須遵守的入境規例 (3.5) 展覽活動施工場地安全守則
通告 4	提醒參展商小心提防欺詐電郵的通知
通告 5	撤館規則
通告 6	有關撤館日 (2025 年 10 月 16 日) 之特別措施
通告 7	電子買家請柬
通告 8	展覽會連線上網安排
通告 9	嚴禁於展位以外地方展示飛行產品及個人運輸載具
通告 10	展覽完結後之廢物處理
通告 11	參展商綠色小貼士
通告 12	有關廢電器電子產品生產者責任計劃 (2018 年 8 月 1 日起全面生效)
通告 13	熱帶氣旋、黑色暴雨警告訊號或極端情況下的安排

D 部分: 其他資料

(1)	香港海關知識產權通告
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請注意：進館及撤館車輛許可證會稍後電郵給各參展商

**** 優惠機票:** 國泰航空為「國際電子組件及生產技術展 2025」指定航空公司，並誠意為您及同行貴賓提供各項獨有機票優惠。請於 https://www.cathaypacific.com/cx/zh_HK/offers/mice/sign-in.html 登入並輸入展覽會代號 (**MICE07J**) 查詢票價及訂票。如有任何疑問，請與我們聯絡。預祝 展出成功！

中國內地、馬來西亞及泰國參展商，請與香港貿發局聯絡：

聯絡人	電話	電郵
曾威先生	(852) 2240 4466	william.tsang@hktdc.org
許為傑先生	(852) 2584 4585	gary.wk.hui@hktdc.org

其他地區參展商

聯絡人	電話	電郵
慕尼黑國際博覽亞洲有限公司：		
陳家敏小姐	(852) 2511 5199	garman@mmiasia.com.sg
黃偉莊小姐	(852) 2511 5199	joanna@mmiasia.com.sg

Organiser 主辦機構：