

Important Circular - Inappropriate Disposal of Exhibits/ Stand Materials/ Wooden Structures
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

It has come to our attention that extra construction materials have been brought to the fairground by exhibitors and / or inappropriate disposal of exhibits / stand materials / wooden structures and / or these items were left unattended on the move-out day after the fair closed at electronicAsia 2024.

Should any wooden structures required early move in for decoration, please **complete and submit Form 7**, the related documents and deposit along with the application of electronicAsia 2025 by **15 September 2025**. If any inappropriate disposal of exhibits / stand materials / wooden structures or being left unattended at the fairground (i.e. without proper dismantling and/or clearing away from the HKCEC's premises) is found without submission of **Form 7** by the aforementioned deadline in the 2025 edition, a **double deposit will be charged in 2025**. **We also reserve the right to decline your participation at electronicAsia 2025 should you fail to submit the related documents and deposit**. The whole deposit will be deducted if any inappropriate disposal of the exhibits / stand materials / wooden structures or being left attended happens again in 2025. Also, **we reserve the right to decline your participation at future electronicAsia**.

All deposits will be refunded within **THREE** months after conclusion of the Fair if the exhibition sites are, from the Organiser's view, clear of damage to the exhibition hall, and all disposals are properly dismantled and cleared away from the HKCEC's premises according to the time schedule of the Organiser and without violating the conditions.

If you have any questions regarding the above, please contact Mr. Roy Chau [Email: roy.ks.chau@hktdc.org / Tel: (852) 2240 5452/ Fax: (852) 3521 3129].

於國際電子組件及生產技術展 2024 中，若干參展商在未經申請下自行裝修攤位並/或於展覽會結束後將展品/攤位物料/木製結構不當地遺留在展覽場地（即未有妥當地拆除及/或清離會展中心範圍），引起本局嚴正關注。

本局特意通知，國際電子組件及生產技術展 2025 之參展商如將使用木製結構自行佈置攤位，必須於 **2025 年 9 月 15 日或之前填妥並提交表格 7**、按金及有關資料。如在 2025 年將展品/攤位物料/木製結構等不當地遺留在展覽場地或置之不理，參展商須於參與國際電子組件及生產技術展 2025 時繳付 **雙倍按金**，否則 **本局有權不接受貴司參與國際電子組件及生產技術展 2025 之申請**。如 2025 年再有以上不當行為，所繳付的按金將會全數扣除，**本局亦有權不接受貴司參與來屆國際電子組件及生產技術展之申請**。

假若主辦機構認為攤位已在大會指定時間內，妥當地拆除展品/攤位物料/木製結構及清離會展中心範圍、展館裝置並無任何損壞，按金將於展覽會結束後 **3** 個月內退回。

如有任何查詢，請聯絡巢景新先生 [電郵: roy.ks.chau@hktdc.org / 電話(852) 2240 5452 / 傳真: (852) 3521 3129]。

Organiser 主辦機構: