



## Move-in and Move-out Arrangement

### 1. Move-in and Move-out Schedule

Description	Date	Time
Exhibitors Registration	29 Nov 2009 (Sun)	0900 – 1900
	30 Nov 2009 (Mon)	0900 – 1900
	1 Dec 2009 (Tue)	0900 – 1900
Unofficial Contractors Registration	29 Nov 2009 (Sun)	0900 – 1900
	30 Nov 2009 (Mon)	0900 – 1900
	1 Dec 2009 (Tue)	0900 – 1200
Booth Construction and Decoration (Exhibitors and Booth Contractors)	29 Nov 2009 (Sun)	1300 – 2100
	30 Nov 2009 (Mon)	0900 – 2100
	1 Dec 2009 (Tue)	0900 – 2100
Move-in of Exhibits (Exhibitors' hand-carried items)	30 Nov 2009 (Mon)	0900 – 2100
	1 Dec 2009 (Tue)	0900 – 2100
Booth Dismantling and Move-out of Exhibits	4 Dec 2009 (Fri)	1600 – 2200
	5 Dec 2009 (Sat)	0900 – 1200
Supply of Electricity*	1 Dec 2009 (Tue)	1200 & onwards
Termination of Electricity*	4 Dec 2009 (Fri)	1600 & onwards

#### Electricity Supply:

- According to the hall regulations, all electricity supplies, electrical work and link-ups can only be carried out at exhibitors' expenses by **SYMA** (Official Contractor). Exhibitors or Unofficial Contractors are not allowed to carry out any electrical installation work by their own.
- Supply of electricity will start from **1200 on 1 Dec (the last Move-in day)** to **1600 on 4 Dec (the last Show Day)**. Any booths requiring electricity supplies beyond the stated time should apply for temporary electricity from **SYMA** (Official Contractor) at charges.
- For safety, the connection of electricity supplies to each booth is subject to a final checking of electricity setting of the booth that is conducted by **SYMA** (Official Contractor).

For details about temporary electricity application and other onsite services and fees, please contact Ms. Linda Liu from **SYMA** (Official Contractor) directly at (86-20) 8327-8332 ext.121 or email to [gzofficial@symaasia.com](mailto:gzofficial@symaasia.com).

### 2. Traffic Arrangement

To smoothen the move-in/out process, the overall traffic control will be handled by the **Event Manager** and **APT** (Official Freight Forwarder). All exhibitors and appointed contractors should strictly follow the instructions.

Traffic In / Out	Date / Time	Location
<b>For Small Vehicles (SEDAN, less than 7 seats)</b>		
North Gate Parking Lot (Please enter through P2 on Fu Hua San Road)	29 Nov - 5 Dec [All Day] (No vehicle pass is required)	<b>For hand-carried printed matters only</b> <b>Loading of machines is NOT allowed</b>
<b>For Large Vehicles</b> <b>Entrance in East Gate(Jin Tian Road) &amp; Exit in West Gate (With Vehicle Pass)</b>		
<p>MOVE-IN: 29 Nov [13:00-21:00] 30 Nov-1 Dec [09:00-21:00] MOVE-OUT: 4 Dec [16:00-22:00] 5 Dec [09:00-12:00]</p> <p>★ Contractor Check-in Counter ▲ APT/SYMA/Event Manager Service Counter — For Official Freight Forwarder: G1, G8, G14 — For Contractor: G2, G6, G9, G13</p>		<p><b>Move-in</b></p> <p><b>29 Nov</b>                    [1300 - 2100] <b>30 Nov - 1 Dec</b> [0900 - 2100] - For Official Freight Forwarder only: Gate G3/G8/G14 - For Contractors: Gate G1/G6/G9/G13</p> <p><b>Move-out</b></p> <p><b>4 Dec</b>                      [1600 - 2200] <b>5 Dec</b>                      [0900 - 1230] - For Official Freight Forwarder only: Gate G1/G8/G14 - For Contractors: Gate G2/G6/G9/G13</p>



**Remarks:**

According to the new regulation from Shenzhen Convention & Exhibition Center, Parking fees of all kind of cars entering into the Exhibition Hall will be charged.

The standard of Parking fee is as below:

Vehicle Type	8:00 – 22:00	22:00 – 8:00(the following day)	Remarks
Large (over 1.5t)	RMB 15/time	RMB 2/hour	<ul style="list-style-type: none"> <li>◆ Within 2 hours, free of charge</li> <li>◆ Over 10 hours, plus RMB 15</li> </ul>
Small	RMB 5/time	RMB 1/hour	<ul style="list-style-type: none"> <li>◆ Within 0.5 hours, free of charge</li> <li>◆ Over 10 hours, plus RMB 5</li> </ul>

**3. Collection of Vehicle Permit for entering into Shenzhen (Refer to Flow Chart 1)**

Shenzhen Transportation Administrative Bureau conducts transportation control to all vehicles entering Shenzhen. Therefore, please obtain a valid "**Vehicle Permit for Move-in/out of Shenzhen**", any exhibitor without a valid vehicle permit will be subjected to penalty.

The **Organizers** will apply the Vehicle Permits from Shenzhen Transportation Administrative Bureau in advance for all exhibitors & allocate based on the exhibitor type and number of booths. Vehicle Permits will be couriered to each exhibitor no later than **20 Nov 2009**.

Please visit the website <http://www.stc.gov.cn/cardregsys> to register for all vehicles before move-in commence date.

**Remarks:**

- ◆ Please present the Vehicle Permit for any possible inspection.
- ◆ Each Vehicle Permit is valid for ONE vehicle only.
- ◆ Vehicle Permit of Move-in & Move-out should be registered separately on the official website.
- ◆ All vehicles should enter Shenzhen with a Vehicle Permit, and enter the Shenzhen Convention & Exhibition Center with a Vehicle Pass issued by the Event Manager.

Due to the limited quantity of the Vehicle Permits, please inform the **Event Manager** before **5 Nov 2009** for further arrangements if exhibitors would like to make additional orders or ask for cancellation.

**4. Collection of Contractor Badge & Vehicle Pass (Refer to Flow Chart 2)**

During the move-in and move-out periods, all contractors must wear a valid contractor badge in order to gain admission into the Exhibition Hall. No vehicle without a valid vehicle pass can enter the loading zone. The vehicle passes are only valid on the stated date and time.

**Contractors who have not obtained the "Special Booth Design Confirmation Letter" from the Event Manager & not settled booth payment, refuse deposit, contractor badge fee will not be permitted to collect Contractor Badges & Vehicle Passes, and access to the Exhibition Hall.**

Please go to obtain contractor badges & Vehicle Pass in the period time of the following:

- a. Please contact the **Event Manager** before the move-in period (**16 - 23 Nov 2009**).
- b. Please contact **Contractor Check-in Counter** located outside the East Gate (Jin Tian Road) of the Exhibition Hall during the move-in period (**29 Nov - 1 Dec 2009**).

**4.1 Early Pick-up from the Event Manager (16 - 23 Nov 2009)**

To smoothen the move-in process, the Organizers highly recommend exhibitors or their appointed contractors to pick up the contractor badges and vehicle passes at the **Event Manager's Hong Kong or Guangzhou Office during 16 - 23 Nov 2009**. Please contact:

e21 MagicMedia (Hong Kong Office)	e21 MagicMedia (Guangzhou Office)
<p><b>Ms. Cathina Huen</b></p> <p>Tel: (852) 2185-7195</p> <p>Email: <a href="mailto:cathina.huen@e21mm.com">cathina.huen@e21mm.com</a></p> <p>Address: Room 904-907, 9/F., 248 Queen's Road East, Wanchai, Hong Kong.</p>	<p><b>Mr. Jackie Lu</b></p> <p>Tel: (86-20) 3761-9100 ext 817 or (86) 137-1353-6219</p> <p>Email: <a href="mailto:jackie.lu@e21mm.com">jackie.lu@e21mm.com</a></p> <p>Address: Room 1010, 10/F., No. 80 Xian Lie Zhong Road, Guangzhou, 510070, China</p>



#### 4.2 Pick-up during Move-in Period (29 Nov - 1 Dec 2009)

Contractors can pick up the contractor badges and vehicle passes at the **Contractor Check-in Counter** located outside the East Gate (Jin Tian Road) of the Exhibition Hall during **29 Nov - 1 Dec 2009 (0900-1900)**.

##### Remarks:

- ◆ Please be reminded that any exhibitors or contractors who have any outstanding payment must settle full payment at the **Contractor Check-in Counter** located outside the East Gate (Jin Tian Road) of the Exhibition Hall while waiting in the hall entrance queue.
- ◆ Any exhibitors and contractors who have not settled full payment on arrival at the East Gate will not be allowed to enter the hall and may be required to queue up again.

#### 5. Move-in / out of Exhibits

For safety, except hand-carried items, unofficial freight forwarders and exhibitors are not allowed to move any exhibits into and out of the Exhibition Hall. The Official Freight Forwarder APT (Official Freight Forwarder) is appointed as the only freight handler to transport freights on the show floor.

- a. **Small vehicles (SEDAN, less than 7 seats) are not allowed to enter the loading docks of the Exhibition Hall but the North Gate Parking Lot 1&2 are open to them throughout the move-in, show dates and move-out periods with charges.** Exhibitors can use the available lifts to go to the Exhibitor Registration Counter which is located in Room 207, 2/F.

**According to the rules of the Exhibition Hall, only hand-carried printed matters are allowed in the parking lots while loading of any machines is strictly prohibited. The Organizers and Hall reserve all rights to refuse the entrance of any vehicles to the parking lots if any dispute happens.**

- b. The entry time of all large vehicles will be arranged by **APT** (Official Freight Forwarder), any vehicles parking on the road or in the dismantle area of the Exhibition Hall will not be allowed.
- c. The **Event Manager** and **APT** (Official Freight Forwarder) have the right to remove any exhibits, booth materials and refuse blocking the passages.
- d. Any vehicles of unofficial contractor and freight forwarder (including large vehicles, cranes, forklifts and oil-pressure trucks) are not allowed to run on the Exhibition Hall.
- e. Please inform **APT** (Official Freight Forwarder) in advance if any on-site handling services are requested. Please provide exhibits information (quality/weight/volume) to **APT** (Official Freight Forwarder) in advance for further traffic management. Otherwise, exhibitors should bear all the cost and charges incurred from the delay of the move-in.

For details about onsite handling services, handling fees, and vehicle pass collection (for Unofficial Forwarder), please contact:

APT (Hong Kong Office)	APT (Shenzhen Office)
<b>Ms. Yoky Lee</b> Tel: (852) 2877-0258 Mobile: (852) 9639-5407 Email: <a href="mailto:yoky.lee@aptshowfreight.com">yoky.lee@aptshowfreight.com</a>	<b>Ms. Candy Zhang</b> Tel: (86-755) 2151-7677 Mobile: (86) 135-1027-2920 Email: <a href="mailto:candy.zhang@aptshowfreight.com">candy.zhang@aptshowfreight.com</a>

#### 6. Cargo / Exhibits Release Form

To streamline the custom clearance of returned cargo/exhibits, the move-out of all exhibits or large cargos from the Exhibition Hall will be supervised by **APT** (Official Freight Forwarder). Exhibitors and Contractors must obtain the **"Cargo / Exhibits Release Form"** from **APT On-Site Office (Exhibition Hall 1) or APT counter at Gate 2**. Please complete the form and obtain the authorized chop from **APT** (Official Freight Forwarder) before moving out exhibits from the Exhibition Hall.

#### 7. Overtime Work

If any Exhibitor or Contractor needs to stay in the Exhibition Hall after the official hours during move-in, show days or move-out periods, please get an **"Overtime Work Application Form"** from the Event Manager Office on 2/F. The form must be returned **before 1500** on each day. Late application will not be accepted.

Overtime surcharge should be paid in **RMB CASH** to the **Event Manager** upon submitting the application form.



**7.1 Show Ending Time during Show Period**

Activities	Date	Show Ending Time
Move-in	29 Nov – 2 Dec 2009 (Sun –Tue)	2100
Show Days	2 – 3 Dec 2009 (Wed – Thu)	1730
Move-out	4 Dec 2009 (Fri)	2200
	5 Dec 2009 (Saturday)	1200

**7.2 Overtime Charge**

Booth Size	Overtime Charge
8 booths or below (72 sqm or below)	RMB 30 / sqm
9-11 booths (81sqm – 99sqm)	RMB 27 / sqm
12 booths or above (108sqm or above)	RMB 24 / sqm

**Remarks:**

- ◆ Overtime work ends at 2400 and no air-conditioning in the Exhibition Hall.
- ◆ All exhibitors and their personnel should strictly follow the instructions provided by the Event Manager and the Hall Security.

**8. Refuse Disposal**

All raw space exhibitors and contractors are requested to complete dismantling and refuse disposal **before 1200 on 5 Dec 2009**. All refuse must be cleared away from the Shenzhen Convention & Exhibition Center includes the garbage outside the Exhibition Hall 3 & 9.

**If Exhibition Hall, Organizers or Event Manager find any contractor leaving disposal in the area of Exhibition Hall, the Event Manager will take photography as evidence & refuse the refund of Refuse Deposit as punishment. The contractor may be not allowed to participate in any activities and projects related to the Exhibition in the future.**

Contractors should inform the **Event Manager** to inspect the booth dismantling status after completion. Please bring with the stamped **“Refuse Deposit Refund Application Form”** and valid identity card to Event Manager Office (Room 207, 2/F) for the refund of Refuse Deposit. In normal circumstances, the **Event Manager** will transfer the deposit to your requested account within 21 working days after the show.

**9. Exhibitor Registration**

All exhibitors can check-in according to the timetable below at the **Exhibitor Registration Counter(Room 207, 2/F)**, located at Hall 2 of the Exhibition Hall to collect exhibitor badges & kit.

Check-in Date	Time
29 Nov 2009 (Sun)	0900 - 1900
30 Dec 2009 (Mon)	
1 Dec 2009 (Tue)	

**Remarks:**

- ◆ Please present **business cards & Booth Confirmation Letter** for exhibitor registration. And please wear the Exhibitor Badge to access to the Exhibition Hall during move-in, show and move-out periods. For safety purpose, the **Event Manager** may request Exhibitor to present **personal Identity Card/Passport** for identity verification.
- ◆ Exhibitors who have not settled their booth payment, refundable deposit or contractor badge fee will not be allowed to register and access to the Exhibition Hall.
- ◆ Any on-site order of exhibitor badge is subject to a charge of **RMB 10 each**.

Should you have any enquiries, please do not hesitate to contact **Event Manager:**

e21 MagicMedia (Hong Kong Office)	e21 MagicMedia (Guangzhou Office)
<b>Ms. Cathina Huen</b> Tel: (852) 2185-7195 Fax: (852) 2960-1830 Email: <a href="mailto:cathina.huen@e21mm.com">cathina.huen@e21mm.com</a>	<b>Ms. Kathy He</b> Tel: (86-20) 3761-9100 ext. 812 Fax: (86-20) 3761-9011 Email: <a href="mailto:kathy.he@e21mm.com">kathy.he@e21mm.com</a>

**Thank you for your attention!**

**e21 MagicMedia**  
**Event Manager of 2009 HKPCA & IPC Show**



2009 INTERNATIONAL PRINTED CIRCUIT & ELECTRONICS ASSEMBLY FAIR

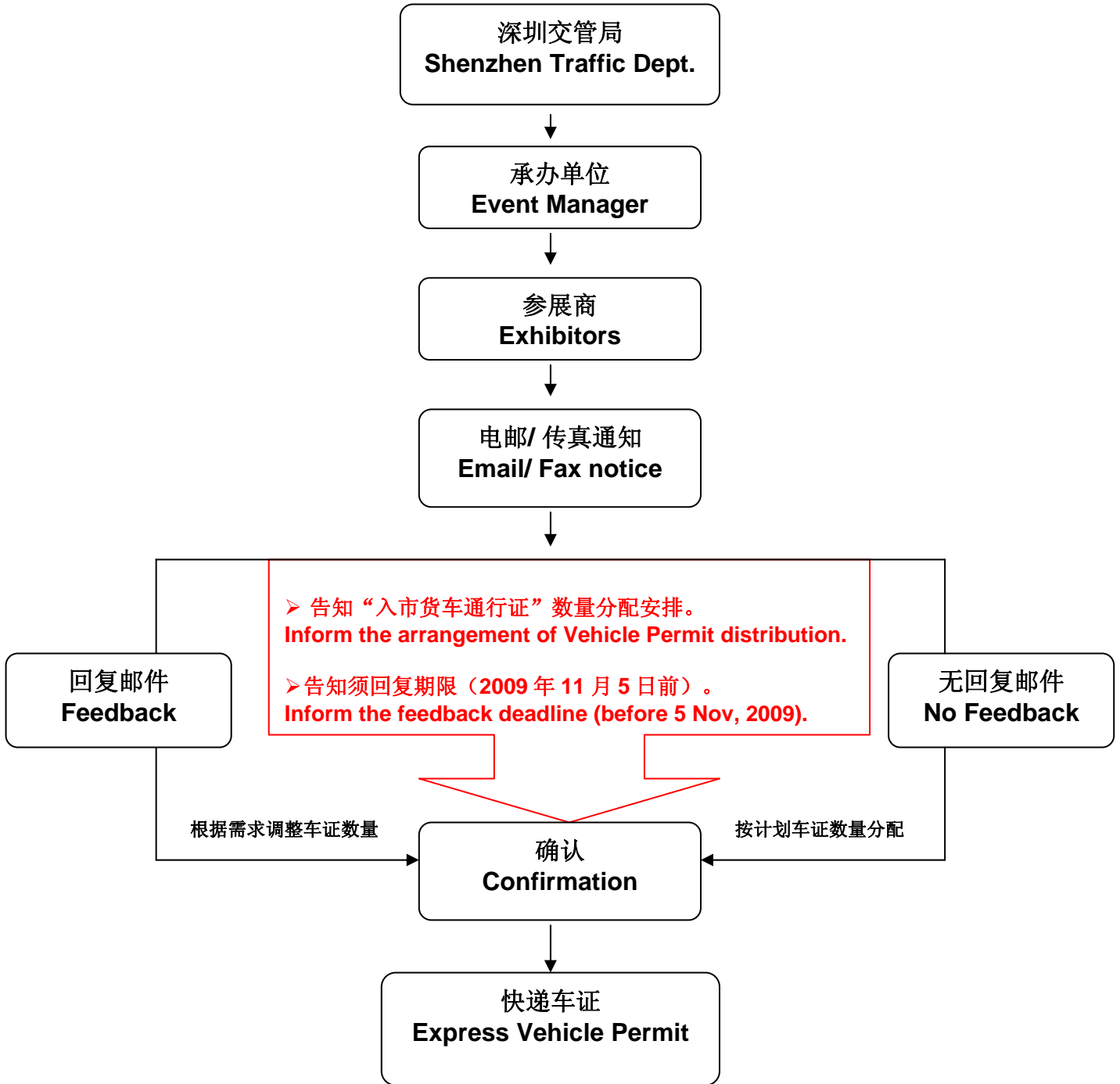
2009 国际线路板及电子组装展览会

Presented by HKPCA & IPC 由HKPCA 及 IPC 联合主办

### “深圳市区货车通行证” 发放流程

### Arrangement for the Vehicle Permit entering to Shenzhen City

[ 11 月 29 日 - 12 月 1 日 / 深圳市区 Shenzhen City ]



#### 车证分配安排 Vehicle Permit Distribution

类别 Type	1-3 展位 Booths	4-6 展位 Booths	7-12 展位 Booths	13-24 展位 Booths	25 or above 展位 Booths
电子组装 EA	1	3	4	4	4
线路板设备 PCB Equipment	1	4	4	6	8
线路板制造商 PCB Manufacturer	1	3	3	3	3
线路板原物料 PCB Materials	1	3	3	3	3



## The Distribution Flow of Vehicle Pass [29 Nov – 1 Dec 2009 / East Gate ]

