

ITE Hong Kong 2025 Updated Floor Plan & Pre-show FAQ

Dear Exhibitors,

The latest floor plan as of **31-May-2025** is enclosed for your reference.

Floor Plan (JPG) Click [HERE](#)

Exhibitor Registration Counter, Organizer office, Forums and venue for Opening Ceremony, please click (PDF) Click [HERE](#)

Below listed down are some **pre-show FAQ** for your convenience, more details include booth constructions, move-in & out schedule, preparation for exhibiting, etc, please login Exhibitor Zone & click on FAQ button.

Q: Where is Hong Kong Convention & Exhibition Centre (HKCEC)?

A: Please find the map [here](#).

Q: Does this Exhibition Centre (HKCEC) has WIFI?

A: Yes. During the event, Wireless Internet access is available on a complimentary basis. For details, please click [here](#). HKCEC also provides fixed broadband lines on a rental basis. If required, please contact our official Contractor for price and details (Order Form 11).

Q: Where and when can I collect exhibitor badges?

A: The exhibitor badges can be collected at the Exhibitor Registration Counter at **Hall 1C (G106)** of the HKCEC (You're required to provide your **business card** when collecting badges). Opening hours of Exhibitor Registration Counter (**Move-in/Show Period: 10-15 Jun from 09:00 to 18:00**).

Q: How can I apply Exhibitor badges?

A: The Form 2 application has been closed on **30-May-2025**, we've already prepared badges according to your contract information. Any changes / late order for extra badges will be **charged HK\$40 / badge**, you can pay cash or ePayment onsite.

Q: When can exhibitor / contractor move-in?

A: If you are **shell scheme** exhibitors, you are suggested to move-in on **11 Jun (11:00-21:00)**. If you are **Raw Space** exhibitors and appointed non-official contractor, the earliest move-in time is **11:00 am on 10 June** and should wear reflective vest.

Q: Where shall I ship material to the HKCEC? Can I send by courier? When shall I send to HKCEC?

A: Please refer to the [Freight forwarding guides](#).

Q: I based in Hong Kong, and want to transport goods to the HKCEC loading area, what pass do I need?

A: You will need a **vehicle pass**. If you have applied via **Form 5**, we will send you electronic vehicle pass by email before **06-June-2025**. This vehicle pass is **only applicable** to exhibitors who need to transport items to the **unloading area** of the exhibition hall by themselves, **van or truck only, private car is not permitted**. If wish to apply the **vehicle pass for non-official contractor**, please contact our Official Contractor "New Fair (Ben Tsang: bentsang@newfair.com.hk)".

Q: What is the arrangement in case of No. 8 Typhoon Signal and Black Rainstorm Warning hoisted?

A: Please click [HERE](#) for details.

Q: Where can I find the Exhibitor List, seminar and stage details?

A: The details can be found in our website www.itehk.com and look for Exhibitor List / Seminar.

Q: When and where is the Opening Ceremony? Can I attend?

A: The Opening Ceremony on **June 12 (Thu) at 11:00am at the Grand Stage** of Hall 1C of HKCEC!

This year, we're honoured to have Miss Rosanna Law, JP, Secretary for Culture, Sports and Tourism of the HKSAR Government to officiate the opening ceremony. Exhibitor is welcome to attend.

Q: What is the Exhibition Hall opening hours for exhibitor during the show period?

A: Please note below the hall opening / closing time for exhibitor / visitors:

Date	Exhibitor-In	Visitor-In (Expo opening hours)	Hall closing (sharp)
12 June (Thu)	0800	10:00-18:00	19:00
13 June (Fri)	0900	10:00-18:00	19:00
14 June (Sat)	0900	10:00-19:00	19:00
15 June (Sun)	0900	10:00-17:00	17:00 (exhibits move-out) 19:00 - 21:00 (booth dismantling)

Q: Is there a prayer room in the exhibition venue?

A: Room G207 (2nd Floor) is designated as a prayer room, with separate areas for men and women. Restrooms are available next to G207.

Q: Do I need to collect move-out permit and off-site Marshall arrangement is required?

A: Both are NOT required.

Q: Onsite Contact of Organizer Office

A: WhatsApp's: +852 69361271/+852 69216515 (for exhibitor inquiry only)

Should you have any query, please contact our team or send email to exhibitor@tkshk.com

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

Organizer

TKS Exhibition Services Ltd

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