

2023 International Electronics Circuit Exhibition (Shenzhen) (December Show) Booth Application Notice & Booth Selection Rules

Before booking the booth for 2023 International Electronics Circuit Exhibition (Shenzhen)(December Show), please read through below notice and closely adhere to the Organizer rules.

- Only submission through the online platform will be accepted. Physical application form or email application will not be accepted.
- The online platform will re-open at 9:30 am on 24 April 2023.

A. Booth Selection Rules

Booth selection priority of 2023 International Electronics Circuit Exhibition (Shenzhen)(December Show) refers to below rules:

Booth Size>2016-2023 (May Show) Participation History Point>Application Submission Date and Time

Priority	Criteria	Description
1 st	Booth Size	Exhibitors with larger booth size have the priority on booth selection
2 nd	Exhibitor identity	For the same situation of 1 st Priority, the selection order will be decided by below exhibitor identity: <ol style="list-style-type: none"> 1. Exhibitors who Join May 2023 and December 2023 Show simultaneously will be given priority; 2. Paid booth rental fee of December 2023 Show before 2023, while 2020 exhibitors enjoy higher priority than non 2020 exhibitors; 3. Exhibitors who submit December 2023 Show booth application after 24 April 2023.
3 rd	Participation History Point (2016-2023 (May Show))	For the same situation of 1 st Priority and 2 nd Priority, the selection order will be decided on their 2016-2023 (May Show) participation history points (Total 6 Exhibitions). Exhibitors with the highest points will be given priority. Note on the Participation History Point <ul style="list-style-type: none"> ● Participation History Point will be counted from 2016-2023 (May Show), total 6 Exhibitions. Each year's participation counts as 1 point, for a maximum of 6 points. Exhibitors with a higher score have the priority on booth selection. For joint booth exhibitors, only the participation history of the principal exhibitor will be counted. ● The Participation History Point of the December 2023 Show will be used for the 2024 booth application.
4 th	Application Submission Date and Time	For the same situation of 1 st Priority, 2 nd Priority and 3 rd Priority, the booth selection order will be determined by their application submission date and time (Subject to the record of official online system).

B. Booth Selection Priority Number Format

Booth Selection Priority Number will be shown as below format:

- Booth Size_ Exhibitor Identity_Participation History Point_Sequence_Zone

Exhibitor Identity

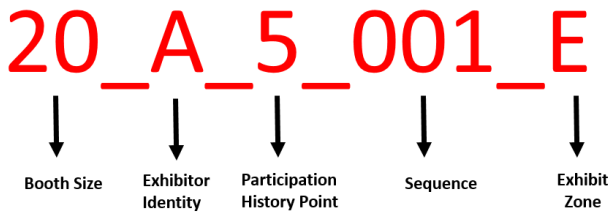


Exhibit Zone:

E: Equipment Supplier	G: Green Pavilion
M: Materials Supplier	SA: Smart Automation Pavilion
PCB: PCB Manufactures	JKE: Japan-Korea Pavilion (Equipment)
EA: Electronic Assembly	JKM: Japan-Korea Pavilion (Materials)

Exhibitor Identity:

A: Exhibitors who Join May 2023 and December 2023 Show simultaneously

B1: 2020 Exhibitors who paid booth rental fee of December 2023 Show before 2023

B2: non 2020 Exhibitors who paid booth rental fee of December 2023 Show before 2023

C: Exhibitors who submit December 2023 Show booth application after 24 April 2023

C. General guide to exhibitors

- Each company can only submit an application once only. The latest submission will be counted in case of duplicated application.
- After submitting the application, exhibitors will receive an automatic confirmation email from the online platform (Not include the priority number), please check again and do not reply to this automatic email. If exhibitors cannot receive the email, please check the junk mail box. A SMS notification will be sent to China Mainland mobile which exhibitor filled in the application as well. The Event Manager will send out the official Reservation Confirmation of the Show Booth (include the priority number) to exhibitors in May 2023. Please reply to the email about the official Reservation Confirmation of the Show Booth within 2 weeks once received in order to confirm the participation.
- For either increase or decrease on the number of booth(s) applied, exhibitors are required to re-submit the online booth application form. Before the announcement of Booth Selection Meeting timeslot, booth selection priority number will be re-ordered according to the new no. of booth applied, exhibitor identity, 2016-2023 (May Show) participation history point and the newest submission time. After the announcement of Booth Selection Meeting timeslot, the booth selection priority number will be re-ordered to the last priority of newest no. of booth applied and the original booth selection priority number will be invalid.
- May 2023 Show Exhibitors enjoy higher priority than non May 2023 Show Exhibitors.
- May 2023 Show Exhibitors must fill in correct booth no. of May 2023 Show during submitting booth application form, The booth selection priority number will be assigned after verification. In case of submitted information mismatch with organizer's record, the Organizer reserves the right to treat that exhibitors as non May 2023 Show Exhibitors.
- Co-exhibiting applications should be submitted by the main exhibitor. The main exhibitors should apply the total no. of booth with co-exhibitors' contact information at once. In case of adding/changing new co-exhibitors after application, the main exhibitor has to re-submit the booth application form and only the latest submission will be considered. Documents showing the business relationships between the main exhibitor and the co-exhibitors are required: Parent and Subsidiary Company/Majority Shareholder of main exhibitor or Agency and Manufacturer relationship. Exhibits displayed at their booths must be related. Both co-exhibitors and the main exhibitor must agree to abide by the rules & regulations set by the Organizers. For details, please contact the Event Manager. The Organizers reserve the final right to accept or reject the applications.

- For co-exhibiting application, only main exhibitors' participation history point will be counted. The December 2023 Show participation point will be gained by main exhibitors only.

Co-Exhibitors' Booth Requirements:

- 2 Companies in total: 12-60 Booths
- 3 Companies in total: 21-60 Booths
- 4 Companies in total: 42-60 Booths
- 5 Companies in total: 50-60 Booths
- 6 companies or above: N/A

D. Booth Rate and Discount

December 2023 Show offers 10% Exclusive Discount, exhibitors who satisfy below 2 conditions can enjoy the discount:

1. Join May 2023 and December 2023 Show simultaneously;
2. Add the new booths based on the contract signed during 2021-2023 May;

For the qualified exhibitors, they can enjoy the 10% Exclusive Discount on the new added booth.

E. Booth Selection Procedure

Step 1	From 2023.4.24	Submit online booth application form
* Only submission through the official online platform will be accepted. Physical application form or email application will not be accepted.		
Step 2	2023.5	Receive Reservation Confirmation with priority no. and sign back
Step 3	2023.4.24-2023.5.26	Receive Booth Deposit Invoice and arrange payment
Step 4	2023.6	Receive Booth Selection Meeting timeslot and arrangement
Step 5	2023.6	Booth Selection Meeting
Step 6	2023.6-2023.7	Receive booth contract and other related documents
Step 7	2023.7	Announcement of Floor plan

F. Arrangement of Booth Selection Meeting

- Exhibitors will be invited to attend the Booth Selection Meeting after settling the booth rental deposit on or before 26 May 2023. The deposit booth rental previously paid will be forfeited if exhibitor cancels the booth reservation and withdraw from the exhibition; it is not transferable to other purpose.
- The booth selection sequence is always in accordance with the booth selection priority number mentioned in the Booth Reservation Confirmation Letter. Exhibitors shall select the exact booth size according to the number of booth(s) applied.
- If exhibitors arrive late or no-show on the online booth selection meeting, it will automatically authorize the Organizer to select the booth on behalf of them.
- If exhibitors are not satisfied with the booth selected by the Organizers, they may re-select the booth in accordance to the latest floor plan after releasing the reserved booth.
- For companies who join the exhibition as a co-exhibitor, the booth location will be selected by the main exhibitor only.

G. Arrangement after the Booth Selection Meeting

- Booth contract and balance invoice will be issued right after the booth selection meeting. Exhibitors are required to sign and return the booth contract to the Organizer within 1 week to confirm their participation.
- The booth contract will be couriered to the exhibitors according to the address of the booth contract. If exhibitors want to update the correspondence address, please inform the Event Manager.
- If exhibitor withdraws from the exhibition after the booth allocation meeting, the deposit booth rental paid previously will be forfeited. The booth rental is non-refundable and not transferable to other purpose.
- Full payment or outstanding balance booth rental must be settled on or before 17 August 2023. All outstanding booth rental paid after the deadline will be subjected to a late payment surcharge of 3% on the outstanding balance.
- No refund of booth rental difference for any changes from standard booth to raw space after payment of balance. Exhibitors are required to pay the booth rental fee in according to the booth contract.
- The Organizer reserves the right of final interpretation and decision on the exhibition, documents relating to the exhibition, booth allocation arrangement and the rules and regulations relating to the exhibition.

For Enquiries, please contact the Event Manager – Baobab Tree Event

Event Manager – Baobab Tree Event

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