

## 2016 美安香港年會重要注意事項

### 4 月 22 日星期五晚超連鎖事業簡報會

為鼓勵各位超連鎖™店主，把握機會邀請更多新朋友參加超連鎖事業簡報會。4 月 22 日(星期五)晚間的簡報會為免費入場，所有參加的夥伴可直接進入九龍灣國際展覽中心 6F 展覽廳 3 大會會場。請儘早抵達會場避免交通擠塞。

入場時間：4 月 22 日(星期五)晚上 7:30pm 開始入場。

### 美安香港年會排隊進場安排

1. 本次大會於 602 室設立「登記區」。
2. 為減少進場排隊等候時間，排隊登記時請預先在門票正面填寫姓名，並於票尾背面簽名及填寫進場日期。工作人員會撕取票尾後將門票交回給你，並附上一份年會歡迎套裝，每位門票持有人限取一份。

如在進場時需特別協助，請與在場公司職員聯絡。

### 預計每日議程活動時間如下：

4 月 23 日(星期六)： 早上 10:00am - 1:00pm

下午 2:00pm ~ 6:00pm

4 月 24 日(星期日): 早上 10:00am - 1:00pm。

下午 2:00pm - 6:00pm。

※每日下午開場及結束時間以當日議程為準。

## 借用翻譯接收機

- 為因應國外講者及嘉賓使用英文及普通話演說，公司備有專業口譯服務以及中文翻譯接收機供與會人士租借使用。
- 請直接使用附件之翻譯接收機借用表格，填妥資料，於 4 月 23 日（星期六）至翻譯接收機登記處，將借用表格交予工作人員，以借用翻譯接收機。
- 借用翻譯接收機時，需一併出示信用卡供工作人員核對。
- **所有接收機必須於 4 月 24 日星期日下午 6 時或之前退還**，如不退還，閣下須為每部接收機支付港幣 1,500.00 元。
- 歸還耳機時，需要同時歸還「翻譯接收機」及「耳機」（不用歸還「電池」）。若遺失翻譯接收機或耳機，每部翻譯接收機需支付港幣 1,500.00 元。
- 翻譯接收機登記處：602 室
- 請[按此](#)下載翻譯接收機

## 注意事項

以下注意事項敬請配合，若你邀請之對象非美安超連鎖™店主，也請代為轉告

- 恕不接受指定他人代替或代理登記入場，僅限本人親自辦理登記程序。
- 大會進出場：如需暫時離開會場，再次進入會場時，需出示「大會門票」，工作人員才會允許你再次進入。為了保障所有購票人士之入場權益，敬請各位夥伴配合工作人員執行。
- 若「未能出示大會門票」，恕不能入場參加。欲入場則須補購門票。
- 為了會場會議的秩序及會議品質，18 歲以下人士嚴禁入場。
- 持有特別區域門票之超連鎖™店主，請每日上午大會開始前 30 分鐘必須入座，若未能於 30 分鐘前就座，美安香港公司有權將座位劃給其他需要座位的夥伴，並請移至其他座位入座。只有美安香港公司的工作人員才可以劃位。請勿自行劃位。請務必於上午大會開始前 30 分鐘出席大會並就座。
- 大會期間請著整齊服裝參加。

## 大會其他事項

- 會場內不可飲食。
- 大會議程進行時，請勿在會場內外召開組織核心小組會議，以免干擾大會會議。
- 會場內嚴禁吸煙，敬請確實遵守。
- 為尊重演講者以及美安公司的智識財產權，會場內嚴禁錄影及錄音，請務必確實遵守。
- 會議期間，請將手機關機，切勿在會場內接講手機。
- 由於參加人數眾多，請務必依會議規則遵守會場秩序，按照公司宣佈的規則依序排隊入場。入場後請依序入座，請勿搶位佔位，切勿推擠。

## 交通資訊

- 免費穿梭巴士：

每天免費穿梭巴士往返港鐵九龍灣站 (服務時間由上午 6 時 45 分至凌晨 12 時)

- 公共交通工具：

215X、219X、224X、98D、296D

- 小巴：

來回 E-Max 及旺角先達廣場 (通菜街)

- 專線小巴：

110 調景嶺站 - 九龍城 (循環線)

111 寶琳 - 新蒲崗

## 相關大會服務

- 若夥伴有身體不適之情況，請立即知會公司穿著員工制服之工作人員，公司會立即知會相關醫療協助單位。
- 大會期間，若有行動不便之夥伴，請與公司的大會服務處之工作人員連絡，以便做適當的安排。

## **Important Notice for 2016 Market Hong Kong Annual Convention**

### **UBP Night on Apr.22**

Admission is free for the UBP Night on Friday, April 22. All partners can walk in the venue in Rotunda 3, 6F Kowloonbay International Trade & Exhibition Centre. Please take the chance and bring in more new friends to the Guest Night. Please plan the trip earlier lest the traffic should be held up.

The venue is open at 7:30 pm, Apr 22.

### **Market Hong Kong Annual Convention Entry Arrangements**

1. Sign-in areas are set up in at the Room 602 on 6th floor.
2. In order to speed up the entry process during the 2016 Annual Convention, ticket holders are asked to write their full name on the front of the ticket and sign the back with the admission date. A welcome pack will be given to every ticket holder upon entry. Each ticket holder can receive only one welcome pack.

**For those who need assistance, please contact our staff onsite.**

### **Event time:**

Saturday: 10:00 am – 1:00 pm

2:00 pm – 6:00pm

Sunday: 9:00 pm – 1:00 pm

2:00 pm – 6:00 pm

※Actual starting and ending times are subject to the agenda of the day.

## **Translation Receivers checkout**

- As we have foreign speakers, Market Hong Kong will provide interpretation and headsets to receive it.
- Please download the Interpretation Translation Receivers Checkout Form (attached) and fill it out. Hand in the form to our staff on April. 23 (Sat.) to receive the Translation Receivers.
- Please also present your credit card when you're renting the headset.
- **All receivers must be returned by 6:00 p.m., Apr. 24.** For each unreturned receiver, you will be charged HK\$1,500.00.
- When you return the headsets, you need to return it with the earpiece. If part or all of it is lost, for every headset you will be charged HK\$1,500.00.
- The Translation Receivers Rental Desk is located in Room 602 on the 6<sup>th</sup> floor.
- Click [here](#) to download the Interpretation Translation Receivers Checkout Form.

## **Rules and Regulations**

Please comply with the following rules. If you take friends who are not UnFranchise™ Owners to the convention, please also remind them.

1. No representatives are allowed to sign in for others. Sign-in must be done in person.
2. If you need to leave the venue temporarily and return, you will have to show your ticket to be let in again. This is to ensure the rights of all who buy the ticket.
3. If you do not show the ticket, you will not be let in, or you will have to buy the ticket.
4. No person under 18 is allowed in the venue.
5. If you have a ticket to the special area, please kindly be reminded that you need to be seated 30 minutes before the event starts. If you are not seated 30 minutes in advance, Market Hong Kong has the right to assign your seats to other partners who need them and reassign you to other seats. Only Market Hong Kong staff can do the seat assigning. Empty seats or late comers are impolite to the speakers. Thank you for your cooperation.
6. Please dress up during the event.

## **Other rules**

- Eating is not allowed.
- Please do not do a group meeting during the event, which would affect the event.
- Smoking is prohibited in the Venue.
- To protect the intellectual properties of the speakers and Market Hong Kong, taking photos, audio-recording and videotaping are prohibited.
- Please also turn off your cell phone during the sessions and do not talk on your cell phone in the venue.
- As many people are attending the event, please do follow the regulations, wait in line to get in, and do not occupy other seats. Also, please respect each other and do not shove other people lest people get hurt or in any way inconvenienced. Please help maintain the order and exercise the spirit of MHK partners.

## **Transportation**

- Free Shuttle Bus: (Operating Hours 6:45 am to 12:00 midnight)

Shuttle bus services are available for everyday to and from Kowloon Bay MTR Station

- Public Transportation:

215X, 219X, 224X, 98D, 296D

- Mini Bus:

Mini bus services are available to and from Sincere Plaza (Tung Choi Street)

- Green minibuses:

110 Tiu Keng Leng - Kowloon City (Circular route)

111 Po Lam - San Po Kong

## **Other Services at the Event**

- If you feel unwell, please tell any of those wearing MHK uniform. MHK will contact medical assistance.
- For inconvenienced or handicapped partners, please contact staff at the service stand for proper arrangement.