



General Users Guide - Exhibition

Table of Contents

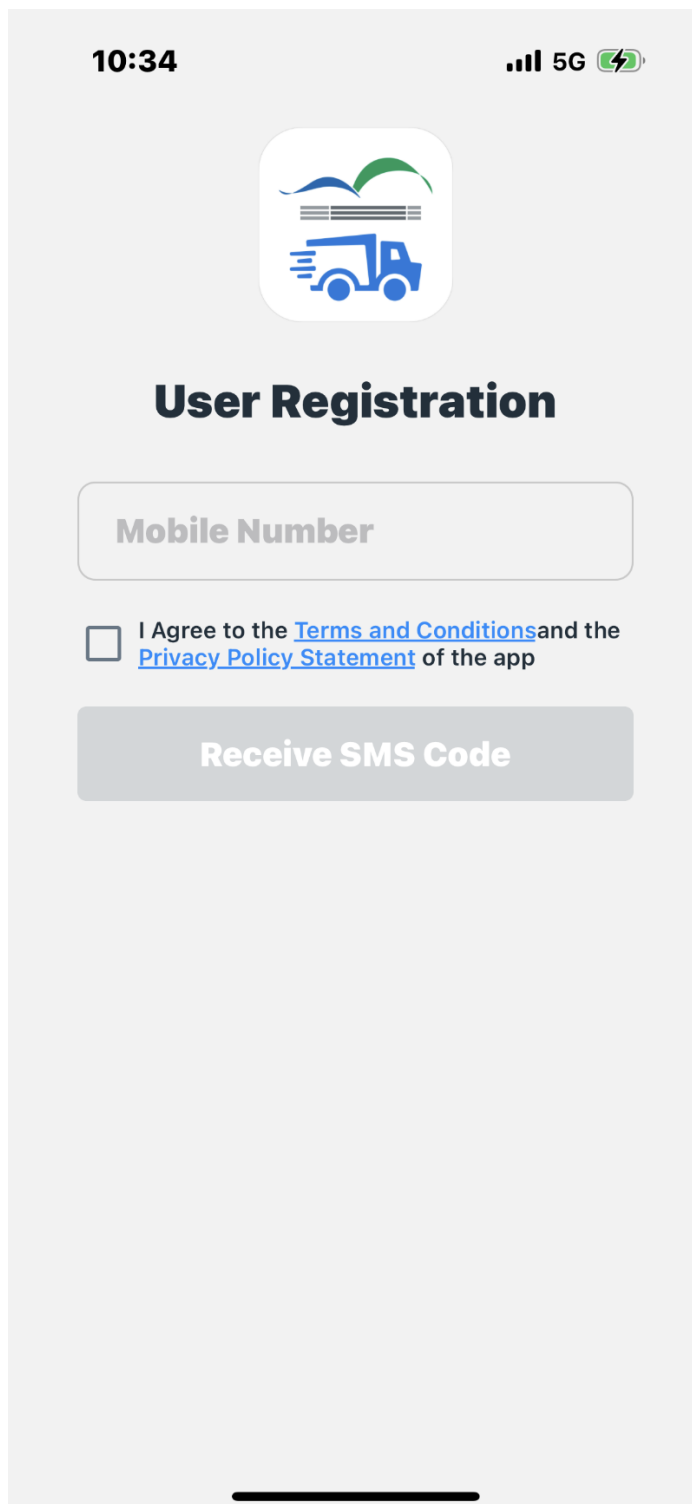
	Contents	Page
1.	User Registration/ Login	P.3
2.	Register Vehicle Pass	P.6
3.	Obtain Queuing Ticket	P.11
4.	Offsite Mode	P.17
5.	Geofence Mode	P.22
6.	Free Flow Mode	P.29
7.	Cancel Registration	P.34

Part 1

Pre-Event Stage

User Registration/ Login

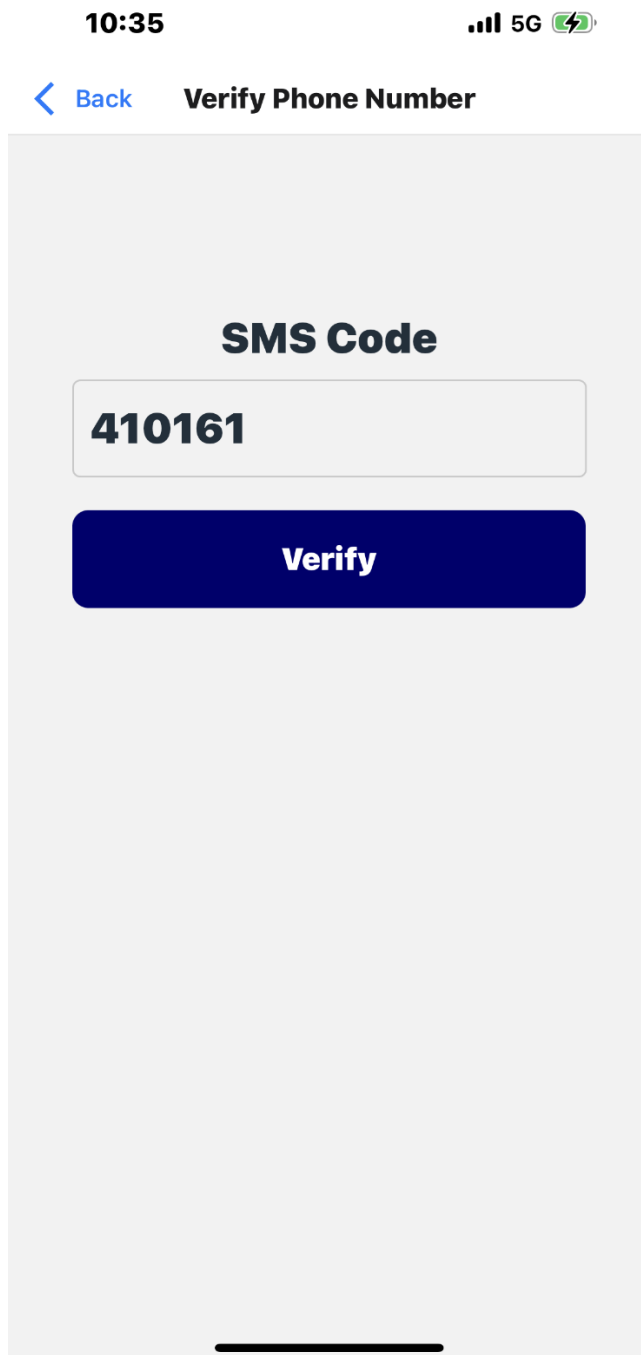
1. Enter Hong Kong Local Mobile Number.
2. Click “I agree to the.....” to accept Terms & Conditions.
3. Click “Receive SMS Code”.



The screenshot shows a mobile app interface for user registration. At the top, the status bar displays the time 10:34, 5G signal, and battery level. Below the status bar is a logo featuring a blue truck and a green mountain. The title "User Registration" is centered. Below the title is a text input field labeled "Mobile Number". Underneath the input field is a checkbox followed by the text "I Agree to the [Terms and Conditions](#) and the [Privacy Policy Statement](#) of the app". Below this is a large grey button labeled "Receive SMS Code".

User Registration/ Login

4. User will receive a SMS code of 6 digits.
5. Enter the code and Click Verify.

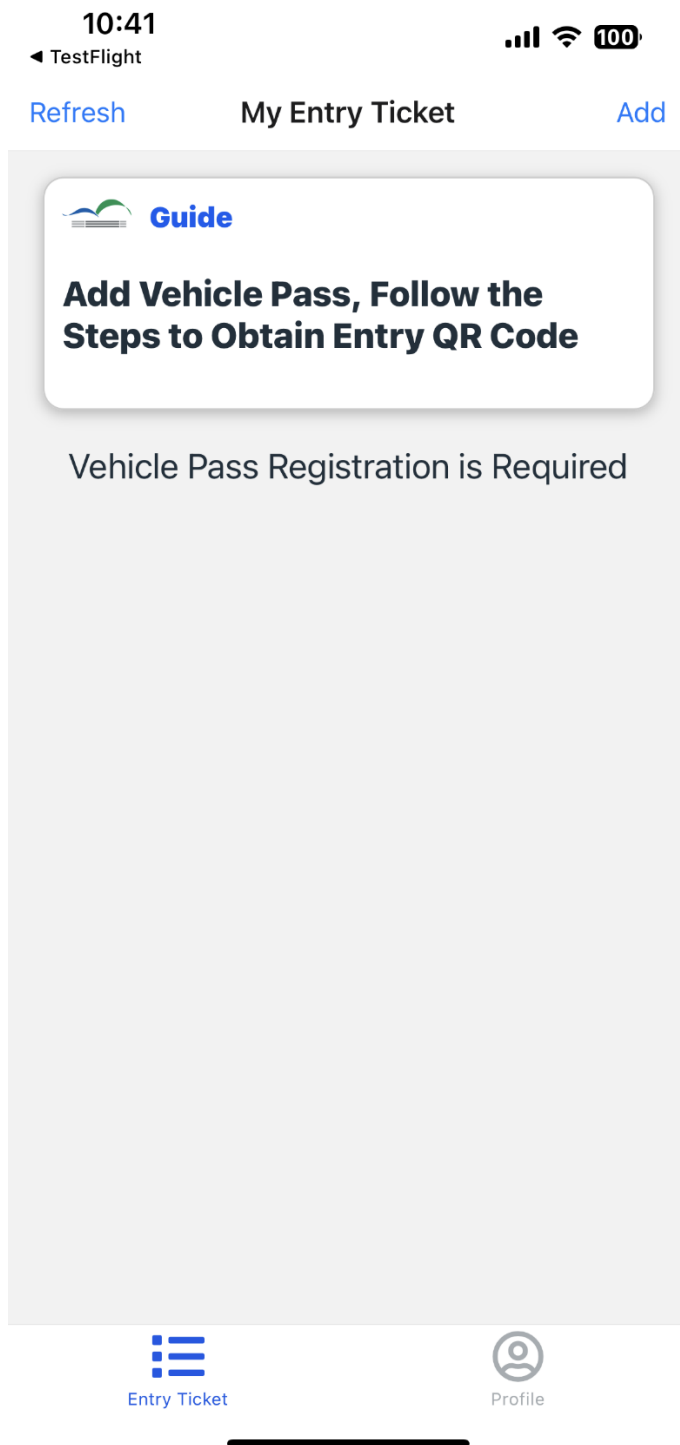


The screenshot shows a mobile application interface for verifying a phone number. At the top, the status bar displays the time 10:35, 5G signal strength, and a battery icon. Below the status bar, there is a navigation bar with a blue back arrow and the text "Back", followed by the title "Verify Phone Number". The main content area has a light gray background. In the center, the text "SMS Code" is displayed in bold. Below this, there is a white input field with a thin gray border containing the code "410161". Underneath the input field is a dark blue button with the word "Verify" in white text. At the very bottom of the screen, there is a black horizontal line representing the home indicator bar.

User Registration/ Login

6. Complete Registration.

7. User will enter “My Entry Ticket” Page.



Register Vehicle Pass

There are 5 types of Vehicle Pass: Red, Blue, Green, Purple & Yellow.

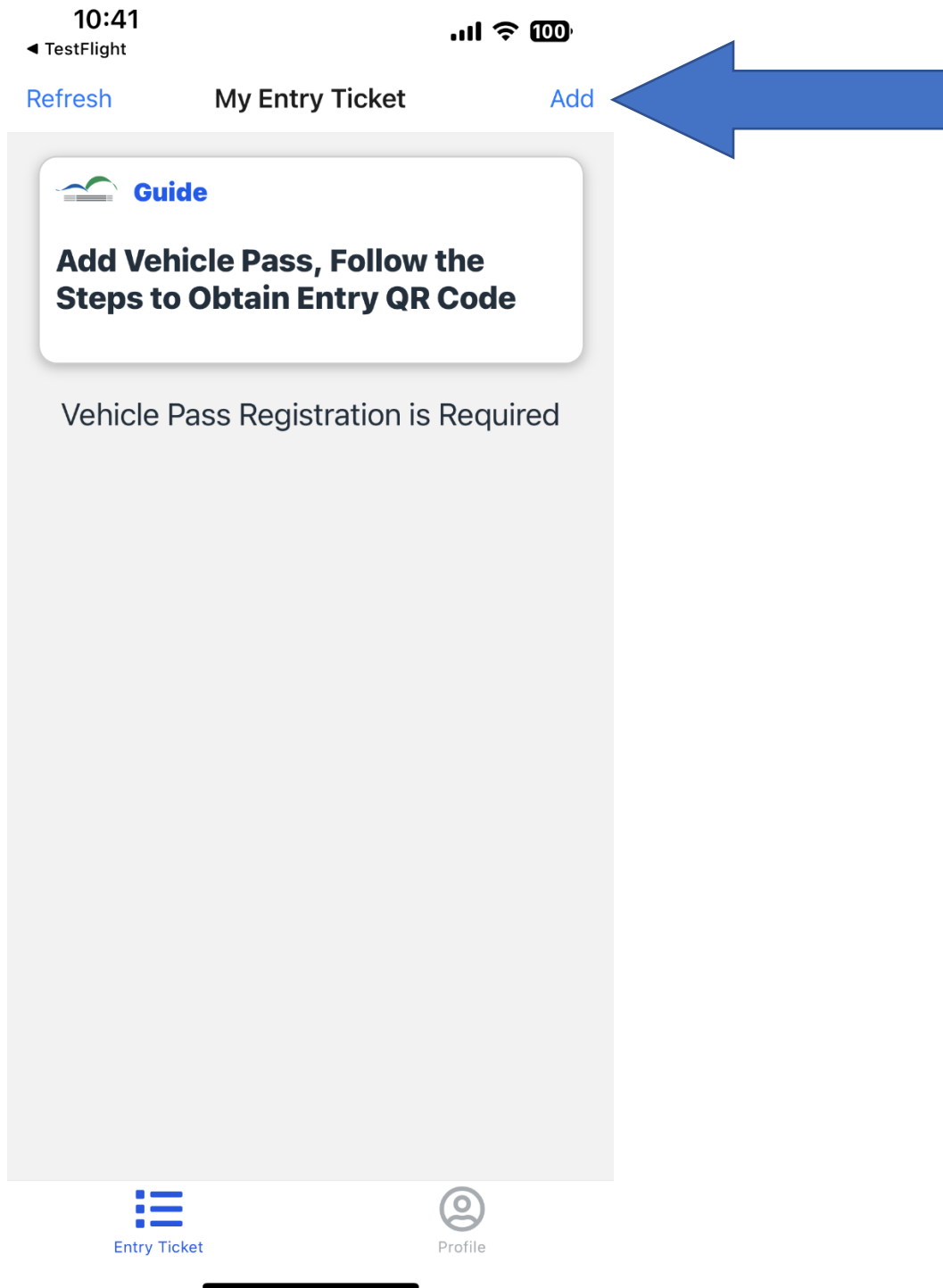
Vehicle Pass Sample

 香港會議展覽中心 Hong Kong Convention and Exhibition Centre		FOR REGISTRATION ONLY 此證只作登記用途 不可進場
DELIVERY VEHICLE ENTRY PASS 送貨車輛許可證		
No.: RP-208402	HKCEC Loading Dock (Phase 1) 會展中心卸貨區 (1期)	
Permission to Phase 1 Container Lift ? 是否允許使用一期貨車升降機 ?		
Event 活動名稱 : (54010) Hang Lung Properties Limited Management Conference		
Venue 場地 : (L1) H1ABC		
Time of Entry & Remarks 進場時間 及 備註 : (TY) 21 August 2023 0800-2359hrs; (GF) 22 August 2023 0800-2359hrs; (FF) 23 August 2023 0800-2359hrs		

Download "Go HKCEC" mobile app for entry QR code
下載「會展快運易」手機應用程式以獲取入場二維碼

Register Vehicle Pass

1. Click “Add” on the page of My Entry Ticket ◦



Register Vehicle Pass

2. Allow Camera access.
3. Scan the QR Code on Vehicle Pass or Upload QR Code Screenshot.



Register Vehicle Pass

4. App will redirect to the page of “Enter Vehicle Details”.
5. Enter Vehicle Registration.
6. Choose Type of Vehicle.
7. Choose Floor of loading and Phase 1 & Phase 2.*
8. Choose Time of Entry for loading.*
9. Click “Submit”

*The options for choosing is accordance with Vehicle Pass.

13:11 5G

[Back](#) Enter Vehicle Details

Vehicle Registration

Enter Vehicle Registration

Type of Vehicle

Select an item

Floor **Phase**

L1 1

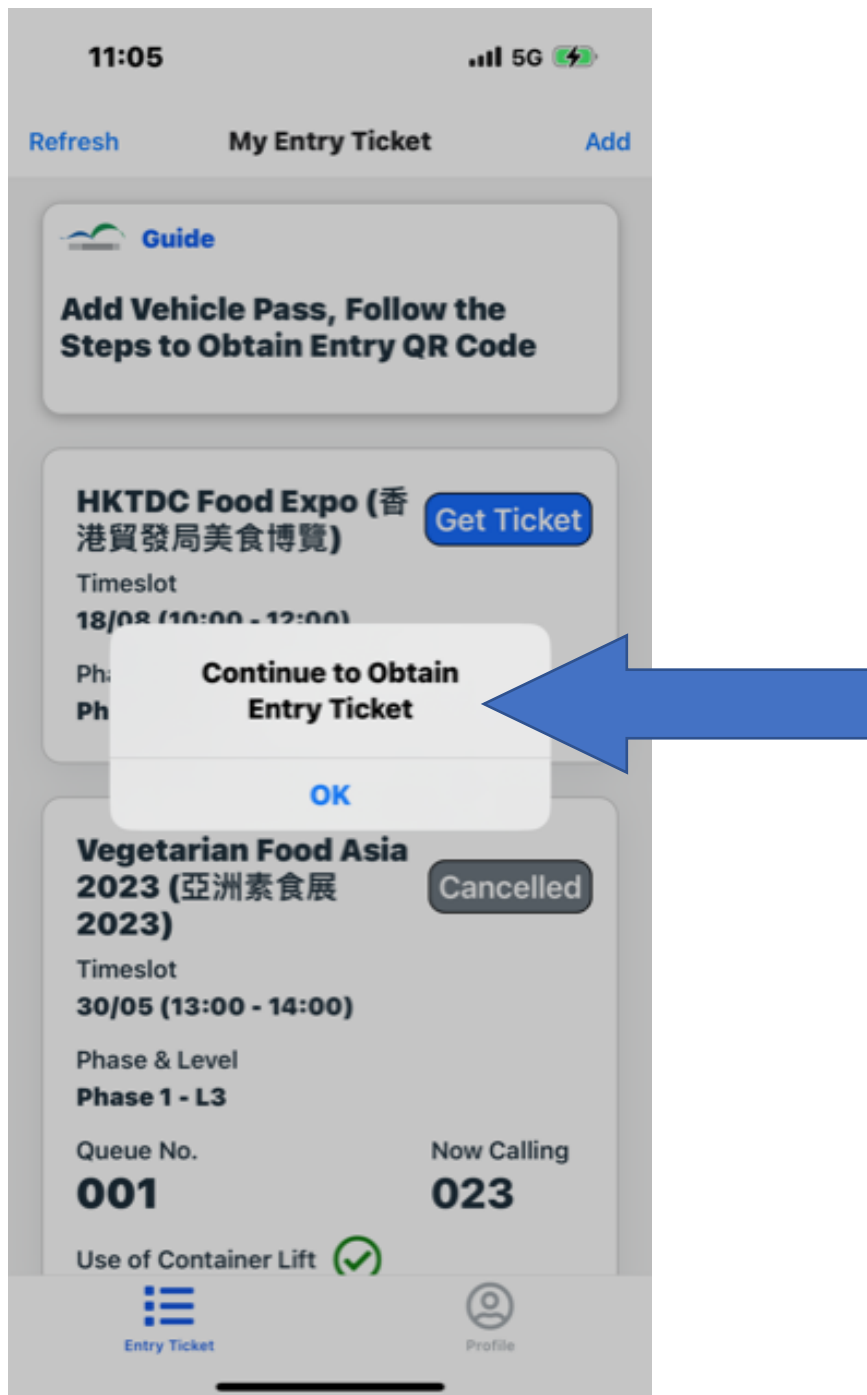
Time of Entry

Select an item

Submit

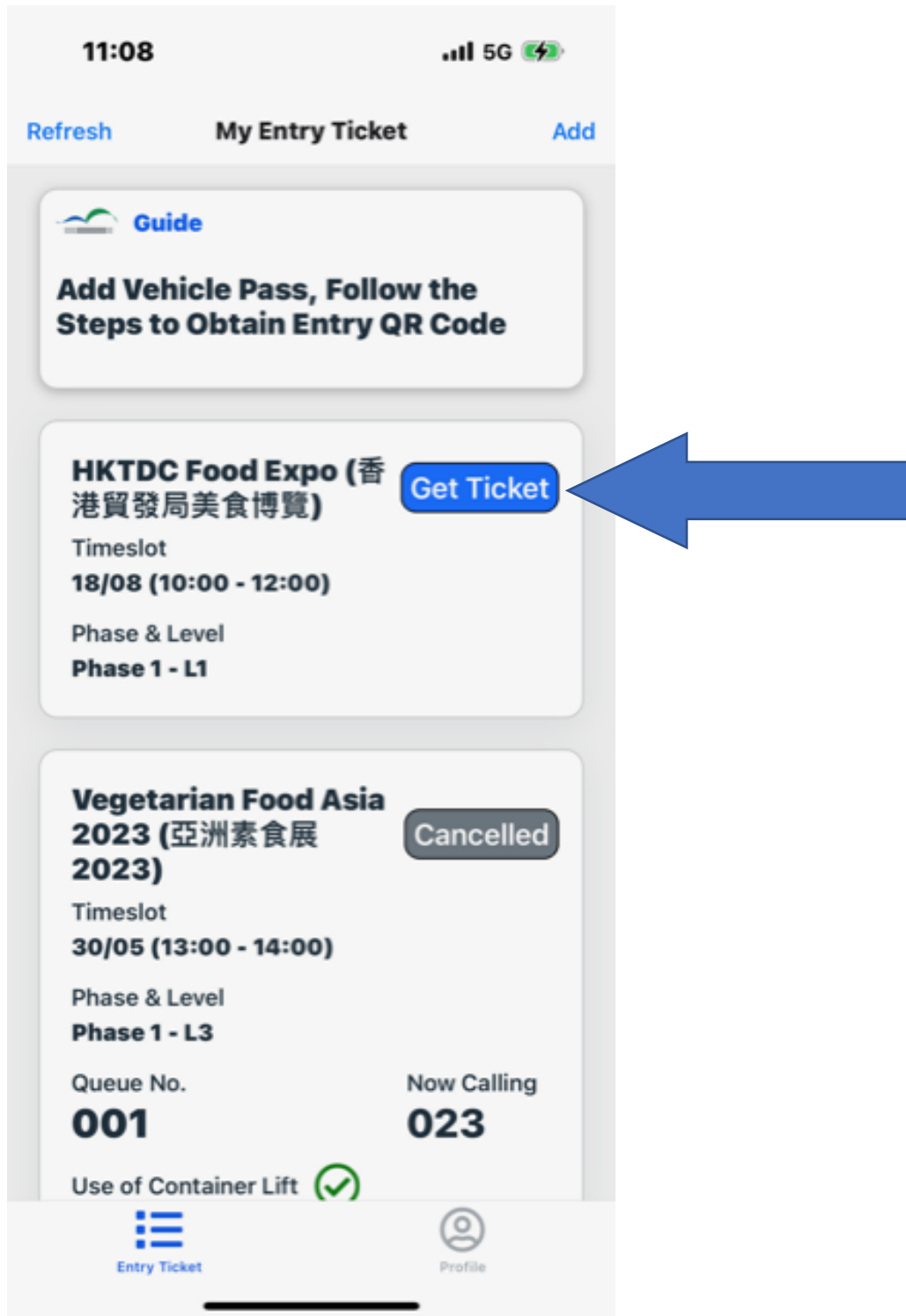
Register Vehicle Pass

5. Registration completed with the message of “Continue to Obtain Entry Ticket”.



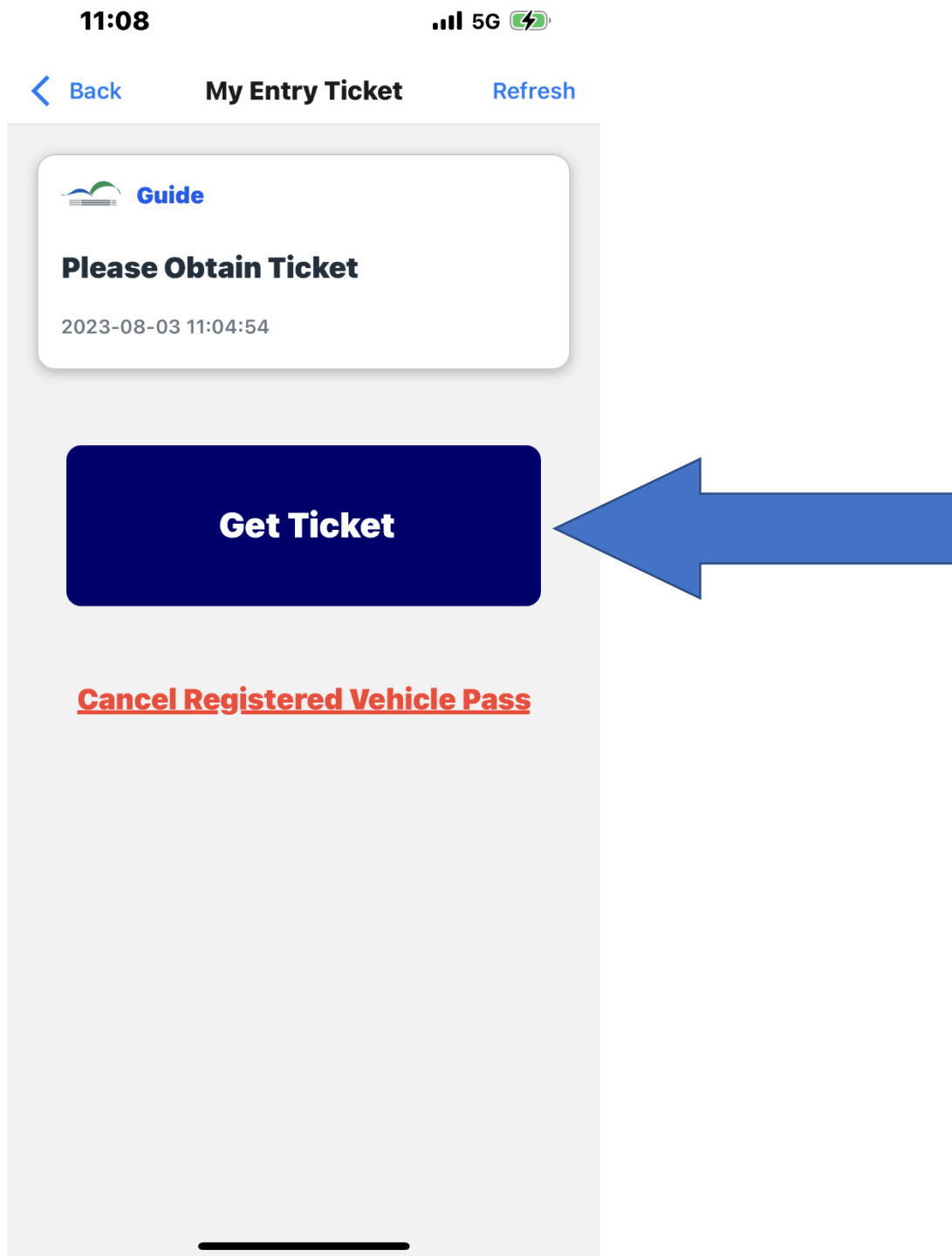
Obtain Queuing Ticket

1. Click “Get Ticket”.



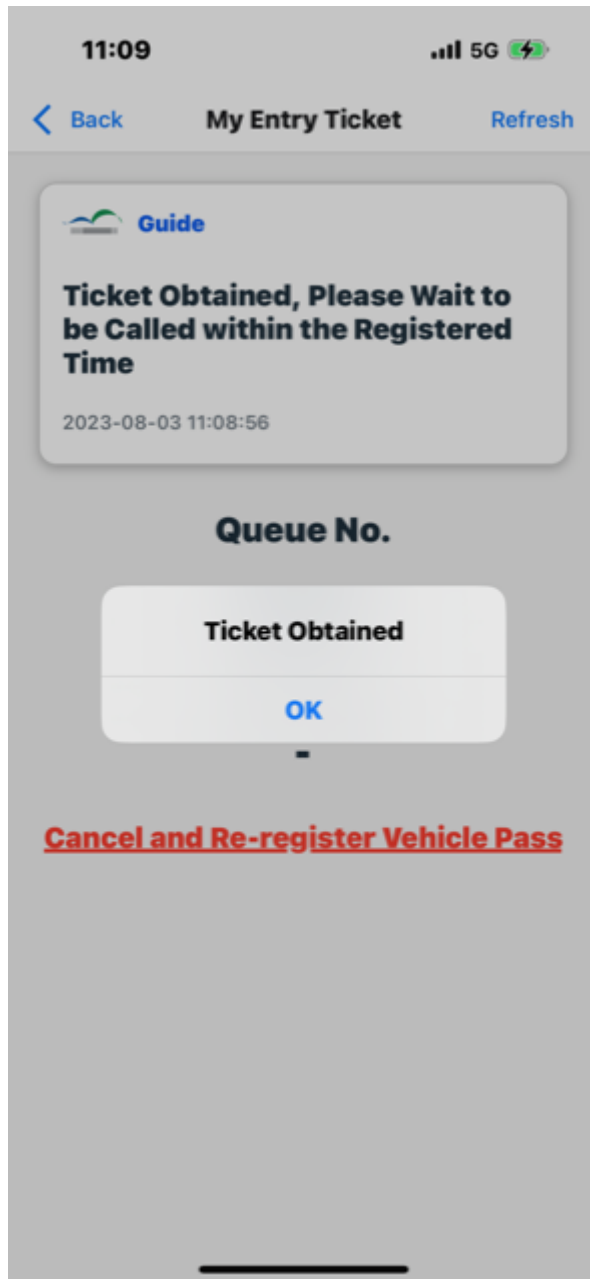
Obtain Queuing Ticket

2. Click “Get Ticket”.



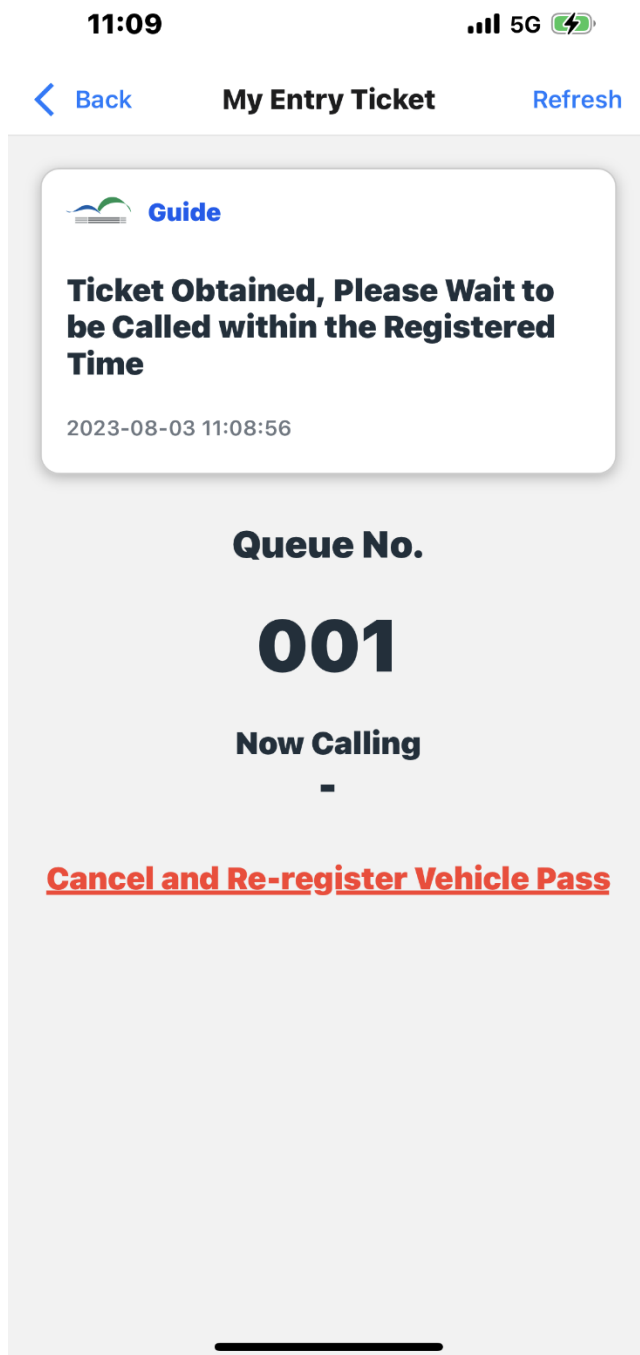
Obtain Queuing Ticket

3. Ticket is obtained with message “Ticket Obtained”.
4. Click “OK”.



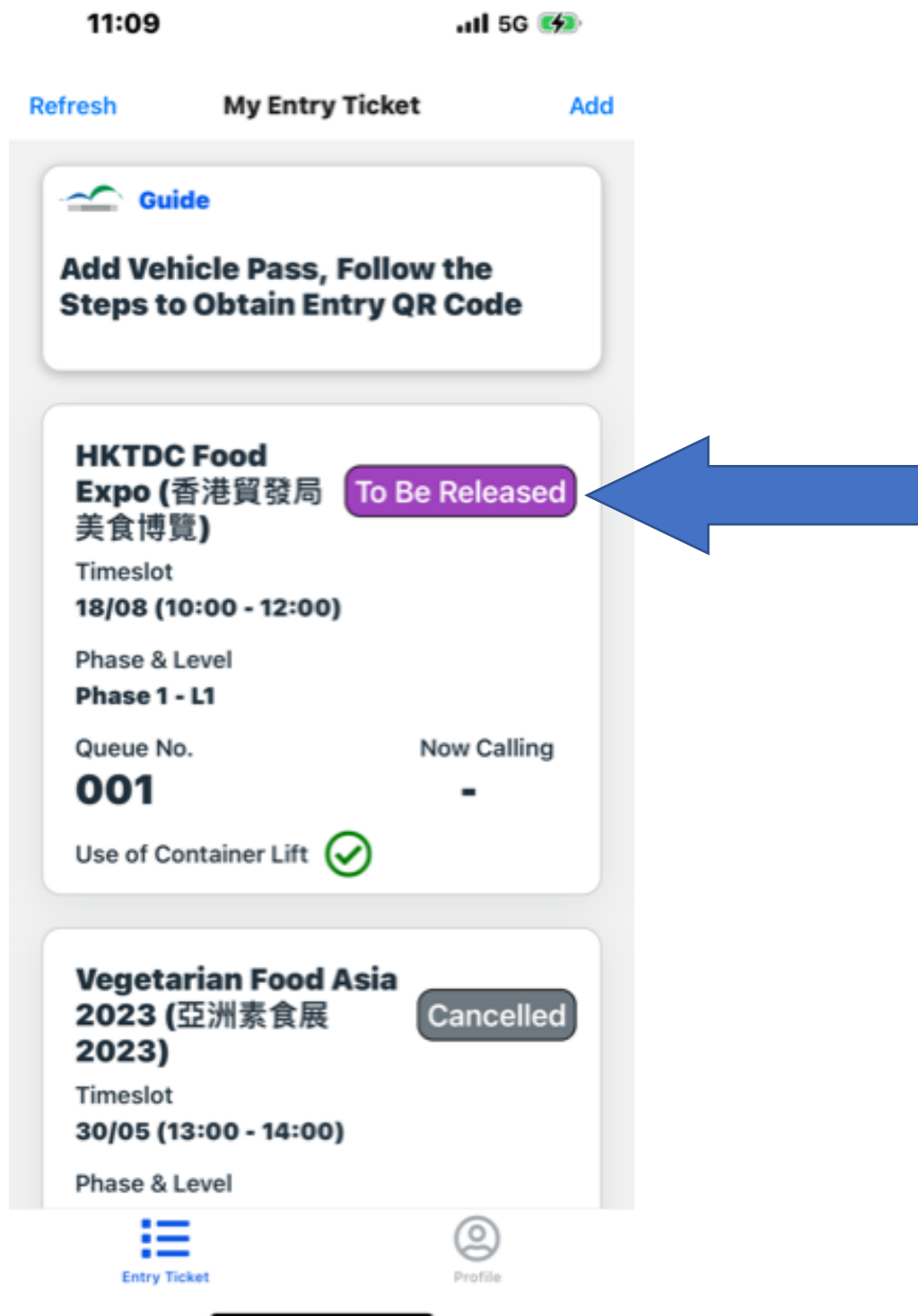
Obtain Queuing Ticket

5. User will see the Queue No.
6. Click “Back” and wait for calling on registered Entry of Time.



Obtain Queuing Ticket

6. Ticket is obtained when user see the status of registration to be shown as “To Be Released”.



Part 2

Event Days

Offsite Mode

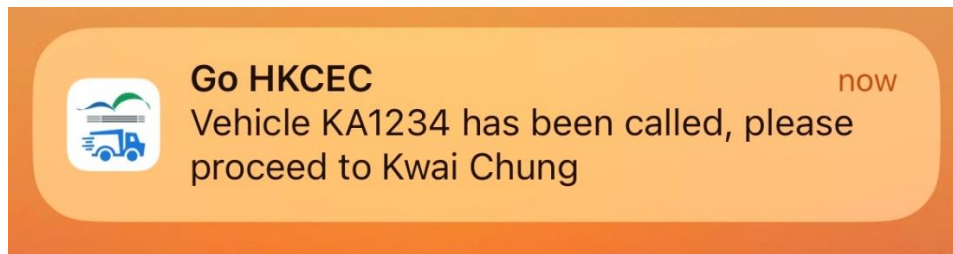
When the Time of Entry starts with (TY), it represents vehicle is required to reach Checkpoint in Kwai Chung before driving to HKCEC.

 香港會議展覽中心 Hong Kong Convention and Exhibition Centre		FOR REGISTRATION ONLY 此證只作登記用途 不可進場
DELIVERY VEHICLE ENTRY PASS 送貨車輛許可證		
No.: RP-208402	HKCEC Loading Dock (Phase 1) 會展中心卸貨區 (1期)	
Permission to Phase 1 Container Lift ? 是否允許使用一期貨車升降機 ?		
Event 活動名稱 : (54010) Hang Lung Properties Limited Management Conference		
Venue 場地 : (L1) H1ABC		
Time of Entry & Remarks 進場時間 及 備註 : (TY) 0800-2359hrs; (GF) 22 August 2023 0800-2359hrs; (FF) 23 August 2023 0800-2359hrs		

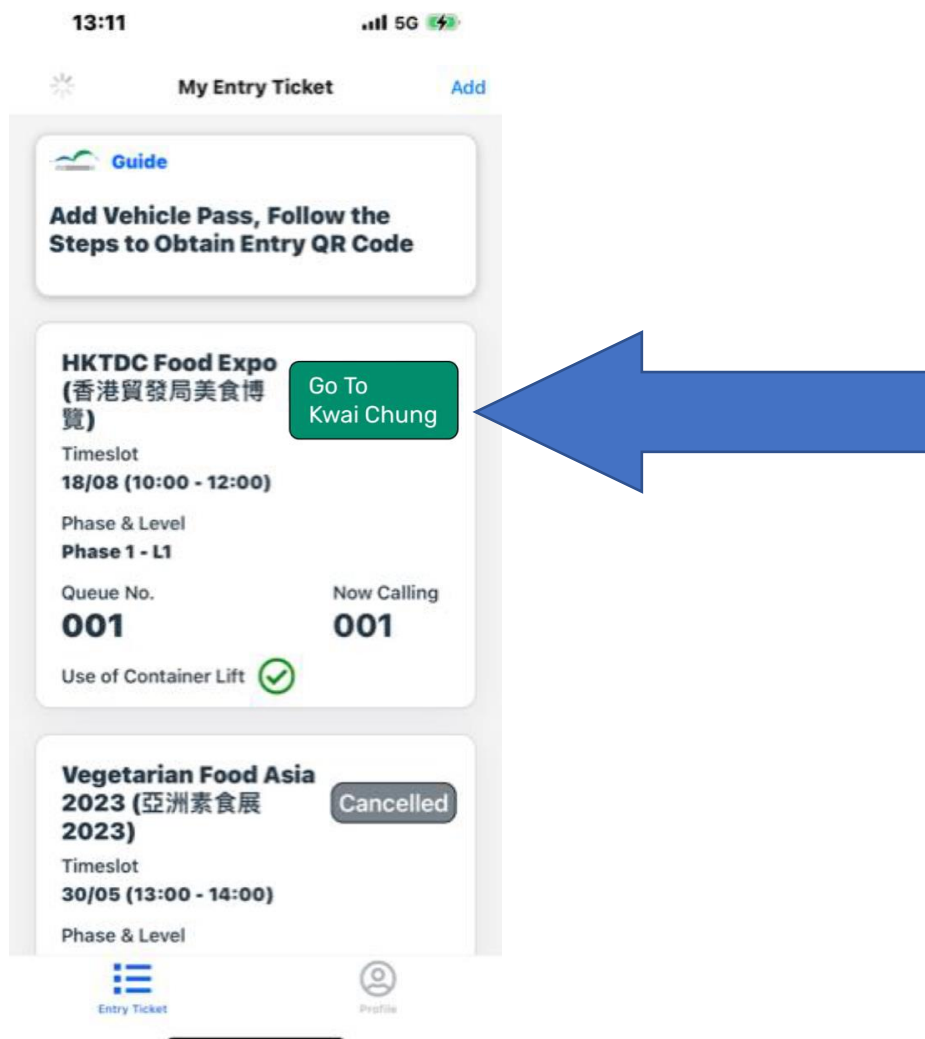
Download "Go HKCEC" mobile app for entry QR code
下載「會展快運易」手機應用程式以獲取入場二維碼

Offsite Mode

1. Allow Notification access.
2. When the Queue Ticket is called, User (Carplate: KA1234) will receive in-app pop up notification:

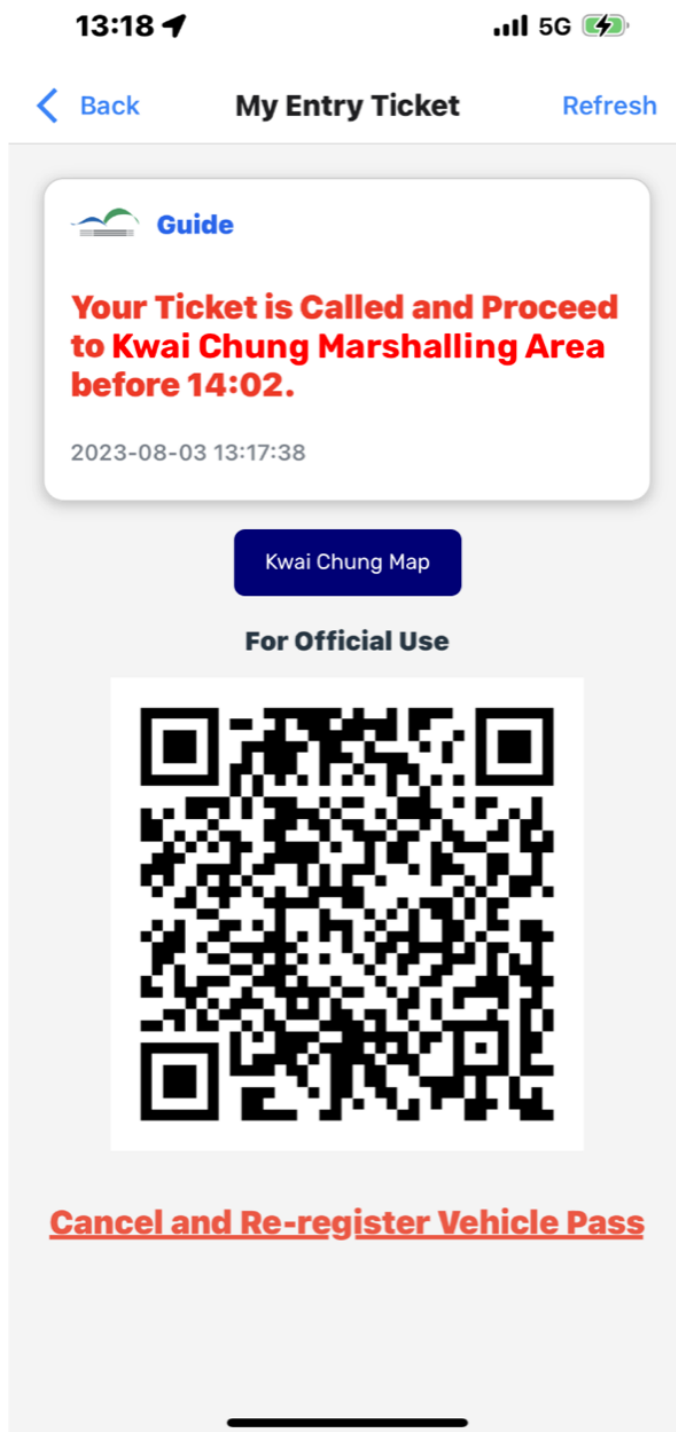


3. The vehicle status will be changed to Go to Kwai Chung. Click "Go to Kwai Chung".



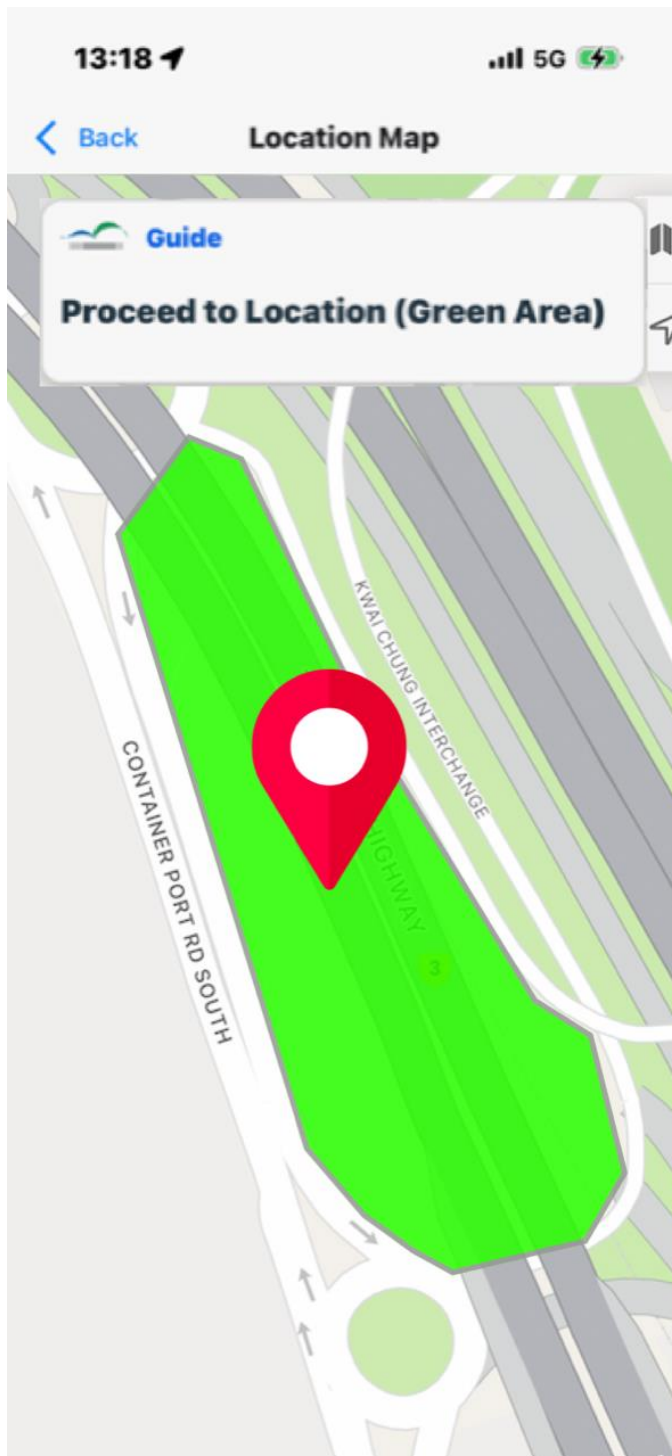
Offsite Mode

1. Go To Kwai Chung according to the time shown.
2. Click “Kwai Chung Map” for site location.



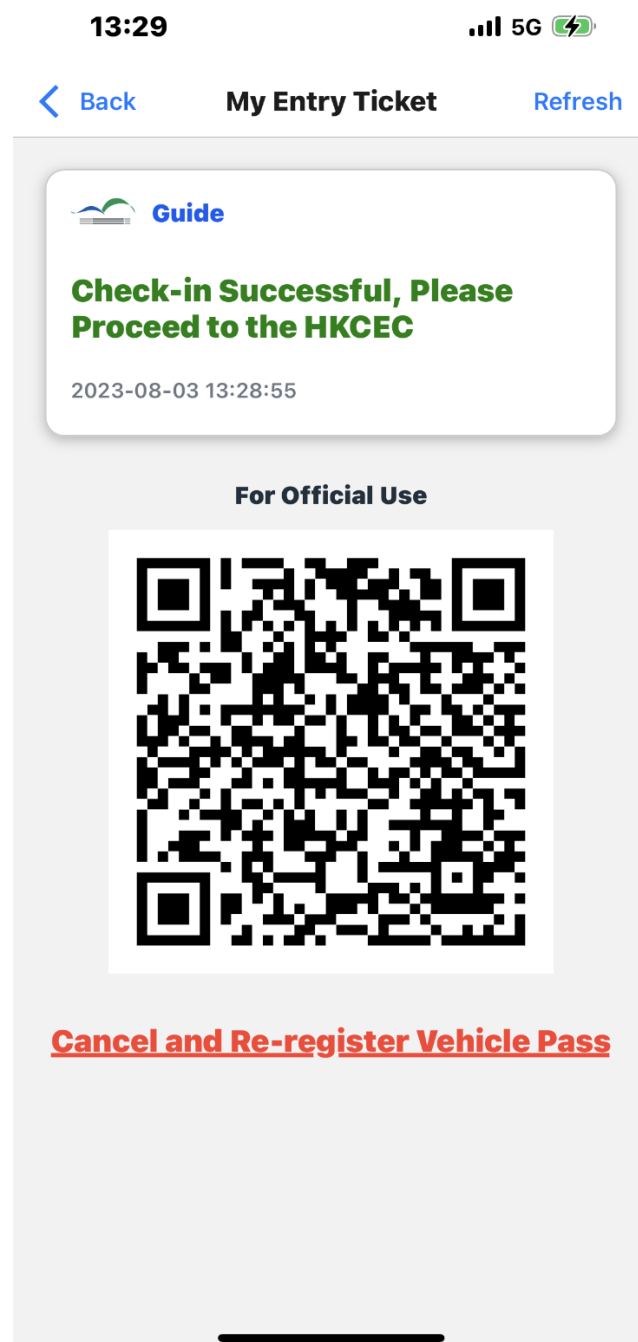
Offsite Mode

Click into the map for more details. User can exit the map by clicking “Back”.



Offsite Mode

1. Security Staff will scan the App QR Code in the site.
2. Driver can drive to HKCEC after successful scanning.
3. Staff in HKCEC will scan the QR Code again. Vehicle will be allowed to enter the loading area after successful scanning.



Geofence Mode

When the Time of Entry starts with (GF), it represents vehicle is required to Check-in out of the restricted area before driving to HKCEC.

The reason for this is to avoid excessive vehicles parking around HKCEC during waiting and cause traffic congestion.



DELIVERY VEHICLE ENTRY PASS

送貨車輛許可證

No.: RP-208402

HKCEC Loading Dock (Phase 1)
會展中心卸貨區 (1 期)



Permission to Phase 1 Container Lift ?

是否允許使用一期貨車升降機 ?

Event 活動名稱 :

(54010) Hang Lung Properties Limited Management
Conference

Venue 場地 :

(L1) H1ABC

Time of Entry & Remarks 進場時間 及 備註 :

(TY) 21 August 2023 0800-2359hrs;

(GF) 22 August 2023 0800-2359hrs;

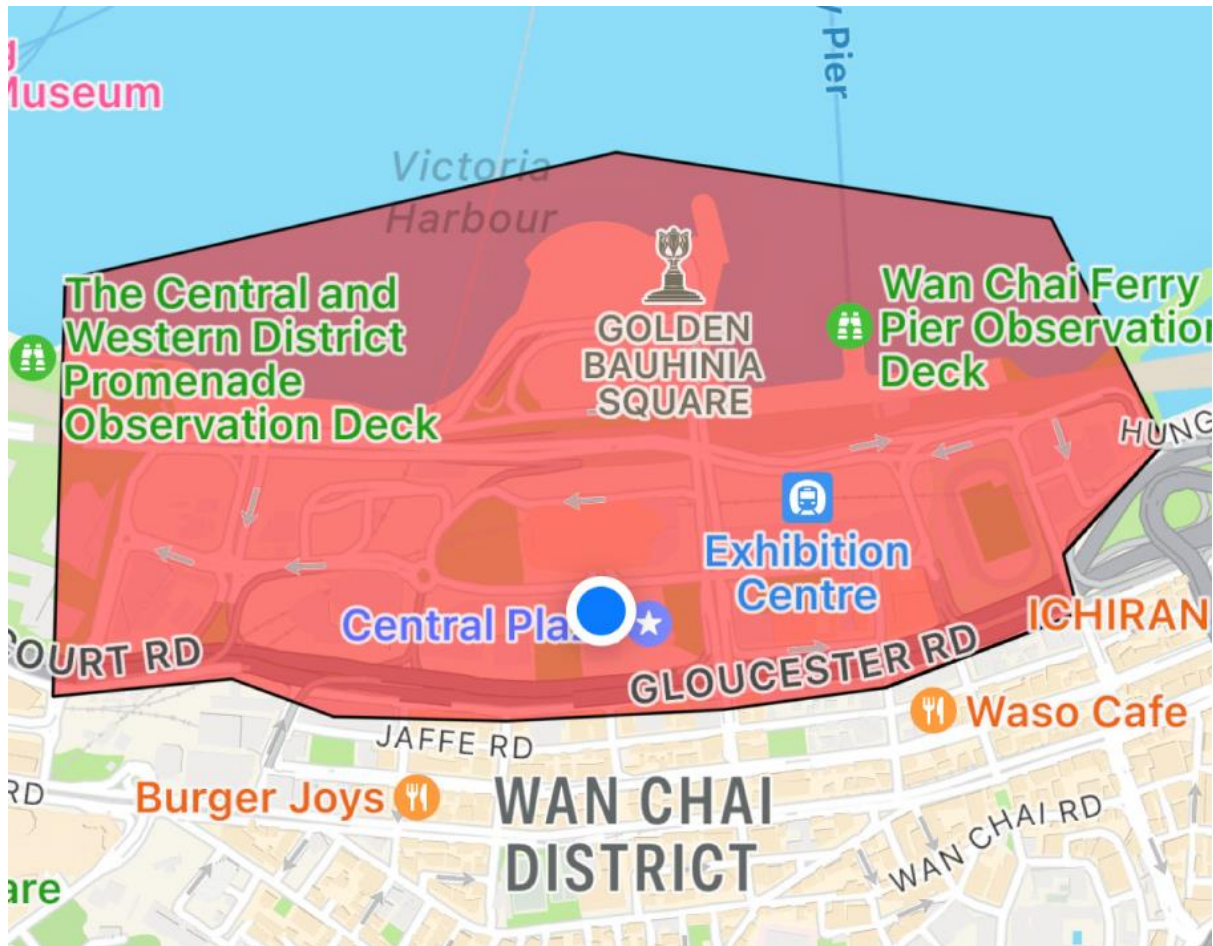
(FF) 23 August 2023 0800-2359hrs

Download "Go HKCEC" mobile app for entry QR code

下載「會展快運易」手機應用程式以獲取入場二維碼

Geofence Mode

Restricted Area (Driver should stay out of red zone when waiting for the calling of Queuing Ticket)

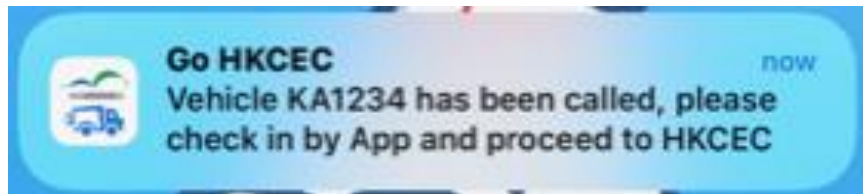


Restricted Area Boundaries

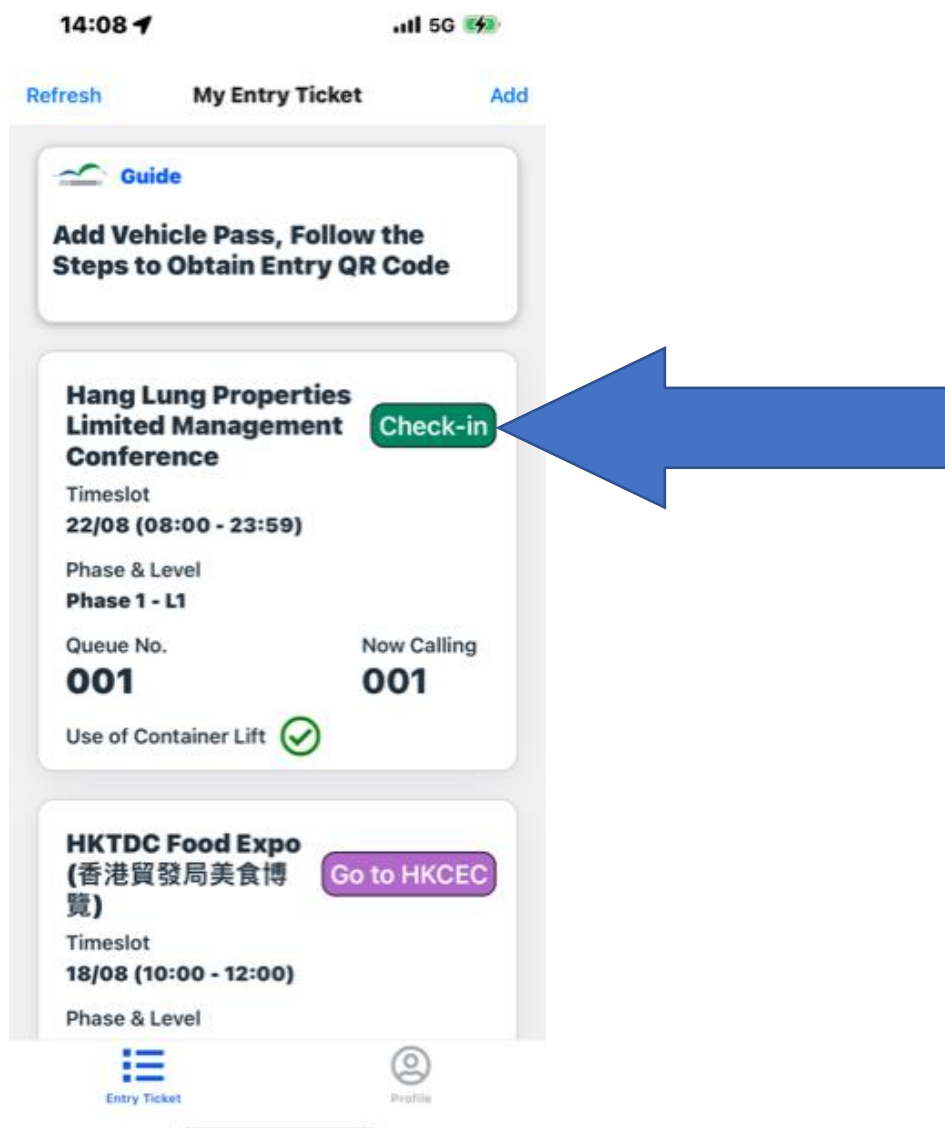
To the East Wan Chai Temporary Promenade
To the West Tamar Park
To the South Gloucester Road

Geofence Mode

1. Allow Notification access.
2. When the Queue Ticket is called, User (Carplate: KA1234) will receive in-app pop up notification:



3. The status of the vehicle will change to Check-in. Click "Check-in".



Geofence Mode

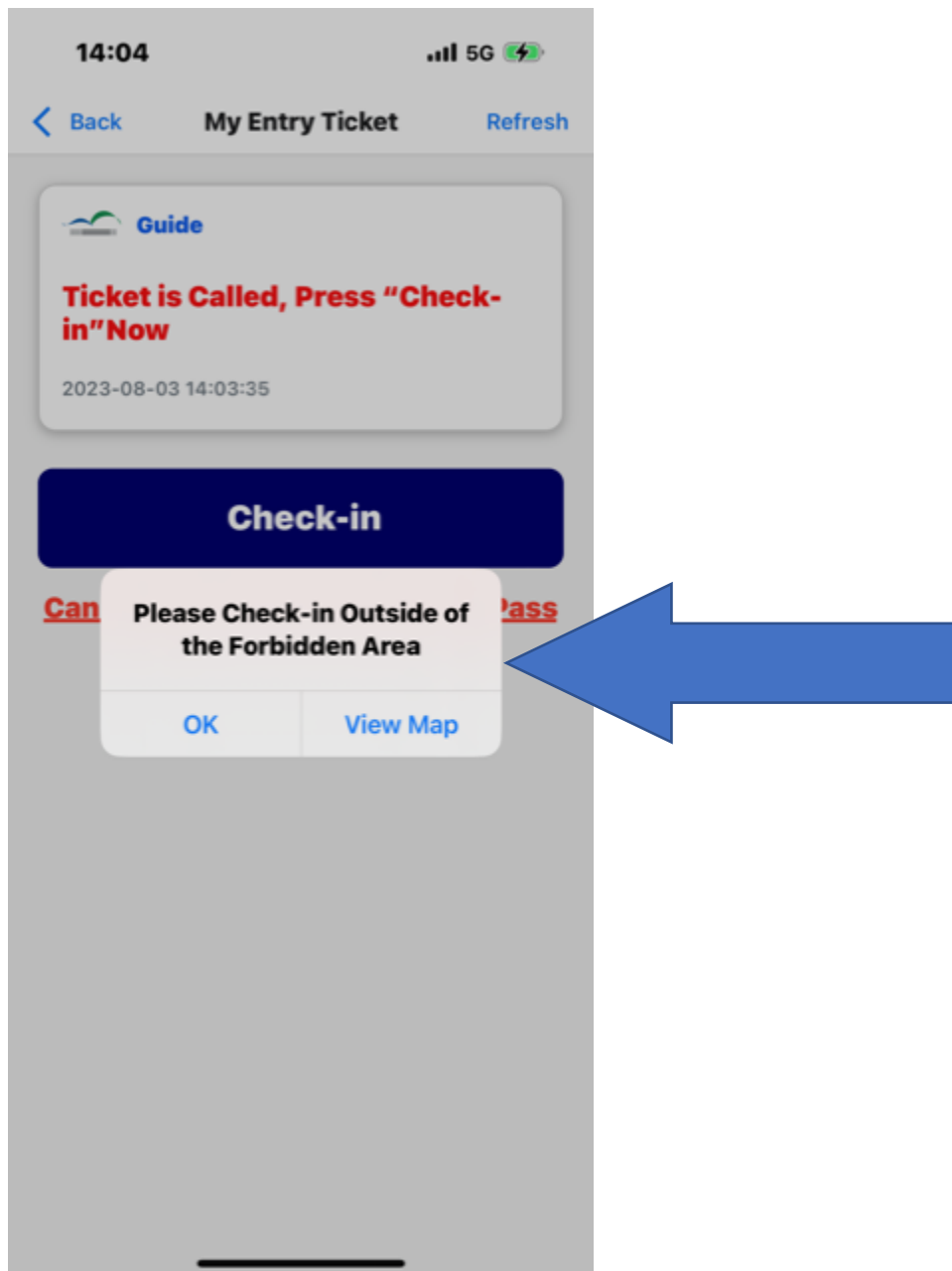
4. Click "View Map" to see the restricted area before clicking "Check-in".



Geofence Mode

5. Driver is required to stay out of restricted area to check-in and will receive a pop-up message.

Click “View Map” to see the restricted area.



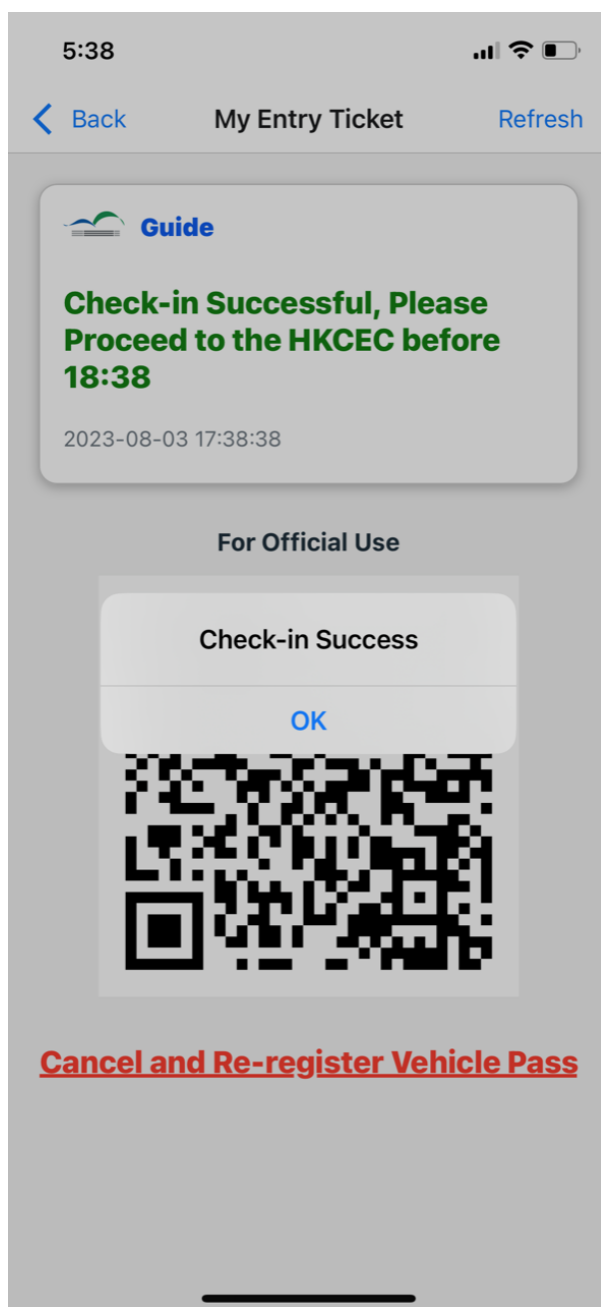
Geofence Mode

6. The restricted area is shown.



Geofence Mode

7. Pop up message will show the Check-in is successful.
Click "OK".
8. Drive to HKCEC before the time as shown in the Guide.
CEC Staff will scan the entry QR code and allow access if the scanning is successful.



Free Flow Mode

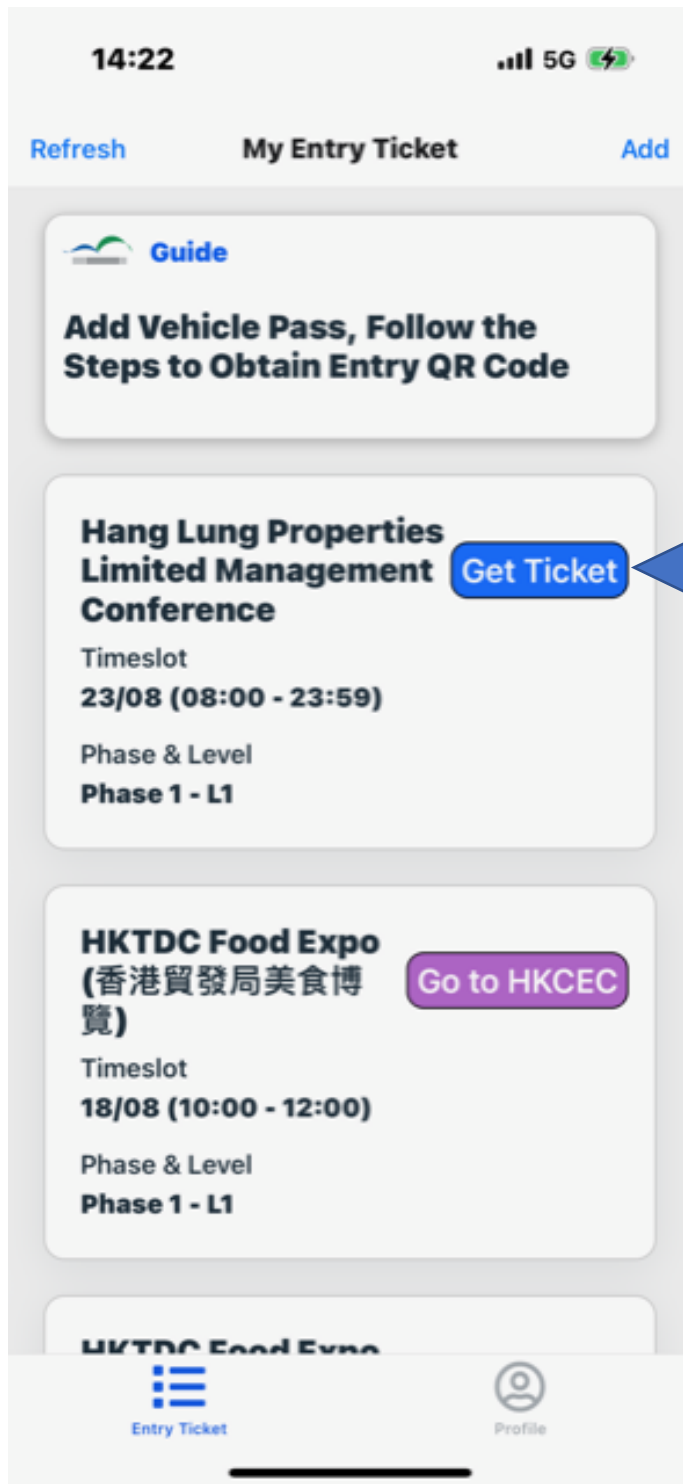
When the Time of Entry starts with (FF), it represents vehicle is allowed to go to HKCEC directly according to the timeslot on the vehicle pass after getting entry QR code on the app.

 香港會議展覽中心 Hong Kong Convention and Exhibition Centre		FOR REGISTRATION ONLY 此證只作登記用途 不可進場
DELIVERY VEHICLE ENTRY PASS 送貨車輛許可證		
No.: RP-208402	HKCEC Loading Dock (Phase 1) 會展中心卸貨區 (1 期)	
Permission to Phase 1 Container Lift ? 是否允許使用一期貨車升降機 ?		
Event 活動名稱 : (54010) Hang Lung Properties Limited Management Conference		
Venue 場地 : (L1) H1ABC		
Time of Entry & Remarks 進場時間 及 備註 : (TY) 21 August 2023 0800-2359hrs; (GF) 22 August 2023 0800-2359hrs; (FF) 23 August 2023 0800-2359hrs		

Download "Go HKCEC" mobile app for entry QR code
下載「會展快運易」手機應用程式以獲取入場二維碼

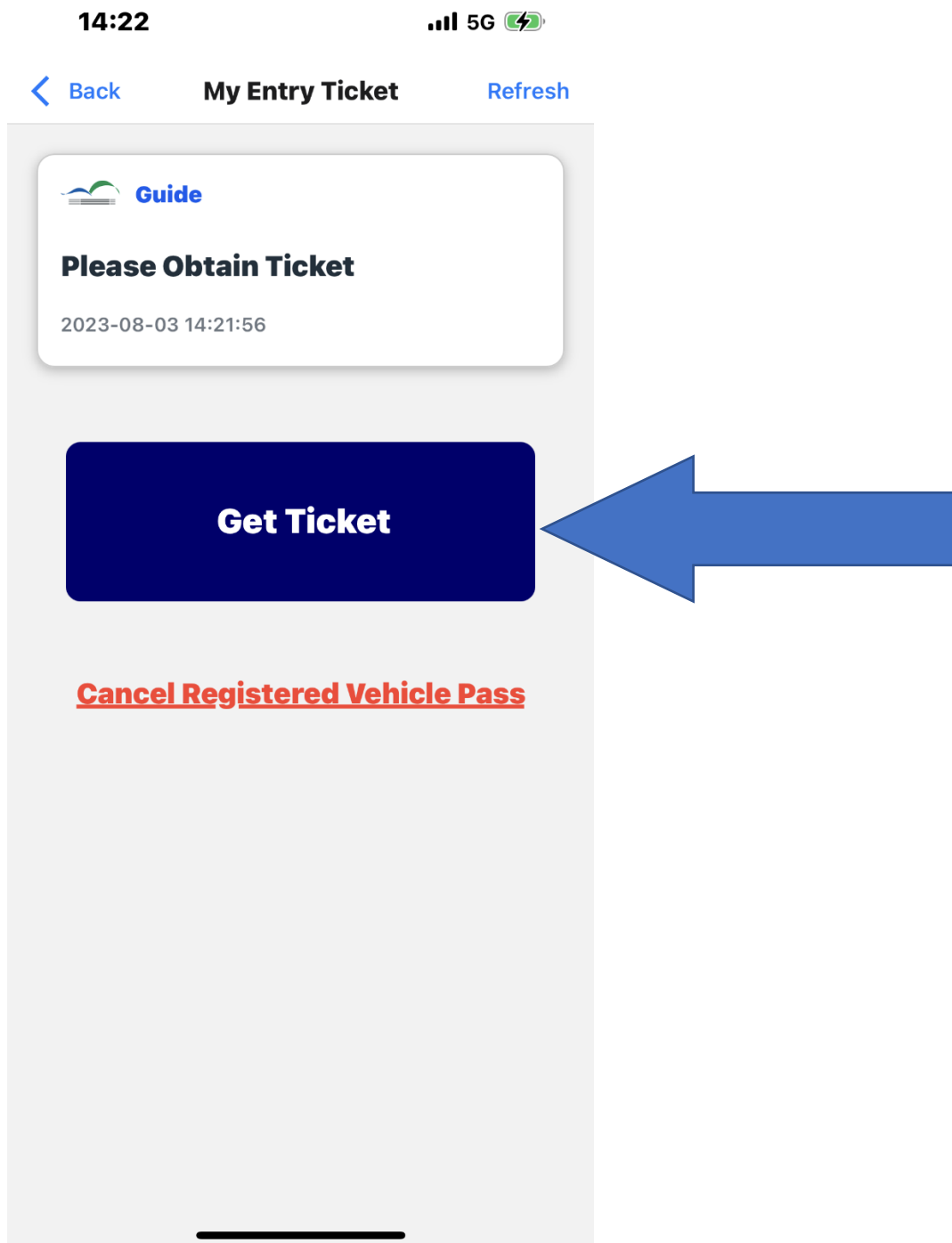
Free Flow Mode

1. Click “Get Ticket”.



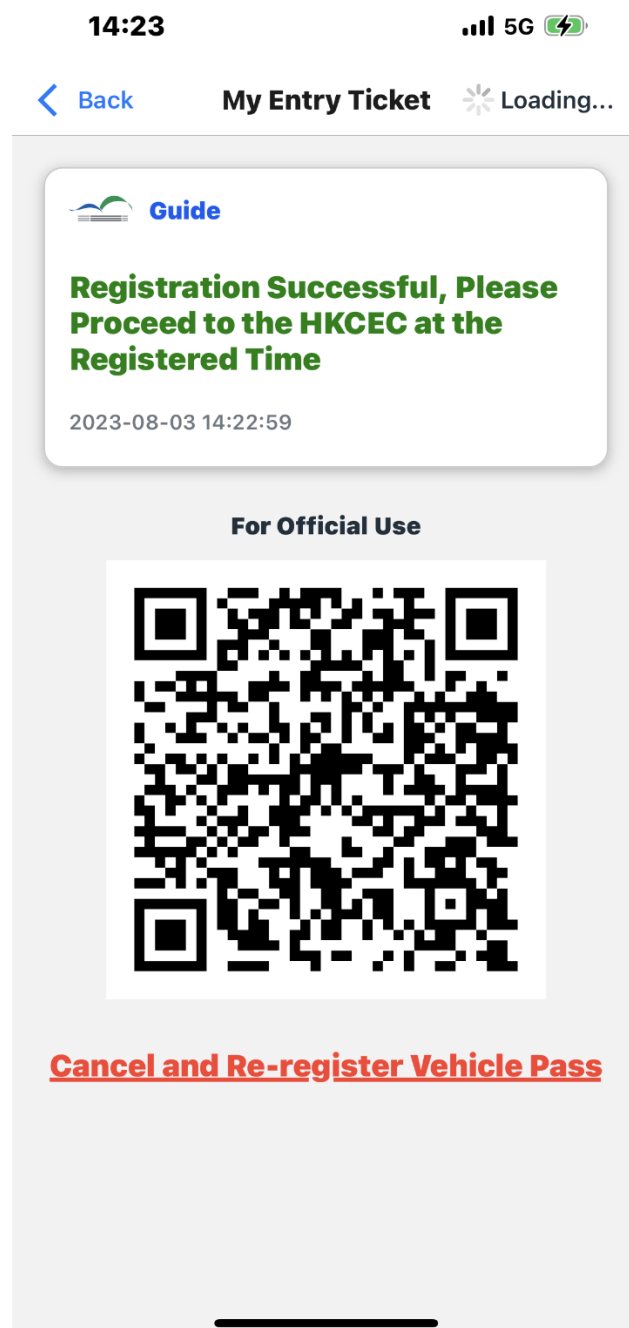
Free Flow Mode

2. Click “Get Ticket”.



Free Flow Mode

3. Driver can proceed to HKCEC at the registered time directly with the entry QR code on the app.



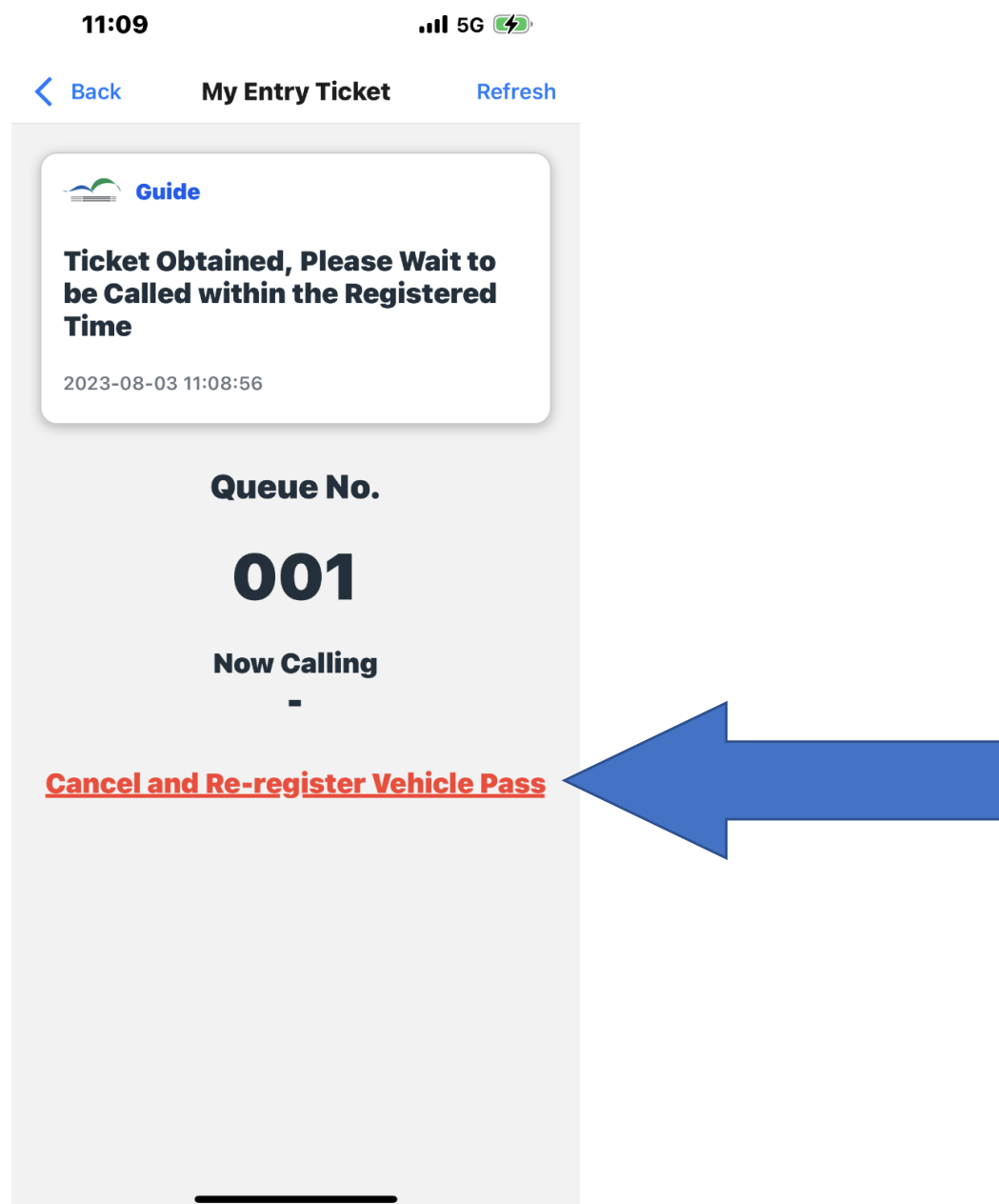
Part 3

Others

Cancel Registration

User can cancel the registration only before the entry QR code to be scanned by HKCEC staff at loading area. The vehicle pass can be used to go through the registration process once again after cancellation.

1. Click “Cancel and Re-register Vehicle Pass”



Cancel Registration



2. Confirm Cancellation ◦



Cancel Registration

3. Vehicle Pass can be used to re-register.

