



Venue Service Booking (Exhibitor) User Guide

Version: 1.5

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1. Sign up for a new Customer Account

1.1. Enter the E-ESC link provided by AWEM Staff

1.2. Click "Register"



1.3. Fill in all details accordingly

1.4. Set a secure password. Your password must meet the following criteria:

- At least 6 characters long
- Contains at least 1 upper case letter, 1 lower case letter, 1 digit and 1 special character (e.g. #?!@\$%^&*-)

The screenshot shows the 'Register' page of the AsiaWorld-Expo website. The page has a header with the 'AsiaWorld-Expo' logo and tagline. Below the header, the text 'WELCOME TO ASIAWORLD-EXPO' and 'A world-class EXPOrtainment hub connecting you to the world' are displayed. The main content area is titled 'Register' and 'Your Account'. It contains three input fields: 'Email:' with a red asterisk, 'Password:' with a red asterisk, and 'Confirm password:' with a red asterisk. Below this, there is a section titled 'Your Personal Details' with a single input field for 'First name:' with a red asterisk.

1.5. Read the user agreement carefully and check the box for “I accept the privacy policy” to confirm your acceptance.

EN Register Log in

AWEM Annual Event 2024

password: Confirm password: *

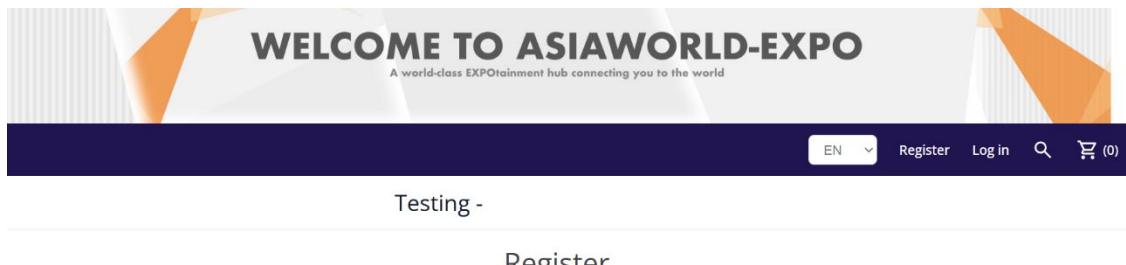
Your Personal Details

First name: *
 Last name: *
 Date of birth: Day Month Year *
 Company name: *
 Phone: *

User agreement

I accept privacy policy (read)

1.6. Then Click “Register”. If successful, a confirmation message will be shown as below



1.7. An email will be sent to the registered email address

1.8. Follow the instructions in the email to activate your account

From: AWEM Ordering <no_reply@asiaworld-expo.com>
Sent: Thursday, May 8, 2025 9:54:34 AM
To:
Subject: [TEST] Please activate your AWEM Venue Services Booking account

This is a system generated email. Please do not reply to this message.

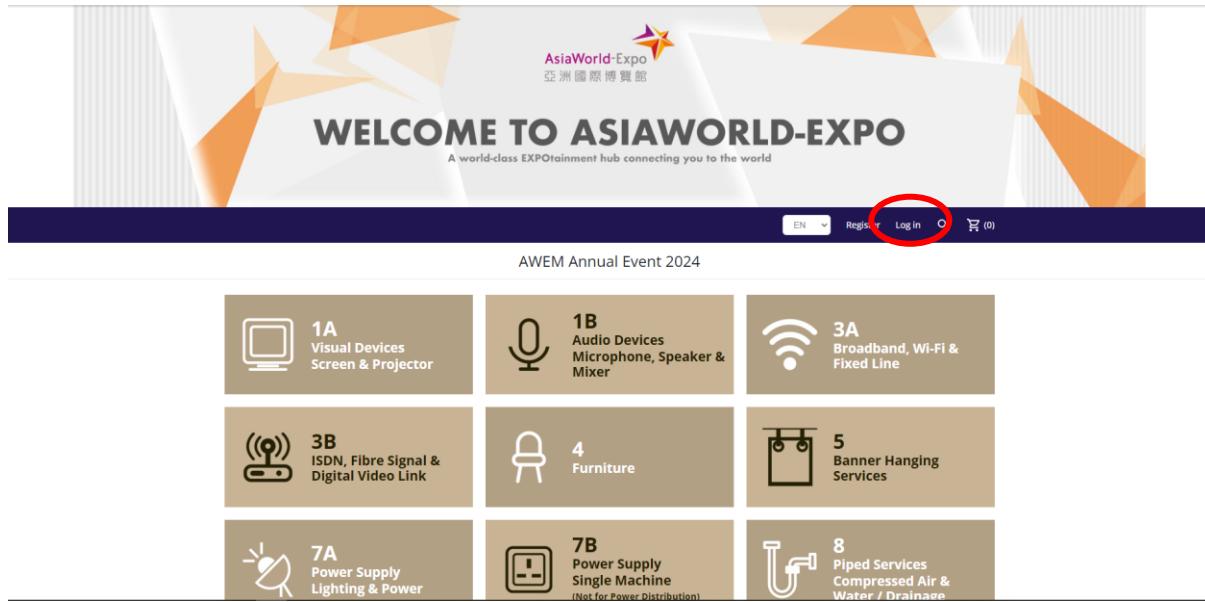
Dear Sir/Madam,

Thank you for creating an AWEM Venue Services Booking account. Please activate your account by clicking [this link](#) and follow the instructions. For any inquiries or assistance, please don't hesitate to reach out to our dedicated Customer Support Team.

AsiaWorld-Expo Management Limited

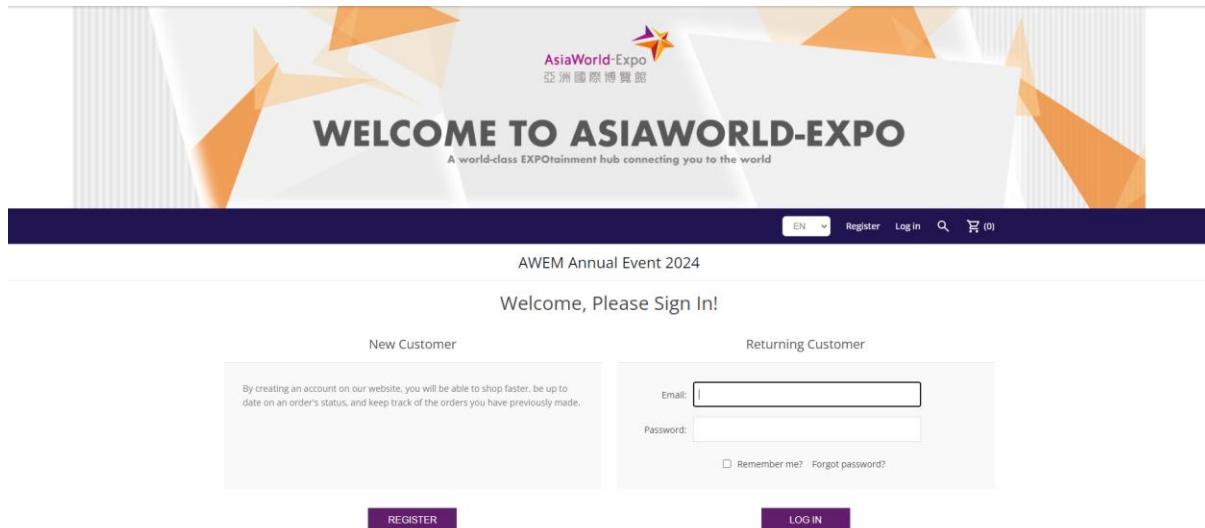
2. Login to Customer Account

2.1. Click "Log in"



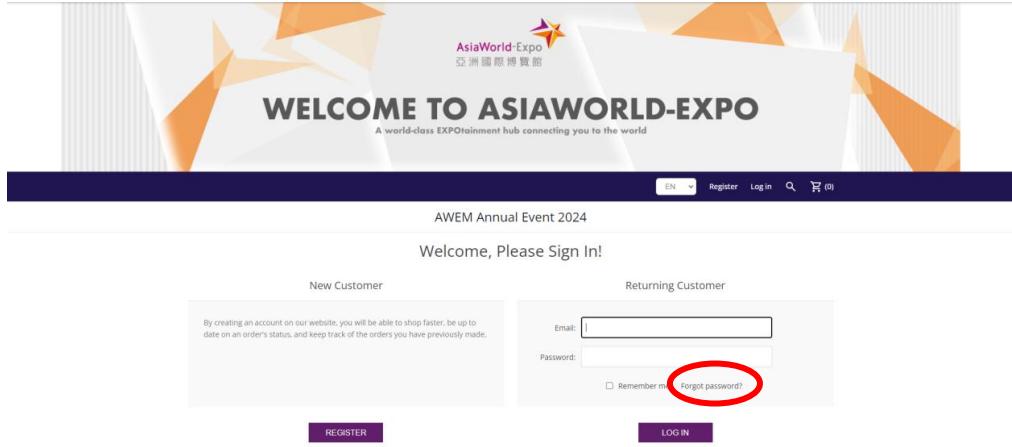
2.2. Follow the instructions to activate your account (if not yet activated).

2.3. Log in with your registered username and password



3. Forgot Password

3.1. Click “Forgot password?”



New Customer

By creating an account on our website, you will be able to shop faster, be up to date on an order's status, and keep track of the orders you have previously made.

Returning Customer

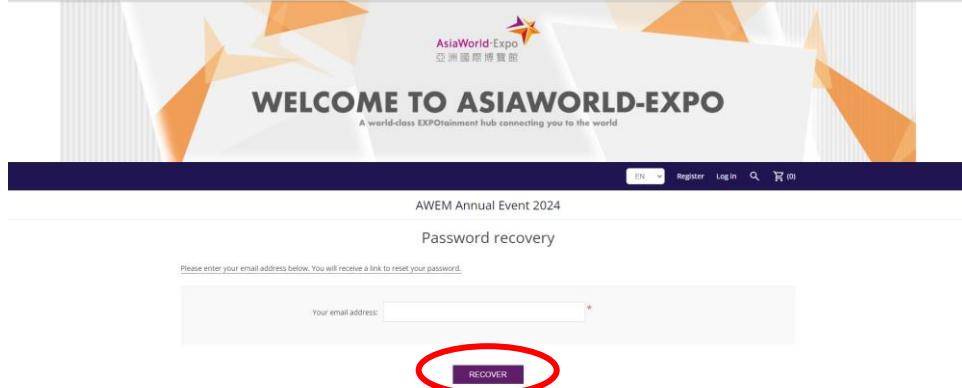
Email:

Password:

Remember me [Forgot password?](#)

REGISTER **LOG IN**

3.2. Enter your registered email address and click “RECOVER”



WELCOME TO ASIAWORLD-EXPO

A world-class EXPOtainment hub connecting you to the world

EN Register Log in

Please enter your email address below. You will receive a link to reset your password.

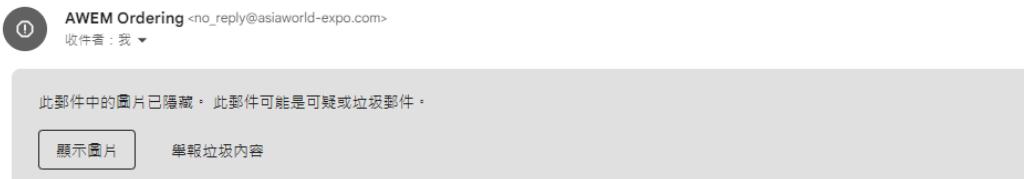
Your email address: *

RECOVER

3.3. An email will be sent to your registered account

3.4. Click “this link” in the email to reset your password.

Reset Password for your AWEM Venue Services Booking Account ➤ 收件箱 x



This is a system generated email. Please do not reply to this message.

Dear Sir/Madam,

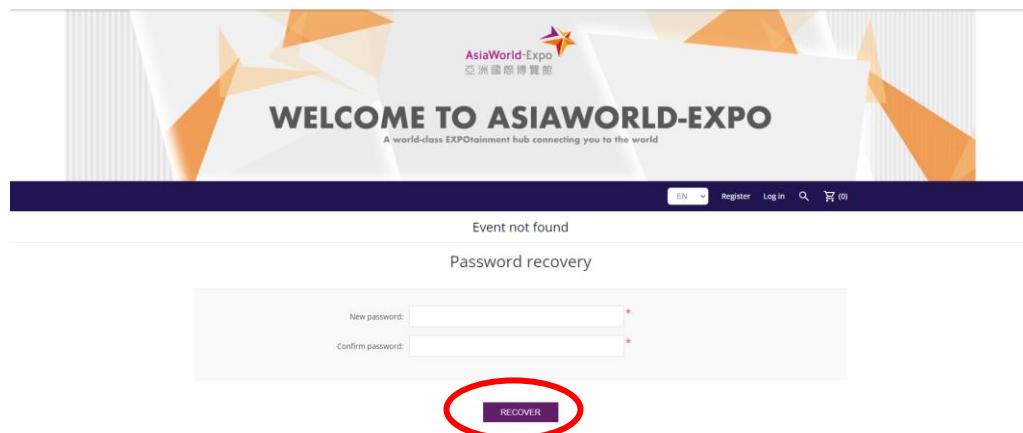
We received a request to reset your password for AWEM Venue Services Booking account.
Please click [this link](#) to reset your password.

If you did not request resetting your password, please ignore this email and report to our dedicated Customer Support Team.

AsiaWorld-Expo Management Limited



3.5. Input your new password then click “RECOVER”



3.6. Below message will be shown after new password is set



4. Add Event Service Item to Cart

4.1. On Home Page, select a product category

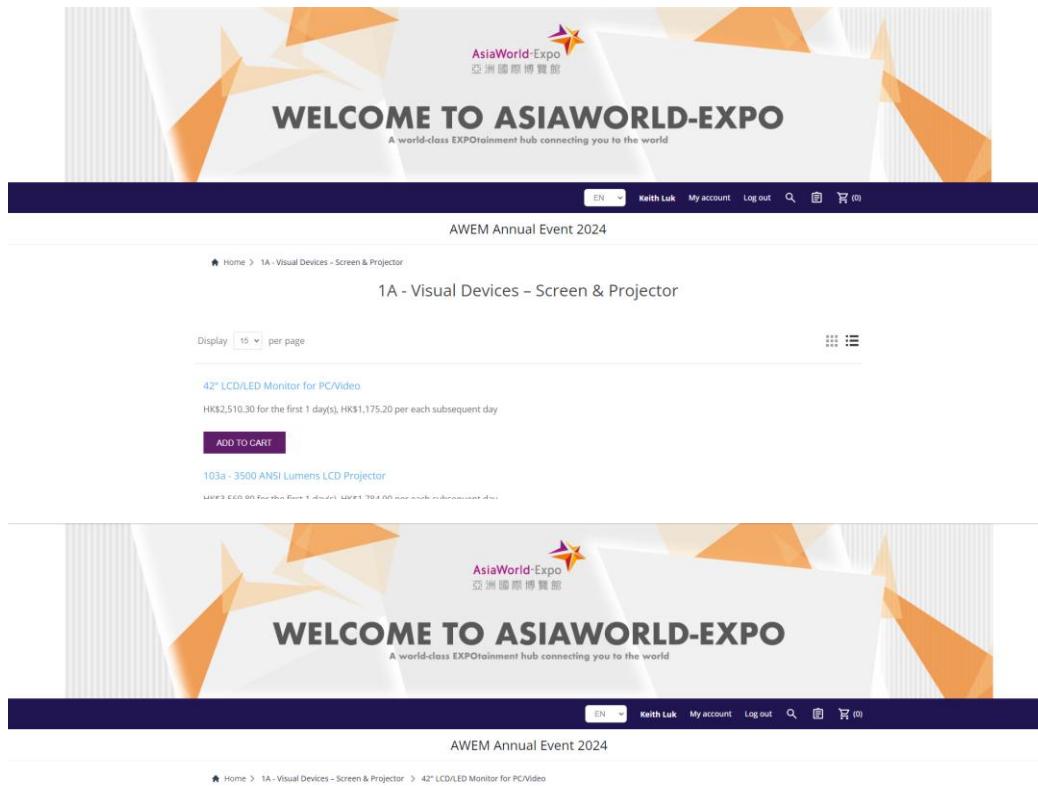


The screenshot shows the AsiaWorld-Expo website's homepage. At the top, the AsiaWorld-Expo logo is displayed with the tagline "A world-class EXPOtainment hub connecting you to the world". Below the logo, the text "WELCOME TO ASIAWORLD-EXPO" is prominently displayed. A navigation bar at the top right includes links for "EN", "Keith Luk", "My account", "Log out", a search icon, and a shopping cart icon showing "(0)". The main content area is titled "AWEM Annual Event 2024". Below this, there is a grid of nine service categories, each with an icon and a number. The categories are:

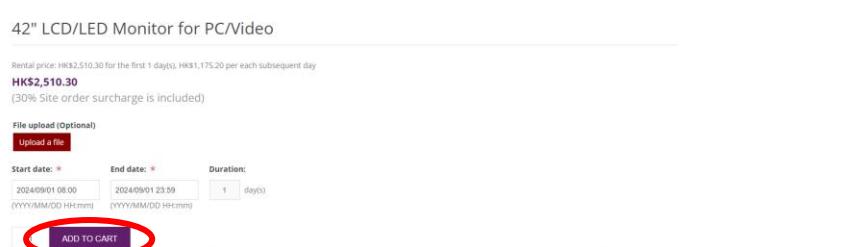
- 1A Visual Devices Screen & Projector
- 1B Audio Devices Microphone, Speaker & Mixer
- 3A Broadband, Wi-Fi & Fixed Line
- 3B ISDN, Fibre Signal & Digital Video Link
- 4 Furniture
- 5 Banner Hanging Services
- 7A Power Supply
- 7B Power Supply
- 8 Piped Services

At the bottom left of the page, there is a link to "https://www.eventsporfolios.asiaworldexpo.net".

4.2. Select an item then click "ADD TO CART"



The screenshot shows the AsiaWorld-Expo website's product details page for "1A - Visual Devices - Screen & Projector". The top navigation bar and the "WELCOME TO ASIAWORLD-EXPO" header are visible. The main content area is titled "1A - Visual Devices - Screen & Projector". It displays a product listing for a "42" LCD/LED Monitor for PC/Video". The price is listed as "HK\$2,510.30 for the first 1 day(s), HK\$1,175.20 per each subsequent day". An "ADD TO CART" button is present. Below the product listing, there is a brief description: "103a - 3500 ANSI Lumens LCD Projector". The bottom of the page shows the "WELCOME TO ASIAWORLD-EXPO" header again.

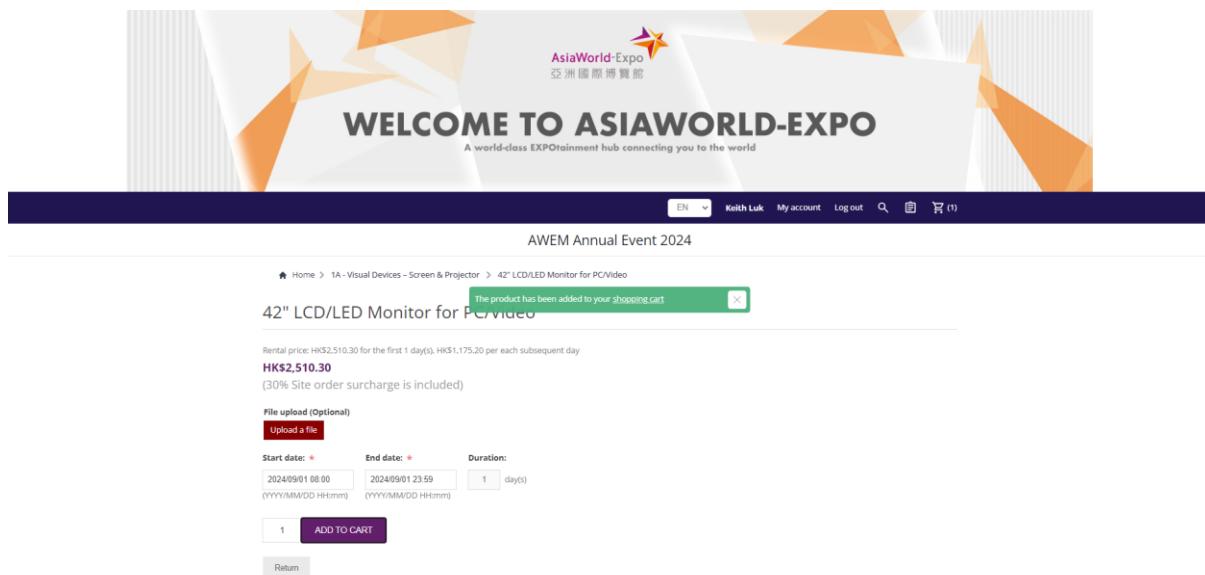


The screenshot shows the same product details page for the "42" LCD/LED Monitor for PC/Video". The "ADD TO CART" button is highlighted with a red circle. The rest of the page content, including the product description and price, is visible.

4.3. Enter the required date for the service & Upload a file if required

- For items charged by day rental, please set the time range within 08:00 – 23:59 on the same date
- For items charged hourly with minimum hours, please specify the exact time range, e.g.: 08:00-12:00 (if min. is 4 hrs) / 08:00-14:00 (if min. is 6 hrs), etc.
- “File Upload” may include a technical drawing and / or a location plan
- Certain items may require AWEM staff review/ approval before purchase.
- If the same order includes items that do not require approval, those items will be split into a separate order after checkout for payments

Once all details are entered, click “ADD TO CART”



The product has been added to your shopping cart

42" LCD/LED Monitor for PC/Video

Rental price: HK\$2,510.30 for the first 1 day(s), HK\$1,175.20 per each subsequent day

HK\$2,510.30

(30% Site order surcharge is included)

File upload (Optional)

Upload a file

Start date: * 2024/09/01 08:00

End date: * 2024/09/01 23:59

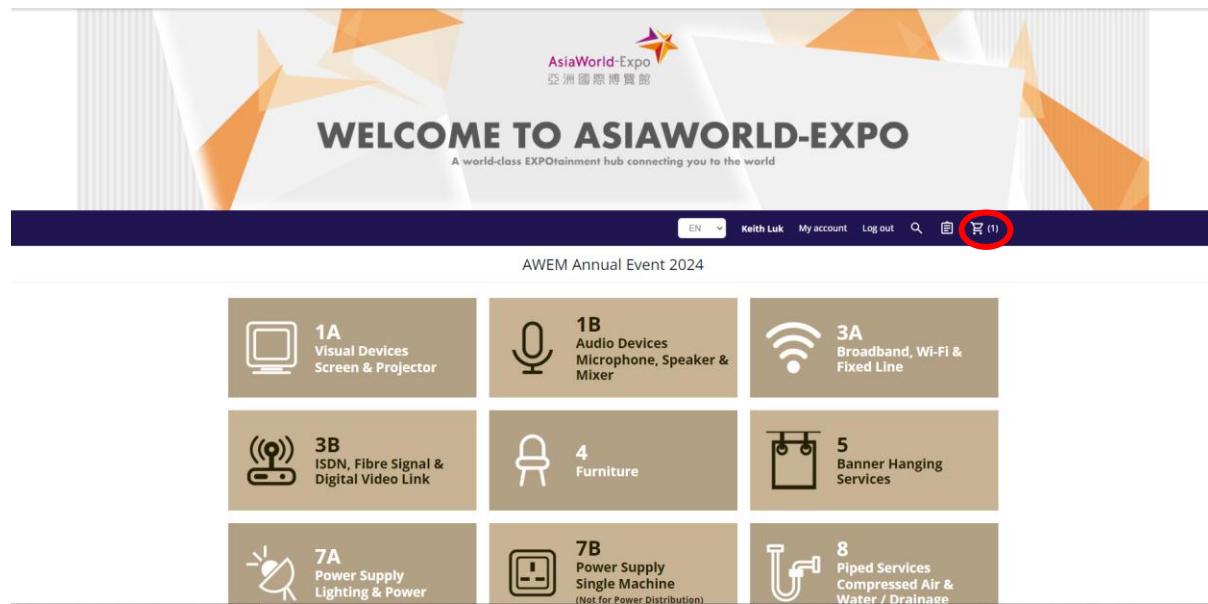
Duration: 1 day(s)

1 ADD TO CART

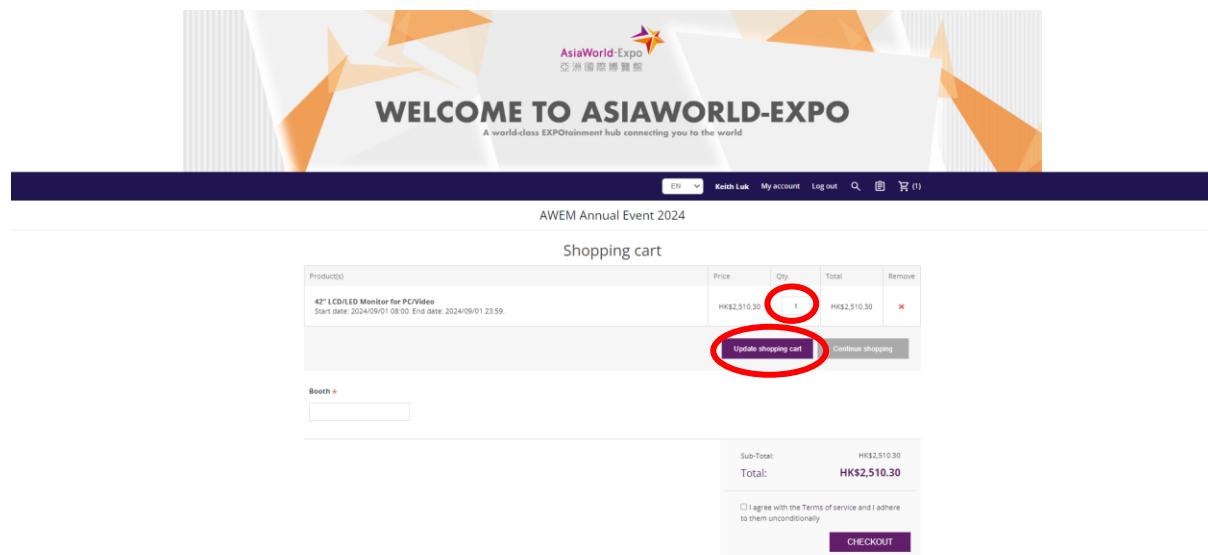
Return

5. Browse your Shopping Cart (Before Checkout)

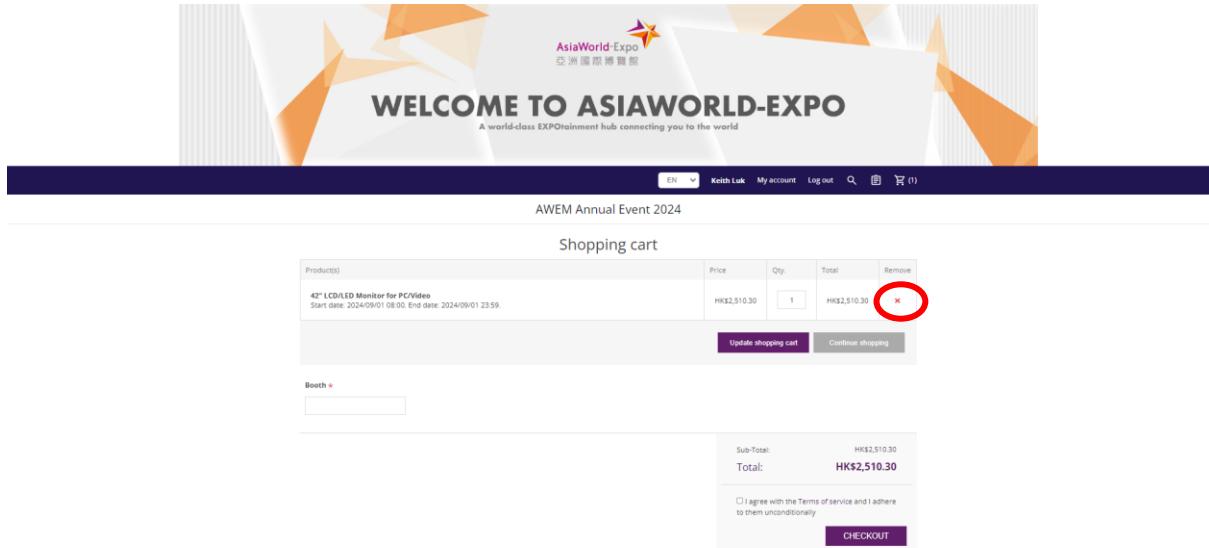
5.1. Click on the Cart Icon



5.2. To change the quantity of an item, type the desired number in the “Qty” box, then click “Update shopping cart” to save the changes.



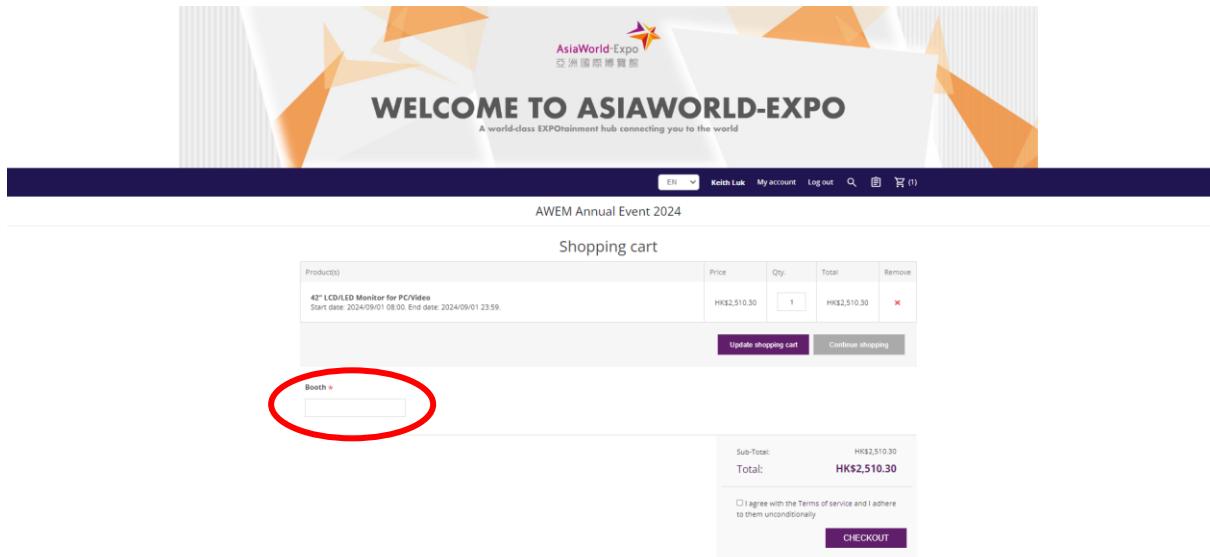
5.3. To delete an item from the shopping cart, click on the red cross icon under “Remove”
5.4. Then click “Update Shopping Cart” to refresh the cart.



The screenshot shows the AsiaWorld-Expo shopping cart page. At the top, the AsiaWorld-Expo logo is displayed with the tagline "A world-class EXPOrtainment hub connecting you to the world". The page title is "WELCOME TO ASIAWORLD-EXPO". The navigation bar includes "EN", "Keith Luk", "My account", "Log out", a search icon, and a shopping cart icon with "(1)". Below the navigation, the text "AWEM Annual Event 2024" is visible. The main content area is titled "Shopping cart". A table shows a single item: "43" LCD/LED Monitor for PC/Video". The item details are: Price HK\$2,510.30, Qty: 1, Total: HK\$2,510.30. To the right of the total, there is a red circle with a white "X" icon, which is the "Remove" button. Below the table are "Update shopping cart" and "Continue shopping" buttons. The "Booth" field is empty. At the bottom, the sub-total is HK\$2,510.30 and the total is HK\$2,510.30. A checkbox for "I agree with the Terms of service and I adhere to them unconditionally" is present, and a "CHECKOUT" button is at the bottom right.

6. Checkout

6.1. Provide your Booth Number in designated field.



EN Keith Luk My account Log out

WELCOME TO ASIAWORLD-EXPO
A world-class EXPOrtainment hub connecting you to the world

AWEM Annual Event 2024

Shopping cart

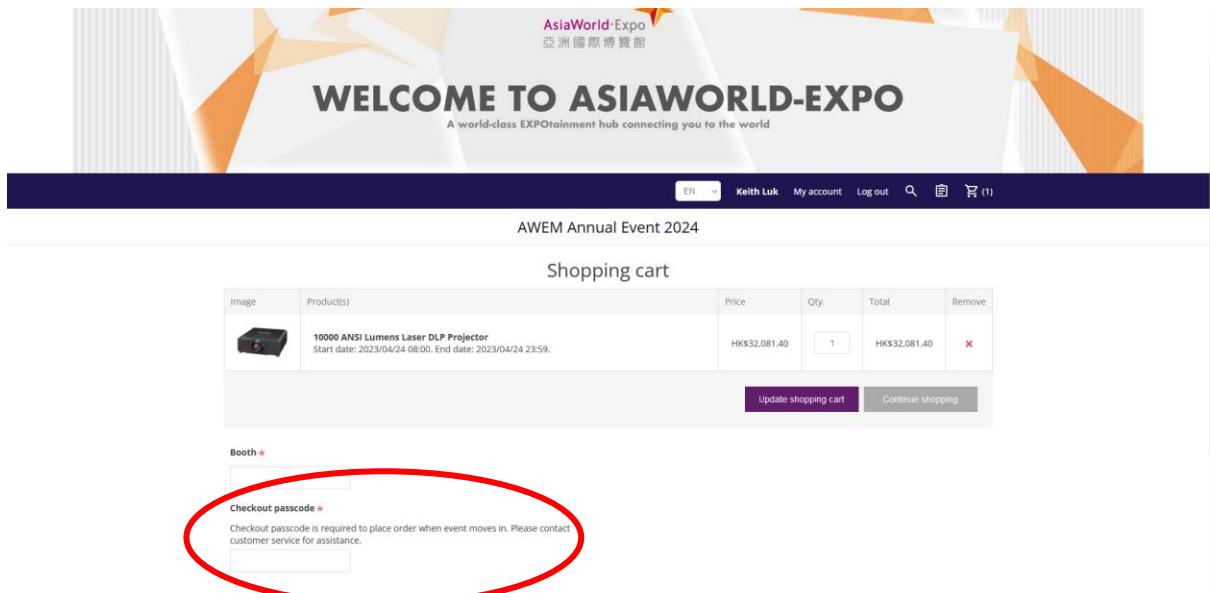
Product(s)	Price	Qty.	Total	Remove
42" LCD/LED Monitor for PC/Video Start date: 2024/09/01 08:00. End date: 2024/09/01 23:59.	HK\$2,510.30	1	HK\$2,510.30	

Booth *

Sub-Total: HK\$2,510.30
Total: **HK\$2,510.30**

I agree with the Terms of service and I adhere to them unconditionally

6.2. For orders placed during or after move-in phrase, a passcode must be obtained from AWE Customer Services to proceed.



EN Keith Luk My account Log out

WELCOME TO ASIAWORLD-EXPO
A world-class EXPOrtainment hub connecting you to the world

AWEM Annual Event 2024

Shopping cart

Image	Product(s)	Price	Qty.	Total	Remove
	10000 ANSI Lumens Laser DLP Projector Start date: 2023/04/24 08:00. End date: 2023/04/24 23:59.	HK\$32,081.40	1	HK\$32,081.40	

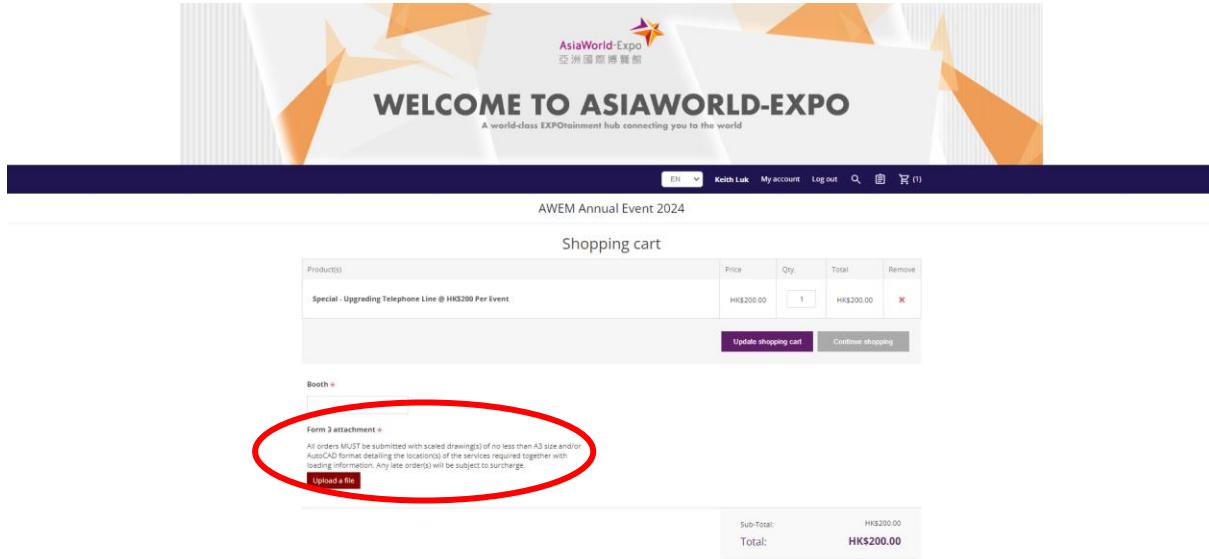
Booth *

Checkout passcode *

Checkout passcode is required to place order when event moves in. Please contact customer service for assistance.

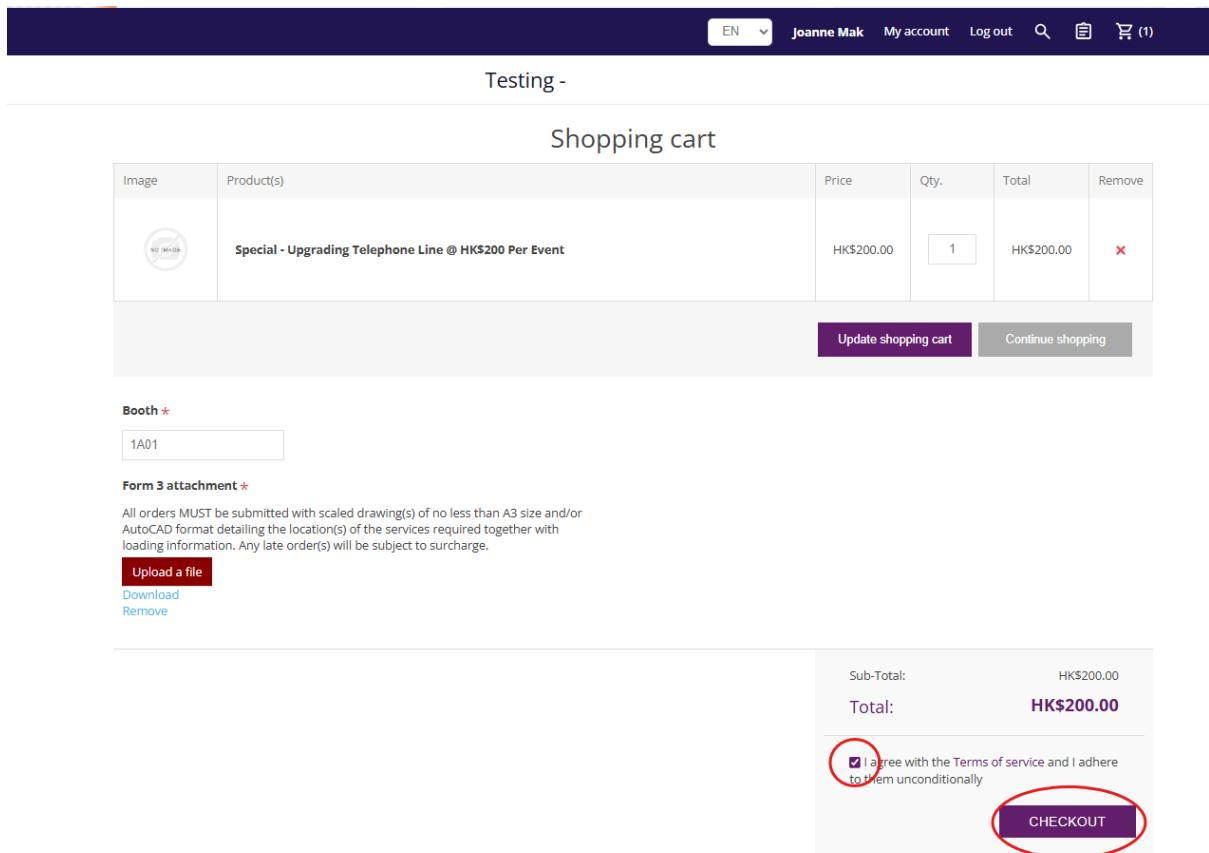
6.3. Certain items require a file upload (e.g., Technical Drawing / Location Plan) before proceeding to checkout

- For example: orders for ICT / Banner / Rigging / Power Temp Mains



The screenshot shows the AsiaWorld-Expo website with a shopping cart. The cart contains one item: "Special - Upgrading Telephone Line @ HK\$200 Per Event". The total price is HK\$200.00. Below the cart, there is a section for "Form 3 attachment" with a red circle around it. The text in this section states: "Form 3 attachment * All orders MUST be submitted with scaled drawing(s) of no less than A3 size and/or AutoCAD format detailing the location(s) of the services required together with loading information. Any late order(s) will be subject to surcharge." A red button labeled "Upload a file" is visible. At the bottom right of the page, there is a summary table showing Sub-Total: HK\$200.00 and Total: HK\$200.00.

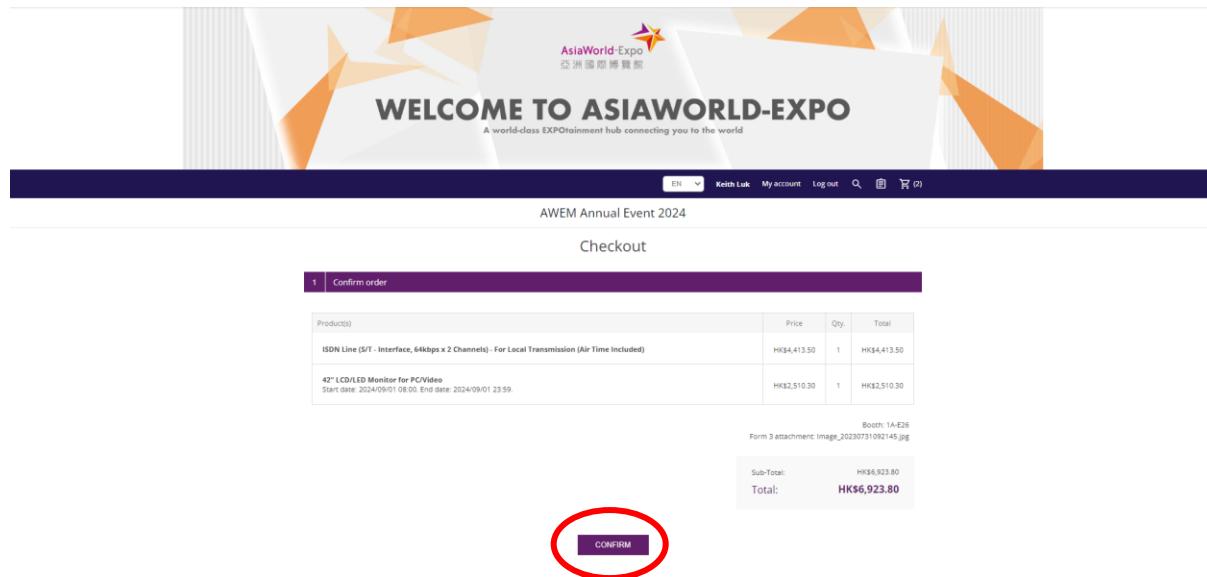
6.4. Verify before proceeding



The screenshot shows a shopping cart with one item: "Special - Upgrading Telephone Line @ HK\$200 Per Event". The total price is HK\$200.00. Below the cart, there is a section for "Form 3 attachment" with a red circle around it. The text in this section states: "Form 3 attachment * All orders MUST be submitted with scaled drawing(s) of no less than A3 size and/or AutoCAD format detailing the location(s) of the services required together with loading information. Any late order(s) will be subject to surcharge." A red button labeled "Upload a file" is visible. At the bottom right of the page, there is a summary table showing Sub-Total: HK\$200.00 and Total: HK\$200.00. A red circle also highlights the "I agree with the Terms of service and I adhere to them unconditionally" checkbox and the "CHECKOUT" button.

1. Ensure all details for the selected item (e.g., date, time and quantity) are correct.
2. Tick the box to confirm agreement with the "Terms of Service"
3. Click "CHECKOUT" to proceed.

4. Click "CONFIRM" to finalize the order.



EN Keith Luk My account Log out (2)

AWEM Annual Event 2024

Checkout

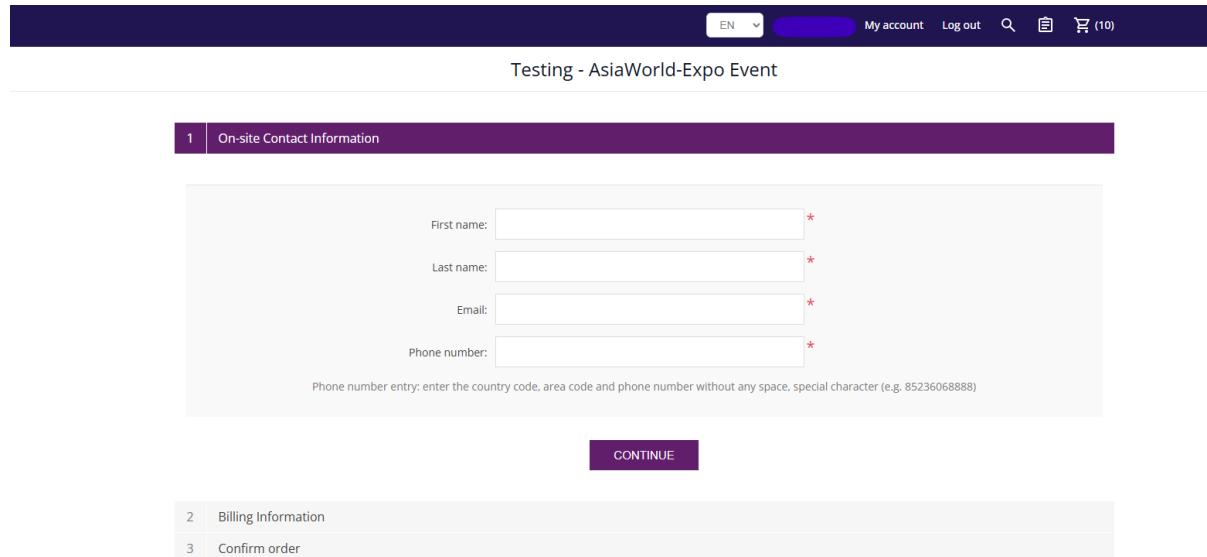
1 | Confirm order

Products	Price	Qty.	Total
ISDN Line (S/T - Interface, 64kbps x 2 Channels) - For Local Transmission (Air Time Included)	HK\$4,413.50	1	HK\$4,413.50
42" LCD/LED Monitor for PC/Video Start date: 2024/09/01 08:00 End date: 2024/09/01 23:59	HK\$2,510.30	1	HK\$2,510.30

Booth: 1A-E36
Form 3 attachment: Image_20230731092145.jpg

Sub-Total: HK\$6,923.80
Total: HK\$6,923.80

5. Fill in the onsite contact person information



EN My account Log out (10)

Testing - AsiaWorld-Expo Event

1 | On-site Contact Information

First name:	<input type="text"/>	*
Last name:	<input type="text"/>	*
Email:	<input type="text"/>	*
Phone number:	<input type="text"/>	*

Phone number entry: enter the country code, area code and phone number without any space, special character (e.g. 85236068888)

2 | Billing Information

3 | Confirm order

6. Fill in the billing information, the billing information will be shown on the invoice.

- Click “No”: the billing address as same as the registration company details
- Click “Yes”: Use as different billing address

7. Then press “Continue” if information is correct

The screenshot shows a web page titled 'Testing - AsiaWorld-Expo Event'. At the top, there is a dark header with 'EN' (dropdown), 'My account', 'Log out', a search icon, and a shopping cart icon with '(10)'. Below the header, the page title 'Testing - AsiaWorld-Expo Event' is displayed. A navigation bar shows '2' and 'Billing Information'. The main content area is titled 'Billing Information'. It contains a question 'Use a different billing address *' with radio buttons for 'No' and 'Yes'. Below this are fields for 'First name', 'Last name', 'Email', 'Company', 'Address 1', 'Address 2', 'Zip / postal code', 'City', and 'Country'. Each field has a red asterisk indicating it is required. At the bottom of the form, a note states: 'Company name must be same as the bank account name. A different company name is not applicable for refundable deposit arrangements'. At the very bottom are 'CONTINUE' and 'CLEAR' buttons.

2 Billing Information

Testing - AsiaWorld-Expo Event

Use a different billing address *

No Yes

First name:

Last name:

Email:

Company: AsiaWorld-Expo Management Limited

Address 1: AsiaWorld-Expo

Address 2: Hong Kong International Airport

Zip / postal code:

City: Lantau

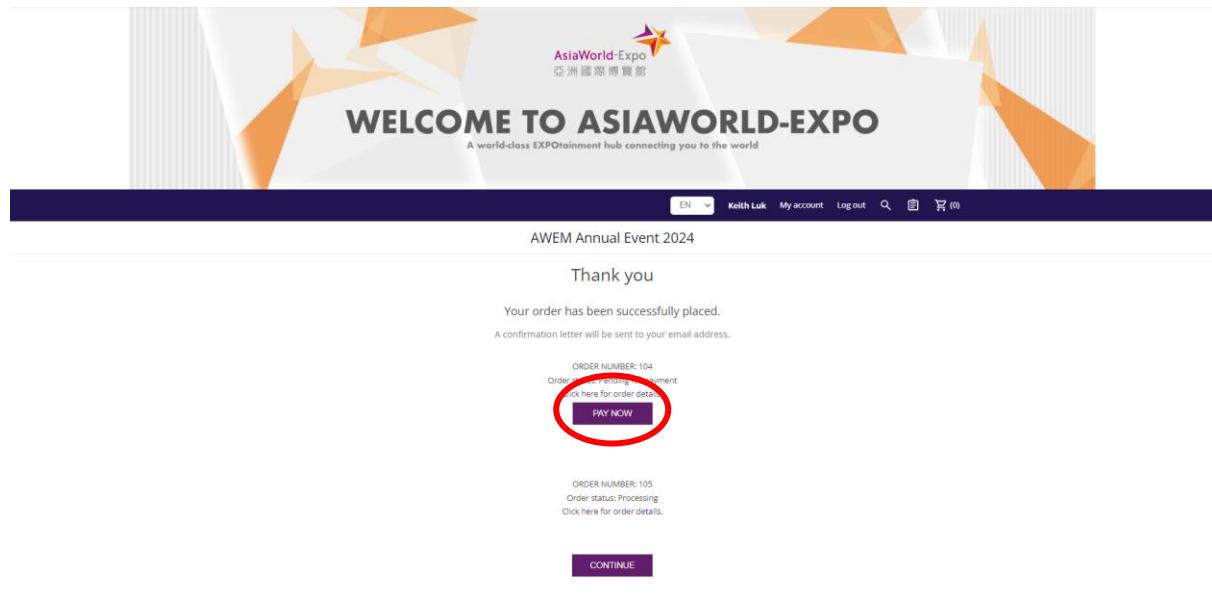
Country: Hong Kong

Company name must be same as the bank account name. A different company name is not applicable for refundable deposit arrangements

CONTINUE

CLEAR

- 6.5. If the order contains both items that require approval and items that do not require approval, the order will be split into two separate orders.
- 6.6. Orders with status “Pending for payment” can be paid directly.
- 6.7. Orders with Status “Processing” require approval. Once approved, proceed to payment by clicking “PAY NOW”
- 6.8. Order submissions and invoices will be sent separately via system generated email



EN Keith Luk My account Logout (0)

AWEM Annual Event 2024

WELCOME TO ASIAWORLD-EXPO

A world-class EXPOtainment hub connecting you to the world

Thank you

Your order has been successfully placed.
A confirmation letter will be sent to your email address.

ORDER NUMBER: 104
Order status: Pending payment
Click here for order details.

PAY NOW

ORDER NUMBER: 105
Order status: Processing
Click here for order details.

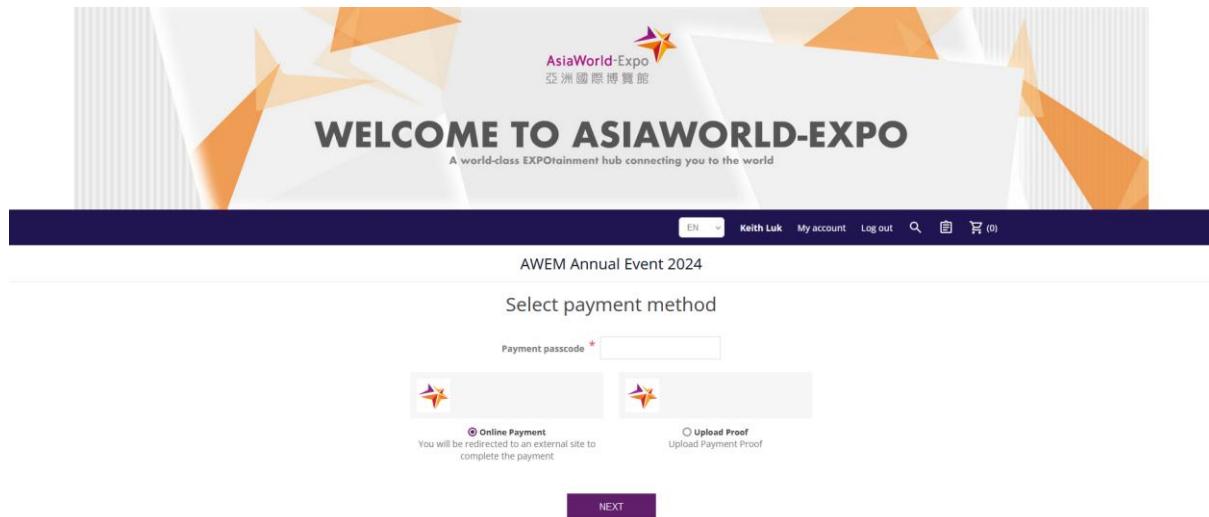
CONTINUE

7. Payment

Payment can be made online (for orders below or equal to HKD\$50,000) or offline (e.g. bank transfer). For offline payment, upload the payment proof to the system

7.1. Online Payment

1. You can choose online payment methods such as Visa, Mastercard or JCB

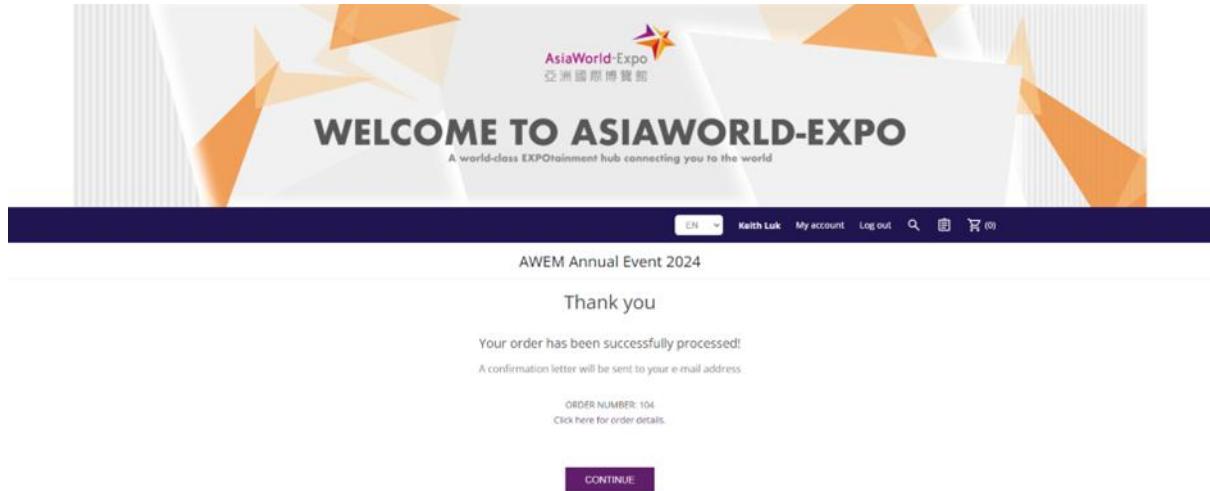


For Orders placed during or after move-in phase, a passcode must be obtained from AWE Customer Services to proceed with payment, please visit our customer service counter at 1/F East Lobby where nearby Airport Express Station Exit A during opening hours.

2. Click "submit" to proceed with payment. You will be redirected to an external payment gateway



3. Then follow the instructions provided by the external payment gateway to settle the payment instantly. If the credit card payment is successfully approved, the website will redirect you back to the online ordering platform.



4. Once the online payment is confirmed, a system generated email with official receipt will be sent to the registered email address.

[TEST] Receipt for Your Payment #47

 AWEM Ordering <no_reply@asiaworld-expo.com>
To
[Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.](#)

 [RCPT-R1724947-1.pdf](#) 318 KB

This is a system generated email. Please do not reply to this message.

Dear Sir/Madam,

We've received your payment.

Thank you for your prompt settlement. Attached is your receipt for the order [47].

For any inquiries or assistance, please don't hesitate to reach out to our dedicated Customer Support Team.

AsiaWorld-Expo Management Limited

7.2. Offline payment

Select "Offline Payment"



Testing -

Select payment method



Online Payment
You will be redirected to an external site to complete the payment

Offline Payment
Pay by cheque or money order

NEXT

1. Upload the transaction record file
2. Enter the transaction date
3. Enter the Account Number used for the transaction
4. (Optional) Enter the Reference Number and any Remarks, if applicable
5. Click "Confirm"

Testing -

Order Number:

Order Total:
HK\$118.40

Upload files: *

Upload a file

Transaction Date: *

Account Number: *

Reference Number:

Remarks:

Approval Status:
Pending for Approval

CONFIRM

After clicking “Confirm”, a message indicating a successful upload will be shown as below. AWEM staff will verify the payment record.



Testing -

Order Number: 48

Payment Proof uploaded successfully!

File Name	AWE_Logo_Colour
Upload Date	06/05/2025 14:38

7.3. Order confirmed

Once the payment is verified, the order will be automatically completed. The official receipt will be sent to the registered email address.

If the payment is rejected, please re-upload the transaction record for verification.

[TEST] Receipt for Your Payment #48



AWEM Ordering <no_reply@asiaworld-expo.com>

To

[\(i\) Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.](#)

RCPT-R1724948-1.pdf

321 KB

This is a system generated email. Please do not reply to this message.

Dear Sir/Madam,

We've received your payment.

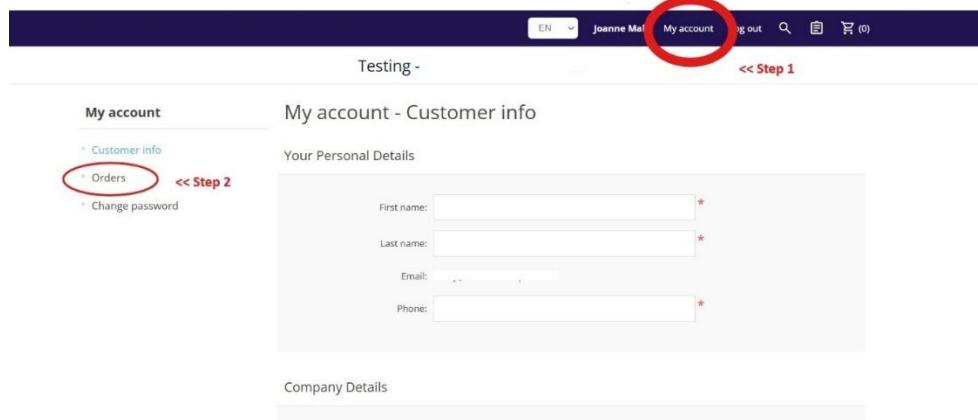
Thank you for your prompt settlement. Attached is your receipt for the order [48].

For any inquiries or assistance, please don't hesitate to reach out to our dedicated Customer Support Team.

AsiaWorld-Expo Management Limited

8. Invoice and Receipt

In addition to receiving the invoice and receipt via your registered email, both documents could also be accessed in your platform account.



EN Joanne Ma My account Log out Testing - << Step 1

My account Customer info Orders << Step 2 Change password

My account - Customer info

Your Personal Details

First name: *

Last name: *

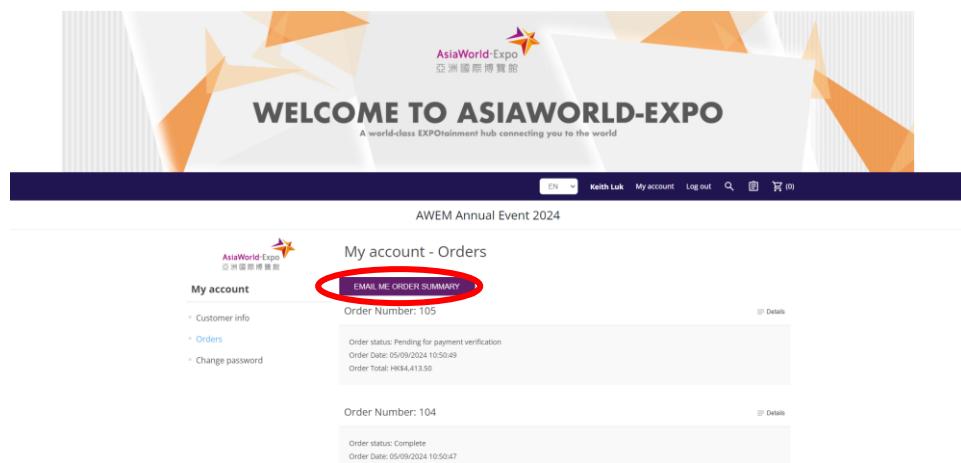
Email:

Phone: *

Company Details

8.1. Download Order Summary

Click on “EMAIL ME ORDER SUMMARY”



EN Keith Luk My account Log out AWEM Annual Event 2024

My account Orders

EMAIL ME ORDER SUMMARY Order Number: 105

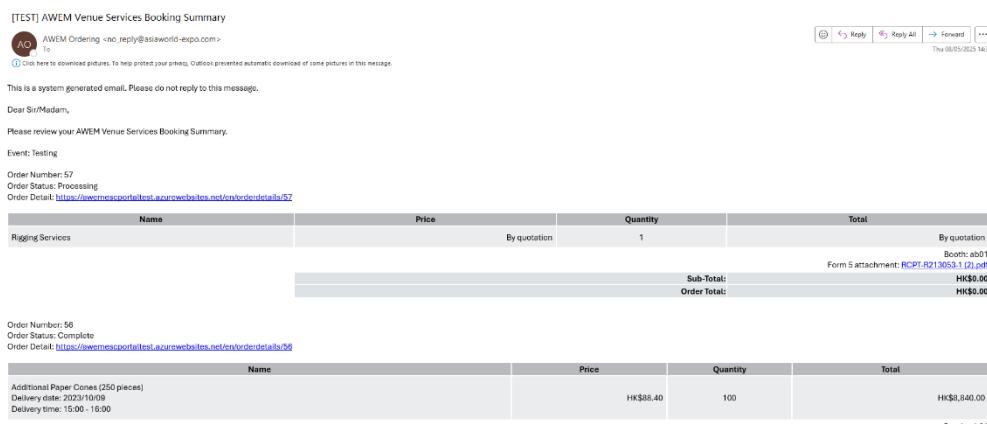
Order Number: 105

Order status: Pending for payment verification
Order Date: 05/09/2024 10:50:49
Order Total: HK\$4,413.59

Order Number: 104

Order status: Complete
Order Date: 05/09/2024 10:50:47

A list of ordered items for this event will be sent to your registered email address.



[TEST] AWEM Venue Services Booking Summary

AWEM Ordering <no.reply@asiaworld-expo.com>

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This is a system generated email. Please do not reply to this message.

Dear Sir/Madam,

Please review your AWEM Venue Services Booking Summary.

Event: Testing

Order Number: 57
Order Status: Processing
Order Detail: <https://www.eventspotaltest.azurewebsites.net/en/orderdetails/57>

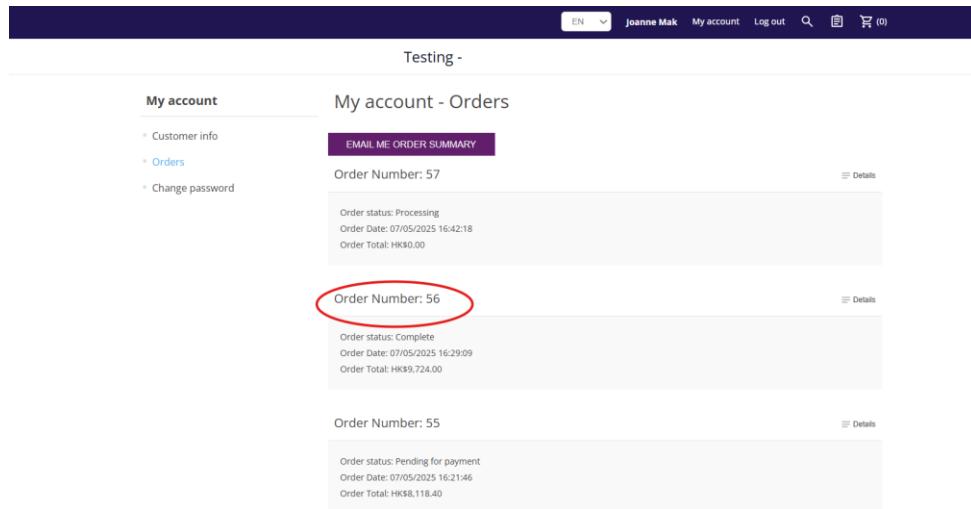
Name	Price	Quantity	Total
Rigging Services	By quotation	1	
			By quotation
			Booth: ab01
			Form 5 attachment: RCPT_R213053.1 (2).pdf
			Sub-Total: HK\$0.00
			Order Total: HK\$0.00

Order Number: 56
Order Status: Complete
Order Detail: <https://www.eventspotaltest.azurewebsites.net/en/orderdetails/56>

Name	Price	Quantity	Total
Additional Paper Cones (250 pieces)	HK\$88.40	100	HK\$8,840.00
			Booth: ab01

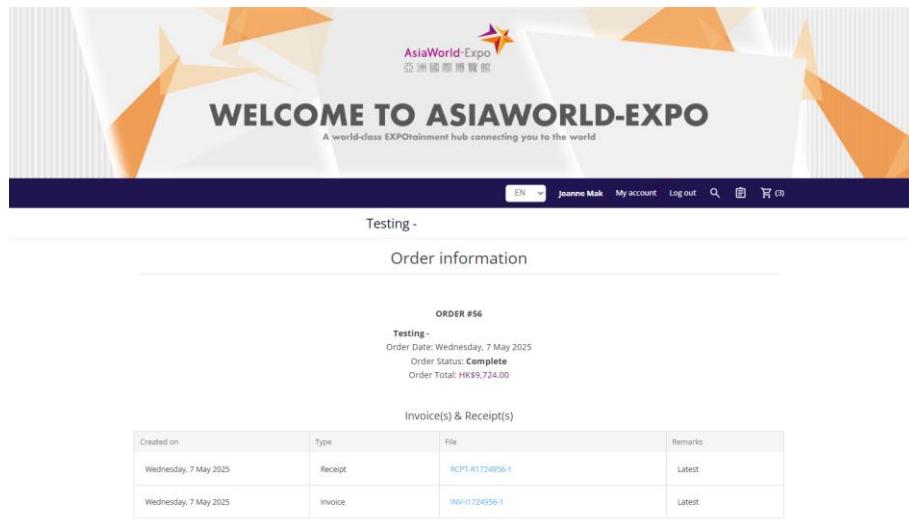
8.2. Download invoice and receipt

Click the specific order in your account



The screenshot shows the 'My account - Orders' section. On the left, a sidebar lists 'Customer info', 'Orders' (which is selected and highlighted in blue), and 'Change password'. The main area displays three order cards. The first order (Order Number 5) is collapsed. The second order (Order Number 56) is expanded, showing its details: Order status: Processing, Order Date: 07/05/2025 16:42:18, and Order Total: HK\$0.00. The third order (Order Number 55) is collapsed. Each order card has a 'Details' link on the right.

The Invoice(s) and Receipt(s) will be available for download in the Order Details" section.



The screenshot shows the 'Order information' section for Order #56. At the top, it displays the order details: Order Date: Wednesday, 7 May 2025, Order Status: Complete, and Order Total: HK\$9,724.00. Below this, a table titled 'Invoice(s) & Receipt(s)' lists two items:

Created on	Type	File	Remarks
Wednesday, 7 May 2025	Receipt	RCPT-R1724956-1	Latest
Wednesday, 7 May 2025	Invoice	INV-R1724956-1	Latest

9. Amend / Cancel an Order

- Amendment or Cancellation of an order can only be done by AWEM Staff subject to review and approval. Please contact dedicated staff for further information.

10. Button usage- Return to “Home page”

- To return to Event Home Page, click on the AsiaWorld-Expo banner

EN Keith Luk My account Log out

AWEM Annual Event 2024

Shopping cart

Product(s)	Price	Qty.	Total	Remove
42" LCD/LED Monitor for PC/video Start date: 2024/09/01 08:00. End date: 2024/09/01 23:59.	HK\$2,510.30	1	HK\$2,510.30	<input type="button" value="X"/>

Booth

Sub-Total: HK\$2,510.30
Total: HK\$2,510.30

I agree with the Terms of service and I adhere to them unconditionally

11. Button usage- View Order History

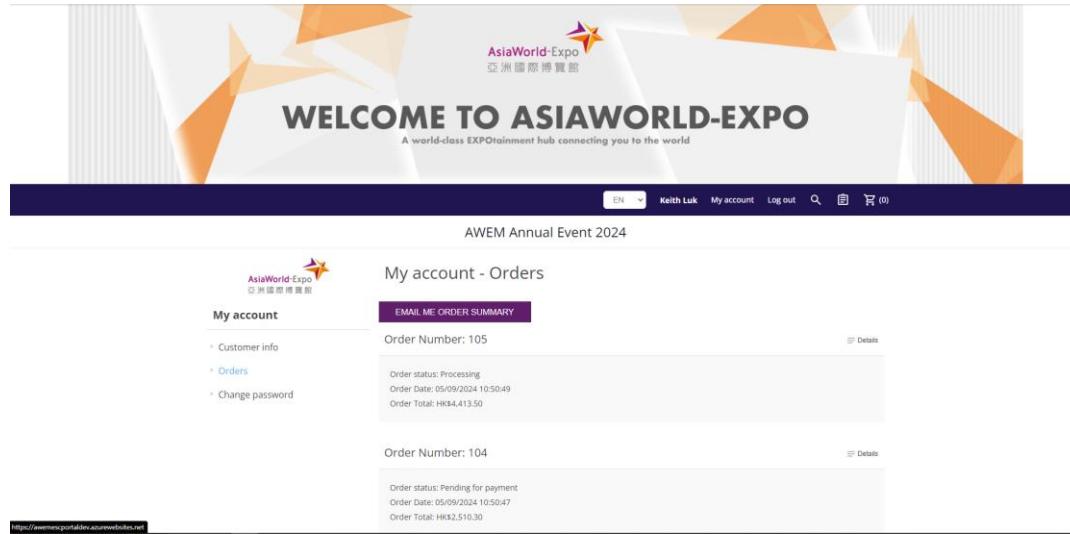
- On the menu bar, click on the 



The screenshot shows the AsiaWorld-Expo website homepage. At the top, there is a navigation bar with 'EN', 'Keith Luk', 'My account', 'Log out', a search icon, and a shopping cart icon with '(0)'. Below the navigation bar, the text 'AWEM Annual Event 2024' is displayed. The main content area features a grid of service icons and labels. The 'View Order History' button is located in the top right corner of the grid. The grid items are as follows:

 1A Visual Devices Screen & Projector	 1B Audio Devices Microphone, Speaker & Mixer	 3A Broadband, Wi-Fi & Fixed Line
 3B ISDN, Fibre Signal & Digital Video Link	 4 Furniture	 5 Banner Hanging Services
 7A Power Supply Lighting & Power	 7B Power Supply Single Machine <small>(Not for Power Distribution)</small>	 8 Piped Services Compressed Air & Water / Drainage

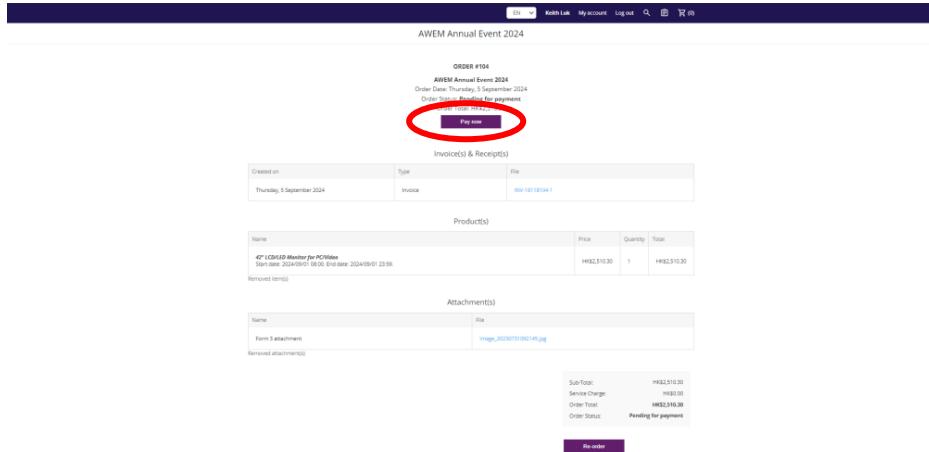
- All Order history (for the current event) will be displayed



The screenshot shows the 'My account - Orders' page. At the top, there is a navigation bar with 'EN', 'Keith Luk', 'My account', 'Log out', a search icon, and a shopping cart icon with '(0)'. Below the navigation bar, the text 'AWEM Annual Event 2024' is displayed. The main content area shows two order entries:

Order Number: 105	
Order status: Processing	
Order Date: 05/09/2024 10:50:49	
Order Total: HK\$4,413.50	
Order Number: 104	
Order status: Pending for payment	
Order Date: 05/09/2024 10:50:47	
Order Total: HK\$2,510.00	

- For orders with the status “Pending for payment” , click “Pay now” to proceed with payment



AWEM Annual Event 2024

ORDER #104

AWEM Annual Event 2024

Order Date: Thursday, 5 September 2024

Order Status: Pending for payment

Order Total: HK\$2,510.30

Pay now

Invoice(s) & Receipt(s)

Created on: Thursday, 5 September 2024

Type: File

File: 000-10110104-1

Product(s)

Name	Price	Quantity	Total
47" LCD/LED Monitor for PC/Video	HK\$2,510.30	1	HK\$2,510.30

Removed Item(s)

Attachment(s)

Name	File
Form 3 attachment	image_20230710021405.jpg

Removed attachment(s)

Sub-Total: HK\$2,510.30

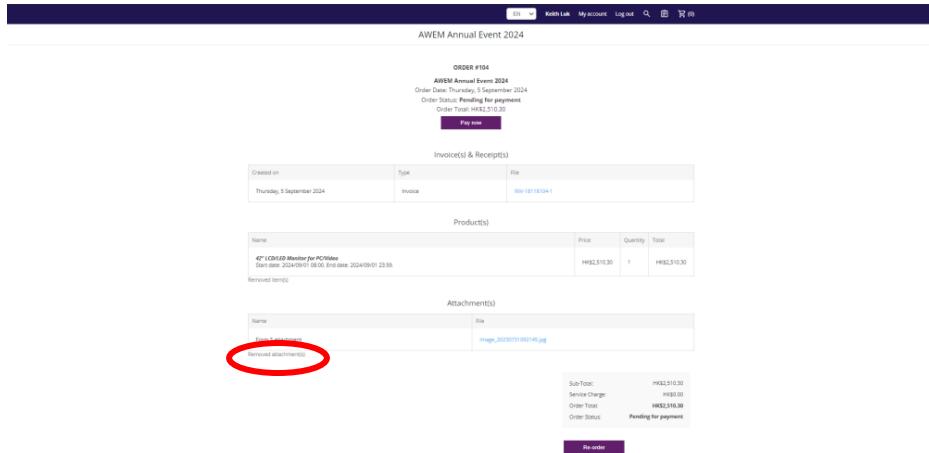
Service Charge: HK\$0.00

Order Total: HK\$2,510.30

Order Status: Pending for payment

Re-order

- To view items rejected by AWEM staff, click “Removed Item(s)”



AWEM Annual Event 2024

ORDER #104

AWEM Annual Event 2024

Order Date: Thursday, 5 September 2024

Order Status: Pending for payment

Order Total: HK\$2,510.30

Pay now

Invoice(s) & Receipt(s)

Created on: Thursday, 5 September 2024

Type: File

File: 000-10110104-1

Product(s)

Name	Price	Quantity	Total
47" LCD/LED Monitor for PC/Video	HK\$2,510.30	1	HK\$2,510.30

Removed Item(s)

Attachment(s)

Name	File
Form 3 attachment	image_20230710021405.jpg

Removed attachment(s)

Sub-Total: HK\$2,510.30

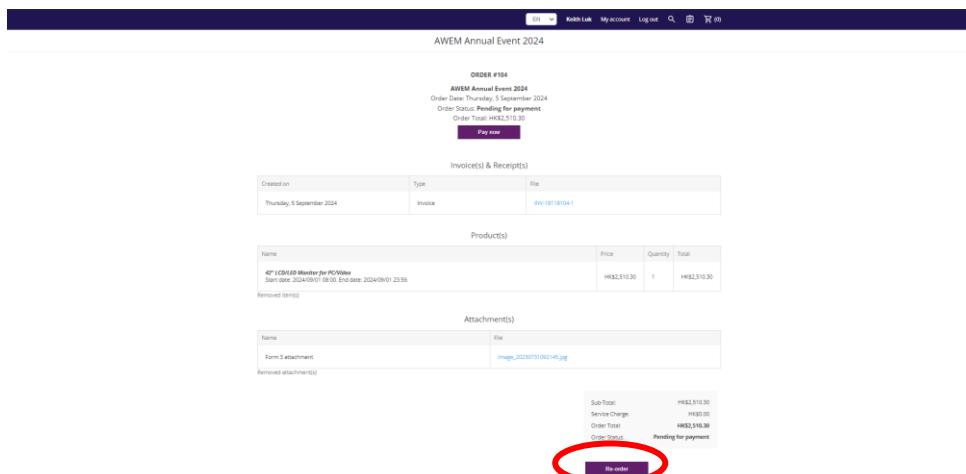
Service Charge: HK\$0.00

Order Total: HK\$2,510.30

Order Status: Pending for payment

Re-order

- Click “Re-Order” to add an item back to the cart



AWEM Annual Event 2024

ORDER #104

AWEM Annual Event 2024

Order Date: Thursday, 5 September 2024

Order Status: Pending for payment

Order Total: HK\$2,510.30

Pay now

Invoice(s) & Receipt(s)

Created on: Thursday, 5 September 2024

Type: File

File: 000-10110104-1

Product(s)

Name	Price	Quantity	Total
47" LCD/LED Monitor for PC/Video	HK\$2,510.30	1	HK\$2,510.30

Removed Item(s)

Attachment(s)

Name	File
Form 3 attachment	image_20230710021405.jpg

Removed attachment(s)

Sub-Total: HK\$2,510.30

Service Charge: HK\$0.00

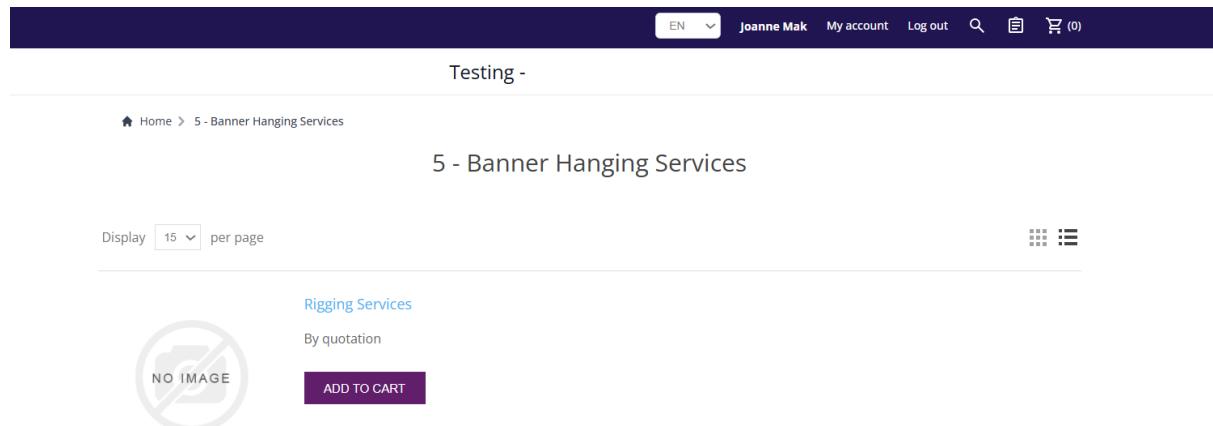
Order Total: HK\$2,510.30

Order Status: Pending for payment

Re-order

12. Appendix 1 – Submission for order quotation

1. Click "ADD TO CART"



Testing -

Home > 5 - Banner Hanging Services

5 - Banner Hanging Services

Display 15 per page

Rigging Services

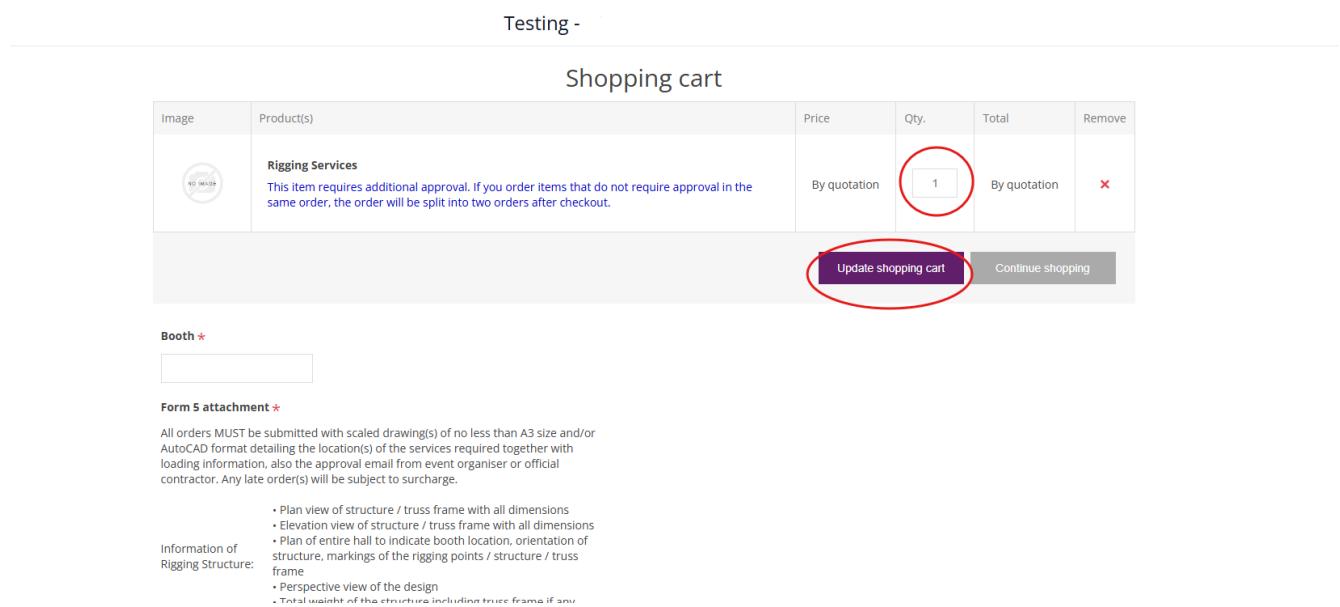
By quotation

NO IMAGE

ADD TO CART

EN Joanne Mak My account Log out (0)

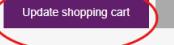
2. Adjust the quantity as needed, then click "Update Shopping Cart"



Testing -

Shopping cart

Image	Product(s)	Price	Qty.	Total	Remove
	Rigging Services This item requires additional approval. If you order items that do not require approval in the same order, the order will be split into two orders after checkout.	By quotation	<input type="text" value="1"/> 	By quotation 	

Update shopping cart  Continue shopping

Booth *

Form 5 attachment *
All orders MUST be submitted with scaled drawing(s) of no less than A3 size and/or AutoCAD format detailing the location(s) of the services required together with loading information, also the approval email from event organiser or official contractor. Any late order(s) will be subject to surcharge.

Information of Rigging Structure:
• Plan view of structure / truss frame with all dimensions
• Elevation view of structure / truss frame with all dimensions
• Plan of entire hall to indicate booth location, orientation of structure, markings of the rigging points / structure / truss frame
• Perspective view of the design
• Total weight of the structure including truss frame if any

3. Provide your booth number in the designated field.
4. Submit required drawings
5. **The Price will be shown as "0" when you proceed to checkout**

Testing -

	Rigging Services <small>This item requires additional approval. If you order items that do not require approval in the same order, the order will be split into two orders after checkout.</small>	By quotation	<input checked="" type="checkbox"/> 1	By quotation	<input type="checkbox"/>
Update shopping cart Continue shopping					

Booth *****

Form 5 attachment *
 All orders MUST be submitted with scaled drawing(s) of no less than A3 size and/or AutoCAD format detailing the location(s) of the services required together with loading information, also the approval email from event organiser or official contractor. Any late order(s) will be subject to surcharge.

Information of Rigging Structure:
 • Plan view of structure / truss frame with all dimensions
 • Elevation view of structure / truss frame with all dimensions
 • Plan of entire hall to indicate booth location, orientation of structure, markings of the rigging points / structure / truss frame
 • Perspective view of the design
 • Total weight of the structure including truss frame if any

Remarks:
 If more than 1*files need to be uploaded, please zip all the attachments into 1 file for submission.

[Upload a file](#)

Sub-Total: HK\$0.00 HK\$0.00	Total: HK\$0.00
<input type="checkbox"/> I agree with the Terms of service and I adhere to them unconditionally	
CHECKOUT	

6. Click "CHECKOUT" to submit the order, the order status will be set as "Processing"

Testing -

Order information

ORDER #50											
Testing - Order Date: Tuesday, 6 May 2025 Order Status: Processing Order Total: HK\$0.00											
Product(s)											
<input type="checkbox"/> Amended item(s)											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name</th> <th style="width: 10%;">Price</th> <th style="width: 10%;">Quantity</th> <th style="width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td>Rigging Services</td> <td>By quotation</td> <td>1</td> <td>By quotation</td> </tr> </tbody> </table>				Name	Price	Quantity	Total	Rigging Services	By quotation	1	By quotation
Name	Price	Quantity	Total								
Rigging Services	By quotation	1	By quotation								
Removed item(s)											
Attachment(s)											
<input type="checkbox"/> Amended item(s)											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name</th> <th style="width: 40%;">File</th> </tr> </thead> <tbody> <tr> <td>Form 5 attachment</td> <td>AWE_Logo_Colour.jpg</td> </tr> </tbody> </table>				Name	File	Form 5 attachment	AWE_Logo_Colour.jpg				
Name	File										
Form 5 attachment	AWE_Logo_Colour.jpg										
Removed attachment(s)											

7. A Notification Email will be sent confirming the order submission, then AWEM staff will review the order and provide a quotation

[TEST] Your order request has been submitted: #50



AWEM Ordering <no_reply@asiaworld-expo.com>

To

Tue 06/05/2025 15:46

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This is a system generated email. Please do not reply to this message.

Dear Sir/Madam,

We are pleased to inform you that your order request [50] has been received. Our team will begin processing it promptly. After reviewing, you will soon receive a confirmation email with payment schedule.

*The order placement is not yet completed at this stage

Order Details: <https://awemescportaltest.azurewebsites.net/en/orderdetails/50>

Name	Price	Quantity	Total
Rigging Services	By quotation	1	By quotation
			Booth: 1A01
			Form 5 attachment: AWE Logo Colour.jpg
		Sub-Total:	HK\$0.00
		Order Total:	HK\$0.00

AsiaWorld-Expo Management Limited

8. Once the order is reviewed and quoted, an Invoice will be sent
9. The quoted price will be specific in the invoice
10. Log-in to the platform to confirmed the order and settle the payment (via online credit card or bank transfer)

[TEST] Your invoice for Order #50



AWEM Ordering <no_reply@asiaworld-expo.com>

To

Tue 06/05/2025 15:54

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



This is a system generated email. Please do not reply to this message.

Dear Sir/Madam,

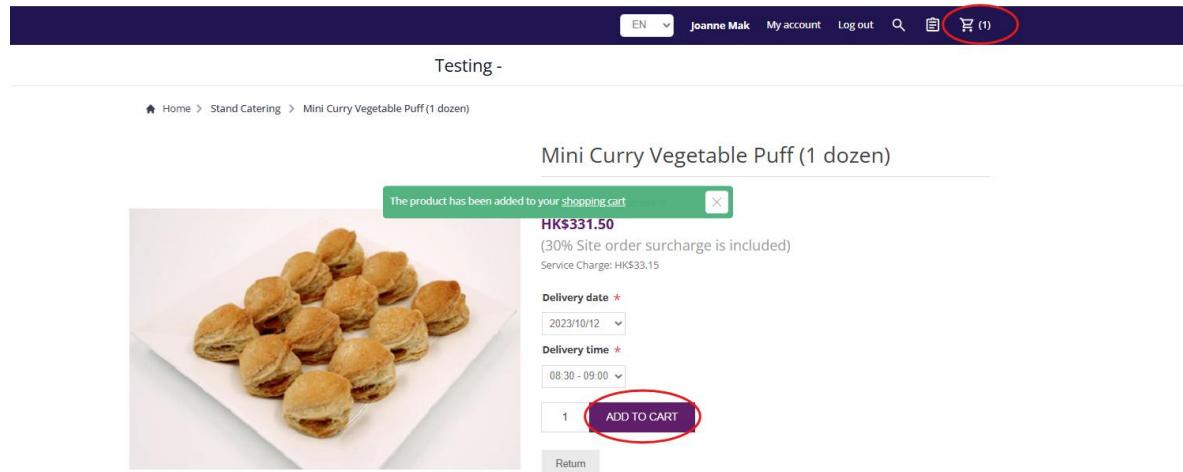
Attached is your invoice for order [50]. Please make the payment by 6 May 2025.

For any inquiries or assistance, please don't hesitate to reach out to our dedicated Customer Support Team.

AsiaWorld-Expo Management Limited

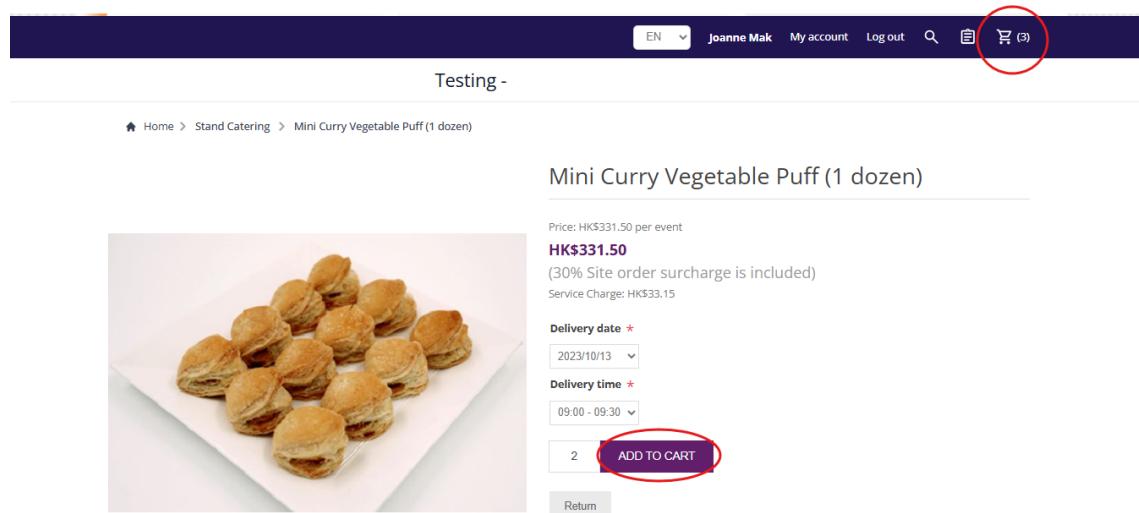
13. Appendix 2 – Stand catering order- Purchase the same item for delivery on different show dates

1st Order: Select the snack and specify the date and delivery time for the first round. Add the item to the cart. The cart quantity will be update, and the website will remain on the same page.



The screenshot shows a website interface for a catering service. At the top, there is a navigation bar with links for EN, Joanne Mak, My account, Log out, a search icon, and a shopping cart icon with a red circle containing the number 1. Below the navigation bar, the text "Testing -" is displayed. The main content area shows a product page for "Mini Curry Vegetable Puff (1 dozen)". A green success message box at the top left of the page says "The product has been added to your shopping cart". The product image shows a white plate with a dozen small, round, golden-brown pastries. To the right of the image, the price is listed as HK\$331.50, with a note that 30% site order surcharge is included. Below the price, there are fields for "Delivery date" (set to 2023/10/12) and "Delivery time" (set to 08:30 - 09:00). A quantity input field shows "1" and an "ADD TO CART" button, which is highlighted with a red circle. At the bottom of the page is a "Return" link.

2nd Order: Select another date and delivery time for the 2nd order. Confirm the quantity and add the same item to the cart. The cart quantity will be update with the new addition.



The screenshot shows the same website interface as the previous one, but with a different delivery date and time. The navigation bar and product details are identical to the first screenshot. The main content area shows the same "Mini Curry Vegetable Puff (1 dozen)" product. A green success message box at the top left says "The product has been added to your shopping cart". The product image and price are the same. The "Delivery date" is now set to 2023/10/13, and the "Delivery time" is set to 09:00 - 09:30. A quantity input field shows "2" and an "ADD TO CART" button, which is highlighted with a red circle. At the bottom of the page is a "Return" link.

All additional order of the same item could be reviewed in the cart

EN  Joanne Mak My account Log out   (0)

Testing -

Shopping cart

Image	Product(s)	Price	Qty.	Total	Remove
	Mini Curry Vegetable Puff (1 dozen) Delivery date: 2023/10/12 Delivery time: 08:30 - 09:00 Edit	HK\$331.50	<input type="text" value="1"/>	HK\$331.50	
	Mini Curry Vegetable Puff (1 dozen) Delivery date: 2023/10/13 Delivery time: 09:00 - 09:30 Edit	HK\$331.50	<input type="text" value="2"/>	HK\$663.00	

[Update shopping cart](#) [Continue shopping](#)

Booth *