

# Compass Solution Day 2008

## An Insight into Successful Business

### Exhibitor Manual

**Organizer:**



**Produced by:**



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## 1. Event Details

**Name:** Compass Solution Day 2008 – An Insight into Successful Business

**Date:** June 13, 2008 (Friday)

**Time:** 8:45AM – 4:00PM

**Venue:** Conrad Hong Kong (Grand Ballroom)  
5/F, Lower Lobby, Pacific Place, 88 Queensway, HK

**Admission:** Free of charge and pre-registration is required

**Language:** Cantonese Presentation (with English terminology)

## 2. Forum Agenda

Venue: Conrad Hong Kong (Grand Ballroom)

Time	Content
8:45 – 9:00AM	登記 Registration
9:00 – 9:10AM	歡迎詞 <b>Welcome Speech</b> <i>Mr. Raymond Chan</i> <i>Solutions Director, Compass Business Solutions Limited</i>
9:10 – 10:00AM	如何開創成功之路及掌握「贏」商之道? <b>SAP today &amp; an insight into successful business</b> Representative of SAP & <i>Mr. Raymond Chan</i> <i>Solutions Director, Compass Business Solutions Limited</i>
10:00 – 10:30AM	SAP 虛擬化平台及 NetWeaver 探索系統 <b>SAP Virtualization and Netweaver Discovery System</b> <i>Mr. Eric Kan</i> <i>Product Marketing Manager, Hewlett-Packard HK SAR Limited</i>
10:30 – 11:00AM	如何透過 CPCNet 資訊安全方案保護你公司的心臟地帶 – ERP? <b>Do you Know Who is Intruding your Heart of Business – ERP?</b> <i>Mr. William Lee</i> <i>Principle Consultant, CPCNet Hong Kong Limited</i>
11:00 – 11:15AM	茶歇 Break
11:15 – 11:45AM	如何透過 IBM 虛擬化科技為你的核心商業系統帶出更大效益的增值? <b>IBM Solutions – Value-add the Heart of your Business Systems using IBM Virtualization</b> <i>Mr. C H Leung</i> <i>Platform Solution Manager, IBM China/Hong Kong Limited</i>
11:45 – 12:15PM	如何透過 SAP 方案使文件及圖像儲存變得自動化? <b>The Hottest Solution! Document &amp; Imaging Automation for SAP</b> <i>Mr. Jacky Cheung</i> <i>Senior eOffice Solution Consultant, Fuji Xerox (Hong Kong) Ltd</i>
12:15 – 12:45PM	如何發揮 SAP 的最強效益? <b>Unleash More Productivity from SAP</b> <i>Mr. Kinson Lam</i> <i>Presales Support Manager, Quest Software Greater China Limited</i>
12:45 – 1:45PM	行政午餐 (只接待邀請嘉賓) <b>Executive Luncheon (by invitation only)</b>
1:45 – 2:15PM	SAP 客戶個案分享 <b>SAP Customer's Case Sharing</b> <i>SAP's Customer</i>
2:15 – 2:45PM	提升 SAP NetWeaver 傳送速度 <b>Faster Delivery of SAP NetWeaver</b> <i>Mr. Marcos Ong</i> <i>Sales Director, F5 Networks (Hong Kong) Limited</i>
2:45 – 3:00PM	茶歇 Break
3:00 – 3:30PM	如何使你的 ERP 系統與 DTTN 平台接軌實現電子商貿自動化? <b>The Advantage and Application of the Integration between DTTN and SAP ERP System</b> <i>Mr. Leslie Sun</i> <i>Channel Sales Manager, Digital Trade and Transportation Network</i>
3:30 – 4:00PM	如何在 SAP 環境中令你的財務運作自動化? * <b>Automate your Finance Operations in SAP Environment*</b> <i>Mr. Maran Chandraraja</i> <i>Senior Manager - Business Consulting, Kofax Asia Holding Pte Limited</i>
4:00 – 4:15PM	幸運大抽獎 <b>Lucky Draw</b>

\* Presented by English only.

Note: The program is subject to change without prior notice.

### 3. Agenda for Live Demonstration of SAP Solutions by Compass

Venue: Conrad Hong Kong (Foyer of Grand Ballroom)

Time	Demonstration
10:00 – 10:30AM	SAP Business One 方案 (商業貿易) SAP Business One Solution (Trading)
10:30 – 11:00AM	SAP Business All-in-One 方案 (生產貿易) SAP Business All-in-One Solution (Manufacturing Industry)
11:00 – 11:30AM	SAP NetWeaver 方案 SAP NetWeaver Solution
11:30 – 12:00NN	SAP Business All-in-One 方案 (商業貿易) SAP Business All-in-One Solution (Trading)
12:00 – 12:30PM	Business Objects (商業智能) Business Objects (Business Intelligence)
2:00 – 2:30PM	SAP Business One 方案 (服務行業) SAP Business One Solution (Service Industry)
2:30 – 3:00PM	SAP 人力資源管理方案 (HCM) SAP Human Capital Management (HCM)
3:00 – 3:30PM	SAP Business All-in-One 方案 (財務管理) SAP Business All-in-One Solution (Financial Management)
3:30 – 4:00PM	SAP 升級方案 SAP Upgrade Solution

Note: The program is subject to change without prior notice.

## 4. Move-In and Move-Out Instruction

### 4.1. Timetable of Move-in and Move-out Exhibits

Item	Date	Time
Move-in Exhibits	12 June 2008 (Thursday)	09:00 – 22:00
	13 June 2008 (Friday)	07:00 – 08:00
Exhibition Counter Decoration	13 June 2008 (Friday)	07:00 – 08:15
Compass Solution Day 2008	13 June 2008 (Friday)	08:45 – 16:00
Move-out Exhibits	13 June 2008 (Friday)	16:15 – 17:00
Exhibition Counter Dismantling	13 June 2008 (Friday)	16:15 – 17:00

### 4.2. Move-in Exhibits and Exhibition Counter Decoration Arrangement

- The Exhibition Venue will be opened at 7:00 a.m. for exhibitors' preparation. All staffs must display their badges conspicuously in the Exhibition Venue.
- All Exhibition Counters should be ready for visitor before 8:15 a.m.
- All Exhibition Counters must be opened and staffed during show hours no later than 8:30 a.m.

### 4.3. Move-out Exhibits

- Exhibitors may begin to pack equipment, supplies and literature when the Conference closes at 4:00 p.m. Exhibitors should prepare the carton for move-out.
- Please make sure that manpower for dismantling all decorations well ahead of time is arranged by Exhibitors.
- Exhibitors should clear all materials within move-out period after the Conference. All freight and exhibit materials left on the exhibit floor after move-out period will be discarded the exhibition area without further notice. The Organizer undertakes no responsibility of any loss of belongings.

## 5. Exhibition Counter Design

### 5.1. Standard Exhibition Counter

- All design and construction work of the standard Exhibition Counter are responsible by the Organizer. Facilities provided by the Organizer are included fascia board, company logo, cabinet, electricity and lighting. The Organizer has the right to change the facilities before the Conference.
- Exhibitors are not allowed to change or dismantle any parts of the Exhibition Counter.

### 5.2. Specifications of Exhibition Counter

Dimension:	1000mm (W) x 2500mm (H) x 500mm (D)
Locked Cabinet:	1000mm (W) x 750mm (H) x 500mm (D)
Open Drawer:	1000mm (W) x 250mm (H) x 500mm (D)
Poster Size:	<b>950mm (W) x 1100mm (H) - <u>to be ready by Exhibitors</u></b>
Other Fee Facilities:	1 x 100w spotlight
	1 x 13 Amp power socket
	1 x 1000mm (W) fascia board with company logo

\* For the specifications of Exhibition Counter details, please refer to Appendix 2.

## 6. Exhibition Counter Facilities

### 6.1. Electricity

- For safety reasons, ALL electrical installation work at the Exhibition Venue MUST be carried out SOLELY by the Official Contractor.
- Each Exhibition Counter contains a 13 Amp power socket. Exhibitors may bring their own extension cord for low voltage consumption. Light box is STRICTLY forbidden.
- Exhibitors require the addition of power socket can be arranged at EXTRA COST and MUST submit the “Exhibitor Material Order Form” (Please refer to Appendix 1) by fax at 852-2620 5010 on or before 26 May 2008. Full payment must be settled on or before 30 May 2008.
- Exhibitors should inform the Organizer if high voltage consumption machine is demonstrated in the Exhibition Counter on or before 26 May 2008.

### 6.2. Display Panel

- Exhibitors may bring their own poster for decoration. The maximum poster size per each Exhibition Counter is 950mm (W) x 1,100mm (H).
- Exhibitors may mount the poster (ideally mounted on foam board for best results) onto the panel using double-side tape or self-adhesive fasteners. No nailing, drilling and construction causing damage to the panels are allowed. Exhibitors should compensate for any loss or damage in their Exhibition Counter and equipments.

### 6.3. Additional Exhibition Counter Decoration

- ONE Pull Up Poster Banner (Maximum Size: 800mm (W) x 2,000mm (H)) or ONE Brochure Distribution Rack is allowed to place beside the Exhibition Counter in condition of not to disturb other exhibitors and visitors. Other decoration items to be placed besides the Exhibition Counter are NOT allowed.
- The maximum height of each promotion materials is 2,000mm (H) and the size cannot go beyond the Exhibition area.

### 6.4. Additional Equipments

- Exhibitors require special arrangements such as wired broadband internet access, extra power socket etc..., should submit the “Exhibitor Material Order Form” (Please refer to Appendix 1) before the deadline and settle the payment on or before 30 May 2008.

### **6.5. Onsite Demonstration**

- Onsite demonstration or videotape playing is welcomed. But Exhibitors are prohibited from causing annoyance to visitors or other Exhibitors. Acceptable noise level will be at the Organizer's discretion.

### **6.6. Loading Location**

- Loading entrance is located on the Loading Dock at Level 4 of Conrad Hong Kong, Pacific Place, 88 Queensway, Hong Kong. Guests can use the elevators to reach Ballroom at level 5 directly from the loading area.
- Please refer to Appendix 3 for the map of loading area of Conrad Hong Kong

### **6.7. Others**

- Exhibitors can distribute their company / product leaflets onsite at the Exhibition Counter.
- Exhibitors may arrange their own brochures/leaflets placing on top of the Exhibition Counter cabinet.
- Exhibitors may bring their own PC placing on top of the Exhibition Counter cabinet, and bring their own power socket outlets for their PC plug-in.
- Exhibitors should appoint their own technician to install and set-up the PC and other electronic equipment.
- Exhibitors should store their materials in their assigned Exhibition Counter cabinet. Storage Area is NOT provided.
- Exhibitors should arrange their own manpower for settling up and dismantling and on duty of their assigned Exhibition Counter.
- The Organizer reserves the right of Exhibition Counter Allocation.

### **6.8. Security**

- Exhibitors are reminded to take utmost care of their exhibits and belongings. The Organizer undertakes no responsibility of any loss of belongings.

## 7. Materials Delivery Arrangement

- For all exhibition materials to be distributed in the Exhibition Venue prior to the Event Date, please arrange delivery to the following address on 12 June 2008 (from 09:00 to 22:00). Please kindly complete and adhere the “Delivery Label” in Appendix 4 on EACH box for easy identification.

Appendix 4 附件 4 (只有英文版本 Only English version is available)	
<b>TO:</b>	
Ms Yonnie Tse (Catering Department – Tel: 2822 8896) Conrad Hong Kong Pacific Place, 88 Queensway, Hong Kong	
<b>RE:</b>	
Advance Media / Compass Business Solutions Limited Forum on 13 June 2008 at Grand Ballroom (Lower Lobby) Attn: Ms Boogie Chung	
<b>FROM:</b>	
Company Name: _____	
Contact Name: _____	Tel: _____
Booth No.: _____	Carton No.: _____ of _____
Goods Content: _____	

- In particular, please mark clearly the company name and the content inside the box in the “Delivery Label” on each box (Please refer to Appendix 4). Please also prepare a material checklist and send to the Producer by fax at 852-2620 5010 or email to [rachelwong@adv-m.com](mailto:rachelwong@adv-m.com) for reference if the materials will be delivered to the Exhibition Venue on 12 June 2008.
- Please be reminded that do not keep any valuable items for overnight storage, such as computing items. The Organizer undertakes no responsibility of any loss of belongings.
- Exhibitors are entitled to insert ONE page A4 leaflet of Marketing collateral packed-in the Welcome Kit. Please kindly send 400 copies to following address no later than 30 May 2008.

**ADvance Media International Ltd**

**Consignee: Miss Rachel Wong**

**Address: Unit 102, 1/F., Concordia Plaza, No. 1 Science Museum Road,  
Tsim Sha Tsiu East, Kowloon, Hong Kong**

**Contact No.: 852-2620 5020 Fax No.: 852-2620 5010**

- All materials left after the Conference will be discarded unless otherwise specified. The Organizer undertakes no responsibility of any loss of belongings.

## **8. Exhibitor Badge**

- The Organizer will prepare 5 blank exhibitor badges for each Exhibition Counter. If additional badge is required, please mark the required quantities on the “Exhibitor Material Order Form” (Please refer to Appendix 1) and send back to the Producer by fax at 852-2620 5010 or email to [rachelwong@adv-m.com](mailto:rachelwong@adv-m.com) on or before 26 May 2008.
- Exhibitor badge will be available for collection at the Exhibitor Registration Counter at 07:00 on 13 June 2008 when Exhibitors representative register by presenting name cards. Please contact onsite staff for assistance if any question.
- Exhibitors can insert their business card into the badge holder.
- All Exhibition staffs must display their badges conspicuously at the Exhibition Venue.
- Do not pass your badge to any other person.

## 9. Important Date

Actions	Deadline (Date/Time)
Company profile in English and Chinese within 400 words each and a related photo placed for the Program Book (send to rachelwong@adv-m.com)	20-05-2008
Speaker's bio and photo to be presented in official website (send to rachelwong@adv-m.com)	20-05-2008
Exhibitor Material Order Form	26-05-2008
Payment for extra cost	30-05-2008
400 copies of <u>ONE</u> A4 page of Marketing Collateral packed-in  Welcome Kit to be sent to following address: ADvance Media International Ltd. Address: Unit 102, 1/F., Concordia Plaza, No. 1 Science Museum Road, Tsim Sha Tsui East, Kowloon, Hong Kong Attn: Miss Rachel Wong Contact No. 852-3650 7403 Fax No. 852-2620 5010	30-05-2008
Deliver exhibition material to CONRAD Hong Kong	12-06-2008 (09:00 – 22:00)
Collection of Exhibitor Badge	13-06-2008 (07:00 – 08:00)
Move-in Exhibits	13-06-2008 (07:00 – 08:00)
Exhibition Counter Decoration	13-06-2008 (07:00 – 08:15)
Exhibition Counter Opening	13-06-2008 (08:30 – 16:00)
Compass Solution Day 2008	13-06-2008 (08:45 – 16:00)
Move-out Exhibits	13-06-2008 (16:15 – 17:00)
Exhibition Counter Dismantling	13-06-2008 (16:15 – 17:00)

## 10. On-site Serving Parties

<b>Contact Person:</b>	Miss Rachel Wong	Miss Boogie Chung
<b>Tel:</b>	852-3650 7403	852-3650 7452
<b>Fax:</b>	852-2620 5010	852-2620 5010
<b>Mobile:</b>	852-6256 7651	852-9100 3879
<b>Email:</b>	rachelwong@adv-m.com	boogie@adv-m.com

## **Appendices**

## Exhibitor Material Order Form

Exhibitors MUST complete and return this form to the Producers (Fax Number: 852-2620 5010) by **26 May, 2008**. Please put a “√” on the items you required. If the form is not received by the above said deadline, it is assumed that no extra service/order is required.

Company Name : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Email : \_\_\_\_\_

Contact No. : \_\_\_\_\_ Mobile : \_\_\_\_\_

**(i) Each Exhibitor Counter is entitled to 5 name badges.**

- We **DO NOT** need any extra badge.  
 Yes, please arrange \_\_\_\_ extra badge(s) for us.

**(ii) Broadband Internet Access**

- Broadband Internet Service  
- HK\$2,000 nett per line. All payment must be settled in advance.  
\* There is no any firewall restriction between the ISP to the endpoint.

**(iii) Extra 13 Amp power socket**

- Please arrange \_\_\_\_ extra 13 Amp power socket for us.  
- HK\$500 nett per pc. All payment must be settled in advance.  
\* 1 complimentary 13 Amp power socket is included in the Exhibition Counter. Exhibitors are allowed to bring their own extension cord for low-voltage uses.

Signature & Company Chop: \_\_\_\_\_ Date: \_\_\_\_\_

Important Notes :

1. Full payment will be levied for any changes and cancellation on the confirmed item after **26 May 2008**. No order will be accepted on-site. All late orders will be subjected to the availability of stock.
2. Exhibitors MUST settle all payments on or before **30 May 2008** using one of the following payment methods:

**(i) By cheque**

Payable to “Advance Media International Ltd” and mail/deliver to: **Unit 102, 1/F., Concordia Plaza, No. 1 Science Museum Road, Tsim Sha Tsui East, Kowloon, Hong Kong.**

Remark: Exhibitor’s name and Compass Solution Day 2008 must be clearly indicated at the back side of cheque.

**(ii) By Remittance (T/T)**

Payable by remittance (T/T), please fax the bank note to the Producer for confirmation. (Fax: 852-2620 5010)

HKD Account No.: 004-126-715689-001

Account No.: ADVANCE MEDIA INTERNATIONAL LIMITED

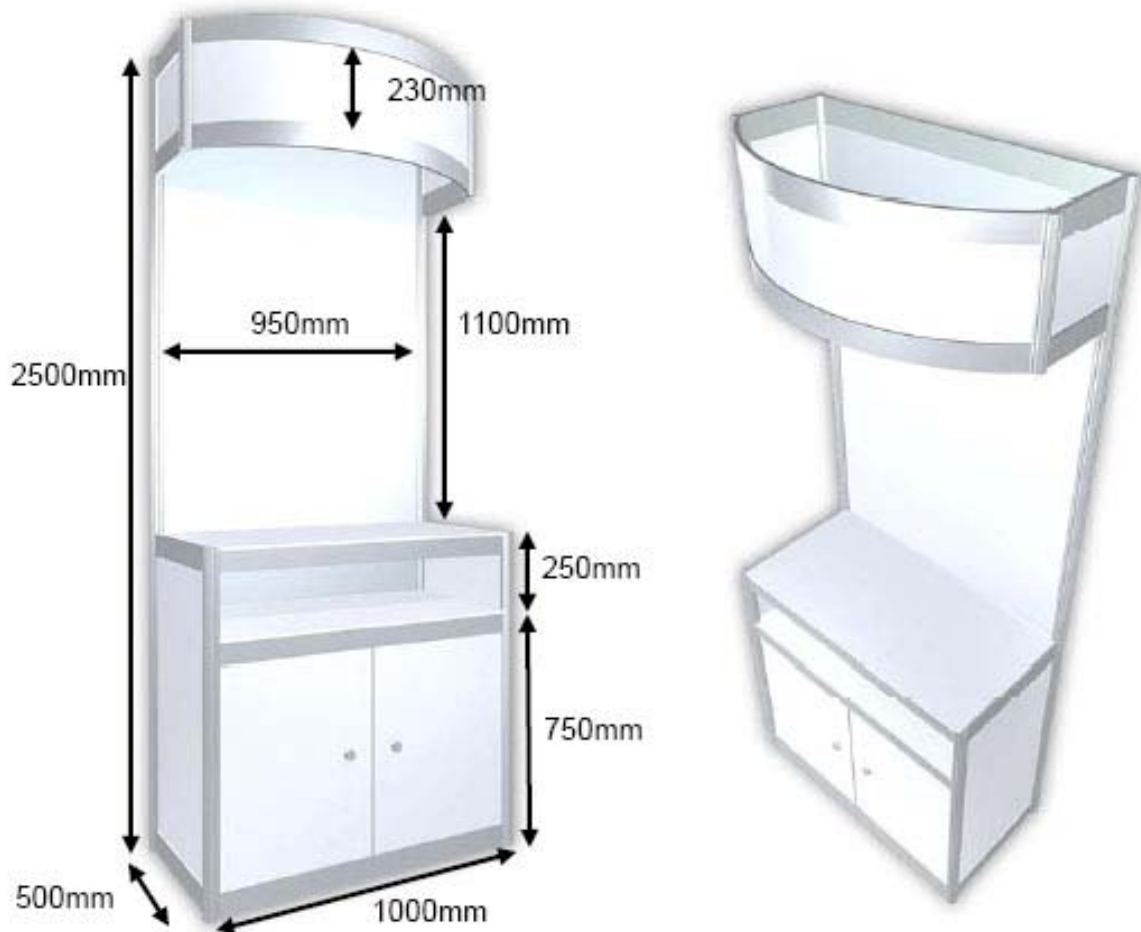
Name of Bank: The Hongkong and Shanghai Banking Corporation Limited

Bank No.: 004

Branch number: 126

Swift Code : HSBC HKHH HKH

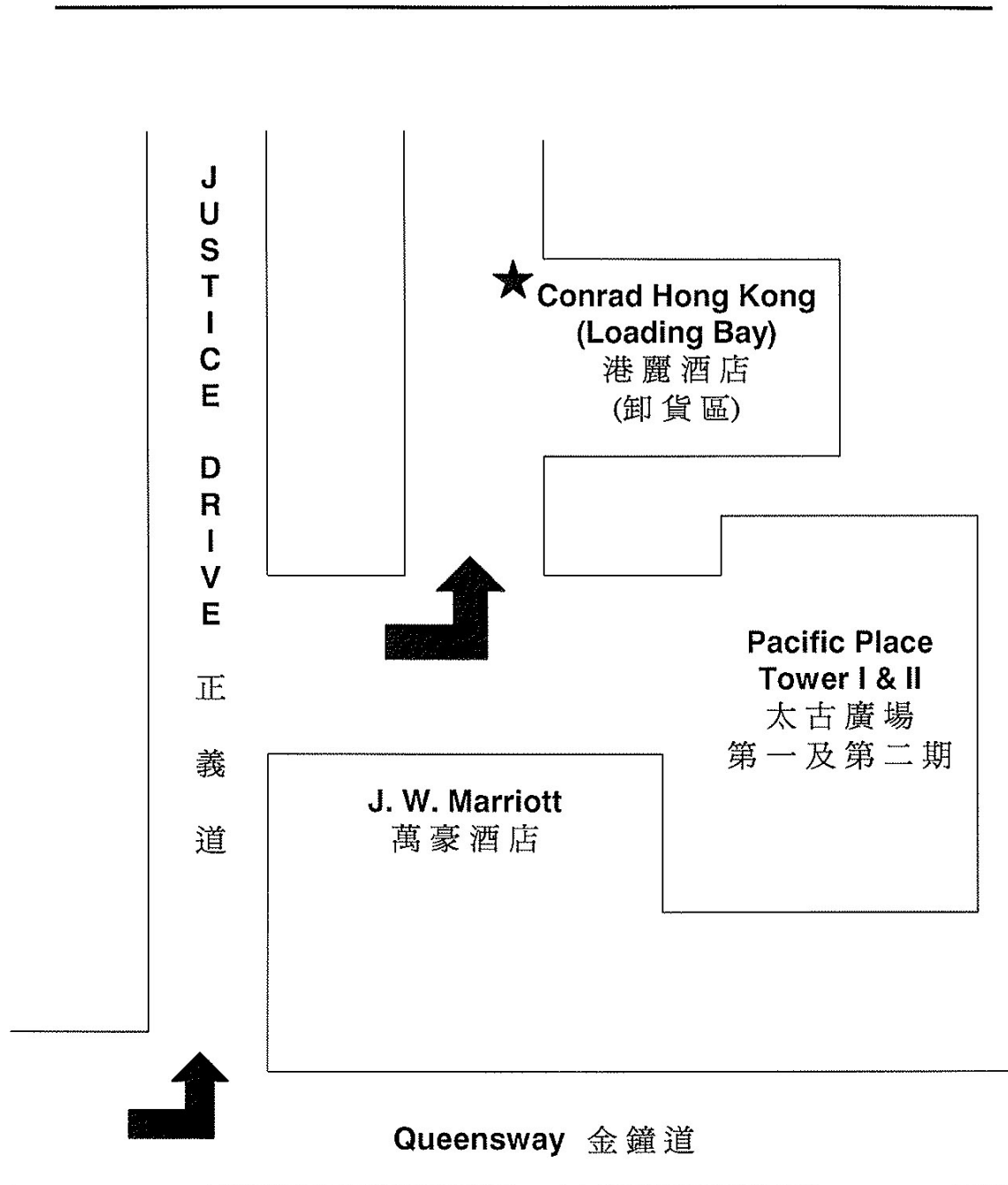
## Specifications of Exhibition Counter



### **Specifications:**

Dimension:	1000mm (W) x 2500mm (H) x 500mm (D)
Locked Cabinet:	1000mm (W) x 750mm (H) x 500mm (D)
Open Drawer:	1000mm (W) x 250mm (H) x 500mm (D)
Poster Size:	<b>950mm (W) x 1100mm (H) - <u>to be ready by Exhibitors</u></b>
Other Free Facilities:	1 x 100w spotlight
	1 x 13 Amp power socket
	1 x 1000mm (W) fascia board with company logo

## Map of Loading Area of Conrad Hong Kong



Appendix 4: Delivery Label ( Only English version is available)

## Delivery Label

**TO:**

Ms Yonnie Tse  
(Catering Department – Tel: 2822 8896)  
Conrad Hong Kong  
Pacific Place, 88 Queensway, Hong Kong

**RE:**

Advance Media / Compass Business Solutions Limited  
Forum on 13 June 2008 at Grand Ballroom (Lower Lobby)  
Attn: Ms Boogie Chung

**FROM:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Booth No.: \_\_\_\_\_ Carton No.: \_\_\_\_\_ of \_\_\_\_\_

Goods Content: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_