

會展英文對話50題(參考說法)

1. 請問您要參觀哪個展覽？ Excuse me, which exhibition would you like to visit?
2. 請問是要參觀食品展的嗎？麻煩到左邊櫃檯換證。如果是要參觀車展，請至右邊櫃檯做換證。 Are you going to the Food Exhibition? Please go to the left counter and for your badge. For the Car Exhibition, please go to the right counter for your badges.
3. 請問是要參加研討會的嗎？麻煩請至二樓。 Excuse me, are you here for the seminar? Then please go to the second floor.
4. 參加研討會者，請上二樓。需要換證者，麻煩請往前方的櫃台。 The seminar is on the second floor. Please go to the front desk to get your badges.
5. 如果您想要知道研討會時間及場次，您可以到該研討會的教室門口詢問服務人員。 If you would like to know more information about the seminar program (the time and the sessions of the seminar), you can go to the information desk at the classroom having the seminars.
6. 這場研討會需要付費參加，不接受現場報名。 This seminar should be paid and registered in advance. Registering on the day of the seminar is not accepted.
7. 本次展覽只提供給相關業者入場。抱歉，它不對外開放。 Sorry, this exhibition is only open to businesses of related industries.
8. 請問需要換識別證嗎？ Excuse me, do I need to change my badge?
9. 請問有在網站上做過預先登錄嗎？或在網站上填寫過個人資料嗎？ Have you registered for the conference on line before? Or did you fill out an on-line personal information form?
10. 請到旁邊的寫字台先填寫問卷並準備好一張個人名片，如果你有攜帶名片，只需要勾選問題選項。 Please fill out the questionnaire on that counter and bring your own business card. If you have your business card, you can just check these question items.
11. 問卷填寫完畢後，可至前方櫃檯做換證，謝謝。 After filling out the questionnaire, please go to the front desk to get your badge. Thank you.
12. 請問是預先登錄者嗎？麻煩請在這邊入口排隊。 Excuse me, have you registered before? Please go to the entrance to line up.
13. 先生，抱歉。後方有人在排隊等待，麻煩排隊，謝謝。 Excuse me, sir. There are still people waiting in line. Could you please go to the back of the line and wait? Thank you.
14. 麻煩請往前走。 Please step forward.
15. 如果您要問有關於攤位位置或地圖，麻煩請到詢問台做詢問，他們會為您解答。 If you are interested in the booths and the map of the room, you can ask for help at the information desk.
16. 詢問台的位置，您可以從這個門口出去後右轉，看到路口左轉，然後走到底，就可以看到了。 Please turn right when you walk out of the door, turn left at an intersection ahead, and you will see the information desk located at the very end.
17. 廠商換證，麻煩請到另一個出入口換證。 Buyers (Factory owners) please go to another entrance to get your badge.
18. 記者換證，麻煩請到二樓的 2A19 室。 The press and media should go to the second floor, room 2A19 to get your badges.
19. 記者換證需要出示記者證及名片，麻煩請提供給我，謝謝！！ The press and media should show your press cards and business cards before getting your badges.
20. 你好，我們需要用名片做換證，名片要保留，無法退還給您。 Excuse me, we need to give you your badge in exchange with your business card. We will keep the business card and it will not be returned to you.
21. 一館、二館、三館都有展覽。您可以搭接駁車前往參觀，接駁車站牌在大門口右側。 There are exhibitions in Hall 1, 2 and 3. You can go by taking our shuttle bus. The bus stop is on the right side of the front door.
22. 每 15 分鐘就會有一班接駁車，它都會在每一館停靠。 Each hall provides shuttle bus every 15 minutes.
23. 餐廳在 2 樓，便利商店在 3 樓。 The restaurant is on the second floor, and the convenience store in on the third floor.
24. 您的識別證，謝謝。 This is your badge, thank you.

25. 可從這個手扶梯上 2 樓，直走走到底再左轉，就可以看到另外一個手扶梯下 1 樓，然後往後方走就可以看到你要找的櫃檯了。 You can take this escalator to the second floor and then go straight ahead, take a left down the hallway and you will see another escalator which will take you down to the first floor. You'll see the counter behind you after a couple steps.
26. 早安，您好。請問有攜帶【確認函】嗎？ Good morning, do you have your letter of confirmation?
27. 不好意思，請問貴公司的所在地是位於哪個國家？ Excuse me, which country is your company located in?
28. 麻煩請將名片翻譯成英文。 Please translate your business card into English.
29. 這是您的識別證及相關資料。 This is your ID (identification) card and other related information.
30. 提醒你，展覽要到 9 點才開始。 This exhibition will start from nine.
31. 展場入口麻煩請往左手邊進入。 Please turn left at the entrance for the exhibition.
32. 祝您參觀愉快。 We hope you'll enjoy the exhibition.
33. 大會規定禁止 12 歲以下的兒童入場。我們無法提供換證給她。 Children under 12 years of age are not allowed to enter this conference. We can't provide her a badge.
34. 展覽第一天至第三天的時間為上午 10 點至下午 5 點 30 分。最後一天結束的時間為下午 3 點。 The exhibition starts from 10:00 A.M. to 5:30 P.M. from the first to the third day. The last day will end at 3:00 P.M.
35. 先生/小姐，抱歉。您不是相關業者，是不符合換證條件。本次展覽只提供給相關業者做換證。 Excuse me, Mr. /Miss. You aren't from a related industry and do not conform to condition. This exhibition is only for related industries.
36. 抱歉你不是相關業者，請至購票處買票。 Excuse me, you aren't from a related industry. Please go to the ticket office to buy a ticket.
37. 請問，貴公司的行業別是什麼？ Excuse me, what profession is your company?
38. 請問您的職業別是什麼？ Excuse me, what kind of profession are you?
39. 您的名字不在電腦名單內，麻煩請重新填寫問卷及提供你的名片給我，謝謝。 Your name isn't on the name list, please fill in the questionnaire again and provide me your business card, thanks.
40. 小禮物只提供給預先訪客領取。 This special gift is only provided for visitors who made an appointment in advance.
41. 因為手提袋數量有限，每日提供前 100 名的訪客。 Because of the limited amount of bags, we provide these bags to the first hundred visitors every day.
42. 計程車乘車處，麻煩請搭手扶梯至 B1。 If you want to reach the taxi pick-up point, then please take the escalator to B1 floor.
43. 抱歉，您的手寫資料我看不太懂，能不能重寫或者這幾個字拼給我聽，謝謝！！ Excuse me, I don't quite understand your handwriting, would you please write it again or spell the words for me, thanks.
44. 這邊有一份問卷，麻煩請幫我做填寫。 This is a questionnaire, please help me fill it in.
45. 提醒你，參展廠商於 8 點 30 才可以開始入場。 The buyers (factory owners) are allowed to enter at 8:30 A.M.
46. 進出入口，麻煩請刷條碼，以辨識身分。 When you enter or exit the gateway, please swipe your Id card for identification.
47. 要往世貿一館的接駁車，請於大門出口右手方，即可到達。 If you want to take the shuttle bus to The World Trade Center in Hall 1, please go to the right-hand side of the entrance door.
48. 您要到醫護室，請往一樓 K 區到底。 If you want to go to the nurse's office, please go to the first floor. It's at the end of area K.
49. 展場內部左右分別都有手扶梯，可參觀 1 樓及 4 樓的展覽。 Escalators are situated on both the left and right side of the exhibition. You can visit the exhibition on the first floor and forth floor, thanks.
50. 廁所直走到底就可以看到了，謝謝！ Please go straight ahead and you'll see the lavatory.