

megaSHOW

HONG KONG

27-30/10/2024

HONG KONG CONVENTION & EXHIBITION CENTRE



EXHIBITORS' MANUAL

參展商手冊



ENGLISH

Organiser :

See Us On :

Supporting Organisations :



TRADE BUYERS ONLY



PART 2 • 27-30 OCTOBER 2024
HONG KONG CONVENTION & EXHIBITION CENTRE



Dear Valued Exhibitor,

Welcome to "**Mega Show Part 2**".

This **Exhibitor Manual** provides you with the necessary information for your participation in the show. It also contains the **Order Forms** for various services and additional booth facilities. Please spare some time to go through the manual and note the vital information to ensure all matters related to your participation are arranged smoothly.

Please take note of the submission deadlines and return the **Order Forms** to the Show Organiser / Official Stand Contractor **before the deadlines** in order to avoid unnecessary late order surcharges.

Should you have any enquiries, please feel free to contact us on (852) 2700 6726. It is always our pleasure to be of service to you.

We wish you a great success in our show.

Yours sincerely,

Peter Cheung
Director
Comasia Limited

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1. Important Contact List

1.1 General Enquiries

	Contact Person	Direct Line	Email
Hong Kong Exhibitors	Ms. Catherine Fong	(852) 2700 6780	catherine.fong@comasia.com.hk
Mainland China Exhibitors	Mr. Dragon Fung	(86) 755 8369 1360	dragon.fung@comasiacn.cn
Overseas Exhibitors	Mr. Eric Chan	(852) 2700 6777	eric.chan@comasia.com.hk

1.2 Official Freight Forwarder

BEX Logistics Company Limited

Contact Name	Tel & Fax	Email
Ms. Kay Cheung Ms. Novan Ng	Tel: (852) 2836 5282 Fax: (852) 2836 5383	kay@bexlog.com.hk hkfair@bexlog.com.hk

1.3 Official Stand Contractor

Uniplan Hong Kong Limited

Room 2A, 2/F, Beverly House, No. 93 -107 Lockhart Road, Wanchai, Hong Kong

Tel: (852) 2294 3602 / 2294 3640 / 2294 3618

Fax: (852) 2757 9019

Contact Name	Direct Line	Email
Ms. Stella Lee	(852) 2294 3602	Convention Hall: hongkong.msp2.chall@uniplan.com
Ms. Minna Lo	(852) 2294 3618	Halls 3F&G: hongkong.msp2.hall3@uniplan.com
Mr. Andy Kan	(852) 2294 3659	Halls 5F&G: hongkong.msp2.hall5@uniplan.com

1.4 Temporary Staff / Interpreter Agency (For Reference Only)

Provention Limited

Flat A5, 11/F, Jumbo Industrial Building, 189 Wai Yip Street, Kwun Tong, Kowloon

Contact Person: Jake Lee / Jacky Chow

Contact Number: (852) 9706 8071 / 6191 6524

Email: jake.lee@provention.com.hk / jacky.chow@provention.com.hk

Note: Exhibitors are not required to use the service of this above-mentioned agency as it is provided purely for reference only. The Show Organiser assumes no responsibility for its competence or integrity and Exhibitors are advised to exercise normal business precautions as dealing with any service suppliers.

2. General Information

2.1 Show Name

Mega Show Part 2

2.2 Show Venue

Hong Kong Convention & Exhibition Centre
1 Harbour Road, Wanchai, Hong Kong

2.3 Show Show Organiser

Comasia Limited

21/F, One Harbour Square, 181 Hoi Bun Road,
Kwun Tong, Kowloon, Hong Kong

Tel: (852) 2700 6726

Fax: (852) 2700 6727

Email: cs@comasia.com.hk

China Liaison Office

7B, Block 1, China Phoenix Building, 2008 Shennan Road,
Futian District, Shenzhen 518026, China

Tel: (86) 755 8369 1360

Email: dragon.fung@comasiacn.cn

Contact Person: Mr. Dragon Fung

2.4 Regional Sales Agents

China Agents

Beijing Talent International Exhibition Co., Ltd.

Room 2102, 21/F., Building A, Focus Square, No. 6 Futong East Avenue, Wangjing,
Chaoyang District, Beijing 100102, China

Tel: (86) 10 5129 8656 - 106 / 139 0115 6580

Email: zhangguoxin@talent-expo.com

Contact Person: Mr. Zhang Guo Xin

Fujian Hanyu Exhibition Co., Ltd.

Room 1304, Rongcheng Trading Center, 129 Wuyi North Road,
Gulou, Fuzhou, Fujian 350000, China

Tel: (86) 139 5918 2488 / 158 5900 9098

Email: 1150710206@qq.com / 71838239@qq.com

Contact Person: Mr. Zheng, Ms. Li Ling

Guangdong Toys Association

Room 1520 Dongshan Plaza, No. 69 Xian Lie Zhong Road,
Yuexiu District, Guangzhou, Guangdong 510095, China

Tel : (86) 20 3412 1034

Email : hktoy@ctoy.cn

Contact Person: Ms. Linda Wong

Huiyuan International Exhibition Co., Ltd.

Building A-22, Fuzhou Software Park, No. 89 Software Avenue, Tongpan Road, Gulou
District, Fuzhou, Fujian 350003, China

Tel: (86) 591 8782 6721, 139 6092 2936, 150 5945 3891

Email: kelly@hyfairs.com

Contact Person: Ms. Zhang Xiaoyin, Mr. Eric Yu

Xiamen Justdo Fair Co., Ltd.

612G, Building A, Huizhi Space, No. 178 Xinfeng Road,
Huli District, Xiamen, Fujian 361100, China

Tel: (86) 189 5017 4165

Email: judy@justdofair.com

Contact Person: Ms. Judy Zhang

Yangjiang Newera Exhibition Co., Ltd.

Floor 1, No. A24, Zone B, International Garden, Jiangcheng District, Yangjiang,
Guangdong, China

Tel: (86) 136 6498 3990

Email: newera668@163.com / yjccpit888@163.com

Contact Person: Mr. Zheng

Yiwu Henfair Exhibition Service Co., Ltd.

Room 1005-1007, Office Building B, Wanda Plaza,
Xinke Road, Yiwu, Zhejiang 322000, China

Tel: (86) 579 8541 0589

Email: ywjlp007@163.com

Contact Person: Ms. Jia Li Ping

Zhejiang International Trade & Exhibition Co., Ltd.

18/F, Guodu Business Building, 361 Fengqi Road,
Hangzhou, Zhejiang 310003, China

Tel: (86) 571 8779 7446

Email: dffexpo@163.com

Contact Person: Ms. Ding Fang Fang

Taiwan Agent**Golden Seal Int'l Trade Fair Service Agency Corp.**

16F., No. 161, Songde Rd., Xinyi Dist., Taipei City 110, Taiwan

Tel: (886) 2 2346 0508

Email: info@goldenseal.com.tw

Contact Person: Mr. Allen Lin

2.5 Show Dates & Opening Hours

27 October 2024	09:30 - 18:00
28 October 2024	09:30 - 18:00
29 October 2024	09:30 - 18:00
30 October 2024	09:30 - 17:00

2.6 Visitor Admission

The fair is open to trade buyers only. Visitors must wear valid buyer badges during their visit. Visitors and Exhibitors under 18 years old will not be admitted. The Show Organiser reserves the right to refuse any person to enter the exhibition venue or to evict any person from the exhibition venue without giving any reason.

2.7 Exhibitor Access

To allow pre-show preparation work by Exhibitors during the show period, the fairground will be opened to Exhibitors at 08:30 a.m. Exhibitors are reminded to wear their valid Exhibitor badges when entering the exhibition hall.

2.8 Important Supplementary Information for Exhibitors

1. The Show Organiser has noted that Exhibitors have been receiving invitations from FAIR GUIDE (owned by CONSTRUCT DATA) for listings in its guide at the Exhibitors' expense. It has recently come to the Show Organiser's attention that another company under the name EXPO-GUIDE (owned by Commercial Online Manuals S de RL de CV) has sent similar invitations to Exhibitors soliciting them to update or correct their data on its fair directory for free listing.

The Show Organiser would like to stress that neither the FAIR GUIDE (owned by CONSTRUCT DATA) nor the EXPO-GUIDE (owned by Commercial Online Manuals S de RL de CV) has any connection with the Show Organiser or any of its fairs. You should exercise due diligence and care when being approached for such invitations so as to avoid possible unwarranted and/or unnecessary financial commitments.

In order to protect your own interests, you are urged to read the contracts (including the small print) and attachments carefully before signing any such documents. It should be noted that the contents and wording of EXPO-GUIDE's and FAIR GUIDE's letters and Order Forms are virtually identical. It is possible that EXPO-GUIDE and CONSTRUCT DATA are related companies or are in some way connected.

As the practice of CONSTRUCT DATA has been considered as unconscionable and misleading by the Austrian Protective Association against Unfair Competition, you are urged not to sign any materials that you receive from CONSTRUCT DATA, EXPO-GUIDE and /or Commercial Online Manuals S de RL de CV. If you have mistakenly entered into contract with CONSTRUCT DATA and/or EXPO-GUIDE, you should notify CONSTRUCT DATA and/or EXPO-GUIDE in writing accordingly and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation.

In any event, you are strongly advised to seek independent legal advice before signing any documents issued by or sending any money to CONSTRUCT DATA, EXPO-GUIDE and/or Commercial Online Manuals S de RL de CV.

2. Exhibitors are reminded that they may only display exhibits which fall into the product category zone as stated in the booth confirmation letter of the Exhibition. If the Show Organiser finds out Exhibitors use less than **60%** of their display area to exhibit the appropriate products under a designated product category zone, it has the right to ask the Exhibitor to immediately relocate and/or terminate the latter's participation in the Exhibition.
3. In accordance with Section 6 of the local Occupation Safety and Health Ordinance, Exhibitors are advised to ensure that their contractors have established and maintained a safety management system for working at height, in particular when using ladders in excess of 2 metres in height. Meanwhile, using ladders exceeding 2 metres high is prohibited within the public circulation area according to the safety regulations of Hong Kong Convention and Exhibition Centre (HKCEC).
4. Gas-filled balloons, with the exception of helium-filled balloons, are strictly prohibited, unless prior approval in writing has been sought from the Show Organiser.
5. Exhibitors and contractors must observe and comply with all or any of the below fire safety regulations applicable to HKCEC and the Exhibition.

Open (naked) flames are prohibited within the HKCEC and compliance with the following is required:

- (a) equipment provided for the purpose of firefighting must not be abused, misused, relocated or concealed;
- (b) the operational effectiveness of sprinkler installations must not be compromised;
- (c) fire alarm call points must not be operated without due cause;
- (d) fire exit doors must not be obstructed and must remain available for use at all times; and,
- (e) fire hydrants must not be used as a source of water, except for fighting fires.

If an increased fire risk is presented by a specific activity at the Exhibition, any additional security staff required will be deployed by Hong Kong Convention and Exhibition Centre (Management) Limited ("HML") and charged to the Exhibitor(s) and contractor(s) concerned.

6. The term "Candle" means 1) candles made from wax; 2) incense or oil burners possessing a flame; or, 3) candelabras and incense sticks.

Exhibitors who intend to display candles must submit details and obtain approval from the Show Organiser at least 2 months in advance of the commencement of the exhibition.

Candles must be placed in containers or candle holders extending a minimum of 3.0 centimetres above the height of any flame. Any flame must be protected to eliminate any risks of flames making contact with persons or combustible materials. Candles must be placed at least 1 metre from any aisle. Where deemed necessary by HML, additional security guards will be assigned by HML (at the expense of the Exhibitor) to act as "Fire Wardens" during the exhibition. The Exhibitor, through coordination with the HKCEC event manager, must also agree to and pay for any provision for or arrangement of any additional fire extinguishers deemed necessary by the Show Organiser and that may be placed within or near the stand.

In the event of any disagreement related to potential safety concerns regarding the use of candles,

HKCEC's decision will be final.

7. For safety reasons, the HKCEC will implement the following measures to restrict the movement of oversized exhibits or goods outside the exhibition halls on the move-out day of the event on 30 October 2024:

(a) The maximum size of exhibits or goods that can be hand-carried out of the exhibition hall is **81cm H x 56cm W x 33cm D**. Safety checkpoints will be set up at all hall entrances until 7:00pm; any exhibits, goods and luggage exceeding the aforementioned size will **NOT** be allowed to move through the hall entrances.

(b) Exhibitors will **NOT** be allowed to use any wheeled equipment (including but not limited to trolley, hand-cart, platform cart, pallet truck and wheelbarrow) in **all public circulation areas** outside the exhibition halls and designated loading areas (including hall concourses, escalators and passenger elevators) on the move-out day. Trolley travel cases / travel bags that can be hand-carried safely and within the above maximum size are exempted from this rule. Please refer to the following examples:



(c) Exhibitors with oversized exhibits or goods to move out are required to use the Freight Forwarding Arrangement provided by the **official freight forwarder** (between 5:00pm and 7:30pm) or to arrange their **own goods vehicles** (after 8:00pm) for moving out. All goods vehicles (including trucks, lorries and light goods vehicles) are required a vehicle permit and obtained an Admission QR Code via HKCEC Marshalling App “Go HKCEC” before entering the HKCEC loading area.

viii. Special Traffic Arrangement on Move-in and Move-out Days

Under the new arrangement of HKCEC, ALL lorries / light goods vehicles that needs to access the HKCEC loading area MUST obtain an Admission QR Code via HKCEC Marshalling App named “Go HKCEC” before entering HKCEC. Types of entry mode is defaulted as Geofence Mode (GF), detailed procedures are listed :

(a) Download and install “Go HKCEC” App from the **App Store**, **Google Play**, or via **APK file**

Apple Store

Google Play

APK file
(Huawei / Xiaomi / VIVO)





[link](#)



[link](#)



[link](#)

- (b) User register and login “Go HKCEC” App with **HONG KONG** mobile phone.
- (c) User is required to get **Queue Ticket** from the App by scanning the e-Vehicle permit.
- (d) User will receive in-app pop up notification upon the queue ticket is called. The status of the vehicle will change to Check-in, user can click “Check-in” and **drive to the restricted area before clicking “Check-in”**.
- (e) Drive to HKCEC for admission within the designated time after successful Check-in.
- (f) Staff in HKCEC will scan the **Admission QR Code** again. Vehicle will be allowed to enter the loading area after successful scanning.

“Go HKCEC”
User Guide Video



[Link](#)

“Go HKCEC”
User Guide



Browse App tutorial
and other useful
information on the App

- ① Click “Profile”
Click “App Tutorial”
- ② and “Frequently
Asked Questions”

“Go HKCEC”
Hotline

(852) 2582 7130

(service hours :
10am – 5:30pm,
Monday to Friday)

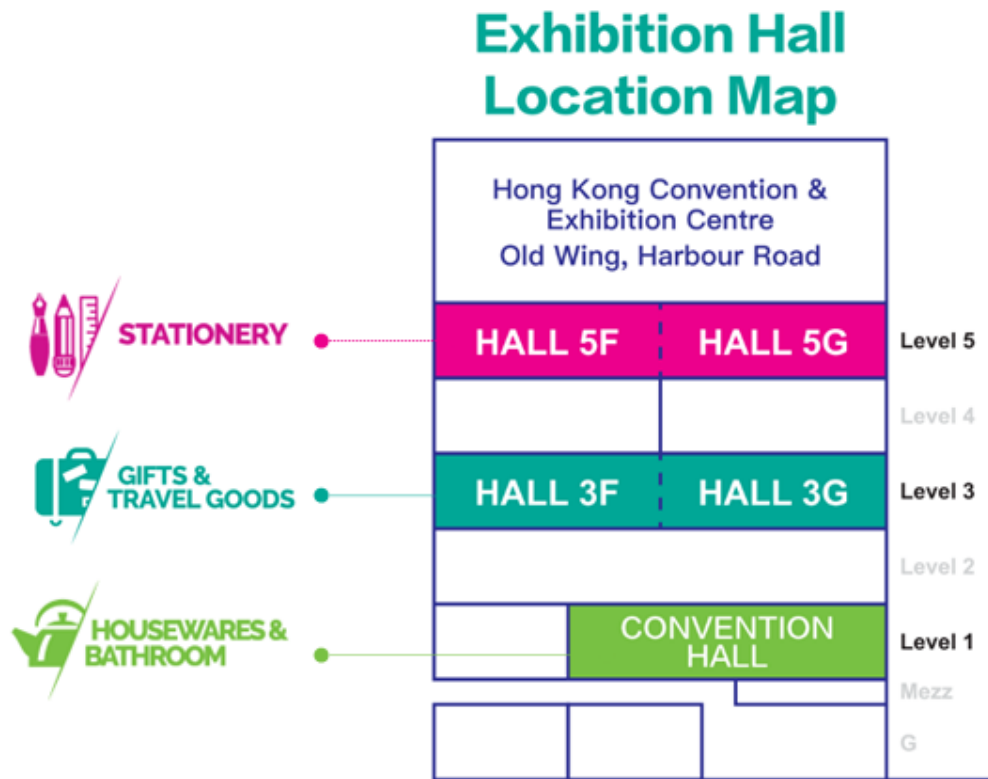
- (h) Private cars and taxis will be allowed to enter into the HKCEC at the discretion of the traffic control attendants during the move-in and move-out periods. No waiting and parking at the HKCEC is allowed. Private cars and taxis entering HKCEC will NOT be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers can only unload their goods at the Expo Drive / Harbour Road Entrance of the HKCEC.



8. Any sound generated by audio / visual equipment within your booth during the exhibition hours must be kept to an acceptable level, which does not cause inconvenience or discomfort to others. Should there be any complaints with regard to the noise, the Show Organiser reserves the right to stop the offenders from performing any demonstration, or use of audio / visual equipment.
9. Health and comfort come first at the exhibition venue. Starting from 1st January 2006, HKCEC has become a 100% smoke-free venue, which is in line with the best international practice and the expectations of visitors and event participants. It also reflects the venue manager's commitment to providing a comfortable, health-conscious environment at this world-class facility.
10. According to the regulations of the HKCEC, food and beverages brought from outside are not allowed to be taken into the venue. Exhibitors may have food and drinks by patronising the in-house cafeterias and catering outlets inside the exhibition halls or the restaurants inside the venue.
11. Publicity materials of any Exhibitor may only be distributed from the Exhibitor's own stand. No advertising, demonstration or canvassing for business may be carried out anywhere else within the exhibition venue. No exhibits or advertising signs shall be placed outside the confines of the Exhibitor's stand.
12. General Information for the Wireless Internet LAN System. During the event Wireless Internet access is available on a complimentary basis. The HKCEC will continue to offer fixed broadband lines on a rental basis, if required. General Information for the Wireless Internet LAN System: The wireless system is of IEEE 802.11 a/b/g/n/ac/ac Wave 2 standard and the connected device (notebook, pocket PC, PDA, hand-phone, etc.) must be compliant. The system can support more than 20,000 mobile devices simultaneously. To ensure reasonable performance and fair use by all wireless internet service users, there is a 4-hour usage limit of each session of the complimentary wireless internet service upon successful login for each device. Users can login again for the complimentary wireless internet service after each session or disconnection.

To ensure seamless connection throughout the show period, you may order a separate broadband line for your stand by using the Order Form 3A (for Standard Booth Exhibitors) or Order Form 3C (for Raw Space Exhibitors).

3. HKCEC Hall Location Map



4. Exhibition Rules & Regulations

4.1 Definitions

In these Regulations, the following words and expressions shall (except where the context otherwise requires) have the following meanings:

“Applicant”	refers to the sole proprietorship, partnership or limited company whose details are specified in the Application Form;
“Application Form”	refers to the application form for the Applicant to apply for the right to participate at the Exhibition, to which a copy of the Regulations is attached;
“Appointed Contractor”	refers to any other company as appointed by the Licensor as the contractor to coordinate the overall design, layout and booth construction of the Exhibition;
“Sub-Contractor”	refers to any other company as appointed by the Appointed Contractor to coordinate the overall design, layout and booth construction of the Exhibition;
“Associates”	refers to: (a) any employees, contractors, Contractors, representatives, or agents of the Exhibitor or its associates; (b) any relatives of the Exhibitor and any company or its relative is a shareholder or director of such company, if the Exhibitor is an individual or partnership; and (c) any shareholders or directors of the Exhibitor and any relatives of such shareholders or directors and any company which the Exhibitor or its shareholders or directors or any of their relatives is a shareholder or director of such company, if the Exhibitor is a corporate entity;
“Complainant”	refers to the Exhibitor that files a complaint to the Show Organiser in respect of an infringement of intellectual property rights at the Exhibition;
“Exhibition”	refers to “MEGA SHOW” - MEGA SHOW PART 2 which is managed by the Show Organiser at the Exhibition Venue during the Exhibition Period;
“Exhibition Period”	refers to the period of 27-30 October 2024;
“Exhibition Venue”	refers to the Hong Kong Convention and Exhibition Centre in the Hong Kong Special Administrative Region;
“Exhibitor”	refers to the relevant Applicant whom the Show Organiser has accepted, in writing, its application to exhibit at the Exhibition;
“Exhibitor-Appointed Contractor”	refers to the independent booth contractor appointed by the Exhibitor, with the prior written approval of the Appointed Contractor (which may be given in the sole and absolute discretion of the Appointed Contractor), for the construction, installation, dismantle and removal of custom-built Stand;
“Legal Advisor”	refers to the legal advisor as appointed by the Show Organiser and/or the Licensor from time to time;
“Licensor”	refers to Comasia Limited and / or its affiliated company;
“Participation Fee”	refers to the participation fee specified in Part Two of the Application Form;
“Products”	refers to any goods, products, items, samples or exhibits displayed by the Exhibitor at the Exhibition;
“Regulations”	refers to the provisions contained in these “Exhibition Rules & Regulations”;
“Security Deposit”	refers to an amount as specified in the exhibitor manual, being the deposit payable by the Exhibitor for each custom-built Stand and is refundable to the Exhibitor (without interest) subject to the deductions as set out in paragraph 4.6.2(f) below;
“Show Organiser”	refers to Comasia Limited appointed by the Licensor to manage the whole or any part of the Exhibition;
“Space”	refers to the area within the Exhibition Venue where the Exhibition will be conducted; and
“Stand” or “Booth”	refers to the area within the Space designated to the Exhibitor for the purpose of exhibiting and promoting its Products. This may include the structure and partitioning of the booth as the case may be, but for the avoidance of doubt shall exclude any areas in front of the booth.

4.2 Application Form

- 4.2.1 The Exhibitor acknowledges that by signing the Application Form, it has irrevocably agreed and undertaken to comply with all its obligations under the Regulations and any other additional rules and regulations prescribed by the Show Organiser under paragraph 4.19 below.
- 4.2.2 Notwithstanding payment or acceptance of the Participation Fee or part thereof, submission of the Application Form to the Show Organiser does not create, whether express or implied, any rights on the part of the Applicant or any obligation or liability to perform any function or duty on the part of the Show Organiser.
- 4.2.3 The Show Organiser has the sole and absolute discretion to accept or reject, without giving any reason or explanation, the Applicant's application to exhibit at the Exhibition.
- 4.2.4 The Show Organiser will notify the Applicant in writing whether its application to exhibit at the Exhibition is accepted or rejected not less than TWO months after receipt by the Show Organiser of the Application Form (in any event before the commencement of the Exhibition Period).
- 4.2.5 Where the Applicant/Exhibitor is a business entity or a corporation, the Show Organiser may at any time require the Applicant/Exhibitor to produce copies or certified copies of the Applicant's/Exhibitor's certificate of incorporation, business registration certificate, and/or any other company registration documents.

4.3 Participation Fee & Payment Terms

- 4.3.1 The applicant shall pay the Participation Fee to the Show Organiser in the following manner: fifty per cent (50%) of the Participation Fee should be made no later than March 31, 2024; and the balance payment should be made no later than June 30, 2024.
- 4.3.2 The Participation Fee paid by the Applicant shall be non-refundable except:
- (a) when the Show Organiser has rejected the Applicant's application to exhibit at the Exhibition, the Show Organiser will refund without interest only that part of the Participation Fee paid by the Applicant; or
 - (b) when the Show Organiser has postponed, re-scheduled, suspended, cancelled or materially reduced or shortened the Exhibition Period under paragraph 18.2 below, the Show Organiser may (but is not obliged) in its sole and absolute discretion refund without interest such amount, if any, of the Participation Fee or part of it, paid by the Applicant after a 20% deduction for covering the relevant administrative, marketing, promotional and advertising expenses incurred by the Show Organiser for the Exhibition.

Any refund will be made within TWO months after the Applicant/Exhibitor having been notified in writing that its application has been rejected or the Exhibition is cancelled, postponed, re-scheduled, or materially reduced or shortened, as the case may be. All Participation Fee paid or payable by the Applicant shall be non-refundable unless otherwise specifically provided in these Regulations. The Applicant's payment obligation for the entire Participation Fee shall remain in full force and effect once the Applicant's application is accepted by the Show Organiser irrespective of any subsequent cancellation by the Applicant or any non-participation in the Exhibition by the Applicant, and that the Applicant shall indemnify and keep the Show Organiser and its associated companies fully indemnified for any and all losses or damages as a result of any non-payment or breach or non-compliance with any provisions of these Regulations.

- 4.3.3 All Participation Fee paid by the Applicant shall be non-refundable and forfeitable, notwithstanding an occurrence of Force Majeure Event(s) (as defined in this clause 4.3.3 below) in Hong Kong and/or country which the Applicant operates in (based on the address of the Applicant as provided in this Application Form) ("**Country of Origin of the Applicant**") which prevents the Applicant from attending and exhibiting at the Exhibition ("**Failure to Exhibit**"). However, upon an occurrence of Force Majeure Event(s) and receipt by the Show Organiser of a notice in writing from the Applicant in relation to the occurrence of such Force Majeure Event(s) which lead to the Failure to Exhibit by not less than 60 days before the commencement of the Exhibition, the Show Organiser may (but is not obliged) in its sole and absolute discretion permits the Participation Fee paid by the Applicant to be transferred and deemed as Participation Fee paid (with a 20% deduction from the paid Participation Fee for covering the relevant administrative, marketing, promotional and advertising expenses incurred by the Show Organiser for the Exhibition) ("**Transfer of Participation Fee**") for the next edition of the Exhibition ("**Upcoming Exhibition**"). Upon the occurrence of the Transfer of Participation Fee, the Applicant shall enter into separate contract(s) and/or application form(s) with regard to the application for stand space in the Upcoming Exhibition before the commencement of the Upcoming Exhibition. As the said transferred Participation Fee remains to be non-refundable in nature, if no binding contract and/or application form is entered into between the Show Organiser and the Applicant in relation to the application for stand space in the Upcoming Exhibition 60 days before the commencement of the Upcoming Exhibition, the Show Organiser shall be entitled to forfeit the said transferred Participation Fee.

A Force Majeure Event as referred to in this clause 4.3.3 above means an event beyond the control of the Show Organiser and the Applicant, including but not limited to acts of God, accident, riots, war, terrorist act, disease, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, natural catastrophes, governmental acts or omissions (including but not limited to compulsory boarding and quarantine requirements imposed by the government of the Hong Kong Special Administrative Region and/or the Country of Origin of the Applicant from time to time in response to any disease, epidemic and/or pandemic), changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy.

Upon the occurrence of the Transfer of Participation Fee, the Applicant would not be entitled to the allocation of any Booth in the Exhibition and the Show Organiser is entitled to reallocate the Booth which have been previously allocated and/or reserved for the Applicant (if any) to any other individuals and organisations as the Show Organiser considers appropriate. For the avoidance of doubt, the Show Organiser makes no representations, warranties and assumes no obligations with regard to any information and details regarding the Upcoming Exhibition, including but not limited to the time, duration, venue, scale and format of the Upcoming Exhibition and the size, price and location of the stand space in the Upcoming Exhibition which would be allocated or reserved for the Applicant. The Applicant shall enter into separate contract(s) and/or application form(s) with the Show Organiser with regard to the detailed terms in relation to the application for stand space in the Upcoming Exhibition before the commencement of the Upcoming Exhibition.

- 4.3.4 In the event that the fifty per cent (50%) of the Participation Fee stated in clause 3.1(a) above is paid by cash, the payment shall be made in Hong Kong dollars (HK\$) and/or United State dollars (US\$) only (the "Cash Payment") in Hong Kong. The remaining balance of the Participation Fee shall be settled in the following manner:
- (a) the balance of the Participation Fee shall be paid to the Show Organiser by bank draft / crossed cheque / Cash Payment / bank remittance. The Applicant is responsible to complete the relevant formalities or registration(s) as required by the bank or any applicable laws and regulations for the arrangement in regarding the bank remittance of the balance of the Participation Fee (including notifying the bank or any relevant authorities regarding the cash payment of initial deposit in Hong Kong, if applicable);
 - (b) in the event that excess payment on the Participant Fee was made by the Applicant, the Show Organiser shall refund the excess payment without interest in accordance with the relevant rules or regulations
- 4.3.5 The Applicant shall be responsible for all liabilities resulting from or caused by the Cash Payment and any related arrangement(s).
- 4.3.6 Participation Fee includes Stand rental, Stand construction and the publicity and promotional arrangement for the Exhibition both overseas and in Hong Kong.
- 4.3.7 The Show Organiser and the Applicant hereby agree and acknowledge that each party shall be responsible and bear its own tax liability (including all fines, penalties, costs, charges, expenses and interests incidental or relating to taxation) incurred under any applicable jurisdiction in connection with their respective business activities and/or operations conducted in the Exhibition and/or otherwise in connection with the signing of this application form and the application for the right to participate in the Exhibition.

4.4 Publicity & Promotion for the Exhibition

- 4.4.1 The Show Organiser shall arrange and be responsible for all publicity and promotional arrangements for the Exhibition both overseas and in Hong Kong. The Exhibitor and its Associates must not give or cause to be given any interview, public announcement, press statement, or any other publicity or promotion whatsoever in relation to the Exhibition without the prior written approval of the Show Organiser
- 4.4.2 The Exhibitor shall permit the Show Organiser, their associated companies and their agents or any companies appointed by the Show Organiser to disclose to any third party, for the purpose of publicising and promoting the Exhibition, the following information:-
- (a) the fact that the Exhibitor will be exhibiting at the Exhibition; and
 - (b) a description of the products that the Exhibitor intends to exhibit at the Exhibition
- 4.4.3 The Show Organiser and their associated companies or any companies appointed by the Show Organiser will be allowed and licensed to use the name and the logo of the Exhibitor for the purpose of publicising and promoting the Exhibition. This would include without limitation the printing of the name and the logo of the Exhibitor on posters, promotional materials and the Exhibition's official show directory.
- 4.4.4 The Show Organiser and their associated companies and any companies appointed by the Show Organiser shall not be responsible for any errors or omissions relating to the Exhibitor, its equipment, products or services in the listings in the Exhibition's official show directory or in any promotional materials, and the Exhibitor agrees to waive all its rights against the Show Organiser and their associated companies and any companies appointed by the Show Organiser in respect of any matter arising from such error or omission.

4.5 Stand Allocation

- 4.5.1 Before the commencement of the Exhibition Period, the Show Organiser will notify the Exhibitor of the location and position of the Stand. The Show Organiser has the sole and absolute discretion in allocating and specifying the location and position of the Stand and reserves the right to reallocate and re-specify another Stand different to the one originally allocated to the Exhibitor at any time prior to the commencement of the Exhibition Period. For the avoidance of doubt, failure to allocate and include a booth number on this Application Form shall in no event affect the validity of this Application and its binding effect on the Applicant. The Exhibitor does not have a right to object to such allocation and specification.
- 4.5.2 The Exhibitor cannot use a name on the Stand that is different from the one specified on the Application Form without the prior written approval of the Show Organiser
- 4.5.3 The right to use the Stand allocated is specific to the Exhibitor and cannot be transferred, assigned, sub-contracted or otherwise shared with any third party.

4.6 Construction of Stand & Related Works

- 4.6.1 The Stand will be provided by the Appointed Contractor's designated contractors and are of standard designs. No variation of the fascia board, lettering, fittings, structure or any integral part of the Stand by the Exhibitor shall be permitted without the prior written approval of the Appointed Contractor. The Appointed Contractor reserves the right to make changes to the facilities and Stands provided at any time before the commencement of the Exhibition.
- 4.6.2 The Exhibitor may appoint an Exhibitor-Appointed Contractor for the construction, installation and removal of custom-built Stand at the Exhibitor's own costs and expenses subject to prior written approval of the Appointed Contractor and to the following provisions:-
- (a) the custom-built Stand must be constructed and installed in accordance with the booth layout plans prepared by the Exhibitor and pre-approved by the Appointed Contractor. The booth layout plans must be clearly drawn, showing full dimensions and including all relevant information such as floor plans, stand elevation, all fittings, colour and materials to be used and must be drawn in a scale not less than 1:100;
 - (b) the height of raw space construction shall not exceed 4 metres and standard booth height (under either the basic or furnished booth package) shall not exceed 2.5 metres. For any structure exceeding the height of 3 metres, the Exhibitor must obtain a safety certificate issued by a Registered Structural Engineer ("RSE") to the satisfaction of the Appointed Contractor or Sub-Contractors indicating that the design is safe for the purposes intended;
 - (c) the custom-built Stand must be constructed from flame retardant materials approved by the Appointed Contractor;
 - (d) all the necessary plans, information and reports must be submitted to the Appointed Contractor for approval not less than ONE month before the commencement of the Exhibition Period. If any of the plans, information or reports is not submitted before the said time, the Appointed Contractor may refuse to accept and consider such request for approval;
 - (e) the Exhibitor-Appointed Contractor is deemed to be an agent of the Exhibitor. All actions and omissions of the Exhibitor-Appointed Contractor, its employees and/or its agents are deemed to be the actions and omissions of the Exhibitor;
 - (f) the Exhibitor must pay to the Appointed Contractor/Sub-Contractor the Security Deposit before commencing construction of the Stand. The Appointed Contractor/Sub-Contractor shall be entitled to deduct from the Security Deposit any amount sufficient to cover any damage or loss suffered by any person, including without limitation the Appointed Contractor, the Sub-Contractor, the Show Organiser, the owner or management of the Exhibition Venue or other exhibitors, as a direct or indirect result of any action or omission, negligence or otherwise, of the Exhibitor-Appointed Contractor in the Exhibition. Any expenses incurred for removing the custom-built Stand, restoring the area of the Stand to its original state and condition, and/or removing all rubbish and materials, plus such additional fees payable under paragraph 9.5, in the event that the Exhibitor fails to comply with its obligations under paragraph 9. The Security Deposit, less any amount deductible under this paragraph, will be refunded within TWO months after the conclusion of the Exhibition;
 - (g) should the amount to be deducted under sub-paragraph (f) exceed the Security Deposit, the Exhibitor shall fully indemnify and keep indemnified the Appointed Contractor/Sub-Contractor for any such additional amount and shall compensate the Appointed Contractor/Sub-Contractor for any loss or damage suffered.
- 4.6.3 The Exhibitor and the Exhibitor-Appointed Contractor are prohibited from:-
- (a) adding any fitting or display to the shell of the Stand;

- (b) using any tapes, nails or other fixing mechanisms on the partitions, floor or ceiling of the Stand;
- (c) displaying any free standing fixture (including without limitation names, signs, spotlights, banners, advertising material and logos) that exceeds a height of 2.5 metres or which extends beyond the boundaries of the Stand;
- (d) suspending anything from the ceiling of the Exhibition Venue nor fixing anything to the floor, walls or any other part of the Exhibition Venue;
- (e) installing or altering any electrical equipment except in accordance with paragraph 7 below, or using any electrical socket for more than one electrical appliance; and
- (f) paint spraying, welding or using electrical saws within the Exhibition Venue. The Exhibitor is liable to the Show Organiser for any damage caused by the Exhibitor, the Exhibitor-Appointed Contractor and/or their Associates to any parts(s) of the Stand.

4.6.4 The transportation, assembly, dismantlement and removal of custom-built Stands are the responsibility of the Exhibitor. All such work must be carried out according to the arrangements and within the time limits specified in the Regulations or as otherwise specified by the Show Organiser.

4.6.5 Work of any kind carried out by the Exhibitor or its Associates at the Exhibition Venue must conform to all applicable statutes, rules and regulations applicable to the Exhibition Venue and also those specified by the Show Organiser and/or the Appointed Contractor. The Show Organiser, the Appointed Contractor and their associated companies reserve the right to prohibit or stop any work which contravenes any of such statutes, rules and regulations and the Exhibitor shall have no claim and agrees to waive all its rights against the Show Organiser, the Appointed Contractor and their associated companies or their agents for any other losses or damages.

4.6.6 Work of any kind carried out by the Exhibitor or its Associates at the Exhibition Venue including the decoration of the Stand must be fully completed within the time limits specified by the Show Organiser and/or the Appointed Contractor and in any case by 10:00 p.m. on the day preceding the commencement of the Exhibition Period. The Show Organiser and/or the Appointed Contractor reserves the right to assemble, install or decorate at the Exhibitor's expense the Stand which is not completed by the specified time and/or allocate use of the Stand to another person, without incurring any liability for refund of the Participation Fee paid by the Exhibitor or for any loss, damage or expense whatsoever to the Exhibitor or its Associates.

4.6.7 The Show Organiser and/or the Appointed Contractor reserves the right to alter or remove without notice and at the Exhibitor's expense any work which differs from the approved specification or any Stand that does not conform to the required standard or rules and regulations specified by the Show Organiser and/or the Appointed Contractor. The Exhibitor shall have no claim against the Show Organiser and/or the Appointed Contractor and their associated companies or their agents or any other companies appointed by the Show Organiser for any extra cost of replacing the Stand to conform to the specifications of the Show Organiser and/or the Appointed Contractor or for any other losses or damages.

4.6.8 All repairs or alternations to the Stand or displays can only be carried out by the Exhibitor during the time that the Exhibition is closed from the public and with the prior approval of the Show Organiser, the Appointed Contractor or their agents.

4.7 Electricity

4.7.1 The Exhibitor must carry out all electrical works at its own expense through the Appointed Contractor and/or Sub-Contractor. Before any electrical work is carried out, design plans or proposals for electrical installation must be submitted to the Appointed Contractor the Sub-Contractor for approval no later than THREE months before the commencement of the Exhibition Period. The Appointed Contractor and/or Sub-Contractor may require amendments or variations to be made to the design plan or proposals before approving the same, or may withhold approval at its sole and absolute discretion.

4.7.2 All electrical works, fitting and wiring must be conducted and installed in compliance with the Electricity Ordinance (Chapter 406 of the Laws of Hong Kong) and/or its subsidiary regulations and the regulations of the Exhibition Venue.

4.7.3 Only electricity can be used as a source of light or power in the Exhibition Venue.

4.7.4 Electric current will be supplied in 220- volt, single phase; electric current of a higher voltage, three phases will be supplied subject to prior arrangement having been made with the Appointed Contractor and/or Sub-Contractor.

4.7.5 The Exhibitor must obtain all electricity supply, whether from the mains, batteries or generators, from the designated contractor appointed by the Appointed Contractor and/ or Sub-Contractor.

4.8 Use of Stand

4.8.1 The Exhibitor shall use the Stand and any part of the Space allocated in a manner and format satisfactory to the Show Organiser at all times during assembly, installation and disassembly of the Stand and throughout the Exhibition Period.

If at any time the Show Organiser believes in its sole opinion that the use of the Stand by the Exhibitor is unacceptable or that the Exhibitor has breached any of the Regulations, the Show Organiser reserves the right to disqualify the Exhibitor from participating in the Exhibition and/or to request the Exhibitor or any of its Associates to immediately leave the Exhibition Venue and/or to clear all or any part of the Stand or Space at the expense of the Exhibitor. The Exhibitor cannot ask for any refund of monies paid, full or partial, against the Show Organiser, should the Show Organiser exercise its rights under the Regulations.

- 4.8.2 The Exhibitor is prohibited from distributing any products, materials or otherwise, or to carry out any advertising, promotion or demonstration activities, or to canvass for business anywhere within the Exhibition Venue other than within the Stand.
- 4.8.3 The Exhibitor is prohibited from making, producing, or causing any sound or noise, including but not limited to music or sound produced by broadcasting from telephone, television, radio and any apparatus, equipment or instrument capable of creating such sound or noise, or vibration or smoke or offensive odour in the Space which is/are or may be a nuisance or annoyance to the Show Organiser, other Exhibitors or visitors to the Exhibition. Upon request by the Show Organiser, the Exhibitor shall immediately cease making such sound or noise or vibration or smoke or offensive odour.
- 4.8.4 An authorised representative of the Exhibitor must be in attendance at the Stand at all times when the Exhibition is open to the public and in the manner as prescribed by the Show Organiser or its agents from time to time.
- 4.8.5 The Show Organiser has the sole and absolute discretion to require the forthwith removal, and to remove, at the Exhibitor's expense, from the Stand or any area within the Exhibition Venue, any goods, materials, publicity material, items or things displayed or placed there without any obligation to give any reason therefore, and without incurring any liability for any loss, damage or expense whatsoever to the Exhibitor or its Associates as a consequence thereof.

4.9 Move-in & Move-out of Products & Stand Materials

- 4.9.1 The Exhibitor shall only move products, materials, exhibits, items or things in and out of the Exhibition Venue during the time period and in such manner as specified by the Show Organiser from time to time. Under no circumstances the Show Organiser shall be responsible for receiving or storing any Products or Stand materials on behalf of the Exhibitor.
- 4.9.2 On the last day of the Exhibition Period, the Show Organiser will issue to the Exhibitor a move-out permit which will specify the time period during which the Exhibitor can move out its Products, materials, exhibits, items or things from the Stand and the Exhibition Venue.
- 4.9.3 The Show Organiser reserves the right to appoint one or more exclusive contractor(s) to handle the transportation of all Products, materials, exhibits, items or things in and out of the Exhibition Venue, whereupon the Exhibitor shall be obliged to hire the services of such exclusive contractor(s).
- 4.9.4 The Exhibitor shall remove from the Exhibition Venue all Products, goods, materials, items or things of the Exhibitor or its Associates (and if applicable, remove any custom-built Stands and restore the area of the Stand to its original state and condition) within TWO hours after the conclusion of the Exhibition or within such other time as specified by the Show Organiser.

Any such Products, goods, materials, items, things or custom-built Stands which are not removed from the Exhibition Venue by the specified time may be deemed abandoned and shall be removed and disposed of by the Show Organiser and/or the Appointed Contractor, Sub-Contractor or their agent at the Exhibitor's expense. The Show Organiser and their associated companies, the Appointed Contractor or any company appointed by the Show Organiser shall not be liable for any loss, damage or expense whatsoever suffered by the Exhibitor, its Associates and/or the Exhibitor-Appointed Contractor as a consequence thereof.
- 4.9.5 Notwithstanding paragraph 4.9.4, the Exhibitor shall be liable to pay and fully indemnify the Show Organiser, their associated companies, the Appointed Contractor, Sub-Contractor or any other companies appointed by the Show Organiser for any and all amounts charged by the management company of the Exhibition Venue and/or any loss or damage suffered by the parties as a result of any breach by the Exhibitor under paragraph 4.9.4

4.10 Removal of Stand or Products

- 4.10.1 The Exhibitor shall not, without the prior written approval of the Show Organiser, dismantle or remove the Products, the Stand or any of its decorations until the Exhibition is officially concluded.

4.11 Authorised Personnel of the Exhibitor

- 4.11.1 The Exhibitor (if an individual) and its personnel, agents or representatives are required to wear exhibitor badges, contractor badges, whenever they are within the Space. Any person not wearing a badge will be required to leave the Space.

- 4.11.2 The Show Organiser will provide the Exhibitor with FIVE exhibitor badges (or such number of contractor badges as necessary) for use by the personnel, agents or representatives of the Exhibitor (or the Exhibitor-Appointed Contractor). The Exhibitor may in writing request additional exhibitor badges and the Show Organiser may provide such additional exhibitor badges if it considers necessary.
- 4.11.3 The Exhibitor shall provide the Show Organiser, its associated companies or any other company as appointed by the Show Organiser with full particulars of all those personnel, agents or representatives of the Exhibitor ("Such Personnel") who will be provided with exhibitor badges before the badges will be issued. The Exhibitor shall procure Such Personnel:
- (a) display their exhibitor badges conspicuously whilst in the Exhibition Venue;
 - (b) do not pass or transfer their exhibitor badges to any other person;
 - (c) return the exhibitor badges to the Show Organiser at the end of the Exhibition Period, or upon demand by the Show Organiser;
 - (d) comply with all obligations imposed on the Exhibitor or on Such Personnel whether by the Regulations, the Show Organiser or its agents.
- 4.11.4 The Show Organiser will provide the Exhibitor with one vehicle pass issued by the management company of the Exhibition Venue. Only vehicles with such vehicle pass will be permitted to enter into the loading dock at the Exhibition Venue. Prior to the expiration of the time period specified in paragraph 4.9.4 above, the Exhibitor must return the vehicle pass to the Show Organiser.
- 4.11.5 The Exhibitor shall provide names and photos (and such other personal data as the Show Organiser may reasonably require) of its personnel, agents or representatives for production of the exhibitor badge. The Show Organiser shall not issue any exhibitor badge if the Exhibitor fails to provide such names and photos (and such other personal data) to the Show Organiser THREE months before the commencement of the Show

4.12 Admission

- 4.12.1 Persons under 18 years of age will not be permitted to enter into the Exhibition.
- 4.12.2 The Show Organiser reserve(s) the right to refuse admission to the Exhibition of any persons, including the Exhibitor and its Associates, whom the Show Organiser in its absolute discretion considers as unfit, intoxicated or in any way likely to create disturbance or discomfort to the Exhibition, other Exhibitors or visitors to the Exhibition, or if such persons are already in the Exhibition Venue, to require them immediately leave the Exhibition Venue.

4.13 Photographing & Video Shooting

- 4.13.1 The Exhibitor shall not, and shall procure its Associates not to, take any photographs or video recording or record any sound at the Exhibition without the prior written approval of the Show Organiser.

4.14 Liability, Risks & Insurance

- 4.14.1 The Show Organiser, their associated companies, their agents, representatives, contractors or employees and any companies appointed by the Show Organiser shall not be liable in any way whatsoever in respect of any loss, injury or other damages (other than death or personal injury caused by the negligence of the Show Organiser or its employees) suffered by or caused to the Exhibitor or its Associates or the products or other property of the Exhibitor, its Associates or its visitors.
- 4.14.2 The Show Organiser and any companies appointed by the Show Organiser shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as a result of the Exhibition.
- 4.14.3 The Exhibitor undertakes to indemnify and at all times hereafter to keep indemnified the Show Organiser, their associated companies, their agents, representatives and employees and any companies appointed by the Show Organiser on demand from and against all liabilities, actions, proceedings, claims, damages, costs and expenses they may suffer or incur by reason howsoever in relation to any agreement with the Exhibitor or its Associates or any breach of the Regulations by the Exhibitor or its Associates.
- 4.14.4 The Exhibitor shall be responsible for effecting insurance which shall include, but not be limited to, its displays, exhibits and the Stand against loss or damage by theft, fire, public (including occupier's liability) and any other natural causes, and shall produce such policy of insurance to the Show Organiser upon request.
- 4.14.5 The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed by the Regulations as well as any possible legal liability for negligence of the Exhibitor and its Associates and shall produce such policy of insurance to the Show Organiser upon request. The Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor and/or its Associates to any property of the Exhibition Venue, the other Exhibitors, the Show

Organiser or their associated companies or other companies appointed by the Show Organiser or the visitors to the Exhibition.

- 4.14.6 All Products, materials, items or things of the Exhibitor or its Associates that are brought to and removed from the Exhibition Venue are at the sole risk of the Exhibitor and should be safeguarded by the Exhibitor at all times.
- 4.14.7 The Exhibitor acknowledges and agrees that its participation in the Exhibition is solely at the Exhibitor's own risk.
- 4.14.8 The Show Organiser reserves the right to exercise a general lien over any property of the Exhibitor in the Exhibition Venue in respect of all monies due to the Show Organiser or the Appointed Contractor (including claims for damages) in connection with the Exhibition.
- 4.14.9 The Exhibitor shall comply with all relevant fire, health and safety legislations and rules and ensure that all its Associates are aware of their duties and responsibilities. Any plant or systems of work which may be used must be certified safe and in good working order.

4.15 Intellectual Property

- 4.15.1 The Exhibitor hereby represents and warrants to the Show Organiser that the Products do not infringe or breach in any way any right (including, but not limited to, intellectual property rights) of any person or entity and does not constitute a contravention of any applicable rule or law whether in the country of the Exhibition Venue or any other country.
- 4.15.2 The Exhibitor shall at all times, and without limit in point of time, indemnify and keep indemnified the Show Organiser in full on demand against all liability, loss, damages, costs and expenses (including legal costs and expenses on a full indemnity basis) awarded against or incurred or paid by the Show Organiser as a result of or in connection with:
 - (a) the breach of any warranty given by the Exhibitor under paragraph 4.15.1 above; and
 - (b) any claim that the Products infringe, or their importation or use or resale infringes, the patent, copyright, design right, trademark or other intellectual property rights of any other person or entity.

4.16 Waiver

- 4.16.1 The waiver by the Show Organiser of any of the Regulations will not prevent the subsequent enforcement of the Regulations and will not be deemed to act as a waiver in respect of any subsequent breach.

4.17 Termination of Right to Exhibit

- 4.17.1 The Show Organiser shall have the right to terminate at any time without notice the right of the Exhibitor to exhibit in the Exhibition and to immediately take possession of the Stand at the Exhibitor's expense in any of the following circumstances:
 - (a) if the Exhibitor or any of its Associates commits a breach (whether capable of remedy or not) of any of the Regulations or any additional rules and regulations prescribed by the Show Organiser under paragraph 4.19 below; or
 - (b) if the Exhibitor, being a body corporate, enters into liquidation whether compulsorily or voluntarily or compounds with its creditors or has a receiver appointed over all or any part of its assets or takes or suffers any similar action in consequence of debt; or
 - (c) if the Exhibitor, being a sole proprietorship or partnership becomes, or one of its members becomes, bankrupt or insolvent or enters into any arrangements with its creditors or takes or suffers any similar action in consequence of debt; or
 - (d) if the Exhibitor conducts any activity which, in the sole opinion of the Show Organiser, does not conform to the nature and purpose of the Exhibition, or interferes with the rights of other Exhibitors.
- 4.17.2 The Exhibitor shall have no claim for refund of the Participation Fee (or any part thereof) nor any other claim against the Show Organiser in the event that its right to exhibit in the Exhibition is terminated under this paragraph 4.17.

4.18 Cancellation of Exhibition

- 4.18.1 The Show Organiser reserve(s) the right to change the floor plan, site character or the Exhibition Venue at any time. The Show Organiser may in its sole and absolute discretion make proportional allowance for the space allocated to the Exhibitor.
- 4.18.2 Notwithstanding anything contained in the Regulations or any other documents or agreements between the Exhibitor and the Show Organiser, the Show Organiser reserves the right to postpone, re-schedule, cancel, alter in character or reduce in scale the Exhibition, or to shorten or extend the Exhibition Period in its sole and absolute discretion at any time for whatsoever reason provided always that the Show Organiser may in its sole and absolute discretion refund without interest such amount, if any, of the Participation Fee or part of it less the related administrative expenses, marketing, promotional and advertising expenses incurred by the Show Organiser, as the Show Organiser thinks appropriate in accordance with paragraph 4.3 above.

4.18.3 Subject to the discretionary right to refund the Participation Fee under paragraph 4.18.2 above, the Show Organiser, its associated companies, its agents and representatives and any company appointed by the Show Organiser shall not be liable and the Exhibitor shall not make any claim or demand, whether for loss or damage, or return of all or part of any money paid by the Exhibitor, in connection with the Show Organiser exercising its rights under this paragraph 4.18, including without limitation, any postponement, re-scheduling, cancellation, alteration, reduction, shortening or extension of the Exhibition or the Exhibition Period.

4.19 Additional Rules & Regulations

4.19.1 The Show Organiser reserves the right to interpret, alter and amend any of the Regulations and to issue additional rules and regulations at any time it considers necessary for the orderly operation of the Exhibition. Any and all interpretations of the Regulations and any additional rules and regulations made by the Show Organiser shall be final and binding on the Exhibitor.

4.20 Right to Privacy

4.20.1 The Exhibitor is to conduct itself in a courteous manner and respect the rights of all the other Exhibitors and visitors to the Exhibition. The Exhibitor and its Associates are prohibited from entering into the Stands of other Exhibitors unless expressly invited to do so.

4.21 Governing Laws

4.21.1 These Regulations shall be governed by and construed in all respects in accordance with the laws of Hong Kong Special Administrative Region and the Exhibitor irrevocably submits to the exclusive jurisdiction of the courts of the Hong Kong Special Administrative Region.

5. Custom-built Stands

5.1 Custom-built Stands on Raw Space

Raw Space Exhibitors have to design and construct their own custom-built Stands on the given raw space and adhere to the Rules and Regulations stipulated in the above Section 4 as well as any other conditions which the Show Organiser may specify before or during the Exhibition. For enquiries, please contact the Official Stand Contractor directly.

Any signage and visual parts (including the company name, logo, slogan, photo, pattern, etc.) at the height of over 2.5 metres facing the adjacent booth must be set back 0.5 metre from the booth boundary.

The common side-wall bordering neighbouring stands with the height of over 2.5 metres has to be in smooth finishing, coloured WHITE and without any logo or graphics on it.

5.2 Booth Layout Plans & Design Proposals

Booth layout drawings, plans and design proposals must be submitted to the Official Stand Contractor for approval **no later than 16 September 2024**. Drawings submitted must be in a scale of not smaller than 1:100 with full dimensions and they must contain such information as the floor plan, stand elevation, telephone/broadband internet service, electrical fittings, audio-visual equipment, colours and materials to be used, etc.

5.3 Height Limit

No stand decoration, stand fittings or exhibits shall exceed 4 metres in height, unless prior approval in writing has been sought from the Show Organiser, the Official Stand Contractor and the Official Stand Contractor. For any structure exceeding the height of 3 metres, a safety certificate issued by **an Authorised Person / a Registered Structural Engineer (“RSE”)** must be provided to the Official Stand Contractor before the opening of the show.

Please note that there are varied maximum booth heights for different halls or ancillary areas. We recommend the Exhibitors to seek advice from the Official Stand Contractor for more information. For booths located within ± 500 mm area under the exhibition hall’s smoke curtain, the maximum permitted height is 2.5 or 3 metres as per below specifications. The Official Stand Contractor will notify and alert the concerned Exhibitors individually about their booth height limits.

Booths under the Smoke Curtain in	Maximum Booth Height
Halls 3FG & Halls 5FG	2.5 metres

5.4 Hanging Structures & Trusses

Exhibitors must apply prior approval from the Show Organiser for hanging structures/trusses. The Official Stand Contractor will permit hanging structures/trusses only with such an approval. Any hanging structure and truss from the hall ceiling must also carry a “safety certificate” issued by **an Authorised Person / a Registered Structural Engineer**. Exhibitors must submit this certificate to the Official Stand Contractor before the opening of the show.

5.5 Two-Storey Structures

Exhibitors must apply to the Show Organiser for an approval of any two-storey structure construction. The two-storey structure construction is only permissible by the Official Stand Contractor with such an approval. Exhibitors must bear full responsibilities for the safety of the structure as stipulated in the Construction Site Safety Regulation (Chapter 59).

Any custom-built exhibition structure with access to the second level must also carry a Safety Certificate and Structural Calculations issued by ***an Authorised Person / a Registered Structural Engineer***. Exhibitors have to submit this Safety Certificate and Structural Calculations to the Official Stand Contractor by the end of the stand construction period before the opening of the show. In case of failure to do so, the Official Stand Contractor reserves the right to prohibit access to the second level of the structure.

5.6 Electricity

All electrical works shall only be carried out at Exhibitors' expenses by the electrical contractors appointed by the Official Stand Contractor. Design plans or proposals for electrical installation together with aforementioned stand design proposals must be submitted to the Official Stand Contractor for approval ***before 16 September 2024***. Electricity will be supplied in 220 volt ($\pm 6\%$), single phase, 50Hz or 380 volt ($\pm 6\%$), three-phase, 50Hz. One electric socket serves only one electrical appliance. All electrical fittings and wiring must be installed in compliance with Electricity (wiring) Regulations of the Hong Kong Electricity Ordinance (Chapter 406).

In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a qualified electrical worker from a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Stand Contractor **by 3:00pm on 26 October 2024**. Failure to provide the properly certified Form WR1 by 10:00pm on that day will result in suspension of electricity supply for the stand throughout the show period.

5.7 Fire Precautions / Fire Service Certificate

For all construction with wooden materials, raw space contractors are required to install one fire extinguisher at a conspicuous spot within the assigned area during the construction period for safety reasons. This rule is also applicable to group pavilion and themed zone area with installation of one fire extinguisher for every 60 sqm within its assigned area.

One functional extinguisher must be available at a conspicuous spot within the assigned booth area during the construction and show period for all stands with two-storey structures. All combustible materials used for raw space stands shall conform to the standards acceptable to the Director of Fire Services of Hong Kong SAR; or shall be brought up to these standards by treating with a fire-retardant paint or solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect must be submitted to the Official Stand Contractor **by 3:00pm on 26 October 2024** as a documented proof of fire safety compliance.

5.8 Construction of Stands, Temporary Structures & Custom-built Stands

Unless special arrangements are made with the Show Organiser, the procedures below must be adhered to whenever an Exhibitor carries out construction or installations within its assigned area or public circulation area when:

- (i) provision is made for a closely seated audience;
- (ii) any part of any construction or installation exceeds 3 metres in height above the floor;
- (iii) the distance from any part within a Stand to an open side, exit or aisle is greater than 18 metres; or,
- (iv) connections to the floor structure are required.

The Exhibitor concerned must give notice in advance to the Show Organiser on its intention to erect such structures.

All Stands or Temporary Structures exceeding 3 metres in height must be constructed under the supervision of **an *Authorised Person / a Registered Structural Engineer***. **The *Authorised Person / Registered Structural Engineer*** shall verify the stability of the Stands or Temporary Structures on-site and submit a safety report to Hong Kong Convention and Exhibition Centre (Management) Limited (“HML”) prior to the first show day. **An *Authorised Person*** can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-List III). Please refer to http://www.bd.gov.hk/english/inform/index_ap.html for more details. **An *Authorised Person*** is legally defined in the HKSAR Buildings Ordinance Chapter 123.

No Temporary Structure including Stands with 4.5 metres in height or above may be erected unless **a *Registered Structural Engineer*** has verified their structural calculations and design for stability prior to the set-up or erection. **The *Authorised Person / Registered Structural Engineer*** must also verify the stability of the Stands or Temporary Structures on site and submit a safety report to the Official Stand Contractor or the Show Organiser prior to the first show day.

The Exhibitor concerned must provide the Show Organiser, on request, with a copy of all relevant permits, licences, approvals or certificates granted by the Hong Kong SAR Government as soon as it receives such documents.

Where the required approval by the Hong Kong SAR Government cannot be granted one month preceding the Exhibition, the Exhibitor must inform the Show Organiser in writing so that alternative arrangements may be pursued and considered.

5.9 Platforms & Stages

Platform and stage installations must be equipped with suitable handrails. Other means of protection must be provided on any riser type platform that exceeds 1 metre in height.

Use of any platforms or stages of more than 1.1 metre but lower than 1.5 metre in height must be constructed under the supervision of **an *Authorised Person / a Registered Structural Engineer***. **The**

Authorised Person / Registered Structural Engineer shall verify the stability of the platforms and stages on site and submit a safety report to HML prior to the first show day.

No stage nor platform of 1.5 metres in height or above may be erected unless **a Registered Structural Engineer** has verified the structural calculations and design for stability prior to the set-up or erection. **The Authorised Person / Registered Structural Engineer** also needs to verify the stability of the platforms and stages on site and submit a safety report to HML prior to the first show day.

5.10 Occupational Safety & Health Ordinance

Exhibitors and / or their contractors must comply with the Occupational Safety and Health Ordinance when constructing and dismantling the Stand. They must:

- (1) Make sure the workplace is safe and healthy.
- (2) Provide and maintain safe working equipment and procedures.
- (3) Appoint an authorised person for on-site supervision during installation/dismantling work.

5.11 Work Platform

The use of ladders in excess of 2 metres in height has been prohibited at the public circulation areas (Hall 1, 3 & 5 Concourses, Convention Foyer, Grand Foyer, Harbour Road Entrance and Expo Drive Entrance) within the HKCEC. All construction or dismantling works should be carried out on suitable work platforms with safety measures applied. The HKCEC operator has the authority to stop any unsafe work practice directly.

5.12 Reflective Safety Vest

Any persons entering the Exhibition areas for any reasons during construction or dismantling of the exhibition stands are required to wear a Reflective Safety Vest. The Venue operator and its security personnel have the right to refuse entry or expel any persons who fail to do so.

5.13 Approval of Stand Design Proposals

Raw Space Exhibitors must ensure that they and their self-appointed contractors are fully aware of the following points while preparing the design proposals. Failure to observe such rules can result in costly alterations on site being required by the HKCEC and / or the Show Organiser / Official Stand Contractor. These charges will be entirely at the Exhibitors' expense.

- a) Site measurements are given in metric. Exhibitors, upon arrival and before commencing the construction work, are required to check if the site is set out as per the floor plan issued by the Show Organiser, and to report any errors found to the Show Organiser immediately. If the Exhibitor does not report any errors to the Show Organiser immediately, the Show Organiser shall not be liable to any errors once construction work has been started by the party lodging the claim without first reporting the error to the Show Organiser.
- b) No part of any structure may extend beyond the boundaries of the site allocated. This includes spotlights, company fascias or logos.
- c) No suspensions are to be made from the ceiling of the Exhibition Hall, nor may any fixing be made to the floor, walls or any other parts of the Venue building.

- d) Exhibitors should provide set-up and decorate their Stands' partitions facing onto their own booth areas, the aisle, and adjacent booths. They must be properly finished to an acceptable standard on all surfaces.
- e) All materials used in the construction and decoration of exhibition stands or set-ups shall be flame-retardant. A Fireproof Certificate should be provided to the Official Stand Contractor and be subject to the inspection by the HKCEC and / or the Official Stand Contractor.
- f) The company names and/or booth numbers of the Exhibitors must be prominently displayed and faced to the aisle. If this rule is not observed, the Official Stand Contractor reserves the right to affix them as they deem fit and charge the concerned Exhibitor the cost incurred.
- g) Paint spraying, welding and the use of electrical saw are strictly prohibited inside the Exhibition Hall.
- h) The electricity supply main switch and distribution board are to be installed within the Exhibitor's Stand at the Official Stand Contractor's discretion.
- i) All electrical fittings and wiring must be installed in compliance with Electricity (wiring) Regulations of the Hong Kong Electricity Ordinance (Chapter 406).
- j) All lighting fixtures should be installed at least 2.2 metres above the ground. If not, they should be well protected so as not to cause danger to the general public.
- k) If any material is found attached to the Official Stand Contractor's materials, site work deposit will be deducted and the Exhibitor-Appointed Contractor is responsible for detaching the attached point(s) accordingly. Extra deposit will be deducted if the Official Stand Contractor's materials are damaged as a result.
- l) Any main construction set-up deviating from the drawings submitted to the Show Organiser will result in site work deposit deduction.
- m) Exhibitors are not allowed to utilise and/or apply decoration on the back of the partitions of their adjacent booths.
- n) Exhibitors and their self-appointed contractors should strictly follow the move-in & move-out schedule as set out by the Show Organiser. No early move-in/move-out arrangement without the Show Organiser's prior consent is allowed. Otherwise, all workers and construction materials are required to leave the Exhibition Hall immediately and wait until the specified official access time for re-entry. In case of this, the site work deposit will be deducted accordingly.

5.14 a. Exhibitor-Appointed Contractor

A Raw Space Exhibitor must appoint a competent local contractor to design and construct its Stand. Such Exhibitors should provide the names of their appointed contractors, contact persons, telephone and address information to the Official Stand Contractor by using **Form 5** for approval. The Official Stand Contractor reserves the right to withhold approval to any contractor appointed by the Exhibitors concerned, evaluating their past records in work discipline and safety, etc. Exhibitors in need of

assistance in appointing contractors for their custom-built stands should contact the Official Stand Contractor directly.

b. Construction Industry Safety Training Certificate

The Hong Kong Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA) and the Venue Operator have concurrently agreed to endorse the Contractor Green Card System at the HKCEC.

Contractors entering the HKCEC for Stand construction works are required to obtain the Construction Industry Safety Training Certificates (also known as “Green Card”). The main objective is to ensure that mandatory basic safety training has been provided to contractors and their workers before working at the HKCEC.

All stand fitting contractors must acquire the aforementioned certificates (cards) and have them properly displayed while working at the HKCEC. The HKCEC's security personnel will have the rights to refuse entry or remove personnel who fail to provide valid credentials. Please feel free to contact the Event Planning & Coordination Department (EPC) of the HKCEC at hkcepc@hkcec.com or (852) 2582 8888 should you need further assistance.

c. Insurance

The Exhibitor-Appointed Contractor shall effect or procure to be effected by its relevant Contractor(s) public liability insurance(s) exclusively for the provision of the contracting works for a sum (or the aggregate sum if more than one insurance policy will be effected) of not less than Ten Million Hong Kong Dollars (HK\$10,000,000) for any one occurrence and unlimited for the period of insurance with an insurance company authorised under the Insurance Companies Ordinance (Chapter 41 of the Laws of Hong Kong) during the period from the Move-in Day to the Closing Day of the Exhibition against liability to pay damages and compensation for injuries to or death of any persons and for losses or damages to any properties where such injuries, death, loss, or damage as the case can be caused or arisen out of any act or default of the Exhibitor-Appointed Contractor and its employees, agents and Contractors in relation to their carrying out of the Contracting Work or defects of the Construction Materials.

In addition, the Exhibitor-Appointed Contractor are obligated to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 (ECO) to cover liabilities both under the ECO and the common law for injuries at work in respect of all their employees, irrespective of the length of employment contract or working hours, full time or part time, permanent or temporary employment.

Inspectors from the Labour Department are authorised to check the contractors working in the Exhibition Venue at all reasonable times under section 72(1) of the Employment Ordinance, section 45(1) of the ECO and section 17L(1) of the Immigration Ordinance. Relevant records and documents should be provided for checking and inspection as required.

The insurance liability should fully cover all periods throughout the Move-in Day, Show Days, Move-out Day and booth dismantle period (i.e. from 25 to 31 October, 2024).

5.15 Refundable Security Deposit

Raw Space Exhibitors and Regional Pavilion / Theme Zone are required to pay a security deposit. In case of any damage made to the Exhibition Venue's property due to negligence of the contractor, or any bulky/large rubbish left in their raw space sites after the Exhibition, claims will be settled by deduction of the security deposit. Should there be no claims, refunds will be made within two months after the Exhibition.

Booth Type	Security Deposit
Raw Space Booth	HKD10,000/USD1,280
Regional Pavilion / Theme Zone	HKD30,000/USD3,840

5.16 Booth Early Setup Site Work Deposit

Exhibitors requesting for early move-in arrangements for booth setup or decoration are required to lodge a site work deposit to ensure that their sites are clear of any bulky or large rubbish after the Exhibition. The site work deposit amount will be levied according to the booth size:

Booth Size	Site Work Deposit
18 sqm or below	HKD3,000/USD384
19 sqm or above	HKD5,000/USD640

The deposit will be refunded to the Exhibitors within two months after conclusion of the Exhibition if their exhibition sites, in the Show Organiser's and Official Stand Contractor's view, are completely cleared up with no rubbish left behind. Otherwise, the deposit will be forfeited.

5.17 Deposit Payment Method

A bank cheque issued by a licensed bank in Hong Kong to be sent to the Official Stand Contractor as below:

Uniplan Hong Kong Limited

Address: Room 2A, 2/F, Beverly House, No. 93 -107 Lockhart Road, Wanchai, Hong Kong

Contact Name	Direct Line	Email
Ms. Stella Lee	(852) 2294 3602	Convention Hall: hongkong.msp2.chall@uniplan.com
Ms. Minna Lo	(852) 2294 3618	Hall 3F&G: hongkong.msp2.hall3@uniplan.com
Mr. Andy Kan	(852) 2294 3659	Hall 5F&G hongkong.msp2.hall5@uniplan.com

5.18 Rental of Additional Facilities

For Standard Booth Exhibitors who are requiring additional facilities such as furniture, power socket, lighting fixtures, broadband internet service, etc., please return **FORM 3A or 3B** to the Official Stand Contractor for ordering the required facilities. Prepayment in full will be required.

For Raw Space Exhibitors, **FORM 3C** should be used and submitted to the Official Stand Contractor for ordering the Electricity Supply. Prepayment in full will be required.

5.19 Penalty Rates for Over-time Move-in/out Work

If the Exhibitors and/or their appointed-contractors continue working onsite **after 2400hrs on 25, 26 and 30 October 2024**, they are required to pay the Show Organiser an over-time penalty levied by HKCEC against the Show Organiser as per below rates.

Penalty Rates for Over-time Move-in Work continued **after 2400hrs on 25 and 26 October 2024** (calculation based on the booth size areas):

Booth size from 9sqm - 20sqm	HKD2,990/hr
Booth size from 21sqm - 50sqm	HKD4,310/hr
Booth size from 51sqm - 100sqm	HKD5,860/hr
Booth size from 101sqm - 500sqm	HKD7,200/hr

Penalty Rates for Over-time Move-out Work continued **after 2400hrs on 30 October 2024 until 0300hrs on 31 October 2024** (Calculation according to which hall the booth is located in):

Hall 3F, 3G, 5F or 5G	HKD31,860.40/hr
Convention Hall & Foyer	HKD14,822.23/hr

Remarks:

- a) All charges will be calculated in multiples of hour. Over-time work of less than an hour will be rounded up to one hour.
- b) The above charges are for reference only, subject to change and the final charge levied by HKCEC.