



International MotorXpo Hong Kong 2024

Exhibitor Manual

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1. List of Contacts

International Motor Show (HK) Management Limited

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Will Ku	will.ku@imxpo.com.hk	(852) 3705 8593

Official Service Providers

Main Contractor (for any inquiry regarding booth set-up or contractor related issues)

Uniplan Hong Kong Limited

Minna Lo	hongkong.imxpo@uniplan.com	(852) 2294 3618
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2. Move-in and Move-out Schedule

Move-in schedule*	
Booth construction (Hall 3, 6)	1 December, 08:00 – 23:59
Booth construction (Hall 3, 6, 8, 10)	2 December, 08:00 – 23:59 3 December, 08:00 – 18:00
Display car move-in	3 December, 18:00 – 23:00 4 December, 08:00 – 12:00
Exhibitor move-in	4 December, 12:00 – 18:00
Media and VIP Previews	4 December, 18:00 – 22:00
Move-out schedule:	
Small exhibit move-out	8 December, 20:00 – 21:00
Display car move-out	8 December, 21:00 – 23:59 9 December, 08:00 – 12:00
Exhibit move-out (Using Loading Area)	9 December, 12:00 – 16:00
Booth Dismantling	9 December, 16:00 – 23:59 10 December, 08:00 – 23:59

** For detailed move in and move out schedule for individual exhibitors, please refer to the plan sent from the Organiser closer to the date.*

2.1 Exhibitors' Access

Exhibitor badges will be mailed to the registered delivery address. **All Exhibitors and staff are required to wear exhibitor badge at all times when entering the exhibition halls.** Please note that no individuals under the age of 18 will be granted access as exhibitors.

2.2 Over-time Penalty

Exhibitors and / or their appointed contractors shall follow the move-in / out schedule. If the Exhibitors or their appointed contractors work after 23:59 on 1 - 4 December 2024, they shall pay to the Organiser the over-time penalty.

3. General Information

3.1 Official Show Name

International MotorXpo Hong Kong (IMXpo) 2024

3.2 Venue

Hall 3, 6, 8, 10, AsiaWorld-Expo
Hong Kong International Airport, Lantau, Hong Kong

3.3 Organiser

International Motor Show (HK) Management Limited
E-mail: exhibitors@imxpo.com.hk
Tel: +852 3705 8593

3.4 Show Dates and Opening Hours

Show Date	Opening Hours
5 Dec 2024 (Thursday)	11:00 – 20:00
6 Dec 2024 (Friday)	11:00 – 20:00
7 Dec 2024 (Saturday)	11:00 – 20:00
8 Dec 2024 (Sunday)	11:00 – 20:00

3.5 Visitors' Information

The show is open to the public with show tickets only. All visitors must register online or purchase tickets at the ticketing counter before or during the show, a confirmation email with QR code will be sent to registrants' email. During the show, visitor should show the dedicated QR code or a valid ticket to enter the venue.

4. Rules & Regulations

4.1 Terms of Application and Exhibition Rules & Regulations

4.1.1 Definition

In these Conditions, save as the context otherwise requires:

"AP/RSE" means a registered architect, a registered structural engineer, or a registered professional surveyor, being an authorised person in the context of the Buildings Ordinance (Chapter 123).

"Application Form" means the form whether electronic submitted or submitted in hard copy by which the Exhibitor applies to exhibit at the Exhibition.

"Booth Service Fee" means the amount payable by the Exhibitor for the right to participate in the Exhibition and for the use of a Shell Booth.

"Conditions" means these Terms of Application and Exhibition Rules and Regulations as amended from time to time by the Organiser.

"Exhibition" means the exhibition to be organised by the Organiser as specified in the Application Form.

"Exhibition Venue" means the AsiaWorld-Expo situated at Hong Kong International Airport, Lantau, Hong Kong or such other venue designated by the Organiser and notified to the Exhibitor in writing prior to the commencement of the Exhibition.

"Exhibitor" means a sole proprietor, a partnership or a limited company applying to exhibit at the Exhibition or, as the case may be, whose application to exhibit at the Exhibition has been accepted by the Organiser. For the avoidance of doubt, "Exhibitor" shall include all employees, representatives and agents of such sole proprietor, partnership or limited company. The terms "associate", "affiliated company" and "associated company" refer to a person or corporation directly or indirectly related to or connected with the Exhibitor or any of the owner, partners, directors or shareholders (as the case may be) of the Exhibitor.

"Organiser" means the International Motor Show (HK) Management Limited, which as promoter and organiser, is responsible for the regulation and control of all aspects of the Exhibition.

"Publicity Material" means the promotional gifts, catalogues, pamphlets and all and any advertising and publicity material whatsoever which an Exhibitor wishes to display, distribute or use at the Exhibition.

"Shell Booth" means a stand referred to in section 4.1.5 of the Conditions.

"Stand" means Exhibition Stand and/or Shell Booth.

4.1.2 Eligibility for the Conditions of Participation

The Organiser has the sole and absolute discretion in relation to the admission of Exhibitors. Until an Exhibitor's application made by way of Application Form has been accepted in writing by the Organiser, no rights to exhibit are granted notwithstanding payment or acceptance of the full Booth Service Fee submitted with the application. The Organiser reserves the right to decline any application without giving any reason.

All Exhibitors must be legally registered companies/businesses carrying on business either in Hong Kong or in their country of origin in accordance with applicable laws. The Organiser may require Exhibitors to enclose with their Application Form or payment or otherwise produce at any time a copy of their latest business registration certificate, certificate of incorporation or other company/business registration documents, business cards and/or product catalogues and/or other documents/materials as may be required by the Organiser proving that they are carrying on a bona fide business. Unless otherwise notified by the Organiser in writing, original documents should not be submitted as the Organiser cannot guarantee to return them.

The Exhibitor warrants that the Application Form and all other documents and information submitted to the Organiser in connection with it shall be true, complete, and up-to-date.

The use of the Exhibition Stand allocated by the Exhibitor is strictly for trade promotion purpose only for the duration of the Exhibition. Exhibitor is required to use the area allocated for the Stand in a manner satisfactory to the Organiser both during assembling and installation of Stand as well as at the Exhibition. All booths must be properly manned, displayed and furnished with exhibits at all times during the Show. Exhibitor shall comply with all applicable laws, regulations, license requirements and conditions in relation to their trade promotion activities during the Show. The Organiser reserves the right to clear all or part of the Stand allocated by the Exhibitor at Exhibitor's expense without notice should it not be satisfied with the way the Stand is being used. Save as provided in these Conditions, no Exhibitor shall have any claim for any refund in respect of the Booth Service Fee or any other monies paid.

4.1.3 Stand Allocation

Where The Organiser has the sole and absolute discretion in allotting the area in the Exhibition Venue for the positioning or construction of Stands and determining the location of such Stands. All decisions to such effect shall be final and no request for change will be entertained.

Any Exhibitor who wishes to use a name on its Stand which is different to that submitted on its Application Form must submit notice of this change to the Organiser in writing at least one month prior to the commencement of the Exhibition together with the following:

- a)** documentation (in form and substance satisfactory to the Organiser) signed by a certified accountant or the company secretary (in the case of a registered limited liability company) to prove that only the name of the applicant company has changed and not its ownership; or
- b)** other documentation (in form and substance satisfactory to the Organiser) to show that the new company name belongs to a wholly-owned subsidiary of the applicant.

If any Exhibitor which having had its application accepted by the Organiser subsequently divides its business between two or more of its existing shareholders, the Organiser shall have the right to offer the right to exhibit as follows:

- a)** to the largest shareholder of the original applicant, who can exhibit under its own company name provided that it will be displaying the same category of products as the original applicant; and

- b) if the shareholding is divided evenly then the Organiser reserves the rights to terminate the agreement with the original applicant and reallocate the Stand unless the parties can reach an agreement among themselves regarding the transfer of the right to exhibit of which the Organiser is notified at least one month prior to the commencement of the Exhibition.

The Exhibitor's right to exhibit at the Exhibition and to use, on a non-exclusive basis, the Stand allocated by the Exhibitor is personal to the Exhibitor and shall not be transferred, assigned, sub-contracted, licensed to or otherwise howsoever shared with any third party. Any Exhibitor who is found by the Organiser in its absolute opinion to have transferred, assigned, sub-contracted, licensed or otherwise howsoever shared its Stand with a third party, will be obliged to immediately withdraw from the Exhibition, dismantle its Stand and remove its exhibits at its own expense.

In order to promote, or distribute, or display any business card, material or exhibit (promotional or otherwise) bearing the name of, or allow the presence of any employee or representative of, a wholly-owned subsidiary of the Exhibitor or a third party company for whom the Exhibitor is acting as a formal agent or distributor, on its Stand, the Exhibitor must apply in writing to the Organiser for permission at least one month prior to the commencement of the Exhibition together with supporting documents showing the connection between the Exhibitor and the relevant subsidiary or third party company. The Organiser has the sole and absolute discretion to determine whether to give such permission and in giving such permission, may stipulate such conditions as it deems fit. For the avoidance of doubt, the Exhibitor shall be deemed to have breached the Conditions if the Exhibitor distributes or displays any business card, material or exhibit bearing a third party's name or allow the presence of any person other than its employee without the prior permission of the Organiser or in violation of any condition so imposed.

The Organiser has the right at its sole and absolute discretion to prevent Exhibitors from having more than one Stand at the Exhibition.

The Organiser has the right at its sole and absolute discretion to prevent two or more Exhibitors with a common ownership or shareholder to attempt to consolidate their Stands or to display the same goods or product range at separate Stands, notwithstanding their application having been accepted.

4.1.4 Stand Construction

Stands and exhibits shall not exceed the maximum floor loading limit as follows:

<u>AsiaWorld-Expo</u>	<u>Maximum floor loading limit</u>
Hall 3, 6, 8, 10	30kN/m ²

The Organiser reserves the right to alter or remove without notice and at the Exhibitor's expense any Stand which differs from the submitted specification or any Stand that does not conform to the Organiser's required standard, rules and regulations. The Exhibitor shall have no claim against the Organiser or its agents for any extra cost of replacing its Stand to conform to the Organiser's required standard, rules and regulations or for any other losses or damages relating thereto.

Work of any kind carried out at the Exhibition Venue must conform to the current local laws and regulations in force in Hong Kong, including but not limited to the compliance with the compulsory requirement to take out and maintain a policy of employees' compensation insurance pursuant to Section 40 of the Employees' Compensation Ordinance, Cap.282, and those specified by the Organiser. This applies to the Exhibitor, its agents, contractors and subcontractors. The Organiser reserves the right to stop any work which contravenes with any of these laws and regulations and the Exhibitor shall have no claim against the Organiser or its agents for any losses or damages relating thereto.

The suspension of Stands or lighting devices from the ceiling structure of the Exhibition Venue is not permitted. All lighting devices have to be attached to a lighting truss of no more than 1m height, with a minimum of 2.5m and a maximum of 6m ground clearance.

Fixings to the surface of the floors to secure margin boards and other stand fittings will not be permitted unless prior approval in writing is obtained from the Organiser.

The removal and disposal of crates and stand fittings or materials are not covered by the Booth Service Fee and are subject to an additional charge based on the charges imposed by the Exhibition Venue or such other sum as the Organiser may reasonably determine.

4.1.5 Shell Booths

Shell Booths are provided by the Organiser's official contractor and are of a standard design. No variations in any kinds in whatever nature of the Shell Booth including but not limited to its fascia board, lettering and fittings, shall be allowed unless prior written approval is given by the Organiser.

No decoration, booth fitting or exhibit shall exceed 3m in height or the height of the Shell Booth, whichever is lower.

For overseas exhibitors or their appointed overseas contractors who intend to construct/dismantle their own Stands, it is mandatory to comply with the requirements imposed by the Immigration Department of Hong Kong. For further queries, please contact the Hong Kong Immigration Department.

4.1.6 Electricity

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

All electrical works shall be carried out at Exhibitor's expense by the official contractor appointed by the Organiser. Design plan or proposals for electrical installation must reach the Organiser for review not later than 1 November 2024 before the commencement of the Exhibition. The Organiser may require amendments or variations to be made to the design plan or proposals at its sole and absolute discretion.

Electricity, whether from the mains, batteries or generators shall be supplied only through the Exhibition Venue's official contractor.

4.1.7 Use of Stand & Safety

The Exhibitor shall be solely responsible for the precautionary measures (such as guards or other means of protection) to protect the public from any moving or working exhibits. Such moving or working exhibits shall only be demonstrated or operated by competent persons

authorised by the Exhibitor and shall not be left running in the absence of such persons. Display of such working or moving exhibits must be subject to the Organiser's prior written approval.

The use of laser products at the Exhibition requires prior approval in writing from the Organiser.

No advertising or demonstration at the Exhibition, including the staging of any fashion show, will be allowed at the Exhibition Venue unless the Organiser's advance approval in writing is obtained.

Any musical performance, including the use of music recording for fashion show, requires the permission of: (Refer to 4.5)

All fees and expenses in connection with application of musical performance shall be borne by individual Exhibitor concerned.

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.

The Exhibitor may only display exhibits and Publicity Material which correspond to the product category as stated in the application form of the Exhibition.

The Exhibitor shall not hang on, or otherwise adhere to the fascia boards any stickers, posters, hangers or other materials.

Inflated objects that are lighter-than-air (i.e. balloons) shall not be permitted at the Exhibition Venue under any circumstances.

Exhibitor's Stand must be manned by an authorised and competent representative of the Exhibitor at all times during the Exhibition. Such representative must be fully conversant with the Exhibitor's products and/or services and shall be duly authorised to negotiate and conclude contracts for the sale of the Exhibitor's products or services. The Exhibitor shall produce confirmation (in such form as may be reasonably required by the Organiser) that the representative shall comply with these Conditions and with any and all directions which the Organiser or its agents may give before or during the Exhibition.

Organiser shall be entitled at its sole and absolute discretion to require forthwith to be removed, and to remove, at the Exhibitor's expense, from any Stand, any goods, Publicity Material, items or things displayed or placed there without any obligation to give any reason therefor, and without incurring any liability for any loss, damage or expense whatsoever incurred by the Exhibitor or any other person as a consequence thereof.

The Exhibitor warrants that the exhibits and packages thereof, or any goods, Publicity Material, items or things displayed or placed on or at the Stand, or any other part of the display on the Stand, Exhibitor's Website, or Organiser's online or mobile platform, or any of the Exhibitor's activities, events, competitions or schemes conducted at the Stand or otherwise at or during the Show do not violate any application license requirements and conditions or the any applicable the laws or regulations of Hong Kong SAR. Products exhibited or featured in the Publicity Material must be legal to market, sell, import to and possess in Hong Kong, and if any licences

or permits are required for such marketing, selling, importation or possession or for conduct of Trade Promotion Competitions, the Exhibitor must be appropriately licensed or permitted. The Exhibitor must at all times be compliant with any laws or regulations as well as any applicable license requirements and conditions governing the marketing, sale, importation, and possession of such products, and the conduct of any Trade Promotion Competitions. Without limiting the foregoing, any illegal gambling or unauthorised Trade Promotion Competitions, and the display of any of the following items are strictly prohibited: offensive weapons, firearms, ammunition, explosives, radioactive materials, flammable and inflammable substances, obscene articles, poisons and illegal drugs and associated paraphernalia. The Exhibitor agrees to fully indemnify the Organiser and its agents, representatives, contractors and employees against all costs, expenses and damages arising from any breach of this condition.

The Exhibitor warrants that the exhibits and packages thereof and the Publicity Material or any other part of the display on the Stand do not in any way whatever violate or infringe any third party's rights including all intellectual property rights including but not limited to trade marks, copyright, designs, names, and patents whether registered or otherwise. The Exhibitor agrees to fully indemnify the Organiser and its agents, representatives, contractors and employees against all costs, expenses and damages arising from any third party's claim of infringements by the Exhibitor and/or the Organiser and/or the latter's agents, representatives, contractors or employees of such third party's rights.

Stand assembling, installation and decoration must be carried out within the time limits specified by the Organiser and must in any case be completed by 6pm on the day immediately preceding the commencement date of the Exhibition. The Organiser reserves the right to assemble, install or decorate any area in the Exhibition Venue allocated for Stand which is not completed by that time at the Exhibitor's expense.

Any kinds of repairs or alterations in whatever nature to the Stand or displays may only be carried out after the Exhibition is closed to the public and with prior written agreement of the Organiser.

No Stand or exhibits shall be dismantled or removed before the official closing time of the Exhibition on the last day of Exhibition unless special permission has been given by the Organiser.

All audio-visual equipment must generate a noise level which does not cause any annoyance or inconvenience to other Exhibitors or visitors. The Organiser reserves the right to appoint one or more exclusive audio-visual equipment suppliers whereupon the Exhibitor shall be obliged to hire the equipment of such exclusive suppliers.

No Exhibitor shall engage in or permit filming, sound or video recording, telecasting and broadcasting at the Exhibition Venue unless prior written approval is obtained from the Organiser.

Any public auctions, illegal gambling or unauthorised Trade Promotion Competitions shall not be permitted or conducted at the Exhibition Venue under any circumstances.

Full particulars of all personnel, agents or representatives of the Exhibitor must be submitted to the Organiser for approval and registration before they may be admitted to the Exhibition Venue. All such personnel, agents and representatives of the Exhibitor as are approved by the

Organiser (“authorised personnel”) will be issued with badges for identification and admission purposes, and such badges are non-transferrable. The Exhibitor must follow the proper procedures prescribed by the Organiser should they need to apply for additional badges for their personnel. The Exhibitor acknowledges that the badges are the property of the Organiser and that the Organiser owns all intellectual property rights in the badges. The Exhibitor hereby undertakes to procure and also warrants that it and all its authorised personnel shall:

- a) only display and use badges officially issued by the Organiser and display their badges conspicuously whilst at the Exhibition Venue;
- b) not to make any unauthorised copies of or otherwise reproduce any badge (“Unauthorised Badge”), or make available copies of, use or permit any third party to use any Unauthorised Badges;
- c) not pass or transfer their badges to any other person;
- d) return their badges to the Organiser at the conclusion of the Exhibition upon demand by the Organiser;
- e) comply with all obligations expressed to be imposed by these Conditions on the Exhibitor; and
- f) comply with all obligations imposed on them as the condition of approval of their admission to the Exhibition by the Organiser.

Should the Organiser find any unauthorised or inappropriate use of badges by any person, the Organiser shall have the right at its sole and absolute discretion to take any or all of the following actions:

- a) immediately confiscate such badges and refuse entry of the Exhibition Venue to such person(s);
- b) if the Exhibitor then applies for additional badges, charge additional fees for the Organiser to process and issue additional badges for the Exhibitor;
- c) impose penalty on the Exhibitor as the Organiser may consider appropriate in its sole absolute discretion to impose, including but not limited to immediately terminating the Exhibitor’s right to exhibit at the Show without any compensation to the Exhibitor, postponing the Exhibitor’s turn to select its booth location for the Show to be held in the following year, or to ban the Exhibitor from exhibiting at the Show or any other shows organised by the Organiser in the future; and/or
- d) take any further legal actions against the Exhibitor for the unauthorised use or inappropriate use of the badge.

4.1.8 Move-in and Move-out of Stand Materials/Publicity Material & Exhibits

Exhibitor shall move in to the Exhibition Venue according to the arrangements and within the time limits specified by the Organiser.

The arrangement and payment for transporting goods to and from the Exhibition Venue, and the receiving, decorating and removing its exhibits are entirely the responsibility of the Exhibitor.

No trolleys shall be allowed in any carpeted areas of the Exhibition Venue.

All exhibits, Stand materials/Publicity Material and the like of the Exhibitor shall be removed by the relevant Exhibitor immediately after the closing of the Exhibition according to the arrangements and within the time limits specified by the Organiser. Any exhibits or Stand material/Publicity Materials and the like of the Exhibitor left behind at the Exhibition Venue shall be deemed abandoned and shall be disposed of by the Organiser at the expense of the Exhibitor concerned. All proceeds (if any) of such disposal shall be retained by the Organiser and the Organiser shall not be obliged to account the proceeds to the relevant Exhibitor.

The Organiser reserves the right to appoint one or more exclusive contractor(s) to handle the movements of all goods and exhibits in and out of the Exhibition Venue, whereupon the Exhibitor shall be obliged to hire the services of such exclusive contractor(s).

4.1.9 Exclusion of Liability

Other than death or personal injury caused by the negligence of the Organiser or its employees, none of the Organiser, its agents, representatives, contractors or employees shall be liable in any way whatsoever in respect of any loss, injury or other damages suffered by or caused to the Exhibitor, its agents, representatives, contractors or employees or the products or other property of the Exhibitor or of such parties or of any other Exhibitors or visitors. For the avoidance of doubt, any death or personal injury caused by or resulting from the acts of God, war, health concerns (such as the outbreak of the Severe Acute Respiratory Syndrome), threats of terrorist attack, riots, demonstrations, civil disturbances, inevitable accident or any other cause not within control of the Organiser shall not be regarded as the negligence of the Organiser or its employees. Any approval granted by the Organiser pursuant to the Conditions shall not constitute any form of endorsement of the subject matter of the approval by the Organiser, and shall not in any way transfer any liability or responsibility to the Organiser or not in any way relieve or diminish the Exhibitor of its indemnity and responsibilities.

The Organiser shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made between the Exhibitor and other parties during or as a result of the Exhibition.

The Exhibitor undertakes to fully indemnify and at all times hereafter to keep indemnified in full the Organiser, its agents, representatives, contractors and employees on demand from and against all losses, liabilities, actions, proceedings, claims, damages, costs (including but not limited to legal costs) and expenses whatsoever which it may suffer or incur by reason of or in relation to all acts and/or omissions, including without limitation the negligence, wilful default or fraud of the Exhibitor, Exhibitor's agents, representatives, contractors, employees, or other third parties, in the performance of any agreement hereunder or any breach by the Exhibitor of these Conditions.

If any of the Exhibitor, its agents, representatives, contractors or employees or any third parties ("Exhibitor's Parties") has (whether with or without the Organiser's prior written approval), made any modification or alteration to or on any part of the Stand that has been provided by the Organiser (the "Alterations"), which results in any losses, damages, injuries, liabilities, compensation or claims to or by any persons, (together "Claims"), the Exhibitor shall be held

solely and fully responsible and liable for any and all such Claims. Notwithstanding any approvals from the Organiser, the Exhibitor shall fully indemnify the Organiser, its agents, representatives, contractors and employees on demand from and against all losses, liabilities, actions, alleged claims or damages, costs (including but not limited to legal costs on a full indemnity basis) and expenses whatsoever arising from such Claims.

The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. The Exhibitor shall be responsible for effecting insurance which shall include (but not limited to) its displays, exhibits and stands against loss or damage by theft, fire, water, public (including occupier's liability) and any other natural causes, and shall produce such policy of insurance to the Organiser upon request. The Exhibitor shall fully indemnify the Organiser in the event that any person has sustained personal injury and/or property damage as a result of unauthorised alternation/modification on the booths undertaken by the Exhibitor, Exhibitor's agents, representatives, contractors, employees, or other third parties.

The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor or its agents, representatives, contractors or employees to any property of the Exhibition Venue, the other Exhibitors, visitors, the Organiser or any other third parties. For exhibitors with precious exhibits, they are requested to take out insurance coverage and/or special security service (please refer to the order form 9 if needed) at the exhibitors' expense for overnight storage.

The Organiser reserves the right to exercise a general lien over any property the Exhibitor has in the Exhibition Venue in respect of all monies due from the Exhibitor to the Organiser (including but not limited to claims for damages) in connection with the Exhibition.

The Exhibitor hereby agrees that the maximum liability of the Organiser under these Conditions shall not exceed the fee actually received by the Organiser from the Exhibitor.

4.1.10 Waiver

The waiver by the Organiser of any of these Conditions shall not prevent the subsequent enforcement of these Conditions and shall not be deemed to act as a waiver in respect of any subsequent breach.

4.1.11 Termination of Right to Exhibit

The Organiser shall have the right to terminate without notice an Exhibitor's right to exhibit in the Exhibition and shall have the sole and absolute discretion to ban the Exhibitor and/or any or all of its parent, associate, affiliated, associated and/or subsidiary companies and/or any brand(s) which it or they represented, represents or may represent and/or remove and ban any exhibits, goods, Publicity Materials, materials, articles, items or things exhibited by any or all of such persons or entities from any or all future exhibitions, events or shows organised by the Organiser and/or to ban any or all such persons or entities from entering the Exhibition Venue and to close the Stand immediately at the Exhibitor's expense in any of the following circumstances:

- a) if an Exhibitor or any of its representatives commits a breach of any of the Conditions or any additional rules and regulations introduced; or

- b) if an Exhibitor, being a body corporate, enters into a liquidation whether compulsory 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 if an 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
- c) if the Exhibitor conducts any activity which, in the opinion of the Organiser, does not conform to the nature and purpose of the Exhibition, or interferes with the rights of other Exhibitors at the Exhibition; or
- d) if the Stand is not occupied by the Exhibitor 30 minutes before the opening hour (as published in the Exhibitor's Manual produced by the Organiser) on the first exhibition day of the Exhibition, the Exhibitor shall be deemed to have withdrawn from the Exhibition, and the Organiser shall have the right to use the Stand or area as it deems appropriate. The Booth Service Fee paid will be forfeited as if the Exhibitor had cancelled the participation as of such date; or
- e) if the Exhibitor's display on its stand incorporates any product which does not correspond to the brand and/or the product listing as stated in the Application Form of the Exhibition; or
- f) if the Exhibitor is found to be acting in a discriminatory manner against certain visitors at the Exhibitions; or
- g) if the Exhibitor is found to have committed any act which, in the opinion of the Organiser, might prejudice or damage the reputation and/or image of Hong Kong, its industries, the Show or the Organiser. Areas of concern include product safety and respect for intellectual property rights (IPR), labour rights, environmental laws etc; or
- h) if the Exhibitor is accused or convicted of any criminal offence or otherwise so conducts itself as to bring itself, the Exhibition or the Organiser into disrepute; or
- i) if the Exhibitor is in breach of any applicable local laws, rules or regulations; or
- j) if the Organiser in its sole and absolute discretion decide that the Exhibitor's right to exhibit shall be terminated; or

In the event that an Exhibitor's right to exhibit in the Exhibition is terminated under section 4.1.11 a), b), c), d), e), f), g), h) or i) of the Conditions, the Exhibitor shall have no claim for refund of any monies paid to the Organiser.

The Organiser shall return to the Exhibitor all Booth Service Fees paid in the event of a termination of the Exhibitor's right to exhibit under section 4.1.11 j) of the Conditions. The Exhibitor shall have no other claims against the Organiser for any of its loss or damages in connection with any such termination.

4.1.12 Postponement and Cancellation of Exhibition

The organiser reserves the right to change the date(s) of the Exhibition to other date(s) (including but not limited to postponing to later date(s)) as the Organiser deems fit, or cancel,

alter in character or mode, reduce in scale, shorten or extend the duration of the Exhibition at any time without incurring any liability whatsoever to the Exhibitor due to circumstances beyond the Organiser's control including but not limited to acts of God, war, health concerns (such as outbreaks of the Severe Acute Respiratory Syndrome, bird flu or other health threats), fear of terrorist attack, riots, demonstrations, travel restrictions, curfew, epidemic, embargo, civil unrest, legal proceedings, industrial disputes of whatever nature, government regulations, the lack of or refusal to grant any government or third party approvals, permits, consents or licences, major disruption of transport system, system malfunctions or failure of telecommunications or other electronic communications that make it in the opinion of the Organiser impossible or impractical or undesirable for the Organiser to hold the Exhibition as initially planned. The Exhibitor shall have no claim against the Organiser or its agents or representatives, whether for loss or damage, or return of all or part of any money paid by the Exhibitor in respect of any postponement, cancellation, alternation, reduction, shortening or extension made in accordance with this provision.

The Organiser reserves the right to change the plan, site character or venue of the Exhibition at any time without giving notice to the Exhibitor. Proportional allowance for use of the Exhibition Venue may be made if deemed appropriate by the Organiser (in its sole and absolute discretion) but it shall not be liable for any further compensation to the Exhibitor.

4.1.13 Disclaimer

The Exhibitor acknowledges and understands that the hosting of the Exhibition at the designated venue by the Organiser may be subject to approval(s), permit(s) and/or licence(s) from the Hong Kong Government and/or the relevant authorities and/or other third parties. Without affecting the operation of any other clauses in these Terms and Conditions, the Organiser reserves the right to, in its sole and absolute discretion, change, reallocate or cancel the venue of the Exhibition in the event that any permit, license or approval from the Government or relevant authorities or any other third parties which is necessary or required for the Exhibition to take place at the initially designated venue is not issued or cannot be obtained for whatever reason or where the hosting of the Exhibition at the initially designated venue is impermissible or impracticable or undesirable in the circumstances due to matters in relation to or connected with the construction, reconstruction, renovation or modification of the initially designated venue. In the event of any change, reallocation or cancellation of venue under this clause, the Exhibitor shall have the right to obtain from the Organiser a full refund of any Booth Service Fee or money related to such application paid to the Organiser direct. If the Booth Service Fee or any money paid in relation to such application was paid to any agent or representative of the Organiser, the Organiser shall have the responsibility to refund any such Booth Service Fee or money paid to the Exhibitor only if the Organiser has received the Booth Service Fee and/or money from its agent or representative in full. In any event, the Organiser is not responsible for and the Exhibitor shall have no claim against the Organiser or its agents or representatives for any loss or damage of whatsoever nature and howsoever incurred or suffered in respect of any change, reallocation or cancellation of venue under this Clause.

The Exhibitor acknowledges and agrees that the Organiser shall not be responsible for any losses or damages that the Exhibitor's business may suffer and that the Organiser has made no warranties of any kind, express or implied for services to be provided hereunder. The Organiser hereby disclaims any warranty or merchantability or fitness for any particular purpose.

The Exhibitor further acknowledges and agrees that the Organiser shall not be responsible for any system malfunctions or failure of telecommunications or other electronic communications at the Exhibition Venue which is beyond the Organiser's control.

4.2 Exhibitor Badges and Contractor Badges

All Exhibitors and their staff are strictly requested to display conspicuously the official name badges at all times during move-in, move-out and throughout the entire exhibition period. Each exhibiting company will be given a certain number of badges subject to their booth size.

4.2.1 Exhibitor Badges

- Exhibitor badges are to be used by staff manning your stand. They should not be transferred to other parties.
- All duty staff must not be under 18 years of age.
- Each duty staff must wear one.
- Exhibitor-badge-holders will be randomly checked at the hall entrance. Upon request, please present business card and ID card or passport for verification.
- The use of photocopied and fake badges is illegal. Persons using such badges will be referred to the police.

4.2.2 Contractor Badges

- Contractor badges are only valid during move-in and move-out; they are not valid during the exhibition period.
- Any person without proper badges will not be admitted into the venue.

4.3 Exhibits

Under no circumstances will the Organiser be responsible for receiving or storing of any exhibit or stand material. Exhibitors are advised to appoint their staff to look after their own exhibits.

Exhibitors must not remove any of their exhibits on display from the booths until the Show is officially closed at 20:00 on 8 December 2024.

4.4 Photographing and Video Shooting

No photography, filming, sound or video recording, telecasting and broadcasting will be allowed in the Show venue, unless approved by the Organiser in writing in advance.

4.5 Performance of Music at the Show

Any musical performance, including the use of music recording for demonstration or as background music, requires the permission of:

- a) The Composers and Authors Society of Hong Kong Ltd.
18/F., Universal Trade Centre, 3 Arbutnot Road, Central, Hong Kong
Tel: (852) 2846 3268 Fax: (852) 2846 3261
Website: <http://www.cash.org.hk>
- b) Phonographic Performance (South East Asia) Ltd. (For recorded music only)
Unit A, 18/F, Tower A, Billion Centre, 1 Wang Kwong Road, Kowloon Bay, Hong Kong
Tel: (852) 2861 4318 Fax: (852) 2866 6869
Website: <http://www.ppseal.com/tc/home.html>

- c) Hong Kong Recording Industry Alliance Limited (For recorded music only)
Units 907-909, 9/F., FTLife Tower, 18 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong
Tel: (852) 2520 7000 Fax: (852) 2882 6897
Website: <http://www.hkria.com/en/index.aspx>
- d) Such other relevant bodies which are entitled to grant the relevant permission from time to time.

4.6 Sound Level / Loud Hailers

All audio / audio-visual equipment must generate a noise level which does not cause any annoyance or inconvenience to visitors or other Exhibitors. The Exhibitor has the responsibility to ensure that the demonstration sound level should not exceed 50 dB (A). The Organiser reserves the right to intervene and stop the demonstration immediately if the sound level causes undue annoyance, inconvenience or disturbances to other Exhibitors and visitors. In this case the Exhibitor shall not receive a refund or damage compensation from the Organiser. Exhibitors are responsible for supervising the actions of all visitors and employees operating audio / visual equipment located in their exhibit area.

4.7 Distribution of Promotional Materials

Promotional materials such as product catalogues and brochures can only be distributed by the Exhibitors within their own booths. No Exhibitors are permitted to distribute any publicity materials, souvenirs and the like in public areas of the exhibition venue.

4.8 Use of Booths

All booths must be properly manned, displayed and furnished with exhibits at all times during the Show.

4.9 Admission

The Organiser reserves the right to refuse admission to the Show of any visitors, exhibitors or their agents who are at the absolute discretion of the Organiser regarded as unfit, intoxicated or in anyway likely to create disturbance or discomfort to the Show, other exhibitors or visitors.

4.10 Insurance

The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. Exhibitors are therefore responsible for taking out all necessary insurance to cover their exhibits, the stand fittings and fixtures, the venue and other third parties. The Exhibitors are also required to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover their liabilities both under the ECO and at 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.

Exhibitors must have valid and adequate insurance cover against theft, fire, public liability, damage to property, personal injury, third party loss, accidents, natural calamities, acts of God and such other risks normally insured against by exhibitors and/or as the Organiser may require. Such insurance must cover, inter alia, an Exhibitor's property and its activities (including those of its employees, agents, contactors, sub-contractors and sub-licensees) at the Exhibition venue (including the moving in and moving out periods).

The Organiser is not responsible for ensuring that an Exhibitor's property is securely stored or is in safe custody during the Exhibition (including the moving in and moving out periods). The Organiser will not accept any delivery of any property on behalf of any Exhibitor. The Organiser shall not be liable for any

losses (including consequential losses), damages, demands, costs, claims, charges or other expenses of any kind suffered or incurred by the Exhibitor or any other person in connection with the Exhibition including, without limitation, any theft, fire, use of the Security Room Service, defect in the Exhibition Centre howsoever caused, any cancellation or early closure of, or delay in opening or closing of the Exhibition for whatever reason outside the control of the Organiser or any natural calamity or act of God, howsoever arising.

Exhibitors are responsible for the safety of their own property at all times during the Exhibition (including the moving in and moving out periods). To prevent any loss or damage occurring, Exhibitors may hire security guard services, if necessary, at their own expense.

Exhibitors must issue a document, such as an invoice or receipt, to any third party to whom any of their property is either sold or otherwise handed over during the Exhibition.

4.11 Loss and Theft

All property and goods, including without limitation all Publicity Material brought by Exhibitors into any part of the Exhibition Venue including, without limitation, Stands, Space and Raw Space are brought at the Exhibitor's risk. The Organiser does not guarantee the safety and security of such property or goods and shall not in any way be liable or responsible for any theft, loss or damage thereof. For the avoidance of doubt, the showcases, cabinets and other storage facilities as provided by the Organiser in any part of the Exhibition Venue including, without limitation, Stands, Space and Raw Space are for exhibition purposes only. The Exhibitors are solely responsible for the safety and security of all their property or goods stored in such showcases, cabinets and storage facilities at all times.

4.12 Bills and Posters

The Organiser has the right to remove any bills or posters which in the opinion of the Organiser do not conform to the purpose and image of the Show.

4.13 Code of Conduct for participation

All Exhibitors at the Show are requested to abide by the following code of conduct.

4.13.1 Display Area

Exhibitors should confine their display within the prescribed booth area, so as not to jeopardize fire safety.

Packing boxes should be kept in the appropriate storage area.

4.13.2 Manning the Stand

Exhibitors should keep their stands in an orderly manner.

Packing boxes should be kept in the appropriate storage area.

Exhibits should be displayed in a professional manner compatible with the image of the Show.

Stands must be manned by authorised and competent knowledgeable staff at all times during the exhibition period. Exhibitors should not vacate their stands before the official move-out time on the last exhibition day unless special permission has been given by the Organiser.

4.13.3 General Behaviour

Exhibitors should always behave in a courteous and business-like manner throughout the exhibition. They must pay due respect to visitors and other Exhibitors.

Exhibitors should welcome all visitors to their stands. Under no circumstance should they act in a discriminatory way or prevent certain visitors from approaching their stands.

Exhibitor badges are not transferable and should be worn or put on conspicuously at all times for security reasons.

4.13.4 Right to Privacy

Exhibitors are expected to respect the right of all other Exhibitors. They are prohibited from entering other Exhibitors' booths unless they are being invited.

4.13.5 Food and Beverages

According to the regulations of AsiaWorld-Expo, no outside food or beverage is allowed to be taken into the exhibition venue.

4.13.6 Protection of Intellectual Property Rights

All exhibits and the packages thereof, publicity material or any other part of the display on the Exhibitor's Stand must not violate or infringe any intellectual property rights including but not limited to trade marks, copyright, designs, names and patents, whether registered or otherwise.

4.14 Immigration Regulations

4.14.1 Exhibitors from outside Hong Kong

According to the policy of Immigration Department of Hong Kong, foreign visitors are allowed to remain in Hong Kong for the purposes of sightseeing, shopping, as well as conducting contracts, attending meetings and conferences, etc. For the purpose of immigration control, visitors are subject to certain conditions of stay specified in the Immigration Regulations. These conditions preclude a visitor from taking up employment, whether paid or unpaid and he is not allowed to establish or join in any business. Those who wish to be engaged in day-to-day business operations or investment activities in Hong Kong will have to apply for a work permit.

In the case of a trade exhibition, whether an exhibitor needs a work permit would depend on the nature of the business of the exhibition booth he / she mans and his / her activities therein. In general, if the exhibitor's activities are focused on promotion without engaging in retail sales, he will not need to apply for a work permit. However, if an exhibitor from outside Hong Kong is engaged in retail sales activities, a work permit will be required.

4.14.2 Exhibitors from Chinese Mainland

Where Chinese Mainland exhibitors participating in the Show, it should be noted that they must apply for exit permission from the relevant Chinese Mainland authorities. For business visits, Mainland residents have to apply to the PSB Office in their place of domicile for permission to enter Hong Kong under the Business Visit Scheme. The PSB will issue an exit-entry permit with a business visit endorsement to Mainland business visitors. Exhibitors from Chinese Mainland are required to meet Hong Kong Immigration regulations as stipulated in item 1 of the above.

4.14.3 Hong Kong Exhibitors

If any local exhibitor is planning to deploy or hire any personnel from outside Hong Kong at the booths during Show period (including move-in and move-out days), the above regulations (items 1 and 2) will also apply.

4.14.4 For details of Hong Kong immigration regulations, you may access the Immigration Department's web-site (www.info.gov.hk/immd/).

4.15 Special Arrangements for Tropical Cyclone , Black Rainstorm & Extreme Conditions Warning Signals

All exhibitors are requested to note the emergency measures under the following situations. The measures will be implemented should there be a Tropical Cyclone (commonly known as “typhoon”) or Black Rainstorm or Extreme Condition Warning Signal during the International MotorXpo Hong Kong 2024.

The below special arrangements may be adjusted or changed depending on the actual conditions at that time. The Show Management will announce the changes, if any, to exhibitors and visitors at the earliest practicable time.

4.15.1 Special Arrangements for Tropical Cyclone Warning Signal

During Move-in, Move-out

If a Pre-No. 8 Special Announcement, or Tropical Cyclone Warning Signal No. 8 (or above) is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

Prior to Opening Hours

If a Pre-No. 8 Special Announcement is issued before 8:00am, the show will remain closed. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued before 8:00am without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply.

If a Tropical Cyclone Warning Signal No. 8 is cancelled at or before 2:00pm, the show will re-open to the visitors two hours after the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the venue for preparation one hour after the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the show re-opens to the public.

The show, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is cancelled after 2:00pm.

During Opening Hours

Once the Hong Kong Observatory issues a Pre-No. 8 Special Announcement, giving advance notice to the public that a Tropical Cyclone Warning Signal No. 8 will be issued during the show's opening hours, the show will close in two hours. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.

In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued without a Pre-No. 8 (or above) Special Announcement, the Show will close immediately. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue immediately.

4.15.2 Special Arrangements for Black Rainstorm Warning Signal

During Move-in, Move-out

If a Black Rainstorm Warning Signal is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

Prior to Opening Hours

If a Black Rainstorm Warning Signal is issued before 8:00am, the Show will remain closed. If a Black Rainstorm Warning Signal is cancelled at or before 2:00pm, the Show will re-open to the visitors two hours after the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the venue for preparation one hour after the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the Show re-opens to the public.

The Show, however, will remain closed if Black Rainstorm Warning Signal is cancelled after 2:00pm.

During Opening Hours

If a Black Rainstorm Warning Signal is issued during the Show's opening hours, the Show will remain open. Exhibitors and visitors onsite will be encouraged to stay in the exhibition venue for their own safety.

4.15.3 Special Arrangements for Extreme Condition Warning Signal

During Move-in, Move-out

If the Extreme Condition warning signal is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

Prior to Opening Hours

If "Extreme Conditions" is issued before 8:00am, the fair will remain closed. If "Extreme Conditions" is cancelled at or before 2:00pm, the fair will re-open to the visitors two hours after the 'Extreme Conditions' is cancelled. Exhibitors will be allowed to enter the fairground for preparation one hour after the "Extreme Conditions" is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.

The Show, however, will remain closed if the 'Extreme Conditions' Warning Signal is cancelled after 2:00pm.

During Opening Hours

If 'Extreme Conditions' Warning Signal is issued during the Show's opening hours, the Show will remain open. Exhibitors and visitors onsite will be encouraged to stay in the exhibition venue for their own safety.

4.16 Insurance

The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request.

4.17 Smoking, naked flame and dangerous substances

Smoking and use of naked flame in any part of AsiaWorld-Expo is prohibited. Explosive, radioactive and poisonous articles are not allowed to be stored, used, and displayed in the exhibition halls.

4.18 Compliance with Applicable Laws and Regulations

Exhibitors are strongly advised to consult their own legal advisors, relevant government authorities and relevant professional bodies before applying for participation in the Exhibition to ensure that they are able to comply with all applicable laws, regulations, codes of practice and guidelines governing the exhibition, promotion and supply of their products and/or services in Hong Kong, including without limitation, the following legislations:

- Trade Descriptions Ordinance (Cap. 362) and its subsidiary legislations - which imposes, amongst others, prohibitions against application of false trade description to goods or services; possession for sale or for any purpose of trade or manufacture goods with false trade description; prohibitions against supply of goods or services with false trade description; prohibitions against forging trade mark or application of false trade mark to goods; prohibitions against import and export of goods with false trade description or forged trade mark; and prohibitions against unfair trade practices including without limitation misleading omissions, aggressive commercial practices, bait advertising, bait and switch and wrongly accepting payment.
- Sales of Goods Ordinance (Cap. 26) - which codifies the law relating to the sale of goods, including formation, effects and performance of the sales contract, implied terms of the contract, rights of the parties and consequences of breach of the contract.
- Supply of Services (Implied Terms) Ordinance (Cap. 457) - which consolidates the law with respect to the terms to be implied in contracts for the supply of services, including implied terms as to care, skill, timing of performance and consideration.
- Import and Export Ordinance (Cap.60) - which imposes, amongst other, restrictions on and requirements for import and export of articles to and from Hong Kong and handling and carriage of articles which have been imported into Hong Kong. In particular, the Ordinance provides for articles which are prohibited to be imported into and exported from Hong Kong.
- Prevention of Bribery Ordinance (Cap. 201) - which makes provisions for the prevention of bribery and other related matters.
- Personal Data (Privacy) Ordinance (Cap.486) - which protects the privacy of individuals in relation to personal data by, amongst others, imposing a duty on data users to comply with the

data protection principles as listed under the Ordinance and the requirements for use and provision of personal data in direct marketing.

- Copyright Ordinance (Cap.528) - which makes provisions in respect of protection and enforcement of copyright and other related rights.
- Registered Design Ordinance (Cap.522) - which makes provisions in respect of registered design right.
- Trade Marks Ordinance (Cap.559) - which makes provisions in respect of the registration of trade marks and related matters including protection and enforcement of registered trade marks.
- Patents Ordinance (Cap. 514) - which makes provisions in respect of the registration of patents and related matters including protection and enforcement of registered patents.
- Prevention and Control of Disease (Cap. 599) – which makes provisions in respect of the control and prevention of disease among human beings; to prevent the introduction into, the spread in and the transmission from, Hong Kong of any disease, source of disease or contamination.
- Pyramid Schemes Prohibition Ordinance (Cap.617) - which makes provisions to prohibit the promotion of and the knowing participation and inducement of another to participate in pyramid schemes.
- Product Eco-responsibility Ordinance (Cap 603) - which introduces measures to minimize the environmental impact of certain types of products (such as plastic shopping bags, electrical and electronic equipment, packaging materials and beverage containers); and provides for related matters.

All of the above mentioned ordinances and regulations can be downloaded from the website <https://www.elegislation.gov.hk/>.

4.19 Warranties

Each Exhibitor hereby represents and warrants to the Organiser that all products, services, promotional, advertising and other materials displayed, exhibited, offered, distributed and supplied by the Exhibitor for, in relation to and at the Exhibition and all other activities of the Exhibitor at the Exhibition:

- (a) shall comply with all laws and regulations applicable to the Exhibitor or the Organiser, including but not limited to the laws of Hong Kong, and any applicable international conventions;
- (b) shall comply with all codes of practice, guidelines or statement issued by the relevant government authorities or professional bodies applicable to the Exhibitor or the Organiser, including but not limited to the government authorities or professional bodies of Hong Kong;
- (c) do not infringe any intellectual property rights or other rights of any third party;
- (d) are not, in the reasonable opinion of the Organiser, unfavorable to the images or reputation of the Organiser or otherwise undesirable.

Each Exhibitor hereby further represents, warrants and undertakes to the Organiser that it shall have duly obtained at its own costs and expenses all necessary and valid exemptions, consents, approvals

and licenses for the exhibition, promotion, offer, distribution and supply of all products, services, promotional, advertising and other materials at the Exhibition and all other activities of the Exhibitor at the Exhibition.

Each Exhibitor hereby represents, warrants and undertakes to the Organiser that it shall explain to customers and potential customers the scope, particulars and specification of its products and/or services (as the case may be) and the relevant fees and charges, and that the Organiser are not liable for any liability, losses, damages, costs and expenses arising from or in connection with any dispute between an Exhibitor and any of its customers or potential customers, which shall be the sole responsibility of the Exhibitor concerned.

4.20 Indemnity

Each Exhibitor agrees to comply with all rules and regulations of the Exhibition and all applicable laws and regulations, and to exempt the Organiser and the Exhibition Venue from, and indemnify each of them against all liabilities incurred from any complaint lodged or proceedings instituted by any person arising from any offence committed or breach of laws, rules and regulations by the Exhibitor.

5. Booth Design and Facilities

5.1 Standard Booth / Premium Booth

All shell booths will be designed, erected and decorated by the Organiser. Facilities provided include partitions, company fascia, table, chairs, display shelves, cabinets, spotlights and carpet. The Organiser reserves the right to make changes on the facilities provided at any time before the commencement of the Fair. Main switch and distribution board may be required to be installed within booth area at the Organiser's discretion.

Fascia Board with company name will be provided free of charge. Exact wording of the company name (in English) as supplied in your application form will be used.

Exhibitors are not allowed to make all kinds of alterations in whatever nature to the structure of the booths or removal of any integral parts from the booths on their own. Exhibitors requiring extra assistance to relocate or delete standard facilities should submit their request by submitting the Forms 4A to 6 (Additional/Modification of standard facilities) to the Organiser no later than 1 November 2024.

Deletions of standard items are free of charge only if the Organiser is notified no later than the deadline of 1 November 2024.

Standard and Premium Booth Exhibitors and their appointed contractors must adhere to the following points:

- 1 All Exhibitors using a Shell Booth can only decorate the interior of their booth area. No additional booth fitting, structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminium profile or structure or panels or fascia of the Shell Booth. Any drilling/nailing to the Shell Booth panels and shelves is strictly prohibited.
- 2 The Exhibitor shall be liable to pay to the Organiser any loss or damage suffered by failing to comply with paragraph 1, including without limitation the costs of restating and resetting up the Shell Booth in compliance with the requirements.
- 3 The use of adhesives and glues to the Shell Booth panels and shelves is strictly prohibited. Any stickers, graphics or any kind of fixtures applied to the Shell Booth must be removed at the end of the fair. The Organiser reserves the right to claim the cleaning and damage cost from the corresponding exhibitor if stickers are not fully removed.
- 4 All structures, decoration materials, exhibits, stand materials and the like must be completely removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organiser. Any materials left behind at the Exhibition Venue shall be deemed abandoned. The Organiser reserves the right to claim any waste disposal cost from the corresponding exhibitor due to their negligence.
- 5 No items could exceed a height of **3m** or extend beyond the boundaries of the booth allocated. These include, but are not limited to, fittings, exhibits, and company names, advertising material logos, inflatables brought along by the Exhibitor.
- 6 The fascia panel and its fixing structure must not be removed.

- 7 If any booth with fittings differs from the approved specifications or does not conform to the Organiser's rules and regulations, the Organiser reserves the rights to alter or remove the fittings without prior notice at the Exhibitor's own expense.
- 8 All built-in structures including the lighting fixtures within the Shell Booth must not be removed without the prior approval from the Organiser.
- 9 Installation of electrical equipment, including lighting fixtures, must strictly adhere to the Electricity (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E). Exhibitors are prohibited to install any sub-standard fittings or wirings.
- 10 All lighting fixtures must not be altered or tampered with; if necessary, the work should be done by a locally qualified electrician.
- 11 If Contractor needs extra electricity, they should order from Official Contractor and pay for extra cost. Any illegal or inadequate electricity wiring or connection will be removed without prior notice or at the Organiser's option the Organiser may impose a surcharge determined by it.
- 12 All the Shell Booth structures, lighting fixtures and furniture items are property of the Organiser. The movable or furniture items must be kept within the booth area and in their original place for complete hand-over of the booth to the Organiser when the fair ends. The Organiser reserves the right to claim the Exhibitor for any missing or damaged items.
- 13 The Exhibitor shall fully indemnify the Organiser, its agents, representatives, contractors and employees on demand from and against all losses, liabilities, actions, proceedings, claims, damages, costs (including but not limited to legal costs) and expenses whatsoever which it may suffer or incur by reason of:
 - a) the Exhibitor's failure to comply with the requirements relating to Shell Booth set out above and/or other rules and regulations relating to constructing and use of booths;
 - b) any loss or damage arising from Exhibitor's decoration of the interior, exterior of or space above their booth areas (whether or not in adherence to the requirements) ;
 - c) any death or personal injury suffered by a third party, including but not limited to the Exhibitor, Exhibitor's agents, representatives, contractors, employees, the Organiser's agents or employees, or visitors attributable to use or decoration by the Exhibitor of their booth and/or suffered in their booth area;
 - d) loss or damage, including without limitation death or personal injury, caused by the Exhibitor, Exhibitor's agents, representatives, contractors, employees, or other third parties or his failure to comply with the rules and regulations of the Organiser;
 - e) loss or damage caused by the Exhibitor or the Exhibitor's contractors, to the Organiser, other exhibitors or visitors arising from the decoration and/or fitting out of the Exhibitor's Shell Booth, or work undertaken for handover to the Organiser when the fair ends, howsoever arising.
- 14 The Organiser hereby excludes all liability to the Exhibitor, its agents, representatives, contractors and employees for any loss or damage suffered in relation to the Shell Booth, the booth area or their presence at the fair, including loss or damage to the Exhibitor's fittings and/or

personal property, save and except to the extent such exclusion is prohibited or limited by law. Nothing herein shall limit or effect the Organiser’s liability for death or personal injury arising from its negligence. The Exhibitor shall fully indemnify the Organiser in the event that any person has sustained personal injury and/or property damage as a result of unauthorised alteration/ modification on the booths undertaken by the Exhibitor, Exhibitor’s agents, representatives, contractors, employees, or other third parties.

5.2 Booth Decoration

Failing to comply with the move-in/out schedule, the site work deposit will be fully deducted without prior notice.

To gain access to the venue for contracting work, please complete Form 3A & 3B (Contractor & Site Work Deposit Information) together with design drawing and full payment of site work deposit to the Official Contractor. Application after deadline (1 November 2024) will not be entertained.

Move-in/move-out schedule set by the Organiser should be strictly followed. The decoration should be properly dismantled and placed within booth area between 9 December 2024 (16:00 hrs) to 10 December 2024 (23:59 hrs) so as not to affect booth dismantling work of the official contractor. The decoration and waste should be cleared from exhibition venue by 23:59 on 10 December 2024. Otherwise, site work deposit will be forfeited.

Distribution of Contractor’s Badges & Vehicle Passes

Standard Booth Decoration		
Sqm up to	Contractor’s Badge	Vehicle Pass (move-in & out)
36 or below	8	4
37-72	16	8
72 or above	24	12

****Contractors’ Badge are valid during the move-in and move-out period only.**

Please contact our project in-charge in advance for reasonable extras of badges and passes.

5.3 Additional Facilities

Exhibitors requiring additional facilities such as telephone, furniture, audio visual equipment, etc. should use Forms 4A to 6 for ordering the required facilities. Pre-payment in full will be required.

5.4 Banner Advertising

There is a charge levied on hanging of banners from the ceiling of the exhibition hall (see Form 7 “Banner Advertising”). **Banners are restricted to two-dimensional signs only.** Due to the layout of fixed hanging points in the halls, please contact the Organisers for location details.

Banner size: 3m(w) x 3m(h) (Double-sided)

* As the availability of banner hanging points varies in exhibition halls, please check with the Organiser to confirm whether banner points are available above your stand/pavilion area.

Maximum weight for each banner is 20kg (total weight including banner, accessories - wires, iron rods and hooks etc.) which must be hung over national group areas, with the bottom of banners no less than 6m from the ground. No banners are allowed to be hung except the above specified locations.

5.5 Over-time Hall Rental Charges for Move-in/Move-out

If the Exhibitors and/or their appointed Contractors work beyond the time as specified by the Organiser during move-in and move-out period, they should bear the over-time charges claimed by the Venue Operator against the Organiser as follows:

Over-time, i.e. working after 24:00 (midnight) during move-in and move-out period. Charges will be calculated on multiple of hours according to its stand size.

- 1) Charges subject to the final rate.
- 2) Over-time work less than an hour will be rounded up to one hour.

5.6 Water Supply and Drainage

Water supply and drainage service ordering and installation guideline for exhibition halls:

- 1) No tee-off connection to each water supply and drainage point is allowed.
- 2) The distance between the bottom of the equipment drain point and the floor cannot be less than 400mm.
- 3) The temperature of the draining water cannot be more than 40 degrees Celsius or less than the supply water temperature.
- 4) Equipment involving large volume of water discharge such as dishwashing machine is not allowed.
- 5) The water supply outlet from the service trenches or pits should be easily accessible for technician's inspection at all times.
- 6) Installation of water service for booth with raised floor is not recommended.
- 7) The service orders must be submitted together with its location plan before the deadline.
- 8) The service trenches or pits for water service cannot be located on the main aisles.
- 9) All electrical switches and distribution boards should be properly partitioned off from the water sink.
- 10) If fish tank is installed, dripping pan should be placed under the tank.

5.7 Site Work Deposit

Exhibitors/Contractors of standard/premium booth requesting for early move-in for booth decoration are required to lodge a site work deposit of which will be collected based on HK\$300 per sqm. The maximum deposit amounts is HK\$80,000.

All deposits will be bank-in and the amount will be refunded within **TWO** months after conclusion of the Fair if their exhibition sites are, in the Organiser's view, clear of damage to the exhibition hall and all rubbish are cleared according to the time schedule of the Organiser and without violating the conditions as stipulated under section 5.17. Otherwise, the deposit will be deducted.

Payment can be made by crossed cheque or directly bank-in to the following account

Bank Account Name: Uniplan Hong Kong Limited
Bank Name: The Hong Kong and Shanghai Banking Corporation Limited

Bank Address: Room 2A, 2nd Floor, Beverly House, No. 93-107 Lockhart Road,
Wanchai, Hong Kong

Bank Account: 567-214283-001 (HKD)
567-214283-274 (USD)

Please indicate "Site Work Deposit", "Fair name", "Stand number" and "Exhibitor's name" on the payment receipt copy and email to the Organiser. Refund will be arranged by cheque.

Remarks:

- a) All cheque deposits without identifiable bank account details will not be accepted.
- b) The site work deposit should reach us by 1 November 2024.
- c) We do not accept payment by cheque after 1 November 2024.

5.8 Insurance

For non-official contractors appointed by the raw space booth exhibitors to construct raw space booth (the "Contractor") are required to take out and shall keep in full force and effect from the commencement of the construction of the raw space booth until the dismantling of the raw space booth including the **move-in, exhibition period and move-out**:

- a) public liability insurance covering the liability of the Contractor arising out of or in connection with the construction of the raw space booth and the liability of the Contractor under tort (including, without limitation, negligence) or under any laws or regulations for death or injury to any person, or loss or damage to property ("**Public Liability Insurance**"); and
- b) property damage all risk insurance covering the contract works of the raw space booth built by the Contractor and the respective liability of the Contractor and the Show Management against theft, fire, damage to works and materials of booth setting, accidents, natural calamities, acts of God and such other risks as the Show Management are required ("**Contractors' All Risks Insurance**") (collectively the "**Insurance Policies**"), with not less than HKD 10 million for any single claim, unlimited in aggregate.

The Insurance Policies shall name the Show Management and all such other parties as nominated by the Show Management as an additional insured. All Insurance Policies should include an "absolute waiver of subrogation" clause against the Show Management and the additional insured as nominated by the Show Management. Please confirm the name of the additional insured with the Show Management before taking out the Insurance Policies.

On request of the Show Management, the raw space exhibitors or the Contractor shall provide the Show Management with a certificate of insurance which evidences the Insurance Policies required to be maintained by the Show Management under this section. All raw space exhibitors shall ensure their Contractors have successfully taken out the Insurance Policies and submit the completed Form 3B to the Official Contractor and the Show Management on or before **1 November 2024**. Failing which, no access to the site or construction of the booth shall be allowed and a late handling fee will be charged (refer to Form 3B for details). For more details, please refer to the enrollment procedures in Form 3B.

In addition, Contractors are required to comply with Section 40 of the Employees' Compensation Ordinance, Cap. 282 ("ECO") to cover their liabilities both under the ECO and at 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.

5.9 Height Limit

The maximum booth height limit is 4 meters.

5.10 Backside Construction

Raw space exhibitors and their contractors are responsible to provide, setup and decorate their booth partitions facing their own booth areas, aisles, and adjacent booths.

The size of these partition walls should not exceed the maximum booth height/ width allowed and the walls must be furnished and / or covered with plain white fire-proof panel, or KT panel or other materials approved by the Show Management. No logos, pictures, words are allowed on this back panel board. If the exhibitor / contractor fails to accomplish this requirement, the Official Contractor and the Show Management reserves the right to rectify this at the respective exhibitor / contractor's costs. Such costs and / or expense will be deducted in full from the Site Work Deposit. If the amount of the Site Work Deposit is insufficient to cover all costs and / or expenses, the Show Management will charge to and recover from the exhibitor/ contractor the amount of the shortfall.

5.11 Structural Safety

Exhibitors must accept full responsibility for the safety of the Booth and comply with the Construction Sites (Safety) Regulations (Chapter 59).

Exhibitors are advised to maintain stability of the stand by evenly distributing the exhibits on the fixtures. Please consult your contractor or Authorized Person/Registered Structural Engineer (AP/RSE) if necessary.

For the AP/RSE registry, please visit:

<https://www.bd.gov.hk/en/building-works/signboards/persons-eligible-to-be-appointed/index.html>.

5.12 Fire Precaution / Fire Service Certificate

In compliance with the Temporary Places of Public Entertainment License (TPPE) application for Fairs/Fetes/Exhibitions (small scale), no decoration of a readily combustible nature shall be permitted.

A documentary proof of compliance for all Custom-built stands with the use of combustible materials for false ceilings, partitions or wall furnishings, draperies and curtains shall conform to any standard acceptable to the Director of Fire Services; or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. Please refer to https://www.hkfsd.gov.hk/eng/fire_protection/licensing/index.html for details.

For Registered Fire Service Installation Contractor registry, please visit:

http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf.

Hay is strictly prohibited to use at the venue, regardless with or without fire proof treatment.

Curtains, fabrics, coverings, and all other materials used in the construction and decoration of stands, temporary structures or other scheduled Exhibition installations or components, must be non combustible, inherently non-flammable or durably flameproof and may be inspected by authorized

personnel or the Hong Kong Government to verify compliance. Outside stand contractors must present the relevant documentation along with Form FS251 relating to fire tests, flame tests, fumetests, and other similar tests to the Official Stand Contractor before move-in days. Failure to comply will result in your contractor damage / performance deposit being deducted.

Venue Operator has the sole right to determine the fabric test result and prohibit any parties from installation of fabric ceiling cover on booths within the venue if this rules & regulations is violated.

5.13 Reflective Vest

All visitors and persons requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest. If this rule is not observed, the Venue Operator will have the rights to refrain the personnel from entering the exhibition venue.

5.14 Scaffold & Ladders

Using ladders of height exceeding 2 meters at the public circulation areas is strictly prohibited. Failing so, the user will be asked to leave the Exhibition premise immediately.

All construction/dismantling work at these areas should be carried out by using high reach equipment (e.g. scaffolding, evaluated working platform etc.). The scaffold should not be used on a construction site unless Form 5 (Scaffolds-Reports of Results of Fortnightly or other inspections report) has been made by a competent person. This form should be displayed in a prominent location of the scaffold which specifies the location, extension of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability. In addition, workers are required to wear safety belt while construction activities are carried out over 2 meters height or above the ground. For further details, please visit the website at http://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety.

If this rule is still not observed, Organiser and/or the Venue Operator will have the rights to suspend the relevant construction activity immediately.

All ladders must be certified whatever materials used, and the certified label is visible on the ladder. For further details, please visit the website for the Selection of Ladders and Safety Standards: [http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20\(Issue%2039\).pdf](http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf).

5.15 Occupational Safety and Health Ordinance

Exhibitors and/or their Contractors must comply with the Occupational Safety and Health Ordinance in construction and dismantling the stands and to adhere to the occupational health and safety measure as required by the venue operator:

- 1) Make sure the workplace is safe and healthy;
- 2) Provide and maintain safety working equipment and procedures;
- 3) Appoint authorized person for on-site supervising of installation / dismantling works.

5.16 Construction Industry Safety Training Certificate

Contractors entering the Venue for 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 before working at the Venue.

All stand fitting contractors must acquire the said certificates (cards) and have it displayed upon request when working at the Venue. The Venue Operator's security reserves the rights to refuse entry or remove personnel for those who fail to provide valid credentials.

5.17 Requirements for Exhibitors and Contractors

Exhibitors/Contractors of standard/premium booth requesting for early move-in for booth decoration must ensure that they and their Contractors are fully aware of the following requirements when preparing design proposals. Failure to observe such requirements may result in costly alterations on site being required by the Organiser and/or the Venue Operator and deduction of site work deposit. In the worst case, the Organiser may prohibit the construction of the intended Custom-built stand. Any charges so incurred will be entirely at the Exhibitor's expense:

- 1) Site measurements are given in metric. Exhibitors/Contractors, upon arrival and before commencing construction work, are required to check if the site is set out as per floor plan issued by the Organiser, and to report any errors to the Organiser immediately. If the Contractor does not report any errors to the Organiser immediately, the Organiser will 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 Organiser.
- 2) All structures built on ground must be self-standing without the absolute use of hanging points. If any material is found attached to the Official Contractor's materials, site work deposit will be deducted and the Contractor is responsible to detach the attached point(s) accordingly. Extra sum will be claimed by the Official Contractor if their materials are damaged.
- 3) No parts of any structures may extend beyond the boundaries of the site allocated except for general lighting devices (e.g. floodlight, Gilbert lamp, HQI light, spotlight etc. with extension arm) extruded not exceeding an overall length of 0.35m from stand boundary. These may include but not limit to plasma TVs, exhibits, decorative lighting, Exhibitor's company name or logo. Otherwise, site work deposit will be deducted.
- 4) Any main constructions set-up deviated from the drawings submitted to the Organiser will be subject to site work deposit deduction.
- 5) No suspensions could be made from the ceiling of the Exhibition Hall (except above mentioned hanging truss for lighting devices), nor may any fixings be made to the floor, walls or any other parts of the building.
- 6) The Contractor is responsible to put its company name on the contractors' badges in a clearly identifiable.
- 7) The name and/or stand number of the Exhibitors must be prominently displayed and faced to aisle. If this rule is not observed, the Organiser reserves the rights to affix them as they consider fit and to charge the cost incurred to the Exhibitor.
- 8) Any signage and visual (including but not limit to company name, logo, slogan, photo and pattern) at height over 3m facing adjacent stand must be set back 0.5m from stand boundary. All viewable areas of the common side-wall bordering neighbouring stands should be smooth and well dressed in plain colour without any graphics.

- 9) Exhibitors are not allowed to utilize and/or apply decoration on the back of the partitions of their adjacent stands.
- 10) The Organiser must be notified in advance of any changes to the type or colour of the floor covering provided. Any cost incurred must be borne by the Exhibitor/Contractor.
- 11) All electrical fittings and wirings must be installed in compliance with Electricity (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E).
- 12) All lighting fixtures should be installed at least 2.2m above ground or they should be well protected so as not to cause danger to the general public.
- 13) Main switch and distribution board may be required to install within space area at Official Contractor's discretion.
- 14) All materials used in the construction and decoration of exhibition stands or set-ups should be flame retardant and be subject to inspection by the Venue Operator and/or the Organiser.
- 15) Paint spraying, welding and the use of circular saw are strictly prohibited inside the Exhibition Hall. Please use jig saw instead of circular saw.
- 16) Contractors should strictly follow the move-in/move-out schedule set by the Organiser. No prior move-in/move-out without Organiser's prior consent is allowed. All workers and construction materials will be required to leave the hall immediately until the official time.
- 17) Banners are restricted to two-dimensional signs only. Please refer to order form 7 for details.
- 18) Waste materials (including packing materials) must be disposed in the waste cages immediately after unpacking.
- 19) There will be no storage space provided in the Exhibition Venue. Any empty crates, equipment, goods, tools or materials found leaving unattended in the Exhibition Venue/loading area etc. will be disposed without prior notice.
- 20) Glass collection bins will be provided at designated area during setup and dismantling period and glass will be collected by venue operator from glass collection bins.
- 21) All contractor badges/vehicle passes are strictly non-transferable.
- 22) Any materials of any kind attached to the shell scheme booth built by the Official Contractor.

5.18 Deduction of Site Work Deposit

Please ensure that Stand Contractors comply with the conditions herein. Without prejudice to the Organiser's rights to indemnification and/or reimbursement specified herein and in the Rules and Regulations, the Organiser may deduct the specified amount/percentage of the site work deposit upon failure to comply with a condition as specified below without prior notice.

Conditions		Deposit to be Deducted upon Violation of Conditions
1)	Contractor did not follow the move-in or move-out schedule set by the Organiser.	100%
2)	Paint spraying, welding or using circular saw inside the Exhibition Venue.	100%
3)	Storage of construction materials, tools, empty boxes and/or other materials in the Exhibition Venue.	100%
4)	Any main constructions set-up deviated from the drawings submitted to the Organiser.	100%
5)	Stand construction exceeds the maximum height limit and/or boundaries assigned, including but not limit to plasma TV, decorative lighting, 3-D letterings & graphics etc.	100%
6)	Stand construction or dismantling in an improper or unsafe manner.	100%
7)	Any items found outside the respective stand area, after the daily working hours, may be disposed without prior notice.	50%
8)	Any signage or visual (including, but not limit to company name, logo, slogan, photo and pattern) at height over 3m facing adjacent stand does not set back 0.5m from stand boundary.	50%
9)	All viewable stands' partitions/walls decorated not up to a smooth, acceptable plain colour finish; or such finish is not fully fixed by 23:59 hrs on the day before delegate move-in.	50%
10)	Debris, packing materials and stand materials not handled/disposed properly and timely during move-in and move-out.	50%
11)	All glass fixtures not properly handled before using hydraulic grab lorry to dispose the stand structure.	50%
12)	Employing unqualified personnel for work at the Exhibition Venue.	50%
13)	Fail to meet Organiser's submission deadline of required certificates/documents on last move-in day.	HK\$3,000/item
14)	Smoking in non-designated smoking area of Exhibition Venue	HK\$1,000/count
15)	Transfer/mis-use of vehicle passes.	HK\$1,000/pass
16)	Transfer of contractor badges.	HK\$500/badge

17)	Contractor badge without clearly identifiable contractor's company name and/or without properly displaying at the Exhibition Venue.	HK\$500/badge
18)	Any construction materials, empty cartoons, wooden structure, display stands and equipment placed outside stand area during the fair period will be disposed without prior notice. Extra removal charges will be incurred.	HK\$500/cbm
19)	No prior collection of Contractor badges and vehicle passes until on-site pick-up.	HK\$500/exhibitor or pavilion
20)	Screwing, drilling, painting or nailing on the panels of standard shell booth.	HK\$300/panel
21)	Any facilities (wall, entrance door, carpet, marble floor etc...) of the Exhibition Venue being damaged.	Actual Cost claimed by the Venue Operator plus Administrative Charge

Remarks:

- a) If the site work deposit is not sufficient to cover the actual cost/deduction incurred, the Organiser reserves the rights to pursue the Contractor for the outstanding balance.
- b) Even if the Exhibitor/Contractor violates the conditions/rules and regulations other than the above, the Organiser reserves the rights to deduct from the deposit as deemed necessary.
- c) The Organiser will not be responsible for any loss and claim on all disposed items arose from the violation of conditions, rules and regulations by the Exhibitor/Contractor.
- d) For those frequent offenders, the Organiser reserves the rights to ban the Contractor and/or its Company from any construction works organised by the Organiser.
- e) Deductions from the site work deposit are without prejudice to other rights and claims that may be made by the Organiser under the Rules and Regulations.
- f) In case of any disputes, the decision of the Organiser should be final and binding.

6. Practical Tips of Getting Around in Hong Kong

6.1 Introduction

Strategically located at the doorstep of China and the centre of Asia- Pacific, Hong Kong has, in the last 150 years, developed into one of the world's leading manufacturing, trading and service centres. Its open economy is built on free trade and free enterprise. Geographically, the territory is divided into four distinct areas: Hong Kong Island, Kowloon, the New Territories and the outlying Islands. Hong Kong is subtropical with a relatively high humidity. Temperature ranges from 10°C in the winter to 30°C in the summer.

6.2 Languages

English and Chinese are the official languages. Street signs, menus, tourist and government publications are usually bilingual.

6.3 Money and Banking

Most banks are open from 9am to 4:30pm on weekdays, and from 9am to 12:30pm on Saturday. There is no foreign exchange control in the territory and the Hong Kong dollar is freely convertible. In Hong Kong, any currency, including mainland China's renminbi (RMB), may be bought and sold in the open market. Visitors can exchange foreign currency at any bank or exchange shop or at the cashier counters of hotels. Daily exchange rates are available through any bank, but the Hong Kong dollar is pegged at HK\$7.8 to US\$1. The government issues coins in denominations of 10c, 20c, 50c, \$1, \$2, \$5 and \$10. There are also three different kinds of notes in denominations of \$10, \$20, \$50, \$100, \$500 and \$1,000.

6.4 Transportation

Hong Kong's efficient and low-cost public transport system includes three railways, buses, trams, taxis and ferries. There are three road-only tunnels crossing the harbour.

6.5 To and From the Airport

From 6 July 1998, travellers to Hong Kong will be served by one of the world's largest and most modern airports situated at the Chek Lap Kok on the outlying island of Lantau. The easiest connection from the airport to Central and Kowloon is the Airport Express Railway, which takes just 19 minutes to get to Kowloon, and an extra 4 minutes to Hong Kong. Adult single journey fare is HK\$115. In addition, express bus service called "Cityflyer" operates on frequent schedules to popular spots in the city, with stops near most major hotels. An overnight bus service will cover the airport's 24-hour operation. Taxis are also an option and fares from Chek Lap Kok range from HK\$200-HK\$400.

6.6 Railways

The MTR [Tel: (852) 2881 8888] network comprises 11 railway lines serving Hong Kong Island, Kowloon and the New Territories. In addition, a Light Rail network serves the local communities of Tuen Mun and Yuen Long in the New Territories while a fleet of buses provide convenient feeder services. The MTR also operates the Airport Express, a dedicated high-speed rail link providing the fastest connections to Hong Kong International Airport and the city's newest exhibition and conference centre, AsiaWorld-Expo. From Hong Kong, passengers can travel with ease to Guangdong province and the major cities of Beijing and Shanghai in the mainland of China using the MTR's intercity services. Unlike many other modes of public transport, the operational reliability of MTR trains is unaffected by traffic conditions, so passengers should always get to their destinations on time, barring severe weather conditions. What's more, MTR trains run about 19 hours a day, 7 days a week, from early morning (5:30am - 6am) to 1am the next morning.

6.7 Trams

Trams ply the northern shore of Hong Kong Island at a fixed fare from 6am to 1am. Tel: 2548 7102. There is also the century-old Peak Tram, a funicular railway which runs up to the Peak from 7am to 10 pm at about 15-minute intervals. Tel: (852) 2522 0922.

6.8 Ferries

The Star Ferry Co [Tel: (852) 2366 2576] operates a shuttle service between Hong Kong Island and Kowloon. Ferries between Central and Tsim Sha Tsui run every few minutes from 6:30am to 11:30pm and Wanchai to Tsim Sha Tsui (7:30am to 11pm).

6.9 Taxis

Taxi fares are charged by metered tariff. When crossing the harbour by either cross-harbour tunnel, the two-way tunnel toll is added to the fare. With the other tunnels, only the one-way toll is added. There is an extra charge per piece of luggage (both of these extra charges are signposted in the taxi). Flagfall and charges are displayed. Tipping is usually confined to small change. There are two taxi jurisdictions in Hong Kong -- urban and New Territories. Radio taxis: Tel: (852) 2574 7311 / (852) 2527 6324 (Hong Kong Island), (852) 2760 0411 / (852) 2760 0455 (Kowloon), (852) 2457 2266 / (852) 2657 2267 (New Territories).

6.10 Visa

According to Hong Kong Immigration Department, nationals of most foreign countries can visit Hong Kong visa-free. Applicants may submit their visa applications directly to Hong Kong Immigration Department, or through Chinese diplomatic or consular missions in their place of domicile.

Enquiries can be directed to:

Hong Kong Immigration Department
2/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong.
Tel : (852) 2824 6111
Fax : (852) 2824 1133 / 2877 7711

6.11 Visas for China Travel

All travellers to the Chinese Mainland, except Hong Kong Chinese residents, require visas. The mainland issues single-entry, double-entry and multiple-entry (six months, unlimited entry) visas, the latter designed for frequent travellers who have long-term business establishments (e.g. joint ventures) in the mainland. The Office of the Commissioner of the Ministry of Foreign Affairs of the PRC in the HKSAR Region at 20F, Capital Centre, 151 Gloucester Road, Wanchai, Hong Kong [Tel: (852) 2992 1999]. Submission of applications hours: Monday to Friday 9am to 4pm, and the China Travel Service at various locations, Central office, [Tel: (852) 2522 0450], Tsim Sha Tsui office, [Tel: (852) 2736 1863]. Many travel agencies specialising in China travel can also obtain visas. The China Travel Service normally takes 48 hours to issue a visa, but can do so in one day for a premium. The Visa Office takes 24 hours and also offers a more expensive same-day service.