



3rd

INTERNATIONAL
PROPERTY MANAGEMENT
AND PROCUREMENT EXPO
第三屆國際物業管理及採購博覽

30/8 ~ 1/9/2023

Hong Kong Convention & Exhibition Centre
香港會議展覽中心

EXHIBITOR
MANUAL



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Organizer:
 COMASIA LIMITED
 IPMAPE HK物管展
 propexhongkong

Supporting Organizations:
 THE HONG KONG ASSOCIATION OF PROPERTY MANAGEMENT COMPANIES
 香港物業管理聯會
 Chartered Institute of Housing
 香港物業經理學會亞太分會
 The Hong Kong Institute of Facility Management
 香港設施管理學會
 CHAMBER OF SECURITY INDUSTRY
 香港保安業
 Hong Kong Property Innovative Technology and Environmental Protection Association
 香港物業創新科技及環保協會

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尊貴的參展商：

熱烈歡迎 貴公司參展我們的「**3rd INTERNATIONAL PROPERTY MANAGEMENT AND PROCUREMENT EXPO 第三屆國際物業管理及採購博覽**」。

此「參展商手冊」詳細載列有關是項展覽會之重要資料和各項展會服務及設施的申請表格，以協助 貴公司在展出前作出充份準備，敬請細閱，並特別留意各相關展會服務及設施申請表格之最後呈交限期，以確保 貴公司於截止日期前向主辦機構 / 大會指定展台承建商交回申請表格，避免逾期附加費。

如有任何垂詢，歡迎致電 (852) 2700 6726，我們將竭誠為 閣下效勞。

謹祝

展出成功！

董事
張瑞富 敬啟
康亞有限公司

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(一) 展覽會主要聯絡單位清單

1.1 一般查詢

公司名稱	聯絡人	電話及傳真	電子郵件
Comasia Limited 康亞有限公司	Ms. Cecilia Cheung 張詩韻小姐	電話： (852) 2700 6760	cecilia.cheung@comasia.com.hk
	Ms. Alice Chan 陳拉娜一吉小姐	電話： (852) 2700 6788	alice.chan@comasia.com.hk

1.2 大會指定貨運代理

公司名稱	聯絡人	電話及傳真	電子郵件
JES Logistics Limited 金怡國際展運有限公司	Mr. Stanley Chan 陳健強先生	電話： (852) 2563 6645 / 2575 0730 傳真： (852) 2597 5057	stanley@jes.com.hk

1.3 大會指定展台承建商

公司名稱	聯絡人	電話及傳真	電子郵件
Uniplan Hong Kong Limited 優尼營銷傳播(香港)有限公司	Ms. Tammy Tam 譚淑敏小姐	電話： (852) 2294 3668	ipmexpo@uniplan.com.hk
	Ms. Natalie Wong 黃曉晴小姐	電話： (852) 2294 3615 傳真： (852) 2757 9019	

(二) 展覽會一般資料

2.1. 展覽會名稱

第三屆國際物業管理及採購博覽

3rd INTERNATIONAL PROPERTY MANAGEMENT AND PROCUREMENT EXPO

2.2. 展覽會地點

香港會議展覽中心

香港灣仔博覽道一號

2.3. 主辦機構

康亞有限公司

香港九龍觀塘海濱道 181 號 One Harbour Square, 21 樓

電話： (852) 2700 6726

傳真： (852) 2700 6727

電郵： cs@comasia.com.hk

2.4. 展覽會日期及時間

二零二三年八月三十日 (星期三)： 上午十時至下午六時三十分

二零二三年八月三十一日 (星期四)： 上午十時至下午六時三十分

二零二三年九月一日 (星期五)： 上午十時至下午五時正

2.5. 進場參觀手續

本展覽會只供業內人士參觀，所有參觀人士必須登記以取得入場證，入場證只適用於展覽期間。參觀及參展人士如未滿十八歲均不准進場。展覽會主辦機構有權拒絕任何人士進入展覽會場，或要求任何人士離開展覽會場館。

2.6. 參展商進場守則

為方便參展商在每天展覽會開放前作好準備，展覽會場館將於上午九時開放予參展商進場。參展商於進入展覽場館時必須佩戴有效的參展商證。

2.7. 參展商須知 - 重要補充資料

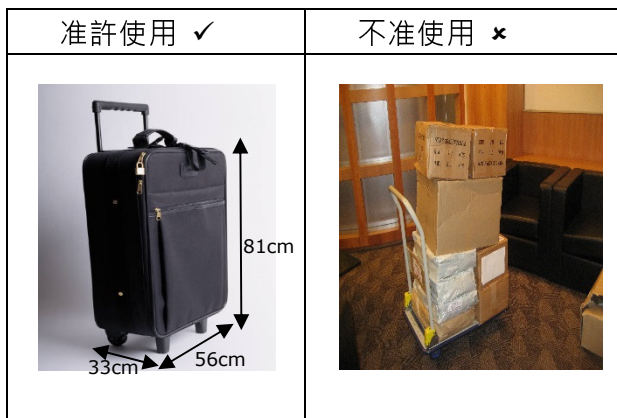
1. 根據本地勞工處及職業安全健康法例規定，參展商必須確保所聘承建商對其攤位內所有離地 2 米或以上高空工程切實執行安排措施和監管，尤其是使用高度超過 2 米梯子的使用守則。同時，根據香港會議展覽中心規定，嚴禁在展館內使用 2 米以上梯具。
2. 除已獲得主辦機構的正式書面預先批准外，任何充氣球體均一律在展會中禁止使用。
3. 參展商和承建商均須注意並遵守香港會議展覽中心及本展覽會實施的一切消防安全規定。在香港會議展覽中心舉行的展覽會嚴禁使用明火，並有如下相關的消防措施規定：
 - (a) 不得濫用、誤用、移動或掩蓋消防設備；
 - (b) 不得影響灑水裝置的使用效能；
 - (c) 若無合理原因，不得按火災警報按鈕；
 - (d) 消防出口不得堵塞，必須隨時保持暢通、可用；及

(e) 除了用於撲滅火災外，消防栓不得用於取水。

若香港會議展覽中心經評估認為某些參展商進行的活動具有較高的火災風險，將會額外部署必需的保安人員，所涉費用將由相關參展商承擔。

4. 基於安全理由，香港會議展覽中心將在本展會撤館日(即9月1日)執行以下措施，限制參展商/買家手提大型展品或貨物從各展覽廳正門離場，敬請各參展商留意：

- (a) 所有手提物品，包括展品、貨物或行李，凡大小超出 81 厘米 (高) x 56 厘米 (闊) x 33 厘米 (深) 之限制，一律不可由展廳之正門或使用卸貨區載貨電梯離場；屆時將有會展保安人員在各展廳正門及卸貨區(於下午七時前)檢查各參展商/買家進出之物品大小。
- (b) 參展商不可在會場內的公共通道上使用任何板車、手推車或腳車等工具車運送展品或貨物從各展覽廳正門或大堂離場(或使用載客電梯、扶手自動電梯來運送貨物)。但符合上述大小限制的有滑輪行李箱或旅行袋則可豁免，請參考以下圖例：



(c) 如參展商有展品或貨物超出上述之大小限制，請在展會撤館日使用由主辦機構提供之**大會指定貨運服務**或**自行安排運輸公司或貨車**(於下午 5 時至 8 時)進行撤館。所有自行安排撤館之貨車 (包括卡車、貨車及輕型貨車)，必須領取特發之**電子送貨車輛許可證**後，方可獲准駛入會展中心卸貨區。



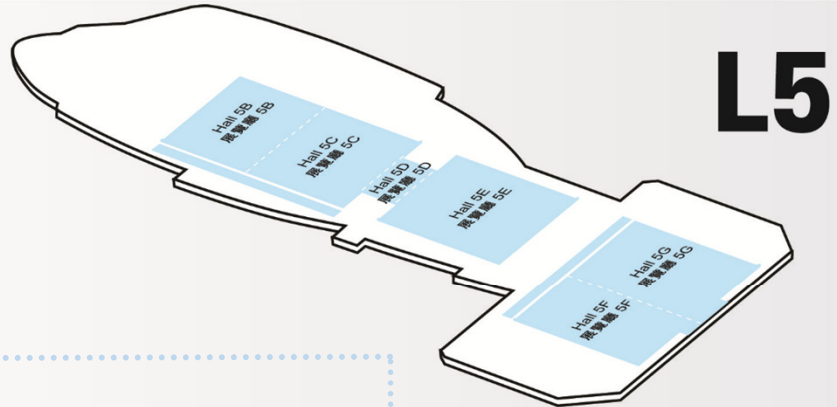
5. 參展商須確保其攤位內所有視聽器材所產生的音量須維持在合理水平，不得對其他參展商及參觀者構成任何滋擾或不便。如發出的聲浪對其他參展商及參觀人士造成滋擾或不便，大會有權即時終止有關展示活動及廣播。
6. 香港會議展覽中心已推行全面禁煙，成為一個百份百的無煙展館，任何人士均不得在展覽館內(包括展廳、公眾走廊及洗手間等)的地方吸煙，這是一項完全順應和配合全面提升環境衛生和公眾健康的措施，為所有參與展會的人士提供一個高度舒適和健康的世界級展覽場館。
7. 根據香港會議展覽中心的規定，參展商不得攜帶外來食物及飲料進入會場，參展商可光顧設於會展中心內的多間餐廳及各展廳內的飲食場所。
8. 參展商只可在其攤位派發其宣傳品，不得在展覽場地內任何其他地方進行廣告宣傳、示範或招攬生意。展品及廣告牌不得放在其攤位以外。
9. 展會場內設有**免費無線上網服務**，參展商在展覽會期間可透過由會展中心提供的免費上網服務，給已裝上網絡咭的電腦連接上網，唯這是一項向所有場內參展商提供的免費服務，預料將會有大量使用者同時上網，因此其間網絡可能出現間歇性連線失效、不穩定或緩慢等情況。
 - (a) 成功登入後，無線網絡服務使用時間上限為 4 小時。
 - (b) 如連線後停止瀏覽網頁超過 4 小時，無線上網服務便會自行中斷。
 - (c) 無線網絡連線是否成功及表現取決於閣下所使用的裝置是否適用於會展中心無線上網系統，主辦機構及會展中心在這方面不能作出承諾。
 - (d) 本服務應只限於用作非關鍵應用，例如一般上網瀏覽及在網上閱覽電郵；不建不建議用戶使用本服務作任何網上付款或涉及大量網絡流量的網上活動。
 - (e) 會展中心的無線網絡是公開的網絡，如需傳送含敏感或秘密內容的信息，建議閣下向會展中心租用寬頻線路。
 - (f) 參展商請勿在展覽攤位內自行安裝路由器(連接數個區域網絡的中繼裝置)，因為經這些路由器發出的無線網絡訊號有可能干擾在其附近由會展中心提供的免費無線網絡。

為確保 貴公司在展會期間能有一個穩定流暢的上網服務，我們強烈建議閣下租用一條獨立的寬頻上網專線在 貴公司展位中使用請使用**表格 2A** (只適用於標準展台)或**表格 2C** (只適用於展覽淨地展台)進行訂購。

香港會議展覽中心 (場館位置圖)
 Hong Kong Convention and Exhibition Centre (Hall Plan)

Hall 5B, 5C, 5D, 5E, 5F, 5G
 展覽廳 5B, 5C, 5D, 5E, 5F, 5G

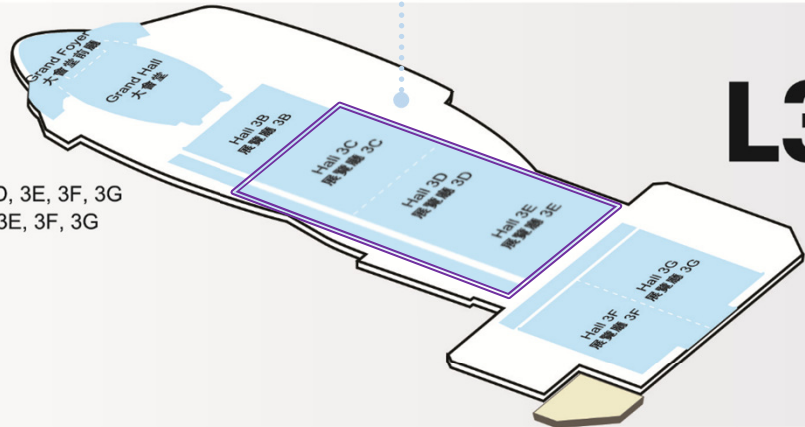
Hall 5B to G Concourse
 展覽廳 5B 至 G 大堂



L5

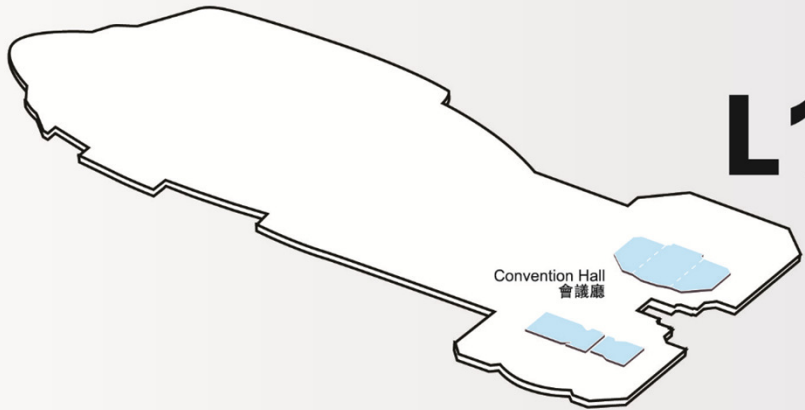
Grand Hall, Grand Foyer, Hall 3B, 3C, 3D, 3E, 3F, 3G
 大會堂, 大會堂前廳, 展覽廳 3B, 3C, 3D, 3E, 3F, 3G

Grand Foyer, Hall 3B to G Concourse
 大會堂前廳, 展覽廳 3B 至 G 大堂



L3

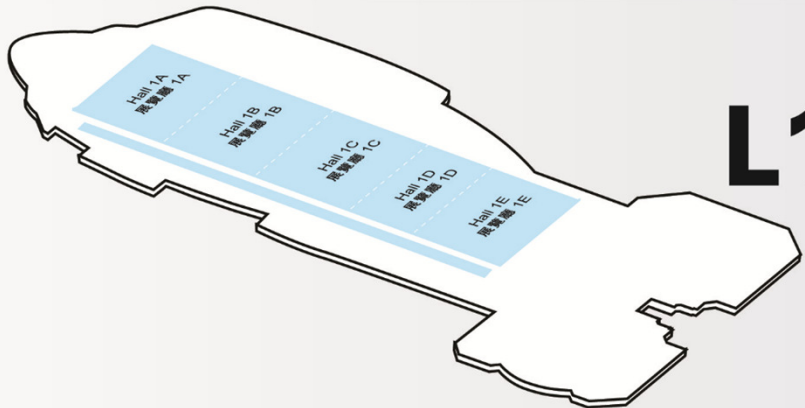
Convention Hall
 會議廳



L1

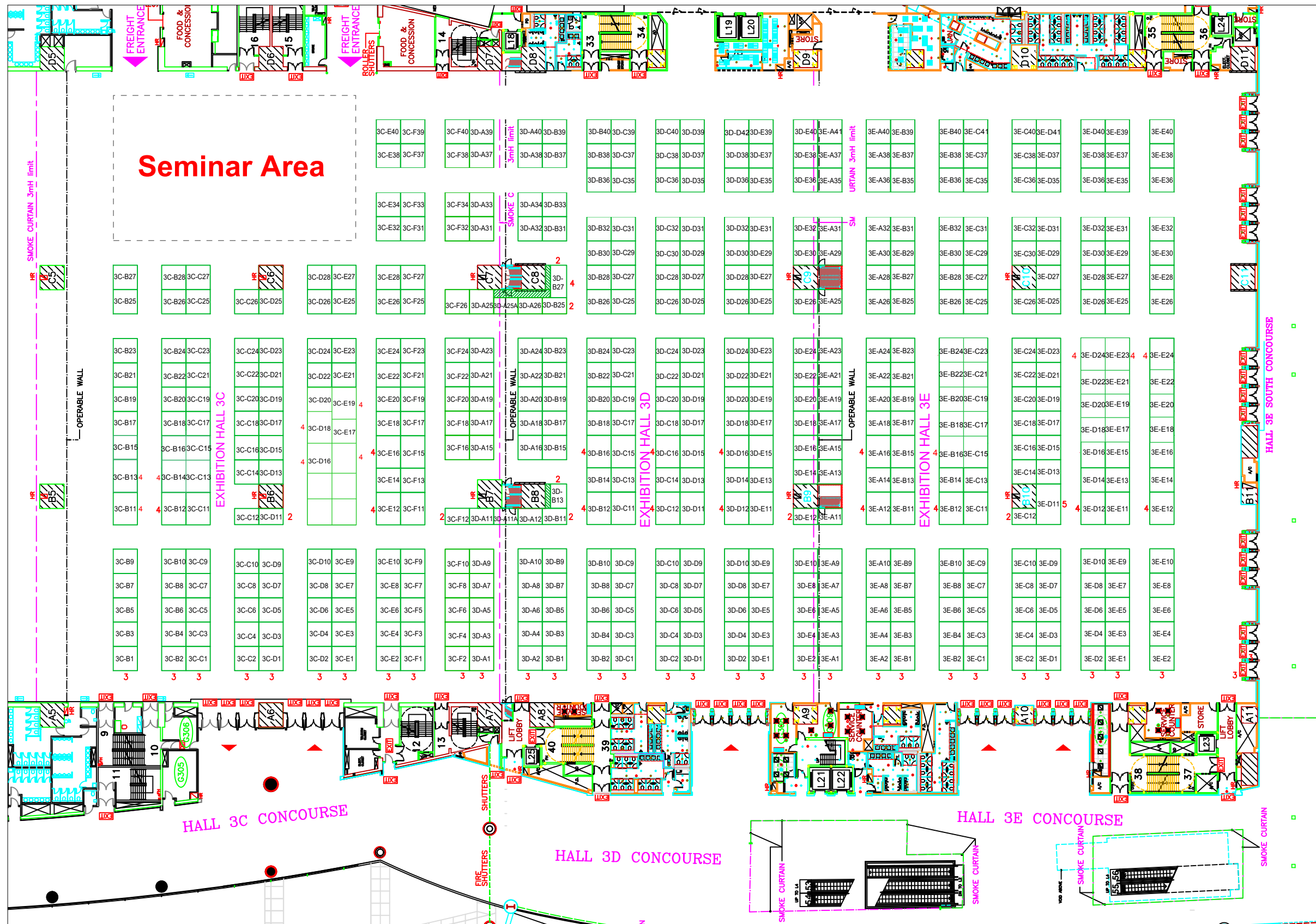
Hall 1A, 1B, 1C, 1D, 1E
 展覽廳 1A, 1B, 1C, 1D, 1E

Hall 1A to E Concourse
 展覽廳 1A 至 E 大堂



L1

Hall 3C - E



The Hall Plan is for reference only. The Show Manager reserves the right to make changes without prior notice.
只供參考，如有需要，承辦機構有權隨時作出更改，而無須通知。

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Venue : Hong Kong Convention & Exhibition Centre		Designer : Regin	Scale : 1:500 (A3) All Dimensions in mm/m
Drawing Title : Hall 3C - E Floor plan	Show Date : 30 Aug - 1 Sep 2023	File : D:\Regin Job\2022\IPM_2022\Floor Plan\2022PM_Hall3C-E	Drawing no. : Version : 1.4

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4. Exhibition Rules & Regulations 展覽會規則

(只提供英文版本)

4.1 Definitions

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

“Applicant”	refers to the sole proprietorship, partnership or limited company whose details are specified in the Application Form;
“Application Form”	refers to the application form for the Applicant to apply for the right to participate at the Exhibition, to which a copy of the Regulations is attached;
“Appointed Contractor”	refers to any other company as appointed by the Show Organiser as the contractor to coordinate the overall design, layout and booth construction of the Exhibition;
“Sub-Contractor”	refers to any other company as appointed by the Appointed Contractor to coordinate the overall design, layout and booth construction of the Exhibition;
“Associates”	refers to: (a) any employees, contractors, subcontractors, representatives, or agents of the Exhibitor or its associates; (b) any relatives of the Exhibitor and any company which the Exhibitor and any company which the Exhibitor or its relative is a shareholder or director of such company, if the Exhibitor is an individual or partnership; and (c) any shareholders or directors of the Exhibitor and any relatives of such shareholders or directors and any company which the Exhibitor or its shareholders or directors or any of their relatives is a shareholder or director of such company, if the Exhibitor is a corporate entity;
“Complainant”	refers to the Exhibitor that files a complaint to the Show Organiser in respect of an infringement of intellectual property rights at the Exhibition;
“Exhibition”	refers to the exhibition to be known as the "3rd INTERNATIONAL PROPERTY MANAGEMENT AND PROCUREMENT EXPO" which will be managed by the Show Organiser at the Exhibition Venue during the Exhibition Period;
“Exhibition Period”	refers to the period in 30 August 2023 to 1 September 2023;
“Exhibition Venue”	refers to the Hong Kong Convention and Exhibition Centre in the Hong Kong Special Administrative Region;
“Exhibitor”	refers to the relevant Applicant whom the Show Organiser has accepted, in writing, its application to exhibit at the Exhibition;
“Exhibitor-Appointed Contractor”	refers to the independent booth contractor appointed by the Exhibitor, with the prior written approval of the Appointed Contractor (which may be given in the sole and absolute discretion of the Appointed Contractor), for the construction, installation and removal of custom-built Stand;
“Legal Advisor”	refers to the legal advisor as appointed by the Show Organiser from time to time;
“Participation Fee”	refers to the participation fee specified in Part Two of the Application Form;
“Products”	refers to any goods, products, items, samples or exhibits displayed by the Exhibitor at the Exhibition;
“Regulations”	refers to the provisions contained in these "Exhibition Rules & Regulations";
“Security Deposit”	refers to an amount as specified in the exhibitor manual, being the deposit payable by the Exhibitor for each custom-built Stand and is refundable to the Exhibitor (without interest) subject to the deductions as set out in paragraph 4.6.2(1) below;
“Show Organiser”	refers to Comasia Limited;
“Space”	refers to the area within the Exhibition Venue where the Exhibition will be conducted; and
“Stand” or “Booth”	refers to the area within the Space designated to the Exhibitor for the purpose of exhibiting and promoting its Products. This may include the structure and partitioning of the booth as the case may be, but for the avoidance of doubt shall exclude any areas in front of the booth.

4.2 Application Form

- 4.2.1 The Exhibitor acknowledges that by signing the Application Form, it has irrevocably agreed and undertaken to comply with all its obligations under the Regulations and any other additional rules and regulations prescribed by the Show Organiser under paragraph 19 below.
- 4.2.2 Notwithstanding payment or acceptance of the Participation Fee or part thereof, submission of the Application Form to the Show Organiser does not create, whether express or implied, any rights on the part of the Applicant or any obligation or liability to perform any function or duty on the part of the Show Organiser.
- 4.2.3 The Show Organiser has the sole and absolute discretion to accept or reject, without giving any reason or explanation, the Applicant's application to exhibit at the Exhibition.
- 4.2.4 The Show Organiser will notify the Applicant in writing whether its application to exhibit at the Exhibition is accepted or rejected not less than TWO months after receipt by the Show Organiser of the Application Form (in any event before the commencement of the Exhibition Period).
- 4.2.5 Where the Applicant/Exhibitor is a business entity or a corporation, the Show Organiser may at any time require the Applicant/Exhibitor to produce copies or certified copies of the Applicant's/Exhibitor's certificate of incorporation, business registration certificate, and/or any other company registration documents

4.3 Participation Fee & Payment Terms

- 4.3.1 The Applicant shall pay the Participation Fee to the Show Organiser in the following manner:
- (a) fifty per cent (50%) of the Participation Fee at the time of submission of the Application Form; and the balance payment should be made no later than April 15, 2023.
 - (b) for any application and stand space booking received by the Show Organiser after April 15, 2023, a full payment of the Participation Fee should be made within fourteen (14) days upon date of formal confirmation and official invoice issued by the Show Organiser.
- 4.3.2 The Participation Fee paid by the Applicant shall be non-refundable except:
- (a) when the Show Organiser has rejected the Applicant's application to exhibit at the Exhibition, the Show Organiser will refund without interest only that part of the Participation Fee paid by the Applicant; or
 - (b) when the Show Organiser has postponed, re-scheduled, suspended, cancelled or materially reduced or shortened the Exhibition Period under paragraph 18.2 below, the Show Organiser may (but is not obliged) in its sole and absolute discretion refund without interest such amount, if any, of the Participation Fee or part of it, paid by the Applicant after a 20% deduction for covering the relevant administrative, marketing, promotional and advertising expenses incurred by the Show Organiser for the Exhibition.
- Any applicable refund will be made within TWO months after the Applicant/Exhibitor having been notified in writing that its application has been rejected or the Exhibition is cancelled, postponed, re-scheduled, suspended, or materially reduced or shortened, as the case may be.
- The Applicant's payment obligation for the entire Participation Fee shall remain in full force and effect once the Applicant's application is accepted by the Show Organiser irrespective of any subsequent cancellation by the Applicant or any non-participation in the Exhibition by the Applicant, and that the Applicant shall indemnify and keep the Show Organiser and its associated companies fully indemnified for any and all losses or damages as a result of any non-payment or breach or non-compliance with any provisions of these Regulations.
- 4.3.3 All Participation Fee paid by the Applicant shall be non-refundable and forfeitable, notwithstanding an occurrence of Force Majeure Event(s) (as defined in this clause 3.3 below) in Hong Kong and/or country which the Applicant operates in (based on the address of the Applicant as provided in this Application Form) ("Country of Origin of the Applicant") which prevents the Applicant from attending and exhibiting at the Exhibition ("Failure to Exhibit"). However, upon an occurrence of Force Majeure Event(s) and receipt by the Show Organiser of a notice in writing from the Applicant in relation to the occurrence of such Force Majeure Event(s) which lead to the Failure to Exhibit by not less than 60 days before the commencement of the Exhibition, the Show Organiser may (but is not obliged) in its sole and absolute discretion permits the Participation Fee paid by the Applicant to be transferred and deemed as Participation Fee paid (with a 20% deduction from the paid Participation Fee for covering the relevant administrative, marketing, promotional and advertising expenses incurred by the Show Organiser for the Exhibition) ("Transfer of Participation Fee") for the next edition of the Exhibition ("Upcoming Exhibition"). Upon the occurrence of the Transfer of Participation Fee, the Applicant shall enter into separate contract(s) and/or application form(s)

with regard to the application for stand space in the Upcoming Exhibition before the commencement of the Upcoming Exhibition.

As the said transferred Participation Fee remains to be non-refundable in nature, if no binding contract and/or application form is entered into between the Show Organiser and the Applicant in relation to the application for stand space in the Upcoming Exhibition 60 days before the commencement of the Upcoming Exhibition, the Show Organiser shall be entitled to forfeit the said transferred Participation Fee.

A Force Majeure Event as referred to in this clause 3.3 above means an event beyond the control of the Show Organiser and the Applicant, including but not limited to acts of God, accident, riots, war, terrorist act, disease, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, natural catastrophes, governmental acts or omissions (including but not limited to compulsory boarding and quarantine requirements imposed by the government of the Hong Kong Special Administrative Region and/or the Country of Origin of the Applicant from time to time in response to any disease, epidemic and/or pandemic), changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy.

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

4.4 Publicity and Promotion for the Exhibition

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

4.5 Stand Allocation

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

4.5.3 The right to use the Stand allocated is specific to the Exhibitor and cannot be transferred, assigned, sub-contracted or otherwise shared with any third party.

4.6 Construction of the Stand and related works

4.6.1 The Stand will be provided by the Appointed Contractor's designated contractors and are of standard designs. No variation of the fascia board, lettering, fittings, structure or any integral part of the Stand by the Exhibitor shall be permitted without the prior written approval of the Appointed Contractor. The Appointed Contractor reserves the right to make changes to the facilities and Stands provided at any time before the commencement of the Exhibition.

4.6.2 The Exhibitor may appoint an Exhibitor-Appointed Contractor for the construction, installation and removal of custom-built Stand at the Exhibitor's own costs and expenses subject to prior written approval of the Appointed Contractor and to the following provisions:-

- (a) the custom-built Stand must be constructed and installed in accordance with the booth layout plans prepared by the Exhibitor and pre-approved by the Appointed Contractor. The booth layout plans must be clearly drawn, showing full dimensions and including all relevant information such as floor plans, stand elevation, all fittings, colour and materials to be used and must be drawn in a scale not less than 1:100;
- (b) the height of raw space construction shall not exceed 4 metres and standard booth height (under either the basic or furnished booth package) shall not exceed 2.5 metres. For any structure exceeding the height of 3 metres, the Exhibitor must obtain a safety certificate issued by a Registered Structural Engineer ("RSE") to the satisfaction of the Appointed Contractor or Sub-Contractors indicating that the design is safe for the purposes intended;
- (c) the custom-built Stand must be constructed from flame retardant materials approved by the Appointed Contractor;
- (d) all the necessary plans, information and reports must be submitted to the Appointed Contractor for approval not less than ONE month before the commencement of the Exhibition Period. If any of the plans, information or reports is not submitted before the said time, the Appointed Contractor may refuse to accept and consider such request for approval;
- (e) the Exhibitor-Appointed Contractor is deemed to be an agent of the Exhibitor. All actions and omissions of the Exhibitor-Appointed Contractor, its employees and/or its agents are deemed to be the actions and omissions of the Exhibitor;
- (f) the Exhibitor must pay to the Appointed Contractor/Sub-Contractor the Security Deposit before commencing construction of the Stand. The Appointed Contractor/Sub-Contractor shall be entitled to deduct from the Security Deposit any amount sufficient to cover any damage or loss suffered by any person, including without limitation the Appointed Contractor, the Sub-Contractor, the Show Organiser, the owner or management of the Exhibition Venue or other exhibitors, as a direct or indirect result of any action or omission, negligence or otherwise, of the Exhibitor-Appointed Contractor in the Exhibition. Any expenses incurred for removing the custom-built Stand, restoring the area of the Stand to its original state and condition, and/or removing all rubbish and materials, plus such additional fees payable under paragraph 4.9.5, in the event that the Exhibitor fails to comply with its obligations under paragraph 4.9. The Security Deposit, less any amount deductible under this paragraph, will be refunded within TWO months after the conclusion of the Exhibition;
- (g) should the amount to be deducted under sub-paragraph (f) exceed the Security Deposit, the Exhibitor shall fully indemnify and keep indemnified the Appointed Contractor/Sub-Contractor for any such additional amount and shall compensate the Appointed Contractor/Sub-Contractor for any loss or damage suffered.

4.6.3 The Exhibitor and the Exhibitor-Appointed Contractor are prohibited from:

- (a) adding any fitting or display to the shell of the Stand;
- (b) using any tapes, nails or other fixing mechanisms on the partitions, floor or ceiling of the Stand;
- (c) displaying any free standing fixture (including without limitation names, signs, spotlights, banners, advertising material and logos) that exceeds a height of 2.5 metres or which extends beyond the boundaries of the Stand;
- (d) suspending anything from the ceiling of the Exhibition Venue nor fixing anything to the floor, walls or any other part of the Exhibition Venue;
- (e) installing or altering any electrical equipment except in accordance with paragraph 4.7 below, or using any electrical socket for more than one electrical appliance; and
- (f) paint spraying, welding or using electrical saws within the Exhibition Venue. The Exhibitor is liable to the Show Organiser for any damage caused by the Exhibitor, the Exhibitor-Appointed Contractor and/or their Associates to any parts(s) of the Stand.

- 4.6.4 The transportation, assembly, dismantlement and removal of custom-built Stands are the responsibility of the Exhibitor. All such work must be carried out according to the arrangements and within the time limits specified in the Regulations or as otherwise specified by the Show Organiser.
- 4.6.5 Work of any kind carried out by the Exhibitor or its Associates at the Exhibition Venue must conform to all applicable statutes, rules and regulations applicable to the Exhibition Venue and also those specified by the Show Organiser and/or the Appointed Contractor. The Show Organiser, the Appointed Contractor and their associated companies reserve the right to prohibit or stop any work which contravenes any of such statutes, rules and regulations and the Exhibitor shall have no claim and agrees to waive all its rights against the Show Organiser, the Appointed Contractor and their associated companies or their agents for any other losses or damages.
- 4.6.6 Work of any kind carried out by the Exhibitor or its Associates at the Exhibition Venue including the decoration of the Stand must be fully completed within the time limits specified by the Show Organiser and/or the Appointed Contractor and in any case by 10:00 p.m. on the day preceding the commencement of the Exhibition Period. The Show Organiser and/or the Appointed Contractor reserves the right to assemble, install or decorate at the Exhibitor's expense the Stand which is not completed by the specified time and/or allocate use of the Stand to another person, without incurring any liability for refund of the Participation Fee paid by the Exhibitor or for any loss, damage or expense whatsoever to the Exhibitor or its Associates.
- 4.6.7 The Show Organiser and/or the Appointed Contractor reserves the right to alter or remove without notice and at the Exhibitor's expense any work which differs from the approved specification or any Stand that does not conform to the required standard or rules and regulations specified by the Show Organiser and/or the Appointed Contractor. The Exhibitor shall have no claim against the Show Organiser and/or the Appointed Contractor and their associated companies or their agents or any other companies appointed by the Show Organiser for any extra cost of replacing the Stand to conform to the specifications of the Show Organiser and/or the Appointed Contractor or for any other losses or damages.
- 4.6.8 All repairs or alternations to the Stand or displays can only be carried out by the Exhibitor during the time that the Exhibition is closed from the public and with the prior approval of the Show Organiser, the Appointed Contractor or their agents.

4.7 Electricity

- 4.7.1 The Exhibitor must carry out all electrical works at its own expense through the Appointed Contractor and/or Sub-Contractor. Before any electrical work is carried out, design plans or proposals for electrical installation must be submitted to the Appointed Contractor the Sub-Contractor for approval no later than THREE months before the commencement of the Exhibition Period. The Appointed Contractor and/or Sub-Contractor may require amendments or variations to be made to the design plan or proposals before approving the same, or may withhold approval at its sole and absolute discretion.
- 4.7.2 All electrical works, fitting and wiring must be conducted and installed in compliance with the Electricity Ordinance (Chapter 406 of the Laws of Hong Kong) and/or its subsidiary regulations and the regulations of the Exhibition Venue.
- 4.7.3 Only electricity can be used as a source of light or power in the Exhibition Venue.
- 4.7.4 Electric current will be supplied in 220- volt, single phase; Electric current of a higher voltage, three phases will be supplied subject to prior arrangement having been made with the Appointed Contractor and/or Sub-Contractor.
- 4.7.5 The Exhibitor must obtain all electricity supply, whether from the mains, batteries or generators, from the designated contractor appointed by the Appointed Contractor and/or Sub-Contractor.

4.8 Use of Stand

- 4.8.1 The Exhibitor shall use the Stand and any part of the Space allocated in a manner and format satisfactory to the Show Organiser at all times during assembly, installation and disassembly of the Stand and throughout the Exhibition Period. If at any time the Show Organiser believes in its sole opinion that the use of the Stand by the Exhibitor is unacceptable or that the Exhibitor has breached any of the Regulations, the Show Organiser reserves the right to disqualify the Exhibitor from participating in the Exhibition and/or to request the Exhibitor or any of its Associates to immediately leave the Exhibition Venue and/or to clear all or any part of the Stand or Space at the expense of the Exhibitor. The Exhibitor cannot ask for any refund of monies paid, full or partial, against the Show Organiser, should the Show Organiser exercise its rights under the Regulations.
- 4.8.2 The Exhibitor is prohibited from distributing any products, materials or otherwise, or to carry out any advertising, promotion or demonstration activities, or to canvass for business anywhere within the Exhibition Venue other than within the Stand.
- 4.8.3 The Exhibitor is prohibited from making, producing, or causing any sound or noise, including but not limited to music or sound produced by broadcasting from telephone, television, radio and any apparatus, equipment or instrument capable of creating such sound or noise, or vibration or smoke or offensive odour in the Space which is/are or may be a nuisance or annoyance to the Show Organiser, other Exhibitors or visitors to the Exhibition. Upon request by the Show Organiser, the Exhibitor shall immediately cease making such sound or noise or vibration or smoke or offensive odour.

- 4.8.4 An authorised representative of the Exhibitor must be in attendance at the Stand at all times when the Exhibition is open to the public and in the manner as prescribed by the Show Organiser or its agents from time to time.
- 4.8.5 The Show Organiser has the sole and absolute discretion to require the forthwith removal, and to remove, at the Exhibitor's expense, from the Stand or any area within the Exhibition Venue, any goods, materials, publicity material, items or things displayed or placed there without any obligation to give any reason therefore, and without incurring any liability for any loss, damage or expense whatsoever to the Exhibitor or its Associates as a consequence thereof.

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

- 4.9.1 The Exhibitor shall only move products, materials, exhibits, items or things in and out of the Exhibition Venue during the time period and in such manner as specified by the Show Organiser from time to time. Under no circumstances the Show Organiser shall be responsible for receiving or storing any Products or Stand materials on behalf of the Exhibitor.
- 4.9.2 On the last day of the Exhibition Period, the Show Organiser will issue to the Exhibitor a move-out permit which will specify the time period during which the Exhibitor can move out its Products, materials, exhibits, items or things from the Stand and the Exhibition Venue.
- 4.9.3 The Show Organiser reserves the right to appoint one or more exclusive contractor(s) to handle the transportation of all Products, materials, exhibits, items or things in and out of the Exhibition Venue, whereupon the Exhibitor shall be obliged to hire the services of such exclusive contractor(s).
- 4.9.4 The Exhibitor shall remove from the Exhibition Venue all Products, goods, materials, items or things of the Exhibitor or its Associates (and if applicable, remove any custom-built Stands and restore the area of the Stand to its original state and condition) within TWO hours after the conclusion of the Exhibition or within such other time as specified by the Show Organiser. Any such Products, goods, materials, items, things or custom-built Stands which are not removed from the Exhibition Venue by the specified time may be deemed abandoned and shall be removed and disposed of by the Show Organiser and/or the Appointed Contractor, Sub-Contractor or their agent at the Exhibitor's expense. The Show Organiser and their associated companies, the Appointed Contractor or any company appointed by the Show Organiser shall not be liable for any loss, damage or expense whatsoever suffered by the Exhibitor, its Associates and/or the Exhibitor-Appointed Contractor as a consequence thereof.
- 4.9.5 Notwithstanding paragraph 4.9.4, the Exhibitor shall be liable to pay and fully indemnify the Show Organiser, their associated companies, the Appointed Contractor, Sub-Contractor or any other companies appointed by the Show Organiser for any and all amounts charged by the management company of the Exhibition Venue and/or any loss or damage suffered by the parties as a result of any breach by the Exhibitor under paragraph 4.9.4.

4.10 Removal of the Stand or Products

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

4.11 Authorised Personnel of the Exhibitor

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

- 4.11.5 The Exhibitor shall provide names and photos (and such other personal data as the Show Organiser may reasonably require) of its personnel, agents or representatives for production of the exhibitor badge. The Show Organiser shall not issue any exhibitor badge if the Exhibitor fails to provide such names and photos (and such other personal data) to the Show Organiser THREE months before the commencement of the Show.

4.12 Admission

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

4.13 Photographing and Video Shooting

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

4.14 Liability, Risks and Insurance

- 4.14.1 The Show Organiser, their associated companies, their agents, representatives, contractors or employees and any companies appointed by the Show Organiser shall not be liable in any way whatsoever in respect of any loss, injury or other damages (other than death or personal injury caused by the negligence of the Show Organiser or its employees) suffered by or caused to the Exhibitor or its Associates or the products or other property of the Exhibitor, its Associates or its visitors.
- 4.14.2 The Show Organiser and any companies appointed by the Show Organiser shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as a result of the Exhibition.
- 4.14.3 The Exhibitor undertakes to indemnify and at all times hereafter to keep indemnified the Show Organiser, their associated companies, their agents, representatives and employees and any companies appointed by the Show Organiser on demand from and against all liabilities, actions, proceedings, claims, damages, costs and expenses they may suffer or incur by reason howsoever in relation to any agreement with the Exhibitor or its Associates or any breach of the Regulations by the Exhibitor or its Associates.
- 4.14.4 The Exhibitor shall be responsible for effecting insurance which shall include, but not be limited to, its displays, exhibits and the Stand against loss or damage by theft, fire, public (including occupier's liability) and any other natural causes, and shall produce such policy of insurance to the Show Organiser upon request.
- 4.14.5 The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed by the Regulations as well as any possible legal liability for negligence of the Exhibitor and its Associates and shall produce such policy of insurance to the Show Organiser upon request. The Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor and/or its Associates to any property of the Exhibition Venue, the other Exhibitors, the Show Organiser or their associated companies or other companies appointed by the Show Organiser or the visitors to the Exhibition.
- 4.14.6 All Products, materials, items or things of the Exhibitor or its Associates that are brought to and removed from the Exhibition Venue are at the sole risk of the Exhibitor and should be safeguarded by the Exhibitor at all times.
- 4.14.7 The Exhibitor acknowledges and agrees that its participation in the Exhibition is solely at the Exhibitor's own risk.
- 4.14.8 The Show Organiser reserves the right to exercise a general lien over any property of the Exhibitor in the Exhibition Venue in respect of all monies due to the Show Organiser or the Appointed Contractor (including claims for damages) in connection with the Exhibition.
- 4.14.9 The Exhibitor shall comply with all relevant fire, health and safety legislations and rules and ensure that all its Associates are aware of their duties and responsibilities. Any plant or systems of work which may be used must be certified safe and in good working order.

4.15 Intellectual Property

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

- (a) the breach of any warranty given by the Exhibitor under paragraph 4.15.1 above; and

- (b) any claim that the Products infringe, or their importation or use or resale infringes, the patent, copyright, design right, trademark or other intellectual property rights of any other person or entity.

4.16 Waiver

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

4.17 Termination of Right to Exhibit

- 4.17.1 The Show Organiser shall have the right to terminate at any time without notice the right of the Exhibitor to exhibit in the Exhibition and to immediately take possession of the Stand at the Exhibitor's expense in any of the following circumstances:-

- (a) if the Exhibitor or any of its Associates commits a breach (whether capable of remedy or not) of any of the Regulations or any additional rules and regulations prescribed by the Show Organiser under paragraph 4.19 below: or
- (b) if the Exhibitor, being a body corporate, enters into liquidation whether compulsorily or voluntarily or compounds with its creditors or has a receiver appointed over all or any part of its assets or takes or suffers any similar action in consequence of debt; or
- (c) if the Exhibitor, being a sole proprietorship or partnership becomes, or one of its members becomes, bankrupt or insolvent or enters into any arrangements with its creditors or takes or suffers any similar action in consequence of debt; or
- (d) if the Exhibitor conducts any activity which, in the sole opinion of the Show Organiser, does not conform to the nature and purpose of the Exhibition, or interferes with the rights of other Exhibitors.

- 4.17.2 The Exhibitor shall have no claim for refund of the Participation Fee (or any part thereof) or any other claim against the Show Organiser in the event that its right to exhibit in the Exhibition is terminated under this paragraph 4.17.

4.18 Cancellation or Postponement of Exhibition

- 4.18.1 The Show Organiser reserves the right to change the floor plan, site character or the Exhibition Venue at any time. The Show Organiser may in its sole and absolute discretion make proportional allowance for the space allocated to the Exhibitor.

- 4.18.2 Notwithstanding anything contained in the Regulations or any other documents or agreements between the Exhibitor and the Show Organiser, the Show Organiser reserves the right to postpone, re-schedule, cancel, suspend, alter in character or reduce in scale of the Exhibition, or to shorten or extend the Exhibition Period in its sole and absolute discretion at any time for whatsoever reason provided always that the Show Organiser may (but is not obliged) in its sole and absolute discretion refund without interest such amount, if any, of the Participation Fee or part of it less the relevant administrative, marketing, promotional and advertising expenses incurred by the Show Organiser for the Exhibition, as the Show Organiser thinks appropriate in accordance with paragraph 4.3 above.

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

4.19 Additional Rules and Regulations

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

4.20 Right to Privacy

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

4.21 Typhoon or Rainstorm Attack Arrangement

- 4.21.1 All Exhibitors are requested to note and follow the arrangements which will be implemented in case when Typhoon Warning Signal No. 1 to 10 and/or rainstorm warning is hoisted during the Exhibition:

Typhoon Scenario	Arrangement
Typhoon Signal No. 1 is hoisted	The Exhibition remains open as usual
Typhoon Signal No. 3 is hoisted	The Exhibition remains open as usual
Typhoon Signal No. 8 or above is being hoisted by 8am	The Exhibition will be closed
Typhoon Signal No. 8 is lowered on or before 2pm	The Exhibition will be re-opened TWO hours after the Signal No. 8 is lowered
Typhoon Signal No. 8 or above remains hoisted after 2pm	The Exhibition remains closed for the rest of the day
Typhoon Signal No. 8 is hoisted during the Exhibition hours	Normally, HK Observatory will announce a few hours before hoisting the Typhoon Signal No. 8. With this information available, the Organiser will make public announcement to notify Exhibitors and visitors that the Signal No. 8 will be hoisted in the next few hours (or at a specific time) to allow attendees to make necessary arrangements. Once the Signal No. 8 is hoisted, the Exhibition will be immediately closed. All Exhibitors and visitors should leave the Venue as soon as possible.

Rainstorm Scenario	Arrangement
Amber or Red Rainstorm Warning is issued	The Exhibition remains open as usual
Black Rainstorm Warning is being effective by 8am	The Exhibition will be closed
Black Rainstorm Warning is cancelled on or before 2pm	The Exhibition will be re-opened TWO hours after the Black Rainstorm Warning is cancelled
Black Rainstorm Warning remains effective after 2pm	The Exhibition remains closed for the rest of the day
Black Rainstorm Warning is issued during the Exhibition hours	The Exhibition will remain open. All Exhibitors and visitors should stay and remain in the Exhibition Venue

4.22 Governing Law

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

(五) 展覽淨地自建展台及標準展台之設計及設施

5.1 展覽淨地自建展台

選擇這種參展方式的參展商，只獲分配展覽空地。參展商需自行設計及蓋建展台，並須遵守上述第 4 章的規例，以及主辦機構在展出前或展覽會進行期間的其他規定。如有疑問，請與大會指定展台承建商聯絡。

5.1.1 展台設計圖則

自建展台的參展商必須於 **2023 年 8 月 1 日前** 填妥並提交表格四，連同展台設計草圖及圖則呈交到大會指定展台承建商審批，所呈交的展台圖則比例必須不小於 1:100，並需註明十足尺寸及詳附平面佈置圖、展台正視圖、電話/上網網絡安裝位置、電力裝置、視聽器材、用色及用料等資料。

任何超過 2.5 米面向毗鄰展台的招牌板及裝飾（包括：公司名稱、商標、標語、相片、及背景圖案等），必須放置於展台界線 0.5 米以內的地方。

面向毗鄰交界之牆壁，位於 2.5 米以上之部份，必須為白色和平滑，並不可附有任何公司商標或圖案等裝飾。

5.1.2 高度限制

除非參展商事先獲得主辦機構、大會指定展台承建商書面批准，否則所有展台裝飾、裝置及展品高度均不得超過 4 米。此外，任何展台裝置、裝飾及展品的高度超出 3 米者，則必須向大會指定展台承建商提交一份由認可人士 / 註冊結構工程師簽發之安全證明書。

展台結構	展台高度限制
單層結構	4 米
雙層結構 (需事先申請及獲得批准)	5 米

另外，不同展覽廳可能有不同的高度限制，建議參展商事先與大會指定展台承建商確認。在展廳防煙閘下±0.5 米的範圍內的展台高度，更一律不得超過 3 米。

位處在展廳防煙閘範圍內的展台	高度限制
展覽廳 3C - E	3 米

5.1.3 懸空結構及支架

參展商如欲懸掛任何懸空結構及支架，請預先以書面向大會指定展台承建商申請，並必須獲得主辦機構書面批准。任何懸空結構及支架必須取得一份由認可資格人士 / 註冊結構工程師簽發之安全證明書，並須將證明書於展覽會開幕前呈交大會指定展台承建商備案。

5.1.4 雙層展台

參展商如欲興建雙層展台，須預先以書面向主辦機構申請，並必須獲得大會指定展台承建商書面批准。參展商需完全負責展台結構的安全，詳情可參照《建築地盤(安全)條例》第 59 章。

所有可進入上層的特別展覽展台必須擁有由認可人士 / 註冊結構工程師簽發之安全證明書及數據證明，並須將證明書連同數據證明於展台興建工程完成後交予大會指定展台承建商備案。如有不符規定要求者，大會指定展台承建商有權禁止所有人士進入該展台之上層。

5.1.5 地面承重限制

展台及展品的重量，不可超越以下地面承重限制。

展廳位置	地面承重限制 (公斤/平方米)
展覽廳 3C	1,700
展覽廳 3D-E	1,250

5.1.6 電力裝置

所有電力裝置必須由大會指定的電力承建商進行安裝和接駁，所涉費用由參展商負責。電力裝置設計草圖則需連同上述展台設計圖，於 **2023 年 8 月 1 日前** 呈交大會指定展台承建商審批。會場供應電力為 220 伏特 ($\pm 6\%$)、單相、50 赫或 380 伏特 ($\pm 6\%$)、三相、50 赫。每個電力插頭只可供一件電器使用。所有電力裝置及電線的安裝必須遵循香港<<電力條例>>(第 406 章)之<<電力(線路)>>規定。

按<<電力條例(第 406 章)電力(線路)規例>>，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於 **2023 年 8 月 29 日 下午 3 時前** 交予大會指定展台承建商，以茲證明。如未能於當晚 10 時前交妥表格 WR1，展期內將不會獲電力供應。

5.1.7 防火措施 / 消防證書

為安全起見，凡使用木材蓋建之展台承建商，必須在展台施工期間預備一個有效的滅火筒，並放置在展台內的顯眼位置。上述規例亦適用於各地區或專題館，每六十平方米就須有一個有效的滅火筒裝置。

為安全理由，如興建雙層結構展台，承建商必須在展台施工及展覽期間，放置一個有效的滅火筒在展台內的顯眼位置。

如展台天花結構有布料覆蓋，請參閱 5.2.2 的要求。

所有用作搭建及裝飾的物料必須符合香港消防處處長接受的標準，或使用消防處處長接受的防火溶液加以處理以達致任何該等標準。以防火溶液加以處理的工序，須由註冊二級消防裝置承辦商進行。

完工後須於 **2023 年 8 月 29 日 下午 3 時前** 提交一份證書〔消防表格 251〕予大會指定展台承建商，以證明該物料符合相關防火規定。如有查詢，請與大會指定展台承建商聯絡。

5.1.8 搭建展台、臨時搭建物及特裝展台守則

除非與主辦機構另行商定有特殊安排，否則在任何租用的展台內或公眾區域內實施展台建設或安裝工程時，如：

- (i) 設有觀眾就座的專區；
- (ii) 任何高度超過樓面 3 米的結構或裝置；
- (iii) 展台內任何部分若距離開放區域、出口或通道的長度超過 18 米；或
- (iv) 有需要與展場地地面結構連接

必須遵循以下操作程序：

- (1) 必須提前告知主辦機構，並提出批核申請。
- (2) 搭建高於 3 米以上的展台或臨時搭建物，須由具認可資格人士或註冊結構工程師作監督，並於現場檢查及批核這些展台或臨時搭建物的結構穩定性。結構安全性報告須於開展前一天提交。具認可資格人士包括註冊建築師名單(認可人士名單 1)、註冊結構工程師(認可人士名單 2)或註冊屋宇測量師(認可人士名單 3)。詳情請參考以下網頁：http://www.bd.gov.hk/chineseT/inform/index_ap.html。有關具認可資格人士的定義，請參閱香港建築物條例第 123 章。
- (3) 4.5 米高或以上的臨時搭建物必須通過註冊結構工程師的檢核及提交結構安全性報告，以確保結構的安全和穩定性，否則一概不能搭建。認可人士或註冊結構工程師須於現場檢視及批核這些「展台」或「臨時搭建物」的結構安全和穩定性。結構安全報告須於開展前一天提交。

5.1.9 展示台階及舞台

所有開放予在場人士使用的展示台階及舞台均須有合適的扶手裝置，任何高於 1 米的台階設施均必須加上安全保護裝置。

任何高度介乎於 1.1 米至 1.5 米的展示台階或舞台，其設計圖樣及結構規格細節必須事先獲得認可人士或註冊結構工程師審閱和稽核，才可在展館內進行蓋建工程；而搭建工程必須在指定授權或註冊工程師監督下進行。

此外，相關設計及結構規格除非事先獲得註冊結構工程師審批合格，否則均不得蓋建任何 1.5 米或以上的展示台或舞台，而參展商及其自行聘用的承建商亦必須為有關裝置於展覽會開幕前向香港會議展覽中心管理公司提交一份由該授權或註冊結構工程師簽發的安全批核報告。

5.1.10 職業安全及健康條例

在搭建及拆除展台期間，參展商或其自行聘用的承建商必須遵守相關職業安全及健康條例：

- (1) 確保僱員在工作時的安全及健康
- (2) 提供及貫徹執行和維護安全作業裝置及工作系統
- (3) 委派一名負責人在場監管搭建及拆除展台的工序

5.1.11 工作平台

香港會議展覽中心管理公司全面禁止於展館內使用 2 米或以上的梯具進行搭建及拆卸。如有違規，展館營運者有權拒絕有關人士進行搭建。如需高空工作，必須使用符合安全規格之工作平台及做好安全措施。

5.1.12 反光背心工作衣

任何人士進入會場範圍期間進行搭建或拆卸展台，一律需穿上反光背心工作衣。如有違規，展館營運者之保安人員有權禁止有關人士進入或要求有關人士離開展覽會場。

5.1.13 展台設計圖則的審批

主辦機構及大會指定展台承建商有權拒絕批出任何自建展台的設計草圖及圖則，或要求有關參展商作出修改。租用展覽淨地的參展商，須確保其提交的展台設計草圖完全符合以下各項規定，否則香港會議展覽中心與/或主辦機構及大會指定展台承建商可要求作出修改，當中可能引致的昂貴修改費用，將由參展商自行負責。

- (a) 展台尺寸以米為單位。參展商在動工蓋建展台前，必須確定展台位置與主辦機構公布的場地圖則相符，如發現有任何不符，應立即通知主辦機構。舉凡事前未有知會主辦機構而於動工後始提出的申訴，主辦機構概不受理。
- (b) 任何展台設施不得伸展超逾劃定的展台界限，包括射燈、公司名稱招牌板或標記等。
- (c) 不得在展覽場館內的天花板懸吊垂飾，亦不得在地板、牆壁或建築物的任何部份裝上任何固定裝置。
- (d) 參展商需自行提供、安裝及佈置其面向展台內、通道及毗鄰展台的圍板，而圍板四面的裝飾需達到大會特定的標準。
- (e) 所有用以蓋建和裝飾展台的材料，必須具備防火功能，並須向大會指定展台承建商提交防火証書及經由香港會議展覽中心及/或大會指定展台承建商檢定。
- (f) 參展商的名稱招牌及展台號碼必須擺放於面向通道的顯眼位置。如違反上述規定，大會指定展台承建商有權代為安裝在適當位置，費用由參展商自付。
- (g) 展場內嚴禁噴漆、燒焊及使用電鋸。
- (h) 大會指定展台承建商有權將電力開關掣及超荷保護分線箱安放於展台內的適當位置。
- (i) 所有電力裝置及電線安裝必須遵照香港《電力條例》(第 406 章)的《電力(線路)規定》。
- (j) 所有燈飾裝置必須安裝於離地 2.2 米以上，否則，應有適當的保護設施以保障公眾安全。
- (k) 所有展台建築的結構必須能獨立支撐，不得使用任何吊件輔助。任何物料不得安裝在大會指定展台承建商之物料上，一經發現，有關自建展台的承建商要負責將其拆除，而其施工按金亦會被扣除。如發現大會指定展台承建商之物料有損毀，主辦機構及大會指定展台承建商亦將扣除有關施工按金。
- (l) 現場展台之主結構與交予主辦機構及大會指定展台承建商之圖則如有不符之處，主辦機構及大會指定展台承建商將扣除其施工按金。
- (m) 參展商不可用毗鄰展台之圍板作任何裝飾及依靠等用途。
- (n) 自建展台承建商必須遵照大會編定之進場及離場時間表，不得提早進場。一經發現，所有工人及其建築物料須即時離場，直至大會所指定的時間方可施工，同時主辦機構將扣除施工按金。

5.1.14 參展商自聘承建商注意

甲. 參展商自聘承建商

租用展覽淨地的參展商必須自行委聘本地符合資格的承建商為其設計及蓋建展台。參展商需將其自聘承建商的公司名稱、聯絡人、電話及地址填報於表格四內，然後呈交大會指定展台承建商審批，大會指定展台承建商將評估有關承建商的公司背景及過往的安全紀錄，並有權拒絕有關申請及無需作出任何解釋。如在委聘展台承建商方面需要協助，參展商可與大會指定展台承建商聯絡。

乙. 建築業安全訓練證明書

香港勞工處、香港展覽會議業協會及展覽營運者已達成共識，並同意在香港會議展覽中心推行建築業安全訓練證明書的認可措施（即「平安咭」）。凡進入香港會議展覽中心進行裝拆展台的承建商必須持有效的建築業安全訓練證明書，其目的是確保承建商旗下的工人在展館工作前已接受強制的�基本安全訓練。

凡進入展館的承建商工人，必須持有，並須清楚展示其「平安咭」，否則展館的保安人員有權拒絕該人士進入或要求有關人士離開展館。

丙. 保險

參展商自聘的承建商必須從條例所認可之保險公司(參閱香港條例第 41 章)購買有效之公眾責任險。每次事故賠償限額不少於港幣 1,000 萬，保險期內累積賠償額則須無限。保險範圍應包括但不限於人身傷害及財物損毀。

此外，該參展商自聘的承建商也必須遵從香港條例第 282 章僱員補償條例第 40 條的規定，以承擔該承建商在該條例及普通法就其僱員在受僱工作期間因工作遭遇意外以致受傷的法律責任，不論該僱員的合約期或工作時數長短、全職或兼職、長工或臨時工等。

有關承建商必須於展覽期間（包括進場及離場）就其財物及其活動和其他項目投保足夠的保險，包括盜竊、火災、財物損毀、意外、自然災害、天災以及其他通常由承建商投保及主辦機構要求投保的風險。保險有效期須包括進場、展覽期間及離場（即 2023 年 8 月 28 日至 9 月 2 日）。

按《僱傭條例》第 72(1)條、《僱員補償條例》第 45(1)條及《入境條例》第 17L(1)條，授權予勞工處人員於任何合理時間，在展覽館內進行視察及檢查相關記錄及文件資料。

5.1.15 承建展台保證金

所有租用展覽淨地的參展商，須繳付承建展台保證金，以保證參展商及其聘用的承建商遵照大會指定展台承建商及香港會議展覽中心之規定施工，並如期完成展台之建設。待展覽會完畢展台拆除後，參展商及其聘用的承建商必須負責把所有展台內的設施、物料及廢物清理妥當。如主辦機構及大會指定展台承建商檢定後認為該展台對展場裝置並無造成任何損壞，亦已全部清理妥當，有關按金則會在展覽會結束後二個月內發還予參展商或其自行聘用的承建商。

承建展台保證金金額
10,000 港元 / 1,280 美元

5.2 標準展台

5.2.1 展台設計圖則

如需要提早施工承建或佈置標準展台，參展商必須於 **2023 年 8 月 1 日前** 填妥並提交表格四，連同展台設計草圖呈交到大會指定展台承建商審批。

5.2.2 防火措施 / 消防證書

按展館規定，如展台天花結構有布料覆蓋(不論全封或部份用布封頂)，需於展覽會開展前六星期或之前通知大會指定展台承建商，並確認可阻燃及透水。參展商或承建須亦於 **2023 年 8 月 29 日下午 3 時前** 提交一份證書〔消防表格 251〕予大會指定展台承建商，以證明該物料符合相關防火規定。如有查詢，請與大會指定展台承建商聯絡。

不論有否經過防火處理，展館一概禁止使用禾稈草及不可有不透水又讓熱和煙積聚的上蓋。

展館有權禁止違反上述要求及細則的相關展台承建商在展館範圍內進行搭建工作。

5.2.3 提早施工按金

任何申請提早施工承建或佈置標準展台的參展商，必須繳付提早施工按金，以保證展覽會結束後，其展台內的所有廢物均已清理妥當。提早施工按金將按展台面積徵收，詳情如下：

展台面積	提早施工按金金額
18 平方米或以下	3,000 港元 / 384 美元
19 平方米或以上	5,000 港元 / 640 美元

施工按金將存入銀行，假若主辦機構及大會指定展台承建商認為有關展台於展會結束後已清理妥當以及展場裝置並無任何損壞，按金將於展覽會結束後二個月內發還予參展商或其聘用的承建商。

5.3 承建展台保證金 / 提早施工按金繳款方法

必須是以可在香港銀行兌現的提款銀行支票付款，並請郵寄或送交至以下大會指定展台承建商：

優尼營銷傳播(香港)有限公司 Uniplan Hong Kong Limited

香港灣仔駱克道 93-107 號利臨大廈 2 樓 2A 室

總機：(852) 2294 3668 / 2294 3615

傳真：(852) 2757 9019

電郵: ipmexpo@uniplan.com.hk

聯絡人: 譚淑敏小姐

黃曉晴小姐

5.4 租用額外設施

標準展台參展商如需加設額外展台設施，例如陳列設施、插座、照明燈具、寬頻網路等，請填妥表格 2A 或 2B 的租用額外設施申請表。

展覽淨地參展商必須租用配電總制，請填妥表格 2C 的租用供電設施申請表。

所有租用設施費用必須預先繳付，連同申請表一併呈交予有關大會指定展台承建商。

5.5 進場日/離場日超時施工罰款額

假若參展商或其委託之承建商於 **2023 年 8 月 28, 29 日及 9 月 1 日** 午夜 12 時後仍需進行工程，必須向主辦機構繳付由香港會議展覽中心向主辦機構徵收的超時施工罰款。

進場超時施工罰款額 (於 **2023 年 8 月 28 及 29 日** 午夜 12 時後仍進行工程，將按展台面積計算)：

展台面積在 9 – 20 平方米	每小時 2,930 港元
展台面積在 21 – 50 平方米	每小時 4,230 港元
展台面積在 51 – 100 平方米	每小時 5,750 港元
展台面積在 101 – 500 平方米	每小時 7,060 港元

離場超時施工罰款額 (於 **2023 年 9 月 1 日** 午夜 12 時至 **2 日** 凌晨 3 時前仍進行拆卸工程，將按展台所在的展覽廳計算)：

展覽廳 3C	每小時 29,569 港元
展覽廳 3D	每小時 21,355 港元
展覽廳 3E	每小時 29,569 港元

所有參展商或其委託之承建商必須於於 **2023 年 9 月 2 日** 凌晨 3 時前完成所有拆卸/清理搭建物料工程。

- 註：
- 1) 以上費用按小時計算，超時工作不足一小時亦算作一小時計。
 - 2) 以上收費只供參考，一切以會展中心最後收費為準。