

Dear Exhibitor,

Thank you for your participation in the **HKTDC Hong Kong International Home Textiles and Furnishings Fair 2023**.

This Exhibitors' Manual outlines details of the exhibition and will assist you in preparing your participation in the Fair.

Please read through this manual carefully and observe all the rules and deadlines specified on the Order Forms for Additional Facilities and Services. Should you require any further information or assistance, please do not hesitate to contact me or our offices worldwide.

I wish you every success in the Fair.

Hong Kong Trade Development Council

Rachel Fung  
Business Development Manager  
Exhibitions and Digital Business

**Remark: Exhibitors' e-mail address will be put onto the TDC fair website, you may as a result receive inquiries directly from interested buyers. Website:**  
<https://www.hktdc.com/event/hkhometextilesfair/en>

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This manual is intended for use by exhibitors only and any other uses are prohibited.**

# 1. Move-in & Move-out Schedule

	Custom-built Participation	Standard/Premium/Deluxe booth
Booth Construction	<u>Halls 1, 3 &amp; 5</u> 17 April 9:00 am – 10:00 pm 18 April 9:00 am – 12:00 noon	N/A
Booth Decoration	18 April 10:00 am – 8:00 pm All booths must be fully decorated by 8:00 pm	
Move-In Exhibits	18 April (Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	22 April (Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	19-21 April 7:30 pm 22 April 6:00 pm	
Booth Dismantling including Additional Lighting	22 April 8:00 pm - 12:00 midnight	N/A

## 1.1 Exhibitors' Access

To allow preparation work for exhibitors during fair period, the exhibition halls will be opened for exhibitors at 9:00 am (except for the first day of the exhibition which would be opened at 8:30 am). **All exhibitors are reminded to wear exhibitors' badges when entering the exhibition hall. No exhibitors under 18 will be admitted.**

## 1.2 Over-time Penalty claimed by HKCEC

Exhibitors and/or their appointed contractors shall follow the move-in/out schedule. If the exhibitors or their appointed contractors work after 2400hrs on 17, 18 and 22 April, 2023, they shall pay to the Organiser the over-time penalty claimed by HKCEC against the Organiser. The rate of the over-time penalty for individual hall is listed on section 4.2.4

## 2. General Information

### 2.1 Official Fair Name

HKTDC Hong Kong International Home Textiles and Furnishings Fair 2023

### 2.2 Venue

Hong Kong Convention & Exhibition Centre  
Wanchai, Hong Kong

### 2.3 Organiser

#### **Hong Kong Trade Development Council**

Exhibitions and Digital Business Department

Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,  
1 Expo Drive, Wanchai, Hong Kong

Telephone: (852) 2584 4333

Fax: (852) 2824 0026 / 2824 0249

Email: [exhibitions@hktdc.org](mailto:exhibitions@hktdc.org)

Web Site: [www.hktdc.com](http://www.hktdc.com)

### 2.4 Fair Dates & Opening Hours

19 – 21 April (Wed-Fri)	10 am - 6 pm	(Open to trade buyers only)
22 April (Sat)	10 am - 5 pm	(Open to trade buyers only)

### 2.5 Visitors' Information

The fair is open to trade buyers only. Admission fee of HK\$100.00 for each person will be charged. Visitors must register at the Fair and wear the visitor badge during the Fair. **No visitors under 18 will be admitted.**

# Hong Kong Trade Development Council

## 3. Rules & Regulations

### 3.1. Terms of Application and Exhibition Rules & Regulations

#### **Definition**

#### **1. 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 via the Exhibitor Online Platform 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 or for the right to Custom-Built Participation during the Exhibition.

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

"Custom-Built Participation" means the right to construct a custom built Exhibition Stand in the Exhibition Venue for the Exhibition.

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

"Exhibition Stand" means a stand including a custom-built stand referred to in clauses 11 to 17 and 20 to 23 of the Conditions.

"Exhibition Venue" means the Hong Kong Convention and Exhibition Centre situated at 1 Expo Drive, Wan Chai, 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.

"Exhibitor Online Platform" means the online services (if any) provided by the Organiser (as defined below) at [www.hktdc.com/hktradedefairs](http://www.hktdc.com/hktradedefairs), for the Exhibitor to submit its Application Form and, if applicable, manage its participation in the Exhibition, subject always to availability, the consent of the Organiser, and to these Conditions.

"Organiser" means the Hong Kong Trade Development Council, 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 clauses 18 and 19 of the Conditions.

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

## **Eligibility for the Conditions of Participation**

**2.1** 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.

**2.2** 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.

**2.3** 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.

**3.** The use of the Exhibition Stand allocated to or custom built 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 Fair. Exhibitor shall comply with all applicable laws, regulations, license requirements and conditions in relation to their trade promotion activities during the Fair. The Organiser reserves the right to clear all or part of the Stand allocated to or custom built 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.

## **Payment**

**4.1** Where the Application Form is submitted in hard copy, the appropriate Booth Service Fee, which shall be non-refundable (save as provided in these Conditions), must accompany each application.

**4.2** For all other application methods including where the Application Form is submitted electronically via the Exhibitor Online Platform, the appropriate Booth Service Fee, which shall be non-refundable (save as provided in these Conditions), must be submitted by the Exhibitor following the application, in accordance with any instructions set out in any request for payment made by the Organiser.

**4.3** For the avoidance of doubt, neither any acknowledgement of the receipt of the Application Form nor any request for payment made or issued by the Organiser shall by any means constitute acceptance of the Exhibitor's application for the purposes of clause 2.1 above, and the Booth Service Fee stipulated on the Application Form should not be regarded as the final fee payable by the Exhibitor.

**4.4** The Booth Service Fee and all other monies payable to the Organiser are exclusive of all taxes. Any applicable tax payable in respect of the payment made for participation in the Exhibition will be the responsibility of the Exhibitor. If at any time there is any withholding or deduction in respect of any taxes, duties or other charges that the Exhibitor would need to apply in accordance with any applicable laws of any country/region on any payment to the Organiser, the sum due from the Exhibitor in respect of such payment shall be increased to the extent necessary to ensure that after making such deduction or withholding, the net amount paid to the Organiser shall be equal to the sum it would have received if no deduction or withholding had been applied, and the Exhibitor shall be responsible for settling the withholding taxes or other payments to the relevant authorities on its own account. Any invoice sent to the Exhibitor by the Organiser may include any applicable tax chargeable in accordance with the applicable laws.

**5.** The Organiser reserves the right to demand additional, non-interest bearing deposit(s) at any time as a guarantee for the cost of actual or potential damage.

6. In the event that an application for participating in the Exhibition is not accepted by the Organiser, the Booth Service Fee paid shall be refunded without interest to the applicant within 30 days from the date of notice of rejection of the application.

7. If an Exhibitor withdraws, for whatever reason, its application before receipt by it of a rejection of its application or after its application has been approved, the Booth Service Fee paid will be forfeited.

## **Use of Online Services**

8. Subject to service availability and the consent of the Organiser, the Exhibitor may use online services provided by the Organiser including via the Exhibitor Online Platform by logging in with a user identification code ('Username') and password ('Password') in accordance with any guidance provided by the Organiser. The Organiser only provides an online platform for Exhibitor to handle its application for and participation in the Exhibition. The Organiser shall in no circumstances be liable to the Exhibitor or any other person for any unauthorised access thereto or for any error, mistakes, delay, loss or omission in transmissions made using the online services or their level of security whatsoever and howsoever occurs.

8.1 If the online services are available to the Exhibitor, the Exhibitor may change its Username and Password at any time, but such change shall only be effective if accepted by the Organiser.

8.2 The Exhibitor shall in good faith exercise reasonable care and diligence to keep its Username and Password confidential. At no time and under no circumstances shall the Exhibitor disclose its Username and/or Password to any other person.

8.3 The Exhibitor shall be responsible in full for any unauthorised disclosure of the Username and/or Password to any other person and shall bear all risks of the same being used by any unauthorised persons or for any unauthorised purposes.

8.4 Upon notice or suspicion of the Username or Password being disclosed to or coming into the possession or control of any unauthorised person, or of any unauthorised use of the Organiser's online services being made, the Exhibitor shall notify the Organiser immediately and, until the Organiser's actual receipt of such notification, the Exhibitor shall remain responsible for all and any unauthorised use of the online services.

## **Stand Allocation**

9.1 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.

9.2 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 three months 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.

9.3 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 3 months prior to the commencement of the Exhibition.

**10.1** The Exhibitor's right to exhibit at the Exhibition and to use, on a non-exclusive basis, the Stand allocated to or custom built 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.

**10.2** The Organiser reserves the right to maintain a record of those Exhibitors who have breached clause 10.1 of the Conditions and may at its sole and absolute discretion refuse to allow these Exhibitors or any of their shareholders, parent, associate, affiliated, associated and/or subsidiary companies and/or any brand(s) which it or they represented, represents or may represent to participate in any or all future exhibitions, events or trade fairs organised by the Organiser.

**10.3** 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 three months 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 clause 10.1 of 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.

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

**10.5** 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.

## **Stand Construction**

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

Hong Kong Convention and Exhibition Centre	Maximum floor loading limit
Hall 1ABC, Hall 3BCFG & Hall 5BCFG	1,700 kg/m <sup>2</sup>
Hall 1DE, Hall 3DE, Hall 5DE	1,250 kg/m <sup>2</sup>
Others	500 kg/m <sup>2</sup>

**12.** 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.

**13.** Exhibitors who have opted for Custom-Built Participation may appoint either the official stand contractor or their own contractor to design and construct their Exhibition Stands, the design of which must be submitted to the Organiser for review as provided in these Conditions.

**14.** 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.

**15.** 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.

**16.** 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.

**17.** 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.

## **Shell Booths**

**18.** 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.

**19.** No decoration, booth fitting or exhibit shall exceed 2.5m in height or the height of the Shell Booth, whichever is lower.

## **Custom-built Participation**

**20.** Custom-Built Participation contractors' information, construction drawings, site work deposit and a copy of valid public liability insurance should reach the Organiser for review at least eight weeks before the commencement of the Exhibition. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor. Drawings submitted must be in a reasonable scale of at least 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, electrical fittings, carpeting, colours and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits.

**21.** No contractor's badge or e-vehicle pass will be issued for entry of Exhibition Venue and no custom-built stand is permitted to be erected at the Exhibition Venue unless the contractors' information, construction drawings, site work deposit (including late charge, if applicable) and a copy of valid insurance policy have been received by the Organiser.

**22.** All custom-built participation designs, stand materials used and its construction must conform to the rules and regulations of the Exhibition Venue and those of any public authority or department of the Hong Kong SAR Government.

**23.** The transporting, assembling, dismantling and the removing of custom-built stands are the responsibility of the Exhibitor or its appointed contractor. All such work must be carried out according to the arrangements and within the time limits specified in these Conditions or otherwise by the Organiser.

**24.1** Please note maximum booth height varies between halls and ancillary areas and the Exhibitor is advised to confirm this with the Organiser before commencing any Stand design work. General guide summarised as follows:-:

<u>Exhibition Venue</u>		<u>Maximum Booth Height*</u>
Hong Kong Convention and Exhibition Centre		2.5m~4.5m

### **24.2 Restriction on Custom-built Stand Height\***

**24.2.1** Starting 1 May 2019, all NEW single-deck custom-built designs shall not exceed the height of 4.5 metres (note: all stand construction underneath  $\pm 0.5$ m of the smoke curtain shall not exceed 2.5 metres in height in Hall 3FG & 5FG and 3 metres in height in Hall 1, 3BCDE & 5BCDE).



- 24.2.2** Re-used single-deck stands can continue to be used until end of April 2021 only if the stand design remains unchanged as it was submitted to HKTDC in 2018 with no modifications made. Otherwise, the revised stands will be regarded as new and be subject to the height restriction of 4.5 metres.
- 24.2.3** Starting 1 May 2021, no single-deck custom-built stands (including re-used stands) shall exceed the maximum stand height restriction of 4.5 metres.
- 24.3** For Stands situated within  $\pm 0.5\text{m}$  of the smoke curtain at the Hong Kong Convention and Exhibition Centre, please note the maximum allowable Stand height is 2.5m or 3m depending on the exact location. Again the Exhibitor is advised to confirm this with the Organiser prior to commencing any Stand design work.
- 25.1** A structural safety certificate must be submitted upon completion of work for all custom-built stands exceeding 2.5m in height, using a hanging lighting truss, and/or as otherwise deemed required by the Organiser and/or the Exhibition Venue's Operator. The structural safety certificate shall be endorsed by an AP/RSE and should be submitted to the Organiser by 1500 hrs on the last move-in date before the Exhibition, at the latest. If this rule is not observed, the Organiser and/or the Exhibition Venue's operator reserve(s) the rights to prohibit all access to the Stand and/or to modify or dismantle it. Exhibitors must accept full responsibility for the safety of the Stand, as the Construction Sites (Safety) Regulations (Chapter 59I) is applicable.
- 25.2** For Stands and temporary structures at 4.5m in height or above; hanging lighting truss with equipment weighting at 100kg or above; stages at 1500mm in height or above constructed at shows open to the public, design drawings and structural calculations endorsed by an AP/RSE will be required by government authorities as well as the Exhibition Venue's operator. The design drawings and structural calculations should reach the Organiser at least 7 weeks before the commencement of the exhibition for forwarding to relevant parties.
- 26.** All Stands should be dismantled and removed together with all other materials and waste by 2400 hrs on the last date of the Exhibition (unless extra move-out arrangements have been agreed with the Organiser). Otherwise, over-time hall rental charges will be imposed until all such items have been cleared.
- 27.** 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.
- 28.** For detailed information regarding custom-built stands in the Exhibition Venue, please refer to the Exhibitors' Manual with which all Exhibitors and/or their appointed contractors are required to comply.

## **Electricity**

- 29.** Only electricity can be used as a source of light or power at the Exhibition Venue.
- 30.** 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 6 weeks 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.
- 31.** Electric current will be supplied in 210-230 volt, single phase. Electric current of a higher voltage, (380 volt, three phases), will be supplied subject to prior arrangement with the Organiser. The maximum electric power that will be supplied is 20 KW per 15 square meter of floor area.
- 32.** Electricity, whether from the mains, batteries or generators shall be supplied only through the Exhibition Venue's official contractor.

## **Use of Stand & Safety**

**33.** 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.

**34.** The use of laser products at the Exhibition requires prior approval in writing from the Organiser. Application for approval of such use must be submitted to reach the Organiser not later than two months before the commencement of the Exhibition.

**35.** 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.

**36.** Any musical performance, including the use of music recording for fashion show, requires the permission of:

- (a) The Composers and Authors Society of Hong Kong Ltd, 18/F, Universal Trade Centre, 3 Arbuthnot Road, Central, Hong Kong (Tel: (852) 2846 3268 Fax: (852) 2846 3261);
- (b) Phonographic Performance (South East Asia) Ltd, Unit A, 18/F, Tower A, Billion Centre, 1 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong (Tel: (852) 2861 4318 Fax: (852) 2866 6869);
- (c) Hong Kong Recording Industry Alliance Ltd, Units 907-909, 9/F., FTLife Tower, 18 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong (Tel: (852) 2520 7000 Fax: (852) 2882 6897); and (updated on 29 Jan 2021 by Henry Yuen)
- (d) such other relevant bodies which are entitled to grant the relevant permission from time to time.

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

**37.1** 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.

**37.2** The Exhibitor may only display exhibits and Publicity Material which correspond to the product category zone as stated in the booth confirmation letter of the Exhibition.

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

**39.** Gas-filled balloons shall not be permitted at the Exhibition Venue under any circumstances.

**40.** 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.

**41.** 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 or any area allocated for Custom-Built Participation made available to any Exhibitor, 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.

**42** 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 Fair 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.

**43.1** 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.

**43.2** The Exhibitor agrees that it shall comply with any "Exhibitors' Brief on the Protection of Intellectual Property Rights at HKTDC Exhibitions" ("**Exhibitors' Brief**") that the Organiser may issue from time to time, including abiding by any complaint procedures and penalties stated in the Exhibitors' Brief, whether as a complainant of infringement of intellectual property right or as a party subject to any such complaint. If the Exhibitor fails to abide by any of the terms and conditions of the Exhibitors' Brief, the Organiser shall have the sole and absolute discretion to ban the Exhibitor and any or all of its shareholders and/or parent, associate, affiliated, associated and/or subsidiary companies and/or any brand(s) which it or they represented, represents or may represent from any or all future exhibitions, events or trade fairs organised by the Organiser and/or to further ban any representatives of the Exhibitor in question from entering the venue of the current Exhibition in which the Exhibitor is participating.

**43.3** If a complainant/an Exhibitor ("**complainant**") files a complaint with the Organiser in accordance with the Exhibitors' Brief and requests the Organiser to take action against an Exhibitor, the complainant agrees to hold the Organiser, its agents, representatives, contractors and employees (including but not limited to their legal advisors) harmless and to fully indemnify each and every one of them against any and all liabilities, losses, costs (including but not limited to legal costs), expenses and damages of any nature whatsoever incurred or suffered by any of them as a result of or however arising from any action that the Organiser, its agents, representatives, contractors or employees (including but not limited to their legal advisors) may take in reliance of or as result of such complaint filed by the complainant, or any other requests, directions or instructions made or given by the complainant pursuant to such complaint. The complainant further agrees not to take any legal action or make any claim or demand against the Organiser, its agents, representative, contractors or employees (including but not limited to their legal advisors) in relation to such complaint and the alleged infringement of intellectual property rights.

**44.** 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 Custom-Built Participation or Stand which is not completed by that time at the Exhibitor's expense.

**45.** 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.

**46.** 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.

**47.** 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.

**48.** 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.

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

**50.** 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 Fair without any compensation to the Exhibitor, postponing the Exhibitor's turn to select its booth location for the Fair to be held in the following year, or to ban the Exhibitor from exhibiting at the Fair or any other fairs 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.

## **Publicity**

**51.** The Organiser shall arrange and be responsible for all publicity arrangements for the Exhibition both overseas and in Hong Kong and no Exhibitor, or its agents, shall give or cause to be given any interview, public announcement, press statement, or any other publicity whatsoever intended to publicize the Exhibition as a whole.

**52.** The Exhibitor shall not disclose, appropriate or use and shall prevent its representative at the Exhibition from disclosing, appropriating or using any technical or confidential information regarding the business or affairs of the Organiser or any of the Exhibitors at the Exhibition acquired by way of the Exhibitor's license to exhibit at the Exhibition.

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

53. Exhibitor shall move in to the Exhibition Venue according to the arrangements and within the time limits specified by the Organiser.
54. 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.
55. No trolleys shall be allowed in any carpeted areas of the Exhibition Venue.
56. 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.
57. 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).

## **Links to Exhibitor's Web Site**

58. The Exhibitor's Web site should:
  - (a) be professionally prepared, organised and maintained in a presentable and respectable manner, compatible with the quality image of the Organiser;
  - (b) contain information aimed at promoting trade and business, and should be in compliance with all applicable laws;
  - (c) not be a mail order catalogue for products or services as retail operations are not permitted to function through the access made available on the Organiser's Web site; and
  - (d) not be a database or contain any link to other Web sites.
59. The Exhibitor agrees to and welcomes the Organiser's establishment and provision of a hypertext link to the Exhibitor's Web site on the Organiser's Web site for such duration as the Organiser in its sole and absolute discretion deems fit. The Exhibitor agrees that the Organiser shall not be liable for any loss or liability whatsoever arising from or in connection with the Organiser's provision or removal of the hypertext link or any service interruptions of the Organiser's Web site, whether caused by the Organiser or its employees or not.
60. The Exhibitor warrants to the Organiser that its Web site does not contain any of the following:
  - (a) critical, defamatory, libellous, slanderous or derogatory messages, statements or material about other countries, territories, governments, cultures, religions, persons, companies, Organisations, entities, products, services or otherwise;
  - (b) obscene or indecent articles;
  - (c) messages, statements or material which may be considered violent, racist, harmful or otherwise objectionable in nature;
  - (d) any information or material which is deceiving, misleading or likely to cause confusion to site visitors;
  - (e) any information or material which is illegal in the Exhibitor's country, the country its website is hosted in, or Hong Kong.

## **Exhibitor's Undertakings**

61. The Exhibitor hereby undertakes to the Organiser that it shall:
  - (a) take all necessary precautions to ensure that:
    - (i) the information or material contained in the Exhibitors' Web site is at all relevant time accurate, truthful and complete;

- (ii) the Exhibitor's Web site is virus free and that it shall inform the Organiser immediately of any infection or suspected infection of any part of its Web site by any kind of virus;
- (b) regularly update its Web site to maintain accuracy and to ensure conformity with the established image and good reputation of the Organiser;
- (c) inform the Organiser of any changes made to the name of a web page on the Exhibitor's Web site or its home page; and
- (d) ensure that the contents of its Web site:
  - (i) do not infringe any intellectual property rights or other rights of any third party;
  - (ii) must not at any time violate any laws applicable to the Exhibitor or the Organiser, including but not limited to any Hong Kong law, or any international conventions, codes or regulations applicable to the Internet or its usage, and other applicable laws; and
  - (iii) are not, in the reasonable opinion of the Organiser, unfavourable to the image of the Organiser or otherwise undesirable.

62. Where the Exhibitor is using online services provided by the Organiser and/or has registered for those services by applying for a Username, including via the Exhibitor Online Platform, it shall not allow any person other than those authorised to act on its behalf to use such online services, and it shall not allow any person to use such services for or in connection with any unauthorised or illegal purpose or activity. The Exhibitor shall notify the Organiser as soon as practicable if it becomes aware of any such use.
63. The Organiser reserves the right at any time to bar access to or delete the link between the Organiser's Web site and the Exhibitors' Web site at the Organiser's sole and absolute discretion without notice and without giving any reasons therefor.
64. The Exhibitor irrevocably waives all rights to bring any claim or action against the Organiser for any loss, damage or injury which may arise as a result of the way in which the linked site is depicted or portrayed on or accessible from the Organiser's Web site.
65. The Organiser shall not be responsible for any illegal or unauthorized use of materials from the Exhibitor's Web site or other infringement conducts of any visitors to the Exhibitor's Web site via the link on the Organiser's Web site.
66. The Exhibitor undertakes to fully indemnify and at all time to keep indemnified in full the Organiser from and against all losses, liabilities, actions, proceedings, claims, damages, costs (including but not limited to legal costs) and expenses whatsoever and wherever arising which the Organiser may suffer or incur by reason of or in relation to or otherwise associated with its hypertext link to the Exhibitor's web site.

### **Exclusion of Liability**

67. 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.
68. 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.

- 69.** 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.
- 69A.** 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.
- 70.** 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.
- 71.** Exhibitors with custom-built stands accept full responsibility for the safety of its booth and shall fully indemnify and at all times hereafter 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 the safety, suitability or fitness for purpose of a custom-built stand and damage caused by a custom-built stand to the Exhibition Venue, the other Exhibitors, visitors, the Organiser or any other third parties.
- 72.** 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 at the exhibitors' expense for overnight storage.
- 73.** 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.
- 74.** 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.

## **Waiver**

- 75.** 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.

## **Termination of Right to Exhibit**

- 76.** The Organiser shall have the right to terminate without notice an Exhibitor's right to exhibit in the Exhibition and in any other exhibition or trade fair organised by the Organiser 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 in accordance with clause 84 of the Conditions; 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 Exhibitor displays prices or sells goods (which in either case does not conform to the nature and purpose of the Exhibition) to private persons or sells goods for immediate delivery in the Exhibition Venue; or
  - (e) 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 allocated to the Exhibitor for Custom-Built Participation 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
  - (f) if the Exhibitor's display on its stand incorporates less than 60% of its display area exhibiting the appropriate products corresponding to the product category zone as stated in the booth confirmation letter of the Exhibition or incorporates any product which does not correspond to the product listing as stated in the Application Form of the Exhibition; or
  - (g) if the Exhibitor is found to be acting in a discriminatory manner against certain visitors at the Exhibitions; or
  - (h) 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 fair or the Organiser. Areas of concern include product safety and respect for intellectual property rights (IPR), labour rights, environmental laws etc; or
  - (i) 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
  - (j) if the Exhibitor is in breach of any applicable local laws, rules or regulations; or
  - (k) if the Organiser in its sole and absolute discretion decide that the Exhibitor's right to exhibit shall be terminated
- 77.** In the event that an Exhibitor's right to exhibit in the Exhibition is terminated under clause 76 (a), (b), (c), (d), (e), (f), (g), (h), (i), (j) of the Conditions, the Exhibitor shall have no claim for refund of any monies paid to the Organiser.
- 78.** 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 clause 76 (k) 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.

## **Postponement and Cancellation of Exhibition**

- 79.** 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.

80. 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.

## **Disclaimer**

81. The Organiser has the sole and absolute discretion in relation to the admission of visitors to the Exhibition (including but not limited to determining any admission requirements or procedures). The Exhibitor acknowledges that the Organiser has given no commitment or guarantee as regards the number of visitors to the Exhibition and the results of the Exhibition and agrees that it has no claim against the Organiser or its agents or representatives in this connection.
82. 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.
83. 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.

## **Additional Rules & Regulations**

84. The Organiser reserves the right to interpret, alter and amend any of these Conditions and to issue additional rules and regulations (including but not limited to the exhibitors' manual) at any time it considers necessary for the orderly operation of the Exhibition. The amended Conditions and the additional rules and regulations shall become effective immediately upon posting of the same on our website at [www.hktdc.com/hktradedefairs](http://www.hktdc.com/hktradedefairs). Once the amended Conditions and the additional rules and regulations have been posted on our website at [www.hktdc.com/hktradedefairs](http://www.hktdc.com/hktradedefairs), you will be deemed to have notice of the same and have accepted the amended Conditions and the additional rules and regulations. All interpretations of these Conditions and any additional rules and regulations by the Organiser shall be final and binding on the Exhibitor.
85. The Exhibitor shall abide by the rules and regulations of the Exhibition Venue which are deemed to be integral parts of and incorporated into these Conditions. In the event of conflict between the provisions of such rules and regulations and these Conditions, these Conditions shall prevail. Copies of the rules and regulations of the Exhibition Venue are available from the Organiser on request.
86. The Exhibitor is responsible for all its own costs and charges incurred in entering into and carrying out the agreement governed by these Conditions, including any and all costs associated with communications facilities and access to electronic services.

## **Notices**

87. All notices, agreements, approvals, permissions and the like required by these Conditions to be in writing must be given:

To the Organiser either by electronic mail to [exhibitions@hktdc.org](mailto:exhibitions@hktdc.org) ; fax to (852) 2824 0249; or post to Hong Kong Trade Development Council, 38/F, Office Tower, Convention Plaza, 1 Harbour Road, Wan Chai, Hong Kong;

To the Exhibitor either by the website at [www.hktdc.com/hktradefairs](http://www.hktdc.com/hktradefairs) or via the Exhibitor Online Platform or by email, fax or post to the addresses given in the Application Form;

or by such other methods as agreed or as notified by the Organiser from time to time. The Exhibitor consents to the use of electronic records and communications and online processing for all matters connected to these Conditions or their subject matter.

## **Conflict with Application Form**

88. If the provisions of these Conditions conflict with the Application Form, the provisions of these Conditions shall prevail.

## **Language**

89. These Conditions are prepared in both English and Chinese languages. In the event of any discrepancy between the two language versions, the [English] version shall prevail.

## **Governing Law**

90. These Conditions shall be governed by and construed in all respects in accordance with the laws of Hong Kong and the Exhibitor irrevocably submits to the non-exclusive jurisdiction of the Hong Kong courts.

## **3.2. Intellectual Property Rights**

The Hong Kong Trade Development Council (referred to below as “**TDC**”, “**Organizer**”, “**we**”, “**our**” or “**us**”), the statutory body promoting Hong Kong’s international trade, is committed to fostering original design and safeguarding intellectual property rights.

We have on-the-spot procedures at our trade fairs (the “**Fairs**” or “**TDC exhibitions**”) for handling any complaint against any exhibitor (“**Exhibitor**”) and/or advertiser (“**Advertiser**”) that:

- (i) a product, item or material published, displayed, and/or placed by an Exhibitor at the Fairs, or
- (ii) any advertisement published, displayed and/or placed by us for and/or on behalf of an Exhibitor or Advertiser, including but not limited to in (a) our publications (in any media, medium, form and format, whether online and/or offline) (“**Publications**”), (b) our websites, applications, platforms and/or social media accounts (including but not limited to [www.hktdc.com](http://www.hktdc.com) and any and all other websites, applications, platforms and/or social media accounts that we may from time to time operate, manage or use) (“**Websites**”), (c) our showcases (including but not limited to (i) printed and/or digital materials, (ii) LED advertisements such as but not limited to lightboxes, TV walls, Exhibitor Location Systems, and lifts and escalator advertisements, (iii) banners and posters, and/or (iv) any other means or manner of advertising, whether online and/or offline, whether existing now or in the future) (“**Showcases**”), and/or for or relating to (d) any products, services or materials featured or promoted in any such Publications, Websites and/or Showcases (as the case may be) (where, for the ease of reference, each of the foregoing items in categories (a) to (d) above will be referred to herein as “**Advertisement**”);

allegedly infringes someone else's intellectual property rights in relation to or in connection with TDC exhibitions.

These complimentary procedures are not the only way in which complainants can file complaints. Complainants can also file complaints with Hong Kong Customs and Excise Department and/or the Courts of Hong Kong.

These procedures, carried out with our legal advisors ("**Legal Advisors**"), are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly.

Our aim is as much to protect the rights of individual Exhibitors and Advertisers concerned to be promptly cleared of unfounded complaints as it is the responsibility of the Exhibitors and Advertisers to uphold their obligations to respect the intellectual property rights of others.

In this respect, the attention of all Exhibitors is drawn to Clause 43 of the conditions of participation, setting out rights and obligations of exhibitors at TDC exhibitions, which is set out below for ease of reference:

"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 howsoever 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 Organizer 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 Organizer and/or the latter's agents, representatives, contractors or employees of such third party's rights."

The attention of all Advertisers is drawn to Clauses 2 and 3 of the terms and conditions enclosed in the HKTDC Advertising Order Contract, pursuant to which the Advertiser, amongst other things, warrants and undertakes that no third party intellectual property rights will be infringed as a result of the publication of any Advertisement, and it has obtained all necessary consents and licenses for the Advertisement. The Advertiser also undertakes and agrees to fully and unconditionally indemnify and hold TDC and its partners, agents, affiliates, directors, representatives, contractors, officers, employees and users harmless against any allegations, claims, damages, penalties, losses, costs, fees (including legal fees) or any expenses howsoever incurred as a result of or in connection with, amongst others, any breach or alleged breach of representation, warranty or undertaking given by the Advertiser, any infringement or alleged infringement of intellectual property rights, including but not limited to patents, registered designs, copyrights or trade mark infringement arising as a result of the publication of any Advertisement, and/or any third party claims whatsoever arising in or derived from or as a direct or indirect result of the publication of any Advertisement by the Advertiser, including without limitation in relation to its goods and/or services.

The Exhibitor and/or Advertiser each agree that it shall comply with the then effective version of the "Exhibitors' and Advertisers' Brief on the Protection of Intellectual Property Rights at TDC Exhibitions" ("**Exhibitors' and Advertisers' Brief**") that the Organizer may issue and update from time to time, including but not limited to abiding by any complaint procedures and penalties stated in the Exhibitors' and Advertisers' Brief, whether as a Complainant of infringement of intellectual property right or as a party subject to any such complaint. If the Exhibitor or Advertiser fails or refuses to abide by any of the terms and conditions of the Exhibitors' and Advertisers' Brief, the Organizer shall have the sole and absolute discretion to:

- (a) ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions and/or to further ban any representatives of the Exhibitor in question from entering the venue of the current TDC exhibition in which the Exhibitor is participating; and/or
- (b) decline to publish, or suspend, alter/amend or remove any Advertisements and/or prohibit the Exhibitor or Advertiser concerned from placing, displaying or publishing Advertisements on any Publications, Websites and/or Showcases at or in connection with any TDC Exhibition.

If a complainant ("**Complainant**") files a complaint with the Organizer in accordance with the Exhibitors' and Advertisers' Brief and requests the Organizer to take action against an Exhibitor or Advertiser, the Complainant agrees to hold the Organizer, its agents, representatives, contractors and employees

(including but not limited to their Legal Advisors) harmless and to fully indemnify each and every one of them against any and all liabilities, losses, costs (including but not limited to legal costs), expenses and damages of any nature whatsoever incurred or suffered by any of them as a result of, or in connection with, and/or however arising from, any action that the Organizer, its agents, representatives, contractors or employees (including but not limited to their Legal Advisors) may take in reliance of or as result of such complaint filed by the complainant, or any other requests, directions or instructions made or given by the complainant pursuant to such complaint.

The Exhibitor, Advertiser and Complainant each agree not to take any legal action or make any claim or demand against the Organizer, its agents, representative, contractors or employees (including but not limited to their Legal Advisors) in relation to or arising out of such complaint and any actual or alleged infringement of intellectual property rights.

## **Procedures**

### **A. Item displayed or exhibited by an Exhibitor at a TDC exhibition**

1. If you have any complaint involving infringement of your intellectual property rights, this should be reported to the Fair Management Office, where it will be handled by TDC Fair Officials and the Legal Advisors engaged by TDC.
2. If you receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors' and Advertisers' Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the TDC and the Legal Advisors are satisfied, on the basis of the documents provided, that the Complainant's intellectual property rights are valid and have been infringed by the display of the Exhibitor's product or material in dispute at the Fair, a TDC Fair Official will visit the booth involved.
5. The TDC and the Legal Advisor will also visit the Website to check whether the product or any material in dispute is displayed on the said Website. If so, the TDC has the sole and absolute discretion to disable the link or otherwise take down / remove the disputed product or material from the Organizer's website in accordance with the TDC's *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As the organizer of the TDC exhibitions, TDC has the power to immediately take at least 3 photographs of the product or any material in dispute.
7. The Exhibitor will be asked to remove the product or material in dispute immediately from display and not to trade in it for the remainder of the Fair unless he/she can adduce evidence to show to the satisfaction of the TDC and the Legal Advisors that he/she has the right to deal in such product or material. He/she will also be required to sign an undertaking immediately to this effect. A copy of the signed undertaking and one copy of the photograph will be given to the Complainant and the Exhibitor. A further copy of the signed undertaking together with one copy of the photograph will be retained by the TDC for its records.
8. If the TDC is notified by the Customs and Excise Department that it is investigating possible violation of copyright and/or trademark by an Exhibitor at the Fair, the Exhibitor will be required to immediately remove the product or material which is under investigation for the remainder of the Fair.
9. If the Exhibitor fails or refuses to co-operate with TDC under paragraphs 6 and/or 7 and/or 8 above, TDC shall have the right and power, in its sole and absolute discretion, to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies, from any or all future TDC exhibitions.
10. TDC staff will visit any booth in respect of which a complaint has been received and accepted by TDC and the Legal Advisors, in order to reconfirm that the disputed product or material is no longer on display and is not being traded. If the Exhibitor is found to have breached its undertaking not to display or deal with the product or material in dispute during the remaining period of the Fair, TDC shall have the right and power, at its sole and absolute discretion, to immediately terminate the right of participation in the Fair in question of the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies without any refund of the participation fee already paid, and to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions.

**B. Materials featured in any Advertisement displayed and/or published at a TDC exhibition, the TDC's Publications, Websites and/or Showcase for, in relation to or in connection with the TDC exhibition**

1. If you have any complaint involving infringement of your intellectual property rights, this should be reported to the Fair Management Office, where it will be handled by TDC Fair Officials and the Legal Advisors engaged by TDC.
2. If you are also an Exhibitor and receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors' and Advertisers' Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the TDC and the Legal Advisors are satisfied, on the basis of the documents provided, that the Complainant's intellectual property rights are valid and have been infringed by the Advertisement in dispute at the TDC exhibition, the Advertiser will be notified.
5. As organizer of the TDC exhibitions, TDC has the power to immediately take at least 3 photographs of the any material in dispute.
6. The Advertiser will have the opportunity to adduce evidence to show to the satisfaction of the TDC and the Legal Advisors that it has the right to place, display or publish the Advertisement complained of within 24 hours from the time of such notification. If the Advertiser fails to do so and/or if the TDC and the Legal Advisors are not satisfied that the Advertiser has the right to place, display or publish the Advertisement complained of, TDC shall have sole and absolute discretion to determine the appropriate course of action, including but not limited to the immediate removal, take-down, suspension and/or altering (e.g. by covering up the materials featured in the Advertisement which are alleged to be infringing in the complaint) of the Advertisement complained of.
7. The Advertiser will also be required to sign an undertaking immediately to this effect. A copy of the signed undertaking and one copy of the photograph will be given to the Complainant and the Advertiser. A further copy of the signed undertaking together with one copy of the photograph will be retained by the TDC for its records.
8. If the TDC is notified by the Customs and Excise Department that it is investigating possible violation of copyright and/or trademark by an Advertiser at the Fair, the TDC will be required to immediately remove the Advertisement and any other relevant material which is under investigation for the remainder of the Fair.
9. If the Advertiser fails or refuses to co-operate with TDC under paragraphs 6 and/or 7 above, TDC shall have the right and power, in its sole and absolute discretion, to prohibit the Advertiser and any of its representatives, parent, associate, affiliated and/or subsidiary companies from placing, displaying or publishing Advertisements on the TDC website and in any publications displayed or published at any or all future TDC exhibitions, and/or to further terminate the HKTDC Advertising Order Contract with no refund payable.
10. If the Advertiser is found to have breached its undertaking not to display, publish and/or otherwise deal in or with the advertising material(s) in dispute during the remaining period of the Fair, TDC shall have the right and power, at its sole and absolute discretion, to immediately terminate the right to advertise in the Fair in question of the Advertiser and any of its representatives, parent, associate, affiliated and/or subsidiary companies without any refund of the advertising fee already paid; to ban the Advertiser and any of its representatives, parent, associate, affiliated and/or subsidiary companies from advertising and/or participating in any or all future TDC exhibitions; and to further terminate the HKTDC Advertising Order Contract with no refund payable.

**Penalties**

An Exhibitor and/or Advertiser and/or any of its representatives, parent, associate, affiliated and/or subsidiary companies may, in the sole and absolute discretion of the TDC, be banned from any or all future participation (including but not limited to the right to advertise) in TDC exhibitions if:

- a. after TDC has received and accepted a complaint against the Exhibitor or Advertiser, the Exhibitor or Advertiser fails or refuses to:
  - allow TDC to immediately take 3 photographs of the product, material or Advertisement in dispute;
  - sign an undertaking immediately in favour of TDC in a form provided by TDC:
    - (i) indicating its decision whether to remove or continue to display the product or material in dispute; or

- (ii) in the case of an Advertisement, acknowledging TDC's right to remove the Advertisement in dispute, or adducing evidence to the TDC to show to the satisfaction of the TDC and the Legal Advisors that it has the right place, display or publish the Advertisement complained of;

OR

- b. if the Exhibitor refuses to remove from display the product or material in dispute and a legal action brought against the Exhibitor in relation to the display of the product or material in dispute is upheld by a Court in Hong Kong, notwithstanding that the Exhibitor has signed an undertaking in favour of TDC and allowed TDC to take photographs of the product or material in dispute during the Fair;

OR

- c. the Exhibitor removes the product or material in dispute immediately from display and signs an undertaking provided by TDC not to display or deal with any such item for the rest of the Fair period and/or the Advertiser signs the undertaking to acknowledge the TDC's right to remove the Advertisement in dispute, but is subsequently found to be in breach of such an undertaking; in which case the TDC shall, in addition, be entitled to immediately terminate the Exhibitor's and/or Advertiser's right of participation and/or advertisement for the rest of the Fair period without refund of any participation and/or advertisement fee already paid by the Exhibitor and/or Advertiser;

OR

- d. there are two or more court rulings from a Court in Hong Kong against the Exhibitor and/or Advertiser confirming its infringement of intellectual property rights of any Complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor and/or Advertiser has cooperated with TDC during the Fairs, amongst others, by removing the disputed product or material from display;

OR

- e. within two consecutive fair periods there are four or more valid complaints filed against the same exhibitor and which have been accepted by the TDC and the Legal Advisors:  
- by more than one complainant in respect of different intellectual property rights; or  
- by the same complainant in respect of different products or material items;

OR

- f. within any one year period there are two or more valid complaints filed against the same Advertiser and which have been accepted by the TDC and the Legal Advisors;

OR

- g. the Exhibitor and/or Advertiser is accused or convicted of any criminal offence relating to infringement of intellectual property rights or violation of intellectual property-related laws and regulations.

### **Penalties for intellectual property-related criminal offences**

#### **Copyright Ordinance (Chapter 528 the Laws of Hong Kong)**

It is a criminal offence to make or deal in articles that infringe copyright. The Copyright Ordinance sets out in detail the different activities that constitute criminal offences. A person who commits such a criminal offence is liable to a fine of HK\$50,000 in respect of each infringing copy and to 4 years' imprisonment or a fine of HK\$500,000 and 8 years' imprisonment depending on the type of infringing activity carried out.

#### **Trade Descriptions Ordinance (Chapter 362 the Laws of Hong Kong)**

Under the Trade Descriptions Ordinance, any person who:-

- (i) applies a false trade description to any goods, or any service supplied or offered to be supplied to a consumer;
- (ii) supplies or offers to supply any goods, or any services to consumers, to which a false trade description is applied; or
- (iii) has in his possession for sale, or for any purpose of trade or manufacture, any goods to which a false trade description is applied commits a criminal offence.

Further, any person who forges any registered trade mark or falsely applies to any goods any trade mark so nearly resembling a registered trade mark as to be calculated to deceive also commits a criminal offence.

Further, any person who engages in relation to a consumer any unfair trade practices (including but not limited to any commercial practice that is a misleading omission, or is aggressive, or constitutes bait advertising, bait and switch, or wrongly accepting payment) also commits a criminal offence.

Any person who commits such an offence under the Trade Descriptions Ordinance may be liable -

- a. on conviction on indictment, to a fine of \$500,000 and to imprisonment for 5 years; and
- b. on summary conviction, to a fine of \$100,000 and to imprisonment for 2 years.

## Documents Required as Evidence of Subsistence, Ownership and Infringement of Intellectual Property Rights

### A. Copyright

**Option 1:** An affidavit of copyright ownership and subsistence made by the owner of the copyright work pursuant to Section 121 of the Copyright Ordinance (Cap. 528 of Laws of Hong Kong) dated within one (1) year of the date of the complaint - for reference purposes, a template affidavit is available for download at: [http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

OR

**Option 2:** If the Complainant owns and provides its original evidence for all of the below items 4-6 as evidence, and provide information and evidence of all of the following:-

1. date and place that the copyright work was first made or first published;
2. name of the author of the copyright work;
3. name of the owner of the copyright work;
4. original copyright work (e.g. design drawings, sketches, etc) - **NOTE:** copies, including photocopies or computer copies will not be accepted;
5. original evidence on proof of ownership of the copyright work - for example, in the event the author of the copyright work is an employee of the Complainant, that employee's contract of employment; or in the event the author of the copyright work is not the Complainant nor its employee, copyright assignment evidencing the assignment of copyright from the author to the Complainant; and
6. original evidence of the date of (i) the first sale of the product/article to which the copyright work relates (e.g. invoices, shipping documents, etc) or (ii) the first publication of the copyright work, and such evidence must clearly identify the product/article in question

For any complaint made under Option 2, complainants will also be required to complete, provide and confirm all the above information and evidence in a standard-form checklist (which is available for download at [http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/1.pdf](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf) or to be provided by TDC at the time of the complainant's filing of the complaint). If any of the required information and/or evidence is missing or otherwise incomplete, or if any of the information and/or evidence provided are, in TDC's opinion, unreliable, conflicting, false or inaccurate in any manner, the relevant complaint will not be processed or will be rejected.

### B. Trade Mark

1. Original or certified copy of a valid Certificate of Registration of Trade Mark in Hong Kong including any renewal certificates or proof of renewal (**NOTE:** foreign registrations will not be accepted); and

2. An up-to-date printout of the Trade Mark Records as available on the Hong Kong Intellectual Property Department's Online Search System, showing the registration details of the trade mark and printed within one (1) week of the date of the complaint.

### **C. Registered Design**

1. Original or certified copy of a valid Certificate of Registration of Design in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted); and
2. An up-to-date printout of the Register of Designs as available on the Hong Kong Intellectual Property Department's Online Search System, showing the registration details of the registered design and printed within one (1) week of the date of the complaint.

### **D. Patent**

1. Original or certified copy of a valid Certificate of Grant of Patent in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted);
2. If the patent relied on is a short-term patent, either one of the following in respect of the patent:
  - a) Original or certified copy of a Certificate of Substantive Examination in Hong Kong;
  - b) Original or certified copy of a request for substantive examination filed with the Hong Kong Registrar of Patents, together with a written confirmation that the request has not yet been determined, rejected or terminated; or
  - c) Original or certified copy of a certificate granted by the Hong Kong court certifying that the claims of the patent sought to be relied on by the Complainant is valid.
3. A written opinion from the following individual(s) stating that the Hong Kong patent is valid and infringed by the display of the Exhibitor's product or material in dispute during the Fair with clear and specific reference to the alleged infringing product in question:
  - a) A certified or registered patent agent or attorney so certified or registered in a jurisdiction outside Hong Kong and providing patent agency services in Hong Kong; and/or
  - b) Hong Kong qualified lawyer experienced in the patents field.

And any other evidence that the TDC and the Legal Advisors may require depending on the specific facts of the case.

### **Documents Required as Evidence of the Advertiser's Right to Place, Display or Publish the Advertisement Complained of**

1. Documents required as evidence of subsistence and Advertiser's ownership of the relevant intellectual property rights (see the requirements for each type of intellectual property rights in A, B, C and/or D above (as applicable)); or
2. Original or certified copy of valid agreement(s) or license(s) from the intellectual property rights owner authorizing or granting the Advertiser the right to use, publish, display and/or otherwise deal in or with the relevant works, marks, designs, and/or patents featured in the Advertisement(s) complained of.

And any other evidence that the TDC and the Legal Advisors may require depending on the specific facts of the case.

\* The TDC reserves the right to amend any contents in the Exhibitor's and Advertisers' Brief (including without limitation the documents required for filing a complaint) at any time without prior notice.



### 3.3. Sub-letting

**Exhibitors are strictly forbidden to sublet or otherwise share the Space to or with any third party.** Any exhibitor found to be in breach of this sub-letting prohibition will be asked to immediately remove all illegitimate third party business cards, materials and exhibits (promotional or otherwise) from its Space at its own expenses and will also be banned from taking part in all the HKTDC fairs.

By way of clarification, an Exhibitor is ONLY permitted to:

- (i) promote, distribute or display exhibits, printed matters or graphic materials bearing its name or distribute name cards of its own employee; and
- (ii) allow its own employee to solicit business for itself, at its Space.

An exhibitor may also (i) promote, distribute or display exhibits, printed matters or graphic materials bearing the name of its wholly-owned subsidiary or any third party company having a formal agreement with itself appointing the exhibitor as agent or distributor of that third party company or (ii) allow the employee of such subsidiary or third party company to solicit business for such subsidiary or third party company at its Space. Exhibitors are reminded to obtain prior written permission from the Organiser by applying in writing at least 3 months before the commencement of the Exhibition if exhibitors wish to conduct the said activities for the subsidiary or any such third party company. Exhibitors are required to provide some form of documentation confirming the relationship between the exhibitors and the relevant subsidiary or third party company when submitting your application.

Permission is given entirely at the sole and absolute discretion of the Organiser and the Organiser's decision is final. If the exhibitor is found to be conducting the above activities for its subsidiary or any third party company without having obtained prior written permission from the Organiser, it will be treated as "sub-letting" in contravention of the sub-letting prohibition. Exhibitors are also reminded that any of the above activities can only take place in relation to products which fall into the same product category zone as stated in the booth confirmation letter of the Exhibition.

### 3.4. Display Relevant Exhibits

Exhibitors are reminded that they may only display exhibits which fall into the product category zone as stated in the booth confirmation letter of the Exhibition. If we find Exhibitors using less than 60% of their display area exhibiting the appropriate product under a designated product category zone, we have the right and will have no hesitation to ask the Exhibitor to immediately relocate and/or terminate its participation in the Exhibition, without any recourse on our part.

### 3.5. Exhibitor Badges, Contractor Badges and Vehicle Passes

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 Fair. Each exhibiting company will be given a certain number of badges subject to their booth size, additional badges have to be applied by returning the [Form 9](#) in "Additional Facilities and Services Order Form Booklet" to the Organiser on or before [8 March 2023](#). Only badge holder is allowed to enter the exhibition hall. For general safety, exhibitors should pass the badges to their staff only.

Contractor badges are only valid during move-in and move-out, but not valid during the exhibition period.

For entry into the loading dock and cargo lifts, authorised **vehicle passes** issued by **(Hong Kong Convention & Exhibition Centre / Hong Kong Trade Development Council)** and Trip Ticket issued at the vehicle marshalling area are required. Each exhibitor will be entitled to **one pass**. The pass is for multiple use and is valid on move-in and move-out dates stipulated by the Organiser.

### 3.6. Special Move-in and Move-Out Arrangement

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the **move-in day (18 April 2023)** and **move-out day (22 April 2023)** of the **HKTDC Hong Kong International Home Textiles and Furnishings Fair 2023**. These measures would be beneficial to both our valued exhibitors as well as the general public. Exhibitors are recommended to pay attention to the details of the new arrangement as below:

#### **Special Move-in Arrangement**

All roads of the Hong Kong Convention and Exhibition Centre (HKCEC) will be blocked off for move-in from **8am on 18 April 2023**. Control point will be set-up at the entrance, only the following vehicles will be allowed to enter HKCEC Phase II:

#### **i) Large Vehicle / Lorry / Light Goods Vehicle**

**Goods vehicles will only be allowed to enter into the HKCEC loading areas with**

- a. Vehicle Permit issued by HKTDC; AND**
- b. Trip Ticket issued at the designated vehicle marshalling area**

#### **Move-in procedure**

1. Hong Kong Trade Development Council (HKTDC) issues a Move-in Vehicle Permit to all exhibitors.
2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the designated vehicle marshalling area according to the time specified on the vehicle pass issued by HKTDC. The vehicle marshalling area will be opened at 9am until all the move-in activities finished. The exact location of the vehicle marshalling area to be announced.
3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the Vehicle Permit issued by HKTDC, queue up and wait for further instructions given from the attendant of HKCEC. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-in speed and the prevailing traffic condition.
4. According to the traffic condition, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area via Expo Drive **within 2 hours** with a) **HKTDC Vehicle Permit** **AND** b) **Trip Ticket**.
5. Drivers **failing** to present the above 2 permits will **NOT** be allowed to enter into HKCEC loading area.

#### **ii) Private Car / Taxi**

#### **Move-in procedure**

Private cars and taxis entering HKCEC Phase II will **NOT** be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers must enter HKCEC Phase II **via Expo Drive** (opposite to Grand Hyatt Hong Kong) and unload their goods at the Expo Drive Entrance. **NO waiting or parking at the HKCEC Phase II is allowed.**

#### **Special Move-Out Arrangement**

(A) Exhibitors may use their own vehicles or other forwarder's service. A move-out permit with entrance time of "**After 8pm**" would be issued to each request accordingly in **late-March** with the following details: -

#### **i) Large Vehicle / Lorry / Light Goods Vehicle**

**Entries of the HKCEC will only be allowed to the vehicles with**

- a. Vehicle Permit issued by HKTDC; AND**
- b. Trip Ticket issued at the designated vehicle marshalling area**

#### **Move-out procedure**

1. Control point will be set-up at the entrance of HKCEC, only the vehicles with the a.

**Move-out Vehicle Permits issued by the HKTDC; AND b. Trip Ticket issued** at the designated vehicle marshalling area are allowed to enter the HKCEC after 8pm on the 22 April 2023.

2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the designated **vehicle marshalling area (exact location to be announced)**. The vehicle marshalling area will be opened at 2pm until all the move-out activities finished.
3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the Vehicle Permit issued by HKTDC, queue up and wait for the further instructions. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
4. After 8pm on the 22 April 2023, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area via Expo Drive **within 2 hours** with a. **HKHKTDC Vehicle Permit** AND b. **Trip Ticket**.
5. If the vehicle marshalling area becomes overloaded, further measures will be implemented at discretion.

ii) **Other Transportation**

1. **Private vehicles** and **taxis** will be allowed to enter into the HKCEC at the discretion of the traffic control attendants during the move-out period. No waiting or parking at the HKCEC is allowed.

(B) Hong Kong exhibitors may also use the centralised move-out service provided by the Organiser. Details will be announced in separate circular.

**[According to the traffic conditions, the police may implement traffic diversions at the vicinity of HKCEC on the move-in and move-out day.]**

### **3.7. 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 Fair is officially closed at 5pm on 22 April 2023.**

### **3.8. Confidential Questionnaires / Move-out Permits**

#### **Confidential Questionnaires**

At the completion of the Fair, exhibitors are requested to provide information regarding their participation to the Organiser. The information will not be disclosed to third parties without prior approval of the exhibitors concerned, with the exception of collective figures which may be released without prior consultation. Exhibitors **must** complete questionnaires related to their participation.

The Organiser will collect these completed questionnaires in the afternoon of the last day of the Fair, i.e. 22 April 2023.

No exhibit is allowed to be taken away from the venue during exhibition. Exhibitors requiring any special assistance are requested to contact the Fair Management Office.

### **3.9. Photographing and Video Shooting**

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

### **3.10. 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 Arbuthnot 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.

### 3.11. 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 75 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.

### 3.12. 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.

### 3.13. Use of Booths

All booths must be properly manned, displayed and furnished with exhibits at all times during the Fair. **No retail sales are allowed in the exhibition.**

### 3.14. Admission

The Organiser reserves the right to refuse admission to the Fair 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 Fair, other exhibitors or visitors. **No exhibitor and visitor under 18 will be admitted.**

### 3.15. 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.

For exhibitors with precious exhibits, they are requested to take out **insurance coverage and/or special security service at the exhibitors' expense for overnight storage.** Exhibitors requiring special assistance or advice should contact the Fair Management Office.

### **3.16. 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.

### **3.17. Lighting Condition Inside Hall (*for Lighting only*)**

In order to facilitate the presentation of lighting product displays, the lights inside the exhibition hall will be dimmed during the fair period.

### **3.18. 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 Fair.

### **3.19. Code of Conduct for participation in HKTDC Trade Fairs**

Hong Kong prides itself as the trade fair capital of Asia-Pacific. We offer both top quality exhibition infrastructure and proven expertise in staging trade event of all kinds. In order to maintain our leading position in organising trade exhibitions and to build up a better image for these events, all exhibitors at HKTDC fairs are requested to abide by the following code of conduct.

#### **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.

#### **Manning the Stand**

- 1) Exhibitors should keep their stands in an orderly manner.
- 2) Packing boxes should be kept in the appropriate storage area.
- 3) Exhibits should be displayed in a professional manner compatible with the image of the fair.
- 4) 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.

#### **General Behaviour**

- 1) Exhibitors should always behave in a courteous and business-like manner throughout the exhibition. They must pay due respect to visitors and other exhibitors.
- 2) 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.
- 3) Exhibitor badges are not transferable and should be worn or put on conspicuously at all times for security reasons.

#### **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.

#### **Food and Beverages**

According to the regulations of the Hong Kong Convention and Exhibition Centre, outside food and beverages are not allowed to be taken into the exhibition venue. Exhibitors may have food and

drinks at the Cafeteria inside the exhibition Halls or at the restaurants.

In order to maintain a clear and tidy exhibition area, consumption of food is not recommended in the booth. Exhibitors and their staff may make use of certain specified rooms within the Exhibition Halls for consumption of their food.

### **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. Exhibitors are required to comply with the rules and complaint procedures as set out in the "Exhibitors' Brief on the Protection of Intellectual Property Rights at HKTDC Exhibitions" as issued by the Organiser.

## **3.20. Special Arrangements for Tropical Cyclone & Black Rainstorm 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 Warning Signal during the *HKTDC Hong Kong International Home Textiles and Furnishings Fair*.

### **A. Special Arrangements for Tropical Cyclone Warning Signal**

#### **I. During Move-in, Move-out**

1. 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.

#### **II. Prior to Opening Hours**

1. If a Pre-No. 8 Special Announcement is **issued before 8:30am**, the fair will remain **closed**. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued before 8:30am without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply.
2. If a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 2:00pm**, the fair 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 fairground 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 fair re-opens to the public.
3. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 2:00pm**.

#### **III. During Opening Hours**

1. 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 fair's opening hours, the fair 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.
2. **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 fair 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.

### **B. Special Arrangements for Black Rainstorm Warning Signal**

#### **I. During Move-in, Move-out**

1. 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.

#### **II. Prior to Opening Hours**

1. If a Black Rainstorm Warning Signal is **issued before 8:30am**, the fair will remain **closed**.

2. If a Black Rainstorm Warning Signal is **cancelled at or before 2:00pm**, the fair will re-open to the visitors **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground 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 fair re-opens to the public.
3. The fair, however, will remain closed if Black Rainstorm Warning Signal is **cancelled after 2:00pm**.

### III. **During Opening Hours**

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

### C. **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. For details, please refer to point 70 and 72 under "[Rules & Regulations](#)"

### D. **Other Issues**

1. The Organiser will make an announcement on the above special arrangements through the fair website and the mass media, including radio and television stations. Exhibitors may call the HKTDC customer service hotline, at (852) 1830668, should they have any question concerning the above arrangements.
2. Implementation of the above special arrangements may be adjusted at the time, depending on the actual conditions. The Organiser will announce the changes, if any, as soon as possible.

## 3.21. **Special Note on National Flag and National Emblem Ordinance and Regional Flag and Regional Emblem Ordinance**

From 1 July 1997, The Hong Kong Special Administrative Region (HKSAR) has been established. All commercial activities, including the HKTDC fairs, have to operate within the parameters of the legal framework. According to the Conditions of Participation, all exhibitors are required to observe the Hong Kong laws in force when conducting business at the fairground.

Your attention is drawn to some sections of some of the HKSAR ordinances which came into operation on 1 July 1997, which state:-

### **National Flag and National Emblem Ordinance (Ordinance No. 116 of 1997)**

#### **Section 4 Damaged national flag and national emblem not to be used**

A national flag or a national emblem which is damaged, defiled, faded or substandard must not be displayed or used.

#### **Section 5 Manufacture of national flag and national emblem regulated**

3. ...The display or use of the national emblem in unusual dimensions is subject to the prior approval of the Central People's Government.

#### **Section 6 Prohibition on certain uses of national flag and national emblem**

1. The national flag or its design must not be displayed or used in --
  - a. trademarks or advertisements;
  - b. private funeral activities; or
  - c. other occasions on which or places at which the display or use of the national flag or its design is restricted or prohibited under a stipulation made by the Chief Executive.
2. The national emblem or its design must not be displayed or used in --
  - a. trademarks or advertisements;
  - b. furnishings or ornaments in everyday life;
  - c. private activities of celebration or condolence; or
  - d. other occasions on which or places at which the display or use of the national emblem or its design is restricted or prohibited under a stipulation made by the Chief Executive.

3. A person who without lawful authority or reasonable excuse displays or uses the national flag, national emblem or the design of the national flag or of the national emblem contrary to subsection (1) or (2) commits an offence.

#### **Section 7 Protection of national flag and national emblem**

A person who desecrated the national flag or national emblem by publicly and wilfully burning, mutilating, scrawling on, defiling or trampling on it commits an offence.

#### **Section 8 Copy of national flag or national emblem**

A copy of the national flag or national emblem that is not an exact copy but that so closely resembles the national flag or national emblem as to lead to the belief that the copy in question is the national flag or national emblem is taken to be the national flag or national emblem for the purposes of this Ordinance.

#### **Regional Flag and Regional Emblem Ordinance (Ordinance No. 117 of 1997)**

Similar provisions in relation to the regional flag and regional emblem are continued in:

#### **Section 4 Damaged regional flag and regional emblem not to be used**

#### **Section 6 Prohibition on certain uses of the regional flag and regional emblem**

#### **Section 7 Protection of the regional flag and regional emblem**

#### **Section 8 Copy of the regional flag or the regional emblem**

### **3.22. Waste Reduction and Recovery Measures**

To protect our environment, the following guidelines on Waste Reduction and Recovery are recommended:

#### **Waste Avoidance and Minimization**

- a. Setting up of exhibition booth
  - Use re-erectable booth to reduce the amount of waste generated
  - Avoid using energy-intensive appliances
  - Use energy-saving lightings
- b. Selection of decoration material
  - Use environmentally-friendly materials (e.g. recycled materials).
- c. Production of publicity materials
  - Print publicity materials on recycled paper or recyclable paper with environmentally-friendly ink.
  - Minimize the number of publicity materials printed.
  - Avoid plastic covers for printed matters.
  - Utilise publicity via e-channels such as e-brochures and e-leaflets and provide QR code to download
  - Choose green promotional giveaways while minimizing their packaging materials
- d. Distribution of bags
  - When distribution of bags is necessary, use re-usable bags or bio-degradable bags instead of plastic bags.

#### **Waste Reuse and Recycling**

The locations of large waste recycling bins should be familiarized and staff should be assigned to recycle all recyclable materials:

- a. Reuse

Collect unused publicity items, decoration materials, admission badge holders etc for reuse or recycling.
- b. Recycling



Put recyclable materials including waste paper, plastic bottles and aluminium cans into the waste separation bins provided by the event organiser.

For more information and guidelines, please visit 'Green Event Guidebook' on Environmental Protection Department's website:

[https://www.wastereduction.gov.hk/en/assistancewizard/recyc\\_guideline.htm](https://www.wastereduction.gov.hk/en/assistancewizard/recyc_guideline.htm)

### **3.23. Caution on Third Party Promotional Offers from Fair Guide/ Expo Guide/ Event Fair/ AVRON/ International Fairs Directory)**

It has come to the Organiser's attention that some exhibition/trade directories or organisations have sent invitations to exhibitors inviting them to update or correct their data with their fair directories and subsequently claimed exhibitors for fees.

These directories and organisations include but are not limited to the following:

- Fair Guide (owned by Construct Data)
- Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals"))
- Event Fair - The Exhibitors Index, and
- FAIR-Guide ([www.fairguide.me](http://www.fairguide.me)) (owned by Avron s.r.o.).
- AVRON
- International Fairs Directory

The Organiser would like to stress that neither the Fair Guide, the Expo Guide, the Event Fair the FAIR-Guide, AVRON nor the International Fairs Directory has any connection with the Organiser or any of our fairs.

UFI, an international organization which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organizations such as Event Fair, AVRON and International Fairs Directory. UFI has also reported that debt collection agencies work in partnership with these guides to intimidate exhibitors for payment. The practice of Construct Data has been considered as unconscionable and misleading by the Austrian Protective Association. Recent information suggests that Construct Data has shifted its operation from Austria to Mexico and/or Slovakia.

It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data and Commercial Online Manuals, Event Fair, AVRON and International Fairs Directory are related companies or are in some way connected. You should therefore exercise due diligence and care when being approached for such invitations so as to avoid possible unwarranted and/or unnecessary financial commitments. In order to protect your own interests, you are urged to read the contracts (including the small print) and attachments carefully, as well as seeking legal advice, before signing any such documents.

The Organiser does not recommend that you sign any materials that you receive from Construct Data, Commercial Online Manuals, Event Fair and/or AVRON, and/or International Fairs Directory. If you have mistakenly entered into contract with Construct Data, Commercial Online Manuals, Event Fair and/or AVRON, and/or International Fairs Directory, you should notify Construct Data, Commercial Online Manuals, Event Fair, AVRON, and/or International Fairs Directory, in writing and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation. You should take legal advice as to how to respond to any demands for payment that you might receive.

For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, Event Fair, AVRON and International Fairs Directory, please visit <http://www.ufi.org/industry-resources/warning-construct-data/>

### **3.24. Smoke-Free Policy**

Health and Comfort Come First  
at Smoke-Free HKCEC

From 1 January 2006, the Hong Kong Convention and Exhibition Centre has become a smoke-free venue. This is in line with best international practices and the wishes of visitors and event participants. It also reflects the venue manager's commitment to providing a comfortable, health-conscious environment at this world-class facility.

## 4. Booth Design and Facilities

Please visit “Exhibit”, “Resources Centre”, “Additional Facilities & Services Order Forms” at <https://www.hktdc.com/event/hkhometextilesfair/en> for accessing Form 1~7 mentioned under this section.

These terms and conditions are in addition to, and supplement, the Rules and Regulations in [Section 3]. Without limitation paragraphs 67 - 74 of the Rules and Regulations shall apply in relation to all works undertaken in accordance with this Section 4.

### 4.1 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 3 to 6 (Additional/Modification of standard facilities)** to the Organiser no later than **8 March 2023**.

**Deletions** of standard items are free of charge only if the Organiser is notified no later than the deadline of **8 March 2023**.

**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 2.5m 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 alternation/ modification on the booths undertaken by the Exhibitor, Exhibitor's agents, representatives, contractors, employees, or other third parties.

#### 4.1.1 Booth Decoration

Prior written approval has to be obtained from the Organiser, if the Exhibitors and/or their appointed Contractors wish to move into the venue **after 1800 hrs on 17 April 2023** for wood-work assembly inside booth. 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 7** (Contractors' Information) together with design drawing and full payment of site work deposit (please refer to section 4.2.2, 4.2.14 & 4.2.15 for details) to the Organiser. **Application after deadline (22 March 2023) 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 2000-2100 hrs on the last show day so as not to affect booth dismantling work of the official contractor. The decoration and waste should be cleared from exhibition venue by 2400 hrs on the last show day. Otherwise, site work deposit will be forfeited.

Upon approval of the early move-in request, you will be asked to collect the contractor's badge and vehicle pass at HKTDC, 83 Chun Yat Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong.

The Council's Exhibition Services Department can provide booth decoration/modifications at a competitive price. You are most welcome to contact Ms Manvy Chan at phone: (852) 2240 5471, fax: (852) 2270 5798 or email: [manvy.wm.chan@hktdc.org](mailto:manvy.wm.chan@hktdc.org).

#### Distribution of Contractor's Badges & Vehicle Passes

Standard Booth Decoration		
Sqm up to	Contractor's Badge	Vehicle Pass (move-in & out)
60	5	2

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

#### 4.1.2 Additional Facilities

Exhibitors requiring additional facilities such as telephone, furniture, audio visual equipment, etc. should use **Forms 3 to 6** for ordering the required facilities. Pre-payment in full will be required.

#### 4.1.3 Over-time Hall Rental Charges for Move-in/Move-out

Please refer to section 4.2.4 for details.

#### 4.1.4 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) For double deck construction, water service cannot be installed at the upper deck.

11) If fish tank is installed, dripping pan should be placed under the tank.

## 4.2 Custom-built Participation

For this option of participation, Exhibitors will be given carpeted raw exhibition floor space only. Exhibitors have to design and construct their own stands and adhere to the Rules and Regulations as stipulated in Para. 3.1 as well as any other conditions which the Organiser might specify before or during the Exhibition.

The Council's Exhibition Services Department can provide Custom-built design at a competitive price. You are most welcome to contact Ms Manvy Chan at phone: (852) 2240 5471, fax: (852) 2270 5798 or email: [manvy.wm.chan@hktdc.org](mailto:manvy.wm.chan@hktdc.org).

Custom-built Participation Exhibitors may also appoint any competent local Stand Contractor to design and construct their stands. If an overseas contractor is appointed, it is mandatory to comply with the requirements imposed by the Immigration Department of Hong Kong. Please ensure that their workers have valid working visa/permits to work in Hong Kong. For the latest "Directory of Exhibition Stand Contractors in Hong Kong", please visit "Exhibit", "Resources Centre", "Stand Contractors" at <https://www.hktdc.com/event/hkhometextilesfair/en>.

For Custom-built Participation Exhibitors, Form1 (Custom-built Participation Contractors' Information), construction drawings, site work deposit and a copy of valid public liability insurance should reach Mr Abel Kwan ([abel.kwan@hktdc.org](mailto:abel.kwan@hktdc.org)) / Mr Aston Fong ([aston.wh.fong@hktdc.org](mailto:aston.wh.fong@hktdc.org)), Exhibition Services, Hong Kong Trade Development Council for review no later than **8 March 2023**. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor.

Exhibitors requiring additional facilities such as electricity supply, communications facilities etc..., please complete **Form 2** (Electricity Supply & Communication Facilities) and return to the Organiser with full payment before deadline.

### 4.2.1 Plans & Design Proposals

Drawings submitted must be in reasonable scale of at least 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, electrical fittings, carpeting, colours and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits etc.

Stands & temporary structures	>2.5m & <4.5mH	≥ 4.5mH or two-storey construction
Stages or platforms	>1.1m & <1.5mH	≥ 1.5mH
Suspended lighting truss & equipment	<100 kg	≥ 100 kg
Self-standing speakers and/or lighting towers	≤2.5m	>2.5m
Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings	Verify stability of design drawings & endorse structural calculations
	Supervise construction works at site; verify stability after completion by issuing structural safety certificate	

Submit design drawings to Organiser by <b>8 March 2023</b>	By email
Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on <b>18 April 2023</b>	1. Structural safety certificate (refer to section 4.2.6) 2. Fire Services certificate (submit upon request) (refer to section 4.2.8)
Submit to Official Electrical Contractor by 1500 hrs on <b>18 April 2023</b>	Certificate of installation, inspection & testing (Form WR1) (please refer to section 4.2.7)

Any alterations after drawing submission should be addressed to the Organiser and relevant parties for review.

You will be asked to collect the contractor's badge and vehicle pass at HKTDC, 83 Chun Yat Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong. However, no contractor's badge or vehicle pass will be issued for entry of Exhibition Venue and no custom-built stand is permitted to be erected at the Exhibition Venue unless Form 1 (Custom-built participation contractors' information), construction drawings, site work deposit (including late charge, if applicable) and a copy of valid insurance policy have been received by the Organiser.

#### **Hanging Truss (For lighting purpose only)**

The suspension of Stands or lighting devices from the ceiling structure of Exhibition Venue is not permitted. All lighting devices should 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.

#### **Distribution of Contractor's Badges & Vehicle Passes**

Stand area up to (sqm)	Single/Double-Storey Construction		Remarks
	Contractor's Badge	Vehicle Pass (move-in & out)	
27	10	2	If considerable amount of custom-built stand is to be built by a contractor, TDC reserves the right to issue lesser vehicle pass in total
60	20	4	
120	30	6	
180	45	8	
288	60	10	
288+	Please liaise with project-in-charge		

**National/District Pavilion** - Please liaise quantity with our project in-charge.

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

## **4.2.2 Site Work Deposit**



Exhibitors/Contractors of Custom-built participation and 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 / US\$40 per sqm**. For two-storey construction stand, the site work deposit is doubled. However, the **minimum and maximum deposit amounts are HK\$5,000 (US\$ 667) and HK\$75,000 (US\$ 10,000)**.

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 4.2.15. Otherwise, the deposit will be deducted.

Payment methods as below: (Please choose either one)

1) **By Credit Card** (Visa / Master Card)

Please provide credit card number, expiry date, cardholder's name and signature to the Organiser for arrangement. Refund will be credited to the credit card account after deducting the handling charge, if applied.

2) **By Cheque**

Cheque must be issued from a bank in Hong Kong made payable to "Hong Kong Trade Development Council" and mailed/delivered to:

Mr Abel Kwan / Mr Aston Fong  
Exhibition Services Department  
Hong Kong Trade Development Council  
83 Chun Yat Street, Tseung Kwan O Industrial Estate  
Tseung Kwan O, Kowloon  
Hong Kong

3) **By Transfer**

HK\$ Account No. : 004-002-222701-005  
Account Name : Hong Kong Trade Development Council  
Bank Name : The Hongkong & Shanghai Banking Corporation

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

- Remarks: a) **All cash or cheque deposits without identifiable bank account details will not be accepted.**  
b) The site work deposit should reach us by **8 March 2023**.  
c) We do not accept payment by cheque after **8 March 2023**, please settle by transfer or credit card.

### 4.2.3 Insurance

Contractors are required to carry out and maintain **public liability insurance** in respect of the contractor's liability for death or injury to any persons, or loss or damage to property arising out of the performance of the Services in a sum **not less than HK\$10 million for any single claim, unlimited in aggregate**. 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. A contractor should also carry out and maintain valid and adequate insurance against theft, fire, damage to property, accidents, natural calamities, acts of God and such other risks normally insured against by a reasonable person in the position of the contractor, or as the Organiser may require, in connection with, inter alia, contractor's property (including all equipment, fittings, furniture, materials and other facilities used or provided by the contractor in the performance of the Services) and the performance of the Services.

The insurance should be maintained in force at all times during **move-in period, exhibition period and move-out period, i.e. 17-23 April 2023**. A copy of the public liability insurance policy should be provided to the Organiser by **8 March 2023**.

Labour inspectors are authorised to check the contractors working for exhibitors/organiser in the Exhibition Venue at all reasonable times under section 72(1) of Employment Ordinance, section 45(1) of Employees' Compensation Ordinance and section 17L(1) of Immigration Ordinance. Relevant records and documents should be arranged accordingly.

#### 4.2.4 **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 Move-in**, i.e. working after 2400hrs (midnight) during move-in period. Charges will be calculated on multiple of hours and according to the stand area assigned.

Stand Area	Charges per stand per hour
Up to 20 sqm	HK\$ 2,900
21~50 sqm	HK\$ 4,200
51~100 sqm	HK\$ 5,650
101~500 sqm	HK\$ 6,900

**Over-time Move-out**, i.e. working after 2400hrs (midnight) on the last show day. Charges will be calculated on multiple of hours according to its stand location.

Location	Charges per stand per hour for the day following last show day	
	Stand dismantling From 0001 hrs	Stand dismantling / Waste clearing From 0301 hrs
Hall 1A, 1B, 1C, 1E, 3C, 3E	HK\$ 28,900	HK\$ 57,800

Hall 1D, 3D	HK\$ 20,850	HK\$ 41,700
Hall 3B	HK\$ 24,050	HK\$ 48,100
Hall 3F, 3G, 5F, 5G	HK\$ 30,550	HK\$ 61,100
Hall 5B+C	HK\$ 52,050	HK\$ 104,100
Hall 5D	HK\$ 8,150	HK\$ 16,300
Hall 5E	HK\$ 31,350	HK\$ 62,700
Grand Hall	HK\$ 30,600	HK\$ 61,200
Grand Foyer	HK\$ 16,550	HK\$ 33,100
Convention Hall A, C	HK\$ 4,150	HK\$ 8,300
Convention Hall B	HK\$ 6,050	HK\$ 12,100
Convention Foyer	HK\$ 13,750	HK\$ 27,500
Theatre Foyer	HK\$ 3,650	HK\$ 7,300

- 1) Charges for reference only. Subject to the final rate charged by CEC.
- 2) Over-time work less than an hour will be rounded up to one hour.

#### 4.2.5 Height Limit

Location	Maximum Stand Height	
* Hall 1A~E, Hall 3B~G, Hall 5BCEFG, Convention Hall, Grand Hall	Single-Storey Construction	4.5m
	Two-Storey Construction	5m
Convention Foyer, Grand Foyer	4.5m	
Hall 1A~E Concourse, Hall 3B~D Concourse, Hall 5D, Theatre Foyer	4m	
Meeting Rooms	3.5m	
Hall 3E~G Concourse, Hall 3E South Concourse Hall 5E South Concourse, Hall 5FG Concourse	3m	
Hall 5BC Concourse, Mezzanine 2, Mezzanine 4	2.5m	
* Applicable for two-storey construction		

#### Smoke Curtain

For any stand situated within  $\pm 0.5m$  of the smoke curtain, the maximum allowable stand height is 2.5m or 3m. Please refer to the hall plan or check with Organiser, if required.

Location of Smoke Curtain	Maximum Stand Height
Hall 1A~E, 3B~E, 5B~E	3m
Hall 1, 3 & 5 Concourse, Hall 3FG, Hall 5FG	2.5m

#### 4.2.6 Structural Safety Certificate

A structural safety certificate must be submitted for all Custom-built stands exceeding 2.5m in height, using a hanging lighting truss and/or otherwise deemed required by the Organiser and/or the Venue Operator. All stand constructions must be conducted under the supervision of an **Authorized Person/Registered Structural Engineer (AP/RSE)** and he/she should verify the stability of the stand by completing structural safety certificate.

An Authorized Person could either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For the AP/RSE registry, please visit [https://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg\\_type=RSE](https://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE).

The mentioned certificate above (together with structural calculations, where applicable under section 4.2.1) should be submitted to the Organiser at Technical Services Counter by 1500 hrs on the last move-in day, i.e. **18 April 2023**. The Organiser will forward the original to the Venue Operator. If this rule is not observed by 2200 hrs on the last move-in day, the Organiser and/or the Venue Operator reserve the rights to prohibit all access to the Stand throughout the fair period.

Exhibitors must accept full responsibility for the safety of the Stand 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 AP/RSE if necessary.

#### 4.2.7 Electricity

The Official Contractor appointed by the Organiser shall only carry out electrical works at Exhibitors' expenses. Design plans or proposals for electrical installation must reach the Organiser for review together with aforementioned stand design proposals by **8 March 2023**. Electricity can be supplied in 220 volt ( $\pm 6\%$ ), single phase, 50 Hz or 380 volt ( $\pm 6\%$ ), three phases, 50 Hz.

In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day, i.e. **18 April 2023**. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period.

#### 4.2.8 Fire Precaution / Fire Service Certificate

In compliance with the Venue's Rules & Regulations, all construction and decoration of stands (including, but not limited to, drapes, curtains, fabrics, banners, backdrops) must be non-combustible, inherently non-flammable or durably flameproof and be in accordance with all applicable fire prevention and building regulations. Authorized personnel of Venue Operator or the Hong Kong Government may need to inspect and verify its compliance.

A documentary proof of compliance for all Custom-built stands with the use of combustible materials 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. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be submitted to the Organiser upon request.

Fire services certificate should be certified by **Registered Fire Services Installation Contractors**. For the List of Registered Fire Services Installation Contractors, please visit [http://www.hkfsd.gov.hk/home/eng/source/FSIC\\_list\\_eng.pdf](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.

For all construction with two-storey construction, at least one functional extinguisher **MUST** be placed at a conspicuous spot within the assigned area during the construction and show period for safety reason. One functional extinguisher is recommended for all construction with wooden materials too.

Based on the rules & regulations which announced by Venue Operator, all the ceiling cover by fabric (No matter partly OR fully covered), booth contractors are required to fill-in and submit the Fabrics Testing Application Form with fabrics sample (size must be 1m x 1m). The submission must be addressed to Venue Operator at least one month before show for fire retardant and water-permeable testing. Also Certificate of Fire Services Installations and Equipment (FS251) must be submitted on or before 3pm on exhibitor's move-in day. (that is 18 April 2023).

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.

Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at [hkcepc@hkcec.com](mailto:hkcepc@hkcec.com) or (852) 2582 8888 should you need further assistance.

#### **4.2.9 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.

#### **4.2.10 Scaffold & Ladders**

Using ladders of height on or above 2 meters is strictly prohibited in the HKCEC. 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, platform ladder 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](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, HKTDC and/or the Venue Operator will have the rights to suspend the relevant construction activity immediately.

According to HKCEC new implementation, all ladders must be certified whatever materials used, and the certified label is visible on the ladder. For further details, please visit the website at [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) for the Selection of Ladders and Safety Standards.

#### **4.2.11 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.

#### **4.2.12 Waste Reduction and Recovery Measures**

The HKSAR Government unveiled the Waste Reduction Framework Plan in 1998 and the Waste Reduction Guidebook for Large Scale Event Organisers (Green Event Guideline) in December 2017, which set out various guidelines and initiatives on waste reduction and recovery. Exhibitors and/or Contractors should observe the following waste reduction and minimization guidelines:

##### **Marketing Stage**

- 1) Consider using sustainable communication and marketing channels.
- 2) Utilise publicity via e-channels such as e-brochures and e-leaflets and provide QR code to download.
- 3) Choose green promotional giveaways while minimizing their packaging materials.

### **Booth Design Stage**

- 1) Plan for waste reduction before on-site operation to minimize unnecessary waste generation.
- 2) Adopt modular exhibition designs and off-site pre-fabrication processes as far as practicable.
- 3) Use environmental-friendly materials (e.g. recycled materials) for stand design and construction, publicity and promotion.
- 4) Adopt flexible exhibition designs to include opportunities for future adaptation. Reuse of construction materials, use of recycled materials in construction and recyclable materials should be taken into account at the design stage.
- 5) Avoid using energy intensive appliances.

### **Booth Installation and Dismantling Stage**

- 1) Check with the Organiser for locations of recycling facilities and items which could be recovered.
- 2) Instruct on-site staff of good recycling practice.
- 3) Install and dismantle in proper manner to avoid damages to items particularly those intended for reuse.
- 4) Plan stands dismantling properly to maximize the reuse and recycling of materials.
- 5) Fully utilize raw materials to avoid wastage.
- 6) Handle special waste (e.g. chemical waste) properly.
- 7) Consider reuse and recycling before disposal of the materials.
- 8) For technical advice, please contact the Waste Reduction Helpline: (852) 2755-2750 of the Environmental Protection Department of Hong Kong SAR Government.

The Green Event Guidebook is available on Environmental Protection Department's website for reference: [https://www.wastereduction.gov.hk/en/assistancewizard/recyc\\_guideline.htm](https://www.wastereduction.gov.hk/en/assistancewizard/recyc_guideline.htm)

### **Fluorescent Lamps Recycling Programme**

Fluorescent lamps (straight tubes, round tubes, energy saving lamps and high intensity discharge lamps (e.g. mercury vapour lamp, metal halide lamp and sodium lamp) contain mercury. Release of mercury from broken lamps can contaminate the surrounding and create health hazard through inhalation or skin contact. Proper handling and disposal should be made in order not to harm humans and the environment and to comply with the relevant legal requirements.

In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention & Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area.

### **4.2.13 Construction Industry Safety Training Certificate**

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

With immediate effect, 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.

Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at [hkcecepc@hkcec.com](mailto:hkcecepc@hkcec.com) or (852) 2582 8888 should you need further assistance.

**4.2.14 All Exhibitors and Contractors must comply with the following requirements**

Custom-built Stand Exhibitors 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 way and/or without properly displaying at the Exhibition Venue.   |
| 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 2.5m 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 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)	For safety reasons, Venue Operator has specially assigned several metal crates for dumping the glass materials during set-up and dismantling period. Please remove the glass materials and dispose at these metal crates properly before using hydraulic grab truck.
21)	All contractor badges and vehicle passes are available for contractors' or their agents' pick-up at HKTDC, 83 Chun Yat Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong. Any other pick-up methods may be subject to extra charges.
22)	All contractor badges/vehicle passes are strictly non-transferable.
23)	Any materials of any kind attached to the shell scheme booth built by the Official Contractor.

#### 4.2.15 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**.

<b>Conditions</b>		<b>Deposit to be Deducted upon Violation of Conditions</b>
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 2.5m 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 2359 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
22)	Any additional hall rental charges incurred due to over-time move-in and move-out.	Please refer to Section 4.2.4

Remarks:

- a) If the site work deposit is not sufficient to cover the actual cost/deduction incurred, the Organiser reserves the rights to persue 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 HKTDC.
- 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.

In case of discrepancy between the English and Chinese versions, the English version shall prevail.

## 5. Services for Exhibitors

### 5.1 Official Freight Forwarder

Hansen Exhibition Forwarding Ltd. is the Official Freight Forwarder and Customs Broker for the HKTDC Hong Kong International Home Textiles and Furnishings Fair 2023 and can provide a comprehensive range of services including: customs clearance, insurance and transportation.

The agreed shipping arrangements between the Official Freight Forwarder and the individual exhibitor will ensure that exhibits and all related articles arrive at the Exhibition Centre well in advance of the exhibition date to provide for customs clearance, transportation and unpacking procedures.

Overseas exhibitors or authorised agents should apply to the address listed below for full information on forwarding procedures. The Official Freight Forwarder will issue individual Exhibition Transport Guidelines to exhibitors.

#### **Important**

Please **do not** consign shipments to the Hong Kong Trade Development Council office.

#### **Hansen Exhibition Forwarding Ltd.**

Unit 13, 13/F., New Commerce Centre

19 On Sum Street

Siu Lek Yuen, Shatin, N.T.

Tel : (852) 2367-2303

Fax : (852) 2369-0479

Email : [info@hansenhk.com](mailto:info@hansenhk.com)

Contact Person : Mr. Ken Chan/ Mr. Michael Kun

### 5.2. Official Carrier

#### **Special Airfares from Cathay Pacific**

Cathay Pacific, the home carrier of Hong Kong, offers registered exhibitors, buyers and travel companions an exclusive opportunity to enjoy great savings on flights to Hong Kong.

[Book online](#) via the MICE online offer page or contact Cathay Pacific's [Global Contact Centres](#) and quote the MICE Event Code "MICE439" to enjoy special fares.



[http://www.cathaypacific.com/cx/en\\_HK.html](http://www.cathaypacific.com/cx/en_HK.html)

Book online: <http://eventsoffer.cathaypacific.com>

Global Contact Centres: [https://www.cathaypacific.com/cx/en\\_HK/contact-us.html](https://www.cathaypacific.com/cx/en_HK/contact-us.html)

Cathay Pacific Reservations: (852) 2747 3333 [www.cathaypacific.com](http://www.cathaypacific.com)

The Marco Polo Club Service Centre: (852) 2749 5500

Asia Miles Service Hotline: (852) 2747 3838 [www.asiamiles.com](http://www.asiamiles.com)

Country / Territory	City	Reservations Numbers
Australia		131-747
Bahrain		(973) 1654-8924
Canada		1 (800) 268-6868
China		400-888-6628
France		0805-542-941
Germany		0800-7244208
India		0008-0044-05008
Indonesia		001-803-852-9072
Italy		800-971-720
Japan		0120-46-3838
Korea		82-1644-8003
Malaysia		60 (3) 6207-4989
Netherlands		0800-2929-256
New Zealand		0800-411-289
Philippines		1800-8909-4024
Qatar		974 4458-318/319
Saudi Arabia		8008-440-350
Singapore		800-101-4009
South Africa		080-0611-206
Sri Lanka		94 (11) 2423-726
Switzerland		0800-001-932
Taiwan		886 (2) 8793-3388
Thailand	Bangkok	66 2-787-3366
United Arab Emirates		8000-444-6554
United Kingdom		0800-917-8260
United States		1 (800) 233-2742
Vietnam		84 (28) 3822-3203

### 5.3. Printing Service in Hong Kong

Printing service in Hong Kong is well known for its quality, reliability and competitive pricing. Exhibitors only need to bring their designs in CD-Rom and digital or offset printing can be arranged right here for catalogues, flyers, manuals and name-cards etc. Handling and freight costs are saved and last minute update is possible. A list of qualified printers is available at [www.gaahk.org.hk](http://www.gaahk.org.hk) which is a printing service network of the Graphic Arts Association of Hong Kong, a non-profitable organisation promotes Hong Kong printing industry.

### 5.4. Temporary Staff / Interpreter Agencies (For reference only)

#### **Adecco Personnel Limited**

22/F Shui On Centre, 6-8 Harbour Road,  
Wanchai, Hong Kong  
Tel: (852) 2895 2616  
Fax: (852) 2895 3571  
Email: [exhibition.hk@adecco.com](mailto:exhibition.hk@adecco.com)

#### **Besteam Personnel Consultancy Limited**

Unit 705-706, 7/F., Kowloon Centre,  
33 Ashley Road,  
Tsim Sha Tsui, Kowloon  
Tel: (852) 2736 8202  
Fax: (852) 2735 9726  
Email: [pc@besteam.com.hk](mailto:pc@besteam.com.hk)

## **Certis Centurion Facility Company Limited**

Unit 2008-2011, 20/F, CDW Building,  
388 Castle Peak Road, Tsuen Wan, Hong Kong  
Tel: (852) 6117 2697  
Fax: (852) 2423 3223  
Email: [fredyf\\_tung@certisgroup.com](mailto:fredyf_tung@certisgroup.com)

## **ExPro Services Co.**

17/F, 80 Gloucester Road,  
Wanchai, Hong Kong.  
Tel: (852) 2132 6792  
Email: [ccheung@expro.hk](mailto:ccheung@expro.hk)

## **PERSOLKELLY Hong Kong Limited**

6/F, Tower 2, The Gateway, 25 Canton Road, Tsim Sha Tsui,  
Kowloon, Hong Kong  
Tel: (852) 2281 0000  
Fax: (852) 2281 0099  
Email: [hkevent@persolkelly.com](mailto:hkevent@persolkelly.com)

## **Provention Limited**

Rm D2, 1/F, King Yip Factory Building, 59 King Yip Street, Kwun Tong  
Tel: (852) 3706 8920  
Email: [info@provention.com.hk](mailto:info@provention.com.hk)

## **TalentGroup Asia (Hong Kong) Limited**

15/F Soundwill Plaza 2 - Midtown,  
1-29 Tang Lung Street, Causeway Bay, Hong Kong  
Tel: (852) 3893 9348  
Email: [ivy.choy@talentgroup.asia](mailto:ivy.choy@talentgroup.asia)

*Note: Exhibitors are not required to use the service of any of the above mentioned agencies. This list is provided purely for the convenient reference for the exhibitors. The Organiser assumes no responsibility for the competence or integrity of the agencies listed and exhibitors are advised to exercise normal business precautions as dealing with any service suppliers.*

## **5.5. List of Stand Contractors in Hong Kong: (For Custom-built Participation Exhibitors' reference only)**

For List of stand contractors in Hong Kong, please refer to a separate booklet titled '**Directory of Exhibition Stand Contractors in Hong Kong 2023**'

*Note: The directory is provided purely for the convenient reference for the exhibitors. The Organiser assumes no responsibility for the competence or integrity of the services listed and exhibitors are advised to exercise normal business precautions as they would in dealing with any service suppliers.*

## **5.6. Security Services**

Exhibitors may elect to hire security guards for their own purposes during the fair period. Under the Standard Terms and Conditions of License of the Hong Kong Convention and Exhibitions Center (HKCEC), exhibitors may procure additional security guards from the official security contractor only.

Please contact Events Planning & Coordination Department of HKCEC. Tel:(852) 2582-8888, Fax(852) 2582-7106

Requests must reach the HKCEC at least three weeks before the fair, otherwise a later order surcharge will be levied.

## **5.7. Official Business Centre Operator**

FUJIFILM Business Innovation Hong Kong Limited is the Official Business Centre Operator at the HKTDC Hong Kong International Home Textiles and Furnishings Fair 2023.

FUJIFILM Business Innovation Hong Kong Limited

11/F, 12 Taikoo Wan Road,

Taikoo Shing, Hong Kong

Tel: (852) 3650 6560

Fax : (852) 2513 2076

Email : [alvin.chan.tz@fujifilm.com](mailto:alvin.chan.tz@fujifilm.com)

Website : <https://www.fbhk-fujifilm.com/>

## **5.8. Stand Cleaning**

The organiser will be responsible for the general cleaning of stands (excluding exhibits) and hall passage way each day after the Exhibition.

## **5.9. Public Parking**

Two large hourly car-parks are situated in the basement of the Hong Kong Convention & Exhibition Centre. The main entrances to the car-park are at the Harbour Road and Expo Drive.

## **5.10. Internet Access at the Fair**

To ensure smooth Internet access during the fair period for business usage that requires stable connection (such as website demonstration, download of multimedia files, remote access to company server, etc.) throughout the Fair, exhibitors are advised to order a dedicated Broadband Line inside your booth, instead of relying on the Wireless LAN service provided by HKCEC (Please refer to FORM 5 in the "Order Forms").

All exhibitors are kindly reminded that the free Wireless LAN service operated by HKCEC intends only for light and casual usage by a limited number of users simultaneously. The wireless connection may fail or become slow and/or unstable during the fair period, and will disconnect if the connection is idle for over 10 minutes. As an alternative to the free Wireless LAN service, broadband connection will be set up by HKTDC in designated areas of the Fair for both exhibitors and buyers. Exhibitors are advised, if needed, to rent their own Wi-Fi router or pre-paid sim card for the use of e-payment devices that do not support broadband line connection.

If you encounter any problem with the Wireless LAN service onsite, please approach the Fair Management Office set onsite for assistance.

## **5.11. Free Publicity Arrangement**

Exhibitors are encouraged to promote their companies or products by supplying around 30 sets of press kits (including press release and photos) to the "Media & Webcast Centre" on the first day of the fair. International and local media can freely collect materials available there for their reference and use. This service is free of charge for exhibitors.

Whether your materials will be picked up for publishing is totally at the media's discretion. All submitted materials will not be returned.

Should you have any queries, please feel free to contact **Ms Cathy Chu** at tel: **(852) 2240 4570** or email: **[cathy.sy.chu@hktdc.org](mailto:cathy.sy.chu@hktdc.org)**.



## **6. Practical Tips of Getting Around in Hong Kong**

### **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.

### **Languages**

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

### **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.

### **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.

### **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 "Airbus" 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.

### **Railways**

The MTR [Tel: (852) 2881 8888] network comprises nine 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.

## **Trams**

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

## **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. Other Star Ferry boats connect Central with Hung Hom (7am to 7:20pm) and Wan Chai to Tsim Sha Tsui (7:30am to 11pm). The Wan Chai Ferry Pier is within a few minutes walk of the HKTDC offices and the Hong Kong Convention and Exhibition Centre.

## **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).

## **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

## **Visas for Mainland 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 3/F, Lower Block, China Resources Building, 26 Harbour Road, Wan Chai, Hong Kong [Tel: (852) 2992 1999 / 2989 1116]. Hours: Monday to Friday 9am to 12pm, 2pm to 5pm, 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.

## 聯絡名單

### List of Contacts

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標準/特級/尊貴攤位租用額外 設施/更改設計位置/刪除設施 Additional Booth Facilities Order, Relocate or Delete Standard Booth Facilities	濮雅琴小姐 Ms Christy Pok Email: <a href="mailto:hkiht.es@hktdc.org">hkiht.es@hktdc.org</a>	展覽服務部 Exhibition Services Dept.	(852) 2240 5476	(852) 2169 9134

#### 其他機構 Others

大會航空公司 Official Carrier	國泰航空公司 Cathay Pacific Airways Limited			(852) 2141-5471
大會商務中心 Official Business Centre Operator	富士施樂(香港)有限公司 Fuji Xerox (HK) Ltd		(852) 3650-6560	(852) 2513-2076
大會貨運 Official Freight Forwarder	韓生展覽貨運有限公司 Hansen Exhibition Forwarding Ltd.		(852) 2367-2303	(852) 2369-0479