

GENERAL INFORMATION



1 VENUE AND DATE

Venue: Hall 3 and Hall 5
AsiaWorld-Expo - hereafter referred to as "AWE"
Hong Kong International Airport, Lantau
Hong Kong, China

Dates: 6-8 September 2017 (Wednesday – Friday)
10.00-17.00 hrs daily



2 EXHIBITION OPENING HOURS

During the exhibition period, exhibitors will have access to the hall one hour before the start of the fair and have to leave at least one hour after the official closing time. For individual cases, where valid reasons exist for exhibitor to be working on their stands, special written permission must be obtained from the Organiser in advance.

SET-UP (4-5 September 2017)	DATE	TIME
Move-in of Official Service Providers - Move-in Heavy and/or Large Exhibits (September 3, 2017 morning) - Constructing Shell Scheme Stands	3 September 2017 4 September 2017	08.00-24.00 Hrs.
Move-in of Special Design and Other Contractors	4 September 2017 5 September 2017	08.00-24.00 Hrs. 08.00-24.00 Hrs.
Exhibitor Move-in for Decorating the Shell Scheme Stands (all stand construction/set up work must be finished by 24.00 hrs on 5 September 2017)	5 September 2017	08.00-24.00 Hrs.
Exhibitor Registration (West Concourse)	5 September 2017	08.00-20.00 Hrs.

SHOW DAYS (6-8 September 2017)	DATE	TIME
Exhibitor Access to Exhibition Halls (only exhibitor with Exhibitor Badge)	6 September 2017 7-8 September 2017	08.00-18.00 Hrs. 09.00-18.00 Hrs.
Visitor Show Hours (Visitor only)	6-8 September 2017	10.00-17.00 Hrs.

DISMANTLING (8-9 September 2017)	DATE	TIME
End of Exhibition	8 September 2017	17.00 Hrs.
Power Supply to be Switched Off, Dismantling of Electrical Installations	8 September 2017	17.30 Hrs.
Move-out Exhibits and Stands, heavy and/or large exhibits and removal of all stand fitting materials	8 September 2017 9 September 2017	17.30-24.00 Hrs. 08.00-16.00 Hrs.
Halls Closed for Cleaning	9 September 2017	16.00 Hrs

Note: The moving in/out of any exhibition or decorating items with trolleys is only allowed through the back door (loading door) of the exhibition halls. This applies to set-up, show days and dismantling period.

3 ADMISSION FOR TRADE VISITORS

Admission for professional, trade and business visitors by tickets only. Under-aged persons and members of the general public will not be admitted. The Organiser reserves the right to refuse admission or to remove any person without giving a reason. This applies also to the set-up and dismantling periods.

Admission tickets for trade visitors are available with cost at the **Visitor Registration West Concourse**. Please note that this is a trade exhibition, those not involved in the trade or below age of 18 years old are NOT allowed admission either as a visitor or an exhibitor.

4 EXHIBITOR PASSES & ACCESS HOURS

Exhibitors should proceed to the on-site exhibitor check-in counters (**West Concourse**) on the move-in day (September 5, 2017 at 08.00-20.00 hrs) to get exhibitor passes and welcome kit. Exhibitors will need to present their business card /company identity to the check-in staff in order to collect their badge. Kindly noted that only registered Main exhibitor and Co-Exhibitor(s) companies name can be printed on the badges. Organiser reserves the right to amend the company name without priority notice.

Exhibitor passes: Exhibitors are entitled to receive the following passes:

- Up to 20 m² of rental space ➔ 4 passes free of charge
- For every additional 10m² ➔ 1 pass free of charge
- Each co-exhibitor ➔ 1 pass free of charge

NAME ON EXHIBITOR PASS

Please fill in the name of your personnel in the form Individual Free Exhibitor Passes (Form D1) and return before deadline. Only registered exhibiting company will be able to get the exhibitor passes. All exhibitor passes are strictly non-transferable/non refundable.

ADDITIONAL EXHIBITOR PASSES

Additional exhibitor passes within deadline will cost HKD 400 each (Additional Exhibitor Pass - Form D2). Exhibitors will receive passes for stand set-up and dismantling staff as required.

For security reasons, exhibitors and their personnel are required to wear their passes visibly when on the premises, and to show their passes to security guard upon request. If a number of exhibitors intend to hire a stand jointly, they must name one of them in their application to be authorised to negotiate with the Organiser on their behalf.

The authorised party bears the same liability for any faults or cases of negligence on the part of those whom he is authorised to represent as he does for his own faults and negligence. The participating exhibitors are liable jointly and severally to the organiser.

Last Minute Passes - buy on-site at HKD475/pass

Additional Exhibitor passes are also available at the Exhibitor Registration Counter (**West Concourse**) on 5 September 2017, from 08:00 to 20:00 hrs. at HKD 475/pass

5 TEMPORARY PASSES

For stand personnel please order exhibitor passes which allow to access to fair ground during set up, show day and tear down period >> form D1.

This temporary passes (Form D3) will be valid during construction (5 September 2017) and dismantling only (8 September 17.30-24.00 hrs and 9 September 08.00-16.00 hrs). The temporary pass do not entitle the holder to enter the exhibition grounds during the event itself. . If you wish to have auxiliary staff employed to work during the event, please order extra Exhibitor passes. The temporary passes will be available together with Exhibitor passes at Exhibitor registration counter on 5 September 2017.

Please note that temporary pass is not valid for stand builder (Contractor). The contractor passes for special design stand contractor passes should be ordered via Technical Service Provider (Pico IES Group Ltd), see more details in technical guideline document.

IMPORTANT NOTES:

All workers engaged in booths erection and dismantling in AWE should have a valid Green Card. For more information please visit www.labour.gov.hk/eng/osh/mbstcw.htm. AWE reserves the right to have security personnel refuse entry or remove personnel in case of any dispute regarding credentials issues.

Temporary Working Permit : All overseas contractors entering the hall for construction works are required to apply for a "Work Visa" via the Immigration department office prior to working in AWE. You can download the application from <http://www.immd.gov.hk/eng/index.html>

6 EVENT HALL SPECIFICATIONS & REGULATIONS

Hall	Ceiling Height	Floor Loading	Floor Type
Hall 3 and Hall 5	10.0 metres	3,000 kgs/sq.m	Latexfalt on reinforced concrete slab

ELECTRICAL: Standard electricity supplies are 220v/50Hz for single phase and 380v/50 for three phase with approximately 10% fluctuation.

WALLS: Any walls especially operable wall systems shall not have anything attached to, leaned against nor hung from.

UTILITY SERVICES: Utility hatches provide electrical, water & drains, telephone throughout the hall for each booth.

COMPRESSED AIR: All Compressed Air Service regardless of type should be ordered through Technical Service Provider only.

WATER & DRAINS: A separate quotation will be provided for special drainage for disposal of hazardous materials and polluting product.

EXHAUST SMOKE & FUMES: Any machine, equipment and any other items which generates fumes, exhaust or smoke must have an effective exhaust system in order to assure no complication of any nature to people. Please contact AWE for more information.

7 OFFERS AND GRATUITIES

Soliciting or accepting any advantage defined in and prohibited by the Prevention of Bribery Ordinance (Cap. 201) is not permitted. Exhibitors must inform their employees and shall see to it that their contractors in turn inform their sub-contractors, agents and employees that the soliciting or accepting of advantage as defined in and prohibited by the Prevention of Bribery Ordinance is not permitted.

8 ORGANISER

For all queries regarding ASIA FRUIT LOGISTICA 2017, please contact:

Pimpornravee Fongkasira (Ms)

Operations Manager

ASIA FRUIT LOGISTICA

Global Produce Events GmbH

Messedamm 22, 14055 Berlin, Germany

Tel: +662 9414601, Fax: +49-30 3038 7060

Email: pimpornravee@gp-events.com



9 TECHNICAL SERVICE PROVIDER

The organiser has appointed an official Technical Service Provider for various technical services so as to ensure a more efficient and regulated build up and dismantling. The Technical Service Provider will be responsible for standard shell scheme booth construction, electrical & lighting order and connections, rental of furniture, freezers/chill display counters, water supply and drainage, audio visual equipment, banner suspension, telecommunication & internet connection, plants and flower decoration, host/hostesses for the stand, etc. For more information, please contact:

Contact person: Ms Ryan Choi

Email: asiafruit2017@picoesgroup.com

PICO IES GROUP LTD.

Pico Building, 12A Dai Fat Street,

Tai Po Industrial Estate, Tai Po. N.T. Hong Kong

Tel: : +852 3713 0442 , Fax: +852 2660 4671 or 6312

Webpage: www.pico.com



**The services of the service provider are for the convenience of exhibitors. The Organiser will accept no liability with respect to any contract between exhibitors and service provider for the negligence or fault of any such persons, their servants and agents.*

10 LOGISTICS SERVICE PROVIDER

The organiser has appointed two official Logistics Service Provider to provide the full scale of freight services at competitive rates for transportation from/to airport & seaport to/from venue, for storage prior to exhibition, for customs documentation & clearance for permanent importation/ temporary importation/ATA carnet and on-site transportation.

Exhibitors are freely to choose either Agility Fairs & Events or Schenker International (H.K.) Ltd. for their services.

For more information, please contact:

Agility Fairs & Events

Suite 3001-3, 30/F, Skyline Tower,
39 Wang Kwong Road
Kowloon Bay, Hong Kong
Tel. +852 2211 8200
Fax +852 2866 2421
www.agility.com

OR

Schenker International (H.K.) Ltd.

35/F., Skyline Tower,
39 Wang Kwong Road,
Kowloon Bay, Hong Kong
Tel. + 852 2585 9572
Fax. + 852 2824 0328
www.dbschenker.com/cn

Contact:

Ms Christina Chan, Project Executive
Tel. +852 2211 8206 Email: chchan@agility.com

Contact:

Raymond Ho, Supervisor, Fairs
Tel. + 852 2585 9572, Email: raymond.ho@dbschenker.com

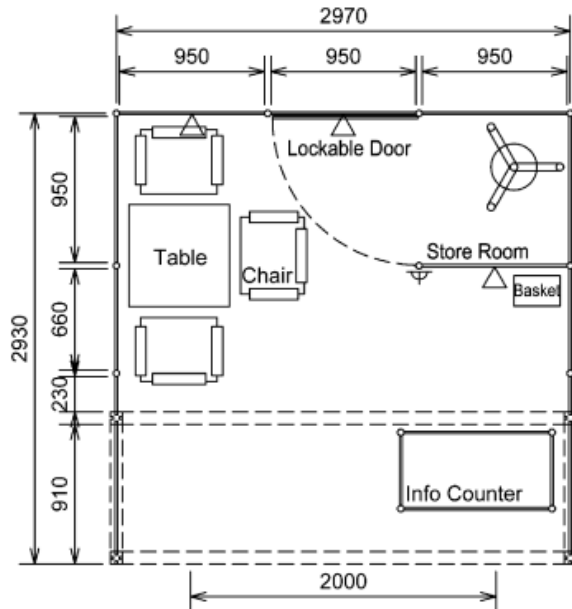
Mr. Bart Chiu, Senior Project Manager

Tel. +852 2211 8203 Email: bchiu@agility.com



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11 BOOTH INFORMATION



Standard features and Equipment ASIA FRUIT LOGISTICA Complete stand

Standard features and Equipment	9-18m ²	19-29m ²	30-44m ²	45-60m ²
System walls/ Octanorm, white, fascia panel 30cmH, carpet grey	1	1	1	1
Display platforms (100 x 50x 100 cm white)	0	1	3	3
Info counter (100 x 50 x 100 cm white)	1	1	2	2
5 x shelves, 200 x 100 x 30 cm	0	1	2	2
Cabin with lock	1x1 m	2x1 m	2x1 m	2x1 m
Coat Hanger (for cabin)	1	1	2	2
Refrigerator, 120 l capacity	0	0	1	1
White Square Table, 70 x 70 x 71.5 cm	1	2	2	2
Black Leather Arm Chairs	3	6	8	8
Waste paper basket	1	2	2	2
23W (Energy saving) Spotlight, Equivalent to 100W	3	4	6	12
500W/220V Single phase socket (not for lighting)	1	1	2	2
Panel lettering - max 25 letters on each open side, same text on each side, cap height 15 cm	1	1	1	1
Single comprehensive cleaning	yes	yes	yes	yes

*Small variations in shape and dimensions possible

- REMARKS:**
- 1 There may be small variations in shape and dimensions.
 - 2 These items are not interchangeable. You may opt for all or part of the items listed.
 - 3 Additional colour of complete stand is available with cost.

- 4 Guidelines for exhibitors on the rental of wall panels
- a) Do not move parts, make any addition or any changes to the Standard shell scheme. Should you wish to do so, please contact the Operations staff of official Technical Service Provider for further action.
 - b) Do not spray, glue or silicone, paint, spray-paint or write on the wall panel.
 - c) Do not drill, nail, perforate, tack down, staple or cause any damage to the panels or any parts of the standard shell scheme. Should you need to affix any exhibit or sign to the wall, please contact Pico's staff.

Note: In case of violation of the above rules, the official Technical Service Provider will be obliged to request a payment from exhibitor for any damage caused at the rate of HK\$ 400/panel.

12 FIRST AID KIT

First Aid Kit contains emergency supplies and medication for unexpected minor illnesses or accidents. A first-aid kit can be found at the organiser office.

13 AIR-CONDITIONING

The exhibition hall is fully air-conditioned. Air-conditioning is provided 24 hours/day for the duration of the exhibition from 6-8 September 2017 only, but NOT during build-up or dismantling period.