



ASIA FRUIT LOGISTICA 2017

TECHNICAL GUIDELINES

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ASIA FRUIT LOGISTICA 2017

TECHNICAL GUIDELINES

During the event, exhibitors are subject to the domiciliary rights of Global Produce Events GmbH (the Organiser) and AsiaWorld-Expo (AWE, venue owner) which apply throughout the exhibition grounds. Exhibitors must comply with instructions given by representatives of Global Produce Events GmbH and AsiaWorld-Expo who will prove their identity by means of an appropriate identification document.

The Organiser would like to request exhibitors/contractors to read the Technical Guidelines thoroughly. The exhibitor is bound in all respects by these rules and regulations. The Organiser reserves the right to waive, add, or alter any of these rules and regulations in the interest of the exhibition either general or in any particular case. Should any questions arise, whether provided for in these rules and regulations or not, the decision of the Organiser is final.

ANNOUNCEMENT

Local stand builders entering the AsiaWorld-Expo (AWE) for construction works must acquire “GREEN CARD” qualifications.

Local stand builders entering the AWE for construction works are required to obtain the Construction Industry Safety Training Certificates (“Green Card”) prior to working in Hong Kong. For more information, please visit www.labour.gov.hk/eng/osh/mbstcw.htm

All local stand builders are required to redeem a wristband at a “Wristband Redemption Counter” by presenting their “Green Card” at the counter on a daily basis. The wristband has to be worn on the wrist and presented to the security guards at the entrances to gain access into the hall. If stand builders fail to present a valid wristband at the entrance or in the halls they will not be allowed to work in the halls and will be asked to leave the halls immediately.

Overseas’s Contractors entering the AWE for construction works must apply for a “TEMPORARY WORKING VISA/PERMIT”

According to HK Immigration ordinance, all mainland China and foreign contractors entering for the AWE for construction works need to obtain a work visa before commencing any construction work in Hong Kong. The applicant has to submit form 990A or 990B to Immigration department. Overseas’s contractors can download the application from at <http://www.immd.gov.hk/eng/index.html>

Exception will be granted to overseas stand builder who can show that they have undergone training or an equivalent standard to green card training in Hong Kong.

* Exhibitors should comply with Hong Kong Occupational Health and Safety Ordinance Cap. 509 for the responsibilities of industry stakeholders www.labour.gov.hk/eng/legislat/content4.htm when hiring overseas working inside the AWE.

1 OFFICIAL SERVICE PROVIDERS AND RELATED SERVICES

1.1 Technical Service Provider: Pico IES Group Ltd. 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 on above services or Raw Space Design, please contact:

Contact person: Ms. Ryan Choi

Email: asiafruit2017@picoiesgroup.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



1.2 Logistics Service Provider: Agility Fairs & Events Logistics Limited and Schenker International (H.K.) Ltd.. The Organiser has appointed two official Logistics Service Provider to provide the full spectrum 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.) 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



1.3 Cleaning, Security and Catering: AsiaWorld-Expo. To order cleaning, security and catering services, please use form F1-F4. Please note that all catering on your stand must be ordered through the Food and Beverage Department of AWE only. For more information, please contact:

AWE Helpdesk

E-mail: helpdesk@asiaworld-expo.com

Tel: +852 3606 8000

Fax: +852 3606 8001

AsiaWorld-Expo, Hong Kong International Airport,

Chek Lap Kok, Lantau, Hong Kong



1.4 Official Hotels: ASIA FRUIT LOGISTICA offers special room rates, limited in number and within the set deadlines, for exhibitors and visitors in certain hotels in Hong Kong. To see the list and rate please go to www.asiafruitlogistica.com >> Hotel and travel info >> book your hotel or [click here](#).

The organiser does not appoint any agents to arrange/ call or contact exhibitor for hotel/tour arrangements. Please kindly ignore any calls which refer to AFL' organizer or check with AFL' organizer first.

**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.*

2 SET UP AND MOVE OUT TIME

Set-Up

4 September 2017	08.00-24.00 hrs.	Start Set-up period (construction of Raw Space and complete stand package)
5 September 2017	08.00-24.00 hrs.	Set-up period continues and Booth decorating period
	08.00-20.00 hrs.	Exhibitors move in to decorate stands

All stand construction/set-up work must be finished by 24h00 on TUESDAY 5 Sept 2017

Show Days

6-8 September 2017	10.00-17.00 hrs.	Visitor
	09.00-18.00 hrs.	Exhibitor with <i>exhibitor badge only</i> .

Exhibitor with conference badge would consider as "visitor" and will not be allowed to enter the exhibition halls before 10.00 / leave halls after 17.00 hrs.

Dismantling

8 September 2017	17.00-24.00 hrs	Dismantling Hall 3 and Hall 5
9 September 2017	08.00-16.00 hrs	Continue Dismantling. All dismantling must finish by 16.00 hrs.

If the contractor needs to enter the hall during show days an Exhibitor Badge is required. Please kindly contact your primary exhibitor/Stand organiser to order the Exhibitor Badge.

3 Online Service Manual (OSM) www.thevista-oem.com/osm

The Online Service Manual (OSM) contains all information related with the operations for exhibiting at ASIA FRUIT LOGISTICA including the order forms for electricity, lighting, furniture, internet, catering, cleaning, security etc. All orders should be submitted via online forms in the OSM only. Exhibitors will receive an individual username and password for the Online Service Manual (data will be sent to the stand organizer mentioned in the AFL Stand Application, Outside contractors, need to contact the exhibitor to receive the username and password to be able to place order on behalf of the exhibitor. The stand organizer/contractor must not give the username and password to any other third party.

Contractors can view information in information provided in the Online Service Manual here using below user name and password.

Link to Online service manual, please [click here](#)

Username: GCONTRACTOR

Password: AFL2017GC

Please note that the above user name/password allows to view the forms only and does not enable to place any orders. If contractors want to place an order in the OSM, they need to receive the user name/password from the primary exhibitor. Organizers will issue the username/password to the primary exhibitor (email to contact person of stand organizer mentioned in application) only.

Exhibitors/Contractors shall place all orders within the deadline set for each form avoid additional charges for late orders.

4 POWER SUPPLY AND LIGHTING

- 4.1 All electrical installation work at the exhibition must be carried out solely by the Organiser's official contractor.
- 4.2 Exhibitors requiring special arrangements (e.g. different voltages and frequency or special connection to equipment) must arrange for their own transformers, converters, etc. or contact our Technical Service Provider for further discussion.
- 4.3 All electrical equipment must be tested by our Technical Service Provider and AsiaWorld-Expo prior to turning on the electricity supply.

4.4 Raw Space Booth: All Electrical Distribution box must be inside of your stand boundary only. We do not allow contractor or exhibitor to place any constructions (light box or electrical part) out/ at the back of stand boundary.

5 SECURITY

General security will be provided by the Organiser around the clock.

5.1 Exhibitors and their staffs will not be allowed in the exhibition hall before/after official hours. All personnel in the exhibition halls must wear identification passes at all times.

5.2 If your displays are valuable or sensitive it is recommended that you hire security personnel to attend to your stand exclusively during show hours or off show hours. Please complete the form for security service required and send to AWE. Please note that you may not use your own staff or personnel from any other security agency. Valuable and easily removable items should be securely locked up during night-time.

5.3 For security and safety reasons, movement of exhibits in or out of the halls during show hours is strictly prohibited. Special written permission must be obtained from the Organiser in advance.

5.4 Exhibitors take full responsibility at all times to guard the items on their stand. (Including set up and dismantling period)

If you would like to order security guards for your stand please refer to form F2.

Contact person: AWE - Helpdesk

Email: helpdesk@asiaworld-expo.com

Tel: 852-3606 8000

Fax: 852-3606 8001

6 SUPPLIES OF COMPRESSED AIR, ELECTRICITY, WATER AND COMMUNICATION FACILITIES

Supplies of electricity & water and communication facilities to the stand are obtained through the floor carrying pipe work and wiring. For all related technical aspects, exhibitors should consult with Technical Service Provider or Venue. Exhibitors should place their order through the official Technical Service Provider (Pico IES Group Ltd), Ryann Choi at: asiafruit2017@picoiesgroup.com and place an order in Online Service Manual.

7 STAND DESIGN CONSTRUCTION RULES AND REGULATIONS

Exhibitors using outside contractors must inform and obtain consent from the Organiser before any of their own contractors are permitted to work on site. Exhibitors may appoint any competent local stand contractor to design and construct their booths. Please ensure that their workers are either local workers or have valid working visa/permits to work in Hong Kong. The Organiser reserves the right to reject any contractor and design they deem inappropriate.

Exhibitors who opt for **Complete Stand Package (Shell Scheme Booth)** will be given basic furniture (See: General Information, Section 11). All shell booths must be constructed by the Technical Service Provider. No additional booth fitting or display may be attached to the shell booth structure. The fascia, panel and its fixing structure must not be removed. If you wish your outside contractor to decorate your stand, they can only provide furniture and without altering the shell booth structure. For more information, please contact our Technical Service Provider.

Exhibitors who opted for **RAW SPACE** will be given exhibition floor space only, without wall partition, basic furniture, electrical and other facilities. Exhibitors have to design and construct their own booths. Please inform the Technical Service Provider before July 14, 2017, if any of the above items are required to hire (please refer to forms E1-10).

Kindly note, that Exhibitors hiring overseas workers need to comply with Hong Kong Occupational Health and Safety Ordinance Cap. 509 for the responsibility of industry stakeholders (for more information please visit www.labour.gov.hk/eng/legislat/content4.htm).

7.1 Construction Drawing

- a. Exhibitors must submit the details of their contractors and a construction drawing to the Organiser and the Technical Service Provider for approval before deadline (July 14, 2017). It takes 20 working days for booth construction approval with
 - i) plan view, show clearly all dimensions, walling, lighting and fascia name.
 - ii) Elevation views showing clearly all dimensions, graphics, etc.
 - iii) Structural calculations / drawings proving structural stability, weight loadings, etc
 - iv) Details regarding used materials and fire protection
- b. No alteration is allowed after the booth design is approved, unless prior written approval is obtained by the Organiser.

7.2 Site work deposit

- a. Exhibitors may appoint their own contractor for stand design and construction, subject to the contractors being approved by Organiser, and if approved, the contractor must lodge with the Organiser a refundable damage deposit equivalent to HK\$ 500/m² but not less than HK\$ 10,000 per stand.
- b. All outside contractors or exhibitors who construct their own booths must submit the SPECIAL DESIGN STAND form (form D5) accompanying the SITE-WORK DEPOSIT to the Organiser before July 14, 2017. Contractors can pay the deposit by bank draft or cheque and payable to "PICO IES GROUP LTD" and put down the show name and booth number at the back of the cheque before sending your cheque. All bank charges, if any will be borne by the payee. The deposit will be returned within 30 Working Days after the show should no damage be found and the exhibitor/contractor have abided by the rules and regulations. This is to ensure that the rules and regulations are abided by and to cover any damages arising directly or indirectly from any infringement.
- c. This is without prejudice to any additional claims the Organiser may have on the contractor if the damages exceed the deposit.

- d. Exhibitors who use official Technical Service Provider for special design need to return the SPECIAL DESIGN STANDS form (D5) but do not need to submit site-work deposit.

7.3 Contractor passes and vehicle passes

- a. Contractors must inform the Technical Service Provider (PICO) how many contractor passes and vehicle passes are needed. The Technical Service Provider (PICO) reserves the final decision to provide the quantity of contractor pass and vehicle pass given to contractor and will inform outside contractors to collect contractor passes/vehicle passes after all necessary documents & the deposit have been received and the plans have been approved.
- b. Contractors must wear and display their own pass. No admission will be granted to people without passes or people not carrying their own pass. Organiser and security staff reserve the right to check a badge holder's identity and withdraw the badge if necessary.
- c. **Persons under 18 are not allowed to enter the exhibition halls, illegal work is strictly prohibited.**
- d. Hostess or Technician who might need to standby at the booth all the time during the show day must wear the exhibitor badge (Online 400 HKD / Onsite 475 HKD, please contact your exhibitor).
- e. Organiser reserves the right to refuse any admission.

7.4 Insurance

- a. Contractors are required to take out and maintain public liability insurance in respect of the contractor's liability for death or injury to any person, 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.
- b. In addition, a contractor shall take out and maintain valid and adequate insurance cover 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 non official contractor in the performance of the services) and the performance of services. The insurance shall be maintained in force at all times during the move-in period, exhibition period and tear down period.
- c. Contractors shall provide such insurance policy to the Technical Service Provider on or before July 31, 2017.

7.5 Green card / Temporary Working Permit/ Contractor Pass

- a. **Green Card:** All local workers who engage in booths erection and dismantling in the centre should have a valid green card. For more information please visit www.labour.gov.hk/eng/osh/mbstcw.htm.

For overseas workers who engage in booths erection and dismantling, exemption will be granted if they can show that they have undergone training of an equivalent standard to Green card training in Hong Kong. AWE reserves the right to have security personnel refuse entry or remove personnel in case of any dispute regarding credentials issues.

- b. **Temporary Working Permit** : All overseas contractors entering the hall for booths erection and dismantling are also 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/ehhtml/public_7.htm
- c. **Contractor Pass**: Outside contractors can collect contractor passes/vehicle passes after all necessary documents & the deposit have been received and the plans have been approved from the Technical Service Provider (PICO). Contractor pass is not allowed to entry the hall during the show day, if contractor want to access the exhibition hall during the show day, exhibitor badge is required. Please contact your exhibitors/organizer to get the exhibitor pass. Additional cost for exhibitor badge HKD400/ Onsite HKD 475.

7.6 Site Operations Time Table

Please refer to General Information, Section 2. The exhibitor/contractor should strictly follow the construction and dismantling schedule. No early move-in and overtime work will be allowed.

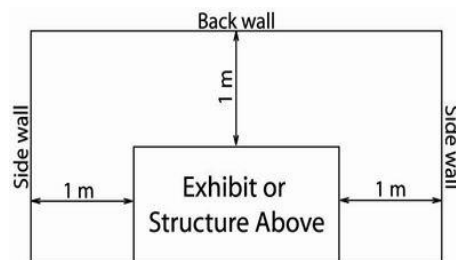
7.7 General Construction Constraints and Regulations

- a. In adherence to safety requirements, only the Organiser’s Technical Service Provider can carry out ceiling suspension, electrical power supply, compressed air supply, telephone/internet connection, cleaning, water supply and drainage & pipe installations.
- b. Exhibiting companies using outside contractors must send in their stand designs for approval by the Organiser before build up of the stand and provide the name of their contractors to the Organiser (Form D5) within July 28, 2017. Only pre-registered contractors with official passes are allowed to carry out work at the exhibition hall and they must liaise with the official contractor for all electrical work requirements. Outside contractors must follow the technical guidelines and pay special attention to these Special Design Stand Construction Rules and Regulations.
- c. Workers/Contractors are not allowed to walk around to solicit or receive goods/products/gifts from any exhibitors during the official exhibition hours .

7.8 Stand Boundaries and Design Restrictions

- a. Exhibitors are not allowed to place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary (this includes exhibitor’s name or logo, as well as lighting fixtures, including spotlight). Each booth must also have it’s own wall panels.
- b. In order to be in harmony with the business environment of the fair, stand walls bordering visitor aisles must include transparent panels, niches, displays or the likes in order to provide an open atmosphere on the exhibition stand in tune with the event. **Such stand boundary walls facing any open aisle may not exceed 30% of the length stand boundary, with each section of such a wall no longer than 3 metres. Such boundary walls facing the aisle must be suitably decorated with graphics and stand form.** Any stand construction which includes such stand boundary walls must be submitted for approval.

- c. **Permitted stand height** is 2.5 metres: Any design for a structure exceeding 2.5 metres in height must be submitted for approval at least 10 weeks in advance of the exhibition and will be considered on a case by case basis. If approved, this structure will be restricted to:
- A distance of 1 metre away from the dividing walls of the neighbouring stand.
 - Maximum height of back wall / side wall is 2.5 m. If the structure exceeds 2.5 metres in height, the structure above 2.5 metres height (but not exceed 4 metres) is required to use transparent materials and can cover only 50% of the back wall part.
 - Stands over 3 meters high/Multi-Storey Booths/Structure hanging from ceiling must be constructed under the supervision of an Authorized person (AP)/ Registered Structural Engineer (RSE). The AP/RSE shall issue a supervision report to show AP/RSE has supervised the erection of the temporary structures. For stands at height 4.5 meters or above and Multi-Storey Booths, the Authorized person (AP)/ Registered Structural Engineer (RSE) should provide structural justification report in addition to the supervision report. The following is the Building Department Website for the list of 1. Authorized Persons and 2. Registered Structural Engineer, http://www.bd.gov.hk/english/inform/index_ap.html**
 - Exhibitors must submit this certificate to the Organiser before start of construction. Exhibitor must accept full responsibility for the safety of the structure. Approval of design will depend upon safety, avoiding of disturbance to neighbouring stand and may not be granted in all cases.



Exhibitors wishing to build walls at height 4.5 meters or above must apply for a special approval by the Organiser with supporting RSE certification 10 weeks before the exhibition. Approval of such a design will be decided on a case by case basis and at the entire discretion of the Organiser.

- Open Frontages:** All stands in the exhibition, irrespective of height, must have at least half of any frontage facing an aisle opened or fitted with transparent material to the underside of the fascia if the design so requires. (refer also to 7.8.b)
- Two-storey stands** will be subject to an additional charge of HKD2,650.00 for each m² of upper structure. The maximum height of any two-story stand is 5 metres. It is compulsory to send the design to the Organiser for approval 10 weeks before the exhibition (2 copies of detailed drawing will be required). Any two-storey structure booth must carry a "Safety Certificate" with calculation issued by a qualified engineer/surveyor (Registered Structural Engineer/Surveyor). Exhibitors must submit this certificate to the Organiser before start of construction. Exhibitor must accept full responsibility for the safety of the structure. Approval of design will depend upon safety, avoiding of disturbance to neighbouring stand and may not be granted in all cases

- f. **Glass and acrylic glass:** Any glass used must be suitable for the purpose. Only safety glass may be used for glass structures. The edges of panels of glass must be worked or protected in such a way as to eliminate any risk of injury. If placed at eye level, parts made entirely of glass must be marked.
- g. **All lighting fixtures** should be installed at least 2.2 m above ground, should be inside contracted boundary and should be well protected so as not to cause danger to the general public.
- h. **DB Box:** All electrical equipment must be tested by our Technical Service Provider and AsiaWorld-Expo prior to turning on the electricity supply.
- i. **Items suspended from the hall ceilings:** Hanging banners should be inside contracted boundary only. related application must be submitted to PICO and Organiser within 14 July 2017. All structures built from ground must be able to stand alone without the use of any hanging points at all. Exhibitors/contractors are required to submit the outline sketch showing the suspended weights, required position of the banner and this work must be carried out by our official Technical Service Provider only.
- j. **Flying objects / Balloons:** Approval must be obtained from the Organiser for the use of balloons and flying objects filled with safety gas on the stand in the halls. Specification of gas and safety certification (eg. Helium, etc) must be submitted to Organiser in advance. Spare gas cylinders are required to be stored in a suitable secure area outside the exhibition hall. Only one pressurised gas cylinder is allowed to be kept in the venue.
- k. **Move in:** Schedule of move-in/out is provided in the General Information under “Exhibition Opening Hours”. Please note that special design contractors can start moving in **from 08.00 on 4 September 2017**. Prior to moving in construction materials, representative of contractors must co-inspect the space and co-sign with Technical Service Provider on condition of the space (to note if any marks or damage exist).
- l. The stand construction must be completed by 5 September 2017 before 24.00 hrs.
- m. **General Appearance:** The exhibition stand must comply with the overall plan for the exhibition. The Organiser reserves the right to prohibit construction of unsuitable or inadequately designed stands.
- n. **Stand Equipment and Fitting during opening hours:** The stand must be correctly equipped and furnished and staffed by competent personnel throughout the duration of the fair or exhibition, during stipulated opening times.
- o. **Alterations to non-regulation stand structures:** Stand constructions that have not been approved, or that do not conform to stand construction rules and regulations, may have to be altered or removed. If work is not carried out within the specified time, the Organiser is entitled to undertake the alterations itself, at the exhibitor’s expense.
- p. **Extent of liability:** No claims can be entertained against the Organiser for loss or impairment of, or damage to the designs, models or other documents submitted.
- q. All workers employed in the construction of the stand must wear **identification passes** provided or approved by the Organiser at all times when they are in the exhibition halls.
- r. **Storage & Waste Material disposal:** Direct arrangement shall be made with the Official Logistics Service Provider. The Organiser is unable to provide storage facilities on site for packing cases, surplus materials or other property of the exhibitors/contractor. Exhibitors/Contractors may not store such items within the exhibition halls. The Organiser reserves the right to remove/dispose of any carton, cases and/or packing materials left in the exhibition halls will be treated as rubbish without prior notice. Any

cost incurred will be borne by the exhibitor/contractor. During the building-up and tear-down period, exhibitors and their contractors will be responsible for day-to-day removal of waste (i.e. empty paint cans, lumber scabs, etc.). Failure to do so will result in the exhibitors being liable for the service fees involved in waste removal. The Hong Kong Government has passed a Waste Disposal regulation, which includes a charge for Disposal of Construction Waste . Based on this, **there will be an additional service charge for the removal of hazardous materials, such as glass, wooden structures, etc.**

- s. **Hall Structures:** In the construction of the stand, existing fixtures or walls or operable walls may not be used in any way (i.e. nailing, wiring or fixing of exhibits to any existing structure).
- s. **Floor & Wall covering:** In accordance with the Organiser's set-up schedule, exhibitors doing their own stand construction must arrange to have:
 - i. Carpet, back and side walls installed within **5 September 2017 before 24.00 hrs.**
 - ii. All carpet and floor coverings must be affixed with double-sided tapes. These tapes are to be removed during the dismantling period. The use of paint or glue on the floor of the exhibition hall is strictly forbidden. Failure to comply with these regulations may result in the delay of installation of electrics and equipment move-in and any resulting costs incurred will be charged to the exhibitor or their contractor.
 - iii. Back wall: It is the responsibility of each exhibitor & their contractor to ensure that
 - (1) Any wall that faces to the aisle/passageway must be covered with a proper graphic (i.e. not plain wall).
 - (2) Any walls backing onto a neighboring stand space are to be finished in appropriate manner/materials and these areas are to be painted neutral white colour and be free of branding. These walls are to be finished with wood or acceptable stand construction material and no gaps. The use of cloth is not permitted. Any exhibitor/contractor using material for this deemed inappropriate by the Organiser will be required by the Organiser to rectify this on-site at their own expense.
 - iv. In cases where an exhibitor has rented a "Raw / stand space only" area and this space adjoins/borders on a complete stand package stand, the walls of the complete stand package stand may not be utilized by the "Raw/ stand space only" exhibitor.
 - v. If these rules stated above are not observed, the Organiser reserves the right to undertake any steps it deems necessary to rectify the contravening action at the expense of the exhibitor/contractor.
- t. **Painting:** All walls erected by an exhibitor/constructor on the exhibitor's stand must be painted on both sides, that is both the front and back of the wall.
- u. **Building & Fire Regulations (Important!):** To comply with local building regulations, all exhibitors building their own stand must submit detailed drawings of their stand to the Organiser by the stipulated deadline for the approval of the Organiser to ensure that the interests of all exhibitors are observed. Failure to do this may result in extra costs to exhibitors for special late scrutiny. All materials used in the stand construction must be properly fireproofed in accordance with local regulations
- v. **Dismantling:** At the close of the exhibition, it is the joint responsibility of exhibitors and/or their contractors to dismantle and remove the stand, in accordance with the dismantling schedule to be issued by the Organiser. All debris, carpet and carpet tape must be cleared by the exhibitors and/or their

contractors, any exhibitor's equipment or stand fittings remaining after 16.00 hrs on 9 September 2017 will be disposed of using the contractor's deposit or invoiced to exhibitor.

- w. **Observance of Rules and Regulations:** Exhibitors are responsible and liable for their contractors' observance of all rules and regulations. If the exhibitor fails to comply with the rules and regulations, the Organiser is entitled to impose a penalty of HKD50,000.00 per day if its instructions and warning are not heeded and adhered to. Below please find the **safety measure** that has been implemented:
- If any construction/dismantling is carried out at 2 metres or more above the ground, the contractor should use high reach equipment. For further information on the Code of Practice for
- i. Metal scaffolding safety, please visit the website:
http://www.labour.gov.hk/eng/public/content2_8b.htm
 - ii. Workers are required to wear safety belt while construction activities are carried out at 2 metres or more above the ground.
 - iii. Workers are required to wear a reflective safety vest while vehicles (cars, trucks and/or forklifts) are being operated in connection with construction or dismantling of stands, temporary structures or other installations.
 - iv. If the above measures are not observed, the AWE and the Organiser will have the right to stop the relevant construction activity immediately.
- x. Stand Number. The number of the stand, as allocated by the Organiser, must be clearly indicated on all open sides.

7.9 Fire Certificate

"Combustible decorative materials, such as wood, shall be coated with fire retardant materials. Relevant certificate showing the fire proofing capability of the fire retardant materials shall be produced. A fire certificate shall also be produced for the whole structure that has sprayed with fire retardant materials."

The list of Class 2 Fire Service Installation Contractors could be found in the website of Fire Services Department of the Government of the Hong Kong Special Administrative Region or via this link:
http://www.hkfsd.gov.hk/eng/source/FSIC_list_eng.pdf."

8 SPECIAL MOVE-IN/OUT ARRANGEMENT

Entries of the AWE will only be allowed to the vehicle with Goods Vehicle Pass issued by GPE Organiser. (Contractors who build special design stand can request such a pass from PICO IES Group, while Exhibitors and Freight forwarders can request such a pass from Agility Fairs (Hall 3) and Events or Schenker International (H.K.) Ltd. (Hall 5), please refer to form H5. Goods Vehicle Pass must be prominently displayed on the windshield of vehicle. Photocopies of this Goods Vehicle Pass are not valid and this Goods Vehicle Pass is not transferable. Vehicle permits are only applicable for goods vehicles, not for other types of private cars.

Move in/Move Out Procedure

8.1 All vehicles without the **Goods Vehicle Pass** will be not be allowed to enter the AsiaWorld-Expo (AWE) **Marshalling Area**. All vehicles must have electric platform (tail lift) to unload the goods.

8.2 40' or above container truck is not allowed in AsiaWorld-Expo including the Expo Goods Staging Area and Marshalling Area.

8.3 The Organiser and AWE's staff has the right to refuse any entry of a vehicle with the vehicle pass without prior notice.

8.4 All drivers must stay inside the vehicles at all times while in the Marshalling Area.

8.5 Maximum loading and unloading time is limited to 45 minutes (charges for overtime: 1st hour or part thereof/ HK\$ 300; every subsequent hour or part thereof/HK\$500/hr).

9 PROMOTION / DEMONSTRATION DURING THE SHOW

9.1 Film/Audio-Visual Demonstration: All films or any other audio-visual demonstration to be shown at the exhibition must be presented to the following party for censorship clearance at least 4 weeks before the fair opens.

Office for Film, Newspaper and Article Administration

39/F, Revenue Tower 5, Gloucester Road, Wanchai, Hong Kong

Tel: +852 2594 5762 | Fax: +852 2507 3880

Website: <http://www.ofnaa.gov.hk/eng/home/index.htm>

Email: enquiry@ofnaa.gov.hk

9.2 Performance of Music: All sound performances, such as making by any means copies of sound recordings; causing sound recordings to be heard in public; and broadcasting sound recordings, used in the fair should have the prior public performance license and permission first, please refer to Form G1. Permission for the use of any music, musical work (melody) and literary work (lyrics) must be applied for to **Composers and Authors Society of Hong Kong Ltd (CASH)**. While in the case of sound recordings like CDs permission must be applied for to **Phonographic Performance (South East Asia) Ltd (PP(SEA)L) or the Hong Kong Recording Industry Alliance Limited (HKRIA)**. Exhibitors who plan to play CDs in the exhibition hall need to obtain 2 licenses: one from CASH for the public performance of musical and literary works and the other from either PP(SEA)L or the Hong Kong Recording Industry Alliance Limited (HKRIA) for the public performance of sound recording. For license applications and more information, please contact:

Composers and Authors Society of Hong Kong Ltd

18/F, Universal Trade Center, 3 Arbuthnot Road, Central, Hong Kong

Tel: +852 2846 3268 | Fax: +852 2846 3261 | Hotline: +852 2846 3229

Website: www.cash.org.hk | Email: public.performance@cash.org.hk

Phonographic Performance (South East Asia) Ltd

Unit A, 18/F, Tower A, Billion Centre, No.1 Wang Kwong Road, Kowloon Bay, Kowloon

Tel: +852 2861 4318 | Fax: +852 2866 6869

Website: www.ppseal.com | Email: enquiry@ppseal.com

Hong Kong Recording Industry Alliance Limited

Suite 2501, 25/F., Exchange Tower, 33 Wang Chiu Road, Kowloon Bay, Kowloon, Hong Kong

Tel: +852 2520 7000 | Fax: +852 2882 6897

Website: www.hkria.com | Email: general@hkria.com

- 9.3 Noise level/use of speakers:** Exhibitors who intend to give demonstrations or presentations during the exhibition shall ensure that such demonstrations and presentations must not interfere with the conducting of business of other exhibitors in terms of sound nor cause any smoke or fume. Loudspeakers are not allowed. Any speakers to be used during the exhibition must get the written approval from the Organiser 1 month before the event. The noise level resulting from presentation on the stands (including live music, shows, moderation etc) must remain below 50 decibels. The Organiser reserves the right to request exhibitors to remove or dismantle audio visual equipment and/or sound devices if it causes inconvenience or annoyance to the public or other exhibitor.
- 9.4 Filming and Broadcasting:** Any and all filming and broadcasting that exhibitor to plans to undertake must be approved in advance by the Organiser.
- 9.5 Lettering** referring to the stand or exhibits, company or brand logos must not exceed the prescribed construction height
- 9.6 Presentations, optical, slowly moving or acoustic forms of advertising** are permitted on the stand, as is the reproduction of music, provided that they do not cause annoyance to adjoining stands, do not lead to congestion in the aisles, or drown out announcement by the Organiser in the halls.
- 9.7** Written approval must also be obtained for the use of other equipment and installations intended to enhance the impact of advertising either optically or acoustically. Advertising of a political nature is strictly prohibited.
- 9.8 Costume:** clothing of presenter/personnel for each stand may not be lewd, obscene, indecent, degrading or in any other way inappropriate. The Organiser shall be the sole judge of whether clothing/costumes are acceptable and permissible or not. Individuals who behave or dress in a manner deemed unprofessional or inappropriate by Organiser will be asked to change or leave. The Organiser will not be liable for damage of any kind if such action results in the booth being unattended.
- 9.9** Any promotional activities involving the demonstration of **games, organised competitions or quizzes** will need an advance permit from the Organiser.
- 9.10** Exhibitors may not place stickers, signs or posters anywhere in the halls other than within their own stand and on paid advertising poster sites and billboards.

- 9.11** Exhibitors' representatives may not distribute brochures, invitations, etc. along the gangway nor near the entrances/exits.
- 9.12** The PA system is used by the Organiser for official announcements only. Neither paging service nor exhibitors' announcement can be made.
- 9.13** Without prior approval from the Organiser, exhibitors are not allowed at any time during the exhibition to display or distribute any posters, graphics, or sales material depicting other exhibitions, conferences or events. The Organiser reserves the right to remove such posters, graphics or sales material from exhibitor's stand. The Organiser will not be liable for damage of any kind if such action results in the booth having no exhibits.
- 9.14 Food Samples:** Stands offering food samples free of charge or otherwise, must comply with safety requirement for foods, hygiene, health and safety and any other relevant laws in force in Hong Kong with respect to this. Sampling Approval Form (Form F4) is required to be submitted for approval 10 days before the event.

10 CUSTOMS REQUIREMENTS

The official Logistics Service Providers are Agility Fairs & Events Logistics Ltd and Schenker International (H.K.) Ltd. Exhibitor can feel free to use any one of our freight forwarders who is a specialist in handling all logistics services especially for Foods and Machinery Exhibitions. To plan your shipment and ensure a smooth move-in of your exhibits, the Organiser is pleased to recommend you to use the Official Logistics Service Provider. Temporary import facilities are available. Full details may be obtained from the "**Logistics Guidelines**" or direct contact to the Logistics Service Provider. Due to the perishable nature of fresh fruit and vegetables, and the very strict phytosanitary regulations for the importing of such goods, the Organiser recommends to use the official Logistics Service Provider, please refer to contact details in Page 3.

For overseas exhibitor of ASIA FRUIT LOGISTICA, if you import any food (including fresh fruit and vegetables) for exhibition purposes only (including free tasting) but do not engage in selling of the food during the event, you may apply for exemption from registration as food importers under the Registration Scheme. Please note that exemption will only be granted to exhibitors importing small quantities of food over a short period of time for exhibition purposes on a one-off basis. Please print out form H3, fill in and send to relevant department which stated in the form.

For local exhibitors, you have to register as food importer or distributor for carrying out food importation and distribution business in Hong Kong. Please print out, fill in, and send the form to the relevant department stated on the form. You will need to pay the registration fee of HKD195 for 3 years after receiving the demand note.

11 ON-SITE HANDLING

To avoid any damage and congestion in the exhibition hall, the Organiser will not allow exhibitor or their logistics provider or freight forwarders to move in/out exhibition goods with their own handling equipment eg. forklift, handlift or other material handlings. Exhibitors are required to contact the on-site Logistics Service Provider, Agility Fairs & Events Logistics or Schenker International (H.K.) Ltd., for these services (Please see details in “**Logistics Guidelines**”)

12 CEILING SUSPENSION

Use of the hall ceiling is only allowed after permission from the Organiser. Exhibitor must have written permission from the Organiser to have any hanging sign or material. All suspensions need to be installed by the Technical Service Provider only. Please contact the Technical Service Provider for quotation, details & feasibility of hanging. (Pico IES Group Ltd), Ryan Choi at: asiafruit2017@picoiesgroup.com.

13 CLEANING

General cleaning service at public area will be provided by organizer, including vacuum cleaning, sweeping and mopping public gangways, emptying and cleaning all wastepaper bin. However it is not included inside stand cleaning. Exhibitors are also responsible for cleaning their own stands.

If individual booth cleaning is required, exhibitors can order extra stand cleaning (Form F1) through AsiaWorld-Expo at:

Contact person: AWE - Helpdesk

Email: helpdesk@asiaworld-expo.com

Tel: 852-3606 8000

Fax: 852-3606 8001

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

During the move-in and move-out periods, exhibitors and/or appointed contractors are responsible for the removal of stand construction debris and rubbish on a daily basis. All aisles must be left clear. **If exhibitors require disposal services for their bulky exhibits or stand materials during move out period, please contact the on-site representative of official freight forwarders for quotation of waste disposal handling and more details.** Please note that disposal of contractor's waste material by the Organiser will result in the contractor's deposit being forfeited and any additional sum being invoiced. For more information, please contact official freight forwarders.

Exhibitors are expected to carry sufficient insurance in general. The Organiser does not cover as parts of its service any insurance for exhibitors' properties, personnel or subcontractors. Any loss or damage of exhibitors' properties, and the injury of exhibitors' personnel or subcontractors will be under the own responsibility of each exhibitor. Exhibitors are encouraged to take out insurance policies to covering of their properties, personnel, subcontractors and contingent liabilities.

Public Liability Insurance:

Specific obligatory Public Liability Insurance cover, as dictated by the exhibition centre management (AsiaWorld-Expo Management Limited), is included in the registration fee.

The coverage indemnifies the exhibitor against all sums* which the exhibitor shall become legally liable to pay as damages consequent upon accidental

- i) Bodily injury to Third Parties,
- ii) Loss of or damage to the property of Third Parties

arising out of any of the exhibitor's operations on the Insured Location, being the premises of AsiaWorld-Expo Centre, at Hong Kong International Airport, Lantau, Hong Kong SAR, for the duration of ASIA FRUIT LOGISTICA 2017, being the Period of Insurance from 6-8 September 2017.

The limit of indemnity is HKD 10,000,000* for any one occurrence and unlimited in aggregate for the period of insurance. A deduction of the first HKD 10,000 arising for each and every loss is made.

The geographical limit of the insurance and the jurisdiction are Hong Kong SAR.

- Insurance Clauses**:
- a) Tenant's Liability Clause
 - b) Cross Liability Clause
 - c) First Aid Clause
 - d) Food & Drink Poisoning Clause
 - e) IT Clarification Clause
 - f) Primary Cover Clause
 - g) and other terms & conditions including exclusions as per the policy document.

**** Note:**

The Clauses listed above cover at least those elements that are officially currently specified by the AsiaWorld-Expo. These may change based on any amendments to specifications that AsiaWorld-Expo may make until a cut-off date prior to the event upon which the Organiser concludes the policy, on behalf of the exhibitor with the Insurer. Should such changes occur, then the policy purchased by the Organiser, on behalf of the exhibitor, will be based on the official specification defined by AsiaWorld Expo in force at the time of purchase of the Policy by the

Organiser. As such, the Clauses listed above therefore serve an indicative function for the exhibitor until the final clauses are set in the purchased policy. Furthermore, to ensure the fullness of understanding, the above list neither lists the exclusion clauses that apply, nor any detail relating to what is included in the individual clauses. Exhibitors may request a copy of the policy by sending an email to: Sinenart@gp-events.com. The policy information will be sent to exhibitors upon request once the Organiser receives the policy document from the Insurer. The Organiser usually receives the policy document from the Insurer about a week before the event.

15 DELIVERY OF EXHIBITS

Exhibits should only be sent to the exhibition halls when the booth is sufficiently progressed to receive them. The exhibitor and/or their representatives must be present at his booth to accept delivery of his exhibits as the Organiser cannot accept delivery on the exhibitors' behalf, nor be responsible for the subsequent safe-keeping of such items.

16 DISPLAY INSTALLATION

All displays must be in place and any display materials, cartons, and rubbish removed from the aisles by 12.00 hrs. of 5 September 2017 to facilitate the placement of aisle carpets. Exhibitors will be permitted to work within their exhibit space until 24.00 hrs.

17 STAND INSPECTION

Exhibitors or their representatives should be at their stands for inspection by Organiser on 5 September 2017 at 16.00 hrs.

18 STORAGE OF EMPTY CASES

The Logistics Service Providers will assist exhibitors with collecting empty cases (after unpacking only!) for temporary storage on-site during move-in period and returning the empty case to exhibitors for repacking during the move-out period. The Organiser/Logistics Service Provider have no obligation to provide any service for onsite storage of exhibitor's properties or other materials. For more information, please contact Agility Fairs & Events Logistics Ltd., Mr Bart Chiu / Ms Christina Chan at bchiu@agility.com / chchan@agility.com or Schenker International (H.K.) Ltd. Mr. Raymond Ho at raymond.ho@dbschenker.com

19 DAMAGE TO STAND STRUCTURE AND EXHIBITION PREMISES

No signs, banners or other decorations may be nailed, glued or fastened to any surface such as ceilings, floors, columns, walls etc. Any such damage to service structures will be invoiced to the exhibitor. Should any exhibitor

need any fixture (other than by approved double-sided tape) to the walls of the stand, please contact the Organiser for assistance.

20 DISMANTLING

20.1 Every exhibitor is obliged to correctly equip and furnish the stand, and to staff it with personnel for the duration of the exhibition. 18.2 Dismantling period: **Stands may NOT be dismantled before 17.30 hrs. on Friday, 8 September 2017. If exhibitors fail to comply with this regulation, the Organiser is entitled to impose a penalty of HKD 50,000.00 per day.**

20.2 Dismantling and Clearance must be completed by **16.00 hrs on 9 September 2017**. After this period, the Organiser is entitled to undertake dismantling, removal of exhibits and their storage at the exhibitor's expense, or to order such arrangements to be made at the exhibitor's expense. The Organiser will only be liable for losses or damage to exhibits when such losses or damages are due to deliberate action or gross negligence on its part and is entitled to impose liens to cover any expenses thus incurred.

20.3 If exhibitors require disposal services for their bulky exhibits or stand materials during move out period, please contact the on-site representative of Agility Fairs & Events Logistics Ltd or Schenker International (H.K.) Ltd. for quotation of waste disposal handling and more details. Please note that disposal of contractor's waste material by the Organiser will result in the contractor's deposit being forfeited and any additional sum being invoiced.

21 DANGEROUS MATERIALS AND SAFETY

All exhibitors shall ensure that no materials which could cause any risk or danger to anyone are used in any exhibits.

19.1 No naked lights and lamps or temporary gas or electrical fittings may be used in the exhibition halls. Neon lights will need prior approval before the exhibition.

19.2 No potentially explosive substances, petrol, dangerous gases or highly inflammable substances are allowed in the halls.

19.3 No radioactive materials are to be used.

19.4 The Organiser is entitled at any time to prohibit the use of machinery, apparatus and appliances if, in its opinion, grounds exist for believing that operations might present a material or personal risk.

22 CARPET

The standard booth will be fully carpeted inside grey, while orange is used for aisle carpets. In case any exhibitor damages or destroys booth's and/or hallway's carpet, the Organiser reserves the right to charge the exhibitor to the full extent of the damages.

23 INTERNET CONNECTION

A free Wifi-Hotspot for 20 consecutive minutes is available in the Public area only (not inside exhibition hall). WiFi in your booth can be arranged at cost. Please order through our Technical Service Provider: Pico IES Group Ltd. (Email: asiafruit2017@picoiesgroup.com)

To ensure you have the best WiFi reception, we are happy to announce that AsiaWorld-Expo is now a 5Ghz friendly venue. Please consult your hardware supplier for the compatibility of 5Ghz.

24 CATERING SERVICE

A variety of catering points and services is readily available in the exhibition centre. Please note that all catering on your stand must be ordered through the Food and Beverage Department of AWE only. Please use form F3. For more information, please contact:

AWE Helpdesk

E-mail: helpdesk@asiaworld-expo.com

Tel: +852 3606 8000

Fax: +852 3606 8001

AsiaWorld-Expo, Hong Kong International Airport,
Chek Lap Kok, Lantau, Hong Kong

25 DIRECT SALES

This is a trade exhibition, "Over the Counter" sales or any sales at retail for delivery to purchaser at exhibition halls are not permitted, unless prior approval has been obtained from the Organiser. If such approval is given, the exhibits must be marked with clearly legible price tickets. It is the exhibitor's responsibility to obtain the necessary approval from trading and health authorities and to observe their regulations.

26 GROUP AND NATIONAL GROUP PAVILIONS

The organisers of groups and national pavilions are responsible for ensuring that all exhibitors on their stand are fully aware of, agree to and abide by these technical guidelines and all other rules and regulations in force.

27 TRAFFIC REGULATIONS

To ensure that traffic flows smoothly during the construction and dismantling periods and during the event itself, the rules intended to regulate and direct traffic must be strictly observed. Vehicles may only enter the loading dock for the purpose of unloading or loading. (See also point 5)

Illegally parked vehicles, semi-trailers, containers, receptacles and empty packaging of all kinds will be removed at the expense and risk of the owner. The instruction of the persons appointed by the Venue and the Organiser must be strictly complied with and any corresponding information must be observed.

Goods Vehicle Pass: For exhibitors and Freight forwarder, you can request for Goods Vehicle Pass and temporary passes from our Logistics Service Provider (Agility Fairs and Events for Hall 3 or Schenker International (H.K.) Ltd for Hall 5).

- a. For entry into loading dock, authorized vehicle permits issued by AWE are required. Please note that Vehicle permits are not parking permits, all vehicles must unload their freight at the designated area and time specified on the permit and leaving the venue immediately after unloading.
- b. Maximum loading and unloading time is limited to 45 minutes.
- c. Vehicle permits are only applicable for goods vehicles, not for other types of private cars.

28 ELECTRICAL SERVICES RULES AND REGULATIONS

28.1 The standard shell scheme includes:

- 3 unit(s) of 23W (Energy saving) Spotlight, Equivalent to 100W
- 1 unit of 500W/220V Single Phase Socket. (not for lighting)

The above items are readily provided by the Organisers. Additional requirements have to be ordered through Electrical Services Order Form (E2).

28.2 Locations of lights and socket points in the standard booth are fixed locations and may not be moved.

28.3 The Electrical Services Order Form is divided into 3 sections (Form E2) :

- Section A: For Exhibitors requiring individual fittings.
- Section B: For Exhibitor using their own special light fittings, either to be installed by themselves or by contractor
- Section C: For Exhibitors requiring electrical services for their exhibit only.

28.4 The Organiser has appointed the Official Electrical Contractor (Pico IES Group Ltd) to be responsible for :

- a. Standard supply of electricity
 - i. The standard supply is Three phase AC 380V/50Hz with +10% fluctuation. For the safety of your equipment, please use a stabilizer.
 - ii. The standard supply is single phase AC 220V/50Hz with +10% fluctuation. For the safety of your equipment, please use a stabilizer.

- iii. Other requirements such as single phase 110V/50Hz or three phase 220V/50Hz can be specially arranged for if requested in the electrical order form.
- iv. There are two main power supply circuits: "Lighting Power Circuit" and "For Exhibit Power Circuit".
- b. All electrical motors have independent automatic protection against excessive current surge. The following starter systems should therefore be used:
 - i. Direct on line: up to 5 HP
 - ii. Star delta: 5 to 25 HP
 - iii. Auto transformer: above 25 HP
- c. Power supplies to the exhibits will be switched off at source 30 minutes after the exhibition closes every evening and 60 minutes after close on the final day of the exhibition.
- d. Exhibitors who require 24 hours electricity supply for their specific requirements should indicate accordingly on the electrical order form before the deadline.
- e. The three units of Spotlight 23W and a 500W/220V single phase socket which are included in the shell package includes electricity supply.
- f. Cost of electricity consumption is inclusive in all items offered in Section A, B and C (I+II)
- g. All electrical installations must conform strictly to the required standard safety regulations without exception.

28.5 Electrical Installation

- a. General hall lighting will be provided by the Organiser. All electrical power supplies in the booths and for demonstrations must be installed by the official contractor. Exhibitors should complete the order form provided by the Official Electrical Contractor within the stated deadline. For safety reasons, exhibitors are not allowed to connect their exhibits or lighting to the building's main distribution. The Organiser reserves the right to stop power supply in case of improper connections.
- b. All electrical installation works must be carried out solely by the Organiser's official contractor, or authorized electricians.
- c. Exhibitors who wish to use their own contractors to install lighting in their booth must submit the names of their electricians prior to the set-up days for authorization.
- d. The contractors appointed by an exhibitor must submit details of electrical installations, layout and specifications to the Organiser within the deadline indicated on the Order Form E2. The following requirements must be stated, otherwise, the application may not be considered.
 - i. Specifications and rating in watts/unit of the light fitting
 - ii. Total units to be installed
 - iii. Layout drawings of the electrical installation
 - iv. Company name of the contractor

- v. Names and identity card/passport number of the attending electrical personnel
 - vi. Electrical order form duly completed.
- e. Approved electricians can collect their personal entry/working passes from the Organiser's show management office in the exhibition venue, by providing their own identity card in exchange.
- f. A proper power input terminal must be installed by the contractor for inspection by the Official Electrical Contractor prior to connection to the supply line.
- g. All socket points must be ordered through the electrical order form, otherwise, no other socket point is allowed in the booth.
- h. Priority will be given to those exhibitors who order their electrical items from the Organiser's Official Electrical Contractor.
- i. Any illegal connection/adaptation found will be disconnected without prior notice. This will also include multi-outlet adapters and any extension from the socket point.
- j. No flashing lights will be permitted.
- k. Exhibitors who apply for "Space Only" or special designed stands must submit their electrical order together with their layout plan before the deadline. An inspection on site will be carried out before turning on the power supply.
- l. DB Box: All electrical equipment must be tested by our Technical Service Provider and AsiaWorld-Expo prior to turning on the electricity supply.
- m. All additional electrical orders in the electrical order form must show location in UTILITY POINT (form B2.A). Please read the terms and conditions stipulated on the form E2.
- n. All electrical orders after the deadline will be subjected to :
- i. Availability of electrical fittings and power suppliers
 - ii. A surcharge of 15% after deadline and 30% for onsite order
 - iii. 30% charge for cancellation of the order
- o. Those exhibitors who have been approved to use their own special lighting must order electrical sources from the electrical order form either through Section B(1) based upon total power supply or using Section B(2) based upon the number of units of light fitting at maximum up to 100W or part therefore per unit of lighting fitting.
- p. The Organiser reserves the right to disconnect the electrical supply to any installation, which in the opinion of its electrical consultants, is deemed dangerous or likely to cause annoyance to visitors or other exhibitors. **Exhibitors are not permitted to perform any electrical connection, to modify, amend or reinstall any out electrical devices with out consulting the Official Electrical Contractor.**

28.4.1 The Official Electrical Contractor reserves the right for installation of electrical supply system including all socket points which must be ordered from the Official Electrical Contractor only.

- a. Socket point: it is strictly prohibited for exhibitors to connect their light fitting to the socket point.
- b. Exhibitors are not allowed to connect their power exhibit and breaker for lighting to the socket point by themselves.
- c. Extension cord is not allowed to use.

The violation of these rules may result in the immediate disconnection by authorized agents.

Safety

Any unsafe condition or activity must be immediately reported to the Organisers or AWE Management and supervisory personnel of the responsible party for immediate corrective action.

29.1 Work Areas

Any area on the premises where exhibits, equipment and freight are being handled, such as loading bay areas, exhibition halls, marshalling areas, etc. are considered hazardous work areas. Within these areas the following regulations are enforced.

- a) Absolutely no drinking of alcoholic beverages.
- b) Possession or use of an illegal or controlled substance of any kind is strictly prohibited.
- c) Vehicles approaching loading bay areas must travel under 5 km/hour. Vehicles and motorized equipment inside the hall and on the loading dock must travel under 3 km/hour.
- d) Loading / Unloading : Exhibitors may transport hand-carried items, light exhibits or displays that can be delivered to the exhibition stand (s2) by 2-wheel trolleys/dollies. However, no trolleys or dollies with metal wheels are allowed. 4-wheel trolley cannot be used at public circulation area.
- e) No petrol, kerosene, diesel fuel or other flammable liquids may be stored inside the hall. Necessary re-fuelling must take place in open area beyond the loading bay.
- f) Clear access to fire exit doors shall be maintained throughout move-in and move-out periods.
- g) Utility panels, electrical switchgear, AHU rooms, fire hose cabinets, fire alarm pull stations, fire extinguishers must remain visible and accessible at all times.
- h) Oil spills, loose or missing utility hatches, exposed live electrical cables, or any other visible safety hazard must be reported to the Centre Management immediately.
- i) Construction materials or exhibits may not be brought into the exhibition halls through the public area. Unloading is allowed from the loading bay areas only.
- j) Wear reflective vest during Move-In / Move-Out in Licensed Area where vehicles / machinery may enter.

29.2 Smoking

Smoking is prohibited by the Government in any hall or function room which is air-conditioned and to which members of the public have access during such time when it is used for exhibition purpose. We request that exhibitors and visitors smoke in designated areas only.

29.3 Vehicles and Equipment's

All motorized equipment must be in good working order before being used in the exhibition hall. Diesel equipment must have a filter attached to exhaust pipe before entering the hall. Powered vehicles may NOT be operated in the exhibition hall during show hours.

Hiring of Material handling equipments is the exclusive service provided by AsiaWorld-Expo. Forklifts and high reach equipment other than those provided by AWE are not allowed to be operated in the venue.

29.4 Aisles, Gangways and Exits

Exhibits, displays, furniture, sound, lighting, audio visual equipment and food & beverage equipment shall be installed so as NOT to interfere with aisles, gangways and required access to emergency exits or restrict visibility of required exit signs, and fire safety equipment.

29.5 Fire Regulations

All fire-safety codes must be followed at all times. All materials used in decorations and displays must be flame retardant. Vehicles on display may have a maximum fuel of 1/8 of a tank. No LPG tanks may be brought inside the hall. Prior written approval from Centre Management is required for unusual displays incorporating large amounts of combustible materials.

29.6 Stand Construction

Only the use of residue-resistant adhesives is allowed. No nails, screws, staples, tape or other fastening devices will be used to attach to building walls, ceilings, or other fixtures or surfaces. Exhibitors are responsible and liable for their appointed contractors' observance of all rules and regulations.

29.7 Food & Beverages

No food or beverage of any kind will be allowed on the premises unless purchased through AWE F&B Department or the catering outlets inside AWE.

29.8 Waste Disposal

General waste disposal should be done daily to avoid excessive accumulation of trash. Hazardous and polluting substances may not be discarded through standard drains. Special disposal must be arranged. Schedule for trash removal and for special removal of hazardous and polluted substance such as chemicals, lubricants, and etc. must be arranged with the AWE Event Planning Department.

29.9 Work at Height

Any work above 2 metres is "Working at Height". Common work appears in the Centre includes rigging, shell scheme builds, hanging banners and building custom built stands.

For all tasks involving work at heights, preference shall be given to the use of scissor lifts, scaffolding or elevated work platforms. The worker must wear safety harness with lanyard connected to the railing of the platform.

Ladder - Users shall not use ladder over 2M at an area unless it is not practicable to use the scaffolding or powered elevated work platforms at the area. It is advised that the reason should be documented in the form of risk assessment.

Metal Scaffold - Only approved and certified types of aluminium scaffold can be used as working platform at the Centre. Scaffold shall be constructed and dismantled under the supervision of a competent person who has the proper training of the construction of dismantling scaffold.

Before the scaffold is used, it must be inspected and examined by a competent person. Safety certificate CSSR-F5 shall be issued by such person prior to its use. CSSR-F5 shall be displayed at the entrance of the scaffolds for easy reference. Only workers with proper training are allowed to work at scaffold or working platform.

30 FOOD CHARITY

At the end of the show, often a lot of fresh produce that is still safe to eat is left over and thrown away. The organizer offers exhibitors the opportunity to reduce this waste and at the same time help people in need by donating the surplus safe-to-eat food. We have agreed with the charity organisation “**Feeding Hong Kong**” (the registered food bank charity in Hong Kong dedicated to redistributing surplus food to people in need) that they collect the surplus fresh produce and food donations onsite from exhibitors who want to support **Feeding Hong Kong**. The surplus food must be in good condition and safe to eat. If you wish **Feeding Hong Kong** to collect your food donation, please use form J1 (in the Online Service Manual) form and submit to person in charge as named in the form. For more information please contact (email: info@feedinghk.org) or visit www.feedinghk.org.

31 SWAPPING OF ALLOCATED STAND PLACEMENTS

Swapping of allocated stand placements without the explicit consent of the event management is not permitted. Exhibitors are personally required to inform themselves on the location, dimensions, and possible imperfections of their allocated stand. Should the Organiser decide to make any changes in an area that has already been allocated (eg. construction changes, installations), the exhibitors affected will receive timely notification. The Organiser reserves the right to make changes in stand placement to comply with unforeseen circumstances. Should this be the case, affected exhibitors will as far as possible be allocated a comparable space to the greatest extent possible. Exhibitors have the right to cancel their registration within one week of reallocation notification. Neither party shall have the right to compensation should this occur.

32 EXHIBITS

29.1 Removal, Exchange: Only the agreed exhibitis may be displayed. Furthermore they may only be removed subject to the approval of the Organiser. Exhibits may only be replaced by other items if written agreement has been obtained from the Organiser and replacement must take place at least one hour before the official daily opening time, or one hour after the official closing time.Exclusions: The Organiser is entitled to

demand that exhibits should be removed if these were not included in the stand hire contract, or if they subsequently prove to cause annoyance or danger, or are incompatible with the objectives of the event. In the event of non-compliance, the Organiser is entitled to have recourse to law in removing the exhibits at the exhibitor's expense.

29.2 Protection of copyrights and patents: It is the responsibility of the exhibitor to ensure that copyrights and other laws governing industrial patents in Hong Kong are complied with.

29.3 Without prior approval from the Organiser, exhibitors are not allowed at any time during the exhibition to display or distribute any posters, graphics, or sales material depicting other exhibitions, conferences or events. The Organiser reserves the right to remove posters, graphics or sales material from exhibitor's stand and organiser will not be liable for damage of any kind if such action results in the booth being no exhibits.

29.4 Machinery and Apparatus

- a) All machinery and other apparatus intended to be operated shall be fitted with guards or other means of protection subject to the approval and the satisfaction of the Organiser and Venue.
- b) The machinery or apparatus shall only be demonstrated or operated by persons authorised by the Organiser and shall not be lift running in the absence of such persons. The Organiser shall be advised of such authorisation.

33 CANCELLATION, NON-PARTICIPATION ON THE PART OF THE EXHIBITOR

The full stand rental charge shall still be payable if the exhibitor cancels or fails to take part in the event without notification of cancellation. If the exhibitor cancels and another lessee can be found for the stand, the Organiser retains the right to demand 25% of the invoiced stand rental charge from the originally invoiced stand rental charge from the original lessee to cover costs. The full stand rental must be paid when the Organiser rents the agreed upon stand space, although the overall area is reduced as a result of the cancellation/non-participation. The lessee retains the right to submit evidence to prove that no such costs were incurred by the Organiser, or that they were lower than stated. The right to assert additional claims remains unaffected.

34 WITHDRAWAL BY THE ORGANISER

The Organiser is entitled to withdraw under the following circumstances:

31.1 If the registration and rental charge is not received in full at the latest by the date stated in the invoice for participation costs and if the exhibitor does not pay before the expiry of any extension period that may have been granted.

31.2 If the stand is not occupied in time, i.e. if it is not obviously occupied within 24 hours of the official opening.

31.3 If the exhibitor infringes domiciliary rights, and does not refrain from such actions even after being advised to do so.

31.4 If the registered exhibitor, as private or corporate entity, no longer conforms to the requirements for granting acceptance, or if the Organiser subsequently becomes aware of any reasons which, had they been known before, would have excluded that person from participation. This applies in particular when bankruptcy or insolvency proceedings have been instituted, or if the exhibitor becomes insolvent. Exhibitors are required to inform the Organiser immediately in such circumstances.

In the cases referred to above, the Organiser is entitled to claim damages under “Cancellation, Non-participation on the Part of the Exhibitor” may be applied accordingly.

35	FORCE MAJEURE
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32.1 Cancellation of the Event: If the Organiser is prevented from holding the event for reasons outside its own control or that of the exhibitor, all claims to the stand rental become void. However, the Organiser may still invoice the exhibitor for work carried out in the latter’s instructions, to cover any expenses already incurred, if the exhibitor is unable to furnish evidence that the results of this work are of no interest to him.

32.2 Reschedule of the Event: If the Organiser is in a position to hold the event at a later date it must notify exhibitors immediately. Exhibitors are entitled to cancel their participation in the event if it is rescheduled, provided such cancellation is given within one week following receipt of this notification. In such cases claims for payment of stand rental no longer apply.

32.3 For Events that have already commenced: If the Organiser is obliged to shorten or cancel an event that has already begun, as a result of force majeure, exhibitors are not entitled to assert claims for repayment or for exemption from the stand rental charge.
