



ASIA FRUIT LOGISTICA 2023

TECHNICAL GUIDELINES

INDEX

1. OFFICIAL SERVICE PROVIDERS AND RELATED SERVICES	3
2. SET UP AND MOVE OUT	4
3. ORDER FORM CENTRE (ONLINE SERVICE MANUAL).....	5
4. POWER SUPPLY AND LIGHTING	5
5. SECURITY	6
6. SUPPLIES OF COMPRESSED AIR, ELECTRICITY, WATER AND COMMUNICATION FACILITIES	6
7. STAND DESIGN CONSTRUCTION RULES AND REGULATIONS	6
8. MOVE-IN/OUT ARRANGEMENT	14
9. PROMOTION / DEMONSTRATION DURING THE SHOW.....	15
10. CUSTOMS REQUIREMENTS	17
11. ON-SITE HANDLING	18
12. CEILING SUSPENSION.....	18
13. CLEANING.....	18
14. INSURANCE	19
15. DELIVERY OF EXHIBITS	19
16. DISPLAY INSTALLATION	19
17. STAND INSPECTION.....	20
18. STORAGE OF EMPTY CASES.....	20
19. DAMAGE TO STAND STRUCTURE AND EXHIBITION PREMISES	20
20. DISMANTLING.....	20
21. DANGEROUS MATERIALS AND SAFETY	21
22. CARPET.....	21
23. INTERNET CONNECTION	21
24. CATERING SERVICE	21
25. DIRECT SALES	22
26. GROUP AND NATIONAL GROUP PAVILION	22
27. TRAFFIC REGULATIONS.....	22
28. ELECTRICAL SERVICES RULES AND REGULATIONS	22
29. VENUE RULES & REGULATIONS	25
30. FOOD CHARITY	27
31. SWAPPING OF ALLOCATED STAND PLACEMENTS	27
32. EXHIBITS.....	28
33. CANCELLATION, NON-PARTICIPATION ON THE PART OF THE EXHIBIT	28
34. WITHDRAWAL BY THE ORGANIZER.....	29
35. FORCE MAJEURE.....	29
ANNEX 1: ASIA FRUIT LOGISTICA PENALTY SCHEME	30
ANNEX 2: CONTRACTOR' BADGE (FREE OF CHARGE)	33
ANNEX 3: BLACKWALL FINISHING	34

ASIA FRUIT LOGISTICA 2023

TECHNICAL GUIDELINES

During the event, exhibitors are subject to the domiciliary rights of Global Produce Events (HK) Co., Limited (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 (HK) Co., Limited 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

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

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.

Mainland China and Overseas Contractors entering the AWE for construction works must apply for a “TEMPORARY WORKING VISA/PERMIT”

According to Hong Kong Immigration ordinance, Mainland China and overseas 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. Application form can be downloaded at “Employment as Professionals (GEP, IANG, ASMTTP) | Immigration Department (immd.gov.hk)”.

No Mainland China and overseas contractors without work permit allowed to do any construction work at AWE.

* Exhibitors should comply with Hong Kong Occupational Health and Safety Ordinance Cap. 509 for the responsibilities of industry stakeholders "Labour Department - Occupational Safety and Health Ordinance, Chapter 509" when hiring overseas working inside the AWE.

- 1.1 Technical Service Provider: Pico IES Group, A Division of Pico International (HK) Limited.** 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: Michael Mo / Charles Leung

Email: cs_asiafruit@picoiesgroup.com

PICO INT'L (HK) LTD.

Pico House, 4 Dai Fu Street,

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

Tel: +852 2660 4571 / 2660 4505, Fax: +852 2667 7178

Webpage: www.pico.com



1.2 Logistics Service Provider: Agility Logistics Limited – Fairs & Events and APT Showfreight Limited

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 Logistics Limited – Fairs & Events or APT Showfreight Limited for their services.

For more information, please contact:

Agility Logistics Ltd.– Fairs & Events

Unit 13009W, 13/F, ATL Logistics

Centre B, Berth 3 Kwai Chung Container

Terminal, NT, Hong Kong

Tel. +852 2942 3793

Mobile. +852 9622 3280

www.dsv.com

or

APT Showfreight Limited

31/F. Morrison Plaza,

9 Morrison Hill Road,

Wanchai, Hong Kong

Tel. + 852 2877 0538

Mobile. +852 9644 0526

www.apshowfreightlogistics.com

Contact:

Mr. Sunny Ling, Project Manager

Tel. +852 2942 3793

Email: sunny.ling@dsv.com



Contact:

Ms. Jenny Yau, Assistant General Manager

Tel. + 852 2877 0538

Email: jenny.yau@aptshowfreight.com



1.3 Cleaning, Security and Catering: To order cleaning, security, and catering services, please use Form E1-E4. 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:

AsiaWorld-Expo 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

AsiaWorld-Expo

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		
3-4 September 2023	08.00-24.00 hrs.	Move-in heavy, large exhibits and/or machinery and constructing complete stand package by official service providers ONLY
3 September 2023	13.30-24.00 hrs.	Non-official contractor's raw space 72 sqm and above
4-5 September 2023	08.00-24.00 hrs.	All raw space contractors
5 September 2023	08.00-24.00 hrs.	Set-up period continues and booth decorating period
	08.00-24.00 hrs.	Exhibitors move in to decorate stands
5 September 2023	08.00-20.00 hrs.	Exhibitor Registration (West Concourse)
All stand construction/set-up work must be finished by 24.00hrs. on TUESDAY 5 September 2023		

Show Days

6-8 September 2023	10.00-17.00 hrs.	Visitor
Exhibitor must wear Exhibitor Badge to access the hall.		
6 September 2023	08.00-18.00 hrs.	Exhibitor can enter the hall at 08.00 hrs. on 6 September ONLY.
7-8 September 2023	09.00-18.00 hrs.	Exhibitor can enter the hall at 09.00 hrs.
Exhibitor with <u>visitor badge</u> would be considered as “visitor” and will not be allowed to enter the exhibition halls before 10.00 hrs. / after 17.00 hrs.		

Dismantling

8 September 2023	17.00-24.00 hrs.	Dismantling Hall 3 and Hall 5
9 September 2023	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 in advance. Failure to do so, it may cause a long queue at Registration Counter and surcharge may be applied.

3 ORDER FORM CENTRE

The Order Form Centre 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 system only. Exhibitors should use existing log in account of EMS to access Order Form.

Outside contractors can contact Exhibitor / Technical Service Provider: PICO International (HK) Ltd. at cs_asiafruit@picoiesgroup.com to obtain price list of order forms.

The Contractor must contact their exhibitor directly and all the order forms must be placed in Order Form Center system only. Please note that Exhibitor / Contractor 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 and gangway.

4.5 Raw Space Booth: All cabling/Wires must be installed within the booth area, hidden in the booth which is not visible from public / neighbor stands.

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 exhibitors 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 E2.

Contract Person: AsiaWorld-Expo Helpdesk

E-mail: 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 INT'L (HK) LTD, Please contact PICO at: cs_asiafruit@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.

The organizer reserved the right to put company name on the fascia with registered company name in ASIA FRUIT LOGISTICA only, all company' logo add in Fascia must ordered with 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 4 August 2023, if any of the above items are required to hire (please refer to Form D1-D10).

Kindly note, that Exhibitors hiring Mainland China Contractors/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), and workers must possess of valid work visa/permit and Green Card (See also Announcement, Page 2).

In case that contractor who violated any rules and regulations, the penalty charge would be apply to the contractor or exhibitors. This may result as the blacklisted contractors / exhibitors in FRUIT LOGISTICA Trust Brand Family in the 3 consecutive years. Organiser would recommend you to check the name of your preferable contractor (against our blacklist's contractors) before appointed them to save your time and money.

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 (25 July 2023). It takes 20 working days for booth construction approval with
 - i) plan view, show clearly **with all dimensions**, walling, lighting and fascia name.
 - ii) Booth number must be shown on the design.
 - 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 SITE-WORK deposit equivalent to HK\$ 600/m² but not less than HK\$ 15,000 per stand.

- b. All outside contractors or exhibitors who construct their own booths must submit the SPECIAL DESIGN STAND form (Form C5) accompanying the SITE-WORK DEPOSIT to official contractor before 25 July 2023. Contractors can pay the deposit by bank draft or cheque and payable to “PICO INT’L (HK) 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 (Form C5) but do not need to submit site-work deposit.
- e. Any contractor who violate rule subject to penalty charge and will deduct from the deposit (see penalty charge from Annex 1). Organizer decision is final.

7.3 Contractor Passes and Goods 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 right to provide a certain number of contractor passes and goods vehicle pass given to contractor free of charge (see Annex 2). Contractors can collect passes only if :
 - i) submit all necessary documents requested by technical service provider
 - ii) Provide Site-Work deposit
 - iii) Design has been approved
- b. Contractors must wear and display contractor badge with the company name and booth no. 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.** If found, organiser / security staff reserve the right to ask persons to leave the hall immediately.
- 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 USD 50 / Onsite USD 80 please contact your exhibitor).
- e. Organiser reserves the right to refuse any admission.

7.4 Insurance

- a. Contractors are required to arrange 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\$16 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 nonofficial 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. (4-9 September 2023)

- c. Contractors shall provide such insurance policy to the Technical Service Provider on or before 31 July 2023.

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 Visas / Entry Permits | Immigration Department (immd.gov.hk).

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 USD 50/ Onsite USD 80.

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 submit 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 C5) within 25 July 2023.

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 its 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 4 metres maximum for the whole wall.** However, the organizer may approve up to 5 metres height only if the booth location is on the side/back against wall. 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:
 - i. A Structure besides backwall that over 2.5 metres (with branding or design at the back) should keep a distance of 1 metre away from the dividing walls of the neighbouring stand.
 - ii. Maximum height of back wall / side wall is 4 m (min 2.5 m. height). All entire backwall facing neighbour stand must be well furnished with wood and white painted finishing. No gap between neighbouring wall and all electrical wiring/breaker or others are NOT allowed on the backside facing neighbour stand. Please refer to Annex 3 Backwall Finishing.
 - iii. All electrical wiring/breaker/DB boxes must be inside and face inside stand boundary only and should be neat and tidy.. No electrical wiring/ breaker/ DB boxes will be allowed outside boundary. If approved by organiser, there must be notice with warning tape where appropriate.
 - iv. **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.

- d. **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) and must have visitor entrance.
- e. **Glass and acrylic glass:** Any glass used must be suitable for the purpose. Only tempered 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 clearly.
- f. **All lighting fixtures** (including the arm) should be installed at least 2.2 m above ground, should be installed inside contracted boundary and should be well protected so as not to cause danger to the general public.
- g. **DB Box:** All electrical equipment must be tested by our Technical Service Provider and AsiaWorld-Expo prior to turning on the electricity supply.
- h. **Items suspended from the hall ceilings:** Hanging banners / structure should be inside contracted boundary only. related application must be submitted to PICO and Organiser within 25 July 2023. 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.
- i. **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.
- j. **Move in:** Schedule of move-in/out is provided in the General Information under "Exhibition Opening Hours". 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).
- k. The stand construction must be completed by 5 September 2023 before 24.00 hrs.
- l. **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.
- m. **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.
- n. **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.
- o. **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.

- p. All workers employed in the construction of the stand must wear **contractor passes with ID** provided or approved by the Organiser at all times when they are in the exhibition halls.
- q. **Storage & Waste Material disposal:** Each contractor must responsible for their own waste materials. The Organiser is unable to provide storage facilities on site for packing cases, surplus materials or other property of the exhibitors/contractor. Exhibitors/Contractors must 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. In the case that we can't find the owner of waste material, we will charge to exhibitor nearest to that gangway. If it is between 2 stands the cost should be shared between that 2 stands unless contractor/exhibitor can show a proof that waste is not belong to exhibitor / contractor. It is responsibility of contractor/exhibitor to protect their own space,** any construction 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. The organizer/ contractor shall invoice for service fees directly to exhibitors or their own contractor for waste removal after the show.**
- r. **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 2023 in the late morning. All the contractors must clear gangway, equipment by Noon time of 5 September 2023.**
 - 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). The graphic must be appeared in the process of design approval.
 - (2) Any walls backing onto a neighboring stand space are to be finished in neutral white colour painted only, with nice finishing and free of any branding elements. These walls are to be finished with wood or acceptable stand construction material and no gaps. The use of cloth/Foamboard 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 (please refer to Annex 1).

- 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. Contractor must not pull down the booth or dismantle their booths in inappropriate way and cause danger or harm to any persons and damage any items. 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 2023 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 USD 7,200 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 throughout the move in and move out period and 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.
 - v. Dismantle of the booth must be handled in appropriate way. Contractors must not simply pull down stand construction during dismantle. Any booths that simply pull down their construction during dismantle period would be blacklisted.
 - vi. 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 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 INT'L (HK) LTD., while Exhibitors and Freight forwarders can request such a pass from Agility Logistics Ltd. – Fairs & Events (Hall 3) or APT Showfreight Ltd. (Hall 5), please refer to Form C3. 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

The following is the move-in and move-out procedure of vehicles:

1. Before entering the premises of AWE, all vehicles must first proceed to the Expo Marshalling Area according to the time specified on the Goods Vehicle Pass, and wait for instructions from security personnel;
2. Upon arrival at the Expo Marshalling Area, the drivers MUST first present the Vehicle Permit issued by the Organizer. After confirming the Goods Vehicle Pass, the security personnel will instruct the driver to enter the premises of AWE and issue a Goods Vehicle – IN-OUT Record to the driver according to the traffic condition;
3. The driver must comply with instructions from the security personnel of AWE.
4. If the Expo Marshalling Area becomes overloaded, further measures will be implemented at discretion.
5. Upon arrival at the AWE waiting area, the driver must register IN-OUT Record, before entering the loading area or drive away from the AWE.
6. Upon arrival at the loading area, a Goods Vehicle – IN-OUT Record will be issued by AWE, charges will be collected when the vehicle drive away from AWE and a receipt will be issued. With an aim of alleviating the traffic congestion due to a high usage of loading / unloading facilities, AWE will impose charges on vehicles during the days of move-in / move-out, the charges are as follows:

First 45-mins (after clock in):	Free
First 45-mins within next hour (Every 30 mins or part thereof):	HKD300 per hour
After one hour (Every 30 mins or part thereof):	HKD500 per hour

Remarks:

- Expo Marshalling Area is situated at the Hong Kong Boundary Crossing Facilities Shun Chit Road (Please refer to below picture).

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 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, or lucky draw** will need an advance permit from the Organiser and may require license in Hong Kong.
- 9.10 Exhibitors are not allowed to 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 E4) is required to be submitted for approval 30 days before the event.
- 9.15 Approval of exhibitors' application to process food on-site is subject to the sole discretionary decision of the Organizer and AsiaWorld-Expo. NO fire-lighting is allowed at the venue for any purpose.

10 CUSTOMS REQUIREMENTS

The Official Logistics Service Providers are Agility Logistics Ltd. – Fairs & Events or APT Showfreight Ltd. Exhibitor are 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 Providers. 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 Providers, 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 F2, 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 (pallet jack) or other material handlings. Exhibitors are required to contact the Official Logistics Service Providers, Agility Logistics Ltd. – Fairs & Events or APT Showfreight 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 approved and installed by the Technical Service Provider only. Please contact the Technical Service Provider for quotation, details & feasibility of hanging. (PICO INT'L (HK) LTD, Michael Mo / Charles Leung at: cs_asiafruit@picoiesgroup.com)

13 CLEANING

The organizer will arrange for the general cleaning of the exhibition floor gangways and emptying and cleaning all wastepaper bins. However, it is not included cleaning of exhibitor's booth. All cleaning, sweeping and mopping at exhibitor stand will be responsibility of its contractors and exhibitors

If individual booth cleaning is required, exhibitors can order extra stand cleaning (Form E1) through AsiaWorld-Expo at:

Contract Person: AsiaWorld-Expo Helpdesk

E-mail: 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.

14 INSURANCE

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.

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 2023 to facilitate the placement of aisle carpets. Exhibitors will be permitted to work within their exhibit space until 24.00 hrs.

17 STAND INSPECTIONS

Exhibitors or their representatives should be at their stands for inspection by Organiser on 5 September 2023 at 15.00 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 Logistics Ltd. - Fairs & Events., Mr. Sunny Ling, Project Manager, at sunny.ling@dsv.com or APT Showfreight Ltd., Ms. Jenny Yau, Assistant General Manager, at jenny.yau@aptshowfreight.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. **Stands may NOT be dismantled before 17.30 hrs. on Friday, 8 September 2023. If exhibitors fail to comply with this regulation, the Organiser is entitled to impose a penalty of USD 7,200.**

20.2 Dismantling and Clearance must be completed by **16.00 hrs on 9 September 2023**. 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 Logistics Ltd., - Fairs & Events or APT Showfreight 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.

- 21.1 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.
- 21.2 No potentially explosive substances, petrol, dangerous gases or highly inflammable substances are allowed in the halls.
- 21.3 No radioactive materials are to be used.
- 21.4 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/Contractor 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 (incl Cafeteria inside exhibition hall). WiFi in your booth can be arranged at cost. Please order through our Technical Service Provider: PICO INT'L (HK) LTD (Email: cs_asiafruit@picoiesgroup.com)

To ensure you have the best WiFi reception, we are happy to announce that AWE 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 E3. For more information, please contact:

AsiaWorld-Expo 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 8)

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 AWE 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 Providers: Agility Logistics Ltd. - Fairs & Events for Hall 3 or APT Showfreight Ltd. for Hall 5.

- a. For entry into loading dock, authorized vehicle permits issued by the Organizer are required. Please note that Goods Vehicle Pass 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 13W LED Spotlight
- 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 D2):

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 INT'L (HK) 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 13W LED Spotlights and a 500W/220V single phase socket which are included in the shell scheme 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 D2. 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 D2.
- 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 without 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.

29 VENUE RULES & REGULATIONS

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 organiser 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 area's only.
- j) Wear reflective vest during Move-In / Move-Out where vehicles / machinery may enter.

29.2 Smoking Free Venue

AWE is a non-smoking complex. No smoking is allowed. According to the ordinance (Chapter 371), no person shall smoke or carry a lighted cigarette; cigar or pipe in designated no smoking areas. The use of electronic cigarette (either contain/not contain nicotine) is also prohibited on designated non-smoking areas. Offender will be liable for a maximum fine of HKD1,500.00

29.3 Vehicles and Equipment

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.

- 30 Hiring of material handling equipment i.e. forklifts and high-reach equipment e.g. scissor lifts is the exclusive service of AWE. Forklifts and high reach equipment other than those provided by AWE are not allowed to be operated in the venue.

30.2 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.

30.3 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 the organizers is required for unusual displays incorporating large amounts of combustible materials.

30.4 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.

30.5 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.

30.6 Waste Disposal

General waste disposal should be done daily to avoid excessive accumulation of trash. Disposal of hazardous and polluting substances such as chemicals, lubricants, and etc.in AWE is strictly prohibited.

30.7 Work Above Ground and Work at Height

Any work above 2 metres is "Working at Height". For all tasks involving work at heights, preference shall be given to the use of high-reach equipment (e.g. scissor lifts) or working platforms (e.g. metal scaffolds).

For any work-above-ground, suitable working platforms should be the primary means of support to be considered for use. For work-above-ground below 2m where working platforms could not be erected under

special working conditions (e.g. restrictive workplace), suitable light-duty working platforms should be used. Unless in very exceptional circumstances that working platforms or light-duty working platforms are impracticable to be used, use of ladders for work-above-ground should be prohibited.

Ladder - Ladder of height over 2m, wooden ladder and retrofit ladder are prohibited to use in AWE. Do not stand and move the ladder at the same time and exhibitors must ensure the ladder is solid and steady on an even and solid ground. If the construction / dismantling work is carried out at 2m or more above the ground, contractors should use high-reach equipment (e.g. scissor lifts) or working platform (e.g. metal scaffold).

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

32.1 Removal, Exchange: Only the agreed exhibits 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.

32.2 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.

32.3 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.

32.4 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 left 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:

- 34.1 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.
- 34.2 If the stand is not occupied in time, i.e. if it is not obviously occupied within 24 hours of the official opening.
- 34.3 If the exhibitor infringes domiciliary rights and does not refrain from such actions even after being advised to do so.
- 34.4 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.

35 FORCE MAJEURE

- 35.1 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.
 - 35.2 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.
 - 35.3 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.
-

Annex 1: ASIA FRUIT LOGISTICA PENALTY SCHEME

No.	Action	Amount	% of Deposit Deducted	Remark from Organiser
1	Contractor or Exhibitor do not comply with the move in or move out schedule set by organizer and official contractor		100%	
2	Using Spray Painting, welding, using electric saws inside AWE		100%	
3	Storage of construction materials, tools, empty boxes or other materials in non-designated areas or outside AWE	HK\$2,000/m2	50%	
4	Items found outside the respective stand areas, after the move in/out period, will be disposed without prior notice and trigger a deduction.		50% and Actual Disposal Charge	
5	Stand construction exceeds the approved height. Organizer and Official contractor have the right to authorise dismantling or rebuilding of any stand which does not meet the regulations.		100%	
6	Stand construction exceeds the assigned boundaries, including but not limited to plasma screen, lighting, 3D lettering, graphics, lightbox, free standing banners, etc.		50%	
7	Any construction being built onsite deviates from the drawings submitted to the organizer.		100%	
8	All viewable stand partitions/walls (i.e. the common side walls bordering neighbouring stands above 2400mmH) must be well finished with paints by the end of last move in day. (the opinion of the Organizer is final in this regard). Backwall finishing or covering with fabric/cloth/foamboard is strictly forbidden.		50%	Must be covered the whole part. Organizer will authorize PICO to monitor this issue
9	Stand construction or dismantling in an improper or unsafe manner. (e.g. pushing over high sections of stands, smashing of glass panels, etc.)		100% and ban from future events	
10	Safety Vest and Personal Protective Equipment (PPE) should be worn at all time.	HK\$1,500/times to be seen		

11	In accordance with Hong Kong Labour Dept legislation, qualified platforms must be used for work above 2m. Any ladders over 2m are not allowed on-site.	HK\$1,500/occurrence		
12	Employing unqualified / illegal personnel.		100% and ban from future events	
13	Smoking inside AWE	HK\$1,500/occurrence	Related worker is required to leave AWE immediately	
14	Any illegal electrical wiring connections or inadequate connections.	HK\$1,000 Admin Fee plus actual cost invoiced by official contractor		
15	Contractor Badge without clearly identifiable contractor name and / or not displayed correctly by the employees of the contractor.	HK\$500 / badge		
16	Transfer of contractor badges to other than appointed contractor's staff.	HK\$500 / badge		
17	Screwing, drilling, painting or nailing on the panels of standard booth.	HK\$2,000/panel		
18	Damage to AWE or Pico's facilities (walls, doors, carpet, marble floor, hall floor, etc)	Actual cost invoiced by AWE/Pico		
19	Any additional hall rental charges and security guard charges incurred due to overtime move-in and move-out.	Actual cost invoiced by AWE/Pico		
20	Damage to standard booth / gangway carpet & panel	HK\$100/sqm for carpet & HK\$2,000/panel		
21	Failing to submit Public Liability Insurance (Compulsory) by 20 August 2023, RSE report (for booth height at or above 3mH), Structural Calculation (for booth in or above 4.5mH) to PICO before 1 September 2023.	HK\$10,000 and immediate closure of stand / construction		
22	Equipment / Material required to be cleared on the gangway by 12:00 noon on 4 September		30% and Removal cost	
23	Wire / Cabling / DB Box must be installed in a proper and neat way which should be hidden.		30%	Must change before the first show day

24	Door must be installed within the booth boundary including the handle and open from / to inside stand boundary		30%	Must change before the first show day
25	Take fruits / Vegetables / Material of the booth without permission and / or before dismantle time		50% and ban from future event	
26	Sound Equipment / Speaker without prior permission and / or above 50 decibel		30%	
27	Stand design drawings / contractor deposit / contractor insurance policy are not submitted as specified		100%	

In the event of non-compliance:

1) If a deduction is incurred before the site-work deposit is paid, a contractor must settle the deduction before resuming any activity at the event.

2) If the site-work deposit is not sufficient to cover the actual cost/deduction incurred, the Organiser reserves the right to charge the Exhibitor and/or their Contractor the outstanding balance.

3) If the Contractor violates the conditions/rules and regulations (including but not limited to the rules and regulations of the Exhibition and/or the Exhibition Centre) other than those stated above, the Organiser reserves the right to deduct from the deposit as deemed necessary, and also prohibit the contractor from working at all other future events organised by the Organiser. The Organiser also reserves the right to prohibit the Exhibitor from joining future events organised by the Organiser.

4) The Organiser will not be responsible for any loss or claim for any or all disposed items arising from the violation of above guidelines by the Contractor.

5) In case of disputes, the decision of the Organiser is final.

6) Any penalty / actual charge should be align with organizer after the show before any real deduction.

**** Exhibitors should also be fully aware that, as per the Standard Rules & Regulations which form part of their contract with the Organiser, they are legally responsible any liable for their contractors and sub-contractors. It is therefore essential that exhibitors appoint an established and reputable Hong Kong stand contractors. If assistance is required, please contact the Organisers.**

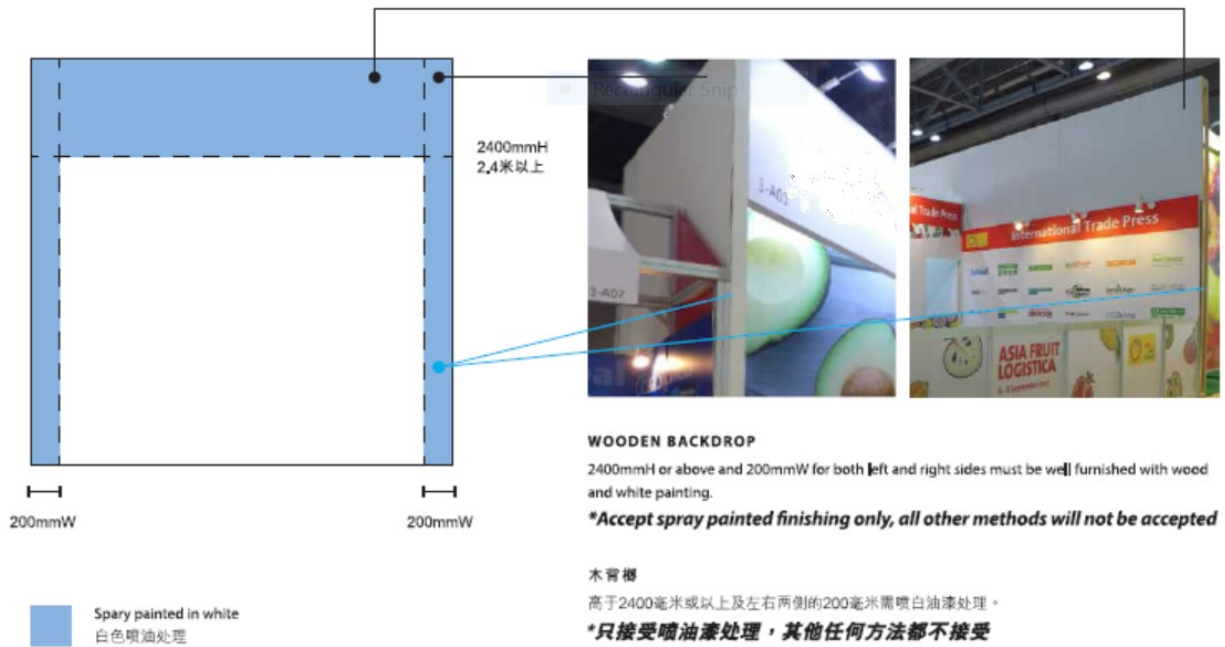
Annex 2: Contractor' Badge (Free of Charge), kindly contact our official contractors

Booth Size 展位平方米	Vehicle Pass (Move-in) 入场车证	Vehicle Pass 拆场车证	Contractor Badge (For Move in and out) 施工证 (入场拆场用)
9	1	1	3
10 - 18	2	2	5
19 - 24	2	2	8
25 - 36	3	3	10
37 - 60	3	3	12
61 - 78	4	4	24
79 - 120	5	5	28
121 - 200	5	5	34
201 - 300	6	6	40
Above 300	8	8	48

	4 September (9 月 4 日)	5 September (9 月 5 日)
Non-official Contractor's Raw Space	13:00-23:59	08:00-23:59

Annex 3: Backwall Finishing

If any contractor did not follow the instruction of the backwall, the penalty charge and blacklist would be applied.





2023 亚洲国际果蔬展览会 技术指南

索引

1. 官方服务提供商和相关服务	4
2. 布展与撤展	5
3. 订单中心（《在线服务手册》）	6
4. 电源和照明	7
5. 安保.....	7
6. 压缩空气、电力、水和通信设施的供应	8
7. 展台搭建规则及规定	8
8. 布、撤展安排	14
9. 展会期间的宣传/展示	15
10. 海关要求	17
11. 现场搬运	18
12. 天花悬挂物	18
13. 清洁.....	18
14. 保险.....	19
15. 展品交付	19
16. 陈列品安装	19
17. 展台检查	19
18. 空箱储存	19
19. 展台结构及展会场所的损坏	20
20. 拆展.....	20
21. 危险材料和安全	20
22. 地毯.....	21
23. 网络连接	21
24. 餐饮服务	21
25. 直销.....	21
26. 团体和国家团体展馆	22
27. 交通规定	22
28. 电气服务规则 and 规定	22

29. 展馆场地规则 24

30. 食物慈善活动 26

31. 更改已分配的展台位置 27

32. 附录..... 27

33. 参展商取消参展、未参展 27

34. 主办方规定的退出参展 28

35. 不可抗力 28

附录 1：亚洲国际果蔬展览会罚款方案 29

附录 2：承包商施工证（免费） 32

附录 3：背墙处理 33

2023 亚洲国际果蔬展览会

技术指南

展会期间，参展商必须服从 Global Produce Events (HK) Co., Limited（主办方）和亚洲国际博览馆（AWE，场馆业主）的住所权，该等权利适用于整个展会场地。参展商必须遵守 Global Produce Events (HK) Co., Limited 和亚洲国际博览馆代表的指示，他们将出示相应身份证明文件来证明自己的身份。

望各位参展商/承包商仔细阅读本《技术指南》。参展商在各个方面均受本《技术指南》所载规则及规定的约束。无论任何情况，主办方均保留为便于展览而放弃、新增或更改该等规则及规定的权利。如出现任何问题，无论该等规则及规定对此是否有所要求，主办方对任何问题均享有最终决定权。

宣告

进入亚洲国际博览馆（AWE）开展建筑工程的展台搭建人员必须出示“平安卡”。

进入亚洲国际博览馆（AWE）开展建筑工程的展台搭建人员必须取得建造业安全训练证明书（“平安卡”）方可在香港境内进行施工。如需了解更多信息，请访问 www.labour.gov.hk/eng/osh/mbstcw.htm

所有本地展台搭建人员必须每天在“手环兑换柜台”出示“平安卡”兑换手环。必须向入口处的保安出示手腕上的手环才能进入展馆。未能在入口处或展馆内出示有效手环的展台搭建人员不得在展馆内施工，并且会被要求立即离开展馆。

进入亚洲国际博览馆开展建筑工程的中国内地和海外承包商必须申请“临时工作签证/许可”

根据《香港入境条例》，中国内地和海外承包商必须获得香港的工作签证或许可方可在亚洲国际博览馆进行施工。申请人必须向入境事务处提交 990A 或 990B 申请表。申请表可在“专业人士来港就业（GEP、IANG、ASMTP）|入境事务处（imm.d.gov.hk）”处下载。

没有工作签证或许可的中国内地和海外承包商不得在亚洲国际博览馆内进行施工。

*参展商应遵守《香港职业安全及健康条例》（香港法例第 509 章）中规定的行业利益相关者聘请海外人员在亚洲国际博览馆内施工所应遵守的责任。

1 官方服务提供商和相关服务

- 1.1 技术服务提供商：Pico IES Group 旗下的笔克（香港）有限公司。**技术服务提供商将负责标准展位搭建、电力与照明订单和连接、展具租赁、冷冻/冷藏展示柜、供水和排水、视听设备、横幅悬挂、电信和互联网连接、植物和花卉装饰、展台主持人等工作。如需了解有关上述服务或光地展位设计的更多信息，请联系：

联系人：Michael Mo / Charles Leung

电子邮件：cs_asiafruit@picoiesgroup.com

笔克（香港）有限公司

香港大埔新市镇大埔工业邨大富街 4 号笔克大楼

电话：+852 2660 4571/2660 4505，传真：+852 266 7 7178

网站：www.pico.com



- 1.2 物流服务提供商：亚致力物流有限公司（展会及各种活动）和安普特物流有限公司**

主办方已官方指定两家物流服务提供商，他们将以优惠价格提供全方位的货运服务，包括从机场和海港到场馆的运输、展览前的储存、永久进口/临时进口/暂准进口证的海关文件和清关、现场运输。参展商可以自由选择亚致力物流有限公司（展会及各种活动）或安普特物流有限公司提供服务。

如需了解更多信息，请联系：

亚致力物流有限公司（展会及各种活动） 或 安普特物流有限公司

香港葵涌三号货柜码头亚洲货柜物流中心
B座 13 楼 13009W 室亚致力物流有限公司

电话：+852 2942 3793

手机：+852 9622 3280

www.dsv.com

联系人：

Sunny Ling 先生，项目经理

电话：+852 2942 3793

电子邮件：sunny.ling@dsv.com

香港湾仔摩理臣山道 9 号天乐广场 31 楼

电话：+ 852 2877 0538

手机：+852 9644 0526

www.aptsfreightlogistics.com

联系人：

Jenny Yau 小姐，副总经理

电话：+ 852 2877 0538

电子邮件：jenny.yau@aptsfreight.com



- 1.3 清洁、安保及餐饮服务：**如需预订清洁、安保及餐饮服务，请使用 E1-E4 表。请注意，您展台内的所有餐饮仅可通过亚洲国际博览馆的餐饮部预订。如需了解更多信息，请联系：

亚洲国际博览馆服务部

电子邮箱：helpdesk@asiaworld-expo.com

电话：+852 3606 8000

传真：+852 3606 8001

香港东涌赤腊角香港国际机场旁亚洲国际博览馆



- 1.4 指定酒店：**在规定期限内，亚洲国际果蔬展览会可为入住香港指定酒店的参展商及访客提供优惠房价（数量有限）。如需了解详情，请访问 www.asiafruitlogistica.com>>酒店和差旅资讯>>预订酒店或[点击此处](#)。

主办方未指定任何代理人负责致电或联系参展商安排酒店/旅游。请忽略任何自称亚洲国际果蔬展览会主办方的电话，或先与亚洲国际果蔬展览会主办方核实。

**服务提供商的服务仅为方便参展商而设。对于参展商和服务提供商之间的任何合同，以及服务提供商、其雇员和代理人的疏忽或过失，主办方概不负责。*

2 布展与撤展

布展

2023 年 9 月 4 日 08:00-24:00 布展开始（搭建光地展位和完整展台套餐）

2023 年 9 月 5 日 08:00-24:00 继续布展和装饰展位

08:00-20:00 参展商进馆装饰展台

所有展台搭建/布展工作必须在 2023 年 9 月 5 日星期二 24:00 前完成。

同 2019 亚洲国际果蔬展览会。光地展位（笔克）、光地展位（非官方）和完整展台套餐应具有不同的布展时间。

展览日

2023 年 9 月 6-8 日 10:00-17:00 访客

参展商必须佩戴参展商通行证才能进入展馆。

2023 年 9 月 6 日 08:00-18:00 参展商在 9 月 6 日只能在 08:00 进入展馆。

2023 年 9 月 7-8 日 09:00-18:00 参展商只能在 09:00 进入展馆。

持有会议通行证的参展商将被视为“访客”。访客于 10:00 前和 17:00 后不得停留在展馆内。

拆展

2023 年 9 月 8 日 17:00-24:00 3 号和 5 号展馆拆展

2023 年 9 月 9 日 08:00-16:00 拆展工作继续。所有拆展工作必须在 16:00 前完成。

承包商须佩戴参展商通行证方可在展会期间进入展馆。请联系您的主要参展商/展台主办方，提前预订参展商通行证。否则，您可能需要在登记柜台处排队并支付额外费用。

3 订单中心（《在线服务手册》）

订单中心包含所有与亚洲国际果蔬展览会相关的信息，包括电力、照明、家具、互联网、餐饮、清洁、安保等方面的订单。所有订单只能通过系统中的在线表格提交。参展商应登录 EMS 账户访问订单。

外部承包商可联系参展商/技术服务提供商：笔克（香港）有限公司。请联络 cs_asiafruit@picoiesgroup.com 索取订单价目表。

承包商必须直接与参展商联系，所有订单只能通过订单中心系统下订。请注意，参展商/承包商应在截止日期前下订单，以免因逾期订单而支付额外费用。

4 电源和照明

- 4.1 展会中的所有电气安装工作必须由主办方的指定承包商单独进行。
- 4.2 需要特殊安排（如不同电压和频率或与设备的特殊连接）的参展商须自行布置变压器、转换器等，或联系我们的技术服务提供商。
- 4.3 在接通电源之前，所有电气设备必须经过亚洲国际博览馆及其技术服务提供商的检测。
- 4.4 光地展位展台：所有配电箱不得超出展台边界。承包商或参展商严禁在展台边界和通道后面放置任何设备（灯箱或电气部件）。
- 4.5 光地展位展台：所有布线/电线应隐藏在展位内，以防公众/相邻展台看见。

5 安保

主办方将提供 24 小时一般安保人员。

- 5.1 参展商及其工作人员在官方时间之前/之后不得进入展馆。展馆内的所有人员必须始终佩戴参展商通行证。
- 5.2 如果您的展品价值昂贵或很敏感，建议您雇佣安保人员专门在展览时间或非展览时间看管您的展台。请填写所需的安全服务表格并发送给亚洲国际博览馆。请注意，您不得采用自己的员工或任何其他安保机构的人员。贵重且易于取下的物品应在夜间上锁。
- 5.3 出于安保和安全考虑，展会期间严禁展品进出展馆。如需进出展馆，必须事先获得主办方的特殊书面许可。
- 5.4 参展商在任何时候都有责任保护其展台上的物品。（包括在布展和拆展时）

如需为展台预订安保服务，请参阅 E2 表。

联系人：亚洲国际博览馆服务部

电子邮箱：helpdesk@asiaworld-expo.com

电话：+852 3606 8000

传真：+852 3606 8001

6 压缩空气、电力、水和通信设施的供应

展台的电、水和通信由地面输送管道工程和布线提供。对于一切技术问题，参展商应咨询技术服务提供商或场馆。参展商应通过官方技术服务提供商笔克（香港）有限公司下单。请联系 cs_asiafruit@picoiesgroup.com 并通过《在线服务手册》中向笔克下单。

7 展台搭建规则及规定

使用外部承包商的参展商必须征得主办方后同意后方可允许其承包商到现场工作。参展商可以指定任何有能力的本地展台承包商来设计和搭建展位。承包商的工人必须是本地工人，或持有有效的在港就业工作签证/许可。主办方有权拒绝任何其认为不合适的承包商及设计。

选择**完整展台套餐（标准展位）**的参展商将获得基本展具（见：一般信息，第 11 节）。所有标准展位必须由技术服务提供商搭建。标准展位结构上不得安装额外的配件或显示器。不得拆卸楣板、隔板及其固定结构。您的外部承包商只能提供展具，而不能改变展位结构。如需了解更多信息，请联系我们的技术服务提供商。

主办方有权仅将在亚洲国际果蔬展览会注册的公司名张贴在楣板上，楣板上公司标志必须向我们的技术服务提供商预订。

选择**光地展位**的参展商只能获得展位，而没有隔墙、基本展具、电气和其他设施。参展商必须自行设计和搭建展位。如果需要租用上述任何物品，请在 2023 年 8 月 4 日之前通知技术服务提供商（请参阅 D1-D10 表）。

请注意，雇用中国内地承包商/工人的参展商必须遵守《香港职业安全及健康条例》（香港法例第 509 章）中规定的行业利益责任（详情见 www.labor.gov.hk/eng/legislat/content4.htm）。工人必须持有有效的工作签证/许可和平安卡（另见公告，第 2 页）。

违反任何规章制度的承包商或参展商就被处以罚款。并且可能连续 3 年被亚洲国际果蔬展览会信任品牌系列列入黑名单。主办方建议您在指定承包商之前，先检查您欲选择的承包商是否在我们黑名单上，以节省您的宝贵时间和金钱。

7.1 施工图纸

- a. 参展商必须在截止日期（2023 年 7 月 25 日）前将其承包商的详细信息和施工图纸提交给主办方和技术服务提供商审批。展位搭建审批需要 20 个工作日。参展商必须提供以下信息：

- i) 清晰显示**所有尺寸**、墙壁、照明和楣板名称的平面图。
 - ii) 图纸必须显示展位编号。
 - iii) 证明结构稳定性、重量荷载等的结构计算结果/图纸
 - iv) 有关所使用材料和消防的详细信息
- b. 展位设计获得批准后，未经主办方书面批准严禁对设计进行任何变更。

7.2 现场施工押金

- a. 参展商可以自行指定承包商进行展台设计和搭建，但该等承包商须经主办方批准。获得批准后，承包商必须向主办方提交 600 港元/平方米（总额不低于 15000 港元/展台）的现场施工押金，押金可退还。
- b. 所有自行搭建展位的外部承包商或参展商必须在 2023 年 7 月 25 日前向指定承包商提交特殊设计展台表（C5 表），并缴交现场施工押金。承包商可以通过银行汇票或支票支付现场施工押金，抬头为“笔克（香港）有限公司”，并在支票背面写下展会名称和展位号。所有银行手续费（如有）将由收款人承担。只要参展商/承包商遵守相关规章制度，且展位未发现有任何损坏，现场施工押金将在展会结束后 30 个工作日内退还。此举是为了确保参展商/承包商遵守相关规章制度，并保障任何侵权行为直接或间接造成的任何损害。
- c. 如果损失金额高于现场施工押金，则主办方可对承包商提出任何额外索赔。
- d. 采用官方技术服务提供商进行特殊设计的参展商须提交特殊设计展台表（C5 表），但无须缴交现场施工押金。
- e. 任何违反规定的承包商将被处以罚款，罚款金额从现场施工押金中扣除（详情见附录 1 中的罚款）。主办方享有最终解释权。

7.3 承包商通行证和货车通行证

- a. 承包商必须告知技术服务提供商（笔克）需要多少张承包商通行证和车辆通行证。技术服务提供商（笔克）有权免费向承包商提供一定数量的承包商通行证和货车通行证（见附录 2）。承包商满足以下条件后方可获得通行证：
- i) 提交技术服务提供商要求的所有必要文件
 - ii) 缴纳现场施工押金
 - iii) 设计已获批准
- b. 承包商必须佩戴并展示带有公司名称和展位号的施工证。没有通行证或没有随身携带通行证的人员不得入场。主办方和安保人员有权检查通行证持有者的身份证明文件，并在必要时收回通行证。
- c. **18 岁以下的人员严禁进入展馆工作。**一经发现，主办方/安保人员有权要求相关人员立即离开展馆。
- d. 展会期间，在展位待命的主持人或技术员必须全程佩戴参展商通行证（线上 50 美元/现场 80 美元，详情请联系您的参展商）。
- e. 主办方有权拒绝任何人员入场。

7.4 保险

- a. 承包商必须对其提供服务而致任何人身伤亡或财产损失或损坏负责，为任何单一申索安排及维持总额不少于 1600 万港元（上不封顶）的公众责任保险。
- b. 此外，承包商应当为盗窃、火灾、财产损失、事故、自然灾害、天灾及其他通常由承包商职位上的合理人员投保的风险购买及维持充分保险，或根据主办方的要求，为承包商的财产（包括非指定承包商在履行服务过程中使用或提供的所有设备、配件、家具、材料和其他设施）以及服务的履行购买及维持充分保险。保险应在布展期、展览期和拆展期内始终有效。（2023 年 9 月 4-9 日）
- c. 承包商应在 2023 年 7 月 31 日当天或之前向技术服务提供商提供该等保险的保险单。

7.5 平安卡/临时工作许可/承包商通行证

- a. **平安卡：**所有在中心从事展位搭建和拆除的本地工人应持有有效的平安卡。如需了解更多信息，请访问 www.labour.gov.hk/eng/osh/mbstcw.htm。
从事展位搭建和拆除的海外工人如果能够证明自身已经接受了与香港平安卡培训相同程度的培训，则可免于获取平安卡。当发生有关证件的纠纷时，亚洲国际博览馆有权要求安保人员拒绝人员进入或要求任何人员离场。
- b. **临时工作许可：**所有进入展馆搭建和拆除展位的海外承包商必须通过入境事务处申请“工作签证”。您可以从签证/入境许可证|入境事务处（immd.gov.hk）下载申请表。
- c. **承包商通行证：**外部承包商可以在提交所有必要的文件、缴纳押金和获得技术服务提供商（笔克）的批准后，领取承包商通行证/车辆通行证。展会期间，持承包商通行证者不允许进入展馆，持参展商通行证者方可进入展馆。请联系您的参展商/主办方获取参展商通行证。领取参展商通行证者须额外支付 50 美元/现场 80 美元。

7.6 现场作业时间表

详情见一般信息，第 2 节。参展商/承包商应严格遵守展位搭建和拆卸的时间表。严禁提前布展和加班。

7.7 一般施工限制及规定

- a. 根据安全要求，只有主办方的技术服务提供商才能进行天花板悬挂、电力供应、压缩空气供应、电话/互联网连接、清洁、供水、排水和管道安装等施工。
- b. 使用外部承包商的参展商必须在展台搭建前提交其展台设计供主办方审批，并在 2023 年 7 月 25 日内向主办方提供其承包商的名称（C5 表）。
只有持有官方通行证的预注册承包商才能在展馆内进行施工，预注册承包商必须与指定承包商协调所有电气作业要求。外部承包商必须遵守技术指南，尤其是《特殊设计展台施工规章制度》。
- c. 在正式展会期间，工人/承包商不得四处走动索取或接受任何参展商的货物/产品/礼物。

7.8 展台边界和设计限制

- a. 参展商不得将任何展示材料或展品放置在其合同边界之外，也不得将其展台结构和配件延伸到合同边界之外（包括参展商的名称或标志，以及照明设备，包括聚光灯）。每个展位必须用墙板隔断。
- b. 为了与展会的商业环境相协调，与访客通道接壤的展台墙必须安装透明隔板、壁龛、显示器或类似物品，以便在展台上形成与展会相一致的开放氛围。面向任何开放过道的展位边界墙不得超过展台边界长度的 30%，且边界墙的任何部分均不得超过 3

米。面向过道的边界墙必须用图文进行适当的装饰。任何包括此类展台边界墙的展台结构必须提交审批。

- c. **整面墙的许可高度最大为 4 米。**如果展位位置背靠或侧靠墙，则经主办方批准后，整面墙的许可高度最大可为 5 米。高度超过 2.5 米的任何结构设计必须在展会开始前至少 10 周提交审批，并将根据具体情况予以实施。获批准后，该等结构须遵守以下限制性规定：
- i. 2.5 米以上的结构（有品牌标志或设计的背墙）应与相邻展台的隔断墙保持 1 米的距离。
 - ii. 背墙/侧墙的最大高度为 4 米（最小高度为 2.5 米）。所有面向相邻展台的背墙都必须以木质白色漆面装饰。相邻墙壁之间不得存在间隙，所有电线/断路器或其他设备不得安装在面向相邻展台的背墙上。有关背墙饰面要求，请参阅附录 3。
 - iii. 所有电线/断路器/配电箱应保持整洁，设在展台边界内，面向内侧，且不得超出展台边界。边界外不允许存在任何电气接线/断路器/配电箱。即使经主办方批准可超出展位边界，也必须在适当的地方贴上警示带。
 - iv. **对于 3 米以上的展台/多层展位/悬挂在天花板上的结构，必须在认可人士（AP）/注册结构工程师（RSE）的监督下进行建造。**认可人士/注册结构工程师应发布监督报告，以表明临时结构的安装是在认可人士/注册结构工程师的监督下进行的。对于 4.5 米以上的展台/多层展位，认可人士/注册结构工程师除监督报告外还要提供结构合理性报告。以下是屋宇署官网上的 1.认可人士和 2.注册结构工程师名单（http://www.bd.gov.hk/english/inform/index_ap.html）。
- 参展商必须在施工开始前向主办方提交此证书。参展商必须对结构的安全负全部责任。安全、不干扰相邻展台的设计是获批的前提条件。
- d. **开放式正面：**展会中的所有展台，无论高度如何，正面必须至少有一半面向过道开放。如果设计需要，可用透明材料安装在楣板下侧（另请参阅 7.8.b），但必须留出访客入口。
- e. **玻璃和丙烯酸玻璃：**必须使用丙烯酸玻璃。玻璃结构必须采用钢化玻璃。玻璃隔板必须磨平一切毛边和毛刺，以防划伤人员。玻璃制成的零件如果放置在与眼睛齐平的位置，则必须贴上清楚的标记。
- f. **所有照明灯具（包括支臂）**应安装在离地至少 2.2 米的地方，不得超出合同规定边界，并得到良好保护，以免对公众造成危险。
- g. **配电箱：**所有电气设备在接通电源前必须经过我们的技术服务提供商和亚洲国际博览馆的测试。
- h. **悬挂在展馆天花板上的物品：**悬挂的横幅/结构不得超出合同规定边界。相关申请必须在 2023 年 7 月 25 日前提交给笔克和主办方。所有建造在地面的结构必须能够不使用任何悬挂点单独伫立。参展商/承包商必须提交显示悬挂重物 and 横幅所需位置的轮廓草图，悬挂作业只能由我们的官方技术服务提供商进行。
- i. **飞行物体/气球：**在展台上使用装有安全气体的气球和飞行物体前必须获得主办方的批准。气体规范和安全认证（如氦气等）必须提前提交给主办方。备用气瓶必须存放在展馆外的合适安全区域。展馆内只允许存放一个加压气瓶。

- j. **布展：**布、撤展时间表见“展览开放时间”项下的一般信息。在建筑材料进场布展之前，承包商代表必须共同检查光地展位，并与技术服务提供商共同签署确认光地展位状况（注意是否存在任何标记或损坏）。
- k. **展台搭建必须在 2023 年 9 月 5 日 24:00 之前完成。**
- l. **总体外观：**展台必须符合展会的总体规划。主办方有权禁止建造不合适或设计不当的展台。
- m. **开放时间内的展台设备和配件：**在展会或展览的开放时间内，展台必须配备正确的设备和用品，并由合格的人员驻守。
- n. **非规范展台结构的变更：**未经批准或不符合展位搭建规则及规定的展台可能需要更改或拆除。如果未能在规定时间内完成施工，则主办方有权自行作业，费用由参展商承担。
- o. **责任范围：**对于所提交的设计、模型或其他文件的损失、损坏或损坏，主办方一概不负责。
- p. 所有展台搭建工人在展馆内必须始终佩戴带由主办方提供或批准的、能证明身份的**承包商通行证**。
- q. **储存和废料处理：**承包商必须对自己的废料负责。主办方无法在现场为参展商/承包商的包装箱、剩余材料或其他财物提供储存设施。参展商/承包商不得将此类物品存放在展馆内。主办方有权移除/处置任何留在展馆内的纸箱、箱子和/或包装材料（视为垃圾），恕不另行通知。**由此产生的任何费用将由参展商/承包商承担。在展位搭建和拆除期间，参展商及其承包商应负责清理日常废物（如空油漆罐、废木料等）。否则，参展商将承担垃圾清运所涉及的服务费。如果无法明确废弃材料者身份，将向离通道最近的参展商收费。如果废弃材料位于两个展台之间，则由这两个展台分摊费用，除非这两个展台的承包商/参展商能够证明该等废弃材料不属于他们。承包商/参展商有责任保护自己的空间 和任何建筑。香港政府已通过一项废物处置条例，其中规定了对建筑废物的处置收费。在此基础上，清除玻璃、木质结构等危险材料将收取额外的服务费。主办方/承包商应在展会结束后直接向参展商或其承包商开具清除废物的服务费发票。**
- r. **展馆结构：**在展台搭建过程中，不得以任何方式使用展馆现有的固定装置、墙壁或可操作的墙壁（即将展品钉在、绑在或固定在任何现有结构上）。
- s. **地板和墙面覆盖：**根据主办方的布展时间表，自行搭建展台的参展商必须安排：
- i. **于 2023 年 9 月 5 日上午早些时候布置地毯、背墙和侧墙。所有承包商必须在 2023 年 9 月 5 日中午之前清理完毕通道和设备。**
- ii. 所有地毯和地板覆盖物都必须用双面胶带粘贴。双面胶带需在拆展期间移除。严禁在展馆的地板上使用油漆或胶水。不遵守上述规定可能会造成电气和设备延迟布展，由此产生的任何费用将由参展商或其承包商承担。
- iii. 背墙：每个参展商及其承包商有责任确保
- (1) 任何面向过道/通道的墙壁都必须用适当的图案加以覆盖（即非空白墙）。图案必须在设计审批过程中提交审核。
- (2) 任何面向相邻展台的墙壁只能涂成中性白色漆面，不得布置任何品牌元素。墙面应采用木材或可接受的展台搭建材料进行装饰，不得有缝隙。严禁使

用布/泡沫板。任何参展商/承包商使用主办方认为不合适的材料的，主办方将要求其自费在现场进行整改（请参阅附录 1）。

- iv. 如果参展商租用“仅光地展位/展台空间”区域，并且该空间与完整展台套餐相邻/接壤，则“仅光地展位/展台空间”参展商可能无法使用完整展台套餐的墙壁。
- v. 不遵守上述规定的，主办方有权采取自身认为必要的任何措施纠正违规行为，且费用由参展商/承包商承担。
- t. **粉刷：**参展商/承包商在参展商展台上搭建的所有墙壁必须在两侧粉刷，即墙壁的正面和背面。
- u. **建筑和消防条例（重要！）：**为遵守本地建筑条例，所有自行搭建展台的参展商必须在规定的截止日期前，向主办方提交展台的详细图纸以供审批，以免侵犯任何其他参展商的利益。否则，参展商可能会因特别后期审查被收取额外费用。**展台搭建过程中使用的一切材料必须按照本地法规进行适当的防火处理。**
- v. **拆展：**展会结束时，参展商和/或其承包商应根据主办方发布的拆展时间表，共同负责拆除展台。承包商不得以不适当的方式拆除展位，不得对任何人造成危险或伤害，不得损坏任何物品。所有碎片、地毯和地毯胶带必须由参展商和/或其承包商负责清除。**2023 年 9 月 9 日 16:00 后**如有剩余的任何参展商设备或展台配件，主办方将使用承包商的押金进行处置，或向参展商开具发票。
- w. **遵守规章制度：**参展商必须确保其承包商遵守所有规章制度，并对此负责。如果参展商未能遵守规章制度，且无视主办方的指示和警告，则主办方有权对该参展商处以每天 7200 美元的罚款。以下是已实施的**安全措施：**

在离地 2 米或以上的地方进行任何施工/拆卸时，承包商应使用高空作业设备。如需了解更多关于

 - i. 《金属棚架工作安全守则》的信息，请访问网站：
http://www.labour.gov.hk/eng/public/content2_8b.htm。
 - ii. 在离地 2 米或以上的地方进行施工活动时，工人必须系上安全带。
 - iii. 在整个布、撤展期间，以及在车辆（汽车、卡车和/或叉车）施工或拆除展台、临时结构或其他设施时，工人必须全程穿戴反光安全背心。
 - iv. 如果没有遵守上述规定，亚洲国际博览馆和主办方有权立即停止相关施工活动。
 - v. 展位的拆卸必须以恰当的方式进行。承包商不得在拆展过程中直接推翻展台结构。如此操作者将被列入黑名单。
 - vi. 展台号。主办方分配的展台号必须在所有开放侧面清楚地展示出来。

7.9 防火证书

“可燃装饰材料，如木材，应涂上阻燃材料。应出具表明阻燃材料防火性能的相关证书。喷涂阻燃材料的整个结构也应出具防火证书。”

二级消防装置承办商的名单可在香港特别行政区政府消防处网站或通过以下链接查阅：
http://www.hkfsd.gov.hk/eng/source/FSIC_list_eng.pdf。”

8 布、撤展安排

只有持有 GPE 主办方签发的货车通行证的车辆才可以进入亚洲国际博览馆。（建造特殊设计展台的承包商可向笔克（香港）有限公司申请此类许可证，而参展商和货运代理可向亚致力物流有限公司（展会及各种活动）（3 号展馆）或安普特物流有限公司（5 号展馆）申请此类许可证，请参阅 C3 表。货车通行证必须张贴在车辆挡风玻璃的醒目位置。此货车通行证的复印件无效，并且此货车通行证不可转让。车辆许可证只适用于货车，不适用于其他类型的私家车。

布、撤展程序

以下是车辆的进场布、撤展程序：

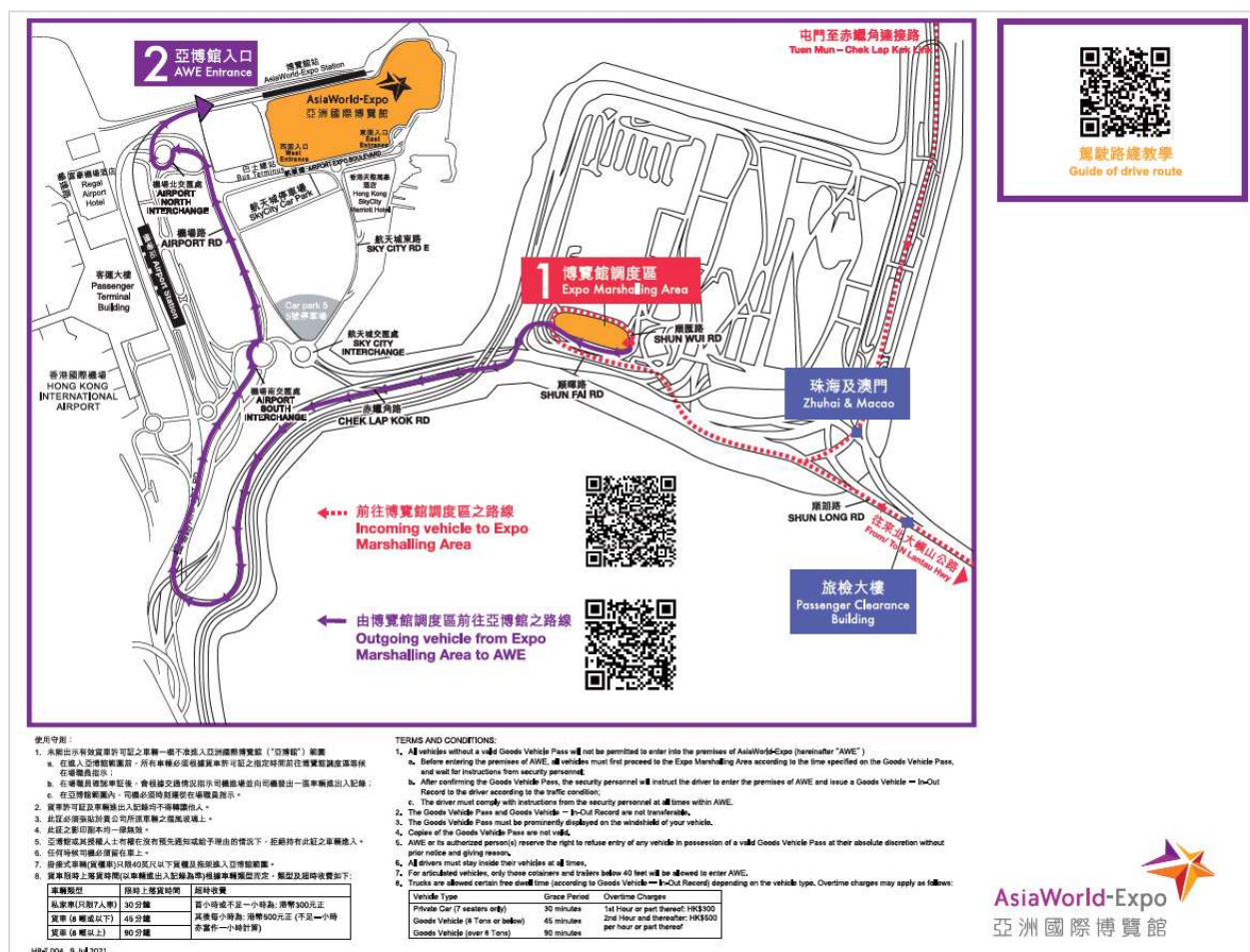
1. 在进入亚洲国际博览馆的场地之前，所有车辆必须首先按照货车通行证上指定的时间前往博览馆货车调度区等待安保人员的指示；
2. 抵达博览馆调度区后，司机必须首先出示由主办方签发的车辆许可证。在确认货车通行证后，安保人员会根据交通状况指示司机进场布展并向司机发放《货车出入记录》；
3. 司机必须遵从亚洲国际博览馆安保人员的指示。
4. 如博览馆调度区超负荷运转，将酌情采取进一步措施。
5. 抵达亚洲国际博览馆等候区后，司机必须在进入装卸区或驶离亚洲国际博览馆前登记出入记录。
6. 抵达装卸区后，亚洲国际博览馆将签发一份《货车出入记录》，当车辆驶离亚洲国际博览馆时，将收取费用并发出收据。为了缓解因大量使用装卸设施而造成的交通拥堵，亚洲国际博览馆将在布、撤展期间对车辆收费，收费标准如下：

前45分钟（签入后）：	免费
下一小时内的前45分钟（每30分钟或不足30分钟）：	每小时300港元
一小时后（每30分钟或不足30分钟）：	每小时500港元

备注：

- 博览馆货车调度区位于港珠澳大桥香港口岸顺晖路（请参考以下图片）。
- 在布、撤展期间，亚洲国际博览馆将根据交通拥堵和机场周边地区的情况酌情采取进一步的措施。

亚洲国际博览馆货车调度区



9 展会期间的宣传/展示

9.1 影片/视听展示: 所有拟在展会期间放映的影片或任何其他视听展示作品必须在展会开幕前至少 4 周提交至下列单位进行审查。

电影、报刊及物品管理办事处

香港灣仔告士打道 5 号税务大楼 39 楼

电话: +852 2594 5762 | 传真: +852 2507 3880

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

电子邮箱: enquiry@ofnaa.gov.hk

9.2 音乐表演：所有在展会上使用的声响表演，如以任何方式复制的录音制品；使录音制品在公共场合被听到；以及广播录音制品，应事先获得公开表演特许，请参阅 G1 表。使用

任何音乐、音乐作品（旋律）和文学作品（歌词）必须向**香港作曲家及作词家协会有限公司（CASH）**申请许可。如使用类似 CD 的录音制品，必须向**香港音像版权有限公司（PP（SEA）L）或香港音像联盟有限公司（HKRIA）**申请许可。计划在展馆播放 CD 的参展商需要获得两个许可：一个是由香港作曲家及作词家协会有限公司发出的音乐和文学作品公开表演特许，另一个是由香港音像版权有限公司或香港音像联盟有限公司发出的录音制品公开播放特许。如需进一步咨询特许申请和更多信息，请联系：

香港作曲家及作词家协会有限公司

香港中环亚毕诺道 3 号环贸中心 18 楼

电话：+852 2846 3268 | 传真：+852 2846 3261 | 热线：+852 2846 3229

网站：www.cash.org.hk | 电子邮箱：public.performance@cash.org.hk

香港音像版权有限公司

九龙九龙湾宏光道 1 号亿京中心 A 座 18 楼 A 室

电话：+852 2861 4318 | 传真：+852 2866 6869

网站：www.ppseal.com | 电子邮箱：enquiry@ppseal.com

香港音像联盟有限公司

香港九龙九龙湾宏照道 33 号国际交易中心 25 楼 2501 室

电话：+852 2520 7000 | 传真：+852 2882 6897

网站：www.hkria.com | 电子邮箱：general@hkria.com

- 9.3 噪音幅度/扬声器的使用：**拟在展会期间进行展示或介绍的参展商应确保该等展示和介绍在声响方面不得干扰其他参展商的业务开展，也不得造成任何烟雾或烟尘。禁止使用扩音器。任何在展会期间使用的扬声器必须在活动前 1 个月获得主办方的书面批准。展台上的介绍（包括现场音乐、表演、主持等）所产生的噪音幅度必须保持在 50 分贝以下。如视听设备和/或音响设备对公众或其他参展商造成不便或滋扰，主办方保留要求参展商移除或拆除该等设备的权利。
- 9.4 拍摄和广播：**参展商计划进行的任何和所有拍摄和广播均须事先获得主办方的批准。
- 9.5** 有关展台或展品、公司或品牌标识的**文字**不得超过规定的建造高度。
- 9.6** 允许在展台上进行介绍，播放**光学、慢镜头或声响形式的广告**，也允许播放音乐，但须确保不会对相邻的展台造成干扰，不能引致过道拥挤，也不能掩盖主办方在展馆播放的广播。
- 9.7** 如需使用其他设备和装置增强广告在视觉或听觉上的影响，也必须获得书面批准。严格禁止带有政治性质的广告。
- 9.8 服装：**每个展台的主持人/工作人员的服装不得淫秽、下流、不雅、有辱人格或任何其他不适当的服饰。服装/服饰是否可被接受及批准，应由主办方全权决定。如个人的行为或

穿着被主办方认为不专业或不恰当，将被要求更换或离场。如这种行为导致展位无人看管，主办方概不承担任何形式的损失。

- 9.9** 任何涉及**游戏展示、有组织的比赛或问答游戏、或幸运抽奖**的促销活动均须事先获得主办方的许可，并可能需要在香港获得牌照。
- 9.10** 除了在自己的展台内和付费广告海报位置及广告牌上，参展商不得在展馆内任何位置张贴贴纸、标志或海报。
- 9.11** **参展商代表不得沿通道或在出入口附近派发宣传册、邀请函等。**
- 9.12** 公共广播系统仅由主办方用于发布正式通知。既不能用于广播寻人寻物，也不能用于参展商公告。
- 9.13** 未经主办方事先批准，参展商不得在展会期间的任何时候展示或派发任何描述其他展会、会议或活动的海报、美术或销售资料。主办方保留从参展商的展台上移走此类海报、美术或销售资料的权利。如这种行为导致展位没有展品，主办方概不承担任何形式的损失。
- 9.14** **试吃品：**提供免费或以其他形式提供试吃品的展台，必须遵守涉及食品、卫生、健康和安全的严格要求，以及与此相关的任何其他香港现行法律。试吃品审批表（E4 表）须于活动前 30 天提交审批。
- 9.15** 参展商的现场加工食品的申请是否被批准，由主办方和亚洲国际博览馆全权决定。场馆内一律不得生火。

10 海关要求

官方物流服务提供商是亚致力物流有限公司（展会及各种活动）或安普特物流有限公司。欢迎参展商使用我们的任何一家货运代理，他们擅于提供各领域的物流服务，特别是食品和机械展会领域。为了安排您的运输并确保您的展品顺利布展，主办方推荐您使用官方物流服务提供商。可提供临时进口便利条件。详情可参阅《**物流指引**》或直接联系物流服务提供商。由于新鲜水果和蔬菜极易腐烂，以及进口此类货品时须遵守严格的卫生法规，主办方建议使用官方物流服务提供商，请参阅第 3 页的联系方式。

亚洲国际果蔬展览会的海外参展商，如需进口任何仅作**展览用途**（包括免费试吃）的食品（包括新鲜水果和蔬菜），但不在活动期间出售的，可以根据《食物进口商和食物分销商登记制度》申请豁免。请注意，只有在短期内为展会进口少量食物的参展商才会获得一次性豁免。请打印 F2 表，填写后寄送至表格中注明的相关部门。

本地参展商必须登记为食物进口商或分销商，方可在香港开展食物进口和分销业务。请打印表格，填写后寄送至表格中注明的相关部门。你需要在收到缴款单后支付 195 港元的 3 年登记费。

11 现场搬运

为避免展馆受到损坏和拥挤，主办方不允许参展商或其物流供应商或货运代理使用自有的搬运设备（如叉车、升降机或其他物料搬运设备）把物品搬进/搬出展会。参展商须联系官方物流服务提供商亚致力物流有限公司（展会及各种活动）或安普特物流有限公司以使用他们提供的服务（详情请参阅《物流指引》）。



12 天花悬挂物

只有在得到主办方的许可后，才可以使用展馆的天花。参展商必须得到主办方的书面许可，才能使用任何悬挂标志或材料。所有悬挂物只能由技术服务提供商批准和安装。请与技术服务提供商联系，了解报价、详细信息和悬挂的可行性。（笔克（香港）有限公司，Michael Mo/Charles Leung，电子邮箱：cs_asiafruit@picoiesgroup.com）

13 清洁

主办方将安排对展会地面通道的一般清洁，并清空和清洁所有垃圾桶。但是，这不包括参展商展位的清洁工作。参展商展台的所有清洁、清扫和拖地等工作均由其承包商和参展商负责。

如需单独的展位清洁服务，参展商可以通过亚洲国际博览馆预订额外的展台清洁服务（E1 表），联系方式为：

联系人：亚洲国际博览馆服务部

电子邮箱：helpdesk@asiaworld-expo.com

电话：+852 3606 8000

传真：+852 3606 8001

**任何服务提供商的服务均是以方便参展商为目的。对于参展商和服务提供商之间的任何合同，以及服务提供商、其雇员和代理人的疏忽或过失，主办方概不负责。*

在布、撤展期间，参展商和/或指定的承包商负责每天清理展台的建筑垃圾和废物。所有通道必须保持畅通。**如参展商在撤展期间就其大件展品或展台材料需要处置服务，请联系官方货运代理的现场代表，以就废弃物处理获取报价和详细信息。** 请注意，如由主办方处理承包商的废弃物将导致承包商的保证金被没收并可能产生额外的费用。如需了解更多信息，请联系官方货运代理。

14 保险

一般而言，参展商应投保足额的保险。主办方不为参展商的财产、人员或分包商提供任何保险服务。参展商财产如有任何损失或损坏，以及参展商人员或分包商如受到任何伤害，将由各参展商自行负责。我们鼓励参展商为其财产、人员、分包商和或然负债购买保险。

15 展品交付

只有当展位具备接收展品的条件时，才可将展品送入展馆。参展商和/或其代表必须在其展位上接受其展品的交付，因为主办方不能代表参展商接受交付，也不负责随后对该等展品的妥善保管。

16 陈列品安装

所有陈列品必须在 2023 年 9 月 5 日 12 时之前到位，任何陈列材料、纸箱和垃圾须从通道移走，以便于铺设通道地毯。参展商可在展位内工作至 24 时。

17 展台检查

参展商或其代表应于 2023 年 9 月 5 日 15 时在其展台上接受主办方的检查。

18 空箱储存

物流服务提供商将协助参展商在布展期间收集空箱（仅在拆开包装后！）并进行现场临时储存，并在撤展期间将空箱返还给参展商进行重新包装。主办方/物流服务提供商并无义务为参展商的

财产或其他材料提供任何现场存储服务。如需了解更多信息，请联系亚致力物流有限公司（展会及各种活动）（Sunny Ling 先生，项目经理，电子邮箱：sunny.ling@dsv.com）或安普特物流有限公司（Jenny Yau 小姐，副总经理，电子邮箱：jenny.yau@aptshowfreight.com）。

19 展台结构及展会场所的损坏

不得将标志、横幅或其他装饰品钉、粘或固定在天花板、地板、柱子、墙壁等任何表面。就服务结构的任何此类损坏，主办方将向参展商发出账单。如任何参展商需要在展台的墙壁上进行任何固定（除经批准的双面胶外），请与主办方联系以寻求协助。

20 拆展

- 20.1 每个参展商都有义务正确装备和布置展台，并在展会期间为此配备人员。**不得在 2023 年 9 月 8 日星期五 17 时 30 分之前拆展。如参展商未能遵守本规定，主办方有权对其处以 7,200 美元的罚款。**
- 20.2 拆展和清理工作必须在 **2023 年 9 月 9 日 16 时**前完成。在此期限之后，主办方有权自行拆除、移走展品和储存展品，或下令作出此类安排，费用由参展商承担。主办方仅对因其故意行为或重大过失而造成的展品损失或损坏承担责任，并有权留置展品以补偿由此产生的任何费用。
- 20.3 如参展商在撤展期间就其大件展品或展台材料需要处置服务，请联系亚致力物流有限公司（展会及各种活动）或安普特物流有限公司的现场代表，以就废弃物处置获取报价和详细信息。请注意，如由主办方处理承包商的废弃物将导致承包商的保证金被没收并可能产生额外的费用。

21 危险材料和安全

所有参展商应确保在任何展品中不使用可能对任何人造成任何风险或危险的材料。

- 21.1 展馆内不得使用无遮盖灯具，也不得使用临时性的燃气或电气装置。霓虹灯需要在展会前获得批准。
- 21.2 展馆内不得存放潜在的爆炸性物质、汽油、危险气体或高度易燃物。
- 21.3 不得使用任何放射性材料。
- 21.4 如主办方认为有充分理由相信相关操作可能会带来重大或个人风险，则有权随时禁止使用机械、器具和设备。

22 地毯

标准展位内部将全部铺设灰色地毯，而过道则铺设橙色地毯。如任何参展商损坏或破坏了展位和/或通道的地毯，主办方保留向参展商/承包商收取全部损失费用的权利。

23 网络连接

仅在公共区域（包括展馆内的自助餐厅）提供连续 20 分钟的免费无线热点。可在您的展位内安排付费无线网络。请通过我们的技术服务提供商预订：笔克（香港）有限公司（电子邮箱：cs_asiafruit@picoiesgroup.com）

为了确保您能够接收最佳的无线网络，我们欣然宣布亚洲国际博览馆目前全馆覆盖 5G 网络。关于 5G 的兼容性，请咨询您的硬件供应商。

24 餐饮服务

展览中心内设多个餐饮供应点和服务点。请注意，您展台内的所有餐饮仅可通过亚洲国际博览馆的餐饮部预订。请使用 E3 表进行预订。如需了解更多信息，请联系：

亚洲国际博览馆服务部

电子邮箱：helpdesk@asiaworld-expo.com

电话：+852 3606 8000

传真：+852 3606 8001

香港大屿山赤腊角香港国际机场亚洲国际博览馆

25 直销

本次展会为贸易展会，除非事先得到主办方的批准，否则不得在展馆内进行“柜台”式销售或任何交付给买家的零售销售。如获批准，展品必须附有清晰可辨的价格牌。参展商有责任获取贸易和卫生部门的必要批准，并遵守其规定。

26 团体和国家团体展馆

团体和国家展馆的主办方有责任确保其展台上的所有参展商充分了解、同意并遵守技术准则和现行所有其他规则和条例。

27 交通规定

为了确保施工和拆展期间以及活动期间的交通畅通，必须严格遵守旨在规范和引导交通的规则。车辆只能为卸货或装货而进入装卸区。（参见第 8 条）

非法停放和摆放的车辆、半挂车、集装箱、货柜和各种空包装将被清除，费用和 risk 由车主承担。必须严格遵守亚洲国际博览馆指定人员和主办方的指示，并遵守所有相应的信息。

货车通行证：参展商和货运代理可向我们的物流服务提供商亚致力物流有限公司（展会及各种活动）（3 号展馆）或安普特物流有限公司（5 号展馆）申请货车通行证和临时许可证。

- a. 进入装卸区，须持有主办方签发的授权车辆许可证。请注意，货车通行证不是停车许可证，所有车辆必须在许可证上指定的区域和时间卸货并在卸货后立即离场。
- b. 装卸时间以 45 分钟为限。
- c. 车辆许可证只适用于货车，不适用于其他类型的私家车。

28 电气服务规则 and 规定

28.1 标准展位包含：

- 3 盏 13 瓦的 LED 射灯
- 1 个 500 瓦/220 伏的单相插座。（非照明用）

上述物品均由主办方提供。额外需求须通过《电气服务订单》（E2 表）预订。

28.2 标准展位内的灯具及插座的位置是固定的，不得移动。

28.3 《电气服务订单》分为 3 部分（D2 表）：

- A 部分：适用于需要单独配件的参展商。
- B 部分：适用于使用自有特殊灯具的参展商，由参展商自行安装或由承包商安装。
- C 部分：仅适用于需要为其展品预订电气服务的参展商。

28.4 主办方指定的电气承包商笔克（香港）有限公司将负责：

- a. 标准供电

- i. 标准电源是三相交流电，380 伏/50 赫兹，波动率为+10%。为了您的设备安全，请使用稳定器。
- ii. 标准电源是单相交流电，220 伏/50 赫兹，波动率为+10%。为了您的设备安全，请使用稳定器。
- iii. 也可特别满足其他要求，例如单相 110 伏/50 赫兹或三相 220 伏/50 赫兹，请在《电气服务订单》中指明。
- iv. 有两个主要的电源供电电路：“照明电源电路”和“用于展品的电源电路”。
- b. 所有的电动机均配备独立的自动保护装置，以防止过大的电流浪涌。因此，应使用以下起动系统：
 - i. 直接在线起动：最高 5HP
 - ii. 星形三角接法：5 至 25HP
 - iii. 自动变压器：25HP 以上
- c. 展品的电源将在每天晚上展会结束后 30 分钟和展会最后一天闭幕后 60 分钟断开。
- d. 因特殊需求需要 24 小时供电的参展商应在截止日期前在《电气服务订单》的相应位置注明。
- e. 展位套餐中的三盏 13 瓦的 LED 射灯和 1 个 500 瓦/220 伏的单相插座包含电力供应。
- f. A、B 和 C（I+II）部分所列项目均包括用电成本。
- g. 所有的电气安装一律严格遵守规定的标准安全条例，没有例外。

28.5 电气安装

- a. 展馆的通用照明将由主办方提供。展位和展示用的所有电力供应必须由指定承包商安装。参展商应在规定的期限内填写由官方电气承包商提供的订单。出于安全考虑，参展商不得将其展品或照明设备连接到大楼的主配电盘上。如连接不当，主办方有权停止供电。
- b. 所有电气安装工程必须由主办方的指定承包商或授权电工实施。
- c. 参展商如希望由其承包商在展位安装照明设备，必须在展位布展日前提交其电工姓名，以便获得授权。
- d. 参展商指定的承包商必须在《订单》（D2 表）上指定的期限内向主办方提交电气装置、布局和规格的详细资料。必须对以下要求作出说明，否则，申请可能不予考虑。
 - i. 灯具的规格和额定功率，单位为瓦特/套
 - ii. 拟安装总数
 - iii. 电气安装的布局图
 - iv. 承包商的公司名称
 - v. 参与的电气人员的姓名和身份证/护照号码
 - vi. 填妥《电气服务订单》。
- e. 经批准的电工可凭身份证到主办方在展馆内设置的展会管理办公室领取个人入场证/工作证。

- f. 在与供电线路连接之前，承包商必须安装适用的电源输入终端，供官方电气承包商检查。
 - g. 所有的插座必须通过《电气服务订单》预订，否则展位内不得配备其他插座。
 - h. 向主办方官方电气承包商预订电气产品的参展商将获得优先权。
 - i. 如发现任何非法连接/适配的情况，主办方将立即切断连接，恕不另行通知。这还将包括多插座适配器和插座点的任何扩展。
 - j. 禁止闪光灯照明。
 - k. 申请光地展位或特殊设计展台的参展商必须在截止日期前提交《电气服务订单》和布局图。在开启电源前，主办方将先进行现场检查。
 - l. 配电箱：所有电气设备在接通电源前必须经过我们的技术服务提供商和亚洲国际博览馆的测试。
 - m. 《电气服务订单》中的所有额外电气订单必须在《公用设施点》（B2.A 表）中显示位置。请阅读 D2 表所载的条款和条件。
 - n. 所有在截止日期后的电气订单将遵守：
 - i. 电气设备和电力供应商的可用性
 - ii. 截止日期后加收 15% 的附加费，现场预订加收 30%
 - iii. 取消订单须缴付 30% 的费用
 - o. 获准使用自有特殊照明的参展商必须通过第 B（1）条基于总供电量预订电源，或使用第 B（2）条按照最大 100 瓦灯具的总套数或每套灯具的零件数量来预订电源。
 - p. 如主办方的电气顾问认为任何装置构成危险或可能对参观者或其他参展商造成滋扰，则主办方保留切断其电力供应的权利。**在没有咨询官方电气承包商的情况下，参展商不得进行任何电气连接，也不得改装、修正或重新安装任何外部电气装置。**
- 28.6 官方电气承包商保留安装电力供应系统的权利，包括所有必须向官方电气承包商预订的插座。
- a. 插座：严禁参展商将其灯具与插座连接。
 - b. 参展商不得自行将须通电展品和照明用断路器与插座连接。
 - c. 不得使用延长线。
- 如违反此等规则，授权代理人可能会立即断开连接。

29 展馆场地规则

安全

任何不安全情况或活动必须立即向主办方或亚洲国际博览馆责任方管理和监督人员报告，以便即时采取纠正措施。

29.1 工作区域

场地内任何处理展品、设备和货物的区域，如装卸区、展览厅、整理区等，均视为危险工作区域。这些区域应实行以下规则。

- a) 绝对不准喝含酒精饮料。
- b) 严禁持有或使用任何类型的非法或受管制物品。
- c) 车辆靠近卸货区时行驶车速必须在每小时 5 公里以下。车辆和机动设备在展馆内或载运码头行驶时车速必须在每小时 3 公里以下。
- d) 装载/卸载：参展商可使用两轮手推车或台车将手持物品、轻型展品或陈列品运送到展台（s2），但不允许使用带金属轮子的手推车或台车。公共流通区域禁止使用四轮手推车。
- e) 展馆内不得存放汽油、煤油、柴油或其他易燃液体。如有需要，必须在卸货区外的空地上加油。
- f) 整个布、撤展期间，应保持安全出口通道顺畅。
- g) 公用配电箱、电气开关设备、组合式空调箱机房、消防水龙带箱、火灾报警拉动站、灭火器必须随时能够看到及使用。
- h) 漏油、公共设施舱口松动或丢失、带电电缆裸露或任何其他明显的安全隐患必须立即向主办方报告。
- i) 禁止从公共区域携带建筑材料或展品进入展馆。仅允许在卸货区卸货。
- j) 布、撤展期间，应在车辆/机械可能进入的地方穿反光背心。

29.2 无烟展馆场地

亚洲国际博览馆是一幢禁烟的综合大楼。馆内禁止抽烟。根据《吸烟（公共卫生）条例》（第 371 章），任何人不得在指定的禁止吸烟区域吸烟或携带燃点的香烟、雪茄或烟斗。指定禁止吸烟区域同样禁止使用电子烟（无论含不含尼古丁）。违例者最高可被罚款 1,500.00 港元。

29.3 车辆和设备

所有机动设备必须处于良好的工作状态，才能在展馆使用。柴油设备在进入展馆前必须在排气管上安装滤清器。展览时间内，动力车辆不得在展馆内运行。

29.4 物料搬运设备（如叉车）和高空设备（如剪刀式升降机）由亚洲国际博览馆独家提供租用。除亚洲国际博览馆提供的叉车和高空设备外，不得在展馆场地内操作其他叉车和高空设备。

29.5 过道、通道和出口

展品、陈列品、家具、音响、照明、视听设备和餐饮设备的安装应确保不堵塞过道、通道和所需的紧急出口，或遮挡所需出口和消防安全设备的标识。

29.6 消防规定

无论何时均必须遵守所有的消防安全规范。所有用于装饰和展示的材料必须是阻燃材料。陈列车辆的燃料最多只能灌注到油箱的八分之一。不得将液化石油气储罐带入展馆。对于含有大量可燃材料的非常规陈列品，需事先获得主办方的书面批准。

29.7 展台搭建

仅允许使用耐残留的粘合剂。不得在建筑物墙壁、天花板或其他固定装置或表面使用钉子、螺丝、订书钉、胶带或其他紧固装置。参展商负责确保指定承包商遵守所有规则。

29.8 餐饮

除非通过亚洲国际博览馆餐饮部或在亚洲国际博览馆内部的餐饮店购买，否则禁止将任何类型的食物或饮料带入场馆。

29.9 垃圾处理

普通垃圾应每天清理，以免垃圾过度堆积。严禁在亚洲国际博览馆内处置危险和污染物质，如化学品、润滑油等。

29.10 离地作业和高空作业

凡是离地面 2 米以上的作业均属“高空工作”。对于所有涉及高空作业的工作，应优先使用高空设备（如剪刀式升降机）或工作平台（如金属脚手架）。

对于任何离地作业，应考虑使用合适的工作平台作为主要防护手段。对于离地 2 米以下的作业，如在特殊作业条件下（例如受限的工作场所）不能搭建工作平台，则应使用合适的轻型工作平台。除非在非常特殊的情况下无法使用工作平台或轻型工作平台，否则应禁止使用梯子进行离地作业。

梯子——禁止在亚洲国际博览馆内使用高度超过 2 米的梯子、木梯和加装梯。站在梯子上时不得移动梯子。参展商必须确保梯子放在平坦坚实的地面上，梯身牢固稳定。如施工/拆卸工程在离地面 2 米或以上的地方进行，承包商应使用高空设备（如剪刀式升降机）或工作平台（如金属脚手架）。

金属脚手架——只有获得批准和认证的铝制脚手架才能用作亚洲国际博览馆的工作平台。脚手架的搭设和拆除应在受过适当脚手架搭设培训的主管人员的监督下进行。

在使用脚手架之前，必须由有经验人员进行检查并签发 CSSR-F5 安全证书。脚手架入口处应展示 CSSR-F5，以便参考。只有经过适当培训的工人才能在脚手架或工作平台上工作。

30 食物慈善活动

展会结束后，经常会剩下很多新鲜、可安全食用农产品。主办方为参展商提供机会，通过捐赠多余的可安全食用食物减少食物浪费，并帮助需要的人。我们已与慈善组织“乐饷社”（香港注册食物银行慈善机构，致力于将剩余的食物重新分配给需要的人）达成协议，由他们在现场从愿意支持乐饷社的参展商那里收集捐赠的剩余新鲜农产品和食物。剩余食物必须完好、可安全食用。如您希望乐饷社向您收集捐赠食物，请填写 J1 表（在《在线服务手册》中），并将表格提交给表格上所列的负责人。更多详情，请联系（电子邮件：info@feedinghk.org）或登录 www.feedinghk.org。

31 更改已分配的展台位置

未经展会管理部门明确同意，不得更改已分配的展台位置。参展商必须自行了解所分配展台位置、尺寸和可能存在的缺陷。如主办方决定对已分配的区域进行任何更改（例如，建筑物更改、安装），应及时通知受影响的参展商。主办方保留因应不可预见的情况而更改展台位置的权利。如主办方更改展台位置，应尽可能为受影响的参展商安排一个类似位置。参展商有权在收到重新分配通知后一周内取消注册。如取消注册，任何一方均无权获得补偿。

32 附录

- 32.1 移走、更换：仅能展示约定展品。此外，只有在获得主办方批准的情况下，才能将展品移走；只有在获得主办方书面同意的情况下，才能更换展品，并且必须在每日正式开放时间之前至少一小时或非正式关闭时间后至少一小时更换。例外情况：如展品不包括在展台租赁合同中；或随后证明展品给人造成困扰或危险；或与活动的目的不一致，主办方有权要求将展品移走。如发生不符合规定的情况，主办方有权诉诸法律，要求参展商将展品移走，费用由参展商承担。
- 32.2 版权和专利保护：参展商有责任确保遵守版权法和有关香港工业产权的其他法律。
- 32.3 未经主办方事先批准，参展商不得在展会期间的任何时候展示或派发任何描述其他展会、会议或活动的海报、美术或销售资料。主办方保留从参展商的展位上移走此类海报、美术或销售资料的权利；如这种行为导致展台无展品展出，主办方概不承担任何形式的损失。
- 32.4 机械和器具
- a) 所有拟操作的机械及其他器具均须安装护罩或其他防护设施，但须经主办方及展馆批准并满足主办方及展馆要求。
 - b) 机械或器具只能由主办方授权人士示范或操作。相关人员不在场不得运作此类机械或器具。主办方应将此类授权告知参展商。

33 参展商取消参展、未参展

如参展商在未通知的情况下取消参展或未能参展，仍需支付全部展台租赁费。如参展商取消参展，但能为展台找到另一个承租人，主办方有权要求原承租人支付原展台发票租金金额的 25%，以抵消成本。主办方租用约定展台后，尽管整体租用面积因参展商取消参展/未参展而减少，但仍须支付全部展台租金。承租人保留提交证据证明主办方未发生此类费用或此类费用低于所述金额的权利。但主办方主张额外索赔的权利不受影响。

34 主办方规定的退出参展

主办方有权在下列情况下规定参展商退出参展：

- 34.1 参展商最迟未在参展费用发票上注明的日期前全额支付注册费和租赁费，且参展商在可能已批准的任何延期期限届满前仍未支付。
- 34.2 未及时使用展台，即在正式开幕后 24 小时内未使用。
- 34.3 参展商侵犯住所权，并在告知后仍不停止此类行为。
- 34.4 已注册参展商，作为个人或企业实体，不再符合获批要求，或者主办方后来知晓任何如若之前知晓则会拒绝该人士参展的原因。这尤其适用于参展商已经提起破产或破产程序，或者参展商已经破产的情况。如存在这种情况，参展商必须立即通知主办方。

35 不可抗力

- 35.1 取消活动：如主办方因其自身或参展商无法控制的原因而无法举办展览，则对展台租金的支付要求均属无效。但是，如主办方按照参展商的指示开展工作，参展商不能提供证据证明主办方的工作成果未给参展商带来利益，主办方仍可以向参展商开具发票，以抵消已经发生的任何费用。
 - 35.2 重新安排活动：如主办方能够在日后改期举办活动，必须立即通知参展商。如展会改期，参展商有权取消参展，但应在收到改期通知后一周内通知主办方。在这种情况下，对展台租金的支付要求将不再适用。
 - 35.3 对于已经开始的活动：如因不可抗力，主办方有义务缩短已经开始的活动期限或取消活动，参展商无权要求主办方偿还或免除展台租赁费。
-

附录 1：亚洲国际果蔬展览会罚款方案

编号：	行为	金额	扣除定金百分比	主办方附注
1	承包商或参展商不遵守主办方和指定承包商制定的布、撤展时间表		100%	
2	在亚洲国际博览馆内使用喷漆、焊接和电锯		100%	
3	在非指定区域或亚洲国际博览馆外存放建筑材料、工具、空箱或其他材料	2000 港元/平方米	50%	
4	布、撤展后，主办方自行处置在各自展台区域以外发现的物品，不另行通知，且须施以罚款。		50%，以及实际处置费用	
5	展台搭建超过批准的高度。主办方和指定承包商有权授权拆除或重建任何不符合规定的展台。		100%	
6	展台搭建超过指定边界，包括但不限于等离子屏幕、照明、3D 刻字、图形、灯箱、独立横幅等。		50%	
7	任何现场搭建与提交给主办方的图纸不符。		100%	
8	必须在最后布展日结束前搭建好所有可视的展台隔板/隔墙（即与相邻展台相接的 2400 毫米高以上的公共侧壁），并刷上油漆。（主办方对此方面的意见为最终意见）严禁使用织物/布料/泡沫板处理或覆盖背墙。		50%	油漆必须覆盖整面板/墙。主办方将授权笔克监督此问题。
9	展台搭建或拆除方式不当或不安全。（例如，从高处推倒展台、打碎玻璃隔板等）		100%，以及禁止未来参展	
10	应始终穿戴安全背心和个人防护装备。	发现一次罚款 1,500 港元		

11	根据香港劳工处的法例，超过 2 米高的工作必须使用合格的工作平台。现场不得使用超过 2 米的梯子。	发现一次罚款 1,500 港元		
12	雇用不合格/非法人员。		100%，以及禁止未来参展	
13	在亚洲国际博览馆内吸烟	发现一次罚款 1,500 港元	相关员工必须立即离开亚洲国际博览馆	
14	非法连接电线或电线连接不当	1,000 港元行政费，以及指定承包商的实际费用		
15	承包商施工证和/或承包商员工未清晰展示可识别的承包商名称。	500 港元/施工证		
16	向指定承包商工作人员以外的其他人员转让施工证	500 港元/施工证		
17	在标准展位的隔板上钉螺丝、钻孔、刷油漆或钉钉子。	2,000 港元/板		
18	损坏亚洲国际博览馆或笔克的设施（墙壁、门、地毯、大理石地板、展馆地板等）	亚洲国际博览馆/笔克的实际费用		
19	因超时布、撤展而产生的任何额外展馆租赁费和安保费	亚洲国际博览馆/笔克的实际费用		
20	损坏标准展位/通道地毯和隔板	100 港元/平方米地毯、2,000 港元/隔板		
21	未能在 2023 年 8 月 20 日前向笔克支付公共责任保险（强制性）；未能在 2023 年 9 月 1 日前提提交注册结构工程师报告（展位高度 3 米或以上）、提交结构稳定性报告（展位高度 4.5 米或以上）。	10,000 港元，立即关闭展台/建造物		
22	要求必须在 9 月 4 日中午 12 时前清理通道上的设备/材料		30%及移除费用	

23	电线/电缆/配电箱必须以适当的方式整齐安装，并隐藏起来。		30%	必须在展会首日之前更改
24	门（包括手柄）必须安装在展台边界范围以内，并向内打开。		30%	必须在展会首日之前更改
25	未经允许和/或在拆展时间之前擅自将展位上的水果/蔬菜/材料带走		50%，及禁止未来参展	
26	未经事先许可使用音响设备/扬声器和/或声音超过 50 分贝		30%	
27	未按规定提交展台设计图/承包商保证金/承包商保险单		100%	

在发生不符合规定的情况下：

- 1) 如在支付施工保证金之前发生扣款，承包商必须恢复在展会的活动之前结清扣款。
- 2) 如施工保证金不足以支付实际费用/扣款，主办方保留向参展商和/或其承包商收取未结清余额的权利。
- 3) 如承包商违反上述各项以外的条件/规则和条例（包括但不限于展览和/或展览中心的规则和条例），主办方保留在必要时从保证金中扣除罚款的权利，并禁止承包商在主办方未来举办的所有其他活动中施工。主办方同时保留禁止参展商参加主办方未来举办的活动的权利。
- 4) 对于因承包商违反上述规则导致任何或所有物品遭处置而产生的任何损失或索赔，主办方概不负责。
- 5) 如有任何争议，主办方保留最终决定权。
- 6) 实际扣款前，任何罚款/实际费用应确保与展会结束后主办方提供的金额一致。

****参展商也应充分意识到，根据作为主办方合同一部分的标准规则和条例，参展商对承包商和分包商负有法律责任。因此，参展商必须委任稳健且信誉良好的香港展台承包商。如需帮助，请与主办方联系。**

附录 2：承包商施工证（免费）

展位平方米	入场车证	拆场车证	施工证 (入场拆场用)
9	1	1	3
10 - 18	2	2	5
19 - 24	2	2	8
25 - 36	3	3	10
37 - 60	3	3	12
61 - 78	4	4	24
79 - 120	5	5	28
121 - 200	5	5	34
201 - 300	6	6	40
300 以上	8	8	48

	9月4日	9月5日
非指定承包商光地展位	13:00-23:59	08:00-23:59

附录 3：背墙处理

如承包商不遵循背墙处理指示，可能会被处以罚款并列入黑名单。

