

Circular 13 Reminder for the Proper Use of Standard Booth/ Premium Booth

Standard/ Premium Booth Exhibitors and their appointed contractors must adhere to the following regulations:

- 1) All Exhibitors using a Shell Booth can only decorate the interior of their booth area. No additional booth fitting, structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminum profile or structure or panels of the Shell Booth. Any drilling/nailing to the Shell Booth panels and shelves is strictly prohibited.
- 2) The Exhibitor shall be liable to pay to the Organiser any loss or damage suffered by failing to comply with paragraph 1, including the costs of restating and resetting up the Shell Booth in compliance with the requirements.
- 3) The use of adhesives and glues to the Shell Booth panels and shelves is strictly prohibited. Any stickers, graphics or any kind of fixtures applied to the Shell Booth must be removed at the end of the fair. The Organiser reserves the right to claim the cleaning and damage cost from the corresponding exhibitor if stickers are not fully removed.
- 4) All structures, decoration materials, exhibits, stand materials and the like must be completely removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organiser. Any materials left behind at the Exhibition Venue shall be deemed abandoned. The Organiser reserves the right to claim any waste disposal cost from the corresponding exhibitor due to their negligence.
- 5) No items could exceed a height of 2.5m or extend beyond the boundaries of the booth allocated. These include, but are not limited to, fittings, exhibits, and company names, advertising material logos, inflatables brought along by the Exhibitor.
- 6) The fascia panel and its fixing structure must not be removed.
- 7) If any booth with fittings differs from the approved specifications or does not conform to the Organiser's rules and regulations, the Organiser reserves the rights to alter or remove the fittings without prior notice at the Exhibitor's own expense.
- 8) All built-in structures including the lighting fixtures within the Shell Booth must not be removed without the prior approval from the Organiser.
- 9) Installation of electrical equipment, including lighting fixtures, must strictly adhere to the Electricity (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E). Exhibitors are prohibited to install any sub-standard fittings or wirings.
- 10) All lighting fixtures must not be altered or tampered with; if necessary, the work should be done by a locally qualified electrician.

- 11) If Contractor needs extra electricity, they should order from Official Contractor and pay for extra cost. Any illegal or inadequate electricity wiring or connection will be removed without prior notice or at the Organiser's option the Organiser may impose a surcharge determined by it.
- 12) All the Shell Booth structures, lighting fixtures and furniture items are property of the Organiser. The movable or furniture items must be kept within the booth area and in their original place for complete hand-over of the booth to the Organiser when the fair ends. The Organiser reserves the right to claim the Exhibitor for any missing or damaged items.
- 13) The Exhibitor shall fully indemnify the Organiser, its agents, representatives, contractors and employees on demand from and against all losses, liabilities, actions, proceedings, claims, damages, costs (including but not limited to legal costs) and expenses whatsoever which it may suffer or incur by reason of:
 - a) the Exhibitor's failure to comply with the requirements relating to Shell Booth set out above and/or other rules and regulations relating to constructing and use of booths;
 - b) any loss or damage arising from Exhibitor's decoration of the interior of their booth areas (whether or not in adherence to the requirements);
 - c) any death or personal injury suffered by a third party attributable to use or decoration by the Exhibitor of their booth and/or suffered in their booth area;
 - d) loss or damage, including death or personal injury, caused by the negligence or wilful default of the Exhibitor or failure to comply with the rules and regulations of the Organiser;
 - e) loss or damage caused by the Exhibitor or the Exhibitor's contractors, to the Organiser, other exhibitors or visitors arising from the decoration and/or fitting out of the Exhibitor's Shell Booth, or work undertaken for handover to the Organiser when the fair ends, howsoever arising.
- 14) The Organiser hereby excludes all liability to the Exhibitor, its agents, representatives, contractors and employees for any loss or damage suffered in relation to the Shell Booth, the booth area or their presence at the fair, including loss or damage to the Exhibitor's fittings and/or personal property, save and except to the extent such exclusion is prohibited or limited by law. Nothing herein shall limit or effect the Organiser's liability for death or personal injury arising from its negligence.

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

Hong Kong Trade Development Council



通告 13 正確使用標準 / 特級攤位設計之提示

租用標準 / 特級展台的參展商及其委託之承建商必須遵守下列各項規定：

- 1) 使用標準展台的所有參展商只可裝飾其展台範圍的內部。標準展台鋁架或結構或圍板上均不能以任何方式附加任何額外的展台裝置、結構、燈具、陳列品、裝飾物或展品等。嚴禁在標準展台的圍板及陳列架作任何鑽孔/打釘。
- 2) 參展商須負責就因沒有遵從第 1 段而引致的任何損失或損害，向主辦機構支付款項，包括遵從有關規定重新整理及重新搭建標準展台的費用。
- 3) 嚴禁在標準展台的圍板及陳列架施用強力黏貼劑或膠水。所有張貼於標準展台的膠貼、繪圖或任何附着物必須於展覽會完結時清理妥當。假若膠貼等物品未有妥善清理，主辦機構有權向有關參展商收取清理費及損毀之賠償。
- 4) 展覽會完結時，所有結構、展品、展台物料必須在主辦機構規定的指定時間內妥善清理。任何展品、展台物料擱置於展覽會場將視為棄置物品，主辦機構會向有關參展商收取所需的清理費用。
- 5) 任何物品的高度不得超過 2.5 米，或伸展超逾劃定的展台界限。有關物品包括但不限於參展商帶來的裝置、展品、公司名牌、宣傳材料、標記及充氣物。
- 6) 不得拆除公司名牌及其固定構件。
- 7) 如附有裝置的任何展台有別於認可規格或不符合主辦機構所訂之規則，主辦機構保留權利進行改建或清拆裝置而毋須事先通知。有關費用一概由參展商負責。
- 8) 未經主辦機構事先批准，不得拆除標準展台內任何原有構件，包括照明裝置。
- 9) 參展商裝設的電器設備〔包括照明裝置〕必須嚴格遵循香港《電力條例》之《電力〔線路〕規例》〔第 406E 章〕。嚴禁參展商安裝任何未符標準的裝置或電線。
- 10) 不得改動或干擾任何照明裝置；如有需要，有關工程必須由本地合資格電力技師施工。
- 11) 如承建商需額外供電，應向大會指定的承建商申請並支付額外費用。電力線路或接駁如有任何違法或不足之處，均會被清拆而毋須事先通知，或者在主辦機構的選擇下，主辦機構可收取其所釐定的附加費用。

- 12) 標準展台的一切構件、照明裝置及傢俬全屬主辦機構所有。在展覽結束時，可移動或傢俬物品必須放於展台範圍內並放回原位，以示展台完整交還主辦機構。主辦機構保留權利，就任何遺失或損壞物件向參展商作出申索。
- 13) 參展商應就主辦機構基於下列理由可能蒙受或招致的一切損失、法律責任、行動、法律程序、申索、損害賠償、費用〔包括但不限於法律費用〕及開支，應要求向主辦機構、其代理人、代表、承建商及僱員作出全數彌償：
 - a) 參展商未能遵從上文所列出有關標準展台的規定及/或有關建造及使用展台的其他規則及規例；
 - b) 參展商對其展台範圍的內部裝飾〔不論是否遵循有關規定〕所引致的任何損失或損害；
 - c) 可歸因於參展商使用或裝飾其展台而引致第三方的任何死亡或身體受傷及/或在其展台範圍內所引致的任何死亡或身體受傷；
 - d) 因參展商的疏忽或故意失責或者未能遵從主辦機構的規則及規例而造成的任何損失或損害〔包括死亡或身體受傷〕；
 - e) 因參展商標準展台的裝飾及/或裝修工程或在展覽完結時為向主辦機構交還展台而進行的工程而引致〔不論是如何引致的〕，由參展商或參展商的承建商對主辦機構、其他參展商或參觀者造成的損失或損害。
- 14) 主辦機構特此卸除對參展商、其代理人、代表、承建商及僱員就標準展台、展台範圍或他們停留在展覽會所蒙受的任何損失或損害〔包括對參展商的裝置及/或個人財產造成的損失或損害〕所須承擔的一切法律責任，但該等法律責任的卸除受法律所禁止或限制的範圍則除外。本文中的任何規定不應限制或影響主辦機構對因其疏忽而引致的死亡或身體受傷所須承擔的法律責任。

倘中英文本有所差異，概以英文本為準。

香港貿易發展局

通告 13 **正确使用标准 / 特级摊位设计之提示****租用标准 / 特级展台的参展商及其委托之承建商必须遵守下列各项规定：**

- 1) 使用标准展台的所有参展商只可装饰其展台范围的内部。标准展台铝架或结构或围板上均不能以任何方式附加任何额外的展台装置、结构、灯具、陈列品、装饰物或展品等。严禁在标准展台的围板及陈列架作任何鑽孔/打钉。
- 2) 参展商须负责就因没有遵从第 1 段而引致的任何损失或损害，向主办机构支付款项，包括遵从有关规定重新整理及重新搭建标准展台的费用。
- 3) 严禁在标准展台的围板及陈列架施用强力黏贴剂或胶水。所有张贴于标准展台的胶贴、绘图或任何附着物必须于展览会结束时清理妥当。假若胶贴等物品未有妥善清理，主办机构有权向有关参展商收取清理费及损毁之赔偿。
- 4) 展览会结束时，所有结构、展品、展台物料必须在主办机构规定的指定时间内妥善清理。任何展品、展台物料搁置于展览会场将视为弃置物品，主办机构会向有关参展商收取所需的清理费用。
- 5) 任何物品的高度不得超过 2.5 米，或伸展超逾划定的展台界限。有关物品包括但不限于参展商带来的装置、展品、公司名牌、宣传材料、标记及充气物。
- 6) 不得拆除公司名牌及其固定构件。
- 7) 如附有装置的任何展台有别于认可规格或不符合主办机构所订之规则，主办机构保留权利进行改建或清拆装置而毋须事先通知。有关费用一概由参展商负责。
- 8) 未经主办机构事先批准，不得拆除标准展台内任何原有构件，包括照明装置。
- 9) 参展商装设的电气设备〔包括照明装置〕必须严格遵循香港《电力条例》之《电力〔线路〕规例》〔第 406E 章〕。严禁参展商安装任何未符标准的装置或电线。
- 10) 不得改动或干扰任何照明装置；如有需要，有关工程必须由本地合资格电力技师施工。
- 11) 如承建商需额外供电，应向大会指定的承建商申请并支付额外费用。电力线路或接驳如有任何违法或不足之处，均会被清拆而毋须事先通知，或者在主办机构的选择下，主办机构可收取其所厘定的附加费用。

- 12) 标准展台的一切构件、照明装置及家俬全属主办机构所有。在展览结束时，可移动或家俬物品必须放于展台范围内并放回原位，以示展台完整交还主办机构。主办机构保留权利，就任何遗失或损坏物件向参展商作出申索。

- 13) 参展商应就主办机构基于下列理由可能蒙受或招致的一切损失、法律责任、行动、法律程序、申索、损害赔偿、费用〔包括但不限于法律费用〕及开支，应要求向主办机构、其代理人、代表、承建商及雇员作出全数弥偿：
 - a) 参展商未能遵从上文所列有关标准展台的规定及/或有关建造及使用展台的其他规则及规例；
 - b) 参展商对其展台范围的内部装饰〔不论是否遵循有关规定〕所引致的任何损失或损害；
 - c) 可归因于参展商使用或装饰其展台而引致第三方的任何死亡或身体受伤及/或在其展台范围内所引致的任何死亡或身体受伤；
 - d) 因参展商的疏忽或故意失责或者未能遵从主办机构的规则及规例而造成的任何损失或损害〔包括死亡或身体受伤〕；
 - e) 因参展商标准展台的装饰及/或装修工程或在展览完结时为向主办机构交还展台而进行的工程而引致〔不论是如何引致的〕，由参展商或参展商的承建商对主办机构、其他参展商或参观者造成的损失或损害。

- 14) 主办机构特此卸除对参展商、其代理人、代表、承建商及雇员就标准展台、展台范围或他们停留在展览会所蒙受的任何损失或损害〔包括对参展商的装置及/或个人财产造成的损失或损害〕所须承担的一切法律责任，但该等法律责任的卸除受法律所禁止或限制的范围则除外。本文中的任何规定不应限制或影响主办机构对因其疏忽而引致的死亡或身体受伤所须承担的法律責任。

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