

# **BUSINESS GOVirtual Expo & Conference - AI+ Power 2025**

Hong Kong Convention & Exhibition Centre

Wanchai, Hong Kong

5 – 6 June 2025

## **EXHIBITOR MANUAL**

[www.aipluspower.com](http://www.aipluspower.com)

*Version 14*

*Updated as of 27 March 2025*

*Information is subject to change without prior notice.*

*Dear Exhibitor,*

Thank you for exhibiting at the **BUSINESS GOVirtual Expo & Conference – AI+ Power 2025** which will be held on 5 – 6 March 2025 at the Hong Kong Convention and Exhibition Centre.

Taking a few moments to familiarize yourself with the contents of this Exhibitor Manual will guide you towards successful show participation. The **Table of Contents** and **Forms and Deadlines Checklist** provide an essential logistical overview of the show.

There are a few items which we would like to specifically draw your attention to:

- (1) If you rent a Standard Booth, please refer to Section 6 for more information.
- (2) If you rent a Custom-built Booth or need any special booth design and construction, please refer to Section 7 for construction details.

All order forms are available on [Exhibitor Centre](#) and the completed forms should be submitted to the **Organizer / Official Contractor via Exhibitor Centre (for form 1 & 2) or via email shown on the form (other forms except form 1 & 2).**

We thank you for your support and wish you every success in the expo. Should you require any assistance whatsoever in preparing for this expo, please feel free to contact us.

*BUSINESS GOVirtual Expo & Conference – AI+ Power Organizer*  
**Baobab Tree Event Management Co., Ltd. (BTE)**

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### 3. Event Information & Exhibition Schedule

#### 3. Event Information & Exhibition Schedule

##### 3.1 Event Information

BUSINESS GOVirtual Expo & Conference – AI+ Power 2025	
Event Date	5 – 6 June, 2025 (Thur – Fri)
Organizer	Baobab Tree Event Management Company Limited
Venue	Hall 5FG, Level 5, Hong Kong Convention & Exhibition Centre, Wanchai, Hong Kong

##### 3.2 Move-in Schedule

Date	Time	Program
3 June 2025 (Tue)	08:00 – 22:00	Official Contractor Move-in
	12:00 – 20:00	Raw Space Contractor Move-in
	All main constructions must be completed by 3 June for exhibitor move-in	
4 June 2025 (Wed)	09:00 – 20:00	Exhibitor Move-In
	20:00 – 22:00	Final Venue Cleaning

The schedule is tentative and subject to change

##### 3.3 Exhibition Registration & Admission Schedule

Date	Exhibition Opening Hours	Exhibitor Access	Visitor Registration*
5 June 2025 (Thu)	09:15 – 18:00	08:45 – 18:30	09:00 – 17:30
6 June 2025 (Fri)	09:15 – 18:00	08:45 – 19:00	09:00 – 17:30

The schedule is tentative and subject to change

\*The registration counter and entrance will be closed 30 minutes before the show closing time.

##### 3.4 Move-out Schedule

Date	Time	Program
6 June 2025 (Fri)	18:00 – 19:00	Moving out of Exhibits
	18:30 – 22:00	Booth Dismantling & Materials Disposal
	All booths must be properly dismantled and laid down by 22:00	

The schedule is tentative and subject to change

##### Remarks

- Only Exhibitors, Working Staff and appointed contractors and service providers with valid entrance badges are allowed to enter the venue during the move-in period. All of exhibitors should have settled booth payment in full before move-in. Organizer reserves the right to refuse exhibitors with underpayment.
- All stands must be completed and exhibits in place by 20:00 on 4 June 2025 (Wed)
- Exhibitors will be admitted to the exhibition venue 30 minutes prior to the opening hours. During the

### 3. Event Information & Exhibition Schedule

exhibition period, exhibitors are permitted to remain in the exhibition venue to serve their stand for 30 minutes after the exhibition closes. No visitors will be admitted after the show closing. Exhibitors who wish to stay later must obtain written permission from the Organizer, prior to close, for security and venue lighting to be arranged.

- Exhibitors must clear all exhibits from the exhibition venue by 19:00 on 6 June 2025 (Fri). Only Exhibitors, working staff, appointed contractors and service providers with valid entrance badges are allowed to enter the venue during the move-out period.

#### 3.5 Removal of Exhibits

**No exhibits/ stand fittings can be removed before 18:00 on 6 June 2025 (Fri) under any circumstances. Early move out is not allowed.**

- Personal property and portable exhibits can be removed from the exhibition venue after the expo closed on 6 June 2025 (Fri). Any exhibits, booth equipment, hazardous materials, fixtures and fitting left in the venue after 22:00 on 6 June 2025 (Fri) by exhibitors will be discarded and any removal/cleaning costs will be charged to the relevant exhibitors.
- During the open days of the exhibitions, exhibits only can be delivered before show's opening hours or after closing time.
- Any exhibitor and their contractor who anticipate problem in clearing all exhibits and booth fitting by 21:00 on 6 June 2025 (Fri) should contact the Organizer, Baobab Tree Event.

#### 3.6 Exhibition Enquiries

##### Operations/ Logistics/ Technical Management

Ms. Amy Hung	Email: <a href="mailto:Amy.hung@baobab-tree-event.com">Amy.hung@baobab-tree-event.com</a>
	Tel: +852 3520 3186

##### Exhibitor Services / Sales Enquiry / Advertising Opportunities

Ms. Jacko Wu	Email: <a href="mailto:Jacko.wu@baobab-tree-event.com">Jacko.wu@baobab-tree-event.com</a>
	Tel: +852 3520 3186
Ms. Alice Chiu	Email: <a href="mailto:alice.chiu@baobab-tree-event.com">alice.chiu@baobab-tree-event.com</a>
	Tel: +852 3520 3186

## 4. Contractors, Suppliers, Venue Information & Useful Links

### 4. Contractors, Suppliers, Venue Information & Useful Links

#### 4.1 Official Stand Contractor

**AMC (Exhibits)** is a leading Asian based event and exhibition service provider, which provides professional, high quality service to our clients specializing in planning for event, exhibition, and conference. We offer customized, creative and cost effective solutions to our clients, as well as keen to achieve superior results and provide variety services beyond expectations.

With our extensive network in project management, in-house design expertise, enthusiastic working team, well-equipped production plants & warehouse facilities, have uniquely granted us as a perfect combination for your customized solutions.

We provide operative and serviceable alternatives for our clients, from specialized needs to comprehensive turnkey services.

- Event planning & management
- Design concept development
- Production of construction technical drawings
- Fabrication and Installation
- Pavilion, exhibition booth, road show, seasonal decoration
- Engineering with relevant authority certification and approvals
- On-site management
- Dismantling, storage and after service

#### AMC Exhibits Ltd.

Contact:	Ms. Sharon Mak
Tel:	+852 3752 9038
Email:	<a href="mailto:sharon.mak@arconmarketing.com">sharon.mak@arconmarketing.com</a>
Address:	Unit AB, 8th Floor, Tung Kin Factory Building, 196-202 Tsat Tsz Mui Road, North Point, Hong Kong

#### 4.2 Parking

Parking slot is available at the Convention Plaza (Harbour Road) Car Park.

Address: 1 Harbour Road, Wanchai, Hong Kong

General Fee Schedule:

- First 2 hours - HK\$32 per hour
- From 3<sup>rd</sup> hour onwards - HK\$35 per hour

For more information on the HKCEC Car Park, please contact Urban Parking directly at Tel: +852 2802 7376.

## 4. Contractors, Suppliers, Venue Information & Useful Links

### 4.3 Useful Links

	<p>Organizer: Baobab Tree Event Management Company Limited</p>	<p><a href="http://www.baobab-tree-event.com">www.baobab-tree-event.com</a></p>
 <p>香港會議展覽中心 Hong Kong Convention and Exhibition Centre</p>	<p>Venue: Hong Kong Convention &amp; Exhibition Centre</p>	<p><a href="http://www.hkcec.com.hk">www.hkcec.com.hk</a></p>
	<p>Official Contractor: AMC Exhibits Limited</p>	<p><a href="https://www.arconmarketing.com/">https://www.arconmarketing.com/</a></p>
 <p>HONG KONG TOURISM BOARD 香港旅遊發展局</p>	<p>Hong Kong Tourism Board</p>	<p><a href="http://www.discoverhongkong.com">www.discoverhongkong.com</a></p>
	<p>Government of Hong Kong SAR</p>	<p><a href="http://www.gov.hk/en/business/">www.gov.hk/en/business/</a></p>
 <p>衛生署 Department of Health</p>	<p>Department of Health of Hong Kong</p>	<p><a href="http://www.dh.gov.hk">www.dh.gov.hk</a></p>
 <p>香港國際機場 HONG KONG INTERNATIONAL AIRPORT</p>	<p>Hong Kong International Airport</p>	<p><a href="http://www.hongkongairport.com">www.hongkongairport.com</a></p>
 <p>香港特別行政區政府 入境事務處</p>	<p>Immigration Department of Hong Kong</p>	<p><a href="http://www.immd.gov.hk">www.immd.gov.hk</a></p>
 <p>工業貿易署 Trade and Industry Department</p>	<p>SME Export Marketing Fund</p>	<p><a href="http://www.smefund.tid.gov.hk">www.smefund.tid.gov.hk</a></p>



## 4. Contractors, Suppliers, Venue Information & Useful Links

### 4.4 Event Supplies Services: New Tech Holdings International Ltd

- New Tech Holdings International Ltd. established in 2007, are one of the leading companies in Innovative Technologies Industry within Hong Kong.  
Specialist in providing Total Solution of Interactive Digital Service System, which is popularly applied in Shopping Malls, Hotels, Hospitals, Properties, Retails...etc.
- Headquarter in Hong Kong, China
- Research & Development (R&D) software and hardware technical
- Global localize, local service
- Outstanding power of digital signage and layout structure
- Focus on Interactive Digital Signage Systems
- To be a System Consultant is committed to the next generation of interactive solutions for business customers
- Company Advantages Core strengths
- Efficiency of software program: Tailor-made, flexibility
- Dynamic Variable data: real-time updates, content on demand
- Wayfinding wisdom precise: to create advanced wayfinding systems, digital simulative calculations
- Powerful Interactive Design: Sharing ideas to build a global, on-demand professional custom

In the domain of SME exhibition and promotion, New Tech Group offers the following services:

- Customized Interactive Digital Kiosk
- Equipment Rental and Sales
- On-site Installation and Dismantling Services
- On-site Equipment Maintenance and Support
- Show Case Rental and Sales
- Booth Design and Production

Contact: Mr Michael Fung

Tel: 28388482

Email: michael@nt.hk

Address: Room 806, New Tech Plaza, Tai Yau Street, San Po Kong, Kowloon

## 4. Contractors, Suppliers, Venue Information & Useful Links

### 4.5 Video and Photographs: Annihilation Creative Limited

- Annihilation Creative Limited is a creative and cultural company.

Our vision is to

- i. Connect society by disseminating diverse knowledge and opinions from different people, allowing Hong Kong people to engage in critical thinking and enrich themselves;
- ii. Unleash the creative talents of teenagers in Hong Kong and help them showcase their abilities to the public;
- iii. Develop fun and engaging tabletop games and Live Action Role Playing (LARP) Games in order to promote the rich culture of these games to a broader audience.

We offer clients word editing, graphic design, and video editing services. We care about the quality of our service and are open to any opinions.

Contact: Mr Hades LAU

Tel: 3907 4422

Email: [ch.lau@annihilation-ltd.com](mailto:ch.lau@annihilation-ltd.com)

### 4.6 Event Designs and Construction: Living Exhibition and Event Services

- LIVING exhibition and event services founded in 2006 as a multidisciplinary designs agent specializing creative concept design, production, construction and event management.

With your comprehensive business strategy coming with the enormous marketing demand of your products, our one-stop service from creative concept, designs, ideas and followed by exercising professional planning and seamless execution provides your company with a range of promotion plans to successful event. In essence, we transform your ideas into reality with outstanding designs, high quality and effective management and logistics.

Our Services

Concept Design -> Production & Construction -> Event Management

Cover Areas: Exhibition / Event / Showcase / Display / Shopping Mall

Contact: [info@livingees.com](mailto:info@livingees.com)

Tel: 9226 8324

Address: Rm. B, 9/F Wong Tak building, 15 Kai Ming Street, Hung Hom, Kowloon.

### 5. General Rules and Regulations

#### 5.1 Abide by the Organizer's Requirement

- The Organizer reserves the right to alter or remove without notice and at the Exhibitor's expense any booth which differs from the approved specification or any booth that does not conform to the Organizer's required standard, rules and regulations. The Exhibitor shall have no claim against the Organizer or its agents for any extra cost of replacing its booth to conform to the Organizer's required standard, rules and regulations or for any other losses or damages relating thereto.
- Work of any kind carried out at the Exhibition Venue must conform to the current local laws and regulations enforced in Hong Kong and those specified by the Organizer. This applies to the exhibitor, its agents, contractors and sub-contractors. The Organizer reserves the right to stop any work which contravenes any of these laws and regulations and the exhibitor shall have no claim against the Organizer or its agents for any losses or damages relating thereto.

#### 5.2 Adverse Weather Arrangement - Typhoon / Black Rainstorm Warning Signal

- All exhibitors are requested to note the following emergency measures which will be implemented in case Typhoon Signal No. 8 and Black Rainstorm Warning Signal is hoisted during the exhibition.

##### **No. 8 Typhoon Signal or Black Rainstorm Warning Signal hoisted prior to the Opening Hours**

- In case of Typhoon Signal No. 8 or Black Rainstorm Warning Signal is hoisted on the move-in day, the Organizer will carry-on the move-in procedure under an acceptable weather condition.
- If Typhoon Signal No. 8 or Black Rainstorm Warning Signal is hoisted before 07:30 on the first and 08:00 on the second and third exhibition day, the fair will remain closed for the whole day unless the typhoon signal or Black Rainstorm Warning Signal is lowered at or before 13:00.
- If Typhoon Signal No. 8 or Black Rainstorm Warning Signal is lowered at or before 13:00 the exhibition will be reopened two hours after the typhoon signal or Black Rainstorm Warning Signal is lowered. Exhibitors are reminded to re-deploy duty staff to man their booths before the fair are re-opened to the public.
- The show will however remain closed if the typhoon signal or Black Rainstorm Warning Signal is lowered after 13:00.
- The Organizer will arrange to make an announcement through RTHK or exhibitors may contact the Organizer should they wish to enquire about any matters concerning these special arrangements.

##### **No. 8 Typhoon Signal or Black Rainstorm Warning Signal hoisted during the exhibition**

- If No. 8 Typhoon Signal is announced during the exhibition, the exhibition will be closed two hours after the announcement Exhibitors and visitors will be requested to leave the exhibition within two hours.
- Once Black Rainstorm Warning Signal is hoisted, new visitors will still be registered and admitted
- Visitors should be encouraged to stay in the exhibition for their own safety.

## 5. General Rules and Regulations

### 5.3 Animals

- For reasons of health and safety, animals are not allowed in the exhibition hall for the duration of the tenancy with the exception of guide dogs for the blind.
- During the buildup and dismantle period no animals will be allowed on site if it is deemed unsafe. At all times the Organizer decision is final.

### 5.4 Admission & Children

- The Organizer reserves the right to refuse admission to the exhibition of any visitors, exhibitors or their agents who are at the absolute discretion of the Organizer regarded as unfit, intoxicated or in any way likely to create disturbance or discomfort to the Show, other exhibitors or visitors.
- Children under 18 are NOT permitted to access to the exhibition venue. (There will be no childcare facilities available.)
- Exhibitors or contractors shall not bring children UNDER 18 into the hall during move-in and move-out period. The halls are regarded as a potentially dangerous place of work during these periods.

### 5.5 Cleaning & Garbage Disposal

- All disposals of waste & booth construction materials during the move-in and move-out periods are the sole responsibility of the individual booth contractors concerned. Disposal of contractor's waste materials by the Organizer will result in the contractor's deposit being forfeited.
- The removal and disposal of crates and booth fittings or materials are not covered in the sales of booth or space and, therefore, are subjected to an additional charge imposed by the Exhibition Venue or other sum as the Organizer may reasonably determine.

### 5.6 Columns Clearance

- Access to columns containing Utility Service Provision within the exhibition hall must be maintained with a 0.75m space clearance around each of the columns in order to access services switching equipment.
- Access to columns containing fire hose reels, security system and their control devices must be maintained at 1.5m space clearance in order to access at the point of emergency needs.

### 5.7 Cooking In Booth

- No cooking in booth is allowed at all times of the exhibition.

### 5.8 Customs Clearance

- Should you in need of advice for the clearance of goods / exhibits through customs, you should contact organizer who will give advice on relevant aspects of import procedures.

### 5.9 Dangerous Materials

All substances which are regarded as dangerous, toxic, explosive, hazardous or objectionable in nature are forbidden to be brought into the venue, some examples are listed but not limited to the followings:

- Temporary gas (LPG), explosive, petrol, dangerous gases, radioactive materials or highly flammable substances are strictly forbidden in the exhibition hall.

## 5. General Rules and Regulations

- Smoking is strictly prohibited in the Exhibition Centre.
- Neon lights will be permitted subject to approval of HKCEC and the installation of necessary devices.
- No naked or open flame equipment is to be used in the exhibition hall at any time.
- Gas-filled balloons with the exception of helium filled balloons are prohibited.

### 5.10 Delivery of Exhibits, Important Notes to Import & Export

If you need to have something delivered to your booth e.g., booth brochures etc., or you are using a courier to make a delivery, please arrange to have the delivery **ONLY DURING MOVE-IN AND EXHIBITION DAYS** with accordance to the exhibition time schedule and have your packages addressed as follows:

1. Name of Contact person of your company
  2. Exhibitor's Company Name and Booth Number
  3. Exhibition name: BUSINESS GOVirtual Expo & Conference – AI+ Power 2025
  4. Hall 5FG, Hong Kong Convention & Exhibition Centre, 1 Harbour Road, Wanchai, Hong Kong
- Please wear Workers Badge and provide Vehicle Pass for delivering the show material to your booth.
  - Please ensure the delivery company / courier has the necessary lifting equipment and trolleys to unload your consignment as the Organizer will not be responsible for any lifting requirements.
  - Please ensure that a representative of your company is on-site to receive and sign for the delivery. We are unable to accept responsibility for any goods delivered to un-staffed booths.
  - Please closely observe or seek advice from Organizer if there is any vaccine / testing requirement under venue pandemic controls.

### 5.11 Distribution of Promotion Materials

- Exhibitors cannot use any area outside the boundaries of their stand for displays or promotional activities. The Organizer has the right to remove all items from common areas and / or charge for the additional space used. Failure to adhere to this guideline may result in your stand being closed.

### 5.12 Drink and Drugs

- The abuse of alcohol, drugs and other addictive substances can affect work performance and impair safety. Therefore, any person found to be under the influence of alcohol, drugs which in the opinion of the Organizer constitutes a danger to themselves or any other persons using the venue, will be asked to leave the hall and if necessary, will be removed by security.

### 5.13 Exhibitor Badges

- Exhibitors' Badges can be collected at Exhibitor Check-in Counter during move-in period. For general security, exhibitors should not give out any exhibitor badges to anyone not belong to your company. Please note that Exhibitor's badges are only for staff manning stands during the exhibition days, whereas Workers Badges are given to suppliers and contractors who are assisting in decorating the stand, building and dismantling structures during move-in and move-out days only.

## 5. General Rules and Regulations

- Exhibitors and their personnel are requested to wear their badges while in the hall for the duration of the show and contractors to wear their badges for access to the hall during the build-up and move-out period. Security guards will have the right to deny access into the exhibition hall if the related personnel are unable to present the required badge. Exhibitor need to complete the Exhibitor Badges Order Form and return to Organizer before deadline. Should you require additional badges on-site, please purchase at the Organizer Office.

**Table - Entitlement to Exhibitor Badge**

Booth Size (sqm)	No. of Exhibitor Badge entitled
≤9 sqm	5 pcs
>9 – 18 sqm	10 pcs
>18 – 27 sqm	15 pcs
>27 – 36 sqm	20 pcs
>36 sqm	25 pcs

### 5.14 Exit Notices

- If exit notices are obstructed by booths, decorations or exhibits, additional notices shall be provided as required by the HKCEC. The provision and fixing of these additional notices will be carried out by the Organizer at the expense of the exhibitor. Visible panel display and recessed fittings should be affixed to all walls.
- Exhibitors must ensure that no obstacles including fixtures such as steps are built and block the path to the emergency exit. A landing should be well indicated in case of the appearance of the top and/or foot of the stairs. The depth of the landing shall not be less than the width of the flight of stairs.

### 5.15 Fire Regulations

- Fire prevention equipment like all fire alarms, fire shutters, extinguishers, fire hydrants, sprinkler systems, valves, emergency telephones should be placed tidily and easy to access.
- At any time, exhibitors should allow and make sure the accessibility of all fire hose reels and fire alarms as given in the floor plans. It is the responsibility of all exhibitors to make sure that the firefighting or safety equipment are not be hindered, hid, removed or interfered.
- Exhibitors should make sure that both the way in and out of the emergency exits are clear and fire prevention measures are done along with the regulations.
- Exhibitors and their contractors should make sure that they have adopted the proper fire extinguishers applying for different occasions respectively.
- No inflammable materials or equipment (e.g. the inflammable glue for electrical welding equipment) can be used in the exhibition hall when all the carpet has been laid down the corridor in the hall.
- Fire extinguishers should be displayed and covered with the direct sprinkler coverage from a temporal overhead structure during the assembly and dismantling period of the entire event.

### 5.16 Food & Beverage Consumption

- According to the regulations of the Hong Kong Convention and Exhibition Centre, outside food and beverages are not allowed to be taken into the exhibition venue. Exhibitors may consume food and drinks at the designated area outside the exhibition hall or at the restaurants.

## 5. General Rules and Regulations

- Note: Regulations are subject to change according to the venue's pandemic measures.

### 5.17 Fumes, Exhaust Smoke and Internal Combustion Engines

- Any machines, equipment or any other items which generates fumes, exhaust or smoke must have an effective exhaust system in order to assure no complications of any nature to HKCEC staff, workers, contractors, the public or other attendees to the Licensed Area.
- The use of internal combustion engines in the exhibition area is strictly prohibited.

### 5.18 Gangways

- Gangways must remain clear at all times including Move-in and Move-out periods. Exhibits and booth fittings, including doors or windows that open, must be displayed on a set back wall and not project into the gangways.

### 5.19 Goods Move-out Permit

- If you need to leave the exhibition hall with items / goods during the show open days, you will need to obtain a move-out permit from Organizer for security clearance. Should you in need of any assistance, please visit the onsite Organizer Office directly.

### 5.20 Insurance

- All exhibits, articles and other property brought into the exhibition venue by exhibitor, his agents and / or his contractors shall be at the sole risk of the exhibitor.
- The Organizer will not be responsible for any loss, damage or destruction occasioned thereto by any cause whatsoever.
- The Organizer will not be liable for any loss, delay, damage, costs, expenses or monies in respect of the postponing, abandoning, cancelling, transforming or curtailing of the Expo & Conference for any reason.
- Any losses, damages and insurance claims need to be reported, in writing, to the Organizer and the police within 24 hours.
- Exhibitors are strongly advised to insure their exhibits or other valuable properties against theft, loss or damages. Both exhibitors and contractors should ensure their staff, agents and sub-contractors are provided with an insurance coverage to protect themselves against injury and third party liability for visitors at their booths.
- The Exhibitors are solely responsible for the safety and security of all their property or goods stored in such showcases, cabinets and storage facilities at all times.
- Exhibitors are not encouraged to leave any valuable belonging unattended all the time in the Venue.
- For further information, please refer to the terms and conditions of your Booth Application Form.

### 5.21 Laser Products

Any person demonstrating or using laser products shall:

- Observe the Relevant Legislation and Regulations.

## 5. General Rules and Regulations

- Submit not later than one month before the first day of the License Period for full approval.
- Provide suitable fire protection equipment and warning notices as required by the HKCEC.

### 5.22 Lifting / Use of Forklifts

- The Organizer will not accept any responsibility for the unloading of goods and use of forklifts at the exhibition. You must ensure your delivery / courier company has the appropriate means to unload your consignment.

### 5.23 Loss and Theft

- All properties and goods, including without limitation all Publicity Material brought by Exhibitors into any part of the Exhibition Venue including, without limitation, Stands, Space and Raw Space are brought at the Exhibitor's risk.
- The Organizer does not guarantee the safety and security of such property or goods and shall not in any ways be liable or responsible for any thefts, losses or damages thereof. For the avoidance of doubt, the showcases, cabinets and other storage facilities as provided by the Organizer in any parts of the Exhibition Venue including, without limitation, Stands, Space and Raw Space are for exhibition purposes only.
- The Exhibitors are solely responsible for the safety and security of all their property or goods stored in such showcases, cabinets and storage facilities at all times.

### 5.24 Manning the Booth

- Exhibitors should keep their stands in an orderly manner.
- Packing boxes should be kept in the appropriate storage area.
- Exhibits should be displayed in a professional manner compatible with the image of the fair.
- Stands must be manned by knowledgeable staff at all times during the exhibition period.
- Exhibitors should not vacate their stands before the official move-out time on the last exhibition day unless special permission has been given by the Organizer.
- All activities must be contained within the area described in your Booth Application Form for Exhibit Space.
- No selling or promoting will be allowed in the aisles or other public areas.
- Visitors viewing video monitors must be in your exhibit space and not crowded in the aisles.
- Loudspeakers and carnival tactics will not be allowed. Please be a considerate neighbour.

### 5.25 Over-time Charges Claimed by HKCEC

- Exhibitors and / or their appointed contractors shall follow the move-in / out schedule. If exhibitors or their appointed contractors required to work after 23:00 on the move-in or move-out day, they should seek approval from the Organizer and the Official Contractor at least four hours before the closing of the hall. For the Over-time charge rate, please contact the Organizer for more details.



## 5. General Rules and Regulations

### 5.26 Public Address System

- The public address system is for use by the Organizer and Authorities only. During the Open Period only official and emergency messages will be broadcasted.

### 5.27 Public Performance of Music

- Any musical performance, including the use of music recording for demonstration or as background music, requires the permission of below authorities.
  - 1) The Composers and Authors Society of Hong Kong Ltd.  
18/F, Universal Trade Centre, 3 Arbuthnot Road, Central, Hong Kong  
Tel: +852 2846 3268 Fax: +852 2846 3261 Website: [www.cash.org.hk](http://www.cash.org.hk)
  - 2) Phonographic Performance (South East Asia) Ltd. (For recorded music only)  
Unit A, 18/F, Tower A, Billion Centre, 1 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong  
Tel: +852 2861 4318 Fax: +852 2866 6869 Website: [www.ppseal.com](http://www.ppseal.com)
  - 3) Hong Kong Recording Industry Alliance Ltd
  - 4) Units 907-909, 9/F., CTF Life Tower, 18 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong  
Tel: +852 2520 7000 Fax: +852 2882 6897 Website: [www.hkria.com](http://www.hkria.com)
- Such other relevant bodies are entitled to grant the relevant permission from time to time. All such fees and expenses of musical performance shall be borne by the exhibitors concerned.

### 5.28 Poster & Signage

- The Organizer has the right to remove any bills or posters which in the opinion of the Organizer does not conform to the purpose and image of the exhibition.

### 5.29 Right to Privacy

- Exhibitors are expected to respect the right of all other exhibitors. They are prohibited from entering other exhibitors' booths unless they are being invited.

### 5.30 Security

- Security patrols are provided by the Organizer for the total exhibition area. Nevertheless, Exhibitors are advised that they are required to arrange their own insurance coverage and not to leave their stands unattended and take responsibility for the security of their stand display, stand merchandise and personal items during the show.
- Please note that most hired cabinets have common locks and should NOT be regarded as secure units. Any incidents of theft must be reported to the Organizers immediately as it will be necessary to complete a security form and report the incident to the police.

### 5.31 Smoking

- In line with Hong Kong law, the HKCEC is a "smoke free" building. NO smoking (including e-cigarettes) is allowed anywhere inside the venue, at any time.

## 5. General Rules and Regulations

### 5.32 Sound Level / Loud Hailers / Odours

- No noisy work or work producing objectionable odours will be permitted during the open hours of the exhibition. Exhibitors with music on their booth should keep the level to an acceptable level.
- All audio / visual equipment must be sited and be kept at the minimum level. Exhibitors must ensure noise generated at their stands is kept to an acceptable level and does not cause inconvenience to visitors or other exhibitors.
- The exhibitor has the responsibility to ensure that the demonstration sound level should not exceed 50dB(A). The Organizer reserves the right to intervene and stop the demonstration immediately if the sound level causes undue disturbances to other exhibitors and visitors. Exhibitors are responsible for supervising the actions of all visitors and employees operating audio / visual equipment located in their exhibit area.
- In the event of any disagreement and / or dispute, the Organizer's decision is final.

### 5.33 Storage

- There will be no storage space provided in the exhibition hall or venue. Any empty crates, equipment, goods, materials or tools found unattended in the exhibition hall. Loading area and/or any non-designated areas will be disposed without prior notice and the refuse deposit will be deducted.
- Exhibitors using their own forwarder should be responsible for the storage of their empty wooden crates, etc. in the venue. Storage of boxes and packages etc. behind or on booths are strictly prohibited. Offending items are liable to be removed without prior notices by the Organizer.

### 5.34 Termination of Right to Exhibit

- Any exhibits, demonstration, publicity materials shall be considered hazardous or may contain misrepresentation or be reasonably suspected to violate the concept or to infringe any intellectual rights of any third party.

### 5.35 Traffic Procedures & Vehicle Passes

- Electronic Vehicle Pass is issued by Hong Kong Convention & Exhibition Centre for use of van or truck only that requires usage of loading dock to unload / load cargo of exhibits. Each Vehicle Pass is for single entry only.
- Electronic Vehicle Passes will be reserved for standard booth exhibitors and raw space exhibitors which will be sent to the exhibitors via email before the Expo. Please refer to the below table for the entitlement.

Valid Dates	Move-in Day / Move-out Day 09:00 – 20:00, 4 June 2025 / 18:00 – 20:00, 6 June 2025
Booth Size (sqm)	Exhibitor Vehicle Pass Quantity
≤9 sqm	2 pcs
>9 - 18 sqm	2 pcs
>18 – 27 sqm	4 pcs
>27 – 36 sqm	4 pcs
>36 sqm	6 pcs

## 5. General Rules and Regulations

- Vehicle passes will be collected by the HKCEC loading dock when entering. HKCEC will impose charges for vehicles with extended stay within the HKCEC loading area.

First 60 minutes (Free Period)	:	Free
First 2 hours after Free Period	:	HKD100 per 30 mins (or part thereof)
After 3 hours	:	HKD150 per 30 mins (or part thereof)

Note: Vehicle Pass is not for parking in car parks and private car is not allowed to use.

### 5.36 VISAS

- Exhibitors who require visas to enter Hong Kong for attending the exhibition are advised to contact the nearest Embassy / Consulate of the People's Republic of China. Letter in support of visa application is available from the Organizer.
- Most visitors do not need a visa to visit Hong Kong. However, you should check in the Immigration Department of Hong Kong for information. Applicants may submit their visa applications directly to Immigration Department of Hong Kong, or through Chinese diplomatic or consular missions in their place of domicile.

Enquiries can be directed to: Immigration Department of Hong Kong

Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories, Hong Kong

Tel : +852 2824 6111

Email : enquiry@immd.gov.hk

Website: [www.immd.gov.hk/eng/services/visas/visit-transit/visit-visa-entry-permit.html](http://www.immd.gov.hk/eng/services/visas/visit-transit/visit-visa-entry-permit.html)

### 5.37 Buyer Invitations

- Organizer will help to invite trade buyers for exhibitors. Please complete form 2 and return before 23 May, 2025 for further action.
- Please note that Organizer has the right to screen and identify the invitation list. Should you require further information, please contact the Organizer for more details.

### 5.38 Waste Reduction and Recovery Measures

- To protect our environment, the following guidelines on Waste Reduction and Recovery are recommended:
  - **Waste Avoidance and Minimization**
    - a. Setting up of exhibition booth  
Use re-erectable booth to reduce the amount of waste generated
    - b. Selection of decoration material  
Use environmentally-friendly materials (e.g. recycled materials)
    - c. Production of publicity materials
      - Print publicity materials on recycled paper
      - Minimize the number of publicity materials printed
    - d. Distribution of bags  
The Plastic Shopping Bag Charging (PSB Charging) has launched on 1 April 2015. It adopts a maximum coverage to include all retail sales of goods in the territory irrespective of the scale and nature of business. Since the PSB Charging covers all points of retail sale in Hong Kong, exhibitors (both local and from overseas) conducting retail activities during exhibitions held in Hong Kong are required to comply with the legislative requirements. Under the PSB Charging, the seller of goods by retail shall

## 5. General Rules and Regulations

charge the customer an amount not less than 50 cents for each PSB provided, except for situations where there is exemption. Details, please refer to the website of Environmental Protection Department.

[https://www.epd.gov.hk/epd/english/environmentinhk/waste/pro\\_responsibility/env\\_levy.html](https://www.epd.gov.hk/epd/english/environmentinhk/waste/pro_responsibility/env_levy.html)

### 5.39 Waste Reuse and Recycling

- Reuse: Collect unused publicity items, decoration materials, admission badge holders etc for reuse or recycling.
- Recycling: Put recyclable materials including waste paper, plastic bottles and aluminum cans into the waste separation bins provided by the Organizer.

### 6. Standard Booth Information

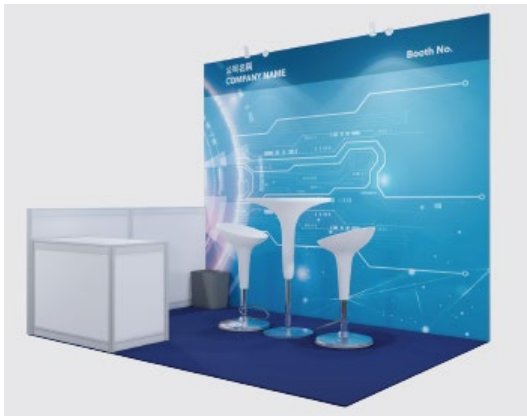
#### 6.1 Standard Booth Package

If your application is for a Standard Booth, please refer to the following information to indicate the amount of furnishing provided based on your square meters.

**Notes:** Please find below facilities for different booth area. Please note that all furniture and electrical items included in the Standard Booth Package are not exchangeable.

#### Specification for Standard Booth Package (9sqm)

Standard booth package (9sqm) has included the below items:



- System structure with partition walls and carpet
- 0.75mH Information Counter
- 2.93mW x 0.37mH Fascia with Company Name and Booth Number x 1no
- 2.93mW x 2.1mH Foamboard Graphic x 1no (**Graphic output file will be provided by exhibitor, please refer to form 05a at [Exhibitor Centre](#) for artwork size and requirement**)
- 23W Longarm Spotlight x 2nos
- Bar Stool x 2nos
- Bar Table x 1no
- 13 amp (500W) Electricity Socket x 1no
- Waste Bin

*\*Please note that the above picture is for general illustration only, it does not reflect the actual specification of each booth*

#### Specification for Standard Booth Package (18sqm)

Standard booth package (18sqm) has included the below items:



- System structure with partition walls and carpet
- 0.75mH Information Counter
- 6mW x 0.37mH Fascia with Company Name and Booth Number x 1no
- 6mW x 2.1mH Foamboard Graphic x 1no (**Graphic output file will be provided by exhibitor, please refer to form 05a at [Exhibitor Centre](#) for artwork size and requirement**)
- 23W Longarm Spotlight x 4nos
- Bar Stool x 4nos
- Bar Table x 2nos
- 13 amp (500W) Electricity Socket x 2nos
- Waste Bin x 2 nos.

## 6. Standard Booth Information

*\*Please note that the above picture is for general illustration only, it does not reflect the actual specification of each booth*

Remarks:

- Unless requested by the exhibitor, the Organizer shall assume that exhibitor occupying 2 or more adjoining booths will be chosen to remove the partition panels in between.
- All extra requirements, e.g. special decoration, extra lighting, furniture, etc., not provided above, should be ordered separately at extra cost as listed on the order forms in section 9.

### 6.2 Fixing Exhibits

- Good quality Double-sided adhesive pads (prepared by exhibitors / contractors) must be used to attach light exhibits to the panels. Under no circumstances must nails, screws, glue, staples etc be used. A complete range of fixing clips can be used to hang heavier exhibits. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the exhibition. Further information or advice can be obtained from the **Official Contractor – AMC**.

### 6.3 Modular Systems

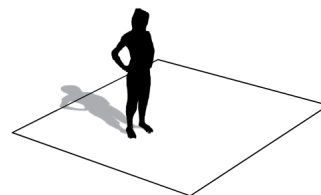
- Exhibitors may dress their booths with their own modular display system, but should check the dimensions fit the area provided.
- Exhibitors are normally not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors requiring special assistance should contact the Official Contractor not later than **30 April 2025**.
- No free standing fitment may exceed a height of 2.5 meter or extend beyond the boundaries of the booth allocated. This includes company names, advertising materials and logos provided by the Exhibitor.
- No alternations, modifications or additions should be made to rental equipment without the prior written consent of Official Contractor.
- Paint, adhesive or any other coating carries out inside the exhibition venue or apply directly to building columns / pillars and floors are strictly prohibited. The Official Contractor reserves the right to charge the exhibitor for any damages caused on the system materials provided. Exhibitors can order additional furnishing and decorative to enhance their booths such as coloured display panels, lightings, shelves, literature racks, etc. by reviewing and completing the Official Contractor's optional extras forms in this manual.

## 7. Stand Decorations, Construction & Management

### 7. Stand Decorations, Construction & Management

#### Raw Space Booth Contractor (Outside Stand Contractor)

- Raw Space Exhibitors are responsible for appointing their own contractors for stand design and construction. It is the raw space exhibitor's responsibility to carpet and furnish their licensed space. (Raw Space does not come with any stand fittings, carpeting, electricity, furniture etc.).
- All carpets and floor coverings can be affixed with double-sided tape (and has to be removed when move-out). The use of paint or glue on the floor of the exhibition hall is strictly forbidden. Should any damages occur, it is the exhibitors/appointed contractor's responsibility to meet the costs involved.
- All exposed rear surfaces of designs and structures must be decorated unless facing the actual walls of the Exhibition Hall. (No cover by fabrics/cloth are allowed).
- The order forms for electricity and furniture can be downloaded from [Exhibitor Centre](#). All exhibitors with raw space must complete and submit Form 05E & 06 – (Raw Space Acknowledgement & Electricity Supply Main for Lighting & Machines (For Raw Space Only)).
- Full Stand Construction and Management details are available in this manual. You may pass on this manual for their study. Your appointed stand contractor will be able to view all information and submit all required documents related to stand construction.
- The exhibitor (or their appointed contractor) is also responsible for the dismantling of the stand at the end of the show and removing all material used. Failure to do so will result in the automatic forfeit of the total deposit. In addition, the contractor involved will not be permitted to work on future events.



**Table - Outside Stand Contractor Working Badges & Vehicle Passes**

Booth Size (sqm)	Quantity	
	Contractor Worker Badge	Contractor Vehicle Pass
≤36 - 48 sqm	12 pcs	3 pcs
>48 - 60 sqm	15 pcs	3 pcs
>60 – 72 sqm	18 pcs	4 pcs
>72 sqm	20 pcs	5 pcs

#### 7.1 Cleaning & Garbage Disposal

- The Organizer will arrange for the general cleaning of the exhibition hall and stands, prior to the opening of the Exhibition and daily thereafter. The Exhibition Centre will also provide general cleaning during show period. In case of the need for urgent cleaning, exhibitors may dial the cleaning service hotline for aid: +852 2582 7007.
- All disposal of waste stand construction materials etc. during the move-in and move-out periods is the responsibility of individual stand contractors concerned. Disposal of contractor's waste materials by the Organizer or venue will result in the contractor's deposit being forfeited.
- In the case of 'standard booth' exhibitors bring in shelving and stand fittings, these cannot be left behind at the close of the show. It is the exhibitor's responsibility to dismantle all stand fixtures built or brought in by themselves and remove all waste materials from the Centre at the end of the show. Failure to comply will result penalty for the labour and trucking required to dispose of the material.



## 7. Stand Decorations, Construction & Management

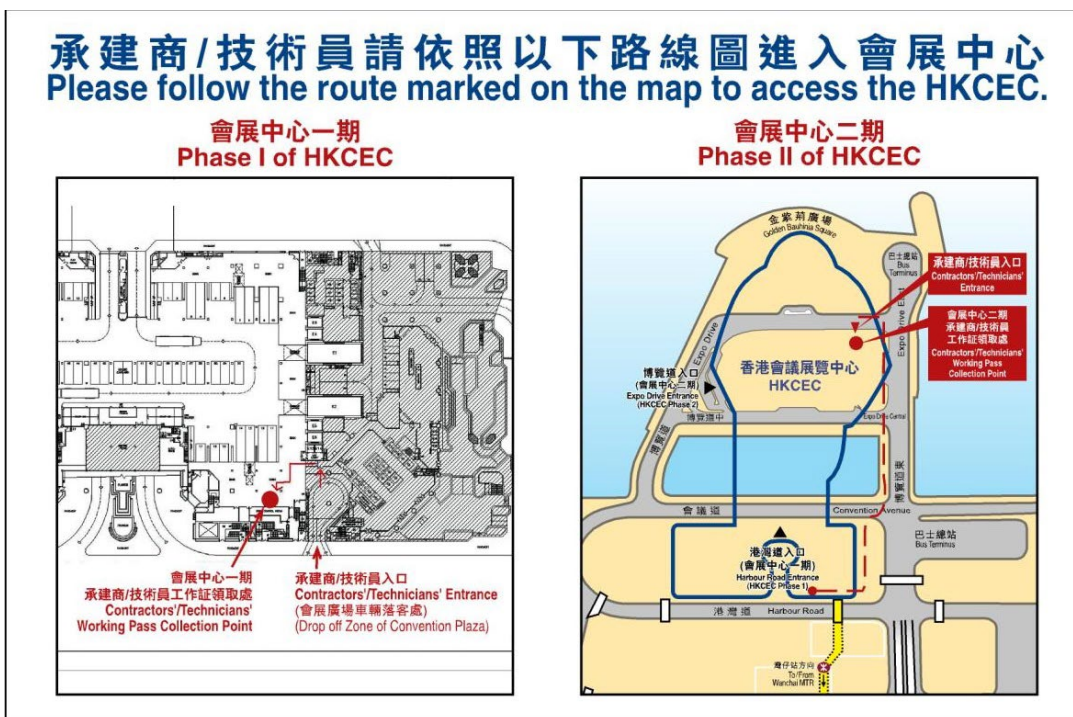
- To make the move-out safer and in line with our environmental initiatives, “grabber trucks” will not be permitted in the exhibition hall. Stands must be dismantled in sections and removed from the venue.

### 7.2 Contractor “Green Card” Requirement & Security Wristbands

- Since 1st January 2010, contractors entering the Centre for construction work are required to hold a Construction Industry Safety Training Certificate (“Green Card”). The Green Card system is a joint initiative of HKCEC, Asia World Expo (AWE), supported by the Hong Kong Labour Department and endorsed by the HKCEIA.
- Due to increased security measures these are compulsory for external contractors working in the hall during build-up and breakdown. Upon contractors entering the Exhibition Centre, a wristband will be given by the HKCEC security guards after presenting a valid contractor pass and contractor green card. The wristband is colour-coded and will be given out each morning. All contractors are required to wear this wristband during build-up and breakdown.

Procedure:

1. Contractor Entrances/ Checkpoints are located in the front of Freight lift E6, LG1, the Loading Area of Phase 1, and the corridor next to S7-10 lift lobby, LG, Phase 2. (See below)



2. Stand contractors/ transportation drivers / workers are required to produce valid identification (i.e., green card and contractor pass) at the Contractor Checkpoint to obtain a wristband. Wristbands will NOT be distributed at any other entry points.
3. After obtaining wristbands for the day, contractors and workers at Contractor Checkpoints, they may re-enter exhibition venues via other entry points during the same day.
4. Security guards will conduct regular patrols in exhibition venues and other areas to ensure the policy is being correctly observed.
5. Stand contractors, other transportation drivers/workers without a valid wristband will be asked to leave the venue at once.
6. Only stand building contractors with a valid wristband are permitted to carry out stand building



## 7. Stand Decorations, Construction & Management

work.

7. Should a wristband be lost or damaged, the identification of the relevant stand contractor must be re-verified at one of the Contractor Checkpoints. A security guard will record the person's information and re-issue the wristband. Repeat losses will not be accepted.

### 7.3 Contractor Deposit

- Raw space contractor/exhibitor shall pay Contractor Deposit of HKD600/sqm of the booth area by Cheque to **"AMC Exhibits Limited."** (Min. HKD10,000, Max. HKD50,000) to ensure that their raw spaces sites are clear from any bulky/large rubbish or damages after the event. The deposit will be refunded to the exhibitors concerned within three weeks after the exhibition if their exhibition sites are, in Organizer's view, clear from damages to the venue and /or of any rubbish and also complete refund information is submitted to Official Contractor. Any cost raised from the mentioned would be deducted from the deposit.
- No contractor workers badges and vehicle passes will be issued to the exhibitor or its appointed contractor and no custom-built booths will be permitted to be erect at the exhibition unless the Raw Space contractors' information, construction drawings and lighting plan inclusive of Raw Space Contractors Information together with the refuse / damage deposit has been received by the Official Contractor.

### 7.4 Contractor Insurance

- Individual Stand Contractors are required to take out and maintain Contractor's All Risks insurance in respect of the Individual Stand 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 HKD20 million for any single claim, unlimited in aggregate**. In addition, an Individual Stand 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 Individual Stand Contractor, or as the Organizer may require, in connection with, inter alia, the Individual Stand Contractor's property (including all equipment, fittings, furniture, materials and other facilities used or provided by the Individual Stand Contractor in the performance of the Services) and the performance of the Services. The insurance shall be maintained in force at all times during the Move-in/ out and Exhibition Period.

### 7.5 Dilapidation Charges

- It is the responsibility of exhibitors to make good any damage caused to the flooring inclusive of marks by paint and adhesive tapes, etc. made by the exhibitors, its agents or contractors. In your own interests, you should satisfy yourselves as to the condition of your space site and again after its clearance. The Organizer will pass to the exhibitor any charges for damage to the exhibition hall, caused by exhibitors, their staff or their contractors.

### 7.6 Double Deck Stands

- Double deck stands, regardless of whether people will occupy the upper area or not, are not allowed in the exhibition.

### 7.7 Drop Wires (Riggings)

- If supporting (rigging) points from the exhibition hall ceiling are required for stand structures over 2.5m, please contact the Official Stand Contractor directly for quotation.

## 7. Stand Decorations, Construction & Management

### 7.8 Electrical Works

- For safety reasons, water link-ups, compressed air and all electrical installation work MUST be carried out ONLY by the Official Stand Contractor. All electricians working in the exhibition hall must be registered (Form WR1) and they must comply with the Hong Kong Government Electricity Ordinance. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with above requirement. All electrical works of Raw Space stand must submit their Form WR1 to the official contractor by the 18:00 on the first move-in day.
- All electricity must be contracted through the Official Stand Contractor, (For standard booth exhibitors, power sockets will be provided by the Organizers, please refer to “Standard Booth Information” for number of sockets provided).
- No other contractors will be permitted to undertake electrical work in the Hong Kong Convention and Exhibition Centre. If the actual power consumption of any Exhibitor exceeds the applied limit, and affects the operation of other exhibitors or the power supply system of the venue, the Organizer will stop power supply to their stands immediately and the Exhibitor will be liable for the damage caused.
- In the case of light box displays brought in by Exhibitors, each fluorescent or lamp used will be treated as general lighting and charged as per an additional order. Please refer to electricity & furniture order form at [Exhibitor Centre](#) for details.
- Exhibitors requiring special arrangements (e.g., different voltages and frequency or connections to equipment) must arrange for their own transformers, converters, etc., or hire from the Official Stand Contractor.
- In the event of limited electricity supply in the hall, the Organizer may have to ration power supply. Exhibitors are advised to bring along UPS as back up support for their exhibits.
- Before lighting and electricity are supplied for individual stands, exhibitors who need a prior arrangement for electricity supply testing should contact the Official Stand Contractor. Such supply is subject to extra cost and technical availability.
- No extension cord shall be connected to any one socket and no multiplugs are allowed to be used.
- No flashing / blinking lights or neon lights will be permitted.
- The Organizer reserves the right to disconnect electricity supply to any Exhibitor whose installations are violating the Organizer’s regulations, dangerous or likely to cause annoyance to visitors or other exhibitors.

### 7.9 Glass Panels

- All glass panels and glazing used in the construction of booths must consist of safety glass with a minimum of 4mm thick. Any uninterrupted, large areas of clear glazing shall be indicated so as to be readily apparent i.e., by applying warning strips, dots or logos.

### 7.10 Graphics / Signages / Advertising

- No part of any stands/ exhibits/ advertising, including fascia, signs, and/or projection images, lighting, corner posts, etc. shall project into or over the gangway or obscure any fire or exit signs and the Organizer reserve the right to remove any such item(s).
- If any part of a raw space stand is built above 2.5m, this must not adversely affect adjacent exhibitors; any decoration including wordings, logos, company name etc. must be set back at least 1m from adjacent stands.

## 7. Stand Decorations, Construction & Management

### 7.11 Lighting

- General hall lighting is provided but it is strongly recommended that you also have specific lighting on your booth to highlight your exhibits. Additional lightings can be ordered through our Official Stand Contractor. Please refer to the Electrical Order form at [Exhibitor Centre](#).

### 7.12 Drilling / Nailing / Painting

- No nailing, drilling, painting or fixtures of any kinds are allowed on the partitions, floor, ceiling or any hall structure. Should exhibitor require affixing posters / foamboards on the shell scheme panels, only Velcro may be used and this must be removed completely when the show is finished.
- Should any damages occur, it is the exhibitors/appointed contractor's responsibility to meet the costs involved.

### 7.13 Overhead Structure & Ceiling Cover

- No part of any overhead structures may extend beyond the boundaries of the space allocated. This includes overhead structure, exhibitor's name or log, free standing signs or advertising as well as lighting fixtures, including spotlights.
- According to HKCEC rules & regulations, the venue may only accept stand designs incorporating a ceiling/covered overhead structure up to 100sqm. If the ceiling area exceeds 100sqm then a minimum gap of 600mm has to be included in the design.
- Material used in ceilings/covered overhead structures must be water permeable. Waterproof or water-resistant materials are not permitted, and in all cases 2 samples of the ceiling/cover material must be submitted for testing. All material must be fireproof.
- Nevertheless, the HKCEC requires all contractors to submit 2 pieces of ceiling cover sample in size 30cmW x 30cmL each for testing. The Organizer will collect the materials and submit to the centre on contractor's behalf. Please note the materials must reach the Organizer at least 3 weeks before move-in, in order to give sufficient testing time. The Organizer will revert the result around one week.

### 7.14 Reflective Safety Vest Requirement

- Any personnel requiring admission to the Hall when vehicles (autos, trucks and / or forklifts) are being operated in connection to build-up or dismantle of exhibition booths, temporary structures or other installations will be required to wear a reflective safety vest.

### 7.15 Scaffolding / Use of Ladders

- For safety purposes, the use of ladders in excess of 2m in height is strictly prohibited within HKCEC. Also, only metal ladder is accepted when working in HKCEC, no wooden ladder or in other material will be allowed.
- If the construction / dismantling work is carried out at a level over 2m from the ground, contractors should use high reach equipment, such as metal scaffolding.
- Scaffold shall not be used on a construction site unless the Form 5 report from Construction Sites (Safety) Regulations has been made by a competent person. This form should be displayed in a prominent location of the scaffold, specifying the location, extend of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability.
- Workers are required to wear a safety belt while construction activities are carried out over 2m from the ground. If this rule is not observed, HKCEC and the Organizer will have the right to stop the relevant construction activity immediately.

## 7. Stand Decorations, Construction & Management

- For further details, please visit the website: [www.labour.gov.hk/eng/public/content2\\_8b.htm](http://www.labour.gov.hk/eng/public/content2_8b.htm) for the Code of Practice for Metal Scaffolding Safety.
- Starting from 1 January 2025, HKCEC and the Organizer will strictly implement the following measures whenever unsafe use of equipment for work-above-ground, including but not limited to ladder without certificate and high ladders used for work at 2m or above the ground, is found at the HKCEC:
  1. Worker who violates the above rule will be asked to leave the HKCEC immediately, and whose worker badge and wristband will be confiscated. No re-entry will be allowed on the same day.
  2. Worker should carry the non-compliant ladders and leave the HKCEC or the ladders will be confiscated.
  3. All confiscated ladders must be collected within the designated time period and at the designated location, otherwise the ladders will be disposed as garbage after the events and it is the exhibitors/appointed contractor's responsibility to meet the costs involved.

### 7.16 Service Trenches in the Exhibition Hall, Water & Drainage

- All services at the Hong Kong Convention & Exhibition Centre are pulled through venue service trenches, including telephone lines, electrical, water & waste and air (except for Hall 5FG).
- If you are in Hall 5FG, it is important that your appointed stand contractor works closely with the Official Stand Contractor on the best place within the stand to pull the services through. Ideally, they will look at bringing them up in store or kitchen areas rather than in place that is vital to you for display or hospitality. The more information, that you can pass on to your appointed stand contractor, the better.
- If your company intends to order a high level of services, we would thoroughly recommend that you lay a platform on the hall floor to hide unsightly pipe work and cables. This also gives you greater flexibility in where the services are pulled through. If you want to order a platform, please contact the Official Stand Contractor.

### 7.17 Stand Building Height

- Stand height of standard booth is 2.5m and cannot be exceeded. The height of raw space is limited to maximum 3.5mH (subject to Organizer approval). For stands under and within 0.5 meter of the smoke curtains, the maximum height is 2.5m in Hall 5FG. Exhibitors who would like to build their raw space up to 3m, will be required to submit the design drawing to the Organizers in advance. In case of any disputes, the decision of the Organizers is final.
- Exhibitors should construct their own walls, with minimum 2.5m height, to divide from neighbouring booths, and should not use other's back walls or venue walls.
- Exhibitor who wishes to build a wall over 2.5m in height and intends to decorate both sides of the wall with graphics, company name or logo then the wall must be built at least 0.5m away from the neighbouring booth. If the exhibitor wishes to build a wall of over 2.5m but only decorate the side facing its own booth with their graphics, company name or logo then no setback is required however the exhibitor is required to finish to other side of the wall in a white / neutral colour down to 2.5m in height. Whilst every step is taken to ensure that all issues are resolved to everyone satisfaction, the Organizer is the final arbitrator in any disputes between neighbouring booths and all parties are bound by the Organizer's decision as agreed when the signing of the terms and conditions upon booking.

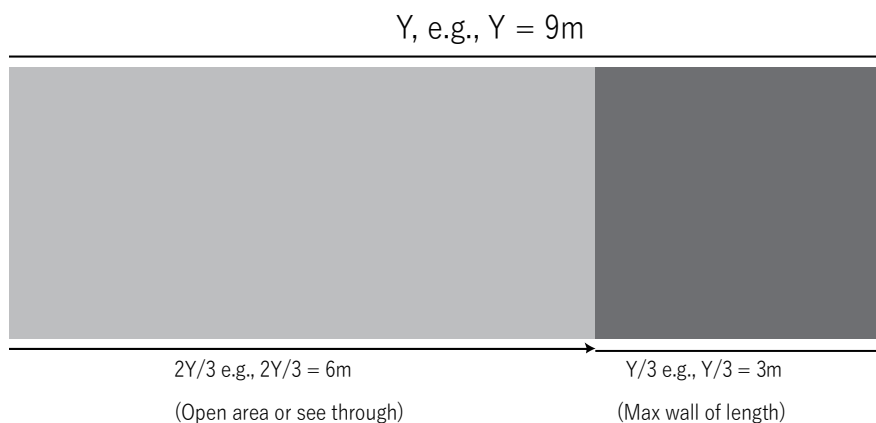
## 7. Stand Decorations, Construction & Management

### 7.18 Stand Construction and Decoration Material & Finishing

- As per Hong Kong Convention and Exhibition Centre's Rules & Regulation, all drapes, curtains, fabrics, signs, fascias, decorative materials night sheets, backdrops, banners, coverings, plastics, skirts, carpet flooring and all other materials used in the construction and decoration of Stands, Temporary Structures or other Scheduled Exhibition installations or components, must be non-combustible, inherently non-flammable or durably flameproof and may be inspected by authorized personnel or the Hong Kong Government to verify compliance. Outside stand contractors must present the relevant documentation (Form FS251) relating to fire tests, flame tests, fume tests, and other similar tests to the Official Stand Contractor before exhibitor's move-in day. Failure to comply will result in your contractor deposit being deducted.
- Please contact the official contractor to get the list of companies whom may issue Form FS251 on this regard.

### 7.19 Stand Construction – Long Walling Facing Other Booths

- Long runs of aisle walls on booths are not permitted.
- If you are planning on walling off part of your booth or build any rooms in your space please note that not more than a third of any one side of an exhibition booth may be walled off as in the drawing below.



### 7.20 Stand Design Drawings Approval - Procedures

- Please find below stand approval procedures for your easy reference. Please note that contractor pass / vehicle pass will only be available before move-in upon the stand design drawings approval procedures has been completed.

	Action	Deadline:
Step 1	Raw Space Exhibitor submits initial stand design & drawings to the Official Contractor for vetting.	12 May, 2025
Step 2	If no revision is required from the Official Contractor, the drawings will be forwarded to the Organizer for further vetting.	N/A
Step 3	Outside Stand Contractor should take the initiative to submit: 1) Contractor deposit to Official Stand Contractor 2) Contractor insurance policy to the Organizer	22 May, 2025
Step 4	If no further revision is required from the Official Contractor and the Organizer, and provided that Contractor has settled the contractor deposit and present the contractor insurance policy. The Organizer / Official Contractor will send out reminder to Contractor for details of collection of contractor pass / vehicle pass.	

## 7. Stand Decorations, Construction & Management

- Once again, please note that failure to provide the required document / payment by the deadline will subject to late surcharge per stand. Contractors only be allowed commence their stand construction onsite after they have settled the late surcharge payment.
- Stand design regulations vary according to your specific stand type. Please refer to the Raw Space Booth Information of this manual for specific information.
- When Exhibitors sign an Exhibition Space Contract, they agree to abide by all the Rules & Regulations and those set out in this Manual, and to ensure that their Contractors abide by them in order to avoid any disputes, the layout of your stand must be submitted to the Organiser for review and approval. All design proposals must conform to all statutory requirements and those set out in this Manual and must include the following:
  - Plan view, showing clearly all dimensions, walling, company name and major exhibits.
  - Elevation / Perspective (including top, side, front and rear) views showing clearly all dimensions, graphics, etc.
  - Structural calculations / drawings proving structural stability, weight loadings, etc
  - Details of materials and fire protection.
  - Rear elevation to demonstrate how the expose area facing neighbouring stand to be decorated.
  - Details of moving exhibits, projectors and displays being used and its measurements, weights and loading of all exhibits.

### 7.21 Stand Design with Platform and Stages

- Platform and stage installations for public use may require suitable handrails. Other means of protection must be provided on any riser type platform that exceeds 1 meter in height.
- Use of any platforms or stages more than 1.1 meters but lower than 1.5 meters in height must be constructed under the supervision of an Authorized Person / Registered Structural Engineer (RSE). The Authorized Person / RSE must also verify the stability of the platforms and stages on-site and submit a safety report to the Exhibition Centre during move-in period.
- No stage or platform 1.5 meters in height or above may be erected unless a RSE has verified their structural calculations and design for stability prior to set-up or erection. The Authorized Person / RSE must also verify the stability of the platforms and stages on-site and submit a safety report to the Exhibition Centre during move-in period.

### 7.22 Workers Badge

- Appointed contractors and forwarders from each exhibitor must have a Workers Badge. 5 workers badges will be provided for each exhibitor. The Workers Badges must be worn at all time for access into and out of the exhibition hall during move-in and move-out period. Security guards will have the right to deny access into the exhibition hall if the appointed contractors and forwarders are unable to produce the required working badge.

### 7.23 Working Over-time during show period

- If at any time during the open days exhibitor who needs to carry out maintenance work after the exhibition has closed, please apply to the Organizer by 15:00 on the same afternoon. Any charges imposed on the Organizers for such arrangements, e.g., lighting and security, will be passed on to the exhibitor/contractor concerned.



### 8. Health & Safety Information

#### 8.1 Emergency Procedures & Evacuation

It is the responsibility of every exhibitor and contractor to ensure that all employees working at HKCEC during the exhibition are familiar with the emergency procedures as outlined on the sheet at the end of this section.

#### **HONG KONG CONVENTION AND EXHIBITION CENTRE**

##### **Fire Emergency**

##### **IF YOU DETECT FIRE OR SMOKE**

- Activate the nearest fire alarm station if possible.
- Leave the fire area immediately by the nearest exit (emergency exits marked in green); do not use lifts.
- Close doors behind you.
- Leave building by the nearest exit (emergency exit marked in green); do not use lifts.

##### **IN CASE OF FIRE ALARM**

##### **IF YOU HEAR A FIRE ALARM**

- Remain alert and prepare to leave the building upon hearing a fire alarm or possible announcements over the public address system, or upon receiving instructions by HKCEC staff.
- Continue as normal if fire alarm stops and instructed to do so.

##### **IF YOU HEAR A FIRE ALARM EVACUTATION ANNOUNCEMENT OR INSTRUCTION**

- Leave the building via the nearest exit (emergency exit marked in green); do not use lifts.
- If you encounter smoke in the stairway, use alternate exit where available.
- Do not attempt to remove vehicles from parking garage or loading docks.
- Follow announcements over the public address system or instructions by HKCEC staff and/or fire/ police officials.
- Once outside building, stay clear of the building and do not return until declared safe to do so by fire/ police officials.

##### **Medical Emergency**

##### **IN CASE OF A MEDICAL EMERGENCY**

- Dial emergency number for security office ("33") from the closest house phone.
- Give exact location (as indicated above house phone).
- Give detailed information, when possible, of the injury and the cause of the injury.
- Remain in contact with HKCEC staff until emergency personnel have arrived.

#### 8.2 Health & Safety Statement

- Organizer is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standard of health, safety and welfare at all its shows.
- All exhibitors and contractors at events organized by Organizer are expected to ensure that they provide a safe place and system of work. Successful safety management requires the commitment, involvement and co-operation of all those onsite.

### 8.3 Occupational Safety and Health Ordinance

- Exhibitors and / or their contractors must comply with Occupational Safety and Health Ordinance in construction and dismantling the stands.
- Make sure the workplace is safe and healthy.
- Provide and maintain safety working equipment and procedures.
- Appoint authorized person for on-site supervising of installation/dismantling works.
- Adhere to the occupational health and safety measure as required by the venue operator.

### 8.4 Personal Protection Equipment

- Appropriate Personal Protection Equipment (such as security footwear, helmets, security belt for actions at the heights above 2m) against work hazards that may result from stand installation and dismantle should be provided by exhibitors and/or their contractors. The purpose of the above measures is to make sure the sustainable safety level for both employees and people working in the construction area. Workers who do not wear the proper wears are not permitted to stay in the exhibition hall.

### 8.5 Reporting of Accidents

- It is a legal requirement that any accidents should be reported immediately to the HKCEC duty manager via the Organizers Office. Some accidents must be further reported to the relevant bureau or authority from Hong Kong SAR in which case the Organizer will advise.

### 8.6 Reflective Vest

- Any person requiring admission to the exhibition hall during the move in or move out period is required to wear a reflective safety vest at all times especially when vehicles and/or forklifts are being operated inside the hall.
- It is the responsibility of the exhibitors or contractors to supply their own vests. Alternatively, HKCEC could provide a limit supply for hire. Please contact the Organizer for details.

### 8.7 Use of Stand and Safety

- The Exhibitor shall be solely responsible for the precautionary measures (such as guards or other means of protection) to protect the public from any moving or working exhibits. Such moving or working exhibits shall only be demonstrated or operated by competent persons authorized by the Exhibitor and shall not be left running in the absence of such persons. Display of such working or moving exhibits must be subjected to the Organizer's prior written approval.



## 9. Order Forms and Deadline Checklist

### 9. Order Forms and Deadline Checklist

All order forms are available on [Exhibitor Centre](#).

Form	Item	Deadline	Mandatory	Return To
Organizer Forms				
1	Exhibitor Profile / Pre-show Publicity	25 April, 2025	✓	Organizer – Baobab Tree Event
3a	Exhibitor Badge Registration	23 May, 2025	✓	
3b	Additional Exhibitor Badge and Vehicle Pass	30 May, 2025		
Booth Construction				
5a	Booth Panel Foamboard Specification and Guideline	25 April, 2025	✓	Official Contractor – AMC
5b	Booth Facilities Location Plan (For Standard Booth Exhibitor Only)		✓	
5c	Additional Furniture Order (For Standard Booth Exhibitor Only)			
5d	Additional Electricity Supply & Lighting Order (For Standard Booth Exhibitor Only)			
5e	Electricity Supply Main for Lighting & Machines (For Raw Space Only)			
6	Raw Space Exhibitor Acknowledgement <i>*After submitted the acknowledgement form, all Special Design drawings must be submitted by 12 May 2025, details please refer to the form.</i>			
7	Telecommunication and Internet Connection			

# **Thank you for reading!**

See you soon in

## **BUSINESS GOVirtual Expo & Conference - AI+ Power 2025**