

KEY SHOW INFORMATION**重要展会信息****VENUE 地点****Hong Kong Convention and Exhibition Centre (HKCEC)****香港会议展览中心 (HKCEC)**

1 Expo Drive, Wanchai, Hong Kong, China

中国香港湾仔博览道1号

Location and Transportation: <https://www.hkcec.com/en/location-transportation>**地点及交通信息:** <https://www.hkcec.com/en/location-transportation>**Trade Show Location:** Exhibition Halls 5B – 5E, Level 5**商展地点:** 五楼,展馆B-C**Registration Location:** Concourse of Halls 5B – 5C, Level 5**登记地点:** 五楼,展馆B-C大堂**DATES 日期**

7-10 June 2022 (Tuesday – Friday) – Conference

2022年6月7-10日(星期二至五) – 会议

8-10 June 2022 (Wednesday – Friday) – Trade Show

2022年6月8-10日(星期三至五) – 商展

SHOW COLORS 展厅颜色**Aisle Carpet Color:** Royal Blue**过道地毯颜色:** 蓝色**Shell Scheme Carpet Color:** Purple**标准展位地毯颜色:** 紫色**Shell Scheme Images****标准展位图****IMPORTANT INFORMATION & POLICIES****重要信息及政策****(alphabetical order)****(按英语版顺序)****ANIMALS 动物**

Any animals with the exception of guide dogs for persons with visual impairment are prohibited in any part of the HKCEC unless used as some form of exhibit, display or performance, in which case they must be approved by venue Event Manager reasonably in advance. Also, relevant permits or licenses from Agriculture, Fisheries and Conservation Department are required. Please contact exhibitors@IAAPA.org.

除视障人士携带的导盲犬外,任何动物均不可进入香港会议展览中心的任何范围,除非用作某种形式的展览、展示或表演;在这种情况下,必须事先获得场地活动经理的合理批准。此外,还需要获得渔农自然护理署的相关许可证或牌照。如欲申请批准,请把详情发送至 exhibitors@IAAPA.org 提出申请。

AUDIENCE PARTICIPATION DEVICE SUBMISSION 观众参与游戏设备

If you plan to bring a device that falls under [Audience Participation](#), there is extensive permitting requirements in Hong Kong as detailed [here](#). The deadline for your form submission and required documents is **15 March**.

如阁下计划展出的骑乘及游戏设备符合观众参与[定义](#),便须要向香港有关当局申请许可证,请于**3月15日**前提交申请。

If you will operate your ride but not allowing audience participation or if you are unsure if you will need a permit, please contact exhibitors@IAAPA.org.

如展出的骑乘及游戏设备只供观赏或不确定展出的产品是否需要作出特别安排/ 申请机动游戏机使用及操作许可证, 请联系 exhibitors@IAAPA.org。

CARPETING 地毯

All contracted exhibit space must have carpet or some form of floor covering over the entire exhibit space. See the [Carpet order form](#). Shell scheme booths include carpet so it does not need to be ordered separately unless you wish to arrange a different color.

所有参展之展位, 地面必须以地毯或其他形式的地板覆盖物覆盖整个展位。标准展位已包含地毯, 不需要额外订购, 如需要更换其他颜色或任何展位需要协助铺设地毯, 请参阅[地毯租用表格](#)。

CHILDREN 儿童

No one under the age of 18 is permitted on the show floor during [move-in or move-out](#). Children under the age of 18 are not allowed at special events or education sessions.

18 岁以下人士严禁于[进场及撤场](#)期间进入展馆。18 岁以下之儿童不得参与特别活动或教育会议。

CLEANING 清洁

Shell scheme booths will be cleaned daily by the facility at no charge. This includes vacuuming/sweeping, emptying wastebaskets, and wiping countertops (not including exhibitor display items). Raw/space only exhibitors may [contact AMC](#) if they wish to arrange cleaning service for their booth space and will be quoted accordingly.

香港会议展览中心将提供公共区域及标准展位的一般清洁服务, 包括吸尘/扫地、清空废纸篓和擦拭台面(不包括参展商的展示物品)。光地参展商请与阁下的承办商商讨有关展位的清洁或可联络[建同展览有限公司](#)咨询清洁报价事宜。

CONSTRUCTION & DECORATION MATERIAL 搭建及装饰物料

All drapes, curtains, fabrics, signs, fascia, backdrops, banners, coverings, plastics, skirts, floor coverings and other materials used in the construction and decoration of stands, temporary structures, or other exhibition components **must be non-combustible, inherently non-flammable or durably flameproof** and may be inspected by HKCEC or Hong Kong Government to verify compliance. The exhibitor must make available, if requested, relevant documentation relating to fire tests, flame tests, fume tests, etc. which may be required. Adhesives: Water-based products must be used whenever possible.

所有用于搭建展位或装饰的布料、窗帘、椅套、围布、地毯或任何材料用途均**必须为阻燃或防火**。参展商和承办商必须遵守所有由关当局发出的放火指引, 因此有机会由香港会议展览中心或香港特别行政区授权人员检查以核实其合规性。如有需要, 参展商须提供防火测试、火焰测试、烟雾测试等的相关证书并必须使用水性产品。

Floor Covering: Any materials used over carpeted or hard floor areas to be of a nature that no slipping (even when moist or wet) or other safety issues will occur.

地面覆盖: 任何铺在已有之地毯上或地面上的地板覆盖物, 必须为防滑及安全物料。

Paint: Water-based paint must be used. Paint-spraying equipment must be approved the HKCEC in advance. 油漆: 必须使用水性油漆。如使用喷漆设备必须事先获得香港会议展览中心的批准。

Glass Panels: All glass panels and glazing must consist of safety glass a minimum of 4mm thick. Any uninterrupted, large areas of clear glazing shall be indicated so as to be readily apparent.

玻璃: 所有使用之玻璃必须由至少 4 毫米厚的强化玻璃组成。不间断及大面积的透明玻璃都应清楚标示以防止不必要的意外发生。

COMPRESSED AIR 压缩空气

Compressed air is not available in Hall 5DE. If you plan to bring your own compressed air tank, that requires HKCEC approval and may require certification. Please contact exhibitors@IAAPA.org. The order form for compressed air can be found [here](#).

点击[此处](#)为租用压缩空气之表格, 5DE 展馆没有压缩空气提供, 如阁下计划携带自己的压缩空气机, 必需得到香港会议展览中心的批准并需要提供认可证书。如有任何查询, 请联络 exhibitors@IAAPA.org。

COOKING 煮食

Due to the current pandemic preventive measures, no cooking is allowed on the show floor at HKCEC. 根据目前的防疫措施, 香港会议展览中心的展厅内严禁煮食。

DRONES 无人机

Any exhibitor wishing to use a drone must receive venue approval. Please contact exhibitors@IAAPA.org for more information. 如参展商计划在场内操作无人机, 必须得到香港会议展览中心的批准。如有任何查询, 请联络 exhibitors@IAAPA.org。

ELECTRICAL 电力供应

Main electrical power supply will be switched on 1 hour before the opening of the show floor each day and switched off 1 hour after the close of the show floor each day. During move-out, it will be shut off 30 minutes after the closing of the show floor. 24-hour electrical services is available for raw space and shell scheme stands, and must be ordered separately [here](#).

展位电源会在每天开馆前一小时提供, 并在每天闭馆后一小时切断。在撤馆当日, 电源会在展会完结后 30 分钟切断。光地和标准展位如有需要租用 24 小时不间断供电服务, 请按[此处](#)查询。

FLOOR LOADING LIMITS 地面承重

5BC: 1,700 kg/m² (350 lbs/ft²)

5BC 展馆: 1,700 公斤/平方米 (350 磅/平方英尺)

5DE: 1,250 kg/m² (255 lbs/ft²)

5DE 展馆: 1,250 公斤/平方米 (255 磅/平方英尺)

FOOD & BEVERAGE SAMPLING 食物及饮料样本

Due to the current pandemic preventive measures, no food & beverage sampling is allowed on the show floor at HKCEC. 根据目前的防疫措施, 香港会议展览中心的展厅内严禁饮食。

HEALTH AND SAFETY NOTES 健康及安全提示

Refer to the IAAPA Expo Asia [Health and Safety](#) Guidelines. Masks/face coverings are required at all IAAPA functions and inside the HKCEC. Make sure you design your booth layout to provide adequate physical distancing for staff and attendees visiting your booths. Follow density guidelines of not more than 3 people inside a 3x3m booth. Consider plexiglass between booth staff and attendees. Provide electronic promotional material when possible. Use [lead retrieval](#) instead of collecting business card. IAAPA has a "no contact" policy to prevent the spread of germs, so please no handshaking, hugging, or touching others. Work with your contractor to ensure you have increased cleaning in your booth, especially commonly touched items.

根据国际游乐园及景点协会制定的[健康及安全](#)指南, 所有人员在进入展馆和展会时需要佩戴口罩或做好面部防护。在展台设计时请确保您的展位中留出了足够的空间, 以保障您的工作人员和访问您展位观众可以保持足够的社交距离。根据有关规定, 每 9 平米的展位中不可容纳超过 3 个人, 我们建议您在展台工作人员和观众之间做一些隔断措施; 尽可能提供电子的宣传材料; 使用[数据采集器](#)代替纸质名片。基于 IAAPA 国际游乐园及景点协会提出的“无接触”政策, 请不要握手、拥抱或接触他人。请与您的供货商确认增加展位内清洁的次数, 特别是针对容易接触到的物品请务必提高清洁频率。

INTERNET 网络

Wireless internet service is complimentary and available throughout the building and within the exhibition halls. Be aware that the internet may be slow and unreliable due to limited bandwidth and expected high usage. Exhibitors who require Internet to properly demonstrate their products or services are recommend arranging a hard-wired line. Please see the [Internet order form](#).

无线上网服务已覆盖整个香港会议展览中心。碍于宽带速度限制及过高的使用量, 网络有机会出现不稳定的状况。如参展商展出之展品需要使用网络, 建议租用会场提供的宽带上网线, 请参阅[网络租用表格](#)。

INSURANCE

All IAAPA Expo Asia 2022 exhibitors receive standard general liability coverage with their contract. However, exhibitors are required to provide IAAPA with an insurance certificate (ISO form) to Exhibitors@IAAPA.org by **29 April** if you will be [Displaying Amusement Ride or Device](#) (per ASTM 747-06) which allows audience participation or using a heat-producing device. Please see the [Contacts](#) document for an insurance provider, should you need assistance.

所有 2022 IAAPA 亚洲博览会的参展商都将获得一份基础保险，展商如需[展示可供观众试玩的游乐设施或器械](#)或输出热力的器械（按照 ASTM 747-06）还需额外向主办方提供一份保单（ISO 表格），请于 **4 月 29 日** 前发送至 Exhibitors@IAAPA.org。如需要有关任何保险方面的协助，请参阅保险供应商[联络列表](#)。

LANGUAGE 语言

Some of the show attendees will only be able to communicate in Chinese and their badges may be all in Chinese characters. IAAPA recommends exhibitors have staff in their stand who can communicate in both English and Chinese. If you need to hire an interpreter, see the [order form](#). Refer to [Registration/Badges](#) for more information.

有些与会者只能以中文沟通。国际游乐园及景点协会 (IAAPA) 建议参展商配备能同时以英文和中文沟通的展位工作人员。若需聘请实时传译员，请参见[租用表格](#)。更多相关资料，请参阅参展商工作人员[指南](#)。

LASER PRODUCTS, RADIOACTIVE SUBSTANCES, SPECIAL EFFECTS AND GAS-FILLED BALLOONS 激光产品、放射性物质、特殊效果及充气气球

Exhibitors intending to use laser products, radioactive substances or special effects must obtain approval from HKCEC by **29 April** and comply with all Relevant Legislation and Regulations. Suitable fire protection equipment and warning notices must also be provided as appropriate.

有意使用激光产品、放射性物质或特殊效果的参展商必须在 **4 月 29 日** 之前向香港会议展览中心申请审批，并必须遵守所有相关的法律法规及提供合适的防火设备和警告通知。

Special effects include such items as pyrotechnic displays that require a license from the authority or similar devices that require electrical sparking mechanism but do not require a license from the authority, or of any special effect equipment such as strobe and laser lighting and smoke machines. Overnight storage of pyro materials is prohibited within HKCEC.

特殊效果包括需要获得当局许可的烟火显示器或需要电火花机制但不需要获得当局许可的类似设备，或任何特殊效果设备，如频闪灯、激光照明和烟雾机。香港会议展览中心严禁储存任何爆炸性物品。

Permission will always be subject to internal safety considerations and any applicable Relevant Legislation and Regulations. HML may require suitable public notices to be posted warning attendees to the Scheduled Exhibition of such special effects.

有关许可将受到内部安全考虑和任何适用的相关法律约束并有可能要求张贴适当的公告，提醒展览的与会者此类特殊效果。

Gas-filled balloons, except for helium filled balloons, are prohibited.
除氦气气球外，一律禁止使用充气气球。

MOVE-IN 布展

- Cargoes which are moved directly to exhibition site should **NOT** arrive at exhibition hall earlier than **4 June 2022** or before the move-in period. **ONLY APT Showfreight Ltd. (official freight forwarder and on-site handling agent)** is permitted by the organizer in having full right to manage onsite logistic throughout the show period.
- 直接运到展会现场的货物只能在 **2022 年 6 月 4 日** 之后或在展台搭建之前运达展厅。仅限**安普特物流有限公司 (大会指定货运公司及现场装卸代理)** 获主办方允许可在展会期间有充份的权利管理现场物流。
- Only the [Official Freight Forwarder](#) is allowed to operate mechanical handling equipment like hand-push trolley, hydraulic jacks, pallet trucks, forklift, etc. inside the loading dock of the venue and inside the exhibition hall.

- 只有[大会指定之货运公司](#)才允许于卸货区和展馆内操作机械搬运设备，如手推车、电动叉车、手动叉车、2.5 吨或以上全电动叉车等。
- Booths must be set-up and ready for inspection and the surrounding aisles clear of exhibitor's equipment/debris no later than **17:00 on Tuesday 7 June 2022**.
- 参展商必须在 **2022 年 6 月 7 日(星期二)下午 5 时前**布置好展位供检查，旁边的过道不得堆积任何设备或杂物。
- Refer to the [Schedule](#) for more information.
- 详情请参阅[展会流程](#)。

OFFICIAL CONTRACTORS 大会指定承办商

Official contractors have been appointed for various services so as to ensure a more efficient and regulated build-up and dismantling. Please refer to the list of [Official Contractors](#) for details. Unless otherwise stated: 为确保更有效、更规范地搭建和拆卸，我们为各类服务指定了承办商。详情请参见[大会指定承办商名单](#)。

- In adherence to safety requirements, only the official contractor can carry out electrical power supply, compressed air supply and water drainage and pipe installations
为确保遵守安全规定，只有大会指定承办商可以提供电源、压缩空气和排水及管道安装服务。
- Exhibitors may appoint their own contractor for stand design and construction, must pay a refundable damages deposit. In case of damage found, there will be deduction of services and damages. Please refer to the [Non-Official/EAC Contractor Form](#) for full details. Exhibitors are responsible and liable for their appointed contractor's observance of all rules and regulations.
参展商可以指定自己的承办商提供展位设计和施工服务，但必须支付一笔可退还的损毁押金。若发现损坏，将扣除服务费和损坏赔偿金。详情请参见[非大会指定搭建商/参展商指定搭建商要求](#)。参展商须对其指定承办商的行为负责，确保其遵守所有规则 and 规定并承担相应的赔偿责任。
- Third party contractors must arrange for Contractor Badges and Vehicle Passes in advance. See the [Non-Contractor/EAC Contractor Form](#).
第三方承办商必须预先申请施工人员证件及停车证。详情请见[非大会指定搭建商/参展商指定搭建商要求](#)。
- Exhibitors are required to return all the forms to the relevant parties by the deadlines, otherwise on-site services may not be guaranteed.
参展商必须在截止日期之前向相关方交还全部表格，否则可能无法保证能提供现场服务。
- The service of official contractors is for the convenience of exhibitors, and show management will accept no liability in respect of any contract between exhibitors and such contractors for the negligence or default of any such persons, their servants and agents.
大会指定承办商提供的服务仅为方便参展商，展会管理层对参展商和此类承办商之间因任何此类人士、其服务人员和代理的疏忽或违约造成的责任概不负责。
- Where mechanical handling within the exhibition halls is required, only the official freight forwarder will be appointed.
若需要在展厅内进行机械化装卸，只能委任大会指定货运公司代进行。

SECURITY 保安

- (a) General security will be provided by the IAAPA 24-hours a day from move-in through move-out. Exhibitors and their staff will not be allowed in the exhibition hall after official hours.
国际游乐园及景点协会(IAAPA)将由布展开始提供 24 小时的一般保安服务。参展商及其工作人员非工作时间不得在展厅逗留。
- (b) All personnel in the exhibition halls must wear the show badge at all times.
展厅的所有工作人员任何时候都必须佩戴证件。
- (c) Please note that you may not use your own staff or personnel from any other security agency for in-booth security services. Contact IAAPA at exhibitors@iaapa.org if you require your own booth security.
请注意，您不能使用自己的工作人员或任何其他保安机构的工作人员提供展位内的保安服务。

如阁下计划自行安排保安人员, 请联络国际游乐园及景点协会(IAAPA) exhibitors@IAAPA.org。

- (d) For security and safety reasons, product movement in or out of the halls during the show hours is strictly prohibited.

为保安和安全起见, 展会期间严禁搬运任何产品进出展厅。

- (e) Neither IAAPA and/or HKCEC shall be in any way liable or responsible for any loss or disappearances, of any object, item, good or materials of any kind, from Exhibitor's booth space or from the exhibit hall, except for such loss or disappearance as is due to intentional and tortuous theft committed by the employees of the Association and/or HKCEC. The Association and HKCEC provide certain security services, including providing advice on security measures, as a convenience to Exhibitors but the responsibility for the security and safety of an Exhibitor's area, product and property rests solely with the exhibitor.

对于参展商展位或展厅任何类型的物品、对象、商品或材料损失或丢失, 国际游乐园及景点协会(IAAPA)和/或香港会议展览中心概不负责, 除非此类损失或丢失的原因是国际游乐园及景点协会(IAAPA)和/或香港会议展览中心的员工有意偷盗。为方便参展商, 国际游乐园及景点协会(IAAPA)与香港会议展览中心将提供某些保安服务, 包括提供保安措施建议, 但参展商任何区域、产品和财产的保安和安全责任由参展商负责。

SELLING RULES 销售规则

Selling within your exhibit space in exchange for cash or credit card when the purchaser 'carries away' merchandise is strictly prohibited. Exhibitor signage offering in-booth sales of display merchandise, for take-away, is prohibited. **Exhibitors may only take orders for future delivery.**

参展商严禁在展位内以现金或信用卡进行商品交易活动。不得展示出售展位内的陈列商品并同时在现场交易陈列品的指示牌。参展商只可接受订单及于展会后安排送货给买家。

SMOKE CURTAIN 防火闸

Any exhibit structure located under or within 0.5m of any smoke curtain cannot be higher than 3.0m in Hall 5BC (booth 600, 604, 608, 610, 616, 620, 626, 632, 636, 640 and 642). Be advised of the height restrictions of your booth detailed [here](#). In some cases, it may be 2.5m.

位于 5BC 展馆内, 任在何防火闸下方 0.5 米左右范围内的所有展品或结构不得高于 3 米, (包括展位 600, 604, 608, 610, 616, 620, 626, 632, 636, 640 and 642)。在某些特定情况下, 高度有机会限制在 2.5 米或以下, 详情参阅[展台设计规则](#)。

SOUND LEVELS 声音控制

Exhibitors must keep sound levels in their booth space to a reasonable level during the show. IAAPA reserves the right to determine when excessive sound, music, or other display activities interfere with other exhibitors' ability to conduct business. Sustained noise should be no higher than 75 decibels (db) with intermittent peaks up to 85 db. Failure to maintain a reasonable decibel level (**below 75db**) may result in IAAPA Show Management setting an appropriate level for a specific exhibitor. Decibel levels will be monitored on the trade show floor during all show days. Offenders will be required to reduce sound levels immediately or risk further penalties.

参展商于展览会进行期间须把音量级别维持在合理级别。国际游乐园及景点协会(IAAPA)保留判断有否因声音过高、音乐过大及展出活动而干扰其他参展商洽谈商务之权利。持续噪声不应高于 75 分贝 (db), 间歇性峰值可达 85 分贝。未能维持合理分贝级别的参展商(声音音量级别不得超过 75 分贝), 国际游乐园及景点协会(IAAPA)展会管理层有权要求该参展商把声音音量级别维持在特定分贝级别。展厅内的分贝级别将于展览会期间被监控。违规者需立刻把音量级别降低, 否则有机会遭受其他处罚。

VEHICLE PASS 车证

For entry into the loading dock and cargo lifts, authorized vehicle permits must be displayed on the vehicle. Non-official contractors, please order a [Vehicle Pass](#) through AMC by **29 April**.

非大会指定搭建商必须在 **4 月 29 日**之前向建同展览有限公司申请[车辆通行证](#), 任何进入卸货区之车辆, 必须在车辆上显示授权的车辆通行证。

Exhibitors, please order a [Vehicle Pass](#) through APT by **4 May**.

各参展商请在 **5月4日** 之前向安普特物流有限公司申[请车辆通行证](#)。

以上内容以英文为准