

IAAPA EXPO ASIA 2022 | 2022 年亚洲博览会
HKCEC, Halls 5B to 5E | 香港会议展览中心 - 展览馆 5B 至 5E
8 – 10 June 2022 | 2022 年 6 月 8 至 10 日

TERMS & CONDITIONS FOR ADDITIONAL ORDERS FROM AMC (Exhibits) Ltd's
租用条款与细则 (适用与建同展览有限公司的表格)

- 1.) All items ordered are on rental basis and exhibitors have to make good any damage or loss incurred. 所有大会承建商提供之对象均以租赁形式租出, 参展商有责任保持其完好无缺。
- 2.) Facilities and services not indicated on the forms are subject to quotation on individual job basis. 如所需设施未有辑录在表格内, 可向大会承建商查询及报价。
- 3.) LATE ORDER SURCHARGES 逾期订单
 - 30% Surcharge for orders received after **29 April 2022** | **2022 年 4 月 29 日** 以后收到之订单将加收 **30%** 附加费
 - 40% Surcharge for orders received after **13 May 2022** | **2022 年 5 月 13 日** 以后收到之订单将加收 **40%** 附加费
 - 50% Surcharge for orders received on-site if accepted | 任何现场订单将加收 **50%** 附加费

Due to limited stock of items and the time needed to prepare additional stocks, no guarantee of the availability of items can be made for orders received after the deadline date. AMC (Exhibits) Ltd will endeavor to meet any such orders or offer an alternative. In the event this is not possible, the hirer will be notified and the order will not be accepted.

因货源及准备需时, 故我司并不保证能提供任何于截止日期后收到的订单。建同(展览)有限公司会尽量满足展商需要或提相关物品代替。如我司未能提供相关物品代替, 展商将被个别通知, 而订单则被视为无效请。

- 4.) Cancellation of any orders will be accepted in writing before **7 May 2022** for ordering additional items, in which case a 50% refund of the rental rate for the cancelled items will be made. Cancellations from **25 May 2022** onwards will be subject to a 25% refund of the rental rate of cancelled items. 一旦签定合约后, 如要取消, 参展商必须要以书面通知大会承建商。在 **2022 年 5 月 7 日** 前提出取消, 大会承建商将收取租赁价总值 50% 的取消费。如在 **2022 年 5 月 25 日** 或以后提出取消合约, 均一律收取 75% 的取消费。
- 5.) All orders must be submitted with full payment including any late order surcharges. Orders without full payment will not be accepted. 所有设施均以签定并收足全费(包括附加费)后, 方会提供予参展商。
- 6.) Provisions of any services/equipment by the Official Contractor are subject to the availability of the required services/ equipment at the time of ordering. Orders will be accepted on a "first come first served" basis. However, the Official Contractor reserves the right not to accept any orders received and in such cases, the exhibitors will be notified and the payment will be returned or refunded. 所有租用设施及服务, 均以先到先得形式进行。如因所租用设施或服务未能提供, 参展商会获通知并将稍后退还所付租金。大会承建商保留权利不受理申请。
- 7.) Complaints regarding stand construction or rental items supplied by the Official Contractor must be lodged the day before the exhibition opens at the Official Contractor site office. Otherwise, all items will be deemed to have been received in good order. 请检查所有家俬及电力装置是否派发及安装妥当。若有任何问题, 请于开幕前通知建同(展览)有限公司的会场办事处。否则, 于开幕后的投诉将不获受理及赔偿。
- 8.) Hirer shall be liable for any loss or damage to the equipment arising from the hirer's negligence, unintentional act, unauthorized maintenance or other cause within the reasonable control of hirer, its representative, employees, agents or invitees. In the event of any loss or damage to the equipment for which hirer is liable, the hirer shall reimburse the Official Contractor for all costs of repair or replacement. 因展商/使用人的疏忽、无心之举或不当使用装置/设施而令其损坏或无法使用, 展商/使用人应偿还维修或更换的所有费用予建同展览有限公司。
- 9.) All induced bank charges (both local and overseas) by any transaction, exchange rate, bank handling fee, etc., should be borne by the exhibitor. The Official Contractor reserves the right to claim the loss from the Exhibitor in the event of occurrence. 参展商需缴付所有相关的银行手续费包括: 因汇款而产生的银行手续费(海外或本地)、对换率等。建同展览有限公司保留一切追讨以上费用之权利。

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- 10.) One light connection is for a single light to use only.

每个电力接驳仅供于一个发光体用。

- 11.) One 3 phase power point is strictly for single machine use only.

每个三相机器电源仅供于一部机器使用。

- 12.) In case of light box connection, lighting connections should be counted by the number of lights used in the light box.

如要接驳灯箱，电力接驳数量应以灯箱内的灯具数量计算。

- 13.) All orders must be accompanied by full payment either by

所有订单需用以下方式全数支付

A) By Cheque (Payable to AMC (Exhibits) Limited) | 以支票邮寄往建同(展览)有限公司

Remarks: Only received the cheque issued by Hong Kong Bank and for Hong Kong local companies only.

备注: 只接受香港银行发出的支票

B) By Credit Card | 以信用卡支付

(Exhibitors can settle their payment online by Mastercard, Visa or American Express via the secure online payment system in the online manual provided by Stripe.

(参展商能在网上购物车内以万事达卡、VISA 或美国运通卡来结账 (由Stripe 提供)

C) Cash or T/T to | 将款项电汇至以下帐户

Account Name | 账户名称: AMC (Exhibits) Ltd. | 建同展览有限公司
 Bank Name | 银行名称: The HongKong And Shanghai Banking Corporation Limited
 香港上海汇丰银行有限公司
 Bank Address | 银行地址: 1 Queen's Road, Central, Hong Kong
 A/C No | 帐户号码: 808-250757-001 (HKD港元)
 808-250757-274 (USD美元)
 Swift No | 国际汇款代码: HSBCHKHKKH
 Exchange Rate | 兑换率: USD 美元 1 = HKD 港元 7.76

(Please fax the bank-in slip or T/T statement with company name & booth number to AMC (Exhibits) Ltd for their record) (将款项电汇至以我司户
 口后, 请将银行收据连公司名称及摊位号码以传真或邮寄到我司作记录)

* All bank charges are for exhibitor account.

* 参展商需缴付所有相关的银行手续费

D) Wechat Pay or Alipay | 微信支付/ 支付宝:

- 14.) AMC (Exhibits) Ltd will send acknowledgement within 1 week of receipt of your order. If no response has been received, please contact AMC immediately to check the status of your order.

建同(展览)有限公司将于收到贵司的订单一星期内通知贵司。如没有收到我司任何的确认, 请与我司连络。

- 15.) All furniture and electrical items included in the Shell Scheme Package are not exchangeable.

标摊内所有配套均不得转换或退款。

- 16.) Individual Raw space exhibitors must need to have the MCB box for the electricity supplier in the booth.

所有光地展商或其承建商均需为其展位申订一个独立的照明电箱。

- 17.) Exhibitors /Contractors are not allowed to install any additional lighting devices without prior application / notification to the official contractors. Penalty fee will be applied if such situation is found.

参展商/ 承建商不可未经申请或通知大会承建商的情况下, 安装任何额外灯具。如有发现以上情况, 将会收取罚款。

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ABIDE BY THE ORGANIZER'S REQUIREMENTS | 遵守主办单位要求

- The Organizer reserves the right to alter or remove without notice and at the Exhibitor's expense any stand which differs from the approved specification or any stand 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 stand to conform to the Organizer's required standard rules and regulations or for any other losses or damages relating thereto.

主办单位保留拆除或修改一切不符合已确认的展位设计、未申报或不符合主办要求的设施而不作另行通知的权利，参展商亦需承担相关费用。参展商有责任更改或修改其展位以符合主办单位要求，参展商不得向主办单位或其代理人要求承担有关的任何其它损失。

- Work of any kind carried out at the Exhibition Venue must conform to the current local laws and regulations in force in Hong Kong and those specified by the Organizer and the **Hong Kong Exhibition and Convention Center**. This applies to the Exhibitor, its agents, contractors and subcontractors.

展览场地内的任何类型的工作均必须符合香港法律、**香港会议展览中心**及主办单位的守则。(这适用于参展商，其代理，承包商和分包商)

- The Organizer reserves the right to stop any work which contravenes with 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.

主办单位有权阻止任何违反法律及法规的参展商工作。参展商不得向主办单位或其代理人对与此有关的任何损失或赔偿的请求。

CLEANING & GARBAGE DISPOSAL | 清洁和处置垃圾

- All disposals of stand-construction waste materials during the move-in and move-out periods is the responsibility of the individual stand contractors concerned. Disposal of contractor's waste materials by the Organizer will result in the contractor's deposit being forfeited.

参展商于进馆期间产生的建筑垃圾，须由负责有关展台的承建商负责。未有负责清理现场垃圾的承建商，主办单位有权充公已缴的施工保证金。

- In the case of a Shell Scheme booth, shelving and stand fittings brought in by the exhibitor must not 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 venue at the end of the show. Failure to comply will result in charges for the labor and trucking required to dispose of the materials.

标准展位之参展商必须将带来之层架及配件清走，这是参展商应有之责任。否则，主办单位将会收取罚款作为工人清理费用和材料运费。

- As such, the official contractor, AMC (Exhibits) Ltd, will have the discretion to request for a damage/refuse deposit from the exhibitor. This deposit will be refundable within a month after the event on condition that nothing is damaged or no bulky items were left behind to dispose of.

因此，建同(展览)有限公司将有权对参展商造成的损害而扣除押金。在没有任何损坏或没有大件物品留底展馆前提下，该押金将在一个月内退还。

FIRE REGULATIONS | 消防条例

- To access the fire hose reel and service switching equipment, a clear space of at least 0.75 meters must be maintained around columns containing Utility Service Provision at all times.

须确保消防通道、通向紧急疏散门之通道、以及出入口的畅通无阻并保持 0.75 米距离。严禁在消防通道上搭建摊位或放置物品。

DANGEROUS MATERIALS | 危险物料

- All substances (in any form of state) regarded as dangerous, toxic, explosive, hazardous or objectionable in nature are forbidden to be brought into the venue.

所有被视为危险、有毒、易爆或令人反感的物料（任何形式状态）均被禁止带入场馆内。

DISPOSAL OF CRATES, STAND FITTINGS AND MATERIALS | 包装箱处置、展台布置及材料

- The removal and disposal of crates and stand fittings or materials are not covered by the rental agreement and are subject to an additional charge based on the charges imposed by the Exhibition Venue or such other sum as the Organizer may reasonably determine.

展览费用并不包括处理或存放包装箱、纸盒或其它物料，场馆或有关部门处理该物品将会收取额外费用。

DILAPIDATION CHARGES | 损毁收费

- Please remember that you are responsible for making good on any damage caused to the fabric of the exhibition buildings by you, your agents or contractors. In your own interests you should satisfy yourselves as to the condition of your site before commencing the building (raw space only) or dressing (shell scheme booth) of your booth and again after its clearance. The Organizers will pass to the exhibitor any charges for damage to the exhibition halls caused by exhibitors, their staff or their contractors.

参展商或其承建商均不能破坏或弄污场馆地面及设施。建议光地参展商应监督其承建商工作；标摊的参展商应于撤展后将所有自携物品清走。主办单位会将所有因参展商或其搭建商而产生的罚款全数转移至参展商身上。

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DROP WIRES | 钢丝

- Drop wires may be used for the rigging of high level graphics, etc. but not for the stabilizing of booths, which must be self-supporting. Please contact the Official Contractor, AMC (Exhibits) Ltd – Mr Decko Lee/ Ms Ruby Yip in the first instance.

钢丝只适用于悬挂于高空横额，不适合用于展位稳定；展位必须要独立支撑。如有需要，可向大会承建商 – 建同(展览)有限公司与李先生/叶小姐联络

ELECTRIC | 电力

- A fully qualified electrician must carry out all electrical installations. Contractors must be licensed by the Electrical and Mechanical Service Department (EMSD) and are required to hand in a WR1 Form and the electricity license. Please contact the Official Contractor, AMC (Exhibits) Ltd – Mr Decko Lee/ Ms Ruby Yip for a copy of the WR1 Form. Electricity will be supplied after all information is provided by the contractor and the timing of the actual power supply will be finally determined by the venue.

为安全起见，现场的电源、水管安装，一概由大会指定承建商负责。所有电力接驳及安装必须由合资格电工负责。承建商必须领有香港政府认可之有关牌照(“电业承办商注册证书”及“WR1 表格”)。如电工不遵守上述规定，如有任何损害，对展商应承担赔偿责任。承建商需要现场提供 WR1 表格及电力牌照至大会承建商 – 建同展览有限公司 – 李先生/叶小姐。电力会于承建商提供所有资料后方会供应，而届时确实供电时间会由会场作最后决定

- Any alterations or usages of electrical fittings are subject to final approval from the Official Contractor appointed by the Organizer.

所有电力设备的改动及使用，必需获得大会指定承建商许可。

- Connectors or joints and wiring from the power point to their exhibits/machinery are to be provided by exhibitors.

所有机器接驳及线材必须由参展商自行准备。

- Hirer must order enough electricity supply. 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 Official Contractor will stop power supply to their stand immediately and the Exhibitor will be liable for the damage caused.

所有参展单位申请用电量时必须考虑安全载流量，保证电气线路、电气设备不过载、不过流，确保安全运行。如参展商的摊位电力超出所申请的电量，不符合主办单位的规定，或危及参观人士或其它参展商，大会指定承建商有权切断有关参展商的电源，另外须参展商赔偿所有损失。

- Installation of electrical equipment, including lighting fixtures, must adhere to Hong Kong Electricity Ordinances stringently. Exhibitors are advised not to use electrical fittings that may contain sub-standard circuits in their booths.

所有电力装置的安装，包括灯具，必须遵守场馆的守则。参展商不可使用不符合场馆规格的电力装置。

- In case of light box displays brought in by Exhibitors, **each** fluorescent lamp used will be treated as a single general lighting and charged as an additional order. Please refer to Order Form 3A or Order Form 3B for electrical orders.

若参展商使用灯光展示柜，每一光管或灯泡皆被视为一个单位的接驳费，关于电量订单请参阅表格 3A & 3B。

- Main switches and distribution boards may be required to install within the booth area at Official Contractor's discretion.

电源开关及电箱须安装于大会指定承建商的许可范围内

- One socket or power supply is for use with one electrical appliance/machine only.

插座只供单一件电器用。

- Utility supply points located within any aisle may not be used for providing services.

展馆所有默认的墙身插座不属于大会服务范围之内。

- Use of multi-plugs or extension cords is not allowed in the exhibition halls.

严禁使用任何多用插头或拖板。

- The Organizer reserves the rights to disconnect the electrical supply to any installations which are dangerous or likely to cause annoyance.

大会保留终止所有危害安全的电力接驳及安装工作的权利。

- To order your electrical requirements, please fill in Order Form 3A & 3B. If you have any questions, please contact the Official Contractor, AMC (Exhibits) Ltd.

请参阅表格 3B (光地/标改展位) 或表格 3A (标准展位) 租用额外的电源。如有任何问题，请跟大会指定承建商建同展览有限公司联络。

EXIT NOTICES | 出口提示

- 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.

如展馆出口被展位、装饰品或展具阻挡，展馆会作出提示。若需要展馆作出行动以维持出口畅通，所有开支由参展商/ 其承建商承担

- Visible panel displays and recessed fittings should be set for all doors. 所有展示面板及嵌入式配件都必须安装门。

- Exhibitors must ensure that no obstacles, including fixtures such as steps, are built and block the way to the emergency exit. The emergency exit should be ensured to keep clear in case of opening.

参展商必须确保紧急出口在打开情况下畅通，包括展位及其他部份都不可对通道造成阻碍。

- A landing should be shown in case of the appearance at 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.

所有楼梯的最高处及最低处必须配备楼梯平台，楼梯平台的深度不可少于楼梯的阔度。

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FIRE REGULATIONS | 消防条例

- Fire prevention equipment such as fire alarms, fire shutters, extinguishers, fire hydrants, sprinkler systems, valves and emergency telephones should be tidy and easy to access.
- 防火设备如火灾报警器、消防卷闸、灭火器、消防栓、自动喷水系统、阀门和紧急电话应整齐显而易见，易于领取。
- At anytime, exhibitors should allow and make sure of 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 fire fighting and/or safety equipment are not hindered, hid, removed or interfered with.
在任何时候参展商应确保所有消防喉轆和火灾报警器的位置与平面图相符。这是所有参展商的责任，以确保消防或安全设备没有受到阻碍、遮挡、删除或干扰。
- Exhibitors should make sure that both the ways in and out of the emergency exits are clear and fire prevention measures are taken conforming to the regulations.
参展商应确保紧急出入口的畅通、防火措施符合规定。
- Exhibitors and their contractors should make sure that they have adopted proper fire extinguishers applying for different occasions respectively.
参展商及其承建商应确保他们已经因应不同物品 / 情况而拣选了合适的灭火器。
- 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 halls.
不可在已铺设地毯的地方内使用易燃的材料或设备（如易燃胶水、电气焊接设备）

HEIGHT RESTRICTIONS | 高度限制

The Shell Scheme height is **2.5m** and cannot be exceeded. Exhibitors display product higher than 2.5m should submit a booth design/layout indicating the product and dimensions to the Organizer no later than **29 April 2022**.
 标改展位 – **2.5 米**。如参展商欲展示高于 2.5 米高的产品，请于 **2022 年 4 月 29 日前** 把含有产品的位置及尺寸的展位设计图递交给大会主办单位审批。

RAW SPACE – building height is in a maximum **6m**
 光地展位 – **6 米或以下**

For stands under and within 0.5 metre of the smoke curtains, the maximum height is 2.5m.
 展位位置位于烟雾窗帘下，烟雾窗帘的 0.5 米范围内，展位限高为 2.5 米，

The height restriction for all Raw Space stands is 6m unless prior approval is obtained from the Organizer
 除非得到大会主办单位批准，光地参展商限高为 6 米。

LASER PRODUCTS | 激光 / 激光产品

- Any person demonstrating or using laser products shall 任何人展示或使用激光产品应注意以下：
 - i. Observe the Relevant Legislation and Regulations
应遵守相关的法律和规条
 - ii. Submit not later than one month before the first day of the License Period for full approval
须于使用日一个月前提交有效之牌照许可证
 - iii. Provide suitable fire protection equipment and warning notices as required by the HKCEC.
香港会议展览中心有权要求出示合适的消防仪器及警报装置

LIGHTING | 照明

- General hall lighting is provided but it is strongly recommended that you also have specific lighting in your booth to highlight your exhibits. All lighting installations must be carried out by the Official Contractor, AMC, and comply with current regulations. AMC can also give you advice on your lighting requirements.
展馆会提供基本灯光照明，但建议参展商在展位内确保有足够灯光以照明你的展品。所有照明装置必须经主场承建商 建同(展览)有限公司 以符合法规在展馆进行安装。建同(展览)有限公司亦会就有关灯光/灯俱向参展商提出意见。

IAAPA EXPO ASIA 2022 | 2022 年亚洲博览会

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8 – 10 June 2022 | 2022 年 6 月 8 至 10 日

MATERIALS | 沙砾、泥土或其他类似材质

- Exhibitors and contractors shall observe and comply with all the applicable fire codes issued from time to time by the relevant authorities concerned. All drapes, curtains, coverings, skirts, carpet or any materials used in the construction and decoration of exhibition booths or set-ups shall be flame retardant and be subject to inspection by the authorized HKCEC personnel.

参展商和承建商必须遵守所有有关当局(如由香港会议展览中心授权的人员)检查发出不时适当的消防规范。所有的布料、窗帘、椅套、围布、地毯或任何材料用于搭建展位或装饰用途均需为阻燃的。

- **Use of Mortar:** Persons proposing to erect brick, stone or block walls etc. shall lay heavy-duty building paper or similar material on the floor under the walls etc. to protect the floor surface from mortar damage. The HKCEC will repair any damage caused to the floor by the erection or dismantling of this work at the expense of the exhibitor.

水泥地板: 参展商或承建商如欲在展馆内使用砖、石头或砖墙等搭建, 应在展馆地下铺设重型建筑纸或类似材料的地板等, 以保护展馆地板表面的水泥。一经发展损坏地板, 香港会议展览中心会收取参展商有关修复地板的费用。

OCCUPATIONAL SAFETY AND HEALTH ORDINANCE | 职业安全及健康条例

- Exhibitors and/or their contractors must comply with Occupational Safety and Health Ordinance in constructing and dismantling their stands.
参展商及其承建商在搭建和拆卸他们的展位时必须遵守职业安全及健康条例
- Make sure the workplace is safe and healthy.
参展商及其承建商需确保工作场所的安全和健康
- Provide and maintain safe working equipment and procedures.
参展商及其承建商需提供工作设备及维持工序的安全
- Appoint authorized person for on-site supervision of installation/dismantling works.
委聘合格人士进行现场监督安装/拆卸工程
- Adhere to the occupational health and safety measure as required by the venue operator.
场地主管应坚持所要求的职业健康和安全的措施

OVERHEAD STRUCTURE | 悬挂结构

No part of any overhead structure may extend beyond the boundaries of the site allocated. This includes overhead structure, exhibitor's name or logo, free standing signs or advertising as well as lighting fixtures, including spotlights.

任何悬挂结构必须保持在展位的范围内, 不可超出展位范围。这包括顶部结构、参展商的名称或商标、独立标语、广告以及照明灯具。

OVER-TIME PENALTY CLAIMED BY HKCEC | 申请超时工作

Exhibitors and/or their appointed contractors shall follow the move-in/move-out schedule. If the exhibitors or their appointed contractors work after the official time, they should seek approval from the Organizer and the Official Contractor before 1400 during the move-in/move-out period to obtain the charging rate and shall pay to the Official Contractor, AMC (Exhibits) Ltd, the over-time penalty claimed by HKCEC.

参展商及其搭建商需跟从搭建时间表内的时间搭建, 香港会议展览中心会收取超时工作的费用。如参展商及其搭建商未能按时搭建, 需于当天下午两点前向主办单位申报待主办同意后, 请将超时费用交给建同展览有限公司。

POWER SUPPLY | 电力供应

For Raw space Exhibitors | 光地展位

- Power will not be switched on to booths during build-up until it is considered absolutely safe to do so.
基于安全理由, 除非已完成电力接驳, 否则所有电源将不会通电。
- Power to booths is switched off 60 minutes after the show closes each day, and it should be noted that breakdown will not commence until the power supply has been disconnected.
展馆于每日展览会结束后六十分钟将会停止供电, 除跳电外电源不会被截断。
- If you require 24 hr electricity during show opening hours, please ensure you order 24 hrs power from the Official Contractor.
如果你需要 24 小时电力供应, 必须从大会指定搭建商申订, 此款服务将会额外收取费用。

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- If you anticipate requiring a power supply during build-up/breakdown for the checking and downloading of equipment or the use of hand tools etc., you should apply in advance from the Official Contractor for a temporary supply to be installed.

如您预计于搭建时需要使用电源(使用电钻等工具)请事先向建同展览有限公司申请安装一个临时用电。

Use of multi-plugs or extension cords is not allowed in the exhibition halls. The Organizer reserves the right to disconnect the electrical supply to any installations which are dangerous or likely to cause annoyance.

- **展馆内严禁使用排插及延长线。**如果参展商的电源安装不符合主办单位的规定，或危及参观人士或其它参展商，主办单位有权切断有关参展商的电源。
- All power supply is provided in a shared distribution box. Any exhibitor requiring an isolated distribution box must request from the Official Contractor before show opening and an additional cost will be charged to the exhibitor.

所有电源均由一个配电箱输出。参展商如需要额外独立的配电箱必须于进场前从建同展览有限公司申请，此款服务将会额外收取费用。

For Shell Scheme Booth Exhibitors | 标准展位

- Each Shell Scheme booth is provided with a 13Amp with a max. 500W electrical socket (not 24 hrs) as part of their package.

每个标准展位配备有一个 500 瓦方插座(非 24 小时用电)。

- If you need 24hr electrical supply, you have to order from the Official Contractor and there will be additional charge.

如果你需要 24 小时电力供应，必须从大会指定搭建商申请，此款服务将会额外收取费用。

- **Use of multi-plugs or extension cords is not allowed in the exhibition halls.** The Organizer reserves the right to disconnect the electrical supply to any installations which are dangerous or likely to cause annoyance.

展馆内严禁使用排插及延长线。如果参展商的电源安装不符合主办单位的规定，或危及参观人士或其它参展商，主办单位有权切断有关参展商的电源。

REFLECTIVE VEST | 反光衣

- Any personnel requiring admission to Hall Venue for any reasons in connection with the building-up or breaking-down of the exhibition booths or for any activities will require wearing reflective vest.

工作人员在展馆内进行展位搭建或拆卸都必须穿着反光衣。

SAFETY REPORT | 安全报告

- All stands or temporary structures exceeding 3 meters in height must be constructed under the supervision of an Authorized Person (Surveyor)/Registered Structural Engineer (AP/RSE Certificate).
- 搭建高于 3 米以上，须由认可人士或注册结构工程师的监督，并须于现场检查及批核并须提交由注册结构工程师(RSE)以确定平台或舞台的结构稳定性。
- No temporary structures, including stands 4.5 meters in height or above, may be erected unless a Registered Structural Engineer (RSE Certificate with calculations) has verified their design for stability.
- 搭建高于 4.5 米或以上须由注册结构工程师提交 RSE 及经计算并确认展位的安全及稳定性。

- **For Two-Story Structure:** Exhibitors must apply for approval of two-story construction from the Organizer. Two-story construction is permitted only with an approval by the Organizer. Exhibitors must accept full responsibility for the safety of the structure, as Construction Site Safety Regulation (Chapter 59) is applicable.

有关双层结构：参展商必须预先将设计图交予主办方审批。参展商必须负起展位结构安全的全部责任，并适用于施工现场安全条例（第 59 章）。

- **Hanging Truss (for lighting purposes only):** All lighting trusses shall be for lighting purposes, with the dimension of a maximum 1metre (H) and unlimited in width so long as it is within the rigging point's zone. All lightings have to be hung directly on the lighting truss without any suspension. The maximum height of the truss from the ground shall not exceed 6mH and minimum height from the ground shall be 2.5mH.

挂桁架（仅用于照明用途）：所有的灯光桁架应为照明用，最高为 1 米，宽和长是有限制，但必须在展位上空内。所有安装在照明桁架上的灯光必须安装妥当。桁架距离地最高为 6 米及不可少于 2.5 米。

- Safety Report must be submitted by either the Exhibitors or their contractors to Mr Decko Lee / Ms Ruby Yip (Halls 5BC / 5E) on-site by 18:00hrs on the last move-in day (i.e. 7 June 2022). If these rules are not observed, the Organizer reserves the right to prohibit access to the booth.

参展商及其搭建商需于最后布展当天(2022 年 6 月 7 日)下午六时前将安全报告正本交给建同展览有限公司的李先生 / 叶小姐。主办单位有权禁止任何人士进出任何违反此规则之展位。

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SCAFFOLD | 工程架

- Strictly for safety purposes, the use of ladders in excess of 2 meters in height is prohibited within the HKCEC.
基于安全理由，香港会议展览中心禁止使用超过 2 米高的梯子。
- If the construction/dismantling work is carried out at a level 2 meters or more above the ground, contractors should use high reach equipment, such as metal scaffolding. In addition, the scaffold shall not be used on a construction site unless the Form 11A report has been made by a competent person.
如搭建或拆卸范围在 2 米或以上高度，承建商应使用合适工具(如：工程架)此外，除非表 11A 已递交，否则展会内一律不可使用工程架。
- Form 11A report should be displayed in a prominent location of the scaffold, specifying the location, the extent of the scaffold on the site and including a statement to the effect that the scaffold is in safe working order, strength and stability.
- 表格 11A 应挂在工程架的当眼处，并包括一项关于该工程架是按安全的工作程序、硬度和平稳性的声明。
- Workers are required to wear a safety belt while construction activities are carried out 2 meters or above the ground. For details, please visit the website at http://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety. If this rule is not observed, HKCEC and the Organizer will have the right to stop the relevant construction activity immediately.
工人在离地 2 米以上的平台工作时必须佩戴安全带。详细请浏览以下有关使用金属棚架的安全守则之网址
http://www.labour.gov.hk/eng/public/content2_8b.htm。一经发现违反规则，香港会议展览中心以及主办单位有权立即停止相关施工活动。

SMOKING | 严禁吸烟

The Hong Kong Convention and Exhibition Centre is a smoke-free venue. All wishing to smoke have to go to the designated area of the HKCEC.
香港会议展览中心是非吸烟场所，吸烟人士请到指定范围内吸烟。

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IMPORTANT INFORMATION FOR RAW SPACE / MODIFIED SHELL SCHEME EXHIBITORS

给光地展位 / 标改展位的重要信息

- Construction on raw space should be carried out by an approved booth contractor who is conversant with the regulations of HKCEC. 搭建展位的承建商应熟悉并遵守香港会议展览中心的所有规条。
It is the raw space exhibitor's responsibility to construct, carpet, furnish and light their licensed space.
光地展位是指「空地」。没有任何摊位配备、地毯、家具及电力等，光地参展商需自行安排以上设施。
- The exhibitor (or appointed contractor) is also responsible for the dismantling of the stand at the end of the show and removing all materials used. Exhibitors are liable for any costs induced due to the repair of any damages caused by the action or act of the Exhibitors or its contractors.
参展商及其搭建商需妥善处理所有拆除展位后的废物；因参展商或其搭建商所做成的损坏之维修费，均由参展商承担。
- The maximum height for the booth design is 6m and no part of any structure may extend beyond the boundaries and airspace of the site allocated unless prior approval in writing is obtained by the Organizer.
光地展位限高六米，除非事先得到大会主办单位书面批准，否则任何结构均不能超出边界。
- All raw space exhibitors must complete and submit Form 11A & 11B and submit their complete set of drawings for the IAAPA's approval by the stipulated deadline, which should include perspective, layout plan, stand elevation, electrical fittings, colors, materials to be used, any audio-visual equipment to be used, etc.
所有光地的展商必须填写并提交表格 11A 及 11B，连同展位设计图、正面图、侧面图、立体图给主办单位审批。
- All company logos and signage must not be sited on the reverse of dividing walls/towers, especially where they overhang an adjoining booth.
所有的公司的商标不得设于分隔墙的背面，尤其是当他们伸出毗邻的展台。
- As a contractor/exhibitor at the show, you have a duty to ensure that all personnel working for your company have a valid working visa/permit in order to work in Hong Kong Special Administrative Region and are aware that they have a responsibility for the health, safety and welfare of all employees and that plans or systems of work which may be used are, so far as reasonably practicable, safe and without risk to health. All employees should have the necessary training and supervision to ensure complete health and safety. The Organizer reserves the right to withhold granting approval to any contractor appointed by the exhibitor concerned, evaluating their past record in discipline and safety, etc., without giving any reason.
参展商及承建商有责任确保为其工作的所有人员都有一个有效的工作签证 / 许可证，才可在香港特区工作。他们亦有有责任提供一个健康安全的工作环境。所有员工应具备足够的培训和监督，以确保完全健康和安全的。基于过往评估安全纪律和该承建商过去的工作记录，主办单位保留暂不通过有关承建商之申报而不予任何理由的权利。
- All booth structures, signs, etc. must be confined within the area allotted and cannot project into or over the gangways.
展台的所有搭建，建筑必需在展位范围内完成，不得超出展位范围。
- All Raw Space Exhibitors are responsible for their own storage within their booth area.
所有光地展位或标改参展商虽为其展台负责有关储存摆放。
- Wall panels (back and side walls) built above 2.5mH and overlooking neighboring stands, have to be "finished" in white panel and must not carry any graphics or wordings. The Organizer has the right to authorize dismantling or rebuilding of any stand which does not meet this regulation.
展位墙壁（背面和侧面墙壁）凡高于 2.5 米以上并面向相连展位的那面墙壁，必须为白色面板，并且不得印有任何图形或文字。主办单位有权授权拆除或重建任何不符合本条例的结构之权利，一切费用由参展商承担。
- Exhibitors should construct their own walls, with minimum 2.5m (8 ft) height, to divide from neighboring booths, and should not use other's back walls or venue walls.
光地参展商或其承建商需自行搭建 2.5 米或以上的墙壁以分隔相邻展位。
- No direct fixings may be made to any part of the exhibition halls and any damage or discoloration of such will be charged directly to the exhibitor.
参展商及其承建商展不能直接安装、附加建筑、设施在馆内的所有设施，违者，展馆有权直接向参展商收取任何损坏或变色。

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- Raw space adjoins and if the dividing walls are of different heights, the exhibitor with the higher wall must ensure that the reverse is finished down to the neighboring walls or 2.5 meters (whichever is the greater) in a neutral color and to the satisfaction of the Organizer.
如果两个相邻的光地展位的高度不一，高的那方需要修饰 2.5 米以上的位置。
- All booths must clearly show the exhibiting company name and booth number.
所有摊位必须清楚地显示参展公司名称及展位号。
- The suspension of stands or light fittings from the ceiling structure of the Exhibition Venue will not be permitted unless prior approval in writing is obtained from the Organizer.
除非获主办单位事先以书面批准，否则展位不可以使用灯光桁架。
- Fixings to the surface of the floors to secure margin boards and other stand fittings will not be permitted unless prior approval in writing is obtained from the Organizer.
除非主办单位事先以书面批准，否则铁板等物料不能直接在展馆地板上使用。
- No custom-built stand may be erected at the Exhibition Venue unless the plans and design proposals thereof have been approved in writing by the Organizer.
除非主办单位事先以书面批准设计图，否则所有搭建均不获批准。
- All two-story or double-deck booths must be issued with a safety certificate from a qualified engineer/surveyor.
所有双层结构的展位须由注册结构工程师（RSE）经计算并确认展位的安全及稳定性，参展商必需现场提交给予 AMC (Exhibits) LTD。
- The transporting, assembling, dismantling and removal of custom-built stands are the responsibility of the Exhibitor. All such work must be carried out according to the arrangements and within the time limits specified in these Conditions or otherwise by the Organizer.
在运输、组装和拆卸光地展台是光地参展商的责任。所有这些工作都必须依符合主办单位编定的时间进行并完成。
- If at any time during the open days you need to carry out maintenance work after the exhibition has closed, please apply to the Organizer by 14:00 on the same afternoon. Any charges imposed on the Organizer for such arrangements, e.g. lighting and security, will be passed on to the exhibitor/contractor concerned.
如展商在展会期间需要在闭馆后进行维护工作，请于当天下午两点前向主办单申报。有关费用(如照明和保安)均需由参展展商 / 承建商承担。

Note: Special design plan MUST be submitted to IAAPA for approval on or before 29 April 2022 with

光地或特装展位必须要在 2022年4月29日或之前连同以下文件提交展位设计图递交至IAAPA

- i. **Detailed booth floorplan inclusive of layout plan, stand elevation, telephone, electrical fittings, colors, materials and audio-visual equipment to be used with dimensions in scale (not less than 1:100)**
展位设计图须包括展位的外观、展位尺寸、电话及电力装置图、颜色物料和影音设备等（比例不小于1: 100）
- ii. **Front and side view drawing(s) with booth height**
正面图、侧面图并清楚地显示所有尺寸和高度
- iii. **3D Perspective drawings.**
立体图并须清楚显示所有尺寸和高度
- iv. **Elevation views showing clearly all dimensions, graphics, etc.**
明确显示所有层面的尺寸及形状
- v. **Structural calculations / drawings proving structural stability, weight loadings, etc**
结构计算 / 图纸必须证明结构稳定及重量负荷合适等
- vi. **Details of materials and fire protection.**
详细的物料应用和防火措施等

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CONSTRUCTION AND DECORATION MATERIALS AND FINISHING | 展台装饰 - 搭建及加工装饰材料

As per Hong Kong Convention and Exhibition Centre's Rules & Regulation, all drapes, curtains, fabrics, signs, fascias, decorative materials, nightshades, 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 noncombustible, inherently on-flammable or durably flameproof and may be inspected by authorised 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.

Please check with AMC (Exhibits) Limited for the companies that can issue Form FS251.

根据香港会议展览中心的规则和规例，所有应用于搭建和装修展台上的材料如布帘、织品、标志、招牌板、装饰材料、横幅、覆盖物、塑料、地毯地板以及所有用于搭建展台、临时搭建物或其它展览设施或组件上的物料必须是不燃、不易燃及持久耐燃的，并需由授权人员或香港政府以验证其合规性。展台承建商必须预备有关防火测试、阻燃、烟雾及其它类似的测试相关文件之要求证明 (表格 FS251)，并在展商进馆前把表格递交至大会指定承建商。如未能遵守有关条款之承建商将被罚款，相对之罚款金额将会在承建商的施工押金内扣除。

请向建同(展览)有限公司查询可发出表格 FS251 之公司

CONTRACTOR "GREEN CARD" REQUIREMENT & SECURITY WRISTBANDS

承建商之“平安咭”要求/ 手带

Contractors entering the Centre for construction work are required to hold a Construction Industry Safety Training Certificate ("Green Card").

承建商进入香港会议展览中心进行搭建工作，都须持有建造业安全训练证书（“绿卡”）。

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. All contractors are required to wear this wristband during build-up and breakdown.

为提升场内保安，当承建商进入场馆后，展览中心保安人员将检查有效之承建商工作证及平安咭并派发手带。所有承建商必须于搭建及撤馆期间戴上手带。手带是附有颜色的，并将于每天派发。

In addition, according to HKSAR Law, overseas workers must apply for a temporary working permit through the Immigration Department prior to working in Hong Kong.

此外，根据香港特区法律，海外工人在香港工作前必须通过入境事务处申请临时工作许可证。

DAMAGE / PERFORMANCE DEPOSIT PAYMENT (REFUNDABLE) | 施工押金 (可退还)

All raw space exhibitors are required to lodge a refuse / damage deposit.

光地展位及标改参展商必须支付施工押金。

Stand Area 展位面积	Amount of Site Work Deposit 施工押金金额
For stand(s) up to 36sqm 36 平方米或以下的摊位	USD 美元 2,000
For stand(s) 37 to 100 sqm 37 至 100 平方米的摊位	USD 美元 3,500
For stand(s) 101 sqm or above 101 平方米或以上的摊位	USD 美元 5,000

The deposit is to ensure that their modify shell scheme / raw space sites are clear from any bulky/large rubbish or damages after the event. The deposit will be refunded to the exhibitors concerned within a month after the exhibition if their exhibition sites are, in the Organizer's view, clear of damages to the venue and/or of any rubbish. Payment for refuse/damage deposit is by cheque and made payable to "AMC (Exhibits) Limited."

施工押金是确保光地展位及标改参展商于布展及撤展后均没有遗留任何大型垃圾/废料及损坏场馆。如经场馆确认、主办许可后，施工押金将于撤展后一个月后退还。请将施工押金直接以香港支票或转帐至建同展览有限公司。

IAAPA EXPO ASIA 2022 | 2022 年亚洲博览会
HKCEC, Halls 5B to 5E | 香港会议展览中心 - 展览馆 5B 至 5E
8 – 10 June 2022 | 2022 年 6 月 8 至 10 日

IMPORTANT INFORMATION FOR SHELL SCHEME EXHIBITORS

给标准展位的重要信息

FASCIA BOARD WORDING | 公司招牌板

- Shell Scheme booths will be provided with a fascia board. However, it is necessary to complete Order Form 1 to ensure that the wording of your company name is exactly as required. In the event that this form is not received, the fascia board will be supplied using the name given on your original Contract for Booth Space and any alterations requested on-site will incur a charge.

标准展位已包括制作公司招牌板, 请填妥表格 1 以便「建同展览有限公司」制作。如参展商未能依时交回表格 1, 建同展览有限公司将根据大会提供资料预备公司名称予参展商, 所有现场作出之改动, 均会额外收费。

- Shell Scheme fascia board includes standard lettering only.

所有字体均由大会统一指定使用。

- No variation of the fascia board, lettering and the fittings of the 'Package' stand is allowed.

招牌板的外观设计均为统一, 不得作出任何修改。

FIXING EXHIBITS / POSTER | 安装展品 / 裱贴海报

This is to advise all exhibitors that lamination of graphics (wall papering) directly on the system panels, using screws, nails, double-sided adhesive tape that will cause damage to the panel walls is strictly prohibited. Exhibitors are responsible for removing the laminated graphics and restore the panel system at the close of the show. A restoration fee will be charged to exhibitors for damage to panel walls.

严禁使用螺丝、钉子、劣质双面胶贴, 直接裱贴海报喷画于摊位墙壁上。如墙壁上有裱贴海报喷画, 参展商于展会结束后需自行清理回复墙壁原状。

若发现摊位墙壁被损坏或因裱贴而留有痕迹, 参展商将需要缴付清洁费用以代为回复板面原状。

Using proper materials and procedure will allow graphic to be applied correctly. The following materials for laminating graphics are strongly recommended. Namely:

我们建议使用以下装贴方式:

Velcro Tape / magic Tape 优质(不掉胶)双面胶贴

Good quality double-sided tape 优质(不掉胶)双面胶贴

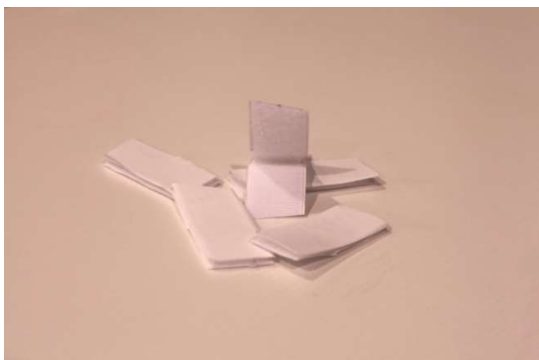
S Hooks S 型挂勾

Here is how to use Velcro Tape / Magic Tape to laminate graphics:

以下为使用魔术贴在摊位上进行装贴的示范:

1. Prepare Velcro Tape / Magic Tape

准备魔术贴



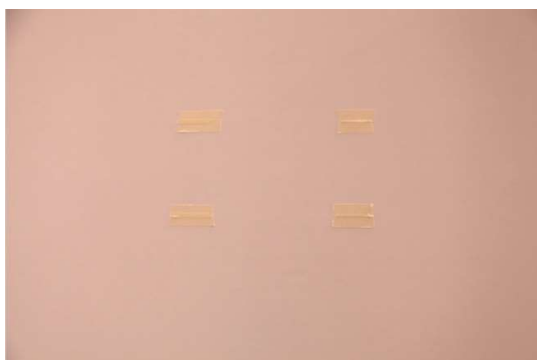
2. Use Velcro Tape on the back of foamboard

在 KT 板背面贴上魔术贴



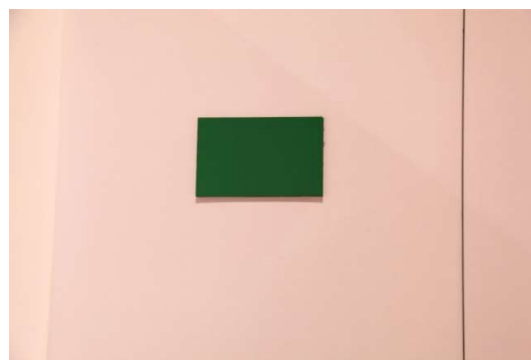
3. Put Masking Tape on the system panel

在摊位墙壁上预先贴上皱纹胶纸



4. Laminate the foamboard onto the system panel

撕走魔术贴的贴纸，将 KT 板贴上摊位墙壁上



Exhibitors can also use good quality double-sided tape or S Hooks:

参展商亦可以使用优质(不掉胶)双面胶贴或 S 型挂勾进行装贴

Good quality double-sided tape | 优质(不掉胶)双面胶贴

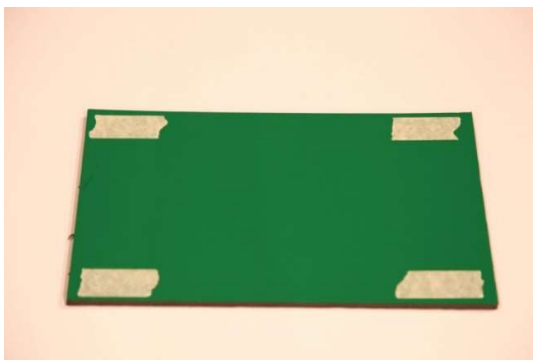
Note: please use Masking Tape on the system panels

注: 在摊位墙壁上亦需要预先贴上皱纹胶纸

S Hooks S | 型挂勾

Hang up graphics from the top of the panel with S hooks

以 S 型挂勾将挂画悬挂于摊位顶部



Here are some examples of lamination of graphics and applying double-sided adhesive tape (wall papering) directly on the system panels and the damage caused.

以下为使用劣质双面胶贴及直接裱贴海报喷画于摊位墙壁而无法清理的例子

Double "Foam" Tape / lamination of low quality sticker directly onto panels

双面海绵胶 / 直裱贴劣质背胶喷画



If the panels are damaged, a restoration fee of USD 260 / HKD 2,000 will be charged per panel.

如发现板面有损坏或污渍，每块将要求赔偿罚款 260 美元 / 2,000 港元。

*Velcro Tape / Magic Tape, good quality double-sided tape or S Hooks are available for sale at the onsite service counter.

*魔术贴、优质(不掉胶)双面胶贴或 S 型挂勾可于布展期间于大会承建商服务台购买。

MODULAR SYSTEMS 模块化系统

- Exhibitors may dress their booths with their own modular display system, but should check that the dimensions fit the area provided.
- 参展商可以重新编排展位内的设施之位置，但请向建同展览有限公司查询有关改动是否可行。

- Exhibitors are 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 Stand Contractor not later than 13 May, 2022.

参展商不得对展位结构进行任何改动或从拆取展位结构内的任何组成部分。需要特别协助的参展商可于 2022 年 5 月 13 日前联系建同展览有限公司。

- No additional booth fittings or displays may be attached to the shell booth structure.
- 任何自携的展台配件或显示品均不可直接安装 / 连接到展位上。
- No free standing fittings may exceed a height of 2.5 meters or extend beyond the boundaries of the booth allocated. This includes company names, advertising materials and logos provided by the Exhibitor.

所有物品(包括公司名称广告材料等等)不得超过 2.5 米高度或超出展位范围。

- No alterations, modifications or additions should be made to rental equipment without the prior written consent off the Official Contractor.

不需改变、修改或增租均需要先书面通知建同展览有限公司。

- The application of paint, adhesive or any other coating carried out inside the exhibition hall or directly to building columns/ pillars and floors is strictly prohibited. The Official Contractor reserves the right to charge the exhibitor for any damages caused on the system materials provided.

展馆内不可使用喷漆、粘合剂或直接在展馆内的柱子涂上任何物料均会加收费用。

- Exhibitors can order additional furnishings and decorations to enhance their booths such as colored display panels, lighting, shelves, literature racks, etc. by reviewing and completing the Official Contractor's optional extras forms in this Manual.

参展商可订购额外的家具和装饰，可提高展位的形象，如彩色显示屏，灯光，货架架等，透过订购表格完成订单。