



## KEY SHOW INFORMATION

### VENUE

[Cotai Expo - The Venetian Macao Resort Hotel](#)

The Venetian® Macao, Estrada da Baía de N. Senhora da Esperança, s/n, Taipa, Macao SAR, P.R. China

[Cotai Expo - The Venetian® Macao Master Plan](#)

Trade Show Location: Level 1, Halls A-C

Registration Location: Lobby outside Hall A

### DATES

8-11 June 2020 (Monday-Thursday) – Conference

9-11 June 2020 (Tuesday – Thursday) – Trade Show

### SHOW COLORS

Aisle [Carpet](#) Color: V4959 Bluestar; First-Time Exhibitor's Pavilion: V0917 Anthracite

Shell Scheme [Carpet](#) Color: V0503 Purple

[Shell Scheme Diagrams](#)

## IMPORTANT INFORMATION & POLICIES

(alphabetical order)

### ANIMALS

Animals and pets are not permitted in any part of the Hotel except with the approval of the Hotel. To request approval, please send details to [Exhibitors@IAAPA.org](mailto:Exhibitors@IAAPA.org) by **28 April 2020**.

### BALLOONS

The use of gas-filled balloons within any area of the Hotel must seek approval from the Hotel. To request approval, please send details (including the type of gas to be used) to [Exhibitors@IAAPA.org](mailto:Exhibitors@IAAPA.org) by **28 April 2020**.

### CHILDREN

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](#).

### CLEANING

The Venetian® Macao will provide general cleaning of the venue and aisles inside the exhibit halls. AMC will provide general cleaning of shell scheme booths. Raw space exhibitors should arrange cleaning with their contractor. Trash bins can be set in the aisle next to their booth at the end of each show day and The Venetian® Macao staff will empty it nightly.

### COMPRESSED AIR

Compressed air tanks can be ordered through [here](#). Should AMC not be able to provide the compressed air that you require, prior approval will be required before you can bring it on the show floor. Please submit the specifications and certifications of your compressed air tanks to [Exhibitors@IAAPA.org](mailto:Exhibitors@IAAPA.org) by **28 April 2020**.

### COOKING

Cooking is not allowed in The Venetian® Macao.

### DANGEROUS and HAZARDOUS MATERIAL

Dangerous or hazardous materials are strictly prohibited in the Hotel, including but not limited to petrol, gas cylinders, radioactive substances, laser products, pyrotechnics, explosive devices or material, and material that would emit noxious fumes or exhaust or smoke or toxic.



## DRONE POLICY

Drones are allowed within the contracted booth space in The Venetian® Macao but approval will be needed from the venue. Physical restraints should be put across the drone-operating area to prevent wanderers from entering the area. Exhibitors must submit the drone-activity floor plan indicating at least the fly-zones, take-off and landing area, flying route and ground control station including the [Drone Activity Liability Form to Exhibitors@IAAPA.org](#) by **28 April 2020**.

## ELECTRICAL

Main electrical power supply will be switched off 15 minutes after show closing each day. See the Electricity Installation section on page 4 [here](#) for more details. 24-hour electrical services is available for raw space and shell scheme stands, and must be ordered separately, please contact AMC for quotation.

## FIRE SAFETY

All Exhibitors and Contractors are required to observe the fire safety regulations as advised by the Hotel staff all the times.

## FLOOR LOADING LIMITS

Maximum floor loading for exhibition hall is 1250 Kg/sqm.

The weight load is based on equal distribution of weight. Based on the floor load of the contracted area, any items of significant weight that will be brought into the contracted area must be approved by Sands China prior to move-in.

## FOOD & BEVERAGE SAMPLING

The Venetian® Macao does not permit any outside food and beverage items to be brought on, served at and/or sold in The Venetian® Macao. All food and beverage products must be purchased and served through The Venetian® Macao. Order forms could be found [here](#). The order deadline will be **4 June 2020**.

Available food concessions near The Venetian® Macao are:

The Parisian Macao

<https://www.parisianmacao.com/macau-restaurants.html>

The Venetian® Macao

<https://www.venetianmacao.com/restaurants.html>

Sands Cotai Central

<https://www.sandscotaicentral.com/restaurants.html>

All food and beverage for sampling must be approved by The Venetian® Macao in advance. Please complete the [Food & Beverage Sampling – Approval Request Agreement](#) to [Exhibitors@IAAPA.org](#) by **28 April 2020**.

## INTERNET

Sands Resorts properties and shuttle buses all have free WiFi. Simply connect to “sandsresort”, accept the terms and conditions, and you will have 30 minutes of wireless internet per session. You may refer to Mobile Telephone and WiFi Service in Macao here: <https://www.venetianmacao.com/macau-guide/about-macau/phone-plan-and-wifi.html>. Wi-Fi Pass can also be purchased at the Business Center.

Exhibitors who require Internet to properly demonstrate their products or services are recommend arranging a hard-wired line. Please see the [Internet order form](#).

## INSURANCE

All IAAPA Expo Asia 2020 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 **14 April 2020** if you will be conducting the following activities:

- 1) Displaying Amusement Ride or Device (per ASTM 747-06) which allows audience participation
- 2) Using Flammable Materials or Serving Food



The certificate must include:

- Commercial General Liability coverage including General Aggregate and Per Occurrence limits, minimum amounts noted below
- IAAPA, The Venetian® Macao, AMC (Exhibits) Ltd., APT Showfreight Ltd, their entities, subsidiaries, agents, representatives, officers, staff, volunteers and employees, are additionally insured for IAAPA Expo Asia 2020, 5-12 June 2020\*
- Exhibitor Company Name and “dba” name, if applicable
- Certificate Policy Number
- Effective Dates
- IAAPA’s name and address as the Certificate Holder: IAAPA, 4155 West Taft Vineland Road, Orlando, FL 32837, USA.

Specific insurance requirements are determined by the type of products/services displayed, and in following with the ASTM 747-06 definition of an amusement ride or device (examples: batting cages, climbing walls, inflatables, etc.). Please review the ASTM 747-06 definition and insurance requirements below to determine which level of insurance you will need.

**ASTM 747-06:**

Amusement ride or Amusement device: a device or combination of devices or elements that carry, convey or direct a person(s) over or through a fixed or restricted course or within a defined area, for the primary purpose of amusement or entertainment.

Insurance Requirements:

INSURANCE TYPE	EXHIBIT DISPLAY ITEMS	
<b>REQUIRED</b>		
	<b>Amusement Ride or Device (per ASTM 747-06)</b>	<b>Using Flammable Materials or Serving Food</b>
<b>General Aggregate Minimum (total combined)</b>	US\$3,000,000	US\$3,000,000
<b>Per Occurrence</b>	US\$2,000,000	US\$2,000,000
<b>Other</b>	Certificate must state that coverage for participants is not excluded.	
<b>RECOMMENDED</b>		
<b>Fire Damage</b>	US\$300,000	US\$300,000
<b>Medical Expenses</b>	US\$10,000	US\$10,000
<b>Personal &amp; Advertised Injury</b>	US\$1,000,000	US\$1,000,000
<b>Products &amp; Completed Operations Policy</b>	US\$2,000,000	US\$2,000,000

If you may need assistance in obtaining the insurance, for Chinese Companies, please contact:

**PICC Property and Casualty Company Limited Zhongshan Branch** 中国人民财产保险股份有限公司中山市分公司  
Mr. Manzi Chan 陈敏琪先生  
Account Manager



Tel: +86-760 8841 5288  
Fax: +86-760 8830 9132  
Mobile: +86-135 2712 8999  
E-mail: [14162494@qq.com](mailto:14162494@qq.com)

## LANGUAGE

Some of the show attendees will only be able to communicate in Chinese. 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](#).

## LASER PRODUCTS

If you are planning to display laser or laser tag products as part of your booth, please submit the details to [Exhibitors@IAAPA.org](mailto:Exhibitors@IAAPA.org) by **28 April 2020** for The Venetian® Macao's approval.

## MOVE-IN

Cargoes which are moved directly to exhibition site should **NOT** arrive at exhibition hall earlier than **5 June 2020** 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.**

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.

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 Monday 8 June 2020**.

Refer to the [Schedule](#) for more move-in information.

## OFFICIAL CONTRACTORS

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:

- In adherence to safety requirements, only the official contractor can carry out electrical power supply, compressed air supply and water drainage & pipe installations
- 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 Requirements](#) for full details. Exhibitors are responsible and liable for their appointed contractor's observance of all rules and regulations.
- Third party contractors must arrange for Contractor Badges and Transport Passes with AMC (Exhibits) Ltd in advance. See the [Non-Official/EAC Contractor Form](#).
- Exhibitors are required to return all the forms to the relevant parties by the deadlines, otherwise on-site services may not be guaranteed.
- The services of official contractors are 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.
- Where mechanical handling within the exhibition halls is required, only the official freight forwarder will be appointed.

## CONTROLLED ITEMS IN HONG KONG / MACAU

In case the shipment contains any controlled items by Hong Kong / Macau Government, we strongly recommend that the Combined Commercial Invoice & Packing List should be sent to APT Showfreight Limited for checking prior to the shipment departure from the country of origin.

**If required, APT Showfreight Limited will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that APT Showfreight Limited can guarantee such license will be granted.**

According to the Customs Regulations in Hong Kong / Macau, import/ re-export license from the Hong Kong / Macau Government is required for transshipping the followings items in Hong Kong / Macau:



- Animals, Birds & Reptiles and their parts, Endangered Animals & Plants Species
- Controlled Chemicals
- Controlled Medicines
- Dutiable Commodities: alcoholic liquors, tobacco, hydrocarbon oil & methyl alcohol (duties & taxes in Hong Kong / Macau will be billed to exhibitors' account as per outlay)
- Fresh/ Frozen Meat
- Optical Disc Mastering & Replication Equipment
- Radio Transmitting Equipment
- Strategic/ Hi-Tech/ Communication Commodities
- Vehicle, etc.

If import / re-export license is required, exhibitors are required to submit to APT Showfreight Ltd the following documents / information for application of licenses in Hong Kong / Macau at least 14 (fourteen) days prior to the shipment departure from the country of origin.

- a. Catalogue/ Brochure of commodities
- b. Export Permit Issued by the Products' Originating Country/ Place
- c. Certificate of origin
- d. Commercial Invoice and Packing List

For further details, please refer to the below website: <http://www.tid.gov.hk> and <http://www.customs.gov.mo>

## RAW SPACE EXHIBITS

Raw space exhibits must do the following:

- Submit a deposit and required forms to AMC as detailed [here](#).
- Submit a drawing of the proposed booth layout to IAAPA by 17 April as detailed [here](#).

## SECURITY

General security will be provided 24 hours daily by the IAAPA once move-in begins. Exhibitors and their staff will not be allowed in the exhibition hall after official hours.

All personnel in the exhibition halls must wear approved identification badges at all times. Please safe guard your badges at all time to prevent loss or theft. Any badge reprints will be charged a fee.

Please note that you may not use your own staff or personnel from any other security agency for in-booth security services.

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

Neither IAAPA and/or The Venetian® Macao 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 The Venetian® Macao. The Association and The Venetian® Macao 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.

## SELLING RULES

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.**

## SOUND

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. 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.

## VEHICLE PASS

A "[Vehicle Pass](#)" must be obtained from AMC Exhibits Ltd. for non-official contractors while exhibitors should obtain the '[Vehicle Pass](#)' from APT Showfreight Ltd.