

<b>IAAPA Expo Asia 2020</b> 9-11 June 2020		<b><u>FORM 11A</u></b>
<b>Return to: AMC (Exhibits) Limited</b>		<b>Submission Deadline</b> <b>4 May 2020</b>
Hall A	Hall B-C	
Ms Janet Chan , Mr Decko Lee	Ms Circle Yuen, Mr Carl Wong	
Email: <a href="mailto:Janet.Chan@arconmarketing.com">Janet.Chan@arconmarketing.com</a>	Email: <a href="mailto:Circle.Yuen@arconmarketing.com">Circle.Yuen@arconmarketing.com</a>	
Email: <a href="mailto:Decko.Lee@arconmarketing.com">Decko.Lee@arconmarketing.com</a>	Email: <a href="mailto:Carl.wong@arconmarketing.com">Carl.wong@arconmarketing.com</a>	
Tel: (852) 3752 9038 / (852) 3752 9003	Tel: (852) 3752 9028 / (852) 3752 9045	
Fax: (852) 3585-6008		
Address: Factory AB, 8th Floor, Tung Kin Factory Building, 196-202 Tsat Tsz Mui Road, North Point, Hong Kong		

## 1. Letter of Authorization

### (Compulsory Submission for Raw Space Exhibitors & Contractors)

- This application form is only applicable for raw space Exhibitors & contractors only.
- Both raw space Exhibitors & contractors are required to sign this form jointly and then Submit to the Official Booth-Fitting Contractor "AMC (Exhibits) Ltd" on or before 4 May 2020.

We have authorized \_\_\_\_\_ as our appointed contractor for our booth / stand construction.

Raw space / modify shell scheme exhibitor should clearly state the information of the appointed contractor

Contractor: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Office Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact No.: \_\_\_\_\_

#### We Guarantee :

1. Above stated contractor is properly selected and qualified to be our appointed contractor only.
2. Contract is signed with our appointed contractor to ensure the safety of booth construction and agree to abide by all the Rules & Regulations for Raw Space booth construction stipulated in the Exhibitor Manual.
3. In full co-operation with the Official Booth-Fitting Contractor and under surveillance of safety booth construction by the venue, we agree that penalties will be imposed by the official contractor if any rules & regulations set out in the manual are violated.
4. If contractors fail to comply with the rules & regulations of safety construction, Organizer reserves the right to request raw space exhibitors and their appointed contractors to take all the liabilities & responsibilities.
5. Any violations of safety booth construction in the result of accidents, damage to property and death & injury to any person, all financial & legal liabilities shall be bear by raw space Exhibitors and their appointed contractors.

<b>Contact Person</b> Name: _____ Tel: _____ Fax: _____ Email: _____ Signature w/ company chop: _____	<b>Exhibitor's Information</b> Company: _____ Booth No: _____ Date: _____
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<b>IAAPA Expo Asia 2020</b>		<b><u>FORM 11B</u></b>
9-11 June 2020		
Return to: AMC (Exhibits) Limited		Submission Deadline <b>4 May 2020</b>
Hall A	Hall B-C	
Ms Janet Chan , Mr Decko Lee	Ms Circle Yuen, Mr Carl Wong	
Email: <a href="mailto:Janet.Chan@arconmarketing.com">Janet.Chan@arconmarketing.com</a>	Email: <a href="mailto:Circle.Yuen@arconmarketing.com">Circle.Yuen@arconmarketing.com</a>	
Email: <a href="mailto:Decko.Lee@arconmarketing.com">Decko.Lee@arconmarketing.com</a>	Email: <a href="mailto:Carl.wong@arconmarketing.com">Carl.wong@arconmarketing.com</a>	
Tel: (852) 3752 9038 / (852) 3752 9003	Tel: (852) 3752 9028 / (852) 3752 9045	
Fax: (852) 3585-6008		
Address: Factory AB, 8th Floor, Tung Kin Factory Building, 196-202 Tsat Tsz Mui Road, North Point, Hong Kong		

## 2. Safety Commitment of Booth Construction & Dismantle

### (Compulsory Submission for Raw Space contractors)

In order to ensure a smooth operation in safety manner during move-in and move-out period, WE \_\_\_\_\_ as an outside contractor of BOOTH NO. \_\_\_\_\_, assigned by the exhibitor, will comply with the rules and regulations set out by the Organizer in the exhibitor manual and being thoroughly read.

1. We agree and shall strictly abide by the "Rules & Regulations for Raw Space booth construction" and relevant management system. We also accept construction to be under the surveillance of the Official Booth-Fitting Contractor "AMC (Exhibits) Ltd" and obey the "Penalties System for Violation of Rules & Regulations" to ensure personal safety as well as safety booth constructions at the venue.
2. We shall be in compliance with Fire and Safety Regulations and fire extinguishers will be placed at our stand for safety reasons as requested.
3. We also accept the Organizer, Venue Management Office and Public Safety and Fire Authorities to conduct a thorough inspection against any fire hazards. Any possibilities that might cause the threat of a fire shall be resolved and handled within the shortest time possible.
4. We agree that penalties will be imposed by the Official Booth-Fitting Contractor "AMC (Exhibits) Ltd", if any rules & regulations for Raw Space booth construction are violated.
5. We shall bear all responsibilities, legal liabilities and consequences if we fail to obey the stated Rules & Regulations of safety construction.
6. We guarantee to take all financial & legal liabilities if any violations of safety booth construction in the result of accidents, damage to property and death & injury to any person.
7. We guarantee to start dismantle wooden structure of booth at 1800 hr (the actual time for dismantling will be further advised on-site)
8. No direct pulling down of booth structure is allowed.
9. Time for dismantling must be strictly obeyed and NO early move-out is allowed.
10. ALL construction materials must be disposed properly during move-out period.

Company's Chop : \_\_\_\_\_ Name of Contractor : \_\_\_\_\_

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

<b>IAAPA Expo Asia 2020</b> 9-11 June 2020		<b>FORM 11C</b>
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Email: <a href="mailto:Janet.Chan@arconmarketing.com">Janet.Chan@arconmarketing.com</a>	Email: <a href="mailto:Circle.Yuen@arconmarketing.com">Circle.Yuen@arconmarketing.com</a>	
Email: <a href="mailto:Decko.Lee@arconmarketing.com">Decko.Lee@arconmarketing.com</a>	Email: <a href="mailto:Carl.wong@arconmarketing.com">Carl.wong@arconmarketing.com</a>	
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### 3. Raw Space Insurance Registration Form

(Compulsory Submission for Raw Space contractors)

#### CONTRACTOR INSURANCE & COVERAGE

The contractors shall make sure that they are fully covered by insurance (Public Liabilities and Employer's Liabilities) in respect of death and injury to any person, or loss or damage to property arising out of the booth construction. The coverage of Insurance should include risks against fire, water, theft, accidents, natural calamities, or any other causes. Requirements are as follows:

- Workers Compensation Insurance – Minimum US\$1 million (or equivalent currency) per occurrence
- Commercial General Liability General Aggregate – Minimum US\$2 million (or equivalent currency)
- Automobile Liability (covering all owned, hired and non-owned vehicles) – Minimum US\$1 million (or equivalent currency) per occurrence

The policies for General Liability and Automobile Liability shall include the following wording:

***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.***

Contractors must bring the insurance policy or the copy to the venue and make sure this insurance shall be effective at all times during the move-in, show days and move-out periods.

Contractors are requested to submit insurance copy to AMC on or before deadline date (4 May 2020). If contractors FAIL to provide the insurance copy, Organizer and Official Booth-Fitting Contractor have the right not to allow contractors to commence any construction works inside the Exhibition Hall.

Name of Exhibitor :				Email :	
Address :					
Contact Person :		Mobile Phone :		Fax:	
Booth No :		Size of Booth :		Height of Booth :	
Name of Contractor:				Email :	
Address :					
Contact Person :		Mobile Phone :		Fax:	

**Remark: Exhibitors are responsible to make sure their own contractors to submit this application form together with their own contractor's insurance copy to AMC (Exhibits) Ltd on or before deadline date.**

<b>IAAPA Expo Asia 2020</b> 9-11 June 2020		<b><u>FORM 11D</u></b>
<b>Return to: AMC (Exhibits) Limited</b>		<b>Submission Deadline</b> <b>4 May 2020</b>
<b>Hall A</b>	<b>Hall B-C</b>	
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<b>Email: <a href="mailto:Janet.Chan@arconmarketing.com">Janet.Chan@arconmarketing.com</a></b>	<b>Email: <a href="mailto:Circle.Yuen@arconmarketing.com">Circle.Yuen@arconmarketing.com</a></b>	
<b>Email: <a href="mailto:Decko.Lee@arconmarketing.com">Decko.Lee@arconmarketing.com</a></b>	<b>Email: <a href="mailto:Carl.wong@arconmarketing.com">Carl.wong@arconmarketing.com</a></b>	
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## 4. Contractor Badges & Vehicle Pass

(This form is only applicable to Raw Space / Modified shell scheme exhibitors)

Contractor Badges & Vehicle Pass will be given according to the table below. Stand Size	Contractor Badges (For move in & out)	Vehicle Pass (In)	Vehicle Pass (out)
9 –24 sqm	6	1	1
25 –36 sqm	10	2	2
37 –48 sqm	12	3	2
49 –90 sqm	18	3	3
Over 90 sqm	24	4	3

The raw space exhibitor can collect the Contractor Badges from **AMC (Exhibits) Limited**, only if the payment of Contractor Deposit is fully settled.

Any **Additional Vehicle Passes** for contractor will be charged **HK\$30** each.

**No. of Additional Vehicle Passes Required for Contractor: (Move in): \_\_\_\_\_ (Move out): \_\_\_\_\_**

## 5. Refundable Contractor Deposit

Refundable Contractor Deposit		
For stand(s) up to 36 sqm	USD 2,000	All outside stand contractor must be accompanied a deposit by Cheque or by Bank Transfer to AMC (Exhibits) Limited. All decoration materials must be placed within your booth area to keep the gateway clear. The raw space exhibitor is responsible for any waste generated from his/her booth construction and the waste should be disposed of properly by the raw space exhibitor. Any costs raised from the aforementioned will be deducted from the deposit. The raw space exhibitor can collect the worker pass from <b>AMC (Exhibits) Limited</b> , only if the payment of Contractor Deposit is fully settled.
For stand(s) 37 to 100 sqm	USD 3,500	
For stand(s) 101 sqm or above	USD 5,000	

### The procedure notice for your booth contractor:

1. Please submit the Form 11A -11D and Form 3B on or before 4 May 2020. After received the forms, amc will send the deposit notice to contractor.
2. All approved special design drawings (Booth height, name of construction materials, front view, elevation, plan view & perspective view) from IAAPA must be submitted by email to AMC Exhibits Ltd. for approval on or before 4 May 2020

## 6. Overtime Charge

For exhibitors or outside contractors who need to work overtime are requested to submit the below application form to Official Contractor – AMC (Exhibits) Ltd.(on day) OT request by 2pm on or before, and pay the overtime charges.



### Overtime Work Charges for Exhibitor / Stand Contractor

展商 / 搭建商的超時工作收費表

Event 活動名稱 : \_\_\_\_\_

Venue 場地 : \_\_\_\_\_

Booth Number 展位編號 : \_\_\_\_\_

Company Name 公司名稱 : \_\_\_\_\_

Contact Person 聯絡人 : \_\_\_\_\_

Contact Telephone 聯絡電話 : \_\_\_\_\_

#### Overtime Work Charges 超時工作收費

- **For booth / stand from 9m<sup>2</sup> – 20m<sup>2</sup>**  
展位由 9 平方米 – 20 平方米 : MOP \$3,000 per hour per booth / stand  
: 每小時每展位 澳門幣 \$3,000
- **For booth / stand from 21m<sup>2</sup> – 50m<sup>2</sup>**  
展位 由21 平方米 – 50 平方米 : MOP \$4,000 per hour per booth / stand  
: 每小時每展位 澳門幣 \$4,000
- **For booth / stand from 51m<sup>2</sup> – 100m<sup>2</sup>**  
展位由 51 平方米 – 100 平方米 : MOP \$5,000 per hour per booth / stand  
: 每小時每展位 澳門幣 \$5,000
- **For booth / stand from 101m<sup>2</sup> – 500m<sup>2</sup>**  
展位由 101 平方米 – 500 平方米 : MOP \$6,000 per hour per booth / stand  
: 每小時每展位 澳門幣 \$6,000

**A minimum of four (4) hours will be charged for the Overtime Work Charges per booth / stand.**

超時工作收費，每展位至少以四小時計算。

Date 日期	Size of Booth / Stand (m <sup>2</sup> ) 展位尺寸(平方米)	Start Time 開始時間	End Time 結束時間	Total Hours 合共時間	Total (MOP) 總和 (澳門幣)
<b>Service Charge 10%:</b>					
<b>10% 服務收費:</b>					
<b>GRAND TOTAL:</b>					
總計:					

Please refer to the Terms and Conditions on the next page. 請參閱下一頁所列出的條款

The Exhibitor / Stand Contractor Initials 展商/搭建商 簽署: \_\_\_\_\_

## Terms and Conditions 條款

1. Exhibitor / Stand Contractor should strictly comply with the terms and conditions as set out in this form, "House Rules & Regulations for Contractors and Service Providers", and other guidelines provided by the Hotel at all times. Otherwise, Exhibitor / Stand Contractor is required to cease any overtime work.

展商/搭建商 必須 在任何時候嚴格遵守 (1) 此表格所訂立的條款 · (2) 本酒店的 "構建承包商適用之內部守則" · 及 (3) 由本酒店所提供的其他指引 ; 否則 · 展商/搭建商必須停止任何超時工作 。

2. Overtime work could only be commenced if (1) such arrangement has been approved by the Event Organiser, and (2) full payment is made.

超時工作在以下兩個條件同時符合方可開始: (1) 超時工作安排 獲得 活動主辦單位許可, 及 (2) 全部超時工作費用已繳交 。

3. Different booths / stands managed by the same Exhibitor / Stand Contractor at different locations within the venue requiring overtime work will be charged separately.

在同一場館內 · 展商/搭建商 可能在不同範圍 都有展位設置 ; 在此情況下 · 如 展商/搭建商 在不同範圍的展位需要超時工作 · 收費將以每個展位獨立計算 。

4. The Hotel will provide minimum lighting and ventilation for the work to be carried by Exhibitor / Stand Contractor at their respective area.

展商/搭建商在各自的區域進行超時工作時 · 本酒店將提供有限的照明和通風 。

5. The Terms and Conditions in this form herein have English and Chinese version. The English version shall prevail in the event of any inconsistencies or disputes between versions.

以上條款有中英文版本 。

若中英版之條款相抵觸 · 一切以英文版本為準 。

CREDIT CARD INFORMATION:	AUTHORIZATION FROM HIRER/USER:
<input type="checkbox"/> AMEX 美國運通卡 <input type="checkbox"/> VISA 威士卡 <input type="checkbox"/> MASTER 萬事達卡 <input type="checkbox"/> ICB	Company Name: _____ 公司名稱
Card Number: _____ 信用卡號碼	Company Address: _____ 公司地址
Cardholder Name: _____ 持卡人名稱	Tel: _____ Email: _____ 電話 電郵
Expiry Date: (mm/yy) 有效期至 (月/年)	Print Name: _____ 簽署人姓
Signature: _____ 簽署	Title: _____ 職銜
	_____ 簽署

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**TERMS & CONDITIONS FOR ADDITIONAL ORDERS FROM AMC (Exhibits) Ltd's**

- 1.) All items ordered are on rental basis and exhibitors have to make good any damage or loss incurred.
- 2.) Facilities and services not indicated on the forms are subject to quotation on individual job basis.
- 3.) **LATE ORDER SURCHARGES**
  - **30%** Surcharge for orders received after **4 May 2020**
  - **40%** Surcharge for orders received after **18 May 2020**
  - **50%** Surcharge for orders received on-site if accepted

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 endeavour 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.

- 4.) Cancellation of any orders will be accepted in writing before **17 May 2020** for ordering additional items, in which case a 50% refund of the rental rate for the cancelled items will be made. Cancellations from **29 May 2020** onwards will be subject to a 25% refund of the rental rate of cancelled items.
- 5.) All orders must be submitted with full payment including any late order surcharges. Orders without full payment will not be accepted.
- 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.
- 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.
- 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.
- 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.

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

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

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

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

**A) By Cheque (Payable to AMC (Exhibits) Limited)**

Remarks: Only received the cheque issued by Hong Kong Bank

**B) By Credit Card**

(Exhibitors can settle their payment online by MasterCard, Visa or American Express via the secure online payment system in the online manual provided by PayDollar (operated by AsiaPay Limited).

**C) Cash or T/T to:**

Account Name: AMC (Exhibits) Ltd.

Bank Name: The HongKong And Shanghai Banking Corporation Limited

Bank Address: 1 Queen's Road, Central, Hong Kong

A/C No: 808-250757-001 (HKD)

808-250757-274 (USD)

Swift No: HSBCHKHKKH

Exchange Rate: USD1 = HKD7.76

*(Please fax the bank-in slip or T/T statement with company name & booth number to AMC (Exhibits) Ltd for their record)*

**\* All bank charges are for exhibitor account.**

**D) Wechat Pay or Alipay:**

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.

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



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#### **ABIDE BY THE ORGANIZER'S REQUIREMENTS**

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

#### **CLEANING & GARBAGE DISPOSAL**

- 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.
- 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.
- 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.

#### **DANGEROUS MATERIALS**

- 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.

#### **DISPOSAL OF CRATES, STAND FITTINGS AND MATERIALS**

- 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.

#### **DILAPIDATION CHARGES**

- 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.

#### **DROP WIRES**

- 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.

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#### **ELECTRICITY INSTALLATION & WATER CONNECTION**

- a. For safety reasons, only the Official Stand-Building Contractors are allowed to carry out installation work of electricity and water supply. Exhibitors or their appointed contractors shall apply to AMC, the Official Stand-Building Contractor for connection of such work from the venue to their booths.
- b. Application for Power Distribution Box:
  - (1) Exhibitors and their appointed contractors have to ensure that all electric facilities must not be overloaded and safety operations are enforced.
  - (2) The venue operator will provide the terminal for distribution boxes in accordance with the quantity and positions applied. Exhibitors and their appointed contractors shall connect power by themselves from the power distribution they have applied for.
- c. Connection of Electricity from Power Distribution Box:
  - (1) Only personnel with valid electrician operation certificates can carry out installation work of electricity lines and facilities.
  - (2) Standard power supply: AC 50 Hz 230V SPN&E +/- 10% and AC 50 Hz 400V SPN&E +/- 10%.
  - (3) All metal or metal-shelled frames / structures shall be safety earthed. All electricity lines shall be or properly mounted or wired through conduits, and shall never be loosely paved on floor or gangways. Electricity lines running across gangways shall be covered and protected by a cable bridge to avoid direct stepping by crowd. When branch conductors are connected, insulating porcelain and plastic connectors shall be used and enhanced by insulation protective measures instead of being wrapped directly by insulating adhesive tape.
  - (4) Power supply (except 24-hour service) will be switched on and off daily 30 minutes before and after event opening hours.
  - (5) Tee-off or interconnection of service cable is not allowed.
- d. Suspension of Electricity Supply after Exhibition Opening Hours:
  - (1) For the sake of safety and to minimize possibility of hazards in the exhibition halls, electricity to all facilities will be cut off 15 minutes after the official closing time of the Exhibition. Before leaving their booths, Exhibitors or their appointed contractors shall ensure all power switches are turned off. The venue operator will accompany technicians from AMC to conduct daily check of all booths. The venue operator will cut off the power supply of those booths which power switches have not been turned off. Exhibitors or their appointed contractors shall bear all liability and consequences thereof. Exhibitors or their appointed contractors are required to submit a written application for electricity supply through AMC. Moreover, electricity will only be reconnected after another safety inspection conducted by the venue operator and AMC.
  - (2) If 24-hour electricity supply is required, a written application shall be submitted to AMC prior to the submission of the final version of booth design drawings. Additional charges will be incurred, and approval from the venue operator is required.

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e. Suspension of Electricity Supply after Move-Out:

Exhibitors or their appointed contractors shall submit a written application to AMC on 10 Jun, 2020 (i.e., one day before the closing day of the Exhibition) indicating the booth number and hours of power supply required during dismantling. Extension of power supply will only be made according to the time indicated on the written application. Any request for electricity reconnection after cut-off will be considered only after a safety inspection is carried out by the venue operator. Request can be rejected if certain on-site conditions are not met.

f. Booth electricity supply

Venue will provide the booth electricity on the 2 nd day of move in.

#### **FIRE PREVENTION & SAFETY REGULATIONS**

- a. Exhibitors and their appointed contractors are forbidden to hamper the normal operation of the fire protection system, including fire alarm sensors, fire hydrants, fire extinguishers, fire escapes inside the venue.
- b. All fire exits, safety passages and gangways must be kept clear at all times. It is strictly forbidden to set up booths or place goods in the fire exits and passages.
- c. A minimum of 1.2m (4 feet) distance shall be kept between any temporary structures and fire hydrants, doors of engine room or fire sensors.
- d. A minimum distance of 1.0m between any temporary structures and the walls of the venue shall be kept for the purpose of maintenance.
- e. The maximum height limit for shell-scheme booths and raw space booth of 3m depth is 2.5mH. The maximum height limit is 6m for single-storey raw space constructions.
- f. No objects can be attached to or suspended from the fire sprinklers or lighting fixtures on ceiling. Spotlights and other heat-generating devices shall not be pointed to or placed near fire sprinklers.
- g. Construction work shall be carried out according to the plans and drawings submitted to and approved by the venue operator/organizer. Alternations without written approval are prohibited.
- h. The Organizer and the venue operator reserve the right to dismount and remove any constructions and structures built in divergence to the approved plans. Exhibitors and their appointed contractors shall be responsible for the liabilities and costs incurred.
- i. When entering the center to carry out special operations, operators (such as electricians, welders, forklift drivers, etc.) must hold relevant operating permits prescribed by the government, and unlicensed personnel in special types of work are prohibited from operating. Operations must be performed in strict accordance with various procedures, and all illegal operations and commands must be avoided.
- j. All workers must wear safety helmet when engaging in work inside the exhibition halls. When working at height of 2m or above, workers shall wear safety harness as well.
- k. Unless approved by the venue operator and relevant government authorities in writing, no naked fire or combustible gas is allowed to be used in the venue. No explosive, petroleum and highly flammable, toxic or corrosive substances are allowed to be used as well. Radioactive substances shall not be brought into the exhibition halls.

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- l. No more than one-day use of any solid or liquid hazardous material shall be stored within the booths at any time. The residue shall be placed in special containers and sealed in a location agreed by government departments, the venue operator and the Organizer.
- m. Toxic waste must be sealed in a suitable container with clear markings, and shall be handled according to the relevant laws and rules governing waste disposal.
- n. The following articles are forbidden to be exhibited in or bought into the exhibition halls without the written approval of the venue operator, including arms, guns, swords, ammunition, explosives, flammable materials, radioactive substances and any other dangerous goods, goods prohibited for import, goods infringing on patent rights, goods that may affect the normal operation of the venue operator, and any items prohibited by relevant government departments.
- o. Large-scale painting and washing of painted objects are not permitted in the exhibition halls. Only small scale “touch-up” painting of exhibits and stands is permitted during move-in with necessary safety precautions in place. These precautions include painting in an area properly ventilated, use of non-toxic paints, covering the floor with dry paper or plastic film, etc. No painting is allowed near any vertical structures (i.e., walls) of the venue.
- p. To facilitate crowd management, the use of cart / trolley is not allowed in the visitor registration halls and public areas during 08:00-11:00 on Jun 7-8. Exhibitors shall not arrange delivery of goods or refill of exhibits during this period of time.

#### **HEIGHT RESTRICTIONS**

- The Shell Scheme height is **2.5m** and cannot be exceeded.
- Raw Space Booth of 6m wide or above – building height is in a maximum **6m (single-deck)**.
- Shell Scheme Booth or Raw Space Booth of 3m depth has a height limit of 2.5m throughout their space.
  
- The height restrictions listed above have to be followed unless prior approval is obtained from the Organizer.
  
- No temporary structures, including **stands / products of 4mH in height or above**, may be erected unless a **Registered Structural Engineer Report (RSE) by registered engineer to verify their design for stability**.  
The following conditions would need a RSE report as well:
  - Structure of 12mW or more
  - Rigging Banners/ Structures may require RSE Report and that’s subject to the venue’s comment and approval.
- Please contact  
123 Engineering Design & Consultant Co Ltd, Mr Wesley Lei ,  
email at leiheiwaiemail@yahoo.com.hk, + 853 66860045 if need. Please submit the report onsite to amc counter.
- Double –sided signs, logos, and graphic must be set back 3m from adjacent booths or to be covered / finished on the side facing the adjacent booth.

#### **LIGHTING**

- 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.

#### **MATERIALS**

- For the carpet, must be non-combustible. The Venetian® Macao only allows the use of a residue-resistant single-sided and double-sided preferably cloth-backed tape for securing carpeting and other floor coverings to the concrete flooring. No adhesives are to be used on permanent carpeted floors, stone floors and walls.
- **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. Venue will repair any damage caused to the floor by the erection or dismantling of this work at the expense of the exhibitor.

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### **OVERHEAD STRUCTURE**

- Hanging Signs are permitted in booths that are 6m x 6m and larger and can extend up to 7m from the top of the sign to the ground. Rigging is exclusive with Venetian and can be arranged through the official contractor – AMC.
  
- 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.

### **OVERHEAD WORK**

Exhibitors and their appointed contractors shall pay special attention when working at height:

- a. Herringbone ladder with height of 2m or above is forbidden to use in the exhibition halls. Mobile scaffold is the only qualified overhead operation tool to work at height of  $\geq 2m$  according to the national safety standards.
- b. Guardrail system with height of at least 1.2m shall be installed along all open sides and ends of the scaffold platform. For any found safety violations, the safety inspectors of the venue reserve the right to discontinue the construction work and expel the violators from the exhibition halls.
- c. Operators / Workers engaging in overhead work (height  $\geq 2m$ ) must wear safety helmets and safety harnesses, and carry out other necessary safety measures against injuries that may be caused by falling objects.
- d. Please adopt methods such as hand-to-hand passing, conveyance by bags, lifting up and / or down with ropes, etc.
- e. Unqualified operators and workers are forbidden to engage in overhead work. Personnel under alcoholic influence are also forbidden to engage in machine or overhead work.

### **INSURANCE**

- Exhibitors are advised to have adequate insurance coverage against any and all eventualities throughout the entire exhibition period for their personnel, exhibits, equipment, third party liability claims and movement of freight in and out of exhibition halls. Exhibitors shall also ensure that their temporary staff, agents or contractors are insured against claim for workman's compensation.

### **SMOKING**

- Smoking is strictly prohibited anywhere inside the exhibition halls with non-smoking signs.

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**IMPORTANT INFORMATION FOR RAW SPACE / MODIFIED SHELL SCHEME EXHIBITORS**

All Exhibitors already booked “Raw Space” and their Appointed Contractors MUST read carefully the following Rules and Regulations governing the construction of Raw Space Booths. Exhibitors are responsible and will be liable for their appointed contractors’ observance of these Rules and Regulations.

**NON-OFFICIAL CONTRACTORS**

**Note: All special design drawings (Booth height, types of materials used, front view, elevation, plan view & perspective view) MUST be uploaded to IAAPA online portal on or before 17 April 2020.**

- 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)
- ii. Front and side view drawing(s) with booth height
- iii. 3D Perspective drawings.
- iv. Elevation views showing clearly all dimensions, graphics, etc.
- v. Structural calculations / drawings proving structural stability, weight loadings, etc
- vi. Details of materials and fire protection.

**SITE CHECKING**

**IMPORTANT!** Exhibitors or their appointed contractors, upon arrival and before commencing construction work, are required to check if the contracted space is set out as per the floorplan issued by the Organizer. All discrepancies shall be reported immediately to the Organizer. The Organizer assumes no liability for errors reported after construction work has begun.

**STAND CONSTRUCTION REGULATIONS**

- a. Materials such as elastic fabric, straws, lumber, flammable carpet, etc. are strictly prohibited.
- b. The height limitation for one-storey raw space construction is 6mH. The structure of the stand cannot be hung from the structure of the hall, nor can it be fixed on the ground.
- c. Except for stand-alone booths with 4 side open, all raw space booths must build their own back wall. Do not use wall panels adjacent to the booths and use them for any promotional purposes.
- d. The external side of any walls, which faces another Exhibitors or public area, shall also be of clean appearance and with presentable finishing, such as neatly painted, or covered by clean, white cloth.
- e. Where a structure, such as a wall or a sign, exceeds the height of the neighboring booth’s wall, Exhibitors with the higher wall shall decorate the visible portion with presentable finishing to a standard acceptable by the Organizer. As stated in Point d. above, no publicity materials of any kinds shall be displayed.
- f. Exhibitors are not permitted to hang or display any exhibits, materials, furniture or posters, or extend their stand structures and light fittings beyond the boundaries of the contracted exhibit space.
- g. No nails, adhesives, drawing pins, or similar materials or hole-drilling shall be applied to any part of the exhibition premises without the prior approval of the venue operator. No work shall be carried out in the entrance halls without permission. No facilities or structural parts of the exhibition premises shall be leaned against and leveraged with.

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- h. Exhibitors shall not arrange suspensions from the hall ceiling and other structural parts of the exhibition halls by themselves. They shall order hanging points from the Organizer / AMC for any suspensions work.

**STRUCTURAL APPROVAL FOR BOOTH DESIGN**

- a. Raw Space Exhibitors appointing their own contractors to design and build their stands must return Form 11A – 11D together with the approved drawings & design plans approved on or before **4 May 2020**.
- b. The Organizer reserves the right to request Exhibitors to alter their booth design if their booth construction or structure causes obstruction to other Exhibitors' booths.
- c. On some rare occasions, authorities such as the fire department or the venue operator may request alternations to the booth design after on-site inspection. Such requests are usually for the sake of public safety and shall be complied with.
- d. Apart from dimension checking, all raw space booth designs (include 3D perspective plan, measurement drawing, booth floor plan, elevation structure plan, dead load, list of materials and related data) are required to submit to the venue for comment and approval.
- e. For details about "**Registered Structural Engineer**" by registered engineer to verify their design for stability.

Please contact directly:

123 Engineering Design & Consultant Co Ltd

Tel no.: 853 66860045

E-mail: leiheiwaiemail@yahoo.com.hk

Contact: Mr Wesley Lei

- f. For the "**Fire Retardant Cert**",  
For booth structure/exhibit made of cloth, exhibitor/contractor need to provide fire retardant certificate to The Venetian Macao, please submit the cert to amc counter onsite

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**CONTRACTOR'S DEPOSIT (REFUNDABLE)**

- a. Raw Space Exhibitors or their appointed contractors are required to lodge with AMC, the Official Stand-Building Contractor a refundable deposit according to the contracted space as per following details:

Stand Area	Amount of Site Work Deposit
For stand(s) up to 36sqm	USD 2,000
For stand(s) 37 to 100 sqm	USD 3,500
For stand(s) 101 sqm or above	USD 5,000

- b. This deposit is to ensure that the Rules and Regulations are abided by and to cover any damages arising directly or indirectly in the course of construction work to be carried out during move-in and move-out. Also, the deposit receipt is required for the application of Working Pass from Venetian.
- c. Garbage and waste materials generated from construction work shall be cleared daily by the Exhibitors and their appointed contractors. No debris shall be discarded into the aisles or public areas. Any found violations shall result in the deposit being partially or totally forfeited.
- d. The deposit will be refunded if no violation to Rules and Regulations and no damages to hall facilities are found, and all rubbishes generated from construction work have been cleared properly.
- e. Payment for deposit is by T.T or cheque and made payable to "AMC (Exhibits) Limited."

**CONTRACTORS' WORKING PASS – TO BE ISSUED BY THE VENUE**

Contractors Working Pass will be provided by AMC. Please submit Form 11A-12 to AMC and they will be sending you the registration link and login credentials to register your workers' information.

**CONTRACTOR INSURANCE COVERAGE**

The contractors shall make sure that they are fully covered by insurance (Public Liabilities and Employer's Liabilities) in respect of death and injury to any person, or loss or damage to property arising out of the booth construction. The coverage of Insurance should include risks against fire, water, theft, accidents, natural calamities, or any other causes. Requirements are as follows:

- Workers Compensation Insurance – Minimum US\$1 million (or equivalent currency) per occurrence
- Commercial General Liability General Aggregate – Minimum US\$2 million (or equivalent currency)
- Automobile Liability (covering all owned, hired and non-owned vehicles) – Minimum US\$1 million (or equivalent currency) per occurrence

The policies for General Liability and Automobile Liability shall include the following wording:

***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.***

Contractors must bring the insurance policy or the copy to the venue and make sure this insurance shall be effective at all times during the move-in, show days and move-out periods.

Contractors are requested to submit insurance copy to AMC on or before deadline date (4 May 2020). If contractors FAIL to provide the insurance copy, Organizer and Official Booth-Fitting Contractor have the right not to allow contractors to commence



any construction works inside the Exhibition Hall.

These insurance policies shall be effective at all time during move-in, show days and move-out, i.e., **from 00:00 of 5 June 2020 to 24:00 of 12 June 2020.**

Exhibitors shall ask their appointed contractors to provide evidence and proof of the above mentioned insurance policies, and ensure that the insurance policies are fully comprehensive.

Exhibitors shall not appoint contractors who fail to provide proof of the required insurance policies.

#### **STAND NUMBERS**

The Booth Number(s) of all Raw Space Constructions shall be prominently displayed. If this requirement is not observed, the Organizer reserves the right to affix stand numbers as deem fit and will charge costs incurred to the Exhibitors concerned.

#### **STAND CLEANING**

Exhibitors are reminded that it is the responsibilities of their appointed contractors to carry out daily stand cleaning and disposal of garbage and waste generated during installation and dismantling of their constructed booths.

#### **REMOVAL OF WASTES**

During move-in, aisles in the exhibition halls **MUST NOT** be obstructed by any packing materials, construction materials or debris. All these materials **MUST BE** removed from aisles **before 14:00 on June 8** or carpet laying. The Organizer reserves the right to remove and dispose of any such items being left on the aisles and to charge such costs to Exhibitors or their appointed contractors.