

2. RULES AND REGULATIONS

2.1 OBSERVATION OF RULES AND REGULATIONS

All Exhibitors and their personnel must observe the Rules and Regulations stated in this Exhibitor Manual, and those stipulated in the Organizer Exhibition Participation Agreement, while working or present in the Exhibition Hall.

2.2 CHINESE FAIRS AUTHORITY RULING

The following are general Chinese Fairs Authority Ruling which we would like to bring to your attention. Others relating to specific topic are listed under their respective headings.

- (a) The OFFICIAL BOOTH-FITTING CONTRACTOR and agents will work with their local Chinese equivalent and pay commissions or taxes as appropriate to the Hall, Association or Government.
- (b) Exhibitor should adhere to the following requirements when preparing promotional materials:
 - (i) Do not list Taiwan, Hong Kong and Macau as nations.
 - (ii) Do not have any contents morally unacceptable to the visitors.
 - (iii) Do not have any contents which will distort or is offensive to the host nation and other countries.
 - (iv) When drawing the map of China, please draw it in accordance with the standard one published currently.

2.3 MANNING AND CONDUCT OF BOOTH OPERATIONS

Your booth must be fully staffed and operational throughout the opening hours of the Exhibition, including the final day of the event. Exhibits cannot be dismantled or repacked before the show closes.

All activities of the Exhibitor and his staff must be confined to the Booth or site allocated. Exhibitors must not participate in any activity which causes, or is likely to cause, annoyance to visitors or other Exhibitors. No advertising or canvassing for business may take place elsewhere in the Exhibition Hall, nor may staff recruitment be carried out during the Exhibition, other than the search for local agents for the sale of their products.

No person participating in the Exhibition is to behave or act in a manner which may cause harm, injury or damage to other persons or exhibits, nor to Exhibition Halls property and fixtures.

2.4 IN-HALL FREIGHT HANDLING

For insurance reasons and to ensure proper control and co-ordination of on-site freight movement, only the Official Freight Forwarder are permitted to work in the hall and operate lifting equipments unless, the consignment can be hand-carried (without mechanical equipment, such as sack-barrows, hard-wheel trolleys, pallet trucks or cranes). This regulation will be strictly enforced by the venue owner and organizer.

If the exhibit is particularly sensitive, your appointed Official Freight Forwarder may request that a representative of the exhibitor to accompany and advise them on handling of their products. Details of exhibits must be submitted to your appointed Official Freight Forwarder by deadline stipulated. The exhibitor will then be informed of the date and time his exhibits are to be delivered to the Hall.

No other lifting or handling contractor will be permitted to work in the Exhibition Hall

2.5 CUSTOMS CLEARANCE

All items and exhibits entering the Exhibition Hall must first be cleared by Customs. Only the Official Freight Forwarders can arrange for the entry and customs clearance on behalf of the Exhibitors. Exhibitors shall check with your appointed Official Freight Forwarder regarding this procedure in all instances. Please note that any item that is not declared to the Customs office will not be allowed to leave the Exhibition Hall once brought in.

2.6 LOCAL DELIVERY

Exhibits should not be sent to the Exhibition Hall until the booth is sufficiently progressed to receive them. The Exhibitor and/or his representative must be present at the booth to accept delivery. The Organiser will not accept responsibility for any delivery on behalf of an Exhibitor, nor will the Organiser be responsible for the safe-keeping of such items after delivery.

Exhibitors may arrange delivery of their hand-carried items. However, we strongly advise you to make advance arrangements with the official freight forwarder, if you are intending to display heavier exhibits requiring lifting equipment.

2.7 PAYMENT FOR SPACE OR SHELL SCHEME BOOTH

Exhibitors will not be permitted to commence booth construction or move his exhibits into the hall until full payment, including deposits, have been received by the Organiser.

2.8 STORAGE AND WASTE MATERIALS

The Organiser is unable to provide storage facilities on site for packing cases, surplus materials, and other property of the Exhibitor. Prior arrangements for the safe-keeping of such items must be made with the Official Freight forwarder. Goods must not be stored in service spaces behind or between Booths and/or walls, nor in adjacent areas.

During the move-in period, aisles in the Exhibition Areas **MUST NOT** be obstructed with packing materials, construction materials or debris. At the end of each day, exhibitors are responsible for ensuring that their contractors remove "off cuts" and unwanted materials from the Exhibition Hall. Painting is not permitted and sawing can only be carried out in designated areas.

Exhibitors are requested to place their waste materials in the aisle, for removal by the cleaners. The Organiser reserves the right to invoice Exhibitors for the removal of **EXCESSIVE** packing materials, discarded crates or cartons.

2.9 DELIVERY AND REMOVAL OF EXHIBITS

Only personal property and hand-carried exhibits may be removed from the Exhibition Hall after the Show closes on the final day of the Exhibition.

During the opening days of Exhibition, replenishment of stock may only be delivered before the opening hours in the morning or after closing time in the evening. If you wish to remove any items of your display from the Hall during the Show days, please contact the Official Freight forwarder.

Exhibitors are strongly advised to ensure that at least one member of their staff is on site to control the repacking of their exhibits.

2.10 CENSORSHIP

All promotional materials, give-aways and audio-visual presentations (films, video-tapes and slides) must be approved by the Customs Authorities.

All Exhibitors must comply with this rule and should contact our Official Freight forwarder immediately to make all arrangements necessary.

Important:

All exhibitors are advised to comply with the above-mentioned requirements. Spot checks are likely to be conducted by Government Officials during the Exhibition period.

2.11 PUBLIC ADDRESS SYSTEM

The Public Address System in the Exhibition Hall is for use by the Organiser and the Hall Authorities for official announcements ONLY. Paging for exhibitors or visitors cannot be carried out.

2.12 USE OF SPREADER PLATES

Spreader plates will only be necessary if exhibits exceed the floor loading. All such requirements must be arranged in advance with the Official Freight forwarder.

2.13 INDUSTRIAL GAS

The use of industrial gases of an inflammable or toxic nature for demonstration purposes will not be permitted within the Exhibition Hall.

2.14 BOOTH CLEANING

The Organiser will arrange for the general cleaning of the exhibition premises and Shell Scheme booths (excluding exhibits and displays) prior to the opening of the Exhibition and daily thereafter. It is the responsibility of all Exhibitors to keep their own booths tidy.

"Space Only" contractors are expected to carry out daily cleaning and an initial rough clean of the booths they constructed and remove all construction debris.

Exhibitors who, because of working exhibits, are likely to have substantial quantities of waste materials for removal, either during or at the end of each day, must inform the Organiser in advance so that necessary arrangements may be made, for which a charge will be imposed.

2.15 PRESENTATION, DEMONSTRATIONS OF WORKING EXHIBITS

An exhibitor intending to demonstrate working machinery or equipment on his Booth must:

- (a) Provide the Organiser with full details in writing of any working exhibits, involving moving parts, inflammable materials, laser or other dangers and obtain approval prior to the Exhibition;
- (b) Give proper consideration to the conditions under which the exhibits will be demonstrated and restrict the demonstration strictly to the actual booth area;
- (c) No flashing lights are permitted, unless they form an integral part of an exhibit;
- (d) Securely install all operating machinery to prevent base slippage and position such machinery so that the operation thereof will not cause intrusion into the gangway or otherwise prove hazardous to visitors;
- (e) Adequately guard all moving parts of machinery to prevent injury to all persons, whether visitors, staff or contractor;
- (f) Isolate starting devices to prevent operation by visitors or other unauthorized persons;
- (g) Arrange for the exhaust to the outside of the Exhibition Hall of toxic fumes or other irritants caused by the demonstrations or exhibits;
- (h) Make sure that no gas or arc welding is carried out in the Exhibition Hall;
- (i) Remember that the use of naked flame is not permitted in the Exhibition Hall;

2.16 SOUND LEVEL

Ensure that sound levels caused no interference with, nor annoyance to visitors or other Exhibitors. **Speakers and other sound devices should be positioned so as to direct sound into your booth and not the aisles.** Where a high level of noise or other objectionable factor is involved, demonstrations may only take place at the times as stipulated by the Organiser, who reserve the right to reduce the sound level or switch off audio / visual displays causing problems if the sound level is over 75 decible. The Organiser' decision is final in any dispute arising.

2.18 FURNITURE

A full range of items is available on hire from the Official Booth-fitting Contractor. Please submit your requirements on **FORM 2**. When the Show closes on the final day, please check that nothing is left inside drawers or cupboards when the contractor collects rental furniture.

2.18 BOOTH-FITTING REGULATIONS

The following regulations must be observed when preparing a booth presentation:

(a) "Space Only" Sites:

- (i) It is possible to admit booth-fitting contracting firm other than the Official Booth-fitting Contractor. If an Exhibitor or National Group employs another such contractor they are personally responsible for negotiating the rates of commission and paying the taxes levied by the **HALL MANAGEMENT**. Please submit their details to the Official Booth-fitting Contractor on **FORM 6** on or before **19 July 2020**.
- (ii) For safety and insurance reasons, **ONLY THE OFFICIAL BOOTH-FITTING CONTRACTOR** can carry out electrical wiring, connections and charged at the price listed. Submission of Form 3 (electricity rental) to the official booth-fitting contractor should be no later than **19 July 2020**.
- (iii) Submission of booth layout plan and design with clear dimensions, in triplicate, to the Official Booth-fitting Contractor (Contact: Mr. Rogers Chen / Mr. Gary He, nepcon@symahk.com.hk) for approval, **NOT LATER THAN 19 July 2020** together with **FORM 6**. Failure to obtain approval can result in costly alterations on-site being required by the Landlord and Organiser.
- (iv) Height limitations for booth structures:

Hall	BOOTH SIZE	MAXIMUM HEIGHT
Hall 1	18 sqm or above	4m, 5m & 6m

Please confirm the specific height for your area of the exhibition hall with your Sales rep.

Some exhibitors may wish to erect double-storey stands for their presentation and as Organiser and Show Manager, we recognise and appreciate such a need; Once we approve your design, you are required to submit the design drawing to the Official Booth-fitting Contractor before deadline. This diagram has to have been endorsed by a state-level registered engineer and be accompanied by a safety analysis report in order to obtain final approval, the smoke detection and sprinkler must be installed on the first storey's ceiling and connect with venue fire control system. In addition, an approval by safety authority will be required. The exhibitor need to make sure all the construction rulings are approved by the relevant professional construction institutions, also exhibitors and their contractors must ensure that they work to the timing schedule stated on the Timetable of On-site Operations. Moreover, submission of drawings and approval of by safety authority may be required.

Cost of double storey = 50% of raw space rental

Please consult the Organiser immediately for a feasibility study and more details should you decide to erect such a stand.

- (v) A 0.6 meter clearance between existing hall walls and booth walls is required.
- (vi) The width of the aisle or passage way between rows of booths must be in 3 meters.
- (vii) No fitting or display may be attached, nailed, screwed or drilled onto any other part of the building. In case of damages, exhibitor / contractor concerned will be charged for the damage done.
- (viii) No Flashing / Blinking lights or Neon-signs will be permitted.

- (ix) No part of any structure may extend beyond the boundaries of the site allocated. This includes Exhibitor's name, logo, light fittings or AV equipment.
- (x) No suspensions are to be made from the ceiling of the Exhibition Hall. The hanging location of the in hall banner above the booth should be confirmed before show. Once finalized, It cannot be changed onsite.
- (xi) The name and booth number of the Exhibitor must be prominently displayed. If this rule is not observed, the Organiser reserves the right to affix booth numbers as they consider fit and to charge the cost incurred to the Exhibitor.
- (xii) A suitable floor covering, such as carpet, must be provided for booths. The use of paint or glue on the floor is strictly forbidden.
- (xiii) A back wall must be provided, except in the case of an island booth. The maximum height of the back wall is **4,5,6m (depending on booth location)** where maximum height under 2.18 (a) (iv) allows. The Organiser reserves the right to request an exhibitor to change, modify, lower or shorten any back wall, if such, in the opinion of the Organiser, may obstruct the reasonable view or exposure of other exhibitors' stands.
- (xiv) In consideration of halls and health measures, all works in the Exhibition, should be confined to installation and minor alteration works only. Fabrication works like welding, cutting, sawing, laminating, painting, spraying etc. should not be carried out inside the exhibition hall. Severe penalties will be imposed on anyone who infringes this regulation.
- (xv) Any barrier that runs from one end of the booth to the other is not allowed (Perimeter Island booths are the exception to this rule). For sides of booths that are "walls" of some kind (including ones made of solid or frosted materials), these partitions cannot extend to more than half the length of that side.
- (xv) Each Exhibitor is responsible for providing their own walls. Where booths are adjacent, an Exhibitor may not use the reverse of the neighboring booth's wall.
- (xvi) Where a structure, such as a wall or a sign, exceeds the height of the neighboring booth's wall, the Exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the Organiser (Minimum stand: to be finished by PVC White banner).
- (xviii) Where a "Space Only" booth is located adjacent to a Shell Scheme Package Booth, the walls of the Shell Scheme Package may not be utilised by the "Space Only" exhibitor.
- (xix) The outer surface of "Space Only" booth construction must be surfaced and decorated if visible from the aisles.
- (xx) Exhibitors who wish to cover a portion of their booth for video presentation must submit duplicate drawings to the Official Booth-fitting Contractor for approval. Ceilings should be constructed of large mesh or egg box materials which will permit the passage of water in the event of fire.
- (xxi) Construction work must give due allowance for electrical and telephone wiring to be done. Similarly, these wires, if laid, must not be removed, cut or diverted without the permission of the Organiser.
- (xxii) Exhibitors are reminded that it is the responsibility of their appointed booth-fitting contractor to carry out daily cleaning and an initial rough clean, before handing over to the exhibitor. Any left over construction materials will be the responsibility of the exhibitor's appointed booth-fitting contractor.

- (xxiii) The exhibitor cannot display his name boards or signs over the sides another adjacent exhibitor's backwall or sidewall other than on this own sides. Any structures to be used for logos and graphics like towers and signboards should be set in by least half a metre from the common walls.
 - (xxiv) Booths should be solidly built. All construction materials (including: display racks, boards, panels and performance stages) must be non-combustible or flame retardant. Combustible materials can only be used after going through fire prevention treatment to reach the requisite level of flame retardation. The use of flammable foam board, KT board, elastic cloth, or wood-based paneling, without pre-treatment to prevent fire, is forbidden. As is the use of petro-chemical plastic sheets for booth construction and decoration. Sprinklers should be installed in booths, suspended from the ceiling.
 - (xxv) Booth-fitting Contractors must provide insurance document adequately coverage against any and all eventuality throughout the entire exhibition for personnel, third party liability claims and movement of equipment in and out of Exhibition hall. For details pls refer Form 6.
- (b) “Shell Scheme” Booths:**
- (i) No additional booth-fitting or display may be attached to the Shell Scheme structure. Neither nailing nor drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the Official Booth-fitting Contractor.
 - (ii) No painting or wall-papering on the Shell Scheme booth panels will be allowed. Exhibitors who wish to have the panels painted must inform the Official Booth-fitting Contractor who will provide a quotation for the requirement.
 - (iii) No free-standing fitment may exceed a height of 2.5 meters from the floor or extend beyond the boundaries of the site allocated. This includes company names, towers, balloons and logos provided by the Exhibitor.
 - (iv) An Exhibitor occupying a corner booth will have an additional open side with a fascia, complete with name and booth number, at no additional cost.
 - (v) Logos may be attached onto the fascia, but **MUST NOT** be Wider than 200mm. The shell scheme has a free logo service.
 - (vi) No financial credit will be given by the Organiser for any shell scheme package item not utilized.
 - (vii) Shell Scheme booth exhibitors are not allowed to change the fascia boards, which includes changing design, structure and color.
 - (viii) Exhibitors are not allowed to change the booth format by dismantling the shell scheme structure or removing any integral part of it without prior written approval from the Organiser. Such applications should be submitted to the Organiser for approval at least one month before the show.

2.19 ELECTRICAL SERVICES

For safety reasons and for protection of the sophisticated electrical installation system of the Centre, **all power main installations from source to outlet (exhibition booths) must only be carried out by the Official Electrical Contractor.** Connection of exhibits in booths may be carried out either by the Official Electrical Contractor or by the Exhibitor's technician, but, connections must be inspected by the Official Contractor before circuits will be made live.

Electrical arrangements for booths have been divided into three sections; please see FORM 3 for clarity.

Please note that power supply for booth lighting is provided for Shell Scheme Booths within the package. Power for “Space-Only” booths must be ordered to include booth lighting. All Exhibitors

must order electrical supply for exhibits. Each electrical supply provided is intended for one equipment or machine on display. Multi-point socket outlets may not be fitted.

Exhibitors who have ordered additional electrical items using **FORM 3 (ELECTRICAL SERVICE)** are requested to show the location of the extras on **SERVICES LOCATION PLAN**. Any changes in position of service points on site will be treated as new orders and charged unless the electrician is notified before installation.

A separate quotation will be provided on application for any unlisted fittings or installations, including step up or step down transformer.

Please check that your equipment is able to operate on the electrical specifications stated at para 1.11.

Lighting fixtures should be kept 0.5m or more away from flammable objects. Ballasts for fluorescent lamps, high-pressure mercury lamps and other lighting fixtures must not be installed on flammable or combustible objects.

You may bring with you any transformer, adaptor or regulator. Orders will also be accepted by the Official Electrical Contractor. A fluctuation of approximately $\pm 20\%$ is possible. **EXHIBITORS WHOSE EQUIPMENT IS PARTICULARLY SENSITIVE SHOULD ARRANGE STABILISERS.**

In certain circumstances it may be necessary to locate an electrical Distribution Board (DB) on the wall of an exhibitor's booth. Whenever possible, this will be avoided. However, in some cases it will be unavoidable. We will always discuss the concealment of a DB with the Exhibitor concerned and make the arrangements with our Electrical Contractor.

No electrical installation and fitting may be suspended from the ceiling of the Exhibition Hall or fixed to any part of the building structure.

Supplies to booths will be switched off at source 15 minutes after the Exhibition closes each evening. On the final day of the Exhibition, electricity will be cut off 15 minutes after the Exhibition closes.

Exhibitors requiring electrical supply at times other than those stated should make prior application to the Organiser in writing 2 weeks before the Exhibition Opening date. Any cost involved must be borne by the Exhibitor. It is essential that you submit this information in good time as it may not be possible to meet late orders.

The Organiser reserve the right to disconnect the electrical supply to any installation, which in the opinion of the Electrical Engineers, is dangerous or likely to cause annoyance to visitors or other Exhibitors.

Note: Please place orders early as electrical plans have to be submitted to the Centre Facility Section for approval.

2.20 COMPRESSED AIR

Rental of compressor must be ordered from the official booth fitting contractor. Compressors powered by internal combustion engines will not be permitted in the Exhibition Hall. Please indicate your requirements on **FORM 4**. Supply is not totally "clean" and "dry", Exhibitor must arrange their own filters if necessary.

2.21 AIR CONDITION SYSTEM

Organiser will arrange the air-conditioning in the hall during the show days if need to. It is strictly forbidden for exhibitors to install the air-conditioning system inside the booth. Once found, the Organiser reserves the right to cut off the electricity supply immediately.

2.22 PHOTOGRAPHY

Commercial photographers representing the appropriate Media or individual visitors to the Exhibition may wish to photograph your booth or an individual exhibit which you are showing. Please note that

you have the right to request any such person not to carry out photography without your specific permission.

A general photograph taken along the length of the aisle would not require specific permission, whilst "head on" photograph or a "close up" of any of your exhibits lies within your jurisdiction. Exhibitors wishing to restrict photography for any reason should place a notice to that effect adjacent to the exhibit and are advised to hire a security guard at their expense to enforce it.

2.23 FIRE PRECAUTION

Exhibitors, who, because of the nature of their exhibits, require a special type of fire extinguisher, must make arrangements, at their own cost, for the provision of such equipment. The Organiser will assist and advise if required.

Any person seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system and make every endeavor to extinguish the outbreak or to confine it by the use of extinguishers and/or removal of goods in the vicinity.

NO SMOKING IS PERMITTED IN THE EXHIBITION HALL.

2.24 FORCE MAJEURE

The Exhibition may be postponed, shortened or extended, due to any cause whatsoever beyond the control of the Organiser. The Organiser shall not be responsible for any loss sustained by Exhibitors, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any Governmental Authority. In the event of such circumstances, the money paid by the Exhibitors, or any part thereof, is refundable at the sole discretion of the Organiser.

2.25 DILAPIDATION

The Organiser in conjunction with the Landlord will inspect the halls before build up and after breakdown of the Exhibition. Exhibitors are responsible for the cost of making good or replacing any damages or dilapidation to the Exhibition premises, whether caused by them, their agents, contractors or any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying Shell Scheme Booths are also responsible for the cost of making good, restoring or renewing any damage or dilapidation to their shell scheme structure, floor covering, light fittings, or any part thereof, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the official booth-fitting contractor and charged to the Exhibitor concerned.

2.26 AUTHORITY ON THE PREMISES

The Organizer shall be responsible for and be entitled to act as the Owners of the premises throughout the whole period of the event. Nevertheless, the Organizer is subject to the Rules and Regulations imposed by the Hall Management, MII, Safety & Security Authorities and the respective Government Authorities.

2.27 HAND-OVER OF HALL

The exhibition will close at 16:30 on 28 August, **2020**. The hall will remain open until 21:00 on 28 August, **2020** to allow for the removal of hand-carried goods. Please ensure at least one staff stays on the booth to protect exhibits safely. All exhibits must be cleared from Hall1 **by 2100 hrs 28 August 2020** and all booth-fitting materials must be cleared **by 1600 hrs 29 August 2020**. Any items remaining will be disposed of by fastest means possible. The Organizer cannot accept responsibility for any loss or damage and any costs involved must be borne by the Exhibitor.