



50+ Expo 2024

EXHIBITOR MANUAL

5 – 7 July 2024

Hong Kong Convention & Exhibition Centre
Hall 3FG

www.50plusexpo.com.hk

Dear Exhibitor,

Welcome to 50+ Expo 2024.

The Exhibitor Manual has been designed to be your reference guide that prepares you for a rewarding and beneficial experience at the show. It covers every aspect from the logistics and construction requirements to the value-added promotional and marketing services. So please take a few moments to familiarize yourself with this Manual for taking advantages of all the services available to you.

There are a few items to which we would like to specifically to draw your attention:

1. **Deadline Checklist:** Forms submitted after deadline would be subjected to late penalty fees OR would NOT be accepted. So please make sure you hand in everything on time by referring to the **DEADLINE CHECKLIST** on **page 4**.
2. **Official Contractor:** MILTON EXHIBITS (HONG KONG) LIMITED . You can contact them for more information and services on ***Special Booth Design / Upgrade and Construction; Electricity Installation; Internet Services; Extra Furniture / Equipment Rental; Water Supply***, as well as other construction-related items. Details can be referred to the Contractor Handbook at **Section 7**.
3. **Official Freight Forwarder: JES LOGISTICS LIMITED.** For more information about their service items and charges on ***Delivery of Exhibits*** and related matters, please contact them directly.

Should you have any further question on preparing for this event, please contact Brilliant Vertical Exhibition (HK) Ltd. via **Email:** info@50plusexpo.com.hk and/or **Call** (852) 2528 0062.

Thanks again for your support to **50+ Expo**. We wish you every success at the show.

Yours sincerely,

Brilliant Vertical Exhibition (HK) Ltd.



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50+ Expo 2024
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Hong Kong Convention and Exhibition Centre

SECTION 1: 50+ Expo Forms Deadline Checklist

Order forms 3 & 4 are **compulsory** and must be completed. Form 7 is very important that required your **extra attention**. All other forms are optional depending on your need.


Form	Service / Order	Compulsory / Optional	Submission To	Submission Deadline
1	Stage Booking Form	Optional	Brilliant Vertical	3 June 2024
2	Advertising & Sponsorship Opportunities	Optional	Brilliant Vertical	3 June 2024
3	Promotional Material Listing	Compulsory	Brilliant Vertical	3 June 2024
4	Exhibitor Badge	Compulsory	Brilliant Vertical	3 June 2024
5	Cooking on Booths Request	Optional	Brilliant Vertical	3 June 2024
6	Food Sampling Request	Optional	Brilliant Vertical	3 June 2024
7	Promotional Activities in Booth	Optional	Brilliant Vertical	17 June 2024

IMPORTANT Forms to be returned to OFFICIAL CONTRACTOR:

Form	Service / Order	Compulsory / Optional	Submission Deadline
Raw Space ONLY			
12	Electricity Supply for Rental	Compulsory	3 June 2024
13	Water & Drainage, Tele-communications	Optional	3 June 2024
14	Non-Official Contractor Information	Compulsory	3 June 2024
Shell Scheme ONLY			
15	Shell Scheme Fascia Lettering	Compulsory	3 June 2024
16	Additional Furniture & Facilities for Rental	Optional	3 June 2024
17	Additional Electricity Supply & Lighting for Rental	Optional	
18	Water & Drainage, Tele-communications	Optional	
19	Shell Scheme Booth Standard Layout	Optional	
20	Refrigeration Equipment Services	Optional	

IMPORTANT Forms to be returned to OFFICIAL FORWARDER:

Service / Order	Compulsory / Optional	Document Deadline
Transport Order	Optional	Refer to Section 8

Deadline: 3 June 2024 (Optional)		Return this form (by fax/email) to: Brilliant Vertical Exhibition (HK) Ltd. Tel: (852) 2528 0062 Email: ops@50plusexpo.com.hk
FORM 1 – STAGE BOOKING FORM		

Please sign up the stage session(s) that you decide to book:

We will book _____ session(s) - Cost: HKD 3,000 per session (30 mins / session)			
HKD 3,000 X _____ session(s) = Total Cost (HKD) _____			
We will book the session(s) on: (please fill in 2 options with priority: “1” means 1st choice; “2” means 2nd choice).			
5 July 2024	am	pm	[]
6 July 2024	am	pm	[]
7 July 2024	am	pm	[]

Exhibitor is required to TYPE & SUBMIT the following materials no later than 3 June 2024

- A topic and synopsis of the promotion (around 100 words in English / Chinese / Both)
- Name of speaker(s)
- Language to be used
- For EMAIL (ops@50plusexpo.com.hk), please use **file name & subject** as
“50+ Expo24_form1_[Company Name]_[Booth No]”

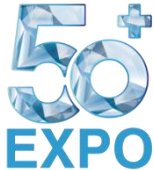
Cost includes:

- Fee is for stage booking ONLY.
- LCD projector, AV equipment, computer are included. Other equipment is available for rental from the Official Contractor.

Payment Details - All cheques / bankdrafts / telegraphic/ transfers should be made to:

BRILLIANT VERTICAL EXHIBITION (HONG KONG) LIMITED	
Bank	: Bank of China (Hong Kong) Limited
USD Saving Account	: 012 600 2 023658 1
HKD Saving Account	: 012 600 2 023657 8
Bank swift code	: BKCHHKHHXXX
Bank address	: 1 Garden Road, Hong Kong

Exhibiting Company	:		Booth No.	:	
Contact Person	:		Tel	:	
Email	:		Fax	:	
Signature	:		Date	:	

<p>Deadline: 3 June 2024 (Optional)</p>		Return this form (by fax/email) to: Brilliant Vertical Exhibition (HK) Ltd. Tel: (852) 2528 0062 Email: ops@50plusexpo.com.hk
FORM 2 – ADVERTISING & SPONSORSHIP OPPORTUNITIES		


Make use of the sponsorship opportunities to make your brand more outstanding in 50+ Expo! There are various on-site advertising and sponsorships items available for all international industry players. For all confirmed exhibitors and participating organizations who handed in this form on or before **24 May 2024** can enjoy a **20% off discount** on each particular.

Please tick any item(s) that you may wish to sponsor. Other tailor made sponsorship opportunities exist. For more information, please contact us at ops@50plusexpo.com.hk / Tel: (852) 2528 0062.

Advertisement and Sponsorship Items	Unit Price	Qty	Subtotal
Online Marketing			
<input type="checkbox"/> Website Advertising – Home Page (1 month)	HKD 5,500		
<input type="checkbox"/> Website Advertising Banner – Exhibitor Page (1 month)	HKD 4,300		
<input type="checkbox"/> Exhibitor Highlight on Website and One-time Newsletter	HKD 6,500		
Onsite Marketing			
<input type="checkbox"/> 3 mins Air Time Sponsorship (Forum Interval Session, 30 times/3days)	HKD 30,000		
<input type="checkbox"/> Opening Ceremony	HKD 53,000		
<input type="checkbox"/> Sole Sponsorship for Public Forum	HKD 59,000		
<input type="checkbox"/> 30 Minutes Forum Session	HKD 5,000		
<input type="checkbox"/> Hanging Banner in Hall (2m X 3m)	HKD 20,000		
<input type="checkbox"/> Product Display in Display Showcase (1 Shelf)	HKD 8,000		

To return this form through **EMAIL** (ops@50plusexpo.com.hk), please use **file name & subject** as “**50+ Expo24_form2_[Company Name]_[Booth No]**”.

Exhibiting Company	:	_____	Booth No.	:	_____
Contact Person	:	_____	Tel	:	_____
Email	:	_____	Fax	:	_____
Signature	:	_____	Date	:	_____

Deadline: 3 June 2024 (Optional)		Return this form (by fax/email) to: Brilliant Vertical Exhibition (HK) Ltd. Tel: (852) 2528 0062 Email: ops@50plusexpo.com.hk
FORM 2 – ADVERTISING & SPONSORSHIP OPPORTUNITIES (CONTINUED)		

Mass Media Marketing		Unit Price (HKD)	Qty	Subtotal
<input type="checkbox"/>	Show Bag (Non-exclusive)	22,000		
<input type="checkbox"/>	Show Bag Leaflet Insertion	4,300		
<input type="checkbox"/>	Souvenir Insertion	12,800		
<input type="checkbox"/>	Show Catalog (Inner Front Cover, Spread Page)	12,000		
<input type="checkbox"/>	Show Catalog (Inner Back Cover, Spread Page)	12,000		
<input type="checkbox"/>	Show Catalog (Inner Spread Page, R.O.P.)	8,500		
<input type="checkbox"/>	Show Catalog (Back Cover)	10,000		
<input type="checkbox"/>	Show Catalog (Inner Front Cover)	8,000		
<input type="checkbox"/>	Show Catalog (Inner Page, R.O.P.)	5,000		
<input type="checkbox"/>	Show Catalog (Inner Back Cover)	10,000		
<input type="checkbox"/>	Coupon ad-space on show catalog ~1/6 of A5	3,000		
Logo Sponsorships				
<input type="checkbox"/>	Entry Ticket (Logo on Cover Page)	16,000		
<input type="checkbox"/>	Exhibition Catalogue (Logo on Cover Page)	15,000		
<input type="checkbox"/>	On-site Signage (Logo on Directional Signage)	14,500		
<input type="checkbox"/>	Package Price (for the above 3 items)	28,500		

* Material submission deadline: **24 May 2024**

Please turn to the next page for the Specifications & Details

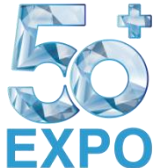
Payment Details - All cheques / bankdrafts / telegraphic/ transfers should be made to:

BRILLIANT VERTICAL EXHIBITION (HONG KONG) LIMITED	
Bank	: Bank of China (Hong Kong) Limited
USD Saving Account	: 012 600 2 023658 1
HKD Saving Account	: 012 600 2 023657 8
Bank swift code	: BKCHHKHHXXX
Bank address	: 1 Garden Road, Hong Kong

To return this form through **EMAIL** (ops@50plusexpo.com.hk),

please use **file name & subject** as “50+ Expo24_form2_[Company Name]_[Booth No]”.

Exhibiting Company	:		Booth No.	:	
Contact Person	:		Tel	:	
Email	:		Fax	:	
Signature	:		Date	:	

<p>Deadline: 3 June 2024 (Compulsory)</p>		<p>Return this form (by fax/email) to: Brilliant Vertical Exhibition (HK) Ltd. Tel: (852) 2528 0062 Email: ops@50plusexpo.com.hk</p>
<p>FORM 3 – PROMOTIONAL MATERIAL LISTING</p>		

All exhibitors are entitled to a free promotion on social media and show catalogue. It is imperative that this Form be completed and returned to us before 3 **June 2024**, to ensure the information is correct. For unreturned forms and late submissions, the organizer reserves the right to edit your company listing according to other information provided for promotional use OR “**PLEASE VISIT OUR BOOTH FOR FURTHER INFORMATION**” will be listed under your Company’s Name.

The organizer reserves the right to edit exhibitors’ profiles to achieve consistent style, proper grammar and spelling, as well as excess wording and promotional “sell copy” without further consultation with exhibitors. To ensure correct information for your listing, please complete the followings:

EXHIBITOR information to be listed in social media and catalogue (Please Use MS Word File and Send By E-mail):

Company Name	: (Eng)	(Chi)	
Address	:		Booth No.
Contact person / Position	:		Tel/ Fax :
Email	:		Website :

(a) Company Profile and Exhibits in English & Chinese


- The description is restricted to **100 English words** and **100 Chinese words** only. Besides, please also submit **2 product photos** (300 DPI) & **Logo** (AI & JPEG format, 300 DPI).
- Hand written entries are **NOT** to be accepted. Please **TYPE** the information and **SAVE** the document in “MS Word” format, with **file name & email subject** as:

“50+ Expo24_form3_ [Company Name] [Booth No]”
- Please **RETURN** the form via **EMAIL**: ops@50plusexpo.com.hk.

(b) Product Classification

<input type="checkbox"/> Medical & Rehabilitation Products	<input type="checkbox"/> Financial Planning
<input type="checkbox"/> Service	<input type="checkbox"/> Anti-Aging Products
<input type="checkbox"/> Quality Lifestyle	<input type="checkbox"/> Life Planning
<input type="checkbox"/> Food & Healthcare	<input type="checkbox"/> Others, Please Specify: _____

Exhibiting Company	:	Booth No.	:
Contact Person	:	Tel	:
Email	:	Fax	:
Signature	:	Date	:

<p>Deadline: 3 June 2024 (Compulsory)</p>		Return this form (by fax/email) to: Brilliant Vertical Exhibition (HK) Ltd. Tel: (852) 2528 0062 Email: ops@50plusexpo.com.hk
FORM 4 – EXHIBITOR BADGE		

Badges can be collected from the Registration Counter on site on **4 July 2024 from 14:00-18:00 (Standard Booth Exhibitor) / 11:00-18:00 (Raw Space Exhibitor ONLY)**. On arrival at the exhibition venue, please send **ONE** representative of your company to the Registration Counter for collecting the Badges. Please be reminded that all exhibitors are required to wear their own badges at all time in the venue for security reason.


STAFF INFORMATION (Please TYPE all names in BLOCK LETTERS)					
No.	Company Name	Mr / Ms	Staff Name	Title	Country
1	Ki Aile	Mr.	SONG, Joong Ki Jungki	Director	Korea
2					
3					
4					
5					
6					
7					
8					
9					
10					

(*Please use additional paper for further information.)

To return this form through **EMAIL** (ops@50plusexpo.com.hk), please use **file name & subject** as

"50+ Expo24_form4_[Company Name]_[Booth No]"

Exhibiting Company	:		Booth No.	:	
Contact Person	:		Tel	:	
Email	:		Fax	:	
Signature	:		Date	:	

<p>Deadline: 3 June 2024 (Optional)</p>		<p>Return this form (by fax/email) to: Brilliant Vertical Exhibition (HK) Ltd. Tel: (852) 2528 0062 Email: ops@50plusexpo.com.hk</p>
<p>FORM 5 – COOKING ON BOOTH REQUEST</p>		

Cooking is allowed on booths, within reason. Please refer to the health & safety section within this manual. We do however have to approve your plans and in turn obtain permission from the venue.

If you are intending to cook on your booth could you please complete the followings:

Exhibitor's Company Name: _____ Booth No.: _____
Company Address: _____

Contact Person: _____ Job Title: _____
Tel. No.: _____ Fax No.: _____
Email Address: _____

1. What type of food will you be cooking? _____


2. What cooking apparatus will you be using? _____

3. How will this be powered? _____

I have read the relevant health & safety guidelines mentioned in the Exhibitor Manual in reference to cooking at 50+ Expo.

Note: The HKCEC will not allow cooking or food sampling if it feels health & safety standards are not being complied with.

To return this form through **EMAIL** (ops@50plusexpo.com.hk), please use **file name & subject** as
"50+ Expo24_form5_[Company Name]_[Booth No]"

<p>Deadline: 3 June 2024 (Optional)</p>		<p>Return this form (by fax/email) to: Brilliant Vertical Exhibition (HK) Ltd. Tel: (852) 2528 0062 Email: ops@50plusexpo.com.hk</p>
<p>FORM 6 – FOOD SAMPLING REQUEST</p>		

AUTHORISATION REQUEST
DISTRIBUTION OF FOOD AND/OR BEVERAGE SAMPLES AT NON FOOD-THEMED EVENTS

Hong Kong Convention and Exhibition Centre (Management) Limited ("HML") holds the exclusive food and beverage distribution rights for the Centre. However, SAMPLES of food and/or non-alcoholic beverage products may be distributed by exhibition sponsoring organisations and their exhibitors subject to written approval being obtained from HML..

GENERAL CONDITIONS:

- 1) Items dispensed are limited to products manufactured, produced or processed by the exhibiting company.
- 2) No items distributed may be sold, and all are limited to 'sample' sizes:
 - a. Beverages are limited to containers of no more than 2 oz (approx 60ml).
 - b. Food items are limited to "bite size" portions (i.e. 1 oz (approx 30ml) or less).
- 3) Use of food reheating equipment is subject to HML's approval, as is the method of reheating selected.
- 4) Any reheating process which generates an unpleasant smell inside the licensed venue will be prohibited.
- 5) Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- 6) Food and beverage items used to promote visitor traffic (e.g. coffee, popcorn, bottled waters and sodas etc.) MUST be purchased from HML. Please contact our Food and Beverage Office with any questions relating to traffic promotion items.
- 7) The applicant named below acknowledges that the exhibiting company has the sole responsibility for the disposition of such sampling items and for complying with all applicable laws. The applicant agrees to indemnify and forever hold HML harmless from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use and distribution of dispensed food and beverage items.

Name of Event	50+ Expo 2024	Event Date(s)	5 – 7 July 2024	Booth #	
Name of Exhibiting Company		Email Address			
Address			City	Country	
On-Site Contact			Title		
Tel No.	Fax No.	Signature			

Product(s) you wish to distribute _____

Size of portion(s) to be distributed _____ Quantity to be distributed _____

Proposed method of distribution and reason for offering samples _____

Any on-site re-heating requirement? Yes No *(HKCEC official use: copy EPC EM if yes)*

Method of reheating (e.g. steaming, microwave, baking; please specify): _____

HML's approval is based on the relevance of the sample item(s) to the theme of the main event. Organisers or exhibitors agree to set up a dedicated washing area for cleaning any cooking equipment used.

Organiser's Verification: (Name) _____ (Signature) _____
(Company Name) _____ (Contact No.) _____


SERVICES REQUIRED: Please notify the HKCEC's Food & Beverage Department at (852) 2582-7910 of any special services or requests related to your sample distribution.
NOTE: All samples MUST receive prior approval and confirmation from the Director of Food & Beverage, HKCEC.
Any food or beverage samples offered without prior approval will be required to be removed from the facility.

APPROVED _____
Director of Food & Beverage, HKCEC

Remarks: Approval is subject to exhibitor's compliance with the attached safety requirements regarding installation of the reheating equipment.

This Form should be submitted by the Event Organiser to the HKCEC's Food & Beverage Department at least ONE MONTH prior to the start of the Event.

To return this form through **EMAIL** (ops@50plusexpo.com.hk), please use **file name & subject** as "**50+ Expo24_form6_[Company Name]_[Booth No]**".

Deadline: 17 June 2024 (Optional)		Return this form (by fax/email) to: Brilliant Vertical Exhibition (HK) Ltd. Tel: (852) 2528 0062 Email: ops@50plusexpo.com.hk
FORM 7 – Promotional Activities in Booth		

To facilitate your promotional activities in booth with better crowd control, please indicate if any promotional activities will be held in your booth, such as demonstration, performance, distribution of gifts, etc. in the table below. Approval is needed after examining and verifying by the Organizer according to the details you provided.

Date	5 July (Friday)	6 July (Saturday)	7 July (Sunday)
Time			
Content and Format of Activities			

To return this form through **EMAIL** (ops@50plusexpo.com.hk), please use **file name & subject** as “**50+ Expo24_form7_[Company Name]_[Booth No]**”.

Exhibiting Company	:		Booth No.	:	
Contact Person	:		Tel	:	
Email	:		Fax	:	
Signature	:		Date	:	

SECTION 2: SHOW DETAILS & ORGANIZERS

2.1 Show Time Table

Pre- Show Period (Move-in)			
DAY	Thursday		
DATE	4 July		
Exhibitors (Raw Space)	1100-2000		
Exhibitors (Furnished Stand)	1400-2000		
Contractors (Outside)	1100-2000		
Show Period			
DAY	Friday	Saturday	Sunday
DATE	5 July	6 July	7 July
Exhibitors' Access	0900-1800	0900-1800	0900-1700
Show Open / Close Times (Visitors' Access)	1000-1800	1000-1800	1000-1700
Post-Show Period (Move-out)			
DAY	Sunday		
DATE	7 July		
Removal of Exhibits & Dismantling of Stands	1700-2100		
<p>THE ORGANIZER WILL NOT BE LIABLE FOR ANY LOSS WHICH MAY OCCUR TO EXHIBITORS WHO DID NOT TAKE APPROPRIATE SECURITY MEASURES TO SAFEGUARD THEIR EXHIBITS AND PERSONAL PROPERTY.</p> <p>The fair is open to public. Invited Visitors must register at the fair venue and wear the admission badge during their visit or with entry ticket.</p> <ul style="list-style-type: none"> ✧ Each child visitor under the age of 12 MUST be accompanied by an adult. In case of any disputes, the decision of organizer shall be final. ✧ The organizer reserves the rights to verify the trade identity of pre-registrants and to refuse admission to any visitors deemed inappropriate. <p><i>Note: During the exhibition period, exhibitors are required to leave the exhibition hall within 15 minutes after the closing hours.</i></p>			

2.2 Show Organizers, Contact Persons & Details

BRILLIANT VERTICAL EXHIBITION (HONG KONG) LIMITED

Tel: (852) 2528 0062

Fax: (852) 3954 5715

Email: info@50plusexpo.com.hk

50+ Expo Project Team

Mr. Larry Kwan

Title : Manager, Business Development

Tel : (852) 3702 1300

Email: larry.kwan@bvexhibiton.com

Ms. Stella Chan

Title : Project Executive

Tel: (852) 3702 1065

Email: Stella.Chan@bvexhibiton.com

2.3 Official Contractor

Milton Exhibits (Hong Kong) Limited

Contact: Ms. Man Cheung / Ms. Didi Law

Tel : (852) 3605 9656 / 3605 9436

Fax : (852) 3605 9456

Email : mhatwo@milton-hk.com

2.4 Official Freight Forwarder

JES LOGISTICS LIMITED

Contact: Mr. Jerry Kan

Tel: (852) 2575 0707

Fax: (852) 2597 5057

Email: jerry@jes.com.hk

2.5 Venue

HONG KONG CONVENTION AND EXHIBITION CENTRE

Address: 1 Expo Drive, Wanchai, Hong Kong

Tel : (852) 2582 8888

Website: www.hkcec.com

SECTION 3: PROMOTIONAL, MARKETING & VALUE- ADDED SERVICES

3.1 Free Publicity Services

3.1.1 *Promotional Material Listing*

Exhibitors are entitled to a free listing in the Official Exhibition Catalogue and Social Media that will be distributed to visitors during the exhibition period. To take advantage of this free directory listing, all exhibitors must submit **Form 3** on or before 3 **June 2024**.

3.2 Extra Promotional & Sponsorship Opportunities

3.2.1 *Extra Advertising & Sponsorship Opportunities*

Exhibitors can take advantage and create an edge over your competitors by ordering the available extra advertising and sponsorship opportunities to further maximize your exposure in this fair. If you want to seize these valuable opportunities, please fill in and submit **Form 2** on or before 3 **June 2024**.

3.3 Value-Added Services

3.3.1 *Stage Booking*

Exhibitors are eligible to reserve stage session(s) for direct interacting and sharing with visitors in the fairground. For application, please fill in and submit **Form 1** on or before 3 **June 2024**.

SECTION 4A: EXHIBITION RULES & REGULATIONS

4A.1 Admission

Visitors must register at the fair venue and wear the admission badge during their visit.

4A.2 Exhibitors' Access

To allow preparation work for exhibitors during the show period, the fair ground will be opened to exhibitors **according to the prescribed schedule**. The exhibitors are reminded to wear the exhibitors' badges when entering the exhibition venue.

4A.3 Traffic & Vehicles

Vehicles including forklift trucks and electric carts are prohibited within any part of the HKCEC while it is open to the public unless prior approval is obtained from Event Manager. If approved, safety restrictions will apply, especially with regard to vehicles containing petrol.

To comply with the Government and HML safety regulations herein, Users must provide evidence that any operator of any such vehicle:

- (a) is 18 years or older; and,
- (b) holds a valid certificate to operate such vehicle.

Vehicles must comply with all speed limits, directional and headroom signs, and must follow any instructions given by authorized personnel of HML. Exhibitor goods and products must only be delivered at locations approved for the Scheduled Event.

Authorized vehicles displaying the correct official pass are allowed to access established parking areas for limited periods agreed between HML and the Licensee. Vehicles parked without authorization may be removed at the owner's expense, and/or may be subject to an impound fee by HML.

Only authorized personnel of the HKCEC may operate freight vehicle entry doors and shutters.

Vehicles used within the HKCEC must remain confined to the exhibition halls (when permitted), the loading and unloading areas, and/or the marshalling area. Movement of vehicles within the HKCEC will be directed by authorized personnel of HML.

Depending on the nature of the Scheduled Event, HML in its sole discretion may require vehicles displayed within HKCEC:

- (a) be static and have their engine switched off and hand-brake applied during the Open Period;
- (b) contain minimal fuel (generally, no more than 1/8th of fuel tank capacity); and,
- (c) have a drip tray or protective floor covering material placed under the engine.

Subject to a risk assessment, battery disconnection may be required for vehicles of age or in poor condition. Only electric forklift trucks may be used within the HKCEC exhibition halls with the exception of Hall 5.

4A.4 Move-In Disposal of Packing Materials & Booth Cleaning

Before the opening day of the Scheduled Event, the Event Manager will arrange for night-time cleaning. To facilitate this cleaning prior to the Open Period, the following requirements apply to the day before (as of midnight) the start of the Open Period of the Scheduled Event. The erection and/or installation of any Stands and Temporary Structures must be completed and all Stands must be accessible. All materials and equipment used for setting up any Stands and Temporary Structures must be removed from the Licensed Area. All unused items and contractor materials, supplies and equipment within the Licensed Areas and elsewhere in the HKCEC must be removed or disposed of by Licensee.

During exhibition period, exhibitor of each stand shall place its refuse/waste in the plastic sacks provided by Venue management. **The plastic sacks shall then be placed in the aisles within ONE hour after closure of the Function each day.** Only dry refuse will be collected.

Wash basins and water closets in the toilets shall not be used for disposing of any form of waste, food or rubbish.

4A.5 Move-Out Arrangement & Handling of Left-Behind Exhibits

50+ Expo is an international public event. To maintain a professional image and a proper business environment for international visitors to conduct their activities at the show, **no exhibitor will be allowed to move out before the official closing time of the show on 7 July, 2024.** The organizer will issue move-out permits to all exhibitors in the late afternoon on the last event day. Only during the official move-out period starting from **1700** will exhibitors be allowed to remove exhibits from the exhibition halls. Please clear all your boxes and exhibits after the show, or else all materials left behind in your booth after the official closing of the exhibition dated on **7 July, 2024** will be regarded as trash to be cleared away by the venue management. All equipment and contractor materials must be removed from the HKCEC before the end of the Licensed Period so that cleaning can be performed. HML will remove and dispose of any materials left behind and charge Licensee with any applicable costs. The organizer and venue management shall not be responsible for any loss or damage in this respect suffered by the exhibitors.

4A.6 Hazardous Items

No substance or equipment which in the opinion of HML is of a dangerous, toxic, explosive, hazardous or objectionable in nature may be brought into the HKCEC by the Licensee or any other party. Any machine, equipment or any other items which generates fumes, exhaust or smoke must have an effective exhaust system in order to assure no complications of any nature to HML staff, workers, contractors, the public or other attendees to the Licensed Area. The use of internal combustion engines in the Licensed Area is strictly prohibited during periods when the public is in that Licensed Area.

Licensee's guests, invitees, representatives and contractors, and any other person within the HKCEC must observe and comply with any and all fire codes applicable to the HKCEC and the Scheduled Event.

Open (naked) flames are prohibited within the HKCEC in connection with a Scheduled Event. For fire and safety reason, the amount of diesel and lubricant that exhibitors permitted to place in their booths is just for daily consumption ONLY.

4A.7 Use of the Exhibition Venue

The Exhibition Venue shall not be used for the purposes of betting or gambling.

4A.8 Filming and Broadcasting

HML's approval through its Communications Department (2582 7960) is required reasonably in advance for filming, sound or video recording, telecasting and broadcasting within the HKCEC. These activities may be subject to additional charges for security, labour, utility services, etc.

For any musical performance or broadcast events, Licensees are required to apply for a licence from the Composers and Authors Society of Hong Kong Limited (CASH) and the International Federation of the Phonographic Industry (Hong Kong Group) Limited (IFPI). Any applicable fees required of these or other such organisations in connection with any activity related to the Scheduled Event are the full responsibility of the Licensee

4A.9 Radio Transmission

Licensees desiring to use radio transmitting equipment must obtain the approval of the Event Manager and supply details of the equipment, and of the frequency and power of the signal, together with a copy of the transmitting licence or equivalent from the relevant authorities of Hong Kong Government, e.g., Office of the Telecommunications Authority (OFTA).

4A.10 Noise Level

Equipment used in any part of the HKCEC must not generate noise that exceeds a maximum permitted noise level of 50 dB (A), except with Event Manager's prior approval. The following Noise Level Restrictions apply:

- general background noise may not exceed 60dB;
- entertainment features may reach 70dB for cumulative periods of no more than 15 minutes in any 1 given hour;
- noise levels will be metered from any edge of the applicable Stand or area boundary; and;
- the Licensee is responsible for ensuring that any music or other noise occurring in the Licensed Areas does not exceed 80dB at any time.

4A.11 Lost Property

All lost property found within the HKCEC will be handed over to HKCEC's Security Department staff for recording and handling. Please call (852) 2582 7162 (24 hours).

4A.12 Exhibitor Property and Security

All property brought into the HKCEC by a User is at the User's risk. Organizers and HML accepts no responsibility for theft, loss or damage to such property.

No person (other than the employees and caretakers of the Company) shall stay in the Exhibition venue and/or the booth after the prescribed show hours specified by the organizers except with prior approval from the Venue Management and organizers.

4A.13 Balloons

Gas-filled balloons, with the exception of helium filled balloons, are prohibited.

4A.14 Escalators and Passenger Elevators

Escalators and passenger lifts are for the use of passengers only and must not be blocked or used to transport materials or equipment unless clearly designated, at times, for such use.

4A.15 Animals

Any animals with the exception of guide dogs for persons with visual impairment are prohibited in any part of the HKCEC unless used as some form of exhibit, display or performance, in which case they must be approved by Organizers & Event Manager reasonably in advance. In addition, application for a Temporary Exhibition Permit from the Agriculture, Fisheries & Conservation Department is required for exhibitions including animal or birds.

4A.16 Food & Beverages within HKCEC venue

According to the regulations of the Hong Kong Convention and Exhibition Centre, outside food and beverages are not allowed to be taken into the exhibition venue. Exhibitors may have food and drinks at the Cafeteria inside the exhibition Halls or at the restaurants. In order to maintain a clear and tidy exhibition area, consumption of food is not allowed in the booth.

4A.17 Distribution of Promotional Materials

Promotional materials such as product catalogues and brochures can only be distributed by the exhibitors within their own booths. No exhibitors are permitted to distribute any publicly materials, souvenirs and the like in public areas of the exhibition venue.

4A.18 Smoking Policy of the Center

Smoking is not allowed in any areas within the exhibition halls at any time or at any place designated for exhibition area.

4A.19 Typhoon No. 8 Signals or Above

It is the intention of HML that the HKCEC will remain open during typhoon or black rainstorm warnings and the cancellation of events will be at the discretion of the organiser. Should HML believe there to be any threat to the safety of the participants, or cause potential damage to the venue with or without possible adverse impact on the Scheduled Event, a joint decision to close the facility will be made between HML and the Licensee.

4A.20 Floor Loading

The floor loadings specified below must not be exceeded under any circumstances. Excessive point or dynamic loads are not permitted.

Venue	Floor Loading Limit (kg/m² (lbs/ft²))
Hall 3FG	1700 (350)
Hall 3FG Material Handling Area and Loading Area	1200 (250)
Hall 3FG Concourses	500 (100)

4A.21 No Unlawful or Prohibited Use

The HKCEC must not be used for any illegal purposes nor are any illegal actions to occur at the HKCEC during use. No activity may be carried on in any part of the HKCEC, which in the reasonable opinion of HML, may cause: a violation of any of the Relevant Legislation and Regulations or of these Rules and Regulations; any breach of the Licence Agreement; or, a breach of the peace. The Licensed Area must be used solely for the purpose of the Scheduled Event, and the Licensee must not permit any unrelated activity otherwise.

4A.22 Dilapidation Charges

The exhibitor will be charged for the cost of making good, restoring or renewing any damage to the hall or booth site (marks by paint and adhesive tapes, etc) made by them.

4A.23 Changes to Policy

HKCEC reserve the right to modify or change its privacy policy at any time, simply by posting such changes on the site. Any such change, update, or modification will be effective immediately upon posting. For questions regarding the privacy policy, please contact the venue directly.

SECTION 4B: EXHIBITION HALL – FACILITIES

4B.1 Storage

Exhibits and similar materials shall only be delivered to and from the Exhibition Venue, unpacked, and/or packed and collected, at times when the public is not admitted to the Exhibition Venue. The storage of empty crates, cartons, boxes, shavings or other packing materials is prohibited in “front-of-house” areas and must be removed once unpacking has been completed. Storage of packing cases by Licensee, contractors or exhibitors in any part of the HKCEC is subject to the prior approval of Event Manager. Where HML, in its sole discretion, believe that a safety risk exists, it may dispose of any such materials stored in the vicinity of the Stands without penalty.

Removal of Exhibits is not allowed before **5pm on 7 July 2024**.

4B.2 Internet / Telecommunications Facilities

Exhibitors who need on-site internet and telecommunication services should apply from the **Official Contractor**. Details and Forms can be found in **Section 7** for “**Official Contractor Information**”.

4B.3 Electricity Installation

4B.3.1 General Information

Exhibitors who need to install power sources and/or water supply should apply from the **Official Contractor**. Details and Forms can be found in **Section 7** for “**Official Contractor Information**”. Please note:

- a. No Contractor, other than the Official Contractor, is allowed to carry out any installation work concerning the electrical works (e.g. wiring and connections, lighting) and water supply at the exhibition site.
- b. Exhibitor requiring electrical supply (e.g. for maintenance after the exhibition closes) must make application to the Official Contractor as soon as possible. Such supplies cannot be arranged at short notices.

4B.3.2 Electrical Installations

- a. The number and type of additional electrical fittings and installations required can be applied from the Official Contractor by filling in and submitting the form in **Section 7** for “**Official Contractor Information**”. A quotation will be submitted on receipt of this form for unscheduled fittings or installations.
- b. No flashing lights or signs or neon lights or 500W flood-light will be permitted. In case of using LIGHT BOX DISPLAYS, EVERY SINGLE FLUORESCENT USED WILL BE TREATED AS ONE LAMP AND CHARGED AT THE PRICE OF AN ADDITIONAL ORDER OF FLUORESCENT. Exhibitors who bring the own lamps must apply for permission from the Organizers and pay the hook up charge to half the equivalent rental per lamp.
- c. No electrical installations may be suspended from the roof of the exhibition hall or fixed to any part of the building structure. No fitting may project beyond the boundaries of the site allocated. Installations must be adequately projected against excess current.
- d. Any design or plan of electrical installation must be submitted to the Organizers for approval before the deadline indicated. No installation work shall be carried out without the written permission of the Organizers. The Organizers reserve the right to disconnect electricity supply to any exhibitor whose installations are violating the Organizers’ regulations, dangerous or likely to cause annoyance to visitors or other Exhibitors.
- e. **NO MULTI-PLUG IS ALLOWED TO BE USED**. All sockets are for machine operation only, not for lighting. One socket is for one machine.

4B.4 Radio / Radar Equipment

Exhibitors intending to operate radio and/or radar exhibits must notify the organizer of the frequencies in writing **2 months** before the exhibition opening. Exhibitors intending to erect special antennae are requested to notify the organizer.

SECTION 5: BOOTH CONSTRUCTION & OPERATION

5.1 General Information

- Independent Booth Contractors:** all independent booth contractors are required to register with Brilliant Vertical Exhibition (HK) Ltd. before 3 June 2024. Please refer to 2.2 Show Organizer for contact details.
- Special Design and Booth Construction:** Exhibitors please ensure that your booth contractors do submit detailed plans of the booth construction to Brilliant Vertical Exhibition (HK) Ltd for approval so as to prevent any costly alterations on site. Four copies of the finalized exhibition floor layout should be submitted together with the contractors' information for approval on or before 3 June 2024. The Organizer(s) reserve(s) the right to request the exhibitors to alter their booth design if their booth structure causes obstruction to other exhibitors.
- All materials used in booth construction and decoration must be properly fire-proofed in accordance with local regulations.
- Screwing, drilling, nailing or painting on the floors, walls, pillars or any part of the Exhibition Halls will not be allowed. Exhibitors and their contractors will be liable for any damage to the Exhibition Hall.
- Suspensions from the ceiling of the Exhibition Hall need to be approved by the Organizers **1 month** before the show.
- Exhibitors who take "raw space" adjacent to another booth must provide their own wall panel. They are not permitted to use the reverse of the neighbors' wall.

5.2 Shell Scheme Exhibitors

Shell Scheme 標準攤位

Size: 3000mm L x 3000mm D x 2500mm H



Shell Scheme Facilities 攤位設備

Facilities	Area: 9m ²	Area: 18m ²
Fascia Board (50mmH)	3000 mm	6000 mm
Folding Chair	2 no	4 nos
Information Counter (1000mmL x 500mmD x 750mmH)	1 no	2 nos
Longarm Spotlight	2 no	4 nos
500W Square Pin Socket	1 no	2 nos
Waste - paper Bucket	1 no	2 nos
Carpet Flooring	9m ²	18m ²

Items / Stand Size	9 sq. m	18 sq. m	27 sq. m
Fascia Name & Booth No.	English & Chinese Company Name		
Information Counter (1000L x 500W x 750Hmm)	1	2	3
Folding Chair	2	4	6
23W Spotlight	2	4	6
500W Socket	1	2	3
Waste Paper Basket	1	2	3
Carpeted Floor Space			

*Please be reminded that *all items included in the stand shell stand cannot be interchanged* with other items. If exhibitors do not require *any of the items, no refund will be given.*

5.2.1 Extra Furniture / Electrical items rental

Shell scheme exhibitors who would like to order extra furniture and electrical items have to contact the Official Contractor directly. Details can be referred to **Section 7** for “**Official Contractor Information**”.

5.2.2 Fascia / Name Board

Shell scheme exhibitors should fill in and submit “**Fascia Form**” inside the Contractor Handbook **at Section 7** on or before **3 June 2024** to ensure your company name appears correctly on the fascia / name board

5.2.3 Stand Specifications

- a. No fixtures may be made to the walls. Brackets are suggested for the hanging of signs. Velcro/ double sided tape may be used for lighter items only and remove after the show.
- b. No fixtures or nails are permitted to any part of the Exhibition Hall and Exhibitors must ensure that arrangements are made in their own designs for all parts of their work to be self- supporting and secure. Decoration must not be project forward of the side walls.
- c. Overhead structures on stands are not permitted to encroach upon the common air space outside the area booked and should remain within the boundaries of the stand. The Organizers have the right to authorize dismantling or rebuilding of any stand which does not meet this regulation.
- d. No exhibits, design or interior decoration of shell scheme may exceed 2.5m in height (unless with written approval of the Organizers) or extend beyond the boundaries of their exhibition area allocated.
- e. The specification of the standard shell schemes must be observed while doing special shell scheme design. Exhibitors are requested to submit their detailed drawing to the Organizers for approval before **3 June 2024**.

5.3 Raw Space Exhibitors

5.3.1 Raw Space Facilities

NO carpet, fascia name board, furniture nor electrical items or other shell scheme rental facilities will be provided. The exhibitors may make arrangements for the design, construction and erection of a stand on his site provided that dimensional drawings in triplicate showing the proposed design of stand are submitted to the Organizers or the Official Contractor for approval no later than **3 June 2024**.

5.3.2 Raw Space Construction

- a. Failure to obtain approval can result costly alterations on site being required by the Organizers. Once the booth design is approved, no alternation may be made without the prior consent of the Organizer.
- b. Wiring diagrams must be submitted for the Official Contractor to carry out electrical installation work at the booth.
- c. No suspension may be made from the ceiling of the exhibition hall or may any fixing be made to the floor, walls, or any part of the building.
- d. Exhibitors with SPACE ONLY site must provide a suitable floor covering such as carpet for their stands. They will also be required to erect partitions at least **2.5m** in height, well painted and covered in the front and the rear, between theirs and adjacent booths of other exhibitors.

5.4 Booth Operation

- a. Fake product or products violating other's copyright/monopoly shall not be displayed.
- b. The booth must be staffed and operational at all times when the Exhibition is open to visitors. The Exhibitor staff must wear exhibitor's badges issued by the Organizers for identification and be present at their booth at least 30 minutes before the opening hour and leave the exhibition hall not later than 15 minutes after the closing hour. The Exhibitor shall be responsible for the good conduct of all his staff, agents or representatives.
- c. No business activities shall be conducted by the Exhibitor and/ or his staff beyond his own booth area.
- d. No activity which in the option of the Organizers amounts to nuisance or annoyance to the public or other exhibitions shall be caused by an Exhibitor within the vicinity of the Exhibition. For example, the noise level (limited to 50db only), presentation of audio-visual equipment, dirt, smell and congestion caused by demonstration.
- e. The weight of all exhibiting items shall not exceed the floor loading limit. The exhibitors must take all precautions against fire and to protect the public. The exhibitors who, because of the nature of their exhibits, required special type of fire extinguishers, must make arrangements, at their own cost, for provision of such equipment.
- f. No exhibit is allowed to be taken into the booth once the Exhibition has been officially opened, or be removed from the booth before the close of the Exhibition.
- g. No stage show will be permitted.
- h. Unauthorized photo / video shooting in the venue is not allowed. Exhibitors should place sign of "No Photo" in their booths, but please assist the Organizers' staff and the press (with badge issued by the Organizers) to facilitate promotion.
- i. No cash sale of exhibits is allowed in the exhibition hall.

5.5 Cooking on Booths

- a. Cooking on booths is only allowed with the written permission of the Organizer who in turn have to obtain consent from the venue.
- b. All cooking must be carried out by electricity only. Liquid Petroleum Gas is not allowed to be used.
- c. Exhibitors should commit to provide, maintain and promote the highest standard of health, safety and welfare at all its events.

Note: The HKCEC will not allowing cooking to take place, if it feels that insufficient health and safety procedures have been taken.

5.6 Demonstration of Working Exhibits

An exhibitor intending to demonstrate equipment on his booth must:

- a. Provide the Organizers with full details, in writing, of any working machinery involved. Give proper consideration to the conditions under which the equipment will be demonstrated. Precaution must be taken for the protection of the visitors.
- b. Cause no annoyance to visitors or other exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at times as stipulated by the Organizers, who reserve the right to terminate a demonstration at any time.
- c. Not to bring or use at the Exhibition site, dangerous and hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammable, and equipment using such inflammable materials as gas stoves, kerosene stoves and electric stoves without the prior consent of the Organizers. Even if consent is given, it will be subject to adequate precautionary measures being taken.
- d. Not carry out any fire hazardous operation work such as electric welding and heat treatment.

5.7 Film / Audio – Visual Demonstration

The Licensee shall not, without prior approval of the Center, engage in or permit filming, sound or video recording, telecasting or broadcasting within the Center. If approved, in certain cases such activities will be subject to an additional charge.

SECTION 6: CENSORSHIP & DELIVERY

6.1 Promotion Materials Censorship

Any promotion materials such as films, video-cassettes, 35mm slide and printed matters to be shown to the public during the exhibition must be censored via Official Freight Forwarder prior Exhibition by the Customs. Details can be referred to **Section 8** for “**Official Freight Forwarder**”.

6.2 Delivery of Heavy Exhibits

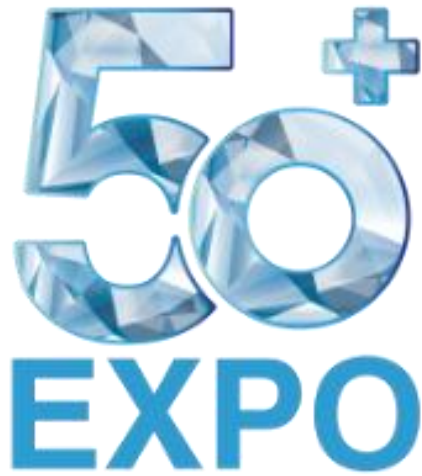
The movement and handling of heavy exhibits and materials that require forklifts, pallet jacks, or any mechanical handling aid, must be done at the freight entrance. Only materials and exhibits which are easily hand carried, will be allowed through the front entrance. Details can be referred to **Section 8** for “**Official Freight Forwarder**”

6.3 Hand Carry Exhibits

If you have any hand carry exhibits from local and / or overseas, please report it to the official freight forwarder immediately for customs clearance. For any formalities needed, details can be referred to **Section 8** for “**Official Freight Forwarder**”

6.4 Souvenirs

Souvenirs may be liable to tax. Exhibitors who have any souvenirs for the Chinese audience should liaise with the Official Freight Forwarder for details. The sample, quantify and value must be submitted for evaluation on request. All souvenirs must be distributed inside the booth. The Organizers will stop such distribution if it is causing disturbance. Please contact the Official Freight Forwarder for assistance.



Section 7 Contractor Manual & Forms

Milton Exhibits (Hong Kong) Limited

Contact: Ms. Man Cheung / Ms. Didi Law

Tel : (852) 3605 9656 / 3605 9436

Fax : (852) 3605 9456

Email : mhatwo@milton-hk.com

Notice to Shell Scheme Exhibitors

1. Shell Scheme Booth

- a. Larger booths (e.g. 12m² or 15m²) will have the standard furniture provided for 9m². Only booths double in size of 9m² (i.e. 18m²) will receive the double amount of furniture.
- b. Corner booth will be assumed to open two sides with two fascia boards carrying company name and island booths will open three sides.
- c. Unless requested by the exhibitor, the Organizer shall assume that exhibitors occupying 2 or more adjoining standard booths will choose to delete the partitioning panels in between.
- d. All shell booths shall be constructed by the official contractor. No additional booth-fitting or display may be attached to the shell booth structure. The fascia, panel and its fixing structure must not be removed.
- e. Height limit of shell scheme booth is 2.5m. No free standing fitment may extend beyond the boundaries of the booth area.
- f. Any drilling/nailing to the shell scheme panels is strictly prohibited.
- g. Any stickers applied to the shell scheme panels have to be removed at the end of the fair. Official Contractor reserves the right to claim the cleaning and damage cost if stickers are not removed.

2. GENERAL REGULATIONS

- a. All DECORATION FORMS must be returned before the **DEADLINE: 3 June 2024**.
- b. Provision of facilities and services not indicated on the forms are subjected to quotation on individual job basis.
- c. All items are on rental basis only and exhibitors must make good any damage/loss during the period of rental.
- d. **All electrical works are to be carried out by the official contractor except those exhibitors using Form 18.** Exhibitors who would like to order extra spotlights and power points can order these directly from the official contractor by completing and returning the **FORM 18**.
- e. **If exhibitors or non-official contractors bring their own spotlights / fluorescent tubes for booth decoration, they must submit all lighting distribution details and pay the lighting connection charges or lighting power socket to the official contractor.**
- f. NO MULTIPLUGS ARE ALLOWED TO BE USED WITHIN THE VENUE.
- g. Main switch and distribution board may be required to install within booth area at Official Contractor's discretion.
- h. All orders must be accompanied by full remittance made payable to the Official Contractor. Orders without remittance will not be entertained.
- i. Electrical items:
 - The location of electrical items will be installed according to the specified LOCATION PLAN (**Form 19**). Any on-site changes requested by the exhibitors will be subjected to surcharges and the availability of time and manpower.
 - If no instruction is received on the location of electrical items, the Official Contractor will install them according to the standard shell scheme position. Any on-site changes will be subjected to surcharge.
- j. There is NO REFUND OR EXCHANGE OF ITEMS ORDERED ON-SITE.
- k. All items are not transferable among exhibitors

Notice to Shell Scheme Exhibitors

- a. A **30% surcharge** will be imposed on **all late orders (after 3 June 2024)** and **50% surcharge** will be imposed on all orders made **after 17 June 2024**.
- b. Cancellation of orders will only be accepted in writing before the stipulated deadline for placing orders. All cancelled orders will be subject to a **30% cancellation charge**.
- c. If any booth which differs from the approved specification or does not conform to the Organizer's rules and regulations, the Organizer reserves the right to alter or remove without prior notice and at the exhibitor's own expense.

Notice to Raw Space Exhibitors

1. APPOINTING NON-OFFICIAL CONTRACTOR

Exhibitors using NON-OFFICIAL CONTRACTORS must inform and obtain consent from the Official Contractor before any of their own contractors are permitted to work on site. Exhibitors may appoint any competent local stand contractor to design and construct their booths. The Official Contractor reserves the right to reject any contractor and design they deem inappropriate.

2. Construction Drawing and Risk Assessment Report

- a. Exhibitors should submit the details of their contractors and construction drawing with full dimensions and material to be used (including 3 dimension BOOTH DESIGN PLAN with width, length and height, construction material, LIGHTING DISTRIBUTION PLAN and ELECTRICAL SCHEMATIC DIAGRAM) to the Official Contractor for approval before deadline.
- b. No alternation is allowed after the booth design is approved, unless prior written approval is obtained by the Official Contractor.
- c. Exhibitors who opt for RAW SPACE will be given exhibition floor space only, without carpeting, wall partitions, basic furniture and other facilitiesetc. They have to design and construct their own booths. Please inform the Official Contractor before **3 June 2024**, if any of the above items are required to hire.

3. Site-Work Deposit


- a. All non-official contractors or exhibitors who construct their own booths must submit NON-OFFICIAL INFORMATION (**Form 14**) ACCOMPANYING SITE-WORK DEPOSIT to the Official Contractor before **3 June 2024**.
- a. The site-work deposit for raw space and shell scheme booth is HK\$400/US\$52 per sqm. Site-work deposit of double-deck booth is HK\$600/US\$78 per sqm. Maximum levy of HK\$60,000 per exhibitor (not applicable to pavilion). Contractors can pay the deposit either by bank draft or deposit into Milton Exhibits (Hong Kong) Limited account directly:
 - (i) **If deposit into Milton Exhibits (Hong Kong) Limited account:**
 - The Hong Kong & Shanghai Banking Corporation Ltd. account no: 004-191-700947-838 (HKD & multi-currency)
 - Please write down non-official contractor's name, exhibiting company name and mark down it is for site work deposit on the deposit receipt and fax to the Official Contractor at t (852) 3605 9656/ 3605 9436.
 - (ii) **If pay by Hong Kong Bank Cheque:**
 - The Hong Kong Bank cheque must be payable to " Milton Exhibits (Hong Kong) Limited".
 - If the bank cheque is found invalid, the Official Contractor reserves the right to immediately terminate the nonofficial contractor's admission to the Fair.
- b. The site-work deposit will be refunded 45 days after the end of the fair PROVIDED THAT the clearance of the site by the non-official contractors, no damage being recorded by the Exhibition Centre management and no violation of rules and regulation set by the Organizer.
- c. Exhibitors who use the Official Contractor for special design need to return the NON-OFFICIAL CONTRACTOR INFORMATION (**Form 14**) but no need to submit site-work deposit.

4. Construction Constraints and Regulations

- a. **Height limit is 4.5 meters** inside exhibition hall. Height limit for all **shell scheme** booth is **2.5m**.
- b. For raw space booth, company name, booth number and country of the Exhibitors must be prominently displayed at the booth and faced to aisle. This information must be complied with the information in the application form. Any violations of this rule, the Organizer reserve the right to affix them as consider appropriate and to charge the cost incurred.
- c. No part of any structure may extend beyond the boundaries of the booth area.
- d. The maximum travel distance on the ground floor from any part of the stand to an open side, or exit, or to a gangway, must not exceed 18m. For those stands which exceed 18m long should have more than one exit. The exit door should set back with swing open and does not swing open into the aisle.
- e. Signage and visual at height over 2500mm facing to adjacent booth must be set back from 500mm of booth boundary.

Notice to Raw Space Exhibitors


- f. All lighting fixtures should be installed at least 2200mm above ground. If not, they should be well protected so as not to cause danger to the general public.
- g. If work is carried out 2 meters or more above the floor, need to use a suitable scaffold/ working platform. The Organizer or Center's staff reserves the right to stop exhibitors or contractors if they are found working on "A ladder" higher than 2 meters in any area within the fairground.
- h. All stands and temporary structures **exceeding 3m** in height must be constructed under the supervision of an Authorized Person (Surveyor) / Registered Structural Engineer (AP / RSE). The AP / RSE shall verify the stability of the stands or temporary structures. All stands and temporary structures with **4.5m or above** in height must be verified by a Registered Structural Engineer (RSE) for the stability of their design. The verification documents should be submitted on the exhibitor's move-in day.
- i. Double-deck booth structure
 1. exhibitors must apply to the Official Contractor for approval. Additional information and regulations of constructing double deck booth will be issued by the Official Contractor.
 2. height limit is 6 meters. For any double-deck structure booth, "Risk Assessment", "Method Statement" and "Registered Structure Engineers Calculation Report" must be submitted in 21 days before the first build day. In addition, a "Safety Certificate" issued by a Qualified Surveyor must be submitted on the exhibitor's move-in day, i.e. **4 July 2024**. Exhibitors must accept full responsibility for the safety of the structure. And the Organizer reserves the right of prohibiting access to the second level of the booth.
- j. At least one approved type fire extinguisher must be provided:
 - On each deck of a double-deck booth.
- k. All materials and fittings used in construction and decoration of the booth must be properly flame retardant and be in accordance with all applicable fire prevention and building regulations. For all construction with wooden materials involved, one functional fire extinguisher at a conspicuous spot within booth area is required during the construction period for safety reason.
- l. Other than banner, no suspensions or any other structures are to be made from the ceiling of the exhibition hall. Hanging structures are not allowed. All structure built from ground must be able to stand alone without the absolute use of hanging points.
- m. All constructions, including banners, archways, carpet placing and etc can only proceed within the exact area which stated at the contract between the exhibitors and the organizer. No special construction and promotional installment exceed their booth area is allowed. Ceiling of booth cannot be covered.
- n. Raw space non-official contractors can apply for power supply by **Form 12**. Contractors CANNOT apply both at the same time. All electrical fitting and wiring must be installed in compliance with Electricity [Wiring] Regulations of Hong Kong Electricity Ordinance. All electrical installations must be carried out by a qualified electrician with a valid certificate of registration of electrical worker.
- o. All electrical works are to be carried out by the official contractor at exhibitors' expense for exhibitors using **Form 12**.
- p. Paint spraying, welding and the use of electrical saw are strictly prohibited in the fairground.
- q. There is no storage space for empty crates, boxes or packing material in the exhibition halls. Non-official contractors are responsible for removing them. Any goods or packing material left at the corridor may be disposed without prior notice and extra removal charges will be incurred.
- r. No construction material and equipment can be placed at the loading area during the fair period. Any material left at the loading area may be disposed without prior notice and extra removal charges will be deducted from the deposit.
- s. If any booth which differs from the approved specification or does not conform to the Organizer rules and regulations, the Organizer reserves the right to alter or remove without prior notice and at the exhibitor's own expense.
- t. According to the regulation of HKCEC, all stand construction contractors entering the exhibition centre are required to visually display the "**Green Card**", Certificate in Mandatory Basic Safety Training, at all time. Individuals who failed to present the required cards will not be allowed to enter and work in the fairground. The Organizer and the venue management reserve the right to refuse entry or remove personnel in case of any dispute.
- u. Non-official contractors have to follow any instructions given by the Organizer, venue management and Official Contractor

Deadline: 3 June 2024 (Optional)		Return this form (by fax/email) to: Milton Exhibits (Hong Kong) Limited Contact: Ms. Man Cheung / Ms. Didi Law Tel : (852) 3605 9656 / 3605 9436 Fax : (852) 3605 9456 Email : mhatwo@milton-hk.com
FORM 12 – Electricity Supply for Rental (Raw Space Only)		

No.	Description of Facilities	Unit Rate HKD	Qty	Total Amount
1	15 Amp/ 220V single phase power point (for lighting connection & power supply for electrical appliances)	8900		
2	30 Amp/220V single phase power point (for lighting connection & power supply for electrical appliances)	14000		
3	15 Amp/ 380V three phase power point (for lighting connection & power supply for electrical appliances)	21200		
4	30 Amp/380V three phase power point (for lighting connection & power supply for electrical appliances)	39600		
5	60 Amp/380V three phase power point (for lighting connection & power supply for electrical appliances)	75800		
* Other facilities to be quoted separately.				
30% surcharge for late order received after 3 June 2024				
50% surcharge for late order received after 17 June 2024				
TOTAL AMOUNT				

Note: Please read the Terms & Conditions for Additional Orders clearly.
NO Exchange and NO Refund for Standard Facilities.
Application will only be proceeded with installation layout plan and FULL payment.
NO multi plug and extension cord are allowed to be used.


Contact Person Name: Tel: Fax: Email: Signature w/ company chop:	Exhibitor's Information Company: Booth No: Date:
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Deadline: 3 June 2024 (Optional)		Return this form (by fax/email) to: Milton Exhibits (Hong Kong) Limited Contact: Ms. Man Cheung / Ms. Didi Law Tel : (852) 3605 9656 / 3605 9436 Fax : (852) 3605 9456 Email : mhatwo@milton-hk.com
FORM 13 – Water & Drainage, Tele-communications Facilities for Rental (Raw Space Only)		

No.	Description of Facilities	Unit Rate HKD	Qty	Total Amount
Telephone, Fax & Internet service				
1	Telephone Set (For local call only)	1550		
2	Telephone Set (For local and IDD call)	1640		
3	Fax Machine w/ Transmission Line (For local call)	1590		
4	Fax Transmission Line (For IDD call)	1940		
5	Broadband Internet Service (2M bps)(* HKD4,000 deposit)	3110		
Compressed Air, Water Supplies & Drainage Items				
6	20mm Compressed Air Main Supply Line (Excluding connection service to machine/ equipment)	6160		
7	Compress Air Tee-off from Main Supply Line (Excluding connection service to machine/ equipment)	3680		
8	Water In/ Out excluding connection	5360		
* Other facilities to be quoted separately.				
30% surcharge for late order received after 3 June 2024				
50% surcharge for late order received after 17 June 2024				
TOTAL AMOUNT				

Note: Please read the Terms & Conditions for Additional Orders clearly.
NO Exchange and NO Refund for Standard Facilities.
Application will only be proceeded with installation layout plan and FULL payment.
NO multi plug and extension cord are allowed to be used.

Contact Person Name: Tel: Fax: Email: Signature w/ company chop:	Exhibitor's Information Company: Booth No: Date:
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<p>Deadline: 3 June 2024 (Compulsory)</p>		<p>Return this form (by fax/email) to: Milton Exhibits (Hong Kong) Limited Contact: Ms. Man Cheung / Ms. Didi Law Tel : (852) 3605 9656 / 3605 9436 Fax : (852) 3605 9456 Email : mhatwo@milton-hk.com</p>
<p>FORM 14 – Non-Official Contractor Information (Raw Space Only)</p>		

A. Outside Stand Contractor:

Raw space exhibitor should clearly state the information of the appointed contractor

Contractor Company Name: _____ Booth No.: _____

Address: _____

Contact Person.: _____ Email.: _____

Contact No.: _____ Fax No: _____

B. Deposit:

- Raw space exhibitor shall pay Contractor Deposit **by Cheque** to **Newfair (HK) Ltd.** in accordance to the summary table as shown below:


Booth Area	Contractor Deposit
Below 36 sqm	HKD 8,000/ USD 1030
Between 36 and 72 sqm	HKD 12,000/ USD 1,560
Above 72 sqm	HKD 20,000/ USD 2,560

- All decoration material must be placed within your booth area to keep the gateway clear. The raw space exhibitor should responsible to any waste generated from his booth construction and the waste should be disposal properly by the raw space exhibitor. Any cost raised from the mentioned would be deducted from the deposit.
- For each 9 square meters of booth area, 4 nos. of worker pass will be issued to the raw space exhibitor (Max 20 nos. of worker pass). The raw space exhibitor can collect the worker pass from Milton Exhibits (Hong Kong) Limited , only if the payment of Contractor Deposit is fully settled.

C. Important Notes:

- This form must be returned before 3 June 2024.
- All special design drawings (Booth height, type of materials used, front view, elevation, plan view & perspective view) must be submitted by email to mhatwo@milton-hk.com for approval no later than 4 weeks before show.**
- Carpeting & overhead structure are not allowed in the gangway. 0.5m set back from the dividing walls of neighboring booths required for booth higher than 2.5m.
- Safety Reports must be submitted to the official contractor if the booth exceeds the height of 3m. or with hanging lighting truss and two-storey construction. These safety reports must be endorsed by Registered Structural Engineer (R.S.E.) in Structural Discipline (Recognized by Engineers Registration Board). Certified Registered Structural Engineers (R.S.E.) are listed in the Building Department website. The HKCEC reserves the right to carry out appropriate action so as to ensure hall safety. Due to safety reasons, booth exceeding the height of 4.5m must also submit a R.S.E Structural Safety Report.
- The Maximum height for the booth design is 4.5m.
- No part of any structure extend beyond the boundaries and airspace of the site allocated.
- Paint, adhesive or any other coating carry out inside the exhibition hall or apply directly to building columns/pillars and floors are not permitted.**

<p>Contact Person</p> <p>Name: _____</p> <p>Tel: _____</p> <p>Fax: _____</p> <p>Email: _____</p> <p>Signature w/ company chop: _____</p>	<p>Exhibitor's Information</p> <p>Company: _____</p> <p>Booth No: _____</p> <p>Date: _____</p>
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Deadline: 3 June 2024 (Compulsory)		Return this form (by fax/email) to: Milton Exhibits (Hong Kong) Limited Contact: Ms. Man Cheung / Ms. Didi Law Tel : (852) 3605 9656 / 3605 9436 Fax : (852) 3605 9456 Email : mhatwo@milton-hk.com
FORM 16 – Shell Scheme Fascia Lettering (Shell Scheme Only)		

FASCIA BOARD

1. Please indicate below your exact Exhibiting Company Name excluding spaces and punctuation. Please use block letters.
2. The size of the letters will be resized in the extent that subjected to the number of extra letters added.
3. No logo-types or house-styles permitted.
4. Raw Space Exhibitors are responsible for providing their own fascia name.
5. If this form is not received before the deadline, the Official Stand Contractor will arrange the fascia lettering according to the signed contract.

COMPANY NAME (CHINESE)

COMPANY NAME (ENGLISH)

Stand No.

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Contact Person Name: Tel: Fax: Email: Signature w/ company chop:	Exhibitor's Information Company: Booth No: Date:
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Deadline: 3 June 2024 (Optional)		Return this form (by fax/email) to: Milton Exhibits (Hong Kong) Limited Contact: Ms. Man Cheung / Ms. Didi Law Tel : (852) 3605 9656 / 3605 9436 Fax : (852) 3605 9456 Email : mhatwo@milton-hk.com
FORM 17 – Additional Furniture and Facilities Rental (Shell Scheme Only)		

No.	Description of Facilities	Unit Rate HKD	Qty	Total Amount
MT01	Information Counter (1030L x 535W x 750Hmm)	395		
MT02	Lockable Cupboard (1030L x 535W x 750Hmm)	490		
MT03	Low Glass Showcase (1030L x 535W x 1000Hmm)	990		
MT04	Tall Glass Showcase (1030L x 535W x 2470Hmm)	2,150		
MT05	Slope Shelf (1000L x 300Wmm)	230		
MT06	Flat Shelf (1000L x 300Wmm)	210		
MT07	Glass Shelf (1000L x 300Wmm)	280		
MT08	White Square Table (750L x 750W x 750Hmm)	310		
MT09	White Round Table (800Dia x 750Hmm)	320		
MT10	White Folding Chair (460W x 480D x 455Hmm)	98		
MT11	Black Leather Chair (560W x 560D x 790Hmm)	230		
MT12	Bar Table (Black/White) (600Dia X 900Hmm)	420		
MT13	Bar Stool (Black/White) (440 X 390 X 860Hmm)	310		
MT14	Pegboard (with 20pcs of hook)(Max total weight 10kg)	550		
MT15	Lockable Folding Door (1000W x 2000Hmm)	410		
MT16	Lockable Swing Door (1000W x 2000Hmm)	580		
MT17	Single Wall Panel (1000L x 2440Hmm)	270		
MT18	Garment Rail (820L X 350W X 1500Hmm)	650		
MT19	Belt Barricade	220		
MT20	Plant (600mmH)	680		
MT21	Ceiling Beam (per meter)	75		
MT22	75L Fridge (NOT include 24hr socket)	3,500		
* Other facilities to be quoted separately by email.				
30% surcharge for late order received after 3 June 2024				
50% surcharge for late order received after 17 June 2024				
TOTAL AMOUNT				

Note: Please read the Terms & Conditions for Additional Orders clearly. NO Exchange and NO Refund for Standard Facilities. Application will only be proceeded with installation layout plan and FULL payment. NO multi plug and extension cord are allowed to be used.

Contact Person Name: Tel: Fax: Email: Signature w/ company chop:	Exhibitor's Information Company: Booth No: Date:
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Deadline: 3 June 2024 (Optional)		Return this form (by fax/email) to: Milton Exhibits (Hong Kong) Limited Contact: Ms. Man Cheung / Ms. Didi Law Tel : (852) 3605 9656 / 3605 9436 Fax : (852) 3605 9456 Email : mhatwo@milton-hk.com
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**FORM 18 – Additional Electricity Supply and Lighting
Rental (Shell Scheme Only)**

No.	Description of Facilities	Unit Rate HKD	Qty	Total Amount
ME01	23W Energy Saving Longarm Spotlight	470		
ME02	40W Fluorescent Tube	440		
ME03	23W Energy Saving Spotlight	445		
ME04 (70)	70W HQI (White light)	1,200		
ME04 (150)	150W HQI (White light)	1,500		
ME05	150W Gilbert Lamp (White light)	780		
ME06	300W Floodlight (Yellow light)	990		
ME07	50W Halogen Downlight (for Tall Showcase)	470		
ME08	50W EyeBall Halogen Downlight (for Tall Showcase)	580		
ME09 (500)	500W Socket (only for shell scheme, NOT for lighting)	660		
ME09 (1000)	1000W Socket (only for shell scheme, NOT for lighting)	950		
ME09 (2000)	2000W Socket (only for shell scheme, NOT for lighting)	1,400		
ME09 (3000)	3000W Socket (only for shell scheme, NOT for lighting)	1,820		
ME10 (500)	500W Socket - 24Hrs (only for shell scheme, NOT for lighting)	1,140		
ME10 (1000)	1000W Socket - 24Hrs (only for shell scheme, NOT for lighting)	1,650		
ME10 (2000)	2000W Socket - 24Hrs (only for shell scheme, NOT for lighting)	2,450		
ME10 (3000)	3000W Socket - 24Hrs (only for shell scheme, NOT for lighting)	3,160		
ME11 (100)	Lighting connection up to 100W (with wiring)	300		
ME11 (200)	Lighting connection up to 200W (with wiring)	405		
ME12	42" LED TV	5600		
* Other facilities to be quoted separately by email.				
30% surcharge for late order received after 3 June 2024				
50% surcharge for late order received after 17 June 2024				
TOTAL AMOUNT				

Note: Please read the Terms & Conditions for Additional Orders clearly. NO Exchange and NO Refund for Standard Facilities. Application will only be proceeded with installation layout plan and FULL payment. NO multi plug and extension cord are allowed to be used.

Contact Person Name: Tel: Fax: Email: Signature w/ company chop:	Exhibitor's Information Company: Booth No: Date:
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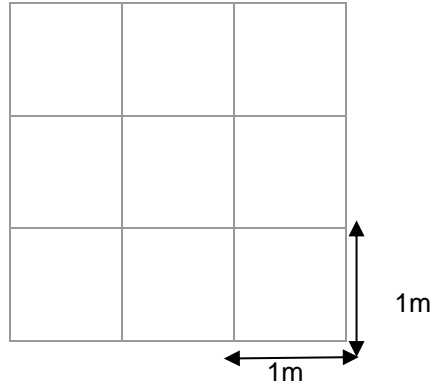
Additional Furniture and Facilities for Rental

 <p>MT01 諮詢台 Information Desk</p>	 <p>MT02 鎖櫃 Lockable Cabinet</p>	 <p>MT03 矮飾櫃 Low Glass Showcase</p>	 <p>MT04 高身飾櫃 Tall Glass Showcase</p>
 <p>MT05 斜放式木層板 Wooden Slope Shelf</p>	 <p>MT06 平放式木層板 Wooden Flat Shelf</p>	 <p>MT07 玻璃層板 Glass Shelf</p>	 <p>MT08 正方枱 Square Table</p>
 <p>MT09 圓枱 Round Table</p>	 <p>MT10 折椅 White Folding Chair</p>	 <p>MT11 黑皮椅 Black Leather Chair</p>	 <p>MT12 酒吧桌 Bar Table</p>
 <p>MT13 酒吧椅 Bar Stool</p>	 <p>MT14 洞洞板連 20 只短鉤 Pegboard with 20pc of hook</p>	 <p>MT15 折門連鎖 Lockable Folding Door</p>	 <p>MT16 掩門連鎖 Lockable Swing Door</p>
 <p>MT17 圍板 1mW x 2.5mD Panel</p>	 <p>MT18 有輪掛衣通 Garment Rail</p>	 <p>MT19 拉帶圍柱 Belt Barricade</p>	 <p>MT22 75 升雪櫃 75L Fridge</p>

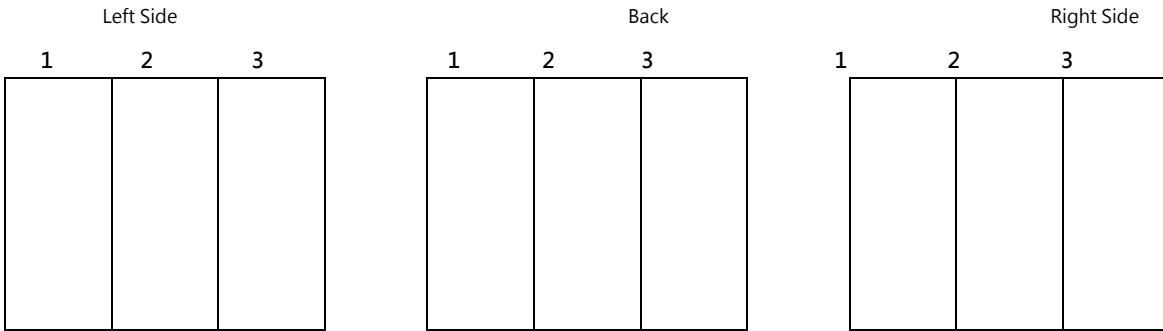
**For more selection, please contact us at (852) 3605 9656/ 3605 9436
or email us your enquiry at mhatwo@milton-hk.com**

FORM 19 – Booth Standard Layout (Shell Scheme Only)










A Standard 3mx3m Layout plan



Front elevation



Legend:

- | | | | |
|--|--|---|--|
|  13W Spotlight
13W 瓦短臂射燈 |  500W Socket
500 瓦電源插座 |  Low Display Cube
矮身陳列櫃 |  Swing Door with Lock
鋁料掩門連鎖 |
|  100W Longarm
Spotlight
100 瓦長臂射燈 |  Information Counter
諮詢台 |  Wall Panel
1 米圍板 | |
|  40W Fluorescent Tube
40 瓦光管 |  Lockable Cupboard
鎖櫃 |  Folding Door with
Lock
摺門連鎖 | |

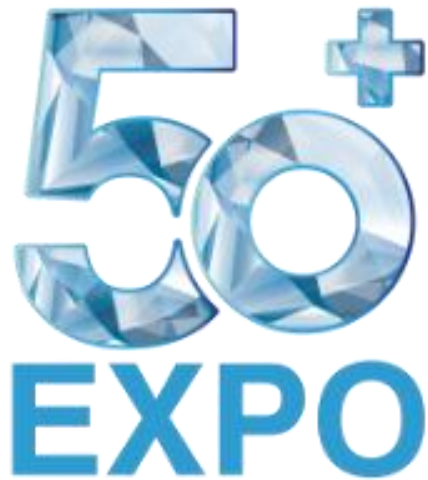
**Note: Please read the Terms & Conditions for Additional Orders clearly.
 NO Exchange and NO Refund for Standard Facilities.
 Application will only be proceeded with installation layout plan and FULL payment.
 NO multi plug and extension cord are allowed to be used.**

Contact Person Name: Tel: Fax: Email: Signature w/ company chop:	Exhibitor's Information Company: Booth No: Date:
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Additional Electrical Fitting for Rental

 <p>ME01 23 瓦特節能燈泡長臂射燈 23W Energy Saving Longarm Spotlight</p>	 <p>ME02 40 瓦特光管 40W Fluorescent Tube</p>	 <p>ME03 23 瓦特節能燈泡射燈 23W Energy Saving Spotlight</p>
 <p>ME04(70)/(150) 70/150 瓦特金鹵燈 70W/150W HQI</p>	 <p>ME05 150 瓦特掛牆燈 150W Gilbert Lamp</p>	 <p>ME06 300 瓦特特小太陽 300W Floodlight</p>
 <p>ME07 50 瓦特石英燈 (高櫃用) 50W Halogen Spotlight (for Tall Showcase)</p>	 <p>ME08 50 瓦特牛眼石英燈 (高櫃用) 50W Halogen Eyeball Spotlight (For Tall Showcase)</p>	 <p>ME09(500/1000/2000/3000) 500-3000 瓦特 13 安培插座 500-3000W 13Amp Socket</p>

For more selection, please contact us at (852) 3605 9656/ 3605 9436
or email us your enquiry at mhatwo@milton-hk.com



SECTION 8 OFFICIAL FREIGHT FORWARDER INFORMATION & FORMS



A. 展品運輸指南 FORWARDING INFORMATION & HANDLING TARIFF

香港公司 Hong Kong office
金怡國際展運有限公司
JES Logistics Limited
26th Floor, Winsan Road
98 Thomson Road
Wanchai, Hong Kong
Tel : 852 - 2563 6645
Fax: 852 - 2597 5057
Email : jerry@jes.com.hk
Ctc : Jerry Kan 簡華鈿

廣州分公司 Guangzhou office
廣州金怡展覽服務有限公司
Guangzhou JES Exhibition Services Limited
Room 2005 Dong Jian Building, West Tower,
No. 501 Dong Feng Zhong Road,
Guangzhou 510045, China
Tel : 86 - 20 - 8355 9738
Fax: 86 - 20 - 8355 3765
Email : feng@jes.com.hk
Ctc: Hill Gao 高文峰