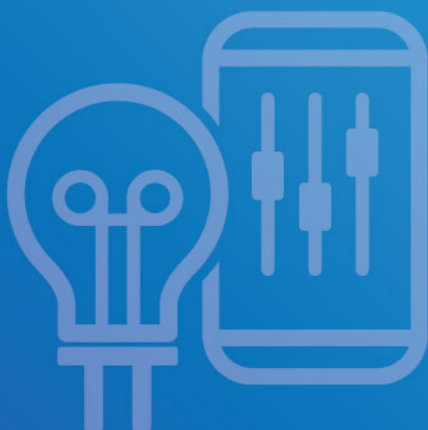
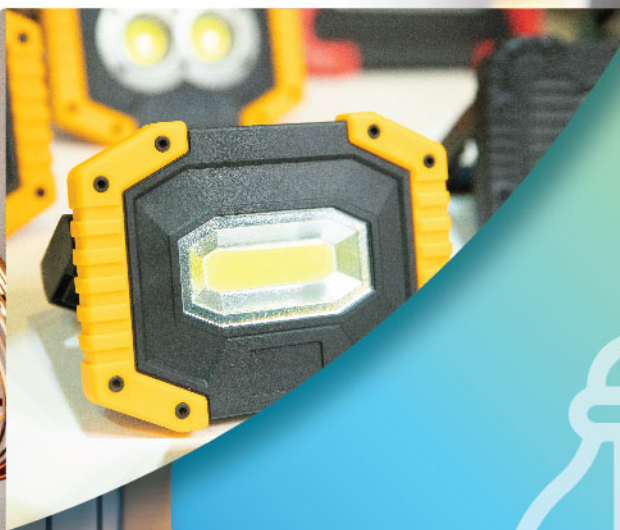


# EXHIBITORS' MANUAL



**MEGA**  
**LIGHTING**

**17-20 JULY 2024**  
**BITEC, BANGKOK, THAILAND**





**MEGA LIGHTING**

**曼谷燈飾產品展**

17-20 JULY 2024

BITEC, BANGKOK, THAILAND

Dear Exhibitor,

Welcome to **“Mega Show Bangkok 2024 – Mega Lighting”**.

This Exhibitor Manual provides you with the necessary information regarding your participation in the show. It also contains the Order Forms for additional stand facilities and various services. Please spare some time to go through the manual and note the vital information to ensure that all matters related to your participation are arranged smoothly.

Please take note of the submission deadlines and return the Order Forms to the Show Organiser / Official Stand Contractor before the deadlines to avoid unnecessary surcharges for late orders.

Should you have any enquiries, please feel free to contact us on Tel: (852) 2700 6726 or Email to: [cs@comasia.com.hk](mailto:cs@comasia.com.hk). It is always our pleasure to be of service to you.

We wish you a great success in our show.

Yours sincerely,  
**Peter Cheung**  
Director  
Comasia Limited

尊貴的參展商：

熱烈歡迎 貴公司參展我們的「**Mega Show Bangkok 2024 - 曼谷燈飾產品展**」。

此「參展商手冊」詳細載列有關是項展覽會之重要資料和各項攤位額外設施及展覽服務的申請表格，以協助 貴公司在展出前作出充份準備，敬請細閱，並特別留意各相關服務及攤位設施申請表格之最後呈交限期，以確保 貴公司於截止日期前向主辦機構 / 大會指定展台承建商交回申請表格，避免逾期附加費。

如有任何垂詢，歡迎致電 (852) 2700 6726 或電郵至：[cs@comasia.com.hk](mailto:cs@comasia.com.hk)，我們將竭誠為 閣下效勞。

謹祝

展出成功！

董事  
張瑞富 敬啟  
康亞有限公司

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# 1. Important Contact List

## (一)展覽會主要聯絡資料

### General Enquiry 一般查詢

	<b>Contact Person</b> 聯絡人	<b>Tel. 直線電話</b>	<b>Email 電子郵件</b>
<b>Hong Kong Exhibitors</b> 香港參展商	Catherine Fong 方少穎小姐	(852) 2700 6780	<a href="mailto:catherine.fong@comasia.com.hk">catherine.fong@comasia.com.hk</a>
<b>China Exhibitors</b> 中國內地參展商	Raymond Chan 陳宇明先生	(852) 2700 6783	<a href="mailto:raymond.chan@comasia.com.hk">raymond.chan@comasia.com.hk</a>
<b>Other Overseas Exhibitors</b> 其他海外參展商	Eric Chan 陳少慧先生	(852) 2700 6778	<a href="mailto:eric.chan@comasia.com.hk">eric.chan@comasia.com.hk</a>

### Official Freight Forwarder 大會指定貨運代理

#### **JES Logistics Limited**

Contact Person : Mr. Stanley Chan  
Tel : (852) 2563 6645  
Fax : (852) 2597 5057  
Email : stanley@jes.com.hk  
Address : 26/F, Winsan Tower, 98 Thomson  
Road Wanchai, Hong Kong

#### **金怡國際展運有限公司**

聯絡人：陳健強先生  
電話：(852) 2563 6645  
傳真：(852) 2597 5057  
電郵：stanley@jes.com.hk  
地址：香港灣仔譚臣道 98 號運盛大廈 26 樓

#### **Guangzhou JES Exhibition Services Ltd.**

Contact Person : Frank Liang  
Tel : ( 86-20 ) 8355 9738  
Email: frank@jes.com.hk  
Address: Room 2005 Dong Jian Bldg; West  
Tower  
No. 501 Dong Feng Zhong Road,  
Guangzhou 510045, China

#### **廣州金怡展覽服務有限公司**

聯絡人：梁錦常  
電話：( 86-20 ) 8355 9738  
電郵：frank@jes.com.hk  
地址：中國廣州市東風中路 501 號東建大廈西座  
2005 室

## 2. General Information

### (二) 一般資料

#### 2.1 Show Name 展覽名稱

**MEGA SHOW BANGKOK 2024**

- Mega Lighting

Website: [www.megabangkokel.com](http://www.megabangkokel.com)

**MEGA SHOW BANGKOK 2024**

- 曼谷燈飾產品展

展會網址: [www.megabangkokel.com](http://www.megabangkokel.com)

#### 2.2 Show Venue 展會場館

**Bangkok International Trade & Exhibition Centre (BITEC)** 曼谷國際貿易展覽中心

4343 Sukhumvit Rd, Khwaeng Bang Na, Khet Bang Na,

Krung Thep Maha Nakhon 10260, Bangkok, Thailand

#### 2.3 Organiser & Co-organiser 展會主辦及協辦機構

##### Organiser

**COMASIA LIMITED**

21/F., One Harbour Square, 181 Hoi Bun Road,

Kwun Tong, Kowloon, Hong Kong

Tel : (852) 2700 6726

E-mail : [info@comasia.com.hk](mailto:info@comasia.com.hk)

##### 主辦機構

**康亞有限公司**

香港九龍海濱道 181 號

One Harbour Square 21 樓

電話 : (852) 2700 6726

電子郵件 : [info@comasia.com.hk](mailto:info@comasia.com.hk)

##### Co-organiser

**Beijing Talent International Exhibition Co., Ltd.**

Room 2102, 21/F., Building A, Focus Square,

No. 6 Futong East Avenue, Wangjing,

Chaoyang District, Beijing 100102, China

Tel : (86) 10 5129 8656-106, 139 0115 6580

E-mail : [zhangguoxin@talent-expo.com](mailto:zhangguoxin@talent-expo.com)

Contact: Mr. Zhang Guo Xin

##### 協辦機構

**北京泰萊特國際會展有限公司**

中國北京市朝陽區阜通東大街 6 號

方恒國際 A 座 21 層 2102 室

郵編 : 100102

電話 : (86) 10 5129 8656-106, 139 0115

6580

電郵 : [zhangguoxin@talent-expo.com](mailto:zhangguoxin@talent-expo.com)

聯絡人 : 張國鑫先生

**China Electronics International Exhibition & Advertising Co., Ltd.**

A808, TYG Center, No. C2 Dongdanhuan Beilu,

Chaoyang District, Beijing 100027, China

Tel: (86) 10 8441 5326

Email: [liqinxing@cecexpo.com.cn](mailto:liqinxing@cecexpo.com.cn)

Contact: Ms. Sherry Lee

**中國電子國際展覽廣告有限責任公司**

中國北京市朝陽區東三環北路丙二號

天元港中心 A 座 808

郵編 : 100027

電話 : (86) 10 8441 5326

電郵 : [liqinxing@cecexpo.com.cn](mailto:liqinxing@cecexpo.com.cn)

聯絡人 : 黎沁馨女士

**Worldex G.E.C. Co., Ltd.**

976/16 Soi Rama 9 Hospital,  
Rim Klong Samsen Rd., Bangkapi, Huay Kwang,  
Bangkok 10310, Thailand  
Tel: (66) 2 664 6488  
Email: [chanthima@worldexgroup.com](mailto:chanthima@worldexgroup.com)

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New Taipei City, Taiwan  
Tel: (886) 2 8692 5588  
Email: [bella.tai@udngroup.com](mailto:bella.tai@udngroup.com)  
Contact: Ms Bella Tai

**聯合報系經濟日報 企劃組**

台灣新北市汐止區大同路一段 369 號  
電話 : (886) 2 8692 5588  
電子郵件 : [bella.tai@udngroup.com](mailto:bella.tai@udngroup.com)  
聯絡人 : 戴志蘭女士

**Golden Seal Int'l Trade Fair Service Agency Corp.**

16/F, No. 161, Sung Teh Rd., Taipei,  
Taiwan  
Tel : (886) 2 2346 0508  
Email: [info@goldenseal.com.tw](mailto:info@goldenseal.com.tw)  
Contact: Mr. Dave Lin

**開翔國際展覽有限公司**

台灣臺北市松德路 161 號 16 樓  
電話 : (886) 2 2346 0508  
電子郵件 : [info@goldenseal.com.tw](mailto:info@goldenseal.com.tw)  
聯絡人 : 林志翰先生

**2.4 Supporting Organisations 支持單位**

Office of Small and Medium Enterprise  
Institute For Small And Medium Enterprise Development (ISMED)  
Thailand Textile Institute  
Thai Generator Association  
The Building Inspectors Association (BSA)  
India-Thai Chamber of Commerce  
Thai-Pakistan Chamber of Commerce  
Indonesia-Thai Chamber of Commerce  
Laos SME Service Center  
Malaysian-Thai Chamber of Commerce  
Thai-Russian Chamber of Commerce  
Singapore - Thai Chamber of Commerce

**2.5 China Liaison Office 中國聯絡處**

**Shenzhen Office**

**Kenfair Exhibition Shenzhen Limited**

Room 808, Block 4, Huanggang Business  
Center, 2028 Jintian Road Futian District,  
Shenzhen 518033, China

**恒建展览 (深圳) 有限公司**

广东省深圳市福田区福田街道金田路  
2028 号皇岗商务中心 4 号楼 808 室  
郵編 : 518033

## 2.6 Regional Sales Agents 區域招展代理

### China Agents 中國代理

#### **Beijing Talent International Exhibition Co., Ltd.**

Room 2102, 21/F., Building A, Focus Square,  
No. 6 Futong East Avenue, Wangjing,  
Chaoyang District, Beijing 100102, China  
Tel: (86) 10 5129 8656-106, 139 0115 6580  
Email: [zhangguoxin@talent-expo.com](mailto:zhangguoxin@talent-expo.com)  
Contact: Mr. Zhang Guo Xin

#### **北京泰萊特國際會展有限公司**

中國北京市朝陽區  
阜通東大街 6 號  
方恒國際 A 座 21 層 2102 室  
郵編：100102  
電話：(86) 10 5129 8656-106, 139 0115  
6580  
電郵：[zhangguoxin@talent-expo.com](mailto:zhangguoxin@talent-expo.com)  
聯絡人：張國鑫先生

#### **China Electronics International Exhibition & Advertising Co., Ltd.**

A808, TYG Center, No. C2 Dongdanhuan Beilu,  
Chaoyang District, Beijing 100027, China  
Tel: (86) 10 8441 5326  
Email: [liqinxing@cecexpo.com.cn](mailto:liqinxing@cecexpo.com.cn)  
Contact: Ms. Sherry Lee

#### **中國電子國際展覽廣告有限責任公司**

中國北京市朝陽區東三環北路丙二號  
天元港中心 A 座 808  
郵編：100027  
電話：(86) 10 8441 5326  
電郵：[liqinxing@cecexpo.com.cn](mailto:liqinxing@cecexpo.com.cn)  
聯絡人：黎沁馨女士

#### **Huiyuan International Exhibition Co., Ltd.**

Building A-22, Fuzhou Software Park,  
No. 89 Software Avenue, Tongpan Road,  
Gulou District, Fuzhou, Fujian 350003, China  
Tel: (86) 591 8776 7675, 13959117169  
Email: [wangqi@hyfairs.com](mailto:wangqi@hyfairs.com)  
Contact: Mr. Zhang Sheng Tao, Ms. Wang Qi

#### **福建蒼源國際展覽有限公司**

中國福建省福州市鼓樓區  
銅盤路軟件大道 89 號軟件園 A 區 22 幢  
郵編：350003  
電話：(86) 591 8776 7675, 13959117169  
電郵：[wangqi@hyfairs.com](mailto:wangqi@hyfairs.com)  
聯絡人：張聲濤先生,王齊女士

#### **Ningbo Century International Exhibition Co., Ltd.**

Floor 4, Yuehu Yinzuo East, Nanzhan Road,  
Ningbo, Zhejiang, China  
Tel: (86) 574 8717 6318, 13857479043  
Email: [chounyy@163.com](mailto:chounyy@163.com)  
Contact: Ms. Zhou Qian

#### **寧波世紀國際展覽有限公司**

中國浙江省寧波市海曙區南站東路 16 號月  
湖銀座 4-5  
電話：(86) 574 8717 6318, 13857479043  
電郵：[chounyy@163.com](mailto:chounyy@163.com)  
聯絡人：周芊女士

**Yiwu Zhongtong Exhibition Co., Ltd.**  
6/F Unit 1, Block 33,  
Chunhan Community 1, Beiyuan District,  
Yiwu, Zhejiang 322000, China  
Tel: (86) 579 8516 1707, 8516 1706  
Email: [yiwuzhongtong@163.com](mailto:yiwuzhongtong@163.com)  
Contact: Ms. Zhang Yuan Lan

義烏市中通會展有限公司  
中國浙江省義烏市  
春晗一區 33 幢 1 單元 6 樓  
郵編：322000  
電話：(86) 579 8516 1707, 8516 1706  
電郵：[yiwuzhongtong@163.com](mailto:yiwuzhongtong@163.com)  
聯絡人：張遠蘭女士

#### **Taiwan Agent 台灣地區代理**

**United/ Economic Daily News**  
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New Taipei City, Taiwan  
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Contact: Ms Bella Tai

聯合報系經濟日報 企劃組  
台灣新北市汐止區大同路一段 369 號  
電話：(886) 2 8692 5588  
電子郵件：[bella.tai@udngroup.com](mailto:bella.tai@udngroup.com)  
聯絡人：戴志蘭女士

#### **Golden Seal Int'l Trade Fair Service Agency Corp.**

16/F, No. 161, Sung Teh Rd.,  
Taipei, Taiwan  
Tel : (886) 2 2346 0508  
Email: [info@goldenseal.com.tw](mailto:info@goldenseal.com.tw)  
Contact: Mr. Dave Lin

開翔國際展覽有限公司  
台灣臺北市松德路 161 號 16 樓  
電話：(886) 2 2346 0508  
電子郵件：[info@goldenseal.com.tw](mailto:info@goldenseal.com.tw)  
聯絡人：林志翰先生

## **2.7 Show Dates and Opening Hours 展覽日期及開放時間**

17-19 JULY 2024, WEDNESDAY - FRIDAY

二零二四年七月十七至十九日

20 JULY 2024, SATURDAY

二零二四年七月二十日

上午十時至下午六時正

10:00 – 18:00

上午十時至下午四時正

10:00 – 16:00

## **2.8 Visitor Admission 進場參觀手續**

The fair is open to trade buyers and sourcing professionals only. Visitors must register at the fair venue and wear valid buyer badges during their visit. **Visitors and Exhibitors under 18 years old will not be admitted.**

本展覽會只供專業買家及業內人士參觀，所有參觀人士必須登記及佩帶入場證，入場證只適用於展覽期間。參觀及參展人士如未滿十八歲均不得進場。



## 2.9 Exhibitor Access 參展商進場守則

To allow preparation work for Exhibitors during the show period, the exhibition hall will be opened for Exhibitors at 09:00am. Exhibitors are reminded to wear their badges when entering the exhibition hall.

為方便參展商在每天展覽會正式開放前作好準備，展覽場館將在上午九時正開放予參展商工作人員進場，參展商於進入展覽場館時必須佩戴工作證。

<b>Move-in Day :</b> <b>展商佈展進場日 :</b>	<b>Move-in Time :</b> <b>展商進場時間 :</b>	
<b>16 July 2024 (Tue)</b> 7月16日(星期二)	13:00 – 20:00	
<b>Show Period :</b> <b>展商進場日 :</b>	<b>Exhibitors Entering Time :</b> <b>展商進場時間 :</b>	<b>Buyers Entering Time :</b> <b>買家進場時間 :</b>
<b>17 July 2024 (Wed)</b> 7月17日(星期三)	08:30 – 18:00	10:00 – 18:00
<b>18-19 July 2024 (Thu - Fri)</b> 7月18-19日(星期四至五)	09:00 – 18:00	10:00 – 18:00
<b>20 July 2024 (Sat)</b> 7月20日(星期六)	09:00 – 18:00	10:00 – 16:00
<b>Move-out Day :</b> <b>展商撤場日 :</b>	<b>Move-out Time :</b> <b>展商撤場時間 :</b>	
<b>20 July 2024 (Sat)</b> 7月20日(星期六)	16:00 – 22:00	

## 2.10 Hall Location Map / Move-In & Out Days – Goods Vehicle Traffic Flow Routing

展館位置圖 / 展會進場/撤場日-貨車輛入館行車路線圖



### ROUTES GUIDE to MARSHALING YARD

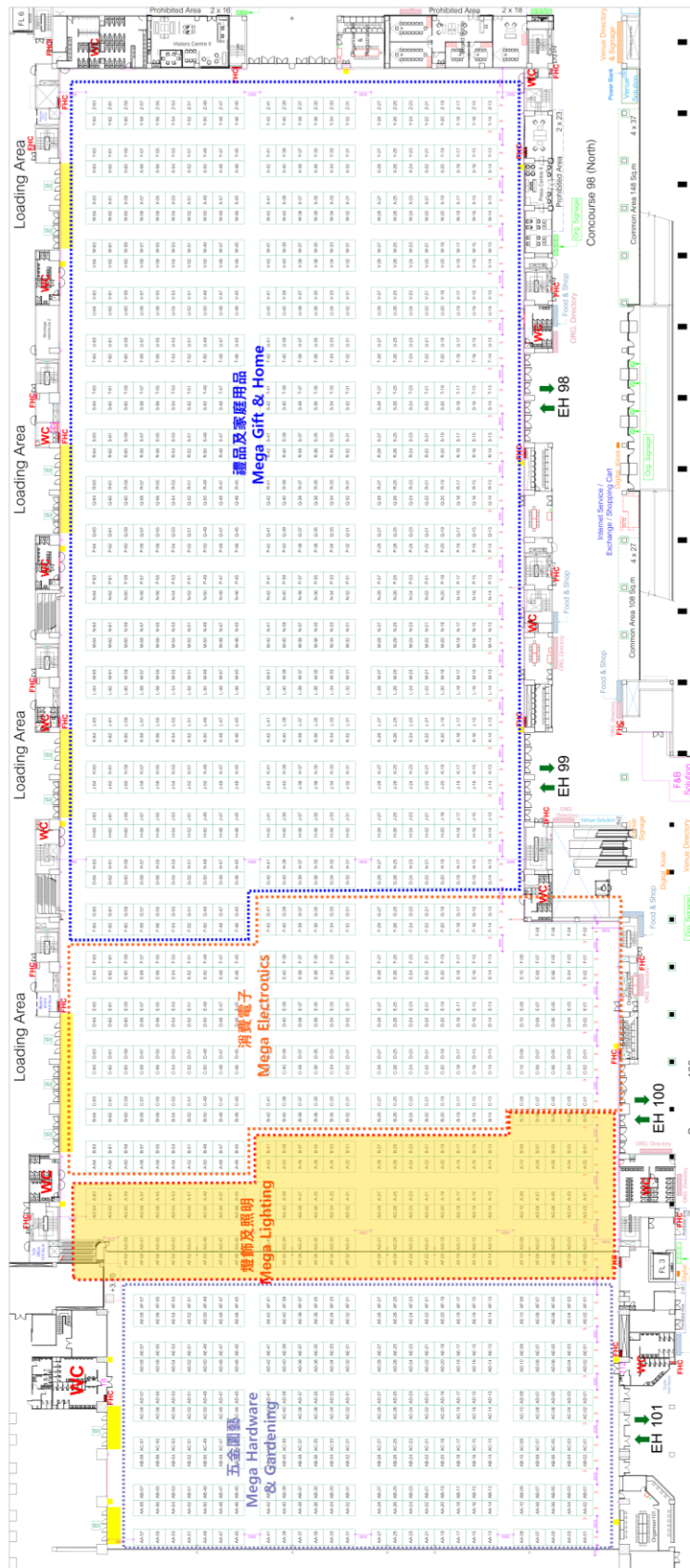


### ROUTES GUIDE to LOADING BAY



## 2.11 Hall Plan 展覽會攤位分佈平面圖

### Hall EH 98, 99, 100 & 101



Legend:

3m x 3m Booth - 1556 nos.

For reference only. The Organiser may effect change if necessary without prior notice.  
 只供參考。如有需要，主辦機構有權隨時作出更改，而無需另行通知。

20240123

For reference only. The Organiser may effect change if it deems necessary without prior notice.  
 只供參考。如有需要，主辦機構有權隨時作出更改，而無需另行通知。

## 2.12 Disposal of Packing Materials & Booth Cleaning

### 裝箱物料之棄置及攤位清潔安排

Exhibitors should put all the discarded packing materials and rubbish in the aisle in front of their booths after finishing booth set-up and decoration on the move-in day of the Exhibition (16 July, 2024). **Please do not put any of your exhibits in the aisle, or else the exhibits will be regarded as discarded material.** Daily booth cleaning will be conducted after the opening hours of the Exhibition. Exhibitors should take extra care of their valuable items at all times and must not leave them unattended in the booth. If you do not need the cleaning service for your booth, please place all the rubbish in front of your booth and the venue housekeeping workers will clear them up right away.

於展覽會進場日(二零二四年七月十六日)，各參展商請於完成攤位佈置離場前，把欲棄置之裝箱物料或雜物，放置在攤位對出的通道上，以便場館員清理。**唯在任何時間內，切勿把展品擺放在通道上，以免清潔工人誤作無用或棄置物品清走。** 由於大會清潔人員將於每天展覽開放時間結束後清潔各展覽攤位，因此，請盡量避免留下任何貴重物品。若不希望清潔人員進入 貴公司之展覽攤位內，請於離開前將廢物置於攤位外面之通道上。

## 2.13 Move-out Arrangement & Handling of Left-behind Exhibits

### 撤館安排及展後遺留展品之處理

To maintain a professional image and a proper business environment for international buyers to conduct their sourcing activities at the show, no Exhibitor will be allowed to move out before the official closing time of the show on **20 July, 2024**. The Show Organiser will issue move-out permits to all Exhibitors in the afternoon on the last show day (**20 July, 2024**). Only during the official move-out period starting from 4:00pm will Exhibitors be allowed to remove exhibits from the exhibition hall. Please clear all your boxes and exhibits after the show, or else all materials left behind in your booth after the official conclusion of the Exhibition (i.e. on **21 July, 2024**) will be regarded as trash to be cleared away by the Venue Management. Exhibitors should make sure all of their move-out goods will be properly collected by their forwarding agents before leaving the hall. The Show Organiser and Venue Management will not be responsible for any loss or damage in this respect suffered by the Exhibitors.

為確保所有到場買家能圓滿地參觀所有攤位和進行採購，並保持會場內的專業洽談氣氛，所有參展商只可於展覽會最後一天(二零二四年七月二十日)下午**4:00**結束後，方能開始進行撤館。所有展品撤離展場時，必須出示由展會主辦機構發出之“撤館證”作核實方可離場，該「撤館證」由展會主辦機構於二零二四年七月二十日下午派發予各參展商，並於是日下午**4:00**後方能使用。任何於展覽會結束翌日(二零二四年七月二十一日)仍遺留在展館內的箱盒和展品，場館當局將一概視作棄置物品處理；此外，參展商應待有關托運公司簽收所有離場貨物後，方可離開會場。參展商在此方面如有任何損失，展會主辦機構及場館管理公司概不負責。

## 2.14 Notes To Exhibitors

1. For exhibitors using their own self-appointed freight forwarders to ship their exhibits to the Expo, please be reminded that **Rogers Bangkok Co., Ltd.** is the venue's official onsite forwarder to handle all delivery and movements of goods and exhibits to the exhibitors' stands within the venue. No outside forwarders are allowed to do the moving and delivery of goods directly to the destined halls and exhibitors' stands inside the venue. Therefore, these exhibitors need to contact and work with Rogers Bangkok regarding the delivery arrangement (and the costs incurred) of their shipments to their stands at the Expo. Contact details of Rogers Bangkok are as below:

**Rogers Bangkok Co., Ltd.**

Tel.: +66-2-7526417-9

Mobile: +66-65 820 4808

Email: exhibitions@rogers-asia.com

Contact: Mr. Saran

2. Only small, low value shipments such as brochures and giveaways should be sent via a courier company (e.g. DHL, Fedex, UPS, etc.). As Thailand is not a "free-port" country, all shipments sent via courier will be subject to an import duty or tax. In most cases, the courier company will hold shipments at Customs until arrival of delegates attending the exhibition which may result in shipments delivered to the venue after the exhibition has opened. (Note: The venue office and the show organisers shall never receive any courier shipments on behalf of any exhibitors.)
3. The exhibition is a Trade Only event. No children or people under the age of 18 will be permitted access to the exhibition. This rule applies during the build-up, move-in, show days, move-out and breakdown periods.
4. Free WIFI provided by the venue BITEC are available to all exhibitors and visitors during the exhibition period on a sharing usage basis. The actual available bandwidth and the download and upload speeds will vary depending on the number of concurrent users. Please note that each user can connect to the free WIFI of BITEC for 1 hour per session and up to a maximum 3 sessions per day.
5. No power outlets on walls of the venue are permitted for use during the set up or tear down. Electricity supply for the stand must be ordered from the Official Stand Contractor.
6. The venue BITEC's Food & Beverage Department is the official supplier of all food, beverage and catering services within the venue. No outside food and beverage will be allowed in the venue.
7. BITEC is a non-smoking venue. No smoking is allowed inside all exhibition halls, public concourses, washrooms and any areas inside the venue. Exhibitors and visitors should only do so at the designated smoking areas outside the venue.

## 參展商注意事項

1. 參展商如將使用其他自聘的貨運代理付運展品至本展會，敬請留意：按本展會的展覽場館當局的規定，任何進入本場館的展品及外來貨物，均必須聯絡本場館指定認可的當地駐場貨運代理公司 **Rogers Bangkok Co., Ltd.**，由其全權負責安排現場貨的貨運流程，任何其他外來的貨運代理公司皆一律不得擅自進場及在場館內進行運送貨物和送交展品的活動。相關參展商必須提早聯絡上述的駐場貨運代理 **Rogers Bangkok** 辦理付運展品進場及送至指定攤位的安排 (收費詳情及報價，將由他們直接提供)，聯絡資料如下：

**Rogers Bangkok Co., Ltd.**

公司電話: +66-2-7526417-9

流動電話: +66-65 820 4808

電郵: [exhibitions@rogers-asia.com](mailto:exhibitions@rogers-asia.com)

聯絡人: Mr. Saran

2. 小型展覽物品，如宣傳單張、推介印刷品及免費發送的宣傳推廣小禮品等方可選擇以速遞方式付運至展會 (如 DHL, Fedex, UPS 等)。由於泰國曼谷並非一個免稅自由進口港，任何以速遞方式付運的物品原則上均需要徵收相關的入口稅，大部份速遞公司將待委託人到埗辦妥付稅款後，才進行清關手續及送貨至會場，因此，所付運之貨品有可能於展會開幕後方送達會場。(備註：本展會主辦單位及展館公司絕不會代參展商簽收任何送交會場的貨品及速遞件。)
3. 本展會只招待貿易買家及業內人士。任何未滿十八歲均不得進場，此規定同時適用於展台搭建期間，以及參展商進場及撤館的時段。
4. 本展會場館設有免費無線上網服務，參展商及參觀人士均可在展覽會期間透過由 BITEC 提供的免費無線網絡服務上網，唯這是一項向所有場內任何人士提供的共享共用的免費服務，預料將會有大量使用者同時上網，因此其間會出現網絡的上下載速度不穩定或緩慢，以及間歇性連線失效等情況。另外，是項場內免費無線網絡服務設定為每次上網的最長時限為 1 小時，而每位使用者每天最多祇可以重新連接至此無線網絡上網三次。
5. 場館當局規定於本展會攤位佈展及結束後拆卸期間，均一律禁止擅自取用展廳內任何的牆身插座電源，參展商如需電力供應，必須預先向大會承建商申請預訂電力供應服務。
6. 曼谷國際貿易展覽中心(BITEC)的餐飲部為本場館的唯一指定餐飲及食物供應商，任何外來食品及飲料均一律不得攜帶進內和在展館內進食。
7. 曼谷國際貿易展覽中心(BITEC)乃一個全面禁煙的場館，任何人士均不得在展覽館內(包括展廳、公眾走廊及洗手間等)的地方吸煙，參展商及參觀人士如需要，必須到場館外的指定吸煙區。

## 3. Booth Design & Facilities

### (三) 展台設計及設施須知

#### 3.1 Standard booths 標準展台

All standard booths shall be designed, erected and decorated by the Show Organiser. Facilities provided include the booth wall panels, company fascia, tables, chairs, spotlights and carpet. The Show Organiser reserves the right to make changes to the stand facilities at any time before the commencement of the exhibition. Exhibitors are not allowed to make any alterations to the structure or remove any integral parts from the booths. Exhibitors requiring changes or special assistance in this respect should contact the Show Organiser **no later than 12th June, 2024**.

所有標準展台的設計、蓋建及裝修工作均由展會主辦機構負責提供。大會提供的設施包括展台圍板、公司招牌、桌子、椅子、聚光射燈及地氈等。展會主辦機構有權在展覽會開幕前，更改所提供的有關設施。一般而言，參展商不得擅自改動攤位結構或拆除展台的任何部份。如參展商需特別協助，須於**二零二四年六月十二日或以前**向展會主辦機構提出申請。

#### 3.1.1 Standard booth exhibitors must adhere to the following rules:

- (a) No additional booth fitting or display may be attached to the shell booth structure.
- (b) No nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors may use Double-Sided Foam Adhesive Tape to stick onto the shell scheme panels, but they have to remove all adhesive tape off after the show ends without causing any damage. Exhibitors are liable to any damage caused to the booth fixtures and panels.
- (c) No free-standing fitment may exceed the height of 2.5 metres or extend beyond the boundaries of the booth area allocated. This includes company fascias, advertising materials and logos displayed by the Exhibitors.
- (d) Installation work of electrical equipment, including lighting fixtures, must adhere to the local Electricity Ordinance stringently. Exhibitors are advised not to use electrical fittings which may contain sub-standard circuits for their booths. Any usage or alteration of electrical fittings are subject to approval of the Official Stand Contractor. Each Electric socket can only serve one electrical appliance.
- (e) The main power switch and distribution board may install inside Exhibitor's booth at the Official Stand Contractor's discretion.
- (f) The Fireproof Policy is strictly enforced by the venue management. For booth decoration with cloths or cloth-made materials, Exhibitors are required to ensure that these materials are inherently non-flammable. The venue fire marshalling officers may request to test whether the materials are fireproof. If the materials fail such test, Exhibitors will be requested to dismantle them from the booth and remove from the venue.
- (g) No unauthorised power connection and usage is allowed, or it will result in immediate electricity cut-off by the Official Stand Contractor without prior notice. This also applies to the restriction of not to use multi-outlet adapters and any extension cords from the socket point.
- (h) All connections of light fitting to the booth power socket point(s) are strictly prohibited.
- (i) According to the new Thai legislation commencing October 2016, all electricians working for the booths must have proper licenses and be certified by the Department of Skill Development.
- (j) No fully-enclosed ceilings of booths are allowed. All exhibition stand ceilings must have an open space of at least 50% of the total stand area to ensure fire safety.



### 租用標準展台的參展商必須注意及遵守下列各項規定:

- (a) 標準展台結構內不得加附其他裝置。
- (b) 圍板、地板、天花板上不得釘上任何釘子或加裝任何裝置。參展商可以在圍板上使用雙面泡棉膠帶貼，但在展覽結束後，必須全部清除並不得留下任何損毀。如有任何損壞，均需由參展商負責賠償。
- (c) 任何裝置(包括參展商提供的公司招牌、宣傳材料及標記等)的高度不得超過 2.5 米或伸展超逾劃定的展台範圍。
- (d) 參展商自攜的電器設備(包括照明裝置)必須符合泰國當地政府電力條例之規定，並須經大會指定電力承建商批核。參展商不得在展台內使用不合電路規格的電力裝置；而每個電源插座只可供一件電器使用。
- (e) 大會承建商有權將電源開關掣及超荷保護分線箱安裝於展台內的適當位置上。
- (f) 展館管理當局將嚴格執行會場防火規定，參展商如將使用布匹或布質的裝飾佈置展台，必須確保該等物品為不助燃物料。展館管理當局的防火安全人員有可能要求向參展商的上述佈置物品進行防火測試，如有關物品未能通過有關測試，大會將要求該參展商把有關物品拆除及即時移離會場。
- (g) 如發現有任何違規接駁或使用電力 (包括在插座上用上多個電器和使用延長線(拖板))，主辦機構有權切斷有關展台的電源而不作事前通知。
- (h) 參展商嚴禁以展台內的電源插座接駁供電予自攜的照明燈。
- (i) 根據由 2016 年 10 月起新實施的泰國法例，所有施工的電力工程人員必須領有認可牌照和由泰國技術發展部頒發的證書。
- (j) 為確保防火安全，一律嚴禁封閉展台頂部天花，展台天花開放部分應佔展台總面積的 50%或以上。



### 3.2 Custom-built Stands on Raw Space 展覽淨地自建攤位

Raw Space Exhibitors have to design and build their Custom-built Stands on their own on the allotted raw space in accordance with the Rules and Regulations as stipulated below as well as all any other conditions which the Show Organiser may specify before or during the Exhibition. For enquiries and assistance, please contact the Official Stand Contractor.

Any signage and visual parts (including the company fascia, logo, photo and graphic displays, etc.) at the height of over 2.5 m facing the adjacent booth must be set back 0.5 m from the booth boundary. The common side-wall bordering neighbouring booths with the height of over 2.5m has to be in smooth finishing, coloured WHITE and without any logo or graphics on it.

租用展覽空地的參展商，必需自行安排其展台的設計及搭建事宜，並須依循遵守下列各項規則，以及其他由主辦機構於展前或展覽會舉行期間所訂的規則。如有疑問及查詢，請聯絡大會指定展台承建商。

任何高度超過 2.5 米面向毗鄰展台的招牌板及裝飾 (包括: 公司名稱招牌板、商標、照片及展板圖案等)，必須安置於距離展台界線 0.5 米以內的地方。面向毗鄰攤位交界高於 2.5 米之圍板牆壁，必須為平滑和白色，並不可附有任何公司商標或圖案等裝飾。

#### 3.2.1 Booth Layout Plans & Design Proposals 展台設計圖則

Booth layout drawings, plans and design proposals for the Raw Space Stands must be submitted to the Official Stand Contractor for approval **no later than 7<sup>th</sup> June, 2024**. Drawings submitted must be in a scale of not smaller than 1:100 with full dimensions and they must contain such information as the floor plan, stand elevation, locations of the telephone/broadband internet installation (if any), electrical fittings, audio-visual equipment, colours and materials to be used, etc.



自建展台的參展商必須於 **二零二四年六月七日前** 將展台設計草圖及圖則呈交至大會指定展台承建商作審批，所呈交的展台圖則比例必須不小於 1:100，並需註明十足尺寸及詳附平面佈置圖、展台正視圖、電話/上網網絡(如有)的安裝位置、電力裝置、視聽器材、用色及用料等資料。

### 3.2.2 Stand Height Limit 展台高度限制

No stand decoration, fittings or exhibits shall **exceed 4 metres** in height, unless prior written approval has been sought from the Official Stand Contractor.

除非參展商事先獲得大會指定展台承建商書面批准，否則所有展台裝飾、裝置及展品高度均 **不得超過 4 米**。

### 3.2.3 Hanging Structures & Trusses 懸空結構及支架

Exhibitors must seek approval from the Show Organiser for any hanging structures / trusses. The Official Stand Contractor will do the hanging structures / trusses for Exhibitors only with formal approval by the Show Organiser.

參展商如欲懸掛任何懸空結構及支架，請預先以書面向主辦機構申請獲得批准，並必須由大會指定展台承建商懸掛。

### 3.2.4 Electricity 電力裝置

According to the new Thai legislation commencing October 2016, all electricians working for the booths must have proper licenses and be certified by the Department of Skill Development.

All electrical works shall only be carried out at Exhibitors' expenses by the electrical contractors appointed by the Official Stand Contractor. Design plans and proposals for electrical installation together with aforementioned stand design proposals must be submitted to the Official Stand Contractor for approval **before 7<sup>th</sup> June, 2024**.

Electricity will be supplied in 220 volt ( $\pm 10\%$ ), single phase, 50Hz or 380 volt ( $\pm 10\%$ ), three-phase, 50Hz. Make sure to use an electric stabilizer for the safety of your equipment and EACH electric socket only serves ONE electrical appliance.

Installation of electrical equipment, including lighting fixtures, must fully comply with the local Electricity Ordinance. The Show Organizer reserves the right to cut off the power supply to any booth in case of improper usage of electrical equipment or any installations which poses other danger threats.

根據由 2016 年 10 月起新實施的泰國法例，所有電力工程人員必須領有認可牌照和由技術發展部頒發的證書。

所有電力裝置必須由大會指定的電力承建商進行安裝和接駁，所涉費用概由參展商負責。電力裝置設計草圖則需連同上述展台設計圖，於 **二零二四年六月七日前** 呈交予大會指定展台承建商審批。

會場供應電力為 220 伏特( $\pm 10\%$ )、單相、50 赫或 380 伏特( $\pm 10\%$ )、三相、50 赫。為確保安全，參展商需要在其電器用品上使用電力系統穩壓器。而每個電力插頭只可供一件電器使用。

所有電器裝置(包括照明裝備)必須符合泰國當地政府的電力條例。如電器設備及裝置被不當使用或有其他危險，主辦機構有權切斷展台的電源供應。

### 3.2.5 Fire Precautions / Fire Service Certificate 防火措施 / 消防證書

For all stand construction with wooden materials, raw space contractors are required to install one fire extinguisher at a conspicuous spot within the assigned booth area during the construction period. This rule is also applicable to group pavilion and themed zone such that one fire extinguisher to be installed for every 60 sqm of the assigned area.

為安全起見，凡使用木材蓋建之展台，承建商必須於展台施工期間預備一個有效的滅火筒，並放置在展台內的顯眼位置。上述規例亦適用於各地區或專題館，每六十平方米就必須有一個有效的滅火筒裝置。

### 3.2.6 Emergency Halt & Protective Barricades for Operating Machines

#### 機器用緊急掣及安全圍欄

An emergency halt in RED button is required for all operating machinery inside the Exhibition Hall. It should be visible and easy to access in any circumstance. Also, protective barricades such as stanchions, protective shields made of transparent acrylics or other materials are required to prevent physical contact with the operating machines. It is strictly prohibited for any individual to be on/in the operating and moving machine.

於展廳內使用的任何會運行的機器必須配有紅色緊急煞停掣，緊急煞停掣需安裝於當眼和容易使用的位置。同時，運行中的機器必須設有保護性圍欄(如拉帶、透明膠片或其他物料的遮擋保護裝置等)以防止任何意外接觸；此外，運行中的機器嚴禁載人。

### 3.2.7 Occupational Safety and Health Ordinance 職業安全及健康條例

Exhibitors and/or their contractors must comply with the Occupational Safety and Health Ordinance when constructing and dismantling the Stand. They must :

- a) Make sure the workplace is safe and healthy ;
- b) Provide and maintain safe working equipment and procedures ;
- c) Appoint an authorised person for on-site supervision of all installation/dismantling works.

在搭建及拆除展台期間，參展商及/或其自行聘用的承建商必須嚴格遵守相關職業安全及健康條例：

- a) 確保僱員在工作時的安全及健康；
- b) 提供及貫徹執行和維護安全作業裝置及工作系統；
- c) 委派一名專責人員在場監督搭建及拆除展台的工序

### 3.2.8 Exhibitor-appointed Contractor 參展商自聘承建商

Raw Space Exhibitors may appoint any competent local contractors to design and construct their Custom-built Stands. If the Exhibitor appoints an overseas contractor, it is mandatory to comply with the requirements imposed by the Immigration Department of Thailand. Exhibitors have to ensure that the contractor's staff have valid working visas/permits to work in Thailand. Exhibitors should provide the names of their appointed contractors, contact persons, telephone and address information to the Official Stand Contractor by using **Form 4** for approval. The Official Stand Contractor reserves the right to withhold approval to any contractors appointed by the Exhibitors after evaluating their past records regarding work discipline and safety, etc. Exhibitors in need of assistance in appointing contractors for their custom-built stands should contact the Official Stand Contractor directly.

租用展覽淨地的參展商可委聘任何泰國當地符合資格的承建商為其設計及蓋建展台，如聘用泰國以外的承建商，參展商必須確保該承建商的工作人員持有有效在泰國工作

的許可證。參展商必須把其自聘承建商的公司名稱、聯絡人、電話及地址填報於**表格四**內，然後呈交予大會指定展台承建商作審批。大會指定展台承建商將評估有關承建商的公司背景及過往的施工安全紀錄，並有權拒絕有關申請而無需作出任何解釋。如在委聘展台承建商方面需要協助，參展商可聯絡大會指定展台承建商。

### 3.2.9 Refundable Security & Clean-up Deposit 承建展台施工及清理廢物保證金

Raw Space Exhibitors are required to pay a Security & Clean-up Deposit as indicated below. In case of any damage made to the Exhibition Venue's property due to negligence of their self-appointed contractors and any bulky or large rubbish left uncleared at their raw space sites after the Exhibition, claims will be settled with the Deposit. Should there be no claims, refunds will be made within one month after the Exhibition.

所有租用展覽淨地的參展商，需繳付如下所列的承建展台施工及清理廢物保證金，以保證參展商及其聘用的承建商遵照大會指定展台承建商及展覽中心之規定施工，並如期完成展台之建設。當展覽會結束展台拆卸後，參展商及其聘用的承建商必須負責把所有展台內的設施、物料及廢物清理妥當，如主辦機構及大會指定展台承建商經檢定後認為該展台對展場設施並無造成任何損壞，以及所有物料及廢物亦已全部清理妥當，有關按金將於展覽會結束後一個月內退還予參展商或其聘用的承建商。

Booth Type 展台類型	Security & Clean-up Deposit Amount 承建展台施工及清理廢物保證金額
Raw Space Stand 淨地展台	HKD10,000 / USD1,280 / THB40,000

### 3.2.10 Approval of Stand Design Proposals 展台設計圖則的審批

Raw Space Exhibitors must ensure that they and their contractors are fully aware of the following important requirements when preparing the design proposals. Failure to observe such rules may result in costly alterations onsite being required by the Show Organiser / Official Stand Contractor.

- a) Site measurements are given in metric. Exhibitors, upon arrival and before commencing the construction work, are required to check if the site is set out as per the floor plan issued by the Show Organiser and to report any errors or discrepancies to the Show Organiser immediately. The Show Organiser shall not be liable to any errors once construction work has been started by the party lodging the claim without prior reporting to the Show Organiser.
- b) No part of any structure (also including such facilities as spotlights, Exhibitors' names or logos, etc.) may extend beyond the boundaries of the booth site allocated.
- c) No suspensions are to be made from the ceiling of the Exhibition Hall, nor may any fixing be made to the floor, walls or any other parts of the venue premises.
- d) Exhibitors should do decoration for their Stands' partition panels facing their own booth areas, the aisles, and adjacent booths. The decoration must be properly finished to an acceptable standard by the Show Organiser.
- e) All materials used in the construction and decoration of the Stands must be flame retardant. A Fireproof Certificate should be provided to the Official Stand Contractor and be subject to the inspection by the Venue and/or the Official Stand Contractor.
- f) The Exhibitors' company names and/or their booth numbers must be prominently displayed and positioned to face the aisles. For any improper and non-complying display, the Official Stand Contractor reserves the right to affix them as they deem fit and charge the concerned Exhibitor the cost so incurred.
- g) Paint spraying, welding and the use of electrical saw are strictly prohibited inside the Exhibition Hall.
- h) The electricity supply main switch and distribution board may be installed within the Exhibitors' Stands at the Official Stand Contractor's discretion.

- i) All lighting fixtures should be installed at least 2.2m above the ground. If not, they should be well protected so as not to cause any danger to the general public.
- j) For any stand construction materials found being attached to the Official Stand Contractor's materials, site-work Security Deposit will be deducted and the Exhibitor's self-appointed contractor shall be responsible for detaching the attached parts. Extra Deposit amount will be deducted if the Official Stand Contractor's materials are damaged as a result of such violation.
- k) Any main construction deviating from the drawings submitted to the Show Organiser will result in deduction from the site-work Security Deposit.
- l) Exhibitors are not allowed to apply any decoration on the back of the partition panels of adjacent booths.
- m) Exhibitors and their self-appointed Contractors should strictly follow the move-in/move-out schedule set by the Show Organiser. No early move-in/move-out arrangement without the Show Organiser's prior consent is allowed. All workers and construction materials shall be required to leave the Exhibition Hall immediately and wait until the specified official access time for re-entry. In case of this violation, the site-work Security Deposit will be deducted accordingly.
- n) Any exhibitors/contractors who fail to submit the required stand design drawings, construction layout plan proposals and relevant forms on or before the submission deadline or the application has not been approved, no access and construction work will be allowed.

o) Insurance

The Exhibitor-Appointed Contractor shall effect or procure to be effected by its relevant subcontractor(s) public liability insurance(s) exclusively for the provision of the contracting works for a sum (or the aggregate sum if more than one insurance policy will be effected) of not less than 1 Million Thailand Dollars (\$1,000,000 THB) for any one occurrence and unlimited for the period of insurance with an insurance company authorized under the Insurance Companies Ordinance during the period from the Move-in Day to the Closing Day of the Exhibition against liability to pay damages and compensation for injuries to or death of any persons and for losses or damages to any properties where such injuries, death, loss, or damage as the case can be caused or arisen out of any act or default of the Exhibitor-Appointed Contractor and its employees, agents and subcontractors in relation to their carrying out of the Contracting Work or defects of the Construction Materials.

In addition, contractors are obligated to cover liabilities for injuries at work in respect of all their employees.

The insurance liability should fully cover all periods throughout the Move-in Day, Show Days, Move-out Day and booth dismantle period (i.e. from 15th to 20th July, 2024).

主辦機構及大會指定展台承建商有權拒絕批出任何自建展台的設計草圖及圖則，或要求有關參展商作出修改。租用展覽淨地的參展商，須確保其提交的展台設計草圖完全符合以下各項規定，否則主辦機構及大會指定展台承建商可要求作出修改，當中所有可能引致的修改費用，概將由參展商自行負責。

- (a) 展台的尺寸以米為單位。參展商在動工搭建展台前，必須確定展台位置與主辦機構提供的場地圖則及獲分配的展台位置相符，如發現有任何不符，應立即通知主辦機構。凡未有事前知會主辦機構而於動工後始提出的申訴，主辦機構概不受理。
- (b) 任何展台的設施裝置均不得伸展超逾劃定的展台界限，包括射燈、公司名稱招牌板或公司標記等。
- (c) 不得在展覽場館內的天花板擅自懸吊垂飾，亦不得在展廳的地板、牆壁或建築體的任何部份裝上任何固定裝置。
- (d) 參展商需自行安裝及佈置其面向展台內、通道及毗鄰展台的圍板，而圍板的裝飾必須達到大會要求的特定標準。
- (e) 所有用以搭建和裝飾展台的物料，必須具備防火功能，並需向大會指定展台承建

- 商提交防火證書, 以及經由展覽中心管理當局及/或大會指定展台承建商檢定。
- (f) 參展商的公司名稱及展台號碼必須面向通道及擺放於顯眼位置。如未能符合有關規定, 大會指定展台承建商有權代為安裝在適當位置, 所涉費用由參展商自付。
  - (g) 展場內一律嚴禁噴漆、燒焊及使用電鋸。
  - (h) 大會指定展台承建商有權將電力開關掣及超荷保護分線箱安放於展台內的適當位置。
  - (i) 所有照明燈具裝置必須安裝於離地 2.2 米以上, 否則, 應有適當的保護裝備以保障公眾安全。
  - (j) 所有展台的建築結構必須能自行獨立支撐, 不得使用任何吊件輔助。此外, 任何展台物料均不得安裝於大會指定展台承建商之物料上, 一經發現違反此規定, 自建展台承建商需要負責即時將其拆除, 而其施工按金亦會被扣除。如大會指定展台承建商的物料亦因此而有所損毀, 主辦機構及大會指定展台承建商將進一步扣除其相關施工按金。
  - (k) 如展台之主結構與呈交予主辦機構及大會指定展台承建商之圖則有不符之處, 主辦機構及大會指定展台承建商將按規定扣除其施工按金。
  - (l) 參展商不可利用毗鄰展台之圍板作任何裝飾及充當支持物等用途。
  - (m) 自建展台承建商必須遵照大會編定之進場及離場時間表施工, 不得提早進場。一經發現違規, 所有工人及其展台建築物料會被要求須即時離場, 直至大會所指定的時間方可再進場施工, 同時主辦機構亦將扣除其施工按金。
  - (n) 如參展商或其承建商未有在指定的截止日期前提交展台設計圖則及相關施工申請表格, 又或有關申請未獲大會批准, 將一律禁止進入展館和進行施工。
  - (o) 保險

參展商自聘的承建商必須從條例所認可之保險公司購買有效之公眾責任保險。每事故賠償限額不少於泰銖 100 萬, 保險期內累積賠償額則須無限。保險範圍應包括但不限於人身傷害及財物損毀。

此外, 該參展商自聘的承建商也必須承擔該承建商就其僱員在受僱工作期間因工作遭遇意外以致受傷的法律責任。

有關承建商必須於展覽期間 (包括進場及離場) 就其財物及其活動和其他項目投保足夠的保險, 包括盜竊、火災、財物損毀、意外、自然災害、天災以及其他通常由承建商投保及主辦機構要求投保的風險。保險有效期須包括進場、展覽期間及離場 (即 2024 年 07 月 15 日至 20 日)。

### 3.3 **Rental of Additional Facilities 租用額外設施**

For Standard Booth Exhibitors who are requiring additional facilities such as furniture, power socket, lighting fixtures, etc., please fill up and return **FORM 2A or 2B** to the Official Stand Contractor for ordering the required facilities. For Raw Space Exhibitors, **FORM 2C** should be used for ordering the electricity supply. Prepayment in full must be accompanied with the submitted Order Forms.

**標準展台參展商**如需加設額外展台設施, 例如陳列設施、插座、照明裝置等, 請填妥及交回**表格 2A 或 2B** 租用額外設施。**展覽淨地參展商**必須租用配電總掣, 請填妥及交回**表格 2C** 租用供電設施。所有租用設施的費用必須預先繳付, 請連同申請表一併呈交予大會指定展台承建商。

### 3.4 **Penalty For Over-time Work During Move-in/out 進場日/離場日超時施工罰款額**

Exhibitors and/or their appointed contractors who need to continue work at the site after 2200hrs on 15<sup>th</sup>, 16<sup>th</sup> and after 2400hrs on 20<sup>th</sup> July 2024 are required to pay to the Show Organiser for an over-time penalty charge levied by Venue management against the Show Organiser. The calculation of over-time penalty rates listed below is based on the booth size. The rates only include the general hall lighting, excluding all other utility charges to be incurred.

如參展商或其委託之承建商於 2024 年 7 月 15、16 晚上 10 時後及 20 日午夜 12 時後仍需繼續在展廳內進行工程，必須向主辦機構繳付由展覽中心管理公司向主辦機構徵收的超時施工罰款。有關罰款金額按以下展台面積大小比例計算，而有關款額只包括展廳基本照明，並不包括展台使用的供電及其他所需設施的費用。

Booth area from 展台面積: 9 – 50sqm 平方米	1,400THB 泰銖 / hr 每小時
Booth area from 展台面積: 51 – 100sqm 平方米	2,100THB 泰銖 / hr 每小時
Booth area from 展台面積: 101 – 150sqm 平方米	2,800THB 泰銖 / hr 每小時
Booth area from 展台面積: 151 – 200sqm 平方米	3,500THB 泰銖 / hr 每小時
Booth area from 展台面積: 201 – 250sqm 平方米	4,200THB 泰銖 / hr 每小時
Booth area from 展台面積: 251 – 300sqm 平方米	4,900THB 泰銖 / hr 每小時
Booth area from 展台面積: 301 – 350sqm 平方米	5,600THB 泰銖 / hr 每小時
Booth area from 展台面積: 351 – 400sqm 平方米	6,300THB 泰銖 / hr 每小時
Booth area from 展台面積: 401sqm or above 平方米或以上	7,000THB 泰銖 / hr 每小時

\* 7% VAT Included 已包含 7% 增值稅

#### **Remarks:**

- All charges will be calculated in multiples of hour, Over-time work of less than an hour will be rounded up to one hour.
- The above charges are for reference only, subject to change and final charge by the Venue.

註: a) 以上費用按小時計算，超時工作不足一小時亦算作一小時計。  
b) 以上收費只供參考，一切以展覽中心最後收費為準。

## 4. EXHIBITION RULES & REGULATIONS

### 展覽會規則 (祇提供英文版)

#### 4.1 Definitions

- 4.1.1 In these Regulations, the following words and expressions shall (except where the context otherwise requires) have the following meanings:
- “Applicant” refers to the sole proprietorship, partnership or limited company whose details are specified in the Application Form;
- “Application Form” refers to the application form for the Applicant to apply for the right to participate at the Exhibition, to which a copy of the Regulations is attached;
- “Appointed Contractor” refers to any other company as appointed by the Licensor as the contractor to coordinate the overall design, layout and booth construction of the Exhibition;
- “Sub-Contractor” refers to any other company as appointed by the Appointed Contractor to coordinate the overall design, layout and booth construction of the Exhibition;
- “Associates” refers to:
- (a) any employees, contractors, subcontractors, representatives, or agents of the Exhibitor or its associates;
  - (b) any relatives of the Exhibitor and any company which the Exhibitor and any company which the Exhibitor or its relative is a shareholder or director of such company, if the Exhibitor is an individual or partnership; and
  - (c) any shareholders or directors of the Exhibitor and any relatives of such shareholders or directors and any company which the Exhibitor or its shareholders or directors or any of their relatives is a shareholder or director of such company, if the Exhibitor is a corporate entity;
- “Clean-up Deposit” refers to a sum of Hong Kong Dollars Five Thousand (HK\$5,000.00), being deposit payable by the Exhibitor for each custom-built Stand and is refundable to the Exhibitor (without interest) subject to the deductions as set out in paragraph 4.6.2(g) below;
- “Co-organiser” refers to Beijing Talent International Exhibition Co., Ltd., China Electronics International Exhibition & Advertising Co., Ltd., Worldex G.E.C. Co., Ltd., United/ Economic Daily News, Golden Seal Int'l Trade Fair Service Agency Corp., appointed by the Licensor as the Co-organisers to handle issues of the Exhibition;
- “Complainant” refers to the Exhibitor that files a complaint to the Organiser and/or the Co-organiser in respect of an infringement of intellectual property rights at the Exhibition;
- “Exhibition” refers to the exhibition to be known as the “MEGA SHOW BANGKOK – Mega Lighting” which will be organised by the Licensor at the Exhibition Venue during the Exhibition Period;
- “Exhibition Period” refers to the period of 17-20 July, 2024;
- “Exhibition Venue” refers to the Bangkok International Trade & Exhibition Centre, Thailand;
- “Exhibitor” refers to the relevant Applicant whom the Organiser and/or the Co-organiser has accepted, in writing, its application to exhibit at the Exhibition;
- “Exhibitor-Appointed Contractor” refers to the independent booth contractor appointed by the Exhibitor, with the prior written approval of the Appointed Contractor (which may be given in the sole and absolute discretion of the Appointed Contractor), for the construction, installation and removal of custom-built Stand;
- “Legal Advisor” refers to the legal advisor as appointed by the Organiser and/or the Co-organiser from time to time;
- “Licensor” or “Organiser” refers to Comasia Limited;
- “Participation Fee” refers to the participation fee specified in Part Three of the Application Form;
- “Products” refers to any goods, products, items, samples or exhibits displayed by the Exhibitor at the Exhibition;
- “Regulations” refers to the provisions contained in these “Exhibition Rules and Regulations”;
- “Security Deposit” refers to a sum of Hong Kong Dollars Five Thousand (HK\$5,000.00), being the deposit payable by the Exhibitor for each custom-built Stand and is refundable to the Exhibitor (without interest) subject to the deduction as set out in paragraph 4.6.2 (f) below;
- “Space” refers to the area within the Exhibition Venue where the Exhibition will be conducted; and
- “Stand/ Booth” refers to the area within the Space designated to the Exhibitor for the purpose of exhibiting and promoting its Products. This may include the structure and partitioning of the booth as the case may be, but for the

avoidance of doubt shall exclude any areas in front of the booth.

## 4.2 Application Form

- 4.2.1 The Exhibitor acknowledges that by signing the Application Form, it has irrevocably agreed and undertaken to comply with all its obligations under the Regulations and any other additional rules and regulations prescribed by the Show Organiser under paragraph 4.19 below.
- 4.2.2 Notwithstanding payment or acceptance of the Participation Fee or part thereof, submission of the Application Form to the Show Organiser does not create, whether express or implied, any rights on the part of the Applicant or any obligation or liability to perform any function or duty on the part of the Show Organiser.
- 4.2.3 The Show Organiser has the sole and absolute discretion to accept or reject, without giving any reason or explanation, the Applicant's application to exhibit at the Exhibition.
- 4.2.4 The Show Organiser will notify the Applicant in writing whether its application to exhibit at the Exhibition is accepted or rejected not less than TWO months after receipt by the Show Organiser of the Application Form (in any event before the commencement of the Exhibition Period).
- 4.2.5 Where the Applicant/Exhibitor is a business entity or a corporation, the Show Organiser may at any time require the Applicant/Exhibitor to produce copies or certified copies of the Applicant's/Exhibitor's certificate of incorporation, business registration certificate, and/or any other company registration documents.

## 4.3 Participation Fee and Payment Terms

- 4.3.1 The Applicant shall pay the Participation Fee to the Show Organiser in the following manner:
  - (a) fifty per cent (50%) of the Participation Fee at the time of submission of the Application Form; and the balance payment should be made no later than April 15, 2024.
  - (b) for any application and stand space booking received by the Show Organiser after April 15, 2024, a full payment of the Participation Fee should be made within fourteen (14) days upon date of formal confirmation and official invoice issued by the Show Organiser.
- 4.3.2 The Participation Fee paid by the Applicant shall be non-refundable except:
  - (a) when the Show Organiser has rejected the Applicant's application to exhibit at the Exhibition, the Show Organiser will refund without interest only that part of the Participation Fee paid by the Applicant; or
  - (b) when the Show Organiser has postponed, re-scheduled, suspended, cancelled or materially reduced or shortened the Exhibition Period under paragraph 4.18.2 below, the Show Organiser may (but is not obliged) in its sole and absolute discretion refund without interest such amount, if any, of the Participation Fee or part of it, paid by the Applicant after a 20% deduction for covering the relevant administrative, marketing, promotional and advertising expenses incurred by the Show Organiser for the Exhibition. Any applicable refund will be made within TWO months after the Applicant/Exhibitor having been notified in writing that its application has been rejected or the Exhibition is cancelled, postponed, re-scheduled, suspended, or materially reduced or shortened, as the case may be. The Applicant's payment obligation for the entire Participation Fee shall remain in full force and effect once the Applicant's application is accepted by the Show Organiser irrespective of any subsequent cancellation by the Applicant or any non-participation in the Exhibition by the Applicant, and that the Applicant shall indemnify and keep the Show Organiser and its associated companies fully indemnified for any and all losses or damages as a result of any non-payment or breach or non-compliance with any provisions of these Regulations.
- 4.3.3 All Participation Fee paid by the Applicant shall be non-refundable and forfeitable, notwithstanding an occurrence of Force Majeure Event(s) (as defined in this clause 4.3.3 below) in Hong Kong and/or country which the Applicant operates in (based on the address of the Applicant as provided in this Application Form) ("Country of Origin of the Applicant") which prevents the Applicant from attending and exhibiting at the Exhibition ("Failure to Exhibit"). However, upon an occurrence of Force Majeure Event(s) and receipt by the Show Organiser of a notice in writing from the Applicant in relation to the occurrence of such Force Majeure Event(s) which lead to the Failure to Exhibit by not less than 60 days before the commencement of the Exhibition, the Show Organiser may (but is not obliged) in its sole and absolute discretion permits the Participation Fee paid by the Applicant to be transferred and deemed as Participation Fee paid (with a 20% deduction from the paid Participation Fee for covering the relevant administrative, marketing, promotional and advertising expenses incurred by the Show Organiser for the Exhibition) ("Transfer of Participation Fee") for the next edition of the Exhibition ("Upcoming Exhibition"). Upon the occurrence of the Transfer of Participation Fee, the Applicant shall enter into separate contract(s) and/or application form(s) with regard to the application for stand space in the Upcoming Exhibition before the commencement of the Upcoming Exhibition.  
As the said transferred Participation Fee remains to be non-refundable in nature, if no binding contract and/or application form is entered into between the Show Organiser and the Applicant in relation to the application for stand space in the Upcoming Exhibition 60 days before the commencement of the Upcoming Exhibition, the Show Organiser shall be entitled to forfeit the said transferred Participation Fee.  
A Force Majeure Event as referred to in this clause 4.3.3 above means an event beyond the control of the Show Organiser and the Applicant, including but not limited to acts of God, accident, riots, war, terrorist act, disease, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, natural catastrophes, governmental acts or omissions (including but not limited to compulsory boarding and quarantine requirements imposed by the government of the Hong Kong Special Administrative Region and/or the Country of Origin of the Applicant from time to time in response to any disease, epidemic and/or pandemic), changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy.  
Upon the occurrence of the Transfer of Participation Fee, the Applicant would not be entitled to the allocation of any Booth in the Exhibition and the Show Organiser is entitled to reallocate the Booth which have been



previously allocated and/or reserved for the Applicant (if any) to any other individuals and organisations as the Show Organiser considers appropriate. For the avoidance of doubt, the Show Organiser makes no representations, warranties and assumes no obligations with regard to any information and details regarding the Upcoming Exhibition, including but not limited to the time, duration, venue, scale and format of the Upcoming Exhibition and the size, price and location of the stand space in the Upcoming Exhibition which would be allocated or reserved for the Applicant. The Applicant shall enter into separate contract(s) and/or application form(s) with the Show Organiser with regard to the detailed terms in relation to the application for stand space in the Upcoming Exhibition before the commencement of the Upcoming Exhibition.

4.3.4 In the event that the fifty per cent (50%) of the Participation Fee stated in clause 3.1(a) above is paid by cash, the payment shall be made in Hong Kong dollars (HK\$) and/or United State dollars (US\$) only (the "Cash Payment") in Hong Kong. The remaining balance of the Participation Fee shall be settled in the following manner:

(a) the balance of the Participation Fee shall be paid to the Show Organiser by bank draft / crossed cheque / Cash Payment / bank remittance. The Applicant is responsible to complete the relevant formalities or registration(s) as required by the bank or any applicable laws and regulations for the arrangement regarding the bank remittance of the balance of the Participation Fee (including notifying the bank or any relevant authorities regarding the cash payment of initial deposit in Hong Kong, if applicable);

(b) in the event that excess payment on the Participant Fee was made by the Applicant, the Show Organiser shall refund the excess payment without interest in accordance with the relevant rules or regulations.

4.3.5 The Applicant shall be responsible for all liabilities resulting from or caused by the Cash Payment and any related arrangement(s).

4.3.6 Participation Fee includes Stand rental, Stand construction and the publicity and promotional arrangement for the Exhibition both overseas and in Hong Kong.

4.3.7 The Show Organiser and the Applicant hereby agree and acknowledge that each party shall be responsible and bear its own tax liability (including all fines, penalties, costs, charges, expenses and interests incidental or relating to taxation) incurred under any applicable jurisdiction in connection with their respective business activities and/or operations conducted in the Exhibition and/or otherwise in connection with the signing of this Application Form and the application for the right to participate in the Exhibition.

#### **4.4 Publicity and Promotion for the Exhibition**

4.4.1 The Organiser and/or the Co-organiser shall arrange and be responsible for all publicity and promotional arrangements for the Exhibition in Thailand, Hong Kong and overseas. The Exhibitor and its Associates must not give or cause to be given any interview, public announcement, press statement, or any other publicity or promotion whatsoever in relation to the Exhibition without the prior written approval of the Organiser and/or the Co-organiser.

4.4.2 The Exhibitor shall permit the Organiser, the Co-organiser and their associated companies and their agents or any companies appointed by the Organiser and/or the Co-organiser to disclose to any third party, for the purpose of publicising and promoting the Exhibition, the following information:-

(a) the fact that the Exhibitor will be exhibiting at the Exhibition; and

(b) a description of the products that the Exhibitor intends to exhibit at the Exhibition.

4.4.3 The Organiser, the Co-organiser and their associated companies or any companies appointed by the Organiser and/or the Co-organiser will be allowed and licensed to use the name and the logo of the Exhibitor for the purpose of publicising and promoting the Exhibition. This would include without limitation the printing of the name and the logo of the Exhibitor on posters, promotional materials and the Exhibition's official show directory.

4.4.4 The Organiser, the Co-organiser and their associated companies and any companies appointed by the Organiser and/or the Co-organiser shall not be responsible for any errors or omissions relating to the Exhibitor, its equipment, products or services in the listings in the Exhibition's official show directory or in any promotional materials and the Exhibitor agrees to waive all its rights against the Organiser, the Co-organiser and their associated companies and any companies appointed by the Organiser and/or the Co-organiser in respect of any matter arising from such error or omission.

#### **4.5 Stand Allocation**

4.5.1 Before the commencement of the Exhibition Period, the Organiser and/or the Co-organiser will notify the Exhibitor of the location and position of the Stand. The Organiser and/or the Co-organiser have/has the sole and absolute discretion in allocating and specifying the location and position of the Stand and reserve the right to reallocate and re-specify another Stand different to the one originally allocated to the Exhibitor at any time prior to the commencement of the Exhibition Period. For the avoidance of doubt, failure to allocate and include a booth number on this Application Form shall in no event affect the validity of this Application and its binding effect on the Applicant. The Exhibitor does not have a right to object to such allocation and specification.

4.5.2 The Exhibitor cannot use a name on the Stand that is different from the one specified on the Application Form without the prior written approval of the Organiser and/or the Co-organiser.

4.5.3 The right to use the Stand allocated is specific to the Exhibitor and cannot be transferred, assigned, sub-contracted or otherwise shared with any third party.

#### **4.6 Construction of the Stand and related works**

4.6.1 The Stand will be provided by the Appointed Contractor/Sub-Contractor and is of standard designs. No variation of the fascia board, lettering, fittings, structure or any integral part of the Stand by the Exhibitor shall be

permitted without the prior written approval of the Organiser and/or the Co-organiser and/or the Appointed Contractor. The Organiser and/or the Co-organiser and/or the Appointed Contractor reserve(s) the right to make changes to the facilities and Stands provided at any time before the commencement of the Exhibition.

4.6.2 The Exhibitor may appoint an Exhibitor Appointed Contractor for the construction, installation and removal of custom-built Stand at the Exhibitor's own costs and expenses subject to prior written approval of the Appointed Contractor and to the following provisions:-

- (a) the custom-built Stand must be constructed and installed in accordance with the booth layout plans prepared by the Exhibitor and pre-approved by the Appointed Contractor. The booth layout plans must be clearly drawn, showing full dimensions and including all relevant information such as floor plans, stand elevation, all fittings, colour and materials to be used and must be drawn in a scale not less than 1:100;
- (b) the height of raw space construction shall not exceed 4 metres and standard booth height (under either the basic or furnished booth package) shall not exceed 2.5 metres. Should the aforementioned height limits be to be exceeded, the Exhibitor must obtain a certified surveyor's report to the satisfaction of the Appointed Contractor indicating that the design is safe for the purposes intended;
- (c) no double-decker Stands are allowed for this Exhibition in the Venue;
- (d) the custom-built Stand must be constructed from flame retardant materials approved by the Appointed Contractor;
- (e) all the necessary plans, information and reports must be submitted to the Appointed Contractor for approval not less than TWO months before the commencement of the Exhibition Period. If any of the plans, information or reports is not submitted before the said time, the Appointed Contractor may refuse to accept and consider such request for approval;
- (f) the Exhibitor-Appointed Contractor is deemed to be an agent of the Exhibitor. All actions and omissions of the Exhibitor Appointed Contractor, its employees and/or its agents are deemed to be the actions and omissions of the Exhibitor;
- (g) the Exhibitor must pay to the Appointed Contractor/Sub-Contractor the Security Deposit before commencing construction of the Stand. The Appointed Contractor shall be entitled to deduct from the Security Deposit any amount sufficient to cover any damage or loss suffered by any person, including without limitation the Appointed Contractor, the Organiser, the Co-organiser, the owner or management of the Exhibition Venue or other exhibitors, as a direct or indirect result of any action or omission, negligence or otherwise, of the Exhibitor-Appointed Contractor in the Exhibition;
- (h) the Exhibitor must pay to the Appointed Contractor/Sub-Contractor the Clean-up Deposit before commencing construction of the Stand. The Appointed Contractor/Sub-Contractor shall be entitled to deduct from the Clean-up Deposit any expenses incurred for removing the custom-built Stand, restoring the area of the Stand to its original state and condition, and/or removing all rubbish and materials, plus such additional fees payable under paragraph 4.9.5, in the event that the Exhibitor fails to comply with its obligations under paragraph 4.9. The Clean-up Deposit, less any amount deductible under this paragraph, will be refunded within ONE month after the conclusion of the Exhibition;
- (i) should the amount to be deducted under sub-paragraphs (g) and/or (h) exceed the Security Deposit and/or Clean-up Deposit (as the case may be), the Exhibitor shall fully indemnify and keep indemnified the Appointed Contractor/Sub-Contractor for any such additional amount and shall compensate the Appointed Contractor/Sub-Contractor for any loss or damage suffered.

4.6.3 The Exhibitor and the Exhibitor-Appointed Contractor are prohibited from:-

- (a) adding any fitting or display to the shell of the standard Stand;
- (b) using any tapes, nails or other fixing mechanisms on the partitions, floor or ceiling of the standard Stand;
- (c) displaying any free-standing fixture (including without limitation names, signs, spotlights, banners, advertising material and logos) that exceeds a height of 2.5 metres or which extends beyond the boundaries of the standard Stand;
- (d) suspending anything from the ceiling of the Exhibition Venue nor fixing anything to the floor, walls or any other part of the Exhibition Venue;
- (e) installing or altering any electrical equipment except in accordance with paragraph 4.7 below, or using any electrical socket for more than one electrical appliance; and
- (f) paint spraying, welding or using electrical saws within the Exhibition Venue. The Exhibitor is liable to the Organiser and/or the Co-organiser for any damage caused by the Exhibitor, the Exhibitor-Appointed Contractor and/or their Associates to any parts(s) of the Stand.

4.6.4 The transportation, assembly, dismantlement and removal of custom-built Stands are the responsibility of the Exhibitor. All such work must be carried out according to the arrangements and within the time limits specified in the Regulations or as otherwise specified by the the Organiser and/or the Co-organiser.

4.6.5 Work of any kind carried out by the Exhibitor or its Associates at the Exhibition Venue must conform to all applicable statutes, rules and regulations applicable to the Exhibition Venue and also those specified by the Organiser, the Co-organiser and/or the Appointed Contractor. The Organiser, the Co-organiser, the Appointed Contractor and their associated companies reserve the right to prohibit or stop any work which contravenes any of such statutes, rules and regulations and the Exhibitor shall have no claim and agrees to waive all it rights against the Organiser, the Co-organiser, the Appointed Contractor and their associated companies or their agents for any other losses or damages.

4.6.6 Work of any kind carried out by the Exhibitor or its Associates at the Exhibition Venue including the decoration of the Stand must be fully completed within the time limits specified by the Organiser, the Co-organiser and/or the Appointed Contractor. The Organiser, the Co-organiser and/or the Appointed Contractor reserve(s) the right to assemble, install or decorate at the Exhibitor's expense the Stand which is not completed by the specified time and/or allocate use of the Stand to another person, without incurring any liability for refund of the Participation Fee paid by the Exhibitor or for any loss, damage or expense whatsoever to the Exhibitor or its

Associates.

- 4.6.7 The Organiser, the Co-organiser and/or the Appointed Contractor reserve(s) the right to alter or remove without notice and at the Exhibitor's expense any work which differs from the approved specification or any Stand that does not conform to the required standard or rules and regulations specified by the Organiser, the Co-organiser and/or the Appointed Contractor. The Exhibitor shall have no claim against the Organiser, the Co-organiser and/or the Appointed Contractor and their associated companies or their agents or any other companies appointed by the Organiser and/or the Co-organiser for any extra cost of replacing the Stand to conform to the specifications of the Organiser, the Co-organiser and/or the Appointed Contractor or for any other losses or damages.
- 4.6.8 All repairs or alternations to the Stand or displays can only be carried out by the Exhibitor during the time that the Exhibition is closed from the public and with the prior approval of the Organiser, the Co-organiser, the Appointed Contractor or their agents.

#### **4.7 Electricity**

- 4.7.1 The Exhibitor must carry out all electrical works at its own expense through the Appointed Contractor and/or the Sub-Contractor. Before any electrical work is carried out, design plans or proposals for electrical installation must be submitted to the Appointed Contractor and/or the Sub-Contractor for approval no later than TWO months before the commencement of the Exhibition Period. The Appointed Contractor and/or the Sub-Contractor may require amendments or variations to be made to the design plan or proposals before approving the same, or may withhold approval at its sole and absolute discretion.
- 4.7.2 All electrical works, fitting and wiring must be conducted and installed in compliance with the Exhibition Venue regulations.
- 4.7.3 Only electricity can be used as a source of light or power in the Exhibition Venue.
- 4.7.4 Electric current will be supplied in 220- volt, single phase; Electric current of a higher voltage, three phases will be supplied subject to prior arrangement having been made with the Appointed Contractor and/or the Sub-Contractor.
- 4.7.5 The Exhibitor must obtain all electricity supply, whether from the mains, batteries or generators, from the designated contractor appointed by the Appointed Contractor and/or the Sub-Contractor.

#### **4.8 Use of Stand**

- 4.8.1 The Exhibitor shall use the Stand and any part of the Space allocated in a manner and format satisfactory to the Organiser and/or the Co-organiser at all times during assembly, installation and disassembly of the Stand and throughout the Exhibition Period. If at any time the Organiser and/or the Co-organiser believe(s) in their sole opinion that the use of the Stand by the Exhibitor is unacceptable or that the Exhibitor has breached any of the Regulations, the Organiser and/or the Co-organiser reserve(s) the right to disqualify the Exhibitor from participating in the Exhibition and/or to request the Exhibitor or any of its Associates to immediately leave the Exhibition Venue and/or to clear all or any part of the Stand or Space at the expense of the Exhibitor. The Exhibitor cannot ask for any refund of monies paid, full or partial, against the Organiser and/or the Co-organiser, should the Organiser and/or the Co-organiser exercise their rights under the Regulations.
- 4.8.2 The Exhibitor is prohibited from distributing any products, materials or otherwise, or to carry out any advertising, promotion or demonstration activities, or to canvass for business anywhere within the Exhibition Venue other than within the Stand.
- 4.8.3 The Exhibitor is prohibited from making, producing, or causing any sound or noise, including but not limited to music or sound produced by broadcasting from telephone, television, radio and any apparatus, equipment or instrument capable of creating such sound or noise, or vibration or smoke or offensive odor in the Space which is/are or may be a nuisance or annoyance to the Organiser, the Co-organiser, other Exhibitors or visitors to the Exhibition. Upon request by the Organiser and/or the Co-organiser, the Exhibitor shall immediately cease making such sound or noise or vibration or smoke or offensive odour.
- 4.8.4 An authorised representative of the Exhibitor must be in attendance at the Stand at all times when the Exhibition is open to the public and in the manner as prescribed by the Organiser and/or the Co-organiser or their agents from time to time.
- 4.8.5 The Organiser and/or the Co-organiser have/has the sole and absolute discretion to require the forthwith removal, and to remove, at the Exhibitor's expense, from the Stand or any area within the Exhibition Venue, any goods, materials, publicity material, items or things displayed or placed there without any obligation to give any reason therefore, and without incurring any liability for any loss, damage or expense whatsoever to the Exhibitor or its Associates as a consequence thereof.

#### **4.9 Move-in and Move-out of Stand Products and Materials**

- 4.9.1 The Exhibitor shall only move products, materials, exhibits, items or things in and out of the Exhibition Venue during the time period and in such manner as specified by the Organiser and/or the Co-organiser from time to time. Under no circumstances the Organiser and/or the Co-organiser shall be responsible for receiving or storing any Products or Stand materials on behalf of the Exhibitor.
- 4.9.2 On the last day of the Exhibition Period, the Organiser and/or the Co-organiser will issue to the Exhibitor a move-out permit which will specify the time period during which the Exhibitor can move out its Products, materials, exhibits, items or things from the Stand and the Exhibition Venue.
- 4.9.3 The Organiser and/or the Co-organiser reserve(s) the right to appoint one or more exclusive contractor(s) to handle the transportation of all Products, materials, exhibits, items or things in and out of the Exhibition Venue,

whereupon the Exhibitor shall be obliged to hire the services of such exclusive contractor(s).

- 4.9.4 The Exhibitor shall remove from the Exhibition Venue all Products, goods, materials, items or things of the Exhibitor or its Associates (and if applicable, remove any custom-built Stands and restore the area of the Stand to its original state and condition) within TWO hours after the conclusion of the Exhibition or within such other time as specified by the Organiser and/or the Co-organiser. Any such Products, goods, materials, items, things or custom-built Stands which are not removed from the Exhibition Venue by the specified time may be deemed abandoned and shall be removed and disposed of by the Organiser, the Co-organiser and/or the Appointed Contractor, Sub-Contractor or their agent at the Exhibitor's expense. The Organiser and/or the Co-organiser and their associated companies, the Appointed Contractor or any company appointed by the Organiser and/or the Co-organiser shall not be liable for any loss, damage or expense whatsoever suffered by the Exhibitor, its Associates and/or the Exhibitor Appointed Contractor as a consequence thereof.
- 4.9.5 Notwithstanding paragraph 4.9.4, the Exhibitor shall be liable to pay and fully indemnify the Organiser and/or the Co-organiser, their associated companies, the Appointed Contractor, the Sub-Contractor or any other companies appointed by the Organiser and/or the Co-organiser for any and all amounts charged by the management company of the Exhibition Venue and/or any loss or damage suffered by the Organiser and/or the Co-organiser as a result of any breach by the Exhibitor under paragraph 4.9.4.

#### **4.10 Removal of the Stand or Products**

- 4.10.1 The Exhibitor shall not, without the prior written approval of the Organiser and/or the Co-organiser, dismantle or remove the Products, the Stand or any of its decorations until the Exhibition is officially concluded.

#### **4.11 Authorised Personnel of the Exhibitor**

- 4.11.1 The Exhibitor (if an individual) and its personnel, agents or representatives are required to wear exhibitor badges, contractor badges, whenever they are within the Space. Any person not wearing a badge will be required to leave the Space.
- 4.11.2 The Organiser and/or the Co-organiser will provide the Exhibitor with FIVE exhibitor badges (or such number of contractor badges as necessary) for use by the personnel, agents or representatives of the Exhibitor (or the Exhibitor-Appointed Contractor). The Exhibitor may in writing request additional exhibitor badges and the Organiser and/or the Co-organiser may provide such additional exhibitor badges if it considers necessary.
- 4.11.3 The Exhibitor shall provide the Organiser and/or the Co-organiser, their associated companies or any other company as appointed by the Organiser and/or the Co-organiser with full particulars of all those personnel, agents or representatives of the Exhibitor ("Such Personnel") who will be provided with exhibitor badges before the badges will be issued. The Exhibitor shall procure Such Personnel:-
- (a) display their exhibitor badges conspicuously whilst in the Exhibition Venue;
  - (b) do not pass or transfer their exhibitor badges to any other person;
  - (c) return the exhibitor badges to the Organiser or the Co-organiser at the end of the Exhibition Period, or upon demand by the Organiser and/or the Co-organiser;
  - (d) comply with all obligations imposed on the Exhibitor or on Such Personnel whether by the Regulations, the Organiser, the Co-organiser or their agents.
- 4.11.4 Registration for vehicle pass is required. The Organiser and/or the Co-organiser will assist in arranging and liaising with the Exhibition venue. The Exhibitor is responsible for any fee in its own cost. Only vehicles with such vehicle pass will be permitted to enter into the loading dock at the Exhibition Venue. Prior to the expiration of the time period specified in paragraph 4.9.4 above, the Exhibitor must return the vehicle pass to the Organiser or the Co-organiser.
- 4.11.5 The Exhibitor shall provide names and photos (and such other personal data as the Organiser and/or the Co-organiser may reasonably require) of its personnel, agents or representatives for production of the exhibitor's badges. The Organiser and/or the Co-organiser shall not issue any exhibitor badge if the Exhibitor fails to provide such names and photos (and such other personal data) to the Organiser or the Co-organiser 3 months before the commencement of the Show.

#### **4.12 Admission**

- 4.12.1 Persons under 18 years of age will not be permitted to enter into the Exhibition.
- 4.12.2 The Organiser and/or the Co-organiser reserve(s) the right to refuse admission to the Exhibition of any persons, including the Exhibitor and its Associates, who the Organiser and/or the Co-organiser in its/their absolute discretion considers as unfit, intoxicated or in any way likely to create disturbance or discomfort to the Exhibition, other Exhibitors or visitors to the Exhibition, or if such persons are already in the Exhibition Venue to require them immediately leave the Exhibition Venue.

#### **4.13 Photographing and Video Shooting**

- 4.13.1 The Exhibitor shall not, and shall procure its Associates not to, take any photographs or video recording or record any sound at the Exhibition without the prior written approval of the Organiser and/or the Co-organiser.

#### **4.14 Liability, Risks and Insurance**

- 4.14.1 The Organiser, the Co-organiser, their associated companies, their agents, representatives, contractors or employees and any companies appointed by the Organiser and/or the Co-organiser shall not be liable in any

way whatsoever in respect of any loss, injury or other damages (other than death or personal injury caused by the negligence of the Organiser, the Co-organiser or their employees) suffered by or caused to the Exhibitor or its Associates or the products or other property of the Exhibitor, its Associates or its visitors.

- 4.14.2 The Organiser and/or the Co-organiser and any companies appointed by the Organiser and/or the Co-organiser shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as a result of the Exhibition.
- 4.14.3 The Exhibitor undertakes to indemnify and at all times hereafter to keep indemnified the Organiser and/or the Co-organiser, their associated companies, their agents, representatives and employees and any companies appointed by the Organiser and/or the Co-organiser on demand from and against all liabilities, actions, proceedings, claims, damages, costs and expenses they may suffer or incur by reason howsoever in relation to any agreement with the Exhibitor or its Associates or any breach of the Regulations by the Exhibitor or its Associates.
- 4.14.4 The Exhibitor shall be responsible for effecting insurance which shall include, but not be limited to, its displays, exhibits and the Stand against loss or damage by theft, fire, public (including occupier's liability) and any other natural causes, and shall produce such policy of insurance to the Organiser and/or the Co-organiser upon request.
- 4.14.5 The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed by the Regulations as well as any possible legal liability for negligence of the Exhibitor and its Associates and shall produce such policy of insurance to the Organiser and/or the Co-organiser upon request. The Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor and/or its Associates to any property of the Exhibition Venue, the other Exhibitors, the Organiser, the Co-organiser or their associated companies or other companies appointed by the Organiser and/or Co-organiser or the visitors to the Exhibition.
- 4.14.6 All Products, materials, items or things of the Exhibitor or its Associates that are brought to and removed from the Exhibition Venue are at the sole risk of the Exhibitor and should be safeguarded by the Exhibitor at all times.
- 4.14.7 The Exhibitor acknowledges and agrees that its participation in the Exhibition is solely at the Exhibitor's own risk.
- 4.14.8 The Organiser and/or the Co-organiser reserve(s) the right to exercise a general lien over any property of the Exhibitor in the Exhibition Venue in respect of all monies due to the Organiser and/or the Co-organiser or the Appointed Contractor (including claims for damages) in connection with the Exhibition.
- 4.14.9 The Exhibitor shall comply with all relevant fire, health and safety legislations and rules and ensure that all its Associates are aware of their duties and responsibilities. Any plant or systems of work which may be used must be certified safe and in good working order.

#### **4.15 Intellectual Property**

- 4.15.1 The Exhibitor hereby represents and warrants to the Organiser and the Co-organiser that the Products do not infringe or breach in any way any right (including, but not limited to, intellectual property rights) of any person or entity and does not constitute a contravention of any applicable rule or law whether in the country of the Exhibition Venue or any other country.
- 4.15.2 The Exhibitor shall at all times, and without limit in point of time, indemnify and keep indemnified the Organiser and/or the Co-organiser in full on demand against all liability, loss, damages, costs and expenses (including legal costs and expenses on a full indemnity basis) awarded against or incurred or paid by the Organiser and/or the Co-organiser as a result of or in connection with:-
  - (a) the breach of any warranty given by the Exhibitor under paragraph 4.15.1 above; and
  - (b) any claim that the Products infringe, or their importation, use or resale infringes, the patent, copyright, design right, trademark or other intellectual property rights of any other person or entity.
- 4.15.3 Any complaints involving infringement of an Exhibitor's intellectual property rights during the Exhibition should be reported to the Organiser's office.
- 4.15.4 The Complainants should fill out a form available from the Organiser or the Co-organiser and provide the requested information as stated in the form.
- 4.15.5 The Legal Advisor will meet the Complainant in private, and will request the Complainant to provide documents or evidence to support the complaint.
- 4.15.6 If the Legal Advisor is satisfied with the submitted documents and considers that there may be a case to answer, the Legal Advisor and a staff member of the Organiser and/or the representative of the Co-organiser will visit the Stand in question with the Complainant.
- 4.15.7 The Organiser and/or the Co-organiser reserve(s) the right to take photographs of the product/item/graphic or material in dispute. A copy of the photographs will be given to the Complainant and the Exhibitor concerned for record.
- 4.15.8 The Organiser and/or the Co-organiser shall have the right in their sole and absolute discretion, to request the Exhibitors to remove those of its Products from the Stand which may, or are alleged by any person to, violates any intellectual property rights.
- 4.15.9 If the Exhibitor involved is subsequently found liable of infringing intellectual property rights, the Organiser and/or the Co-organiser will reconsider the Exhibitor's participation in future exhibitions organised or managed by the Organiser and/or the Co-organiser.
- 4.15.10 Any opinion or views expressed by the Legal Advisor is intended for general guidance only and should not be regarded as being a complete or definitive statement of law or an indication of the ultimate outcome of any future infringement action. Any opinion provided by the Legal Advisor should be regarded as being a preliminary advice only on the basis of the information presented and not as a substitute for detailed and considered advice in individual cases. If advice concerning individual problems or other expert assistance is required, the parties concerned should seek independent and professional advice.
- 4.15.11 No liability whatsoever is accepted by the Organiser and/or the Co-organiser or any company appointed by the

Organiser and/or the Co-organiser and/or the Legal Advisor for any losses, damages, claims, costs or expenses which any Exhibitor may claim to have suffered or incurred as a consequence of, or as a result of, any decision or action taken or opinion expressed by the Legal Advisor at the Exhibition. The Exhibitor agrees and acknowledges that the Organiser and/or the Co-organiser or any company appointed by the Organiser and/or the Co-organiser and/or the Legal Advisor assume no such liability and the Exhibitor shall make no such claim against the Organiser and/or the Co-organiser or any company appointed by the Organiser and/or the Co-organiser and/or the Legal Advisor.

- 4.15.12 The Organiser and/or the Co-organiser or their agents act(s) as a witness and mediator only and will not be responsible for any legal liability. It is not the responsibility of the Organiser and/or the Co-organiser or any company appointed by the Organiser and/or the Co-organiser and the Legal Advisor to assist the Complainants and/or the Exhibitors in enforcing their intellectual property rights.

#### **4.16 Waiver**

- 4.16.1 The waiver by the Organiser and/or the Co-organiser of any of the Regulations will not prevent the subsequent enforcement of the Regulations and will not be deemed to act as a waiver in respect of any subsequent breach.

#### **4.17 Termination of Right to Exhibit**

- 4.17.1 The Organiser and/or the Co-organiser shall have the right to terminate at any time without notice the right of the Exhibitor to exhibit in the Exhibition and to immediately take possession of the Stand at the Exhibitor's expense in any of the following circumstances :-

- (a) if the Exhibitor or any of its Associates commits a breach (whether capable of remedy or not) of any of the Regulations or any additional rules and regulations prescribed by the Organiser and/or the Co-organiser under paragraph 4.19 below: or
- (b) if the Exhibitor, being a body corporate, enters into liquidation whether compulsorily or voluntarily or compounds with its creditors or has a receiver appointed over all or any part of its assets or takes or suffers any similar action in consequence of debt; or
- (c) if the Exhibitor, being a sole proprietorship or partnership becomes, or one of its members becomes, or one of its members becomes bankrupt or insolvent or enters into any arrangements with its creditors or takes or suffers any similar action in consequence of debt; or
- (d) if the Exhibitor conducts any activity which, in the sole opinion of the Organiser and/or the Co-organiser, does not conform to the nature and purpose of the Exhibition, or interferes with the rights of other Exhibitors.

- 4.17.2 The Exhibitor shall have no claim for refund of the Participation Fee (or any part thereof) of any other claim against the Organiser and/or the Co-organiser in the event that its right to exhibit in the Exhibition is terminated under this paragraph 4.17.

#### **4.18 Cancellation of Exhibition**

- 4.18.1 The Organiser and/or the Co-organiser reserve(s) the right to change the floor plan, site character or the Exhibition Venue at any time. The Organiser and/or the Co-organiser may in their sole and absolute discretion make proportional allowance for the space allocated to the Exhibitor.

- 4.18.2 Notwithstanding anything contained in the Regulations or any other documents or agreements between the Exhibitor and the Organiser and/or the Co-organiser, the Organiser and/or the Co-organiser reserve(s) the right to cancel, alter in character or reduce in scale the Exhibition, or to shorten or extend the Exhibition Period in their sole and absolute discretion at any time for whatsoever reason provided always that the Organiser and/or the Co-organiser may in their sole and absolute discretion refund without interest such amount, if any, of the Participation Fee or part of it less the related administrative expenses, marketing, promotional and advertising expenses incurred by the Organiser and/or the Co-organiser, as the Organiser and/or the Co-organiser think(s) appropriate in accordance with paragraph 4.3 above.

- 4.18.3 Subject to the discretionary right to refund the Participation Fee under paragraph 4.18.2 above, the Organiser, the Co-organiser, their associated companies, their agents and representatives and any company appointed by the Organiser and/or the Co-organiser shall not be liable and the Exhibitor shall not make any claim or demand, whether for loss or damage, or return of all or part of any money paid by the Exhibitor, in connection with the Organiser and/or the Co-organiser exercising their rights under this paragraph 4.18, including without limitation, any cancellation, alteration, reduction, shortening or extension of the Exhibition or the Exhibition Period.

#### **4.19 Additional Rules and Regulations**

- 4.19.1 The Organiser and/or the Co-organiser reserve(s) the right to interpret, alter and amend any of the Regulations and to issue additional rules and regulations at any time it considers necessary for the orderly operation of the Exhibition. Any and all interpretations of the Regulations and any additional rules and regulations made by the Organiser and/or the Co-organiser shall be final and binding on the Exhibitor.

#### **4.20 Right to Privacy**

- 4.20.1 The Exhibitor is to conduct itself in a courteous manner and respect the rights of all the other Exhibitors and visitors to the Exhibition. The Exhibitor and its Associates are prohibited from entering into the Stands of other Exhibitors unless expressly invited to do so.

**4.21 Governing Law**

4.21.1 These Regulations shall be governed by and construed in all respects in accordance with the laws of Hong Kong Special Administrative Region and the Exhibitor irrevocably submits to the non-exclusive jurisdiction of the courts of the Hong Kong Special Administrative Region.