



Exhibitor Manual

Organiser:



Asia-Pacific Academy of Ophthalmology

Dear Exhibitor,

I'm pleased to enclose the Exhibitor Manual for the 33rd Asia-Pacific Academy of Ophthalmology Congress in conjunction with the 29th Hong Kong Ophthalmological Symposium (APAO 2018). This manual has been put together to help you achieve success at APAO 2018. We hope that you will find the information useful in having a smooth and effective exhibition.

A checklist is included to help you ensure you have completed all the required order forms.

If you require assistance with the Exhibitor Manual, please contact the Official Contractor:

AMC (Exhibits) Ltd

Email: APAO2018Exhibition@arconmarketing.com

We look forward to having a very successful show with you.

Kind regards,



Asia-Pacific Academy of Ophthalmology

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Order Forms Checklist

The following checklist includes all the order forms you may need to complete for your participation at APAO 2018. Please kindly refer to your corresponding booth type.

[For Standard Package Exhibitor]

Form No.	For ALL EXHIBITORS	Submission Deadline	Optional
1A	Workers' Badge for Standard Packages' Exhibitors	15/12/2017	
2A	Vehicle Permit for Standard Packages' Exhibitors	15/12/2017	
3	Customs Clearance, Freight Forwarder & On-site Handling	15/12/2017	✓
4	Rental of Furniture & Accessories	15/12/2017	✓
5	Rental of Lighting & Electrical Fittings	15/12/2017	✓
6	Rental of Audio Visual & Related Facilities	15/12/2017	✓
7	Fascia Board Information	15/12/2017	
8	Booth Entitlements & Facilities Location Plan	15/12/2017	

[For Raw Space Exhibitor]

Form No.	For ALL EXHIBITORS	Submission Deadline	Optional
1B	Workers' Badge for Raw Space	15/12/2017	
2B	Vehicle Permit for Raw Space	15/12/2017	
3	Customs Clearance, Freight Forwarder & On-site Handling	15/12/2017	✓
9	Rental of Power Main Supply	15/12/2017	
10	Contractors' Information	15/12/2017	

Note:

It is essential that you complete and submit all the necessary order forms by the deadline.

In most cases contractors will impose a surcharge for any late submission.

Please note that all order forms are to be completed in **ENGLISH**, unless specified. All other languages will not be accepted. If you submit in a language other than English, we will reject your order form(s) and you will have to complete it again.

Exhibitor Timetable

Venue: Hall 3F&G, Hong Kong Convention and Exhibition Centre (HKCEC)

Move-in

Date	Time	Schedule
6/2/2018	08:00 – 23:59	Move-in and construction by Official Contractor, AMC (Exhibits) Ltd
	14:00 – 23:30	Move-in and construction of Raw Space Exhibitors
7/2/2018	08:00 – 22:00	Move-in and construction of Raw Space Exhibitors
	09:00 – 22:00	Move-in and decoration of Standard Package Exhibitors
	19:00 – 23:30	Final touch-up and cleaning of venue by all Contractors and HKCEC

NOTES:

- Only Exhibitors, Working Staff and Appointed Contractors **with valid entrance badges** are allowed to enter the venue during the Move-in Period.
- Exhibitors, Working Staff and Appointed Contractors of **Raw Space Booths** are only allowed to enter the venue **with valid entrance badges, wrist bands and reflective vests** during the Move-in Period. The Appointed Contractors are responsible for preparing and providing the reflective vests for the Exhibitors and staff.

Show Open Days

Date	Time	Schedule
8/2/2018	08:00 – 08:45	Replenishment (for Exhibitors, Working Staff & Appointed Contractors ONLY)
	09:00 – 18:00	Show Open
9/2/2018	08:00 – 08:45	Replenishment (for Exhibitors, Working Staff & Appointed Contractors ONLY)
	09:00 – 18:00	Show Open
10/2/2018	08:00 – 08:45	Replenishment (for Exhibitors, Working Staff & Appointed Contractors ONLY)
	09:00 – 18:00	Show Open
11/2/2018	08:00 – 08:45	Replenishment (for Exhibitors, Working Staff & Appointed Contractors ONLY)
	09:00 – 12:30	Show Open

Move-out

Date	Time	Schedule
11/2/2018	From 12:30	Packing and removal of exhibits by exhibitors, Dragon Link or their appointed forwarders
	From 12:30 onwards	Termination of Booth Electricity to booths
	13:00 – 23:59	Tear down of booth fitting for Exhibitors, Working Staff and Appointed Contractors

NOTES:

- Only Exhibitors, Working Staff, Appointed Contractors and Services Providers **with valid entrance badges** are allowed to enter the venue during the Move-out Period.
- Move-out of exhibits will not begin **until 12:30 on 11/2/2018**. Under no circumstances will any exhibitors be allowed to remove their products/booth from the show before this time.
- Depending on the operation of the concurrent events in the venue, zoning system may be applied for trucks/vans using the loading bay in different time zones during the **Move-out period on 11/2/2018**. Details will be announced in the Move-in Notice that will be distributed around 3 weeks prior to the Move-in Day.
- Any exhibits, booth equipment, hazardous materials, fixtures and fittings left in the hall after **12:30 on 11/2/2018** by exhibitors will be discarded and any removal/cleaning costs will be passed on to the relevant exhibitors.
- Any exhibitor and their contractor who anticipates any problems in clearing all exhibits and booth fitting by **12:30 on 11/2/2018** should email at APAO2018Exhibition@arconmarketing.com.

Contact List

[The Organizer]

Asia-Pacific Academy of Ophthalmology

Address: The Department of Ophthalmology and Visual Sciences, The Chinese University of Hong Kong 4/F, Hong Kong Eye Hospital, 147K Argyle Street, Kowloon, Hong Kong

Tel: +852 3943 5827

Fax: +852 2715 9490

Email: secretariat@apaophth.org

Ms. Cynthia Wong

Congress Manager

Email: cynthiawong@apaophth.org

[Official Vendors]

Official Contractor

AMC (Exhibits) Ltd

Address: Factory AB, 8th Floor, Tung Kin Factory Building, 196-292 Tsat Tsz Mui Road, North Point, Hong Kong

Tel: +852 3752 9000

Fax: +852 3585 6008

Email: APAO2018Exhibition@arconmarketing.com

Ms. Tracy Ng

Tel: +852 3752 9039

Official Travel Agent

APAO 2018 Official Travel Agency

Ms. Elaine Lau / Elaine Wong

Tel: +852 3151 8900

Fax: +852 2590 0099

Email: hotelrsvn@apao2018.com

Official Freight Forwarder

Dragon Link

Ms. Frances Wong

Address: Unit B, 15/F, Way On Comm. Bldg., 500 Jaffe Road, Causeway Bay, Hong Kong

Tel: +852 2836 5166

Fax: +852 2838 4856

Email: frances@dragon-link.com.hk

Important Information for All Exhibitors

IMPORTANT INFORMATION FOR ALL EXHIBITORS

ABIDE BY THE ORGANISER'S REQUIREMENTS

- The Organiser reserves the right to alter or remove without notice and at the Exhibitor's expense any booth which differs from the approved specification or any booth that does not conform to the Organiser's required standard, rules and regulations. The Exhibitor shall have no claim against the Organiser or its agents for any extra cost of replacing its booth to conform to the Organiser's required standard, rules and regulations or for any other losses or damages relating thereto.
- Work of any kind carried out at the Exhibition Venue must conform to the current local laws and regulations in force in Hong Kong and those specified by the Organiser. This applies to the Exhibitor, its agents, contractors and subcontractors. The Organiser reserves the right to stop any work which contravenes any of these laws and regulations and the Exhibitor shall have no claim against the Organiser or its agents for any losses or damages relating thereto.

ADMISSION

- APAO 2018 is a medical conference which is exclusive to professionals in ophthalmology and related industries only. The Organiser reserves the right to refuse admission to the exhibition of any visitors, exhibitors or their agents who are at the absolute discretion of the Organiser regarded as unfit, intoxicated or in any way likely to create disturbance or discomfort to the exhibition, other exhibitors or visitors.
- All visitors must be registered and are required to wear an admission badge during their visit.
- Under the Terms of Licence, exhibitors and visitors under 18 years of age are not allowed into the event during the entire period (including move-in, show opens and move-out) and, to this end, we regret that there will be no childcare facilities available.

ANIMALS/PETS

- Live animals and pets are not permitted into any part of the Exhibition Venue except in conjunction with some form of exhibit or display, subject to the approval of the Organiser. If you intend to display animals/fish or any pets, please inform the Organiser in advance for approval.

BALLOONS

- Only helium-filled balloons are allowed in the show with prior approval from the venue. All other kinds of gas-filled balloons are prohibited.
- Please email at APAO2018Exhibition@arconmarketing.com, to liaise with the venue if you would like to exhibit with helium-filled balloons.

BEWARE OF FAIR GUIDE AND EXPO-GUIDE

- Before responding to any solicitation you should carefully read the entire document, and if you are in doubt do not respond. If you are a US business and have a complaint or concern about an unsolicited email or fax from one of these companies you can contact your local Better Business Bureau and the Federal Trade Commission in Washington DC. If you are an EU based business you can contact your local Consumer Rights office and the EU Consumer Rights office. You can also find more information on the stopecg.org website.
- For a list of shows operated by the Asia-Pacific Academy of Ophthalmology, please visit our website at <http://apaophth.org/>.

BILLS & POSTERS

- The Organiser has the right to remove any bills or posters which in the opinion of the Organiser do not conform to the purpose and image of the exhibition.

BOOTH CLEANING

- The Organisers will be responsible for the general cleaning of Standard Package booths (excluding exhibits and Raw Space booths) and hall passage ways each day after the exhibition.
- After the exhibition closes each day, exhibitors should ensure any rubbish from their booths is packed properly in a plastic bin bag and tied up, which can then be placed either in a bin in the booth or in the aisles. These refuses will be removed by night cleaning staff. Under no circumstances shall refuse be placed in the aisles other than in plastic sacks, or at any time other than the time stipulated above.
- Any excessive or additional cleaning other than that stated above will be charged by the Exhibition Venue Management.

IMPORTANT INFORMATION FOR ALL EXHIBITORS

BOOTH CLEANING (cont'd)

- Please email at APAO2018Exhibition@arconmarketing.com, if you do need rubbish removed from your booth in Hall 3F&G during show open hours.

CANDLES

- The term "Candle" means 1) candles made from wax; 2) incense or oil burners possessing a flame; or 3) multiple candelabras and incense sticks.
- Candles must be placed in containers or candle holders extending a minimum of 3.0 cm above the height of any flame. Any flame must be protected to eliminate any risk of flames making contact with persons or combustible materials. Candles must be placed at least 1 m from any aisle.
- Exhibitors intending to display candles must submit details at least 1.5 months in advance before the move-in date to the Organiser who needs to obtain approval from the venue management.

CARPET

- The public areas in the exhibition halls are not covered with carpet, except for the aisles which will be carpeted by the Organiser. The colour of the carpet will be decided 1 month prior to the move-in date.
- Carpet will be provided as part of the Standard Package booths while Raw Space booths are required to provide their own flooring.

CLEANING & GARBAGE DISPOSAL

- All disposal of waste, booth construction materials, etc. during the move-in and move-out periods is the responsibility of the individual booth contractors concerned. Disposal of contractor's waste materials by the Organiser will result in the Contractor's Performance Deposit being forfeited.
- In the case of Standard Package booths, any added shelving and booth fittings must not be left behind at the close of the show. It is the exhibitor's responsibility to dismantle all booth fixtures built or brought in by themselves and remove all waste materials from the venue at the end of the show. Failure to comply will result in a charge for the labour and truck required to dispose of the materials.

COMPANY NAME BOARD/FASCIA

- **Standard Package Booths** will receive a company name board as part of their booth package.
If you would like to have a company name board with your own design, please send the design layout with specifications in advance by email at APAO2018Exhibition@arconmarketing.com at least 3 weeks prior to the show for approval. Otherwise, if any non-standard company name boards or logos are placed on the fascia, the Organiser will always have the right to detach those non-standard company name boards or logos.
- **Raw Space Booths** are responsible for their own signage and must clearly display their company name and booth number on their booth.

***Please kindly be reminded to complete Order Form 7, "Fascia Board Information"**

COLUMNS CLEARANCE

- Access to columns containing Utility Service Provision within the exhibition halls must be maintained with a 0.75 m space clearance around each of the columns in order to access services switching equipment.
- Access to columns containing fire hose reels, security systems and their control devices must be maintained at 1.5 m space clearance in order to access in case of emergency needs.

DANGEROUS MATERIALS

- All substances (in any form or state) regarded as dangerous, toxic, explosive, hazardous or objectionable in nature are forbidden to be brought into the venue.

DEDUCTIONS FROM CONTRACTOR'S PERFORMANCE DEPOSIT

- Exhibitors are responsible to ensure that their appointed contractors should observe and comply with the rules and regulations stated in this manual. Any infringement resulting in damage, disposal and unsafe performance will result in a deduction from the Contractor's Performance Deposit without prior notice.

IMPORTANT INFORMATION FOR ALL EXHIBITORS

DEDUCTIONS FROM CONTRACTOR'S PERFORMANCE DEPOSIT (cont'd)

The following are some of the actions leading to a deduction of the Contractor's Performance Deposit when needed:

01. Contractor staff smoking in venue.
02. Stand design drawings not submitted as specified.
03. Stand construction exceeds the maximum height limit.
04. Paint spraying, welding, using electrical saws inside the venue.
05. Screwing, drilling, painting or nailing on the panels of standard shell stand.
06. Storage of construction materials, tools, empty boxes and/or other materials in non-designated areas or outside the venue.
07. Items found outside the respective stand areas, after the move-in/out period, will be disposed of without prior notice and also trigger a deduction.
08. Debris, packing materials and stand materials not handled/disposed of properly and promptly (i.e. placed outside stand area or in other stand area, gangways, loading bays or blocking the gangways/fire exits) during move-in/out period.
09. Any main construction being built on site that deviates from the drawings submitted to the Organiser such as stand construction exceeding the assigned boundaries, including but not limited to plasma TV, lighting, 3-D lettering, graphics, free standing banners, etc.
10. All viewable stand partitions/walls (i.e. the common side-walls bordering neighbouring stand(s) above 2.5 m) must be well finished in white panels by the end of the last move-in day (the opinion of the Organiser is final in this regard).
11. Stand construction or dismantling in an improper or unsafe manner (e.g. pushing over high sections of stands, smashing of glass panels, etc.).
12. Safety Vests and Personal Protective Equipment (PPE) should be worn as required for the task (i.e. safety harness if working at height; helmets if danger of tools etc. being dropped from above).
13. In accordance with HK Labour Department legislation, platforms must be used for work above 2 m. Any ladders over 2 m are not allowed on site.
14. Any illegal electrical wiring connections or inadequate connections etc. will be made safe and charged as per the Exhibitor Manual price (with on-site surcharge).
15. Failing to submit Contractor insurance policy/risk assessment/payment of Contractor's Performance Deposit before deadline.
16. All alteration or removal of ready/shell stand fascia boards with booth number must be done by the Official Contractor who will reinstall at a charge. If the fascia is damaged or lost, a reproduction cost will be incurred.
17. Damage to the venue or Official Stand Contractor's facilities (walls, doors, carpets, marble floor, hall floors, etc.). Actual cost invoiced by venue/Official Stand Contractor.
18. Any additional hall rental charges incurred due to overtime move-in/out. Actual cost invoiced by venue.
19. Failing to submit the Electricity (Wiring) regulations Work Completing Certificate – Form WR1 before 8/2/2018, the first show day of the Expo.
20. Failing to submit Form FS251 (relating to fire tests, flame tests, fume test, and other similar tests) to the Official Stand Contractor before 7/2/2018, the exhibitor's move-in day. HK\$2,000 will be deducted from the Contractor's Performance Deposit.

Remarks

- If the Contractor's Performance Deposit is not sufficient to cover the actual cost/penalty incurred, the Organiser reserves the right to charge the Exhibitor and/or their Contractor the outstanding balance.
- The Organiser will not be responsible for any loss or claim for any or all disposed items arising from the violation of above guidelines (items 07 & 08) by the Contractor.
- In case of disputes, the decision of the Organiser is final.

**** Exhibitors should also be fully aware that, as per the Standard Rules & Regulations which form part of their contract with the Organiser, they are legally responsible and liable for their contractors and sub-contractors.**

It is therefore essential that exhibitors appoint an established and reputable Hong Kong stand contractor.

Please email at APAO2018Exhibition@arconmarketing.com if assistance is required.

Please note that the appointed official contractor receives Contractor's Performance Deposits on behalf of the Organizer.

DELIVERY OF GOODS TO THE EXHIBITION

- If you need items delivered to your booth, e.g. booth brochures etc., or you are using a courier to make a delivery, please arrange to have the delivery **ONLY DURING MOVE-IN & EXHIBITION PERIOD** with accordance to the exhibition time schedule and have your packages addressed as follows:

IMPORTANT INFORMATION FOR ALL EXHIBITORS

DELIVERY OF GOODS TO THE EXHIBITION (cont'd)

- **(Name of Contact Person of your company)
(Exhibitor's Company Name) and (Booth Number)**
APAO 2018, Hall 3F&G
Hong Kong Convention & Exhibition Centre
1 Expo Drive, Wanchai, Hong Kong

Remarks:

- Please apply for Workers' Badge and Vehicle Permit in the Order Form Section for goods delivery.
- Please ensure the delivery company/courier has the necessary lifting equipment/trolleys to unload your consignment as the Organisers will not be responsible for any lifting requirements.
- Please ensure that a representative of your company is on site to receive and sign for the delivery. We are unable to accept responsibility for any goods delivered to unmanned booths.

DILAPIDATION CHARGES

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

DISPLAY AREA

- Exhibitors should confine their display counters and showcases as well as standees within the prescribed area, so as not to jeopardize fire safety and visitor traffic flow.

DISPOSAL OF CRATES, BOOTH FITTINGS & MATERIALS

- The removal and disposal of crates and booth fittings or materials are not covered in the sales of booths or space and, therefore, are subject to an additional charge imposed by the Exhibition Venue or such other sum as the Organiser may reasonably determine.

DISTRIBUTION OF PROMOTIONAL MATERIAL

- All distribution activity including the dispensing of literature and promotional material must be conducted within your booth area. Exhibitors or their representatives are forbidden to hand out leaflets etc. at the entrance of the exhibition, in the gangways or in any other part of the exhibition halls.

DOUBLE DECK BOOTH (For Two-Storey Structure)

- With effect from 1/1/2014, double deck booths are not allowed.

ELECTRICITY

- The Official Contractor, AMC (Exhibits) Ltd is appointed by the Organiser to solely carry out any electrical works at the Exhibitor's expense.
- Any alteration or usage of electrical fittings are subject to final approval from the Official Contractor.
- One socket or power supply is for the use of one electrical appliance/machinery only. **NO multi-plug and extension cords are allowed.**
- Connectors or joints and wiring from the power point to exhibits/machinery are to be provided by exhibitors.
- A fully qualified electrician must carry out all electrical installations. Contractors must be licensed by the Electrical and Mechanical Service Department (EMSD) and are required to hand in WR1 Form and the electricity license. The WR1 Form is available in Appendix 2 on Page 40-41.
- Installation of electrical equipment including lighting fixtures must adhere to Hong Kong Electricity Ordinance stringently. Exhibitors are advised not to use electrical fittings that may contain sub-standard circuits in their booths.
- Utility supply points located within any aisle may not be used for providing services.

EMERGENCY PROCEDURES

- Emergency procedures are included in this manual and will also be distributed to all exhibitors before the show opens, via a booth drop. Please ensure that all your booth personnel are aware of these procedures. (See Health & Safety Information Section: 'Emergency Procedures & Evacuation' on Page 47) In the event of emergency or first aid incident, please contact the Organiser's office or a member of the Security Staff on site.

IMPORTANT INFORMATION FOR ALL EXHIBITORS

EXHIBITS

- Under no circumstances will the Organiser be responsible before, during and after the exhibition for receiving or storing of any exhibits or booth materials. Exhibitors are advised to appoint their staff to look after their own exhibits and their contractors/forwarders to pack and store their empty cartons or crates.
- All booths must be properly manned, displayed and furnished with exhibits at all times during the exhibition.
- Exhibitors must not remove any of their exhibits on display from the booths until the exhibition is officially closed at **12:30 on 11/2/2018**.

EXHIBITORS' BADGES

- Every exhibitor and its staff who will be working at APAO 2018 requires an exhibitor badge. If you do not have an exhibitor badge you will not be allowed to enter the hall. Each exhibitor is entitled to **3 complimentary badges per booth**. If you need additional exhibitor badges, please contact the **APAO secretariat** at secretariat@apao.org. Please note that every single transaction can purchase **up to 10 badges**. There is no limit to how many transactions an exhibitor can make. An exhibitor badge is now priced **at US\$100 each** during the early bird period and will be adjusted to **US\$150 each after 30/11/2017**.
- Exhibitor badges are not transferable and should be worn or put on at all times for security reasons. **PLEASE DO NOT GIVE THESE BADGES TO YOUR CUSTOMERS.**
- Exhibitor Badges are to be collected on site at the Registration Counter outside the exhibition hall 3F&G during the Move-in Period. Should you require any additional badges on site, these can be requested from the Registration Counter during build up or show opening hours. Exhibitor badges will cost **US\$200 each from 31/12/2017 onwards**.

EXHIBITORS' PROPERTY AND SECURITY

- All property brought into the exhibition halls by the exhibitor is at the exhibitor's risk. The Organiser and the venue management accept no responsibility for theft, loss or damage to such property. No person other than the employees and appointed personnel of the exhibiting company shall stay in the exhibition halls and/or the booth after the hall opening hours specified by the Organiser except with prior approval from the Organiser and the venue management.

EXIT NOTICES

- If exit notices are obstructed by booth design, decorations, exhibits or company name, additional notices shall be provided as required by the venue management. The provision and fixing of these additional notices will be carried out by the Organiser at the expense of the exhibitor.
- Visible panel display and recessed fittings should be set for all doors.
- Exhibitors must ensure that no obstacles including fixtures such as steps are built and blocking the way to the emergency exit.
- A landing should be shown in case of the appearance of the top and/or foot of the stairs. The depth of the landing shall not be less than the width of the flight of stairs.

EXTENDED STAY CHARGE AT LOADING AREA BY HKCEC

- Starting from 1/7/2015, HKCEC has implemented charges for extended stay in the loading area and the following outlines the extended stay charge at HKCEC loading bays:

Loading Bay in Phase I

First 60 mins (after clock in):	Free
First 2 hours after 60 mins:	HK\$100 (every 30 mins or part of thereof)
After 3 hours:	HK\$150 (every 30 mins or part of thereof)
Lost ticket (exclusive of overtime charge):	HK\$500 each

FIRE REGULATIONS

- Fire prevention equipment like all fire alarms, fire shutters, extinguishers, fire hydrants, sprinkler systems, valves and emergency telephones should be tidy and easy to access.
- At any time, exhibitors should allow and ensure the accessibility of all fire hose reels and fire alarms as given in the floor plans. It is the responsibility of all exhibitors to make sure that the firefighting and safety equipment are not hindered, hidden, removed or interfered with.
- Exhibitors should make sure that both the way in and out of the emergency exits are clear and fire prevention measures are done along with the regulations.

IMPORTANT INFORMATION FOR ALL EXHIBITORS

FIRE REGULATIONS (cont'd)

- Exhibitors and their contractors should make sure that they have adopted the proper fire extinguishers applying for different occasions respectively.
- Fire extinguishers should be displayed and covered with direct sprinkler coverage from a temporal overhead structure during the assembly and dismantling period of the entire event.
- All materials used in the stand and ceiling construction must be properly fire retardant in accordance with local regulations. No inflammable materials or equipment (e.g. the inflammable glue for electrical welding equipment) can be used in the exhibition hall when all the carpet has been laid down in the corridor in the halls.
- Exhibitors have the obligation to ensure that an endorsed Fire Certificate is made available in case of inspection conducted by the Fire Services Department.
- Parties who fail to commit the above measure may have to take up all the loss, damages, claims and charges suggested from the venue and Fire Services Department.
- Please refer to the guidelines for submission of Certificates of Fire Service Installations and Equipment for more details (Appendix 1).

FLOOR LOADING

- Floor loading is given as 350 lbs/sq ft or 1,700 kg per sqm. Pointed or dynamic loads will not be allowed in the centre unless prior approval from the venue is obtained.

FLYING OF REMOTELY CONTROLLED AERIAL DEVICES

- The flying of devices with exposed rotors is strictly prohibited.
- The flying of the device must be within an enclosed area deemed acceptable to HKCEC management, at its sole discretion.
- Public access to the approved demonstration area must be controlled in a manner deemed acceptable to HKCEC management, at its sole discretion.
- Adequate signage warning of the activities and the potential danger therein must be prominently displayed to the satisfaction of HKCEC management, at its sole discretion.
- A suitable distance, to be determined by HKCEC management at its sole discretion, must be maintained between the audience and the operation of these devices.
- If safety considerations require it, the Organiser agrees to immediately cease demonstration activities, if requested to do so by HKCEC management, at management's sole discretion.
- Devices may not be flown over the heads of the audience or any event attendees or workers, unless suitable netting has been installed.
- Unauthorized, 'untested' or unqualified operators, including, but not limited to members of the audience, are not allowed to operate devices.
- Only one device may be airborne in the authorized demonstration area at any period of time.

FOOD & BEVERAGES

- According to the regulations of the Hong Kong Convention and Exhibition Centre, outside food and beverages are strictly prohibited in the Exhibition Venue. Exhibitors may consume food and drinks at the Cafeteria inside the exhibition halls or at the restaurants. In order to maintain a clean and tidy exhibition area, consumption of food is not allowed in the booth. Exhibitors and their staff may make use of a certain designated area within the exhibition halls for consumption of their food.

FREE WIRELESS LAN SERVICE AT HKCEC

- Free Wireless LAN service operated by the venue is available for only light and casual usage of 60 minutes by a limited number of users simultaneously. The wireless connection may fail or become slow and/or unstable during the exhibition period, and will disconnect if the connection is idle for over 30 minutes.
- If you require continuous access to the internet you will need to order broadband internet service for the duration of the show.

GANGWAYS

- Gangways must remain clear at all times including move-in and move-out periods. Exhibits and booth fittings, including doors or windows that open, must not protrude into the gangways.

IMPORTANT INFORMATION FOR ALL EXHIBITORS

GENERAL BEHAVIOUR

- Exhibitors should always behave in a courteous and business-like manner throughout the exhibition. They must pay due respect to visitors and other exhibitors.
- Exhibitors should welcome all visitors to their booths. Under no circumstance should they act in a discriminatory way or prevent certain visitors from approaching their booths.

GLASS PANELS

- All glass panels and glazing used in the construction of booths must consist of safety glass a minimum of 4 mm thick. Any uninterrupted, large areas of clear glazing shall be indicated so as to be readily apparent (i.e. by applying warning strips, dots or logos).

GOODS PASS OUT PROCEDURE

- If you need to leave the exhibition hall with items/goods during the show open days, you will need to obtain a Security Clearance Document. This document can be obtained from the Official Contractor office, AMC (Exhibit) Ltd, in Hall 3F&G.

HALL SPECIFICATIONS

Specifications	Hall 3F&G
Floor Finish	Concrete
Floor Loading	1,700 kg/sqm
Ceiling Height	8.25mH
Electrical Supply	220V 50Hz AC Single Phase \pm 6% 380V 50Hz AC Three Phase \pm 6%
Water Supply & Drainage	Yes

*Note: Pointed or dynamic loads will not be allowed in the centre unless prior approval from the venue is obtained.

HEIGHT RESTRICTIONS

- The height restriction for all Raw Space booths is **4.5mH maximum**. For booths located under the smoke curtain in the areas within ± 0.5 m from the smoke curtain, the maximum allowable height is 2.5mH in Hall 3F&G.
- The maximum height of Standard Package booths is **2.5mH**.

INSURANCE

- All exhibits, articles and other property brought into the exhibition hall by an exhibitor, his agents and/or his contractors shall be at the sole risk of the exhibitor or contractor.
- The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. Exhibitors are therefore responsible for taking out all necessary insurance to cover their exhibits, the booth fittings and fixtures, the venue and other third parties.
- For exhibitors with valuable exhibits, they are requested to take out insurance coverage for damage and loss. If needed, exhibitors can have HKCEC security for overnight storage or guarding. Exhibitors requiring special assistance or advice should contact the Organiser.
- Both exhibitors and contractors should ensure their staff, agents and sub-contractors are provided with insurance coverage to protect themselves against injury and third party liability for visitors at their booths.
- The Organiser will not be responsible for any loss, damage or destruction occasioned thereto by any cause whatsoever. The Organiser will not be liable for any loss, delay, damage, costs, expenses or monies in respect of the postponing, abandoning, cancelling, transforming or curtailing of APAO 2018 for any reason.
- Any losses, damages and insurance claims need to be reported, in writing, to the Organiser and the police within 24 hours.
- For further information please refer to the terms and conditions of your contract for booth space.

INVITATION LETTER FOR VISA APPLICATION

- All overseas exhibitors must hold a valid passport while visitors from China must hold a valid travel document. To find out more information on visa/entry permit requirements for visitors to Hong Kong, exhibitors can visit this web page: <http://www.immd.gov.hk/eng/services/visas/visit-transit/visit-visa-entry-permit.html>
- For those who require a Visa to enter into Hong Kong, you will also require an official Invitation Letter from the Organiser for Visa Application, which can be generated online through the APAO Congress system.

IMPORTANT INFORMATION FOR ALL EXHIBITORS

LASER PRODUCTS

- Any person demonstrating or using laser products shall:
 - i. Observe the Relevant Legislation and Regulations
 - ii. Submit application not later than 1 month before the first day of the Licence Period for full approval
 - iii. Provide suitable fire protection equipment and warning notices as required by the HKCEC

LIFTING

- A lifting, storage and freight forwarder service is available from the Official Freight Forwarder, Dragon Link.
- The Organiser will not accept any responsibility for the unloading of goods at the show. You must ensure your delivery/courier company has the appropriate means to unload your consignment or alternatively place an order with Dragon Link in advance.

***Please kindly be reminded to complete Order Form 3, "Customs Clearance, Freight Forwarder & On-site Handling" if necessary.**

LIGHTING

- General hall lighting is provided but it is strongly recommended that you also have specific lighting in your booth to highlight your exhibits.

LOSS AND THEFT

- All property and goods, including without limitation all publicity material brought by Exhibitors into any part of the Exhibition Venue including, without limitation, booths, Space and Raw Space are brought at the Exhibitor's risk. The Organiser does not guarantee the safety and security of such property or goods and shall not in any way be liable or responsible for any theft, loss or damage thereof. For the avoidance of doubt, the showcases, cabinets and other storage facilities as provided by the Organiser in any part of the Exhibition Venue including, without limitation, booths, Space and Raw Space are for exhibition purposes only. The Exhibitors are solely responsible for the safety and security of all their property or goods stored in such showcases, cabinets and storage facilities at all times.

MANNING OF BOOTH

- Exhibitors should keep their booths in an orderly manner and packing boxes must be stored properly.
- Exhibits should be displayed in a professional manner compatible with the image of the exhibition.
- Booths must be manned by knowledgeable staff at all times during the exhibition period.
- Exhibitors should not vacate their booths during the exhibition and before the official move-out time on the last exhibition day unless special permission has been given by the Organiser.

OFFICIAL CONTRACTOR

- AMC (Exhibits) Ltd is the appointed contractor for constructing all standard shell scheme booths, including all relevant booth decorations such as Artwork, AV equipment &/or wooden production.
- For Raw Space booth under 36sqm, the Organizer strongly recommend exhibitor to appoint AMC (Exhibits) Ltd as the contractor in order to avoid any delay and can enjoy a special discount on main electricity power order.
- Kindly email your enquiry to APAO2018Exhibition@arconmarketing.com and they will be very pleased to discuss details with you.

ORGANISER'S OFFICE

- The Organiser's Office is located in **Room No. S230** of **Hall 3F&G** and will be open from **09:00-18:00 on 8 - 11/2/2017** and during the exhibition opening hours.

OVERHEAD STRUCTURE

- No part of any overhead structure may extend beyond the boundaries of the site allocated. This includes overhead structure, exhibitor's name, free standing signs or advertising as well as lighting fixtures, including spotlights.

OVERTIME HALL RENTAL CHARGES FOR MOVE-IN/MOVE-OUT

- If the exhibitors and/or their appointed contractors work beyond the time as specified by the Organiser during the move-in and move-out period, they need to pay for charges claimed by the venue against the Organiser. These charges will be calculated based on the number of required overtime hours. If working beyond the specified hours is

IMPORTANT INFORMATION FOR ALL EXHIBITORS

OVERTIME HALL RENTAL CHARGES FOR MOVE-IN/MOVE-OUT (cont'd)

required, the exhibitors and/or their appointed contractors are required to contact the Organiser and the Official Contractor at least 4 hours in advance before the closing of the halls to obtain the actual charging rate and shall pay to the Official Contractor, AMC (Exhibits) Ltd the overtime penalty claimed by HKCEC.

OVERTIME PENALTY CLAIMED BY HKCEC

- Exhibitors and/or their appointed contractors shall follow the move-in/out schedule. If the exhibitors or their appointed contractors are required to work after 24:00 on 6-7 & 11/2/2018, they should seek approval from the Organiser and the Official Contractor at least 4 hours before the closing of the halls to obtain the actual charging rate and shall pay to the Official Contractor, AMC (Exhibits) Ltd the overtime charges imposed by HKCEC.

PA SYSTEM

- The PA system in the exhibition halls of APAO 2018 is to be used solely for the Organiser's, police and security announcements. There will be no allowance for the use of exhibitors' or visitors' messages.

PHOTOGRAPHING & VIDEO SHOOTING

- No photography, filming, sound or video recording, telecasting and broadcasting will be allowed in the fair venue, unless approved by the Organiser in writing in advance.
- If you would like to use a photographer to take pictures of your booth, please email at APAO2018Exhibition@arconmarketing.com who will be able to provide you with the appropriate details and costs.

PERFORMANCE OF MUSIC AT THE SHOW

- Any musical performance, including the use of music recording for demonstration or as background music, requires the permission of:
 - (a) The Composers and Authors Society of Hong Kong Ltd.
18/F, Universal Trade Centre, 3 Arbuthnot Road, Central, Hong Kong
Tel: +852 2846 3268 Fax: +852 2846 3261
Website: <http://www.cash.org.hk/>
 - (b) Phonographic Performance (South East Asia) Ltd. (For recorded music only)
Unit A, 18/F, Tower A, Billion Centre, 1 Wang Kwong Road, Kowloon Bay, Hong Kong
Tel: +852 2861 4318 Fax: +852 2866 6869
Website: <http://www.ppseal.com/tc/home.html>
 - (c) Hong Kong Recording Industry Alliance Ltd. (For recorded music only)
Suite 2501, 25/F, Exchange Tower, 33 Wang Chiu Road, Kowloon Bay, Kowloon, Hong Kong
Tel: +852 2520 7000 Fax: +852 2882 6897
Website: <http://www.hkria.com/en/index.aspx>
- Please contact these companies directly to get a quote of the cost involved.

PROTECTION OF INTELLECTUAL PROPERTY RIGHTS

- All exhibits and the packages inclusive of publicity material or any part of the display on the Exhibitor's booth must not violate or infringe any intellectual property rights including but not limited to trademarks, copyrights, designs, names and patents, whether registered or otherwise. Exhibitors are required to comply with regulations as outlined by the Hong Kong Intellectual Property Department: <http://www.ipd.gov.hk>.

PUBLIC PARKING

- Two large hourly car parks are situated in the basement of the Hong Kong Convention and Exhibition Centre. The main entrances to the car park are at Harbour Road and Expo Drive. For further details, please refer to this website: <https://www.hkcec.com/en/carpark>.

REFLECTIVE SAFETY VEST REQUIREMENTS

- Any personnel requiring admission to Hall 3F&G during the move-in or move-out period will be required to wear a reflective safety vest at all times, especially when vehicles and/or forklifts are being operated inside the hall.
- It is the responsibility of the exhibitors or contractors to supply their own vests.

IMPORTANT INFORMATION FOR ALL EXHIBITORS

RIGHT TO PRIVACY

- Exhibitors are expected to respect the rights of all other exhibitors. They are prohibited from entering other exhibitors' booths unless they are invited to do so.

SECURITY PRECAUTIONS

- It is the responsibility of the exhibitors and appointed agents to take responsibility for security as neither the Asia-Pacific Academy of Ophthalmology nor any appointed contractors are responsible for any loss or damage to any goods at any time during the exhibition.
- The Organiser and the Exhibition Venue Management will take all reasonable security precautions to provide a secure environment during the move-in, the exhibition and move-out periods.
- However, it is not possible to solely rely on the Organiser's efforts to prevent loss of items stored or displayed within the confines of an Exhibitor's booth.
- To help ensure effective security at the show, please follow these guidelines and take sensible steps to protect your property.
 - a) Manning of Booth
Exhibitors' booth must be fully manned at all times by alert staff. Never leave property such as handbags, wallets or notebooks unguarded, even for a split second. Attend to each visitor entering the booth and do not leave exhibits unattended. Check all lockable desks and cupboards before leaving your booth. *Please note that move-in and move-out days are high risk periods. You are recommended to work in pairs so that the booth is manned at all times.* On show open days make sure your booth is manned prior to the official opening time and do not leave your booth at night before the hall is cleared of all visitors.
 - b) Report Crime
It is essential to report any emergency, suspect and any loss sustained from your booth to the security/Organiser's Office immediately.

SECURITY SERVICES

- Exhibitors are allowed to hire security guards for their own purposes during the exhibition period. Under the Standard Terms and Conditions of Licence of the Hong Kong Convention and Exhibition Centre (HKCEC), exhibitors may procure additional security guards from the official venue's security contractor only. To obtain more information and the cost, exhibitors can contact the Events Department of HKCEC, Tel: +852 2582 8888, Fax: +852 2582 7106. Requests must reach HKCEC at least 3 weeks before the exhibition; otherwise a late order surcharge will be levied.

SMOKE-FREE POLICY

- "Health and Comfort Come First at Smoke-Free HKCEC." Since 1/1/2006, the Hong Kong Convention and Exhibition Centre has become a smoke-free venue. This is in line with best international practices and the wishes of visitors and event participants. It also reflects the venue management's commitment to provide a comfortable, health-conscious environment at this world-class facility. Smoking is not allowed in any areas within the exhibition halls at any time or at any place designated as exhibition area.

SOUND LEVEL/LOUD HAILERS/ODOURS

- No noisy work or work producing objectionable odours will be permitted during the opening hours of the exhibition. Exhibitors with music at their booth should keep the volume to an acceptable level.
- All audio/visual equipment must be cited and be kept at the minimum level. Exhibitors must ensure noise generated at their booths is kept to an acceptable level and does not cause inconvenience to visitors or other exhibitors. The exhibitor has the responsibility to ensure that the demonstration sound level should not exceed 75 dB (A). The Organiser reserves the right to intervene and stop the demonstration immediately if the sound level causes undue disturbance to other exhibitors and visitors. Exhibitors are responsible for supervising the actions of all visitors and employees operating audio/visual equipment located in their exhibit area.

STORAGE

- There will be no storage space provided in the exhibition halls or venue. Any empty crates, equipment, goods, materials or tools found unattended in the exhibition halls, loading area and/or any non-designated areas will be disposed of without prior notice and the Contractor's Performance Deposit will be deducted.
- Fire regulations prohibit storage of boxes and packages in empty aisles or unused areas inside the hall.
- Offending items are liable to be removed without warning by the Organiser.

IMPORTANT INFORMATION FOR ALL EXHIBITORS

STORAGE (cont'd)

- Exhibitors should make prior arrangement with their forwarders or agents for storing properties and package cases, if storage is required; Dragon Link offers such service, so please contact the service counter of Dragon Link in the exhibition hall.

***Please kindly be reminded to complete Order Form 3, "Customs Clearance, Freight Forwarder & On-site Handling" if necessary.**

TERMS & CONDITIONS

- This Exhibitor Manual forms part of the Terms and Conditions that you have agreed to on signing your Contract for Booth Space. For detailed information, please refer to the "Terms and Conditions" that are attached with your signed contract.
- All accounts for booth payment must be paid in accordance with the terms and conditions of the signed contract. Exhibitors are reminded that you will be excluded from occupying your booth if full payment has not been made in accordance with the payment structure as laid out in your Contract for Booth Space.

TERMS & CONDITIONS FOR ADDITIONAL ORDERS FROM AMC (EXHIBITS) LTD

- All items are on a rental basis only and rental rates are for the duration of the exhibition.
- Facilities and services not indicated on the forms are subject to quotation on an individual job basis.
- Orders for additional services and equipment rental should be submitted to the Official Contractor, AMC (Exhibits) Ltd by **15/12/2017**, otherwise a **30% late surcharge** will be imposed on any order received **from 16/12/2017 to 5/1/2018**; a **50% surcharge** will be imposed from **6/1/2018 to 26/1/2018**.
- Cancellation of any orders must be submitted in writing. **Cancellation after the deadline** is subject to a 30% cancellation charge. No cancellation will be accepted **on/after 5/1/2018**.
- All orders must be submitted with full payment including any late order surcharges; otherwise, it will not be accepted.
- Provisions of any services/equipment by the Official Contractor are subject to the availability of the required services/equipment at the time of ordering. Orders will be accepted on a first come, first served basis. However, the Official Contractor reserves the right not to accept any orders received and in such cases, the exhibitors will be notified and the payment will be returned or refunded.
- Complaints regarding booth construction or rental items supplied by the Official Contractor must be lodged the day before the exhibition opens at the Official Contractor site office. Otherwise all items will be deemed to have been received in good order.
- Hirer shall be liable for any loss or damage to the equipment arising from the hirer's negligence, unintentional act, unauthorised maintenance or other cause within the reasonable control of hirer, its representative, employees, agents or invitees. In the event of any loss or damage to the equipment for which the hirer is liable, the hirer shall reimburse the Official Contractor for all cost of making good or replacement.
- All induced bank charges (both local and overseas bank charges) by any transaction, exchange rate, bank handling fee, etc. should be borne by the exhibitor. The Official Contractor reserves the right to claim the loss from the Exhibitor in the event of the occurrence.

TRAFFIC PROCEDURES

- Maximum height limit allowed for entering the loading bay of Phase One is 4.2 mH.
- There is no vehicle schedule for unloading or loading during move-in. Vehicles will be dealt with on a first come, first served basis.
- For move-out, depending on the operation of concurrent events in the venue, a zoning system may be applied **for trucks/vans using the loading bay in different time zones**. Details will be announced in the Move-in Notice that will be distributed around 3 weeks prior to the Move-in Day.
- Unloading/loading is at **Convention Avenue** (see the 'HKCEC Location Map showing Convention Avenue Entrance' on Page 50-52). To access the loading bay, all authorised vehicles must display a valid vehicle permit with the specified dates and time.

Note: Private cars are not admitted into the loading bay of the venue.

VEHICLE PERMITS

- For entry into the loading dock and cargo lifts, authorised vehicle permits issued by Hong Kong Convention & Exhibition Centre/Asia-Pacific Academy of Ophthalmology must be displayed on the vehicle. Each vehicle permit is valid for one entry on the specified date and will be collected by the Security Guard at the Exit Point in the Loading Bay.
- Depending on the size of your booth space, there will be an allocated number of vehicle permits.

IMPORTANT INFORMATION FOR ALL EXHIBITORS

VEHICLE PERMITS (cont'd)

- All vehicles must display the vehicle permit prominently on the dashboard of the vehicle during unloading/loading in the move-in and move-out periods.
- **Standard Package exhibitors** can collect their vehicle permits from **29/1/2018** from the Organiser.
- **Raw Space exhibitors** must collect their vehicle permits from the AMC (Exhibits) Ltd office at the contractor briefing a week before move-in.

Note: These passes do not permit parking.

***Please kindly be reminded to complete Order Form 2A / 2B, "Vehicle Permit for Standard Packages' Exhibitors / Raw Space"**

VENUE ACCESS CONTROL FOR MOVE-IN & MOVE-OUT

CONTRACTORS

- For Raw Space exhibitors who have outside contractor(s) to build their booth, HKCEC requires all outside contractors to wear a coloured wristband during move-in and move-out of the show.
- Contractors who will perform construction work in the venue are required to present their Green Cards at the Contractor Checkpoints to collect the wristband.
- The wristband is valid for 1 day and there will be different coloured wristbands for each day.
- After obtaining the wristband for the day, contractors may re-enter the Hall via other entry points during the day.
- To collect the wristband, contractors must go to Contractor Checkpoints:
 - **In front of Freight Lift E6, LG1 to access into Hall 5FG – Loading Bay of Phase 1**
- Contractors must produce their Workers' Badges to obtain a wristband.
- If you lose your wristband, you must go back to the Contractor Checkpoints and obtain another wristband. Your information will be recorded, and if there are repeated losses a charge maybe imposed.

TRANSPORT WORKERS

- All exhibitors who plan to use an external freight forwarder company or courier company service to deliver items/products to the HKCEC during move-in and move-out periods must obtain a sticker for ID purposes.
- To collect a sticker, transport workers/freight forwarders must go to Contractor Checkpoints:
 - **In front of Freight Lift E6, LG1 to access into Hall 5FG – Loading Bay of Phase 1**

VENUE USAGE AS LABORATORY

ANIMAL SPECIMEN: COW/PIG EYES

- The Organiser must arrange for protection of the venue carpet or other HKCEC facilities (e.g. furniture).
- Due to hygiene concerns, the Organiser is responsible for removal and disposal of all used experiment items and cow/pig eyes from the venue each day before departure.
- Please advise if there will be liquid resulting from the experiment; the Organiser is responsible for removal and disposal of the liquid from the venue each day before departure.
- The arrangement of a wet lab is based on the understanding that the experiment will only involve **cow/pig eyes**. For any live surgery involving body parts other than **cow/pig eyes**, prior approval from HML is required.

ANIMAL SPECIMEN: COW/PIG HEADS

- For any surgical demonstration regarding animal specimen, a detailed proposal is required to be submitted to the Organizer for consideration including the involved laboratory setting, venue protection and disinfection procedures. After receiving all details, we will discuss internally about the feasibility of the above arrangement and review whether the approval will be granted. Approval of the request is at HML's sole discretion. Submission deadline will be **3 months** prior to the event start date.
- As a kind reminder, submission of the proposal does not guarantee that approval shall be granted. HML reserves the right of approval/refusal for this special request.

CADAVER DISSECTION

- Please note that HKCEC **DOES NOT** permit activities of cadaver dissection on human body parts to take place in HKCEC based on 2 main reasons:

IMPORTANT INFORMATION FOR ALL EXHIBITORS

VENUE USAGE AS LABORATORY (cont'd)

- The HKCEC venues are meant for conference and not laboratory usage. The venue is not compliant to laboratory standards in this regard.
 - HKCEC meeting rooms and other venues are used for multiple purposes, including but not limited to conferences, exhibitions, wedding banquets and corporate dinners. It is inevitable that such requested dissection will cause emotional distress to other concurrent users and staff at HKCEC, who are not used to the laboratory or medical operation/dissection environment, especially on human cadavers.
- HKCEC would be very much willing to provide advice and assistance in the arrangement of live broadcast in HKCEC.

WASTE REDUCTION AND RECOVERY MEASURES

- To protect the environment, the following guidelines on Waste Reduction and Recovery are recommended:

Waste Avoidance and Minimization

- a. Setting up of exhibition booth
Use re-erectable booths to reduce the amount of waste generated.
- b. Selection of decoration material
Use environmentally friendly materials (e.g. recycled materials).
- c. Production of publicity materials
 - Print publicity materials on recycled paper.
 - Minimize the number of publicity materials printed.
- d. Distribution of bags
When distribution of bags is necessary, use reusable bags or biodegradable bags instead of plastic bags.

Waste Reuse and Recycling

- a. Reuse
Collect unused publicity items, decoration materials, admission badge holders etc. for reuse or recycling.
- b. Recycling
Put recyclable materials including waste paper, plastic bottles and aluminium cans into the waste separation bins provided by the event Organiser.

WORKERS' BADGES

- Appointed contractors and forwarders from each exhibitor must have a workers' badge. The workers' badge must be worn at all times for access into and out of the exhibition halls.
- Security guards will have the right to deny access into the exhibition halls if the appointed contractors and forwarders are unable to produce the required Workers' Badges.
- Workers' Badges for access to the exhibition hall are only valid during the move-in (6-7/2/2018) and move-out period (after 12:30 p.m., 11/2/2018).
- Raw Space contractors must obtain a coloured wristband. Please refer to VENUE ACCESS CONTROL FOR MOVE-IN & MOVE-OUT in this section of the manual.

***Please kindly be reminded to complete Order Form 1A / 1B, "Workers' Badge for Standard Packages' Exhibitors / Raw Space"**

Appendix 1 – Guidelines for Submission of Certificates of Fire Service Installations and Equipment

消 防 處
牌 照 及 審 批 總 區

香港九龍
尖沙咀東部摩打道1號5樓
消防總部大廈



**FIRE SERVICES DEPARTMENT
LICENSING AND CERTIFICATION COMMAND**

Fire Services Headquarters Building,
5/F, No.1 Hong Chong Road,
Tsim Sha Tsui East, Kowloon,
Hong Kong

本處編號 Our Ref.: (3) in L/M(2) in FP(LC) 31407

來函編號 Your Ref.:

圖文傳真 Fax: 852 – 2723 2197

電 話 Tel No.: 852 – 2733 7619

電子郵件 E-mail: lkpolice2@hksd.gov.hk

4 October 2011

To: Registered Fire Service Installation Contractors

Dear Sir/ Madam,

Certificate of Fire Service Installations and Equipment (FS 251)

This letter serves to promulgate a set of guidelines for the observation of registered fire service installation contractors (RFSIC) on submission of Certificates of Fire Service Installations and Equipment (FS251).

You are well aware that pursuant to regulation 9 of the Fire Service (Installations and Equipment) Regulations, Chapter 95B, Laws of Hong Kong, whenever an RFSIC installs, maintains, repairs or inspects any fire service installation or equipment (FSI) in any premises, he shall within 14 days after completion of the work issue to the person on whose instructions the work was undertaken a certificate and forward a copy thereof to the Director of Fire Services. Against this background, all copies of FS251 completed by RFSIC are either handed to the Fire Services officers on site or forwarded to the Fire Service Installations Task Force (FSITF) of this Department according to the prevailing practice.

With a view to streamlining the procedures and enhancing efficiency, agreement has been made in a recent liaison meeting between the Association of Registered Fire Service Installation Contractors of Hong Kong Limited and the Fire Services Department (FSD) that copies of the completed FS251 should be forwarded to the respective office of the FSD by the concerned RFSIC in accordance with the following schedule effective on 15.10.2011. A list of the addresses of the respective offices of FSD is at **Appendix A**.

Ref. number and date should be quoted in reference to this letter

凡提及本信時請引述編號及日期

IMPORTANT INFORMATION FOR ALL EXHIBITORS

- (i) **Regional Office (RO)**
All work pertain to the FSI of licensed/registered premises only, e.g. fire extinguisher, exit signs, and self-contained emergency lighting system. However, if the work cover the FSI serving both the building and the licensed/registered premises, e.g. sprinkler system, and fire hydrant and hose reel system, a self-certified photocopy of the relevant FS251 in addition to the one to FSITF, should be forwarded to the respective RO direct. The various types of licensed/registered premises are listed in **Appendix B**.
- (ii) **Dangerous Goods Division (DGD)**
All work pertain to the FSI of Dangerous Goods (DG) stores and DG vehicles. However, if the work cover the FSI serving both the building and the DG stores, e.g. sprinkler system, a self-certified photocopy of the relevant FS251 in addition to the one to FSITF, should be forwarded to the DGD direct.
- (iii) **Fire Service Installations Task Force (FSITF)**
All work pertain to FSI provided in building or premises other than the above.

Please note that the above arrangements do not preclude RFSIC handing copies of FS251 to officers of this Department during their inspections.

Further, RFSICs are also required to quote as far as practicable the serial number of the previous FS251 describing the corresponding defective FSI item(s) which were reportedly repaired in Part 2 of the FS251 now submitted. A sample of the FS251 to this effect is attached at **Appendix C** for your ease of reference.

If you have any queries pertaining to the above arrangement, please feel free to contact Divisional Officer (FSITF) at telephone number 2733 7879.

Yours faithfully,



(LAU Mun-ming)
for Director of Fire Services

Ref. number and date should be quoted in reference to this letter

凡提及本信時請引述編號及日期

Appendix A

Addresses of the respective offices of FSD

1. Hong Kong Regional Office

M/F, Sheung Wan Fire Station,
2 Western Fire Services Street, Sheung Wan, HK

2. Kowloon West Sub-regional Office

6/F, Tsim Sha Tsui Fire Station Complex,
333 Canton Road, Kowloon

3. Kowloon East Sub-regional Office

Room 403, 4/F, West Wing,
Tsim Sha Tsui Fire Station Complex,
333 Canton Road, Kowloon

4. New Territories Regional Office

Room 402, 4/F, West Wing,
Tsim Sha Tsui Fire Station Complex,
333 Canton Road, Kowloon

5. Dangerous Goods Division

4/F, Fire Services Department Kwai Chung Office Building,
86 Hing Shing Road, Kwai Chung, New Territories

6. Fire Service Installations Task Force

4/F, North Wing, Fire Services Headquarters Building,
1 Hong Chong Road, Kowloon

Ref. number and date should be quoted in reference to this letter

凡提及本信時請引述信號及日期

Appendix B

**List of Licensed and Registered Premises
handled by the Regional Offices**

1. General Restaurant
2. Light Refreshment Restaurant
3. Factory Canteen
4. Food Factory
5. Bakery
6. Karaoke Establishment
7. Dancing School
8. Public Dance Hall
9. Places of public entertainment such as theatre /
cinema, amusement ride, etc
10. Billiard Establishment
11. Bowling Alley
12. Skating rink
13. Massage Establishment
14. Non-designed School
15. Non-exempted Premises for conducting Non-local
Higher and Professional Education Courses
16. Child Care Centre
17. Drug Dependent Persons Treatment and
Rehabilitation Centre

Ref. number and date should be quoted in reference to this letter

凡提及本酒牌請引此編號及日期

FIRE SERVICE (INSTALLATIONS AND EQUIPMENT) REGULATIONS

Appendix C

PSD Ref.: _____
消防處編號

消防(裝置及設備)規例

(Regulation 9(1))

(第九條(1)款)

CERTIFICATE OF FIRE SERVICE INSTALLATIONS AND EQUIPMENT

消防裝置及設備證書

A 5521901

Name of Client: 顧客姓名

Name of Building: 樓宇名稱

Street No./Town Lot: 門牌號數/市地段 Street/Road/Estate Name: 街道/路/屋苑名稱

Block: 座 District: 分區 Area: 地區 ☐ HK ☐ K ☒ NT

Type of Building 樓宇類型: ☐ Industrial 工業 ☒ Commercial 商業 ☐ Domestic 住宅 ☐ Composite 綜合 ☐ Licensed premises 持牌場所 ☐ Institutional 社福

Part 1 Annual Maintenance ONLY 第一部 只適用於年檢事項					
Code 編號 (1-34)	Type of FSI 裝置類型	Location(s) 位置	Comment on Condition 狀況評述	Completion Date 完成日期 (DD/MM/YYYY)	Next Due Date 下次到期日 (DD/MM/YYYY)
			NIL		

Part 2 第二部 Installation / Modification / Repairing / Inspection works 裝置/改裝/修理/檢查工作					
Code 編號 (1-34)	Type of FSI 裝置類型	Location(s) 位置	Name of Work Carried out 完成之工作內容	Comment on Condition 狀況評述	Completion Date 完成日期 (DD/MM/YYYY)
24	2 x 9 Litres Foam Type F.E.	10/F	To refill and inspect	Conforms with FSD requirements	6.9.2011 (defect FS251 No: A320154)

Part 3 第三部 Defects 損壞事項				
Code 編號 (1-34)	Type of FSI 裝置類型	Location(s) 位置	Outstanding Defects 未修缺點	Comment on Defects 缺點評述
			NIL	

I/We hereby certify that the above installation/equipment have been tested and found to be in efficient working order in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment published from time to time by the Director of Fire Services. Defects are listed in Part 3.

本人/我們此聲明以上之消防裝置及設備經試驗, 證明性能良好, 符合消防處或長不時公佈的最低限度之消防裝置及設備守則與裝置及設備之檢查測試及保養守則的規條, 損壞事項列於第三部。

鋪設書涉及年檢事項, 應張貼於大廈或處所當眼處以供消防處人員查核

This certificate should be displayed at prominent location of the building or premises for PSD's inspection of any annual maintenance work involved.

FS 201 (Rev. 10/2002)

Authorized Signature: 授權人簽署

Name: 姓名

PSO/C No.: 消防處註冊號碼

Company Name: 公司名稱

Telephone: 聯絡電話

Date: 日期

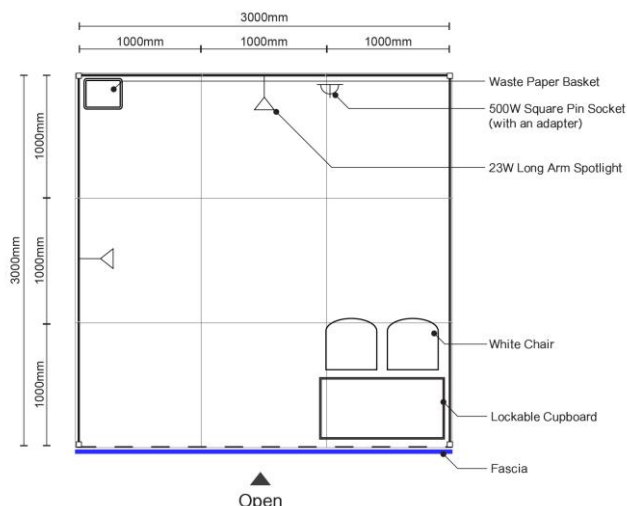
For use only: ☐ Inspected ☐ Key-in ☐ Verified

Important Information for Standard Package Exhibitors

IMPORTANT INFORMATION FOR STANDARD PACKAGE EXHIBITORS

***SPECIFICATION FOR STANDARD PACKAGE

- AMC (Exhibits) Ltd is the appointed contractor for constructing all standard shell scheme booths, including all relevant booth decorations such as Artwork, AV equipment &/or wooden production. Kindly email your request to APAO2018Exhibition@arconmarketing.com.
- A Standard Package includes wall panels, fascia board (nameboard), carpet, white chairs, 750 mmH lockable cupboard, 500W power socket (for single machine use only), 23W energy saving long-arm spotlight (white light; equivalent to 100W traditional light bulb) and waste paper bin.
- The carpet colour is a set colour for all Standard Package exhibitors. However, if you wish to change your booth carpet colour, please contact the Official Contractor, AMC (Exhibits) Ltd Please note this will incur additional costs.



***FURNITURE AND FACILITIES ENTITLEMENT

The below table shows the entitlements / facilities that are included in your booth.

Item / total 9 sqm	Quantity
Fascia Board (depends on the no. of open sides*)	1 / 2*
13 Amp / 220V / max. 500W Square Pin Socket (for single machine use only)	1
23W Energy Saving Long Arm Spotlight	2
Multiple Socket Adapter	1
Lockable Cupboard (1 mL x 0.75 mH x 0.5 mD)	1
White Chair	2
Waste Paper Basket	1

As part of your package you will also receive:

Seamless Panel x 6m – 9m

The panel quantity depends on the number of open sides of the booth: for booths with 1 open side, 9m in total with walls on 3 sides; for booths with 2 open sides, 6m in total with walls on 2 sides.

Single Colour Carpet x 9 sqm

The carpet colour is a set colour for all standard package exhibitors. However, if you wish to change your booth carpet colour, please contact the Official Contractor and note that additional costs will be incurred.

Booth Cleaning Services

***Please kindly be reminded to complete Order Form 4 / 6 & 8, "Rental of Furniture & Accessories / Rental of Audio Visual & Related Facilities & Booth Entitlements & Facilities Location Plan" if necessary.**

IMPORTANT INFORMATION FOR STANDARD PACKAGE EXHIBITORS

COMPANY NAME BOARD/FASCIA

- Standard Package booths will be provided with a Company Name Board (fascia). Please ensure that the wording of your company name is exactly as required. In the event that this form is not received, the fascia board will be supplied using the name given by the Organizer from the Program Book and any alterations requested on site will incur a charge.
- All corner booths will have 2 fascia boards with 2 open sides.

***Please kindly be reminded to complete Order Form 7, "Fascia Board Information".**

DILAPIDATION CHARGES

- It is the responsibility of exhibitors to make good any damage caused to the flooring and exhibition booth inclusive of marks by paint and adhesive tapes, etc. made by the exhibitors, its agents or contractors. In your own interests, you should satisfy yourselves as to the condition of your booth as well as its dressing and again after its clearance. The Organiser will pass on to the exhibitor any charges for damage to the exhibition halls caused by exhibitors, their staff or their contractors.

ELECTRICITY & POWER SUPPLY

- Main switch and distribution board may be required to be installed within the booth area at the Official Contractor's discretion.
- Each Standard Package booth is provided with a 500W electrical socket **not 24 hrs** as part of their package. This socket is for the usage of **ONE** electrical appliance/machinery only, and not exceeding 500W supply provided to ensure no electrical failure.
- **No multi-plug and extension cords are allowed.**
- If you need 24-hour electrical supply, you have to order from the Official Contractor and there will be an additional charge.
- In case of light box displays brought in by Exhibitors, **each** fluorescent or lamp used will be treated as a single general lighting and charged as an additional order. Should you have any concerns, please directly contact our official contractor by email at APAO2018Exhibition@arconmarketing.com, to discuss the most economical options for lighting.
- Installation of electrical equipment, including lighting fixtures, must adhere stringently to the Electrical Regulations of the Hong Kong Electricity Ordinance. Exhibitors are prohibited from installing any sub-standard fittings or wirings, which compromise the electrical safety standard. Any illegal electricity wiring connection or any inadequate connection order will be charged for the price difference plus on-site surcharge.
- The Official Contractor has the discretion to cut off electrical power supply to any installation that is found to be unsatisfactory and it is the responsibility of the exhibitor to immediately rectify the problem with the Official Contractor.
- In case of LED lighting, the voltage will determine the amount and type of electrical supply to order and to be provided by the Official Contractor. Please contact our official contractor by email at APAO2018Exhibition@arconmarketing.com.
- To ensure you are provided with the correct and proper power supply, please contact the Official Contractor, AMC (Exhibits) Ltd by email at APAO2018Exhibition@arconmarketing.com.

***Please kindly be reminded to complete Order Form 5 & 8, "Rental of Lighting & Electrical Fittings" & "Booth Entitlements & Facilities Location Plan" if necessary.**

FIXING EXHIBITS

- Double-sided adhesive tape must be used to attach light exhibits to the Standard panels. Under no circumstances may nails, screws, glue, staples etc. be used. A complete range of fixing clips can be used to hang heavier exhibits.
- Exhibitors are liable for any damage caused to their booth fixtures and fittings at the exhibition. Further information or advice can be obtained from the Official Contractor, AMC (Exhibits) Ltd.

MODULAR SYSTEMS

- Exhibitors may dress their booths with their own modular display system, but should check with the Official Contractor that the dimensions fit the area provided.
- Exhibitors are normally not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors requiring special assistance should contact the Official Contractor **no later than 15/12/2017**.
- No additional booth fitting or display may be attached to the Standard Package booth structure.
- No free standing fitment may exceed a height of 2.5 m or extend beyond the boundaries of the booth allocated. This includes company names, advertising materials and logos provided by the Exhibitor.
- No alternations, modifications or additions should be made to rental equipment without the prior written consent of the Official Contractor.

IMPORTANT INFORMATION FOR STANDARD PACKAGE EXHIBITORS

MODULAR SYSTEMS (cont'd)

- Paint, adhesive or any other coating carried out inside the exhibition hall or applied directly to building columns/pillars and floors are strictly prohibited. The Official Contractor reserves the right to charge the exhibitor for any damages caused to the system materials provided.
- Exhibitors can order additional furnishings and decorations to enhance their booths such as coloured display panels, lighting, shelves, literature racks, etc. by reviewing and completing the Official Contractor's order forms in this manual or by contacting the Official Contractor, AMC (Exhibits) Ltd by email at APAO2018Exhibition@arconmarketing.com

WORKERS' BADGES

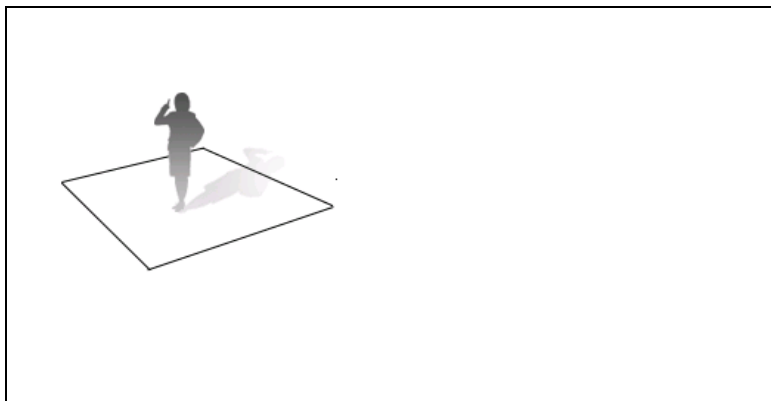
- Appointed contractors and forwarders from each exhibitor must have a worker's badge. The worker's badge must be worn at all times for access into and out of the exhibition halls.
- The Worker's Badge is only valid for use during **move-in (6 - 7/2/2018)** and **move-out (11/2/2018)**.
- Security guards will have the right to deny access into the exhibition halls if the appointed contractors and forwarders are unable to produce the required Workers' Badges.

***Please kindly be reminded to complete Order Form 1A, "Workers' Badge for Standard Packages' Exhibitors".**

Important Information for Raw Space Exhibitors

IMPORTANT INFORMATION FOR RAW SPACE EXHIBITORS

***SPECIFICATION FOR RAW SPACE



What is included in Raw Space:

- Only the floor space you have booked

What you need to consider ordering:

- Flooring
- Carpet
- Lighting
- Partition walls
- Electric power supply
- Furniture

***Note: You will need to find a contractor to design and build your booth.** For Raw Space booth under 36sqm, the Organizer strongly recommend exhibitor to appoint AMC (Exhibits) Ltd as the contractor in order to avoid any delay and can enjoy a special discount on main electricity power order. Kindly email your enquiry to APAO2018Exhibition@arconmarketing.com and they will be very pleased to discuss details with you.

Raw Space Exhibitors should appoint an experienced local Booth Contractor to design and construct their booth that is conversant with the regulations of HKCEC.

- Site measurements are given in metrics. Exhibitors/Contractors, upon arrival and before commencing construction work, are required to check to ensure the floor space dimensions are set out as per the floor plan issued by the Organiser, and to report immediately to the Organiser or the Official Contractor of any discrepancy. If the contractor does not report any errors immediately, the Organiser will not be liable for any construction work that has already begun.
- It is the raw space exhibitor's responsibility to carpet, construct, furnish and to light up their licensed space.
- The transporting, assembling, dismantling and the removing of custom-built booths are the responsibility of the Exhibitor. All such work must be carried out according to the arrangements and within the time limits specified by the Organiser.
- The exhibitor (or appointed contractor) is also responsible for the dismantling of the booth at the end of the show and removing all material used. Exhibitors are liable for any cost incurred due to the repair of any damages caused by the action or act of the Exhibitors or its contractors.
- No direct fixings may be made to any part of the exhibition halls and any damage or discoloration of such will be charged directly to the exhibitor.
- The suspension of booth or light fittings from the ceiling structure of the Exhibition Venue **are not allowed** for APAO 2018.
- Fixings to the surface of the floors to secure margin boards and other booth fittings will not be permitted unless prior approval in writing is obtained from the Organiser.
- All booth structures, signs, etc. must be confined within the area allotted and cannot project into or over the gangways.
- All Raw Space Exhibitors are responsible for their own storage within their booth area.
- All specially designed booths must clearly show the exhibiting company name and booth number.
- All materials used in the construction and decoration of exhibition booths or set-ups shall be flame retardant and subject to inspection of the venue management.

IMPORTANT INFORMATION FOR RAW SPACE EXHIBITORS

***SPECIFICATION FOR RAW SPACE (cont'd)

- As a contractor/exhibitor at the show you have a duty to ensure that all personnel working for your company have a valid working visa/permit in order to work in the Hong Kong Special Administrative Region and are aware that they have a responsibility for the health, safety and welfare of all employees and that plans or systems of work which may be used are, so far as is reasonably practicable, safe and without risk to health. All employees should have the necessary training and supervision to ensure complete health and safety. The Organiser reserves the right to withhold granting approval to any contractor appointed by the exhibitor concerned, evaluating their past record in discipline and safety, etc., without giving any reason. For working visa permit requirements and application, it is advisable to contact the Hong Kong Immigration Department for detailed information: www.immd.gov.hk.

BOOTH DESIGN, PLAN PROPOSAL WITH STRUCTURAL SAFETY CERTIFICATE REQUIREMENTS

No custom-built booth may be erected at the Exhibition Venue unless the plans and design proposals thereof have been approved in writing by the Official Contractor and the venue management, which approval may be withheld by the Organiser or the venue management without giving any reason.

Effective from June 2010, the venue management has implemented strict control for booths and temporary structures according to criteria from the Building Department.

For booths and temporary structures **exceeding 3 m in height**, stages or platforms exceeding **1.1 m in height**:

- An Authorized Person/Registered Structural Engineer (AP/RSE) shall verify the stability of the design drawings.
- Construction should be conducted under the supervision of AP/RSE.
- AP/RSE should verify the stability after completion by completing the structural safety certificate.
- The structural safety certificate must be submitted to the Official Contractor, AMC (Exhibits) Ltd **latest by 15:00 on 7/2/2018**.

For booths and temporary structures **at 4.5 m in height (maximum)**, stages or platforms exceeding **1.5 m in height**:

- The design must be verified by an AP/RSE with structural calculations for stability before construction.
- Construction should be conducted under the supervision of AP/RSE.
- AP/RSE should verify the stability after completion by completing the structural safety certificate.
- The structural safety certificate must be submitted together with structural calculations to the Official Contractor, AMC (Exhibits) Ltd **latest by 15:00 on 7/2/2018**.

NOTE: Raw Space Exhibitors MUST submit the following for approval by 5/1/2018:

- Detailed booth layout plan/floor plan inclusive of layout plan, booth elevation, telephone, electrical fittings, colours, materials and audio-visual equipment to be used with dimensions to scale (not less than 1:100);**
- Front and side-view drawing(s) with booth height;**
- 3D perspective drawings.**

CONTRACTOR'S PERFORMANCE DEPOSIT

- All Raw Space exhibitors are required to lodge a **Contractor's Performance Deposit** of which will be collected based on **HK\$300/per sqm** basis. The deposit will be refunded to the exhibitor **within 8 to 10 weeks** after the exhibition if their exhibition booth is, in the Organiser's view, clear from damages to the venue and/or of any rubbish, and no infringing performance has been reported to the Organiser. Payment of the Deposit is either **by cheque** made payable to "AMC (Exhibits) Ltd" or **by bank transfer**.
- NO Workers' Badges and vehicle Permits** will be issued to the exhibitor or its appointed contractor and no custom-built booths will be permitted to be erected at the exhibition unless the **Raw Space Contractors' Information, Construction Drawings** with the **Contractors' Performance Deposit** has been received by the Official Contractor.

***Please kindly be reminded to complete Order Form 10, "Contractors' Information"**

DEDUCTION FROM CONTRACTOR'S PERFORMANCE DEPOSIT

- Exhibitors are responsible to ensure that their appointed contractors should observe and comply with the rules and regulations stated in this manual. Any infringement resulting in damage, disposal and unsafe performance will result in a deduction from the Contractor's Performance Deposit without prior notice.

IMPORTANT INFORMATION FOR RAW SPACE EXHIBITORS

DEDUCTION FROM CONTRACTOR'S PERFORMANCE DEPOSIT (cont'd)

The following are some of the actions leading to a deduction of the Contractor's Performance Deposit when needed:

01. Contractor staff smoking in venue.
02. Stand design drawings not submitted as specified.
03. Stand construction exceeds the maximum height limit.
04. Paint spraying, welding, using electrical saws inside the venue.
05. Screwing, drilling, painting or nailing on the panels of standard shell stand.
06. Storage of construction materials, tools, empty boxes and/or other materials in non-designated areas or outside the venue.
07. Items found outside the respective stand areas, after the move-in/out period, will be disposed of without prior notice and also trigger a deduction.
08. Debris, packing materials and stand materials not handled/disposed of properly and promptly (i.e. placed outside the stand area or in other stand area, gangways, loading bays or blocking the gangways/fire exits) during move-in/out period.
09. Any main construction being built on site deviates from the drawings submitted to the Organiser such as stand construction exceeds the assigned boundaries, including but not limited to plasma TV, lighting, 3D lettering, graphics, free standing banners, etc.
10. All viewable stand partitions/walls (i.e. the common side walls bordering neighbouring stand(s) above 2.5 m) must be well finished in white panels by the end of the last move-in day (the opinion of the Organiser is final in this regard).
11. Stand construction or dismantling in an improper or unsafe manner (e.g. pushing over high sections of stands, smashing of glass panels, etc.).
12. Safety Vests and Personal Protective Equipment (PPE) should be worn as required for the task (i.e. safety harness if working at height; helmets if danger of tools etc. being dropped from above).
13. In accordance with HK Labour Department legislation, platforms must be used for work above 2 m. Any ladders over 2 m are not allowed on site.
14. Any illegal electrical wiring connections or inadequate connections etc. will be made safe and charged as per the Exhibitor Manual price (with on-site surcharge).
15. Failing to submit Contractor insurance policy/risk assessment/payment of Contractor's Performance Deposit before deadline.
16. All alteration or removal of ready/shell stand fascia boards with booth number must be done by the Official Contractor who will reinstall at a charge. If the fascia is damaged or lost, a reproduction cost will be incurred.
17. Damage to the venue or Official Stand Contractor's facilities (walls, doors, carpets, marble floor, hall floors etc.). Actual cost invoiced by venue/Official Stand Contractor.
18. Any additional hall rental charges incurred due to overtime move-in/out. Actual cost invoiced by venue.
19. Failing to submit the Electricity (Wiring) regulations Work Completing Certificate – Form WR1 before 8/2/2017, the first show day of the Expo.
20. Failing to submit Form FS251 (related to fire tests, flame tests, fume test, and other similar tests) to the Official Stand Contractor before 7/2/2017, the exhibitor's move-in day. HK\$2,000 will be deducted from the Contractor's Performance Deposit.

Remarks

- If the Contractor's Performance Deposit is not sufficient to cover the actual cost/penalty incurred, the Organiser reserves the right to charge the Exhibitor and/or their Contractor the outstanding balance.
- The Organiser will not be responsible for any loss or claim for any or all disposed items arising from the violation of the above guidelines (items 07 & 08) by the Contractor.
- In case of disputes, the decision of the Organiser is final.

**** Exhibitors should also be fully aware that, as per the Standard Rules & Regulations which form part of their contract with the Organiser, they are legally responsible and liable for their contractors and sub-contractors.**

- It is therefore essential that exhibitors appoint established and reputable Hong Kong stand contractors.
- If assistance is required, please contact the Organiser. Please note that the appointed official contractor receives Contractors' Performance Deposits on behalf of the Organiser.

DILAPIDATION CHARGES

- It is the responsibility of exhibitors to make good any damage caused to the flooring inclusive of marks by paint and adhesive tapes, etc. made by the exhibitors, its agents or contractors. In your own interests, you should satisfy yourselves as to the condition of your space site and again after its clearance. The Organiser will pass on to the exhibitor any charges for damage to the exhibition halls caused by exhibitors, their staff or their contractors.

IMPORTANT INFORMATION FOR RAW SPACE EXHIBITORS

ELECTRICITY

- **No multi-plug and extension cords are allowed.**
- A fully qualified electrician must carry out all electrical installations. Contractors must be licensed by the Electrical and Mechanical Service Department (EMSD) and are required to hand in WR1 Form and the electricity license. The WR1 Form is available in Appendix 2 on Page 40-41.
- Electricity can be supplied in 220 volts ($\pm 6\%$), single phase, 50Hz or 380 volts ($\pm 6\%$), 3 phases, 50Hz.
- Any alteration or usage of electrical fittings are subject to final approval from the Official Contractor appointed by the Organiser.
- An Exhibitor or its appointed contractor must order enough electricity supply. If the actual power consumption of any Exhibitor exceeds the applied limit and affects the operation of other exhibitors or the power supply system of the venue, the Official Contractor will stop power supply to their booths immediately and the Exhibitor will be liable for the damage caused.
- Installation of electrical equipment, including lighting fixtures, must adhere to the Hong Kong Electricity Ordinance stringently. Exhibitors are advised not to use electrical fittings that may contain sub-standard circuits in their booths. All lighting fixtures should be installed at 2.2 m above ground. If not, they should be well protected so as not to cause danger to the general public.
- In case of LED lighting, the voltage will determine the amount and type of electrical supply to order and to be provided by the Official Contractor. To ensure you are provided with the correct and proper power supply, please contact the Official Contractor by email at APAO2018Exhibition@arconmarketing.com.
- In case of light box displays brought in by Exhibitors, **each** fluorescent or lamp used will be treated as a single general lighting. To ensure you have placed the correct electrical order and avoid any late or on-site charges, it is advisable to discuss your needs with the Official Contractor.

***Please kindly be reminded to complete Order Form 9, "Rental of Power Main Supply".**

FIRE REGULATIONS

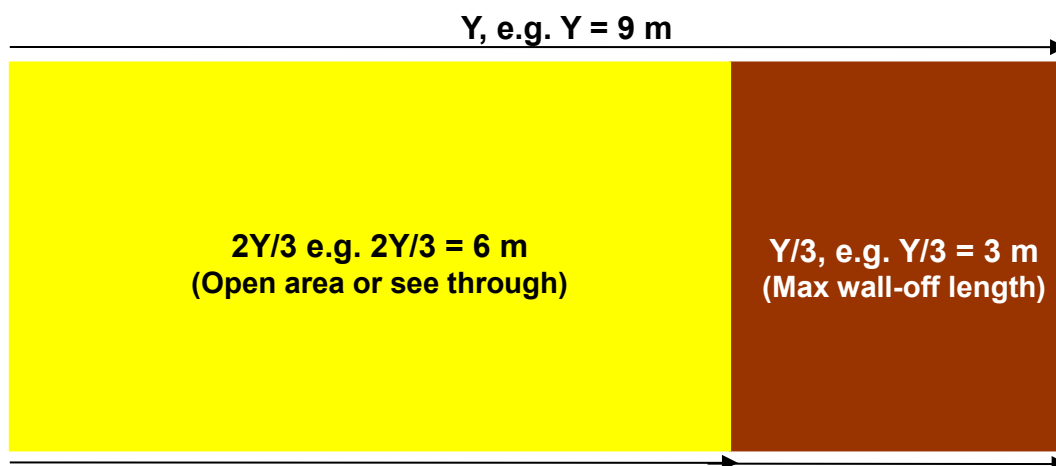
- Fire prevention equipment like all fire alarms, fire shutters, extinguishers, fire hydrants, sprinkler systems, valves and emergency telephones should be tidy and easy to access.
- At any time, exhibitors should allow and ensure the accessibility of all fire hose reels and fire alarms as given in the floor plans. It is the responsibility of all exhibitors to make sure that the firefighting or safety equipment are not hindered, hidden, removed or interfered with.
- Exhibitors should make sure that both the way in and out of the emergency exits are clear and fire prevention measures are undertaken along with the regulations.
- Exhibitors and their contractors should make sure that they have adopted the proper fire extinguishers for different occasions respectively.
- Fire extinguishers should be displayed and covered with direct sprinkler coverage from a temporal overhead structure during the assembly and dismantling period of the entire event.
- All materials used in the stand and ceiling construction must be properly fire retardant in accordance with local regulations. No inflammable materials or equipment (e.g. the inflammable glue for electrical welding equipment) can be used in the exhibition hall when all the carpet has been laid down in the corridor in the halls.
- Exhibitors have the obligation to ensure that an endorsed Fire Certificate is made available in case of inspection conducted by the Fire Services Department.
- Parties who fail to commit the above measure may have to take up all the loss, damages, claims and charges suggested from the venue and Fire Services Department.
- Please refer to the guidelines for submission of Certificates of Fire Service Installations and Equipment for more details (Appendix 1, page 23-27).

LONG RUNS OF WALLING – FACING OTHER BOOTHS

- Long runs of aisle walls on booths are not permitted.
- If you are planning on walling off part of your booth or building any rooms in your space, please note that not more than a third of any one side of an exhibition booth may be walled off, as in the drawing below.

IMPORTANT INFORMATION FOR RAW SPACE EXHIBITORS

LONG RUNS OF WALLING – FACING OTHER BOOTHS (cont'd)



MATERIALS

- Exhibitors and contractors shall observe and comply with all the applicable fire codes issued from time to time by the relevant authorities concerned. All drapes, curtains, coverings, skirts, carpet or any materials used in the construction and decoration of exhibition booths or set ups shall be flame retardant and subject to inspection by the authorised HKCEC personnel.
- Use of Mortar: Persons proposing to erect brick, stone or block walls etc. shall lay heavy-duty building paper or similar material on the floor under the walls etc. to protect the floor surface from mortar damage. The HKCEC will repair any damage caused to the floor by the erection or dismantling of this work at the expense of the exhibitor.

MAXIMUM HEIGHT AND SETBACK CRITERIA FOR BOOTH DESIGN

- The **maximum height for the booth design is 4.5m** and no part of any structure is to extend beyond the boundaries and airspace of the site allocated.
- Exhibitors should construct their own walls, with minimum 2.5 m/8 ft height, to divide from neighbouring booths, and should not use other's back walls or venue walls.
- No company identity, e.g. company names, logos, etc., should be put on the back of any booth structure over 2.5 m/8 ft which faces to the neighbouring booth.
- **Without Logo:** If the exhibitor wishes to build a wall over 2.5 m but only decorate the inside of their own booth with their graphics (inclusive of company name and logo), then no setback is required. However, the exhibitor is required to finish the other side of the wall in a white colour.
- **With Logo:** In the event that an exhibitor wishes to build a wall over 2.5 m in height and intends to decorate both sides of the wall with graphics (inclusive of company name and logo), then the wall must be built at least 1.5 m away from the neighbouring booth. Approval must be given by the Organiser to ensure the neighbouring booth will not be affected by misleading visitors.
- Whilst every step is taken to ensure that all issues are resolved to everyone's satisfaction, the Organiser is the final arbitrator in any disputes between neighbouring booths and all parties are bound by the Organiser's decision as agreed upon when signing the terms and conditions upon booking space for the show.

OCCUPATIONAL HEALTH & SAFETY

- Exhibitors and/or their contractors must comply with occupational health and safety regulations in constructing and dismantling their booths by making sure the workplace is safe and healthy.
- They must provide and maintain safe working equipment and procedures.
- They must appoint an authorised person for on-site supervising of installation/dismantling works.
- Exhibitors must adhere to the occupational health and safety measure as required by the venue management.

OVERSEAS CONTRACTORS

- If an overseas contractor is appointed to design and construct the booth, it is mandatory to comply with the requirements imposed by the Immigration Department of Hong Kong to ensure the workers have valid working permits to work in Hong Kong. For working visa permit requirements and application, it is advisable to contact the Hong Kong Immigration Department for detailed information: www.immd.gov.hk.

IMPORTANT INFORMATION FOR RAW SPACE EXHIBITORS

OVERSEAS CONTRACTORS (cont'd)

- It is also strongly suggested to contact the Official Contractor, AMC (Exhibits) Ltd for assistance by email at APAO2018Exhibition@arconmarketing.com

POWER SUPPLY ARRANGEMENT

- Power supply will not be switched on for booths during build-up until it is considered absolutely safe to do so.
- If you require 24-hour electricity during show opening hours, please ensure you order 24-hour power supply from the Official Contractor.
- If you anticipate requiring a power supply during build-up/breakdown for the checking and downloading of equipment or the use of hand tools etc., you should apply in advance from AMC (Exhibits) Ltd for a temporary supply to be installed.
- Power to booths is switched off 30 minutes after the show closes each day, and it should be noted that breakdown will not commence until the power supply has been disconnected.
- Please contact the Official Contractor, AMC (Exhibits) Ltd at APAO2018Exhibition@arconmarketing.com to apply for 24-hour electricity.

STRUCTURAL SAFETY CERTIFICATE

- A structural safety certificate must be submitted for all custom-built booths on raw space **exceeding 3 m in height**. As such, the booth construction must be undertaken under the supervision of an Authorized Person/Registered Structural Engineer (AP/RSE). The AP/RSE shall verify the stability of the booth by completing the structural safety certificate.
- Exhibitors must accept full responsibility for the safety of the booth, as Construction Sites (Safety) Regulation (Chapter 59) is applicable.
- With effect from 1/1/2014, double deck booths are not allowed.
- The structural safety certificate must be submitted together with structural calculations to the Official Contractor, AMC (Exhibits) Ltd latest by **15:00 7/2/2018**.

SCAFFOLD

- For safety purposes, the use of ladders in excess of 2 m in height is strictly prohibited within HKCEC.
- If the construction/dismantling work is carried out at a level over 2 m from the ground, contractors should use high reach equipment, such as metal scaffolding.
- Scaffold shall not be used on a construction site unless the Form 5 report from Construction Sites (Safety) Regulations has been made by a competent person. This form should be displayed in a prominent location of the scaffold, specifying the location, extent of the scaffold on the site and including a statement to the effect that the scaffold is in safe working order, strength and stability.
- Workers are required to wear a safety belt while construction activities are carried out over 2 m from the ground. If this rule is not observed, HKCEC and the Organiser will have the right to stop the relevant construction activity immediately.
- For further details, please refer to the Code of Practice for Metal Scaffolding Safety at the following website: http://www.labour.gov.hk/eng/public/content2_8b.htm.

VENUE ACCESS CONTROL FOR MOVE-IN & MOVE-OUT

CONTRACTORS

- For Raw Space exhibitors who have outside contractors to build their booth, HKCEC requires all outside contractors to wear a coloured wristband during move-in and move-out of the show.
- Contractors who will perform construction work in the venue are required to present their Green Cards at the Contractor Checkpoints to collect the wristband.
- The wristband is valid for 1 day and there will be different coloured wristbands for each day.
- After obtaining a wristband for the day, contractors may re-enter the Hall via other entry points during the day.
- To collect the wristband, contractors must go to Contractor Checkpoints:
 - **In front of Freight Lift E6, LG1 to access into Hall 5FG – Loading Bay of Phase 1**
- Contractors must produce their Workers' Badges to obtain a wristband.
- If you lose your wristband, you must go back to the Contractor Checkpoints and obtain another wristband. Your information will be recorded, and if there are repeated losses a charge maybe imposed.

IMPORTANT INFORMATION FOR RAW SPACE EXHIBITORS

VENUE ACCESS CONTROL FOR MOVE-IN & MOVE-OUT (cont'd)

TRANSPORT WORKERS

- All exhibitors who plan to use an external freight forwarder company or courier company service to deliver items/products to the HKCEC during move-in and move-out periods must obtain a sticker for ID purposes.
- To collect a sticker, transport workers/freight forwarders must go to Contractor Checkpoints:
 - **In front of Freight Lift E6, LG1 to access into Hall 5FG – Loading Bay of Phase 1**

WORKING OVERTIME AFTER THE CLOSING TIME OF THE EXHIBITION

- If at any time during the open days of the show, an Exhibitor needs to carry out maintenance work after the exhibition has closed, please apply to the Organiser by 17:00 on the same afternoon. Any charges imposed on the Organisers for such arrangements, e.g. lighting and security, will be passed on to the exhibitor/contractor concerned.

WORKERS' BADGES

- Appointed contractors and forwarders of each exhibitor will be provided with Workers' Badges which must be worn at all times for security reasons to access the exhibition halls.
- Security guards will have the right to deny access into the exhibition halls if the appointed contractors and forwarders are unable to produce the required Workers' Badges.
- A Workers' Badge is only valid for use during **move-in (6-7/2/2018)** and **move-out (11/2/2018)** period.

***Please kindly be reminded to complete Order Form 1B, "Workers' Badge for Raw Space".**

Appendix 2 – SAMPLE OF WR1 FORM

電力條例（第 406 章）
電力（線路）規例
完工證明書—表格 WR1

ELECTRICITY ORDINANCE (CHAPTER 406)
ELECTRICITY (WIRING) REGULATIONS
WORK COMPLETION CERTIFICATE—FORM WR1

致 固定電力裝置擁有人：
To the Owner of Fixed Electrical Installation :

第 1 部（對設計方面的證明）PART 1 (For Certification of DESIGN)	
<p>(1) 本人 _____ 為註冊電業工程人員，現按照《電力條例》（第 406 章）第 59 條下制定的《電力（線路）規例》第 19(1)條的規定，證明本證明書第 3 部所指固定電力裝置的設計，符合條例的規定。</p> <p>I, _____, a registered electrical worker(REW), pursuant to regulation 19(1) of the Electricity (Wiring) Regulations made under section 59 of the Electricity Ordinance, Chapter 406, hereby certify that the Fixed Electrical Installation depicted in Part 3 of this certificate has been designed in accordance with the Ordinance.</p>	<p>註冊電業工程人員簽署： Signature of REW :</p> <p>註冊編號 Registration No.:</p> <p>屆滿日期 Expiry Date :</p> <p>級別 Grade :</p> <p>准許工程 Permitted Works :</p> <p>聯絡電話 Contact Tel. No.:</p> <p>簽署日期 Date Signed :</p>
<p>(2) 本人 _____，茲代表 _____（註冊電業承辦商），現遵照《電力條例》（第 406 章）第 34(11)條的規定，在本證明書上加簽。</p> <p>I, _____, on behalf of _____ _____ (a registered electrical contractor(REC)), endorse herewith in compliance with section 34(11) of the Electricity Ordinance, Chapter 406.</p>	<p>註冊電業承辦商簽署： Signature of REC :</p> <p>註冊編號 Registration No.:</p> <p>屆滿日期 Expiry Date :</p> <p>聯絡電話 Contact Tel. No.:</p> <p>簽署日期 Date Signed :</p>
第 2 部（對安裝、檢查及測試方面的證明） PART 2 (For Certification of INSTALLATION, INSPECTION & TESTING)	
<p>(3) 本人 _____ 為註冊電業工程人員，現按照《電力條例》（第 406 章）第 59 條下制定的電力（線路）規例第 19(1)條的規定，證明（請選出適用的一段文字，並在其空格內加上√號）：-</p> <p>I, _____, a REW, pursuant to regulation 19(1) of the Electricity (Wiring) Regulations made under section 59 of the Electricity Ordinance, Chapter 406, hereby certify that (select the appropriate paragraph by ticking the appropriate box below) : -</p> <p><input type="checkbox"/> 本人已於 _____ 年 _____ 月 _____ 日檢查本證明書第 3 部所指的固定電力裝置，本人認為該固定電力裝置符合條例的規定，而且操作安全。 I have inspected the Fixed Electrical Installation depicted in Part 3 of this certificate on _____, I am satisfied that the Fixed Electrical Installation complies with the Ordinance and is in safe working order.</p> <p><input type="checkbox"/> 本人已於 _____ 年 _____ 月 _____ 日檢查本證明書第 3 部所指固定電力裝置的其中部分，至於該固定電力裝置並非由本人檢查的各部分，本人已按照《電力（線路）規例》第 21(3)條的規定，收到由其他註冊電業工程人員就個別部分所發出的有效證明書（表格 WR1(A)）。本人認為該固定電力裝置符合條例的規定，而且操作安全。 I have inspected only part of the Fixed Electrical Installation depicted in Part 3 of this certificate on _____, however in respect of those parts of the Fixed Electrical Installation which I have not inspected, I have received valid certificates (Form WR1(A)) certified by REWs for the individual parts as required under regulation 21(3) of the Electricity (Wiring) Regulation. I am satisfied that the Fixed Electrical Installation complies with the Ordinance and is in safe working order.</p>	<p>註冊電業工程人員簽署： Signature of REW :</p> <p>註冊編號 Registration No. :</p> <p>屆滿日期 Expiry Date :</p> <p>級別 Grade :</p> <p>准許工程 Permitted Works :</p> <p>聯絡電話 Contact Tel No.:</p> <p>簽署日期 Date Signed :</p>
<p>(4) 本人 _____，茲代表 _____（註冊電業承辦商），現遵照《電力條例》（第 406 章）第 34(11)條的規定，在本證明書上加簽；並確認此檢查紀錄已送交裝置擁有人，而且本人亦根據《電力（線路）規例》第 22 條保存此紀錄的副本。</p> <p>I, _____, on behalf of _____ (a REC), endorse herewith in compliance with section 34(11) of the Electricity Ordinance, Chapter 406, and confirm that the above inspection records have been given to the owner, and copies of which are being kept by me in accordance with regulation 22 of the Electricity (Wiring) Regulations.</p>	<p>註冊電業承辦商簽署： Signature of REC :</p> <p>註冊編號 Registration No.:</p> <p>屆滿日期 Expiry Date :</p> <p>聯絡電話 Contact Tel. No.:</p> <p>簽署日期 Date Signed :</p>

註：☐ 在適當空格內加上√號
NOTE：☐ Tick the appropriate box
EMSD/LE/44

IMPORTANT INFORMATION FOR RAW SPACE EXHIBITORS

第 3 部(固定電力裝置)

PART 3 (Particulars of The Fixed Electrical Installation)

- [illegible]

* 請將不適用的刪去
Delete whichever is inapplicable

Health & Safety Information

HEALTH & SAFETY INFORMATION

CONSTRUCTION INDUSTRY SAFETY TRAINING CERTIFICATE – GREEN CARD

- The Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA) and the HKCEC have concurrently agreed to endorse the Contractor Green Card System at the venue. All exhibition booth contractors who will work on constructing the booths must acquire "Green Card" (Construction Industry Safety Training Certificates) qualifications. Card holders are required to visually display the "Green Card" when working in the Centre. The venue reserves the right to have security personnel reject entry or remove personnel in case of any dispute regarding credential issues.

DRINK AND DRUGS

- The abuse of alcohol, drugs and other addictive substances can affect work performance and impair safety. Therefore, any person found to be under the influence of alcohol or drugs, which in the opinion of the Organiser constitutes a danger to themselves or any other person using the venue, will be asked to leave the halls and if necessary will be removed by security.

EMERGENCY PROCEDURES & EVACUATION

- It is the responsibility of every exhibitor and contractor to ensure that all employees working at HKCEC during APAO 2018 are familiar with the emergency procedures as outlined at the end of this section.

FUMES, EXHAUST SMOKE AND INTERNAL COMBUSTION ENGINES

- Any machine, equipment or any other items which generate fumes, exhaust or smoke must have an effective exhaust system in order to assure no complications of any nature to HKCEC staff, workers, contractors, the public or other attendees to the Licensed Area.
- The use of internal combustion engines in the exhibition area is strictly prohibited.

GENERAL GUIDELINES

As an exhibitor/contractor at APAO 2018, you **MUST**:

- Nominate a health and safety representative for your booth that is aware of your company's health and safety policy.
- Make sure you and anyone manning your booth understands the fire and evacuation procedures and locations of the hall's emergency exits.
- Make sure that your contractors are working safely. Working at height on ladders and scaffolding must be done in a controlled and safe manner. Time constraints are no excuse for not adhering to safety standards.
- Operate vehicles (autos, trucks and/or forklifts) with care and attention when inside and around the exhibition hall. Do ensure that operators are fully trained and properly certified on the equipment being used.
- Ensure you and your staff, including your Exhibitors, wear a reflective vest when entering Hall 3F&G while vehicles (autos, trucks and/or forklifts) are being operated in connection to build-up or dismantling of exhibition booths, temporary structures or other installations.
- Make sure all electrical work is carried out by a qualified electrician.
- Ensure that all rubbish and packaging from your booth is removed from the site. It must not be stored on or behind your booth during the show.
- Ensure that measures are taken to minimise the impact of your operations on the environment.
- Make sure that hazardous waste is disposed of safely. Please note that fluorescent tubes contain hazardous materials.
- Make sure that you are properly insured for the exhibition.
- Treat all electrical cables as though they were live.
- Be aware of others working around you and report any concerns you may have about unsafe work practices or violation of the health and safety procedures outlined.
- Ask the advice of the venue management or the Organisers if you are in doubt about any aspect of health and safety issues.
- Not use flammable materials as part of your displays. This includes plastic flowers, polystyrene, etc. Some combustible materials may be acceptable if treated correctly.
- Have overloaded or insecure displays. For health and safety reason, all displays must be secured and not protrude into public space.
- Persons under 18 years of age are not allowed inside the halls during move-in and move-out. The halls are regarded as a potentially dangerous place of work during these periods.
- Overload trolleys – not only does this damage your exhibits but it will make it much harder to manoeuvre your way to your booth through crowded aisles and may cause injury to you or other people.

HEALTH & SAFETY INFORMATION

GENERAL GUIDELINES (cont'd)

- You are not allowed to block the aisles with your rubbish or equipment.

If you have any queries regarding your responsibilities towards the health and safety issues outlined above or the actions that you are required to take by law, you must contact the Organiser, the Asia-Pacific Academy of Ophthalmology.

HEALTH & SAFETY STATEMENT

- The Asia-Pacific Academy of Ophthalmology is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standard of health, safety and welfare at all its events.
- All exhibitors and contractors at events organised by the Asia-Pacific Academy of Ophthalmology are expected to ensure that they provide a safe place and system of work. Successful safety management requires the commitment, involvement and co-operation of all those on site.

HEAVY LIFTING

- In the interest of health and safety, the officially appointed forwarder, Dragon Link, is the only company permitted to operate mechanical and other cargo handling equipment in the hall and outside in the unloading areas. The self-drive use of lorry mounted 'HIAB' type cranes and lifting equipment will not be permitted within the hall.

***Please kindly be reminded to complete Order Form 3, "Customs Clearance, Freight Forwarder & On-site Handling" if necessary.**

LIQUID PETROLEUM GAS (LPG)

- The use of gas is not permitted at HKCEC.
- Gas-filled balloons, with the exception of helium-filled balloons, are prohibited.

PERSONAL PROTECTION EQUIPMENT

- Appropriate Personal Protection Equipment (such as security footwear, helmets, security belt for actions at heights above 2 m) against work hazards that may result from booth installation and dismantling should be provided by exhibitors and/or their contractors. The purpose of the above measures is to sustain adequate safety level for both employees and people working in the construction area. Workers who do not wear the proper protective equipment are not permitted to stay in the exhibition halls.

REPORTING OF ACCIDENTS

- It is a legal requirement that any accident sustained, however small, should be reported in the first instance to the HKCEC duty manager via the Organiser's Office. Some accidents must be further reported to the relevant bureau or authority from the HKSAR in which case the Organiser will advise.

TYPHOON/BLACK RAINSTORM WARNING SIGNAL

- All exhibitors are requested to note the following emergency measures which will be implemented in case Typhoon Signal No. 8 or Black Rainstorm Warning Signal is hoisted during APAO 2018.

No. 8 Typhoon Signal or Black Rainstorm Warning Signal hoisted prior to the Opening Hours

1. In case Typhoon Signal No. 8 or Black Rainstorm Warning Signal is hoisted on the move-in day, the Organiser will carry-on the move-in procedure under acceptable weather conditions.
2. If Typhoon Signal No. 8 or Black Rainstorm Warning Signal is hoisted before 08:00 during the Expo day, the Expo will remain closed for the whole day unless the typhoon signal or Black Rainstorm Warning Signal is lowered at or before 14:00.
3. If Typhoon Signal No. 8 or Black Rainstorm Warning Signal is lowered at or before 14:00 the Expo will be re-opened two hours after the typhoon signal or Black Rainstorm Warning Signal is lowered. Exhibitors are reminded to re-deploy duty staff to man their booths before the Expo is re-opened to the public.
4. The Expo will however remain closed if the typhoon signal or Black Rainstorm Warning Signal is lowered after 14:00.
5. The Organiser will arrange to make an announcement through the local radio channel, RTHK, or exhibitors may call the following hotline should they wish to enquire about any matters concerning these special arrangements: +852 3958 0502.

HEALTH & SAFETY INFORMATION

TYPHOON/BLACK RAINSTORM WARNING SIGNAL (cont'd)

Typhoon Signal No. 8 hoisted during the Expo

1. If Typhoon Signal No. 8 is announced during the Expo, the Expo will be closed two hours after the announcement. Exhibitors and visitors will be requested to leave the Expo within two hours.

Black Rainstorm Warning Signal hoisted during the Expo

1. If Black Rainstorm Warning Signal is announced during the Expo, the Expo will remain open after the announcement. Exhibitors and visitors should be encouraged to stay in the Expo for their own safety.
2. When Black Rainstorm Warning Signal is hoisted, new visitors will still be registered and admitted.

USE OF STAND AND SAFETY

- The exhibitor shall be solely responsible for the precautionary measures (such as guards or other means of protection) to protect the public from any moving or working exhibits. Such moving or working exhibits shall only be demonstrated or operated by competent persons authorised by the exhibitor and shall not be left running in the absence of such persons. Display of such working or moving exhibits are subject to the Organiser's prior written approval.

EMERGENCY PROCEDURES

Issued by Hong Kong Convention and Exhibition Centre (HKCEC)

FIRE EMERGENCY

IF YOU DETECT FIRE OR SMOKE

- Activate the nearest fire alarm station if possible to do so.
- Leave the fire area immediately by the nearest exit (emergency exits marked in green); do not use lifts.
- Close doors behind you.
- Leave the HKCEC by the nearest exit (emergency exit marked in green); do not use lifts.

IN CASE OF FIRE ALARM

(1) IF YOU HEAR A FIRE ALARM

- Remain calm and alert and prepare to leave the HKCEC.
- Resume normal activities once the fire alarm stops.

(2) IF YOU HEAR A FIRE ALARM EVACUATION ANNOUNCEMENT OR INSTRUCTION

- Leave the HKCEC via the nearest exit (emergency exit marked in green); do not use lifts.
- If you encounter smoke in the stairway, use an alternate exit where available.
- Do not attempt to remove vehicles from parking garages or loading docks.
- Follow announcements over the public address system or instructions by HKCEC staff and/or fire/police officials.
- Once outside the HKCEC, stay clear of the HKCEC and Convention Plaza Complex; do not return until it is declared safe to do so by HKCEC management or fire/police officials.

MEDICAL EMERGENCY

IN CASE OF A MEDICAL EMERGENCY

- Dial the emergency number for Security Control Room "33" from the closest house phone or call 2582 7162 (24 hours).
- Give exact location.
- Give detailed information when possible of the situation concerning injury and the cause of any injuries.
- Remain in contact with HKCEC staff until emergency personnel have arrived.

Useful Information About the Exhibition Venue

USEFUL INFORMATION ABOUT THE EXHIBITION VENUE

ACCESS TO HALL

- Access to Hall 3F&G with hand carry luggage is from the Harbour Road Entrance (indicated in blue). For loading and unloading of large items, it is requested to use the marshalling area with entrance on Convention Avenue (indicated in pink).

*Note: Refer to 'Map – Hong Kong Convention and Exhibition Centre' with driving directions indicated on Page 50-52 of this section.

AIRPORT

- Take the Airport Express to Hong Kong Station and then change there for the free Airport Express shuttle bus to HKCEC. The bus stop is at the Harbour Road Entrance. A free shuttle bus service to the Airport Express Hong Kong Station is available at the Harbour Road Entrance. Airport Express tickets are available at the HKCEC information counters at the Harbour Road Entrance and Expo Drive Entrance.

BANK FACILITIES WITHIN THE VENUE

- The Bank of East Asia, Shopping Arcade, Convention Plaza
- Automatic Teller Machines:
 - HSBC, Shopping Arcade, Convention Plaza
 - Wing Lung Bank, Harbour Road Entrance & Shopping Arcade, Convention Plaza

CATERING FACILITIES IN HKCEC

- Congress Plus
- Golden Bauhinia Cantonese Restaurant
- Harbour Kitchen
- Harbour Road Café
- Port Café (Only open during mega exhibitions)
- New Shanghai
- Traders (Only open during mega exhibitions)

LOST PROPERTY

- Lost property should be handed into the Organiser's Office without delay. Exhibitors and visitors can telephone to enquire about lost property at Room G312, +852 2132 4739.

POST OFFICE (Nearest TO HKCEC)

- 2/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong

PUBLIC PARKING

- Two large hourly car parks are situated in the basement of the Hong Kong Convention & Exhibition Centre. The main entrances to the car park are at Harbour Road and Expo Drive. For further details, please refer to the 'Map – Hong Kong Convention and Exhibition Centre' on Page 50-52.

PUBLIC TRANSPORT

Buses:

- Route number A12: from Airport (Ground Transportation Centre) to Siu Sai Wan (Island Resort)
Bus stop to get off: Immigration Tower, Gloucester Road
Bus fare: HK\$45 adult
- Route number A11: from Airport (Ground Transportation Centre) to North Point Ferry Pier
Bus stop to get off: Fleming Road, Hennessy Road
Bus fare: HK\$40 adult
- Route number N11: from Airport (Ground Transportation Centre) to Central (Macau Ferry)
Bus stop to get off: Dah Sing Finance Centre, Gloucester Road
Bus fare: HK\$31 adult (this route is only available from 00:50 to 04:45 daily)

USEFUL INFORMATION ABOUT THE EXHIBITION VENUE

PUBLIC TRANSPORT (cont'd)

- Route number E11: from Airport (Ground Transportation Centre) to Tin Hau MTR station
Bus stop to get off: Fleming Road, Hennessy Road
Bus fare: HK\$21 adult

Mass Transit Railways:

- The closest MTR station to HKCEC is the Wanchai Station (exit A) on the Island Line.

SMOKE-FREE POLICY

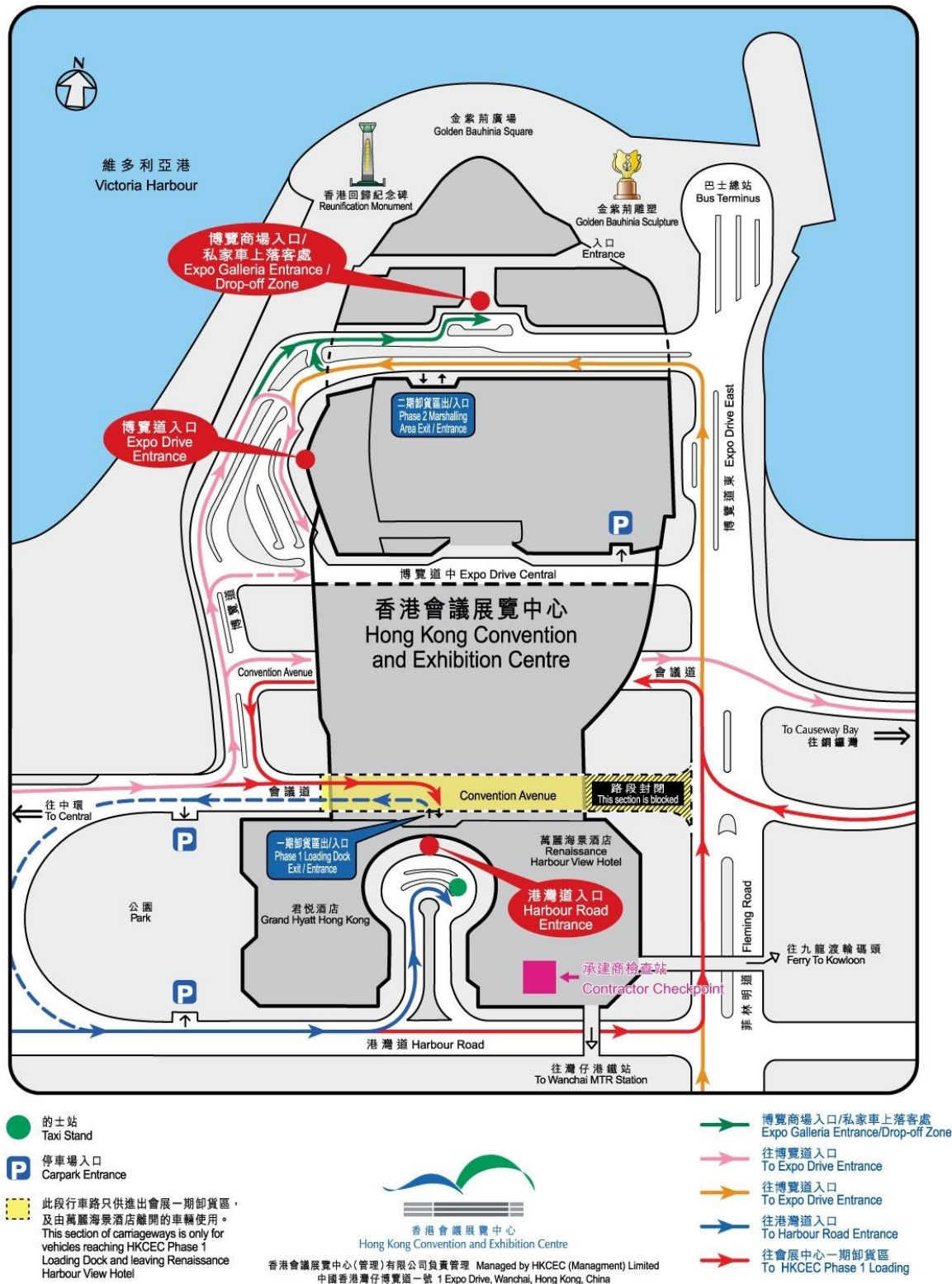
- The Hong Kong Convention and Exhibition Centre is a smoke-free venue. This is in line with the best international practices and the wishes of visitors and event participants. It also reflects the venue manager's commitment to providing a comfortable and health-conscious environment at this world-class facility.

VENUE ADDRESS

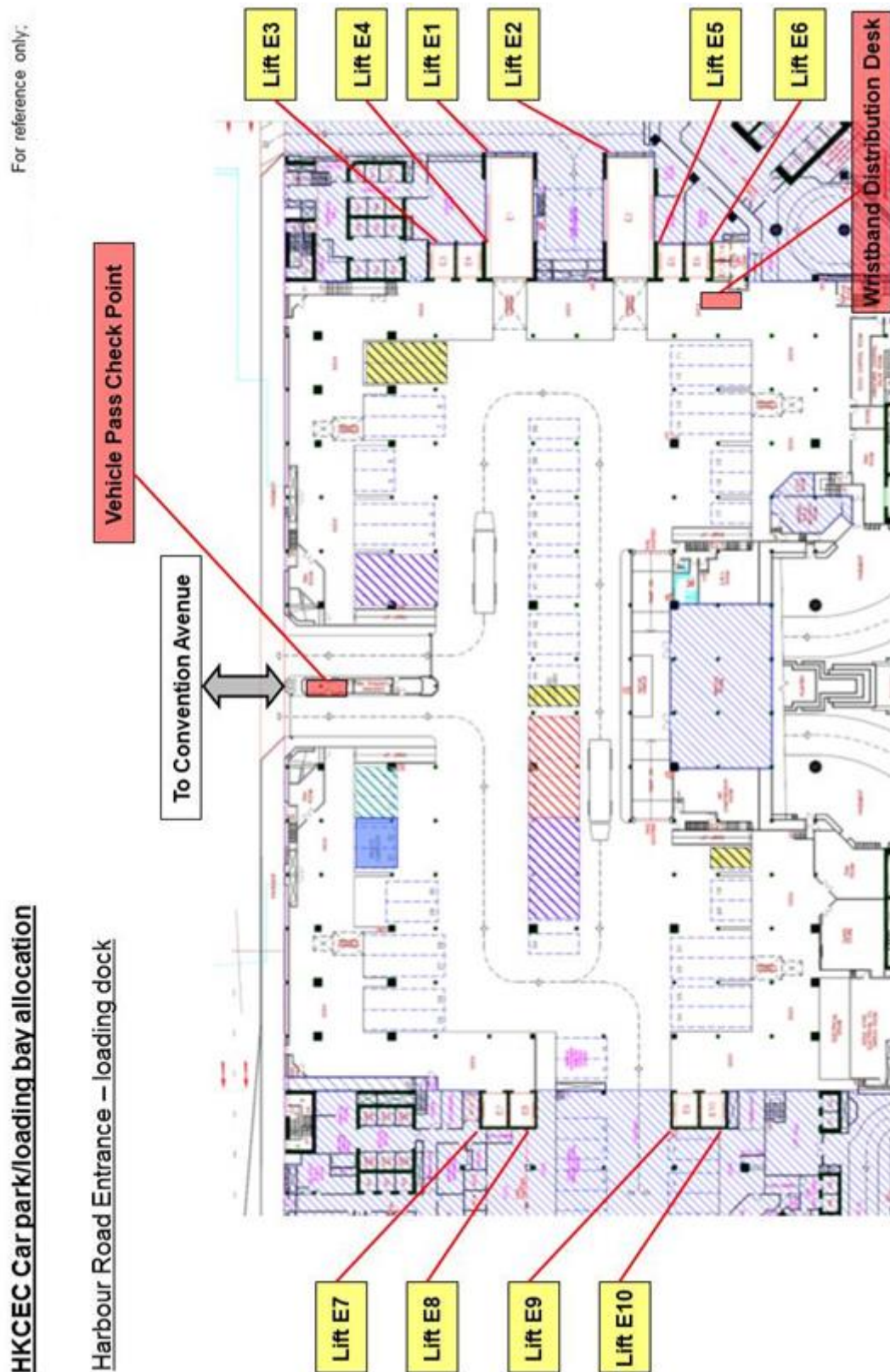
Hong Kong Convention and Exhibition Centre
1 Expo Drive, Wanchai
Hong Kong
Tel +852 2582 8888
Fax +852 2802 7284
Website: www.hkcec.com

香港會議展覽中心
Hong Kong Convention and Exhibition Centre

主要入口示意圖 Main Entrance Locations



Hong Kong Convention and Exhibition Centre Phase I Loading Area



All contractors should enter the HKCEC according to the following route:



Useful Information About Hong Kong

USEFUL INFORMATION ABOUT HONG KONG

ABOUT HONG KONG

- Strategically located next to China and at the centre of the Asia-Pacific, Hong Kong is one of the world's leaders in the trades and services industry. It thrives on an open economy which is built on free trade and free enterprise. Geographically, the territory is divided into four distinct areas: Hong Kong Island, Kowloon, the New Territories and the Outlying Islands.

CLIMATE

- Hong Kong is subtropical with a relatively high humidity and occasional heavy rain in summer months and cool dry winter months. Temperature ranges from 8°C in the winter to 35°C in the summer.

LANGUAGES

- Chinese and English are the official languages. Cantonese is the widely spoken local dialect. Street signs, menus, tourism and government publications are usually bilingual.

MEDICAL SERVICES

- Most hotels have a medical clinic with registered nurses and qualified doctors on duty at specified hours and on call for 24-hour emergency treatment. There are many government and private hospitals with a 24-hour emergency service and an outpatient department. All hotels have lists of recommended medical services, or you may check the 'yellow pages' of the classified telephone directory in your hotel room.

MONEY AND BANKING

- Most banks are open from 9:00 am to 4:30 pm on weekdays, and from 9:00 am to 12:30 pm on Saturday. There is no foreign exchange control in the territory and the Hong Kong dollar is freely convertible. In Hong Kong, most currency, including mainland China's renminbi (RMB), may be bought and sold in the open market. Visitors can exchange foreign currency at any bank or exchange shop or at the cashier counters of hotels. Daily exchange rates are available through any bank, but the Hong Kong dollar is pegged at HK\$7.8 to US\$1.
- The government issues coins in denominations of 10c, 20c, 50c, \$1, \$2, \$5 and \$10. There are also three different kinds of notes in denominations of \$10, \$20, \$50, \$100, \$500 and \$1,000. Visitors are advised to check the exchange rates and amount of any additional charges with money changers before handing over any money for exchange.

PASSPORTS AND IDENTITY CARDS

- All visitors to Hong Kong must have a valid travel document. Hong Kong residents are required to carry an Identity Card. Therefore, to avoid any inconvenience, visitors are advised to carry at all times a form of identification such as a passport.

TRANSPORTATION

- Hong Kong's efficient and low-cost public transport system includes buses, ferries, three railways, trams and taxis. There are three road tunnels crossing the harbour.

To and From the Airport

The Airport Express Railway from the airport to Kowloon Station takes just 19 minutes, with an extra 4 minutes to Central, Hong Kong. Adult single journey fare is HK\$100. In addition, express bus service called "Airbus" operates on frequent schedules to popular spots in the city, with stops near most major hotels. An overnight bus service will cover the airport's 24-hour operation. Taxis are also an option and fares from Chek Lap Kok range from HK\$200-HK\$400.

Ferries

The Star Ferry Co. operates a shuttle service between Hong Kong Island and Kowloon. Ferries between Central and Tsim Sha Tsui run every few minutes from 6:30 am to 11:30 pm. Other Star Ferry boats connect Wan Chai to Tsim Sha Tsui (7:30 am to 11:00 pm). For more details, call (852) 2366 2576. The Wan Chai Ferry Pier is within a few minutes' walk of the HKTDC offices and the Hong Kong Convention and Exhibition Centre.

USEFUL INFORMATION ABOUT HONG KONG

TRANSPORTATION (Cont'd)

Mass Transit Railways around Kowloon, New Territories and Hong Kong Island

The MTR [Tel: (852) 2881 8888] network comprises nine railway lines serving Hong Kong Island, Kowloon and the New Territories. In addition, a Light Rail network serves the local communities of Tuen Mun and Yuen Long in the New Territories while a fleet of buses provides convenient feeder services. The MTR also operates the Airport Express, a dedicated high-speed rail link providing the fastest connections to Hong Kong International Airport. From Hong Kong, passengers can travel with ease to Guangdong Province and the major cities of Beijing and Shanghai in Mainland China using the MTR's intercity services. The schedule of MTR trains runs about 19 hours a day, 7 days a week, from early morning (5:30 to 6:00 am) to 1:00 am the next morning. Unlike many other modes of public transport, the operational reliability of MTR trains is unaffected by traffic conditions, so passengers should always get to their destinations on time, barring severe weather conditions.

Trams

Trams ply the northern shore of Hong Kong Island at a fixed fare from 6:00 am to 1:00 am. There is also the century-old Peak Tram, a funicular railway which runs up to the Peak from 7:00 am to midnight at about 15-minute intervals. Tel: (852) 2522 0922.

Taxis

Taxi fares are charged by metered tariff. When crossing the harbour by either cross-harbour tunnel, the two-way tunnel toll is added to the fare. With the other tunnels, only the one-way toll is added. There is an extra charge per piece of luggage (both of these extra charges are signposted in the taxi). Flag falls and charges are displayed. Tipping is usually confined to small change. There are two taxi jurisdictions in Hong Kong: urban and New Territories. Radio taxis: Tel: (852) 2574 7311 / (852) 2527 6324 (Hong Kong Island), (852) 2760 0411 / (852) 2670 0477 (Kowloon), (852) 2457 2266 / (852) 2697 4333 (New Territories).

VISA

- According to the Hong Kong Immigration Department, nationals of most foreign countries can visit Hong Kong visa-free. Applicants may submit their visa applications directly to the Hong Kong Immigration Department, or through Chinese diplomatic or consular missions in their place of domicile.

Enquiries can be directed to:
Hong Kong Immigration Department
Immigration Tower, 7 Gloucester Road
Wan Chai, Hong Kong
Tel: (852) 2824 6111
Fax: (852) 2824 1133 / 2877 7711
Website: www.immd.gov.hk

VISA FOR MAINLAND CHINA TRAVEL

- All travelers to the Chinese Mainland, except Hong Kong Chinese residents, require visas. The mainland issues single-entry, double-entry and multiple-entry (six months, unlimited entry) visas, the latter designed for frequent travelers who have long-term business establishments (e.g. joint ventures) in the mainland. The Office of the Commissioner of the Ministry of Foreign Affairs of the PRC in the HKSAR Region is located at 7/F, Lower Block, China Resources Building, 26 Harbour Road, Wan Chai, Hong Kong [Tel: (852) 3413 2300 / 3413 2424]. Hours: Monday to Friday 9:00 am to 12:00 noon, 2:00 pm to 5:00 pm. China Travel Service operates at various locations: Central office, [Tel: (852) 2522 0450], Tsim Sha Tsui office, [Tel: (852) 2736 1863]. Many travel agencies specializing in China travel can also obtain visas. The China Travel Service normally takes 48 hours to issue a visa, but can do so in one day for a premium. The Visa Office takes 24 hours and also offers a more expensive same-day service.
- For more information about Hong Kong, please refer to the Hong Kong Tourism Board website at <http://www.discoverhongkong.com/eng/index.html> or the Visitor Hotline at +852 2508 1234 (Daily 9:00 am – 6:00 pm).