



Circular 11 **Limited Storage & Exhibits Replenishment Arrangement** <IMPORTANT>

Limited Storage

Limited storage space will be arranged in the hall loading area for exhibitors who have applied for storage area and permitted by the Organiser to place part of their exhibits for daily replenishment. Please be considerate by placing only a reasonable quantity of stock within the allocated area as this service is provided for the convenience and benefit of all exhibitors. The Organiser has the sole and final discretion of refusing any party who has been found abusing this service.

Exhibitors must only place their exhibits within the area designated by the number of pallets allotted. If the allotted storage area is inadequate, please place all extra exhibits within the booths. **Please note that exhibits over the allotted pallet(s) will not be permitted to enter the storage areas.**

Any exhibits found placed in public areas or outside of the designated storage area after 9:45 am till end of the show day will be confiscated by the HKTDC **without any prior notification**. To retrieve the confiscated exhibits, the responsible exhibitor must complete the formalities and pay the fine (HK \$500 per pallet). If exhibitors do not retrieve the confiscated exhibits within 24 hours, the HKCEC staff will dispose all the goods and the exhibitor will be **charged for a disposal fee**.

Exhibits Replenishment Arrangement

Please be reminded that no pallet jet will be allowed to access the exhibition hall 30 min before the fair opening time i.e. 9:30 am. All stocks and pallets must be stored and placed inside your booth area or at the designated storage area 15 min before the fair opening time i.e. 9:45 am on all show days.

Exhibitors have to take all precautions to avoid causing danger to the visitors when replenishing the stocks to your booth(s) from the temporary storage area during the fair opening hours. When replenishing the stocks, there must be at least 2 staff members taking care of the trolley. Trolleys must be equipped with rubber protection borders. To avoid any injury resulting from the falling of goods, exhibitors are **not allowed** to use trolleys to transport goods **exceeding the size of 1m x 1m x 1m**. For exhibits move-in and move-out of the exhibitor venue, exhibitors are recommended to appoint professional forwarders to provide the transportation service. The Organiser reserves the rights to require exhibitors to follow additional safety measures, or even prevent exhibitors from using trolleys to replenish stock if the fairground is too crowded.

Other Important Notes

1. Due to the high amount of traffic flow at the temporary storage warehouse, exhibitors with precious exhibits are strongly recommended to rent a meeting room with HKCEC as private storage for safety purposes.
2. The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. The Exhibitor shall be responsible for effecting insurance which shall include (but not limited to) its displays, exhibits and stands against loss or damage by theft, fire, water, public (including occupier's liability) and any other natural causes, and shall produce such policy of insurance to the Organiser upon request.
3. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor or its agents, representatives, contractors, freight forwarder or employees to any property of the Exhibition Venue, the other Exhibitors or the Organiser. For exhibitors with precious exhibits, they are requested to take out insurance coverage and/or special security service at the exhibitors' expense for overnight storage.

For those who failed to comply with the above rule and regulation may affected your future application in HKTDC events.

Hong Kong Trade Development Council



通告 11 限量展品儲存及展品補充安排 <重要通知>

限量展品儲存

儲存倉將設於卸貨區以供預先申請儲存服務並獲主辦機構接納之參展商作臨時儲存少量展品之用。參展商的存貨不得過量，並只能存放在於預留的地方，以免妨礙其他參展商存貨的權利。主辦機構有權決定各參展商儲存展品之數量，並有權拒絕任何參展商使用儲存倉。如有發現任何參展商濫用展品儲存服務，主辦機構將停止有關參展商繼續使用有關設施。

參展商必須根據獲分配的板數將貨物置於倉庫中，任何超出預定板數之貨物，請放置於攤位之內。本局絕對不會容許超出指定數量之貨物進入倉庫。

展覽當日早上 9:45 至展覽完結前，參展商於非指定倉庫或公眾地方放置貨物，本局將沒收有關貨物而不另行事前通知。參展商必須辦理手續並繳交罰款(每板港幣 500 元)以取回被沒收之貨物。如參展商於 24 小時內未有領取沒收之貨物，會展中心的工作人員將 棄置有關物品，並 收取垃圾處理費用。

日常展品補給

於展覽期間，展會開幕 30 分鐘前即上午 9:30 前，所有『唧車』不得進入展館範圍內，此外所有貨物和儲存板必須於展會開幕 15 分鐘前即上午 9:45 前妥善存放於展位範圍或預先申請的額外儲倉內。

參展商如需在展覽開放時間內將貨物由臨時儲存倉運往攤位，必須採取一切安全措施，以免傷及參觀人士。由於現場人群擠逼，在運送貨物時，必須有最少 2 名工作人員前後照顧及使用設有防撞圍邊之手推車。為免貨物於運送期從手推車上塌下，傷及他人，參展商不得運送體積超過 1 米 x 1 米 x 1 米 之貨物。參展商如需搬運貨物進館及撤館，建議聘用專業貨運代理提供有關服務。主辦機構有權視乎展覽場地之情況要求參展商停止使用手推車或遵守額外之安全措施。

其他注意事項

1. 由於進出臨時倉庫的人數眾多，如參展商之貨物價值較高，本局強烈建議參展商自行向會展中心租用會議室作儲存倉庫之用。
2. 主辦機構對涉及參展商/參觀者、其個人物品及展品的任何風險，概不負財務或法律責任。參展商應自行購買保險，投保範圍包括(但不限於)為其陳列品、展品及展台因失竊、火災、水災、公眾(包括佔用者責任)及其他任何自然原因引致的損失或毀壞。
3. 參展商必須就本細則可能對其構成的所有潛在責任，以及可能因疏忽而招致的法律責任購買保險，並須按主辦機構要求出示有關保單。任何因參展商或其代理、代表、承包商、運輸公司或僱員的行為或遺漏對展覽場地、其他參展商或主辦機構的任何財產造成的損失或毀壞，概由參展商負責賠償。

若參展商未能遵守以上規則，將會影響 貴公司參與香港貿易發展局舉辦之活動。

香港貿易發展局