

# **Asia Adult Expo 2024**

## **AAE 2024**

### **EXHIBITOR MANUAL**



**27 – 29 August 2024**

**Hong Kong**

**[www.asiaADULTexpo.com](http://www.asiaADULTexpo.com)**



Dear Exhibitor,

**Welcome to AAE 2024 – Asia’s Premier & Foremost Adult!**

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

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

1. **Deadline Checklist:** Forms submitted after deadline would be subjected to late penalty fees OR would NOT be accepted. So please make sure you hand in everything on time by referring to the **DEADLINE CHECKLIST** on **page 5**.
2. **Official Contractor: Milton Exhibits (Hong Kong) Limited**  
You can contact them for more information and services on ***Special Booth Design / Upgrade and Construction; Electricity Installation; Extra Furniture / Equipment Rental; Water Supply***, as well as other construction-related items. Details can be referred to the Contractor Handbook at **Section 9**.
3. **Official Freight Forwarder: JES Logistics Limited.**  
For more information about their service items and charges on ***Delivery of Exhibits*** and related matters, please refer to the Forwarder Handbook at **Section 10**.
4. **Travel Information:**  
For more information about ***Travel, Accommodation and Transportation***, please contact the hotel directly at below website: <https://www.asiaadultexpo.com/en/travelsupport>
5. **Visa Application:** If you need an **Invitation Letter for Visa Application**, please fill in and return **Form 2**.

Should you have any further question on preparing for this event, please contact Brilliant Vertical Exhibition (Hong Kong) Ltd. via **Email:** [op@asiaADULTexpo.com](mailto:op@asiaADULTexpo.com) and/or **Call** (852) 2528 0062

Thanks again for your support to AAE 2024. We wish you every success at the shows.

Yours sincerely,

Brilliant Vertical Exhibition (Hong Kong) Limited



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# Asia Adult Expo 2024

27 - 29 August 2024  
Hong Kong Convention and Exhibition Centre

## SECTION 1: FORMS DEADLINE CHECKLIST

**Order forms 6 is optional if it is submitted. Forms 7 & 8 are compulsory and must be completed.**  
**Form 5 is very important that required your extra attention.** All other forms are optional depending on your need.

Form	Service / Order	Compulsory / Optional	Submission To	Submission Deadline
1	Stage Booking Form	Optional	Brilliant Vertical	31 July 2024
2	Invitation Letter for Visa Application	Optional	Brilliant Vertical	31 July 2024
3	Show Catalogue Advertising Opportunities	Optional	Brilliant Vertical	15 July 2024
4	Other Marketing and Advertising Opportunities	Optional	Brilliant Vertical	15 July 2024
5	Free Invited Guest	Important	Brilliant Vertical	15 July 2024
6	Exhibition Catalogue Listing	Optional	Brilliant Vertical	15 July 2024
7	Product Classified Index	Compulsory	Brilliant Vertical	15 July 2024
8	Exhibitor Badge	Compulsory	Brilliant Vertical	31 July 2024
9	Hotel Reservation	Optional	Hotel	28 July 2024
10	Temporary Personnel	Optional	Adecco	12 August 2024
11	Promotional Activities in Booth	Optional	Brilliant Vertical	15 July 2024

### IMPORTANT Forms to be returned to OFFICIAL CONTRACTOR.

Form	Service / Order	Compulsory / Optional	Submission Deadline
<b>Raw Space ONLY</b>			
12	Electricity Supply for Rental	Optional	12 July 2024
13	Water & Drainage, Tele-communications Facilities for Rental	Optional	
14	Non-Official Contractor Information	Important	12 July 2024
<b>Shell Scheme ONLY</b>			
15	Shell Scheme Fascia Lettering	Compulsory	12 July 2024
16	Additional Furniture & Facilities for Rental	Optional	
17	Additional Electricity Supply & Lighting for Rental	Optional	
18	Water & Drainage, Tele-communications Facilities, Audio Visual	Optional	
19	Standard Booth Layout Plan	Compulsory	

### IMPORTANT Forms to be returned to OFFICIAL FORWARDER:

Service / Order	Compulsory / Optional	Document Deadline
Transport Order	Optional	22 July 2024

Contact information of the above responsible parties can be found on the top of each form or from page 23 of this manual.

<b>Deadline:</b> <b>31 July 2024</b> <b>(Optional)</b>	 <b>27 - 29 August 2024</b> Hong Kong Convention and Exhibition Centre	Return to (by email) : Brilliant Vertical Exhibition (HK) Ltd Tel: (852) 2528 0062 Email: <a href="mailto:op@asiaADULTexpo.com">op@asiaADULTexpo.com</a>
<b>FORM 1– STAGE BOOKING</b>		

At the venue, exhibitors are welcome to use **Special Rate** for **Stage Booking**. You are recommended to have private meetings, gatherings or member functions with the room capacity of **50 – 100 people**. Bookings are on First Come First Serve basis.

<b>We will book</b> <input type="text"/> <b>session(s) - Cost: USD 800 per session (45 minutes / session)</b>		
<b>USD 800 X</b> <input type="text"/> <b>session(s) = Total Cost (USD)</b> <input type="text"/>		
<b>We will book the session(s) on:</b> (please indicate your preference of time slots with priority) <b>Use 1, 2 to show your priority. "1" is your most favorable time slot.</b>		
27 Aug 2024	AM [ <input type="text"/> ]	PM [ <input type="text"/> ]
28 Aug 2024	AM [ <input type="text"/> ]	PM [ <input type="text"/> ]
29 Aug 2024	AM [ <input type="text"/> ]	PM [ <input type="text"/> ]

**Purpose of Meeting:**

- ☐ **Product Release**  
☐ **Promotion**  
☐ **Others: Please specify:** \_\_\_\_\_

**Cost includes:**

- Stage with seating capacity for 50 - 100 audiences.
- Fee is for stage session booking, included LCD projector, AV equipment, computer. (For other equipment rental, please refer to **Section 9** Official Contractor.)
- F&B not included.

**Payment Details** - All cheques / bank drafts / telegraphic/ transfers should be made to:

Brilliant Vertical Exhibition (Hong Kong) Limited		
Bank	:	Bank of China (Hong Kong) Limited
USD Saving Account	:	600 2 023658 1
Bank swift code	:	BKCHHKHHXXX
Bank address	:	1 Garden Road, Hong Kong

To return this form through **EMAIL** ([op@asiaADULTexpo.com](mailto:op@asiaADULTexpo.com)), please use **file name & subject** as

**"AAEForm1\_[Company Name]\_[Booth No]"**

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

<b>Deadline</b> <b>31 July 2024</b> <b>(Optional)</b>	 <b>27 - 29 August 2024</b> Hong Kong Convention and Exhibition Centre	Return to (by email) : Brilliant Vertical Exhibition (HK) Ltd Tel: (852) 2528 0062 Email: <a href="mailto:op@asiaADULTexpo.com">op@asiaADULTexpo.com</a>
<b>FORM 2 – INVITATION LETTER FOR VISA APPLICATION</b>		

For exhibitors requiring visa to get into Hong Kong, please complete this form and return to us so that we can send you an invitation letter which you will use to apply visa at the Chinese Embassy or Consulate-General in your own country at your cost.

**Please PRINT or TYPE the following information and return to the responsible party by E-MAIL or FAX.**

Company Name	:		
Company Address	:		
Applicant's Name (Please underline the family name)	:	Sex	:
Date of Birth	:		
Title	:		
Nationality	:		
Passport Number	:		
Expiry Date	:		

If you will come in **group**, please kindly enter the information of the attendees, and send via e-mail ([op@asiaADULTexpo.com](mailto:op@asiaADULTexpo.com)) before the due date.

To return this form through **EMAIL** ([op@asiaADULTexpo.com](mailto:op@asiaADULTexpo.com)), please use **file name & subject** as  
**"AAEForm2\_[Company Name]\_[Booth No]"**

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



<b>Deadline</b> <b>15 July 2024</b> <b>(Optional)</b>	 <b>27 - 29 August 2024</b> Hong Kong Convention and Exhibition Centre	Return to (by email) : Brilliant Vertical Exhibition (HK) Ltd Tel: (852) 2528 0062 Email: <a href="mailto:op@asiaADULTexpo.com">op@asiaADULTexpo.com</a>
<b>FORM 3.1– SHOW CATALOGUE ADVERTISING OPPORTUNITIES</b>		

Please tick [ ☐ ] the advertising item(s) that can maximize your exposure at AAE 2024!

Advertising Items	Cost (USD)	
<b>Advertisement in the AAE Exhibition Catalogue</b>		
Inside Front Cover – Color	USD 2,500	<input type="checkbox"/> <b>Page(s)</b>
Insertion, Full Page – Color	USD 2,000	<input type="checkbox"/> <b>Page(s)</b>
<b>Advertisement in the AAE Show Guide</b>		
Logo	USD 1,000	

**Remarks:**

- Quota for some items is **LIMITED** that will be provided to exhibitors on a first come first served basis.
- Charges for finished artwork and color separation are NOT included.
- Orders are only valid when accompanied by full remittance.
- The organizer reserves the right to charge you on the production cost OR not to include booked ad in the catalogue if finished artwork & relevant materials received after the material submission deadline.

**Material Submission  
Deadline  
15 July 2024**

To return this form through **EMAIL** ([op@asiaADULTexpo.com](mailto:op@asiaADULTexpo.com)), please use **file name & subject** as

**“AAEForm3\_ [Company Name]\_ [Booth No]”**

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

*Please turn to the next page for the specification*

## CATALOGUE ADVERTISING OPPORTUNITIES - Specifications

Mechanical Specifications for AAE Catalogue Ad & Program Guide Ad	
AAE Catalogue Ad	Full Page
E-catalogue size (without bleeding area) (actual page size)	(H) 210mm x (W) 148mm
Type area (safe area for important message and reserve for binding area on the vertical edge, min 10mm each side)	(H) 190mm x (W) 128mm
AAE Program Guide Ad	Size
Image and text (without bleeding area)	(H) 52.5mm x (W) 74.3mm

### Specifications for Digital Format Files

- Please **RETURN** this form via **EMAIL** ([op@asiaADULTexpo.com](mailto:op@asiaADULTexpo.com)).
- Please use **file name** and **email subject** as “**AAEForm3** \_[**Company Name**]\_[**Booth No**]”.
- All high resolution images and fonts are needed to be embedded or outlined in 300dpi or above in CMYK mode.

We support below formats:

<b>Adobe Illustrator</b> (CS6 or lower) <b>PDF</b> <b>JPG</b> <b>TIFF</b>	<b>Remarks:</b> <ul style="list-style-type: none"> <li>■ Images should be in format as: AI ; TIFF (300dpi) ; JPG (300dpi)</li> <li>■ All images are needed to be in 1:1 scale to produce the best quality.</li> <li>■ Fonts (screen &amp; printer fonts) need to be embedded or outlined.</li> <li>■ 4 - Color (CMYK) format</li> </ul>
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### If you would like to order a “Design + Production” package, please tick the follows:

- ☐ We would like to apply for a package includes production of advertisement / promotional item optioned above. Please send us the quotation.

**Payment Details** - All cheques / bank drafts / telegraphic/ transfers should be made to:

Brilliant Vertical Exhibition (Hong Kong) Limited	
Bank	: Bank of China (Hong Kong) Limited
USD Saving Account	: 600 2 023658 1
Bank swift code	: BKCHHKHHXXX
Bank address	: 1 Garden Road, Hong Kong

To return this form through **EMAIL** ([op@asiaADULTexpo.com](mailto:op@asiaADULTexpo.com)), please use **file name & subject** as “**AAEForm3** \_[**Company Name**]\_[**Booth No**]”

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

<b>Deadline</b> <b>15 July 2024</b> <b>(Optional)</b>	 <b>27 - 29 August 2024</b> Hong Kong Convention and Exhibition Centre	Return to (by email) : Brilliant Vertical Exhibition (HK) Ltd Tel: (852) 2528 0062 Email: <a href="mailto:op@asiaADULTexpo.com">op@asiaADULTexpo.com</a>
<b>FORM 3.2 – ONLINE ADVERTISING</b>		

Please tick [ ☐ ] the advertising item(s) that can maximize your exposure at AAE 2024!

Advertising Items	Cost (USD)	
<b>Advertisement in the AAE Official Website</b>		<b>Quantity</b>
Front Page Banner(1 month) – 800Wx150H	USD 350	
Front Page Banner(4 months) – 800Wx150H	USD 1260	
Product Highlight Banner(1 month)	USD 300	
Product Highlight Banner(4 month)	USD 1080	
Pre-registration Page Banner(4 month) – 800Wx150H	USD 900	
Download Page Banner(4 month) – 800Wx150H	USD 720	
<b>Overseas Media Collaboration</b>		
ETO Business Directory(1 year)	GBP 380	

**Remarks:**

- Quota for some items is **LIMITED** that will be provided to exhibitors on a first come first served basis.
- Charges for finished artwork and color separation are NOT included.
- Orders are only valid when accompanied by full remittance.
- The organizer reserves the right to charge you on the production cost OR not to include booked ad in official website if finished artwork & relevant materials received after the material submission deadline.

**Material Submission**  
**Deadline**  
**15 July 2024**

To return this form through **EMAIL** ([op@asiaADULTexpo.com](mailto:op@asiaADULTexpo.com)), please use **file name & subject** as

**“AAEForm3\_ [Company Name]\_ [Booth No]”**

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

*Please turn to the next page for the specification*

<p><b>Deadline</b>  <b>15 July 2024</b>  <b>(Optional)</b></p>	 <p><b>27 - 29 August 2024</b>  Hong Kong Convention and Exhibition Centre</p>	<p>Return to (by email) :  <b>Brilliant Vertical Exhibition (HK) Ltd</b>  Tel: (852) 2528 0062  Email: <a href="mailto:op@asiaADULTexpo.com">op@asiaADULTexpo.com</a></p>
<p><b>FORM 4 – OTHER MARKETING AND ADVERTISING OPPORTUNITIES</b></p>		

**1. Logo Sponsorship**

	Item (Logo on the front, non-exclusive)	Cost (USD)	Quantity	Cost
1.1	Foamboard besides registration counter	USD 1,500		
1.2	Foamboard at entrance	USD 1,800		
1.3	Foamboard besides exhibitors list	USD 2,000		
1.4	Foamboard at stage	USD 1,500		
1.5	AAE Opening Ceremony & Welcoming Reception	USD 4,000		
1.6	Buyer lounge	USD 5,000		

**2. Badge & Lanyard (Production cost INCLUDED)**

	Item	Cost (USD)	Cost
2.1	Badge only (Logo on the front, exclusive)	USD 5,000	
2.2	Lanyard (exclusive)	USD 6,000	
2.3	Badge only + Lanyard	USD 10,000	

**3. Onsite Advertisement**

	Item		
3.1	Foamboard at buyer lounge	USD 1,000	<input type="checkbox"/>
3.2	Poster at buyer lounge	USD 600	<input type="checkbox"/>
3.3	Backdrop in hall (with spot light)	USD 1,500	<input type="checkbox"/>
3.4*	Tall Glass Showcase	USD 1300 / piece	<input type="checkbox"/>
3.5*	Low Glass Showcase (1030L x 535W x 1000Hmm)	USD 1000 / piece	<input type="checkbox"/>
3.6	Suspend Banner in hall	USD 2,500	<input type="checkbox"/>

**4. Other Fair's Official Items Promotion**

	Item	Cost (USD)	Quantity	Cost
4.1*	Pen at Visitor Registration Counter*	USD 3,000	--	
4.2	Insertion – Printed Materials	USD 3,000	2,000	
4.3	Insertion – Souvenir	USD 3,000	2,000	

\*Production cost **INCLUDED**.

- Please note that all of these name-building opportunities are on a first come first served basis.
- Specifications & relevant details will be referred to the following pages.
- All shown prices are reserved for exhibitors of AAE only.

To return this form through **EMAIL** ([op@asiaADULTexpo.com](mailto:op@asiaADULTexpo.com)), please use **file name & subject** as

**“AAEForm4\_[Company Name]\_[Booth No]”**

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

Please turn to the next page for the Specifications, Details & Deadline

## FORM 4 – OTHER MARKETING AND ADVERTISING OPPORTUNITIES (PART 1/2)

### 1. Logo Sponsorship

#### Logo on On-Site Signage, Exhibition Catalogue & Buyer Guide

All of the On Site Signage are eye-catching items that will be placed around the exhibition hall to show direction. Exhibition Catalogue and Program Guide are important on site promotional vehicles that will be distributed to guests, buyers, suppliers, associations and official bodies at key on-site spots.

#### Specifications

- **Maximum logo size:** 15mm (W) x 15mm (H)
- **Artwork format:** All logo must be at least 300dpi in AI/JPEG format
- **Description:** Sponsors of these 3 items will have their **company logo** printed on the selected item(s).

	Logo Sponsorship	Exhibition Catalogue	Program Guide
<b>Booking Deadline</b>	15 July 2024		
<b>Artwork Submission Deadline</b>	15 July 2024		

### 2. Badge & Lanyard

By sponsoring the badge, your company logo will appear on this / these collectable item(s) that visitors would wear it and travel in the fairground.

#### Specifications

- **Maximum logo size:** 60mm (W) x 60mm (H)
- **Artwork format:** All logo must be at least 300dpi in AI/JPEG format

<b>Booking deadline</b>	15 July 2024
<b>Artwork submission deadline</b>	15 July 2024

### 3. Fair's Official Items Promotion

Organizer will help sponsors to distribute the fair's official items at prime spots, such as the registration counters, organizer's office, on site during the show days.

#### 3.1 Pen

These eye-catching items will be placed at the Registration Counter for impressing visitors.

#### Specifications

- **Design & materials:** Design & Specifications have to be confirmed
- **Artwork format:** Artwork submitted by sponsor must be at least 300dpi in AI/JPEG format

<b>Booking Deadline</b>	15 July 2024
<b>Artwork Submission Deadline</b>	15 July 2024

#### 3.2 Printed Materials

Printed Materials will be inserted into the Trade Registration Bag and distribute to attendees.

#### Specifications

- **Design & materials:** Sponsors are responsible for the design and production of the printed materials with a maximum size of 21cm (W) X 30cm (H)
- Sponsors are responsible for the delivery of printed materials to the exhibition venue during the move-in period on 26 Aug 2024.

**FOR ALL THE FAIR'S OFFICIAL ITEMS:**

<b>Booking Deadline</b>	15 July 2024
<b>Artwork Submission Deadline</b>	1 August 2024

## FORM 4 –OTHER MARKETING AND ADVERTISING OPPORTUNITIES (PART 2/2)

### 3.3 Souvenir

Souvenir will be inserted into the Trade Registration Bag and distribute to attendees:

#### Specifications

- **Design & materials:** Sponsors are responsible for the design and production of the souvenir with a maximum weight of 1kg.
- Sponsors are responsible for the delivery of souvenir to the exhibition venue during the move-in period on 26 Aug 2024

### 3.4 Product Showcase

Showcase display cases will be located in high traffic areas such as registration, lobby areas, VIP lounge, near the Expo main entrance and wherever appropriate.

#### Specifications



- Exhibitors may purchase this special display space to highlight your product(s) available at convention for only USD 1,000 – 1,300 per showcase.
- Sponsors are responsible for providing the products to be showcased.

### 4. Special Individual Events / Spots Sponsorship

You can sponsor flowers, giveaways, food, and entertainment for all the name-building social events (such as Opening Ceremony, Cyber Café etc) at AAE. There's always something for every budget! Your company will receive prominent recognition throughout the event. Please contact us for details!

**Payment Details** - All cheques / bank drafts / telegraphic/ transfers should be made to:

#### Brilliant Vertical Exhibition (Hong Kong) Limited

Bank	:	Bank of China (Hong Kong) Limited
USD Saving Account	:	600 2 023658 1
Bank swift code	:	BKCHHKHHXXX
Bank address	:	1 Garden Road, Hong Kong

To return this form through **EMAIL** ([op@asiaADULTexpo.com](mailto:op@asiaADULTexpo.com)), please use **file name & subject** as **"AAEForm4\_[Company Name]\_[Booth No]"**

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

<p><b>Deadline</b> <b>15 July 2024</b> <b>(Important)</b></p>	 <p><b>27 - 29 August 2024</b> <b>Hong Kong Convention and Exhibition Centre</b></p>	<p>Return to (by email) : <b>Brilliant Vertical Exhibition (HK) Ltd</b> Tel: (852) 2528 0062 Email: <a href="mailto:op@asiaADULTexpo.com">op@asiaADULTexpo.com</a></p>
<p><b>FORM 5 – FREE INVITED GUEST</b></p>		

For guests / buyers you wish to invite to the expos, please register through the official website of Asia Adult Expo (<http://www.asiaADULTexpo.com>).

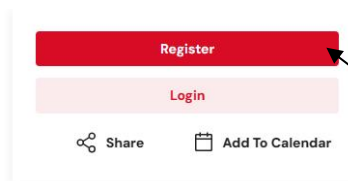
**Onsite registration will be “USD 30” or “HKD 200” each.**

***We recognize that guest information is of a proprietary nature and will treat it with utmost confidentiality.*** To encourage trade invitation, the organizer may provide free accommodation for selected qualified visitors.

**Your guest can register on-line -- Quick and Efficiency!**

**<https://eventxapp.com/events/858e2e00-fb90-4881-9ce8-6e56707c6623>**

Click here to download the Exhibitor E-invitation Card: <https://www.asiaadultexpo.com/exhibitorbadge>



**Click Register**

香港美纖展覽有限公司 Brilliant Vertical Exhibition (Hong Kong) Limited

## Asia Adult Expo 2024

EVENT DATE/TIME:

27/08/2024, 10:00 AM – 29/08/2024, 4:00 PM (GMT +08:00)

EVENT LOCATION:

香港會議展覽中心 Hall 5E, 5F&5G

[View Map](#)

**Job Title \***

0/100 characters

**Organization \***

0/100 characters

**Country/Region \***

**Type of Entrance \***

☒ Exhibitor Invited guest

☐ Trade visitor

☐ Media

**Choose Exhibitor Invited Guest**

**Invited Code (Optional)**

0/100 characters

**Enter booth no.**

<b>Deadline</b> <b>15 July 2024</b> <b>(Optional)</b>	 <b>27 - 29 August 2024</b> Hong Kong Convention and Exhibition Centre	Return to (by email) : Brilliant Vertical Exhibition (HK) Ltd Tel: (852) 2528 0062 Email: <a href="mailto:op@asiaADULTexpo.com">op@asiaADULTexpo.com</a>
<b>FORM 6 – EXHIBITION CATALOGUE LISTING</b>		

**\*\*\* If it is submitted, please ignore**

All exhibitors are entitled to a free listing in the Official Exhibition Catalogue. It is imperative that this Form be completed and returned to us by the stipulated date to ensure the insertion of this information in the Catalogue. **For unreturned forms and those reach us after the stipulated date**, the organizer reserves the right to edit your company listing according to other information provided for promotional uses OR the following will be listed under your Company's Name: **"PLEASE VISIT OUR BOOTH FOR FURTHER INFORMATION"**.

**If you have already submitted your information during Application, please tick the following box, sign this form and simply return it to us via Fax or Email:**

☐ **I have submitted the catalogue listing information during Application.**

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

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

Booth No.: \_\_\_\_\_

Company Name	: (Eng) _____	(Chi)	: _____
Address	: _____	Tel	: _____
Contact person / Position	: _____	Fax	: _____
Email	: _____	Website	: _____

## 1. Company Profile and Exhibits in English & Chinese

### **Submission Guidelines:**

- The description is restricted to **150 words in English and Chinese.**
- **2 nos. of product photo (JPG/PNG file not bigger than 5M)**
- **1 company / brand logo (AI file OR JPG/PNG file not bigger than 5M)**
- Hand written entries are **NOT** to be accepted. Please **TYPE** the information and **SAVE** the document in "MS Word" format, with **file name & email subject** as:  

**"AAEForm6\_[Company Name]\_[Booth No]"**
- Please **RETURN** the form via **EMAIL**: [op@asiaADULTexpo.com](mailto:op@asiaADULTexpo.com).

## 2. Principal/ Agent/ Distributor

Be sure to indicate the name of the Principal if the Exhibition Company is an agent. Please also provide details of your Principals / Agents for additional publicity and exposure.

- Please refer to the part (1) submission guidelines & saved the information in the **SAME** document but **SEPARATE** paper.

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



<b>Deadline</b> <b>15 July 2024</b> <b>(Compulsory)</b>	 <b>27 - 29 August 2024</b> Hong Kong Convention and Exhibition Centre	Return to (by email) : Brilliant Vertical Exhibition (HK) Ltd Tel: (852) 2528 0062 Email: <a href="mailto:op@asiaADULTexpo.com">op@asiaADULTexpo.com</a>
<b>FORM 7- PRODUCT CLASSIFIED INDEX</b>		

Please mark a tick(s) where appropriate

<input type="checkbox"/> <b><u>Gift &amp; Game</u></b>	<input type="checkbox"/> <b><u>Adult Content Provider</u></b>
<input type="checkbox"/> <b><u>Adult Entertainment Facilities &amp; Tools</u></b>	<input type="checkbox"/> <b><u>Consulting &amp; Trade Services</u></b>
<input type="checkbox"/> <b><u>Novelties</u></b>	<input type="checkbox"/> <b><u>Lingerie &amp; Underwear</u></b>
<input type="checkbox"/> <b><u>Health</u></b>	<input type="checkbox"/> <b><u>Love Products</u></b>

To return this form through **EMAIL** ([op@asiaADULTexpo.com](mailto:op@asiaADULTexpo.com)), please use **file name & subject** as  
**"AAEForm7\_[Company Name]\_[Booth No]"**

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

<b>Deadline</b> <b>31 July 2024</b> <b>(Compulsory)</b>	 <b>27 - 29 August 2024</b> Hong Kong Convention and Exhibition Centre	Return to (by email) : Brilliant Vertical Exhibition (HK) Ltd Tel: (852) 2528 0062 Email: <a href="mailto:op@asiaADULTexpo.com">op@asiaADULTexpo.com</a>
<b>FORM 8 – EXHIBITOR BADGE</b>		

Badges can be collected from the Registration counter on **26 August 2024 from 14:00-18:00 hrs.** On arrival at the exhibition venue, please send **ONE** representative of your company (**with company name card**) to the Exhibitor Registration Counter for collecting the Badges. The venue requires that all exhibitors **wear valid badges** for security reasons. Exhibitor will be entitled **3 Exhibitor Badges** for **Every 12sqm** stand and **additional badge** order will be charged at **HKD 100/ USD 13 each.** Any change of information on the badge on-site will also be charged HKD 100 / USD 13 each.

**Please fill in the badge information at below link:**  
<https://www.asiaadultexpo.com/en/exhibitorbadge>

**Please settle the fee before collection of badge on-site or wire transfer to:**

**Payment Details** - All cheques / bank drafts / telegraphic/ transfers should be made to:

Brilliant Vertical Exhibition (Hong Kong) Limited		
Bank	:	Bank of China (Hong Kong) Limited
USD Saving Account	:	600 2 023658 1
Bank swift code	:	BKCHHKHHXXX
Bank address	:	1 Garden Road, Hong Kong

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

<p><b>Deadline</b>  <b>28 July 2024</b>  <b>(Optional)</b></p>	<div data-bbox="612 73 852 241" data-label="Image"> </div> <p><b>27 - 29 August 2024</b>  Hong Kong Convention and Exhibition Centre</p>	<p>Please contact:  Brilliant Vertical Exhibition (HK) Ltd  Tel: (852) 2528 0062  Email: <a href="mailto:op@asiaADULTexpo.com">op@asiaADULTexpo.com</a></p>
<p><b>FORM 9 – HOTEL RESERVATION</b></p>		

If you need to book a hotel room, please contact the hotel directly at below website:

<https://www.asiaadultexpo.com/en/travelsupport>

<b>Deadline</b> <b>12 Aug 2024</b> <b>(Optional)</b>	 <b>27 - 29 August 2024</b> Hong Kong Convention and Exhibition Centre	<b>Please contact:</b> Brilliant Vertical Exhibition (HK) Ltd Tel: (852) 2528 0062 Email: <a href="mailto:op@asiaADULTexpo.com">op@asiaADULTexpo.com</a>
<b>FORM 10 – TEMPORARY PERSONNEL</b>		

For information on hiring temporary staff, please contact the organizer: [op@asiaADULTexpo.com](mailto:op@asiaADULTexpo.com)

<b>Deadline</b> <b>15 July 2024</b> <b>(Optional)</b>	 <b>27 - 29 August 2024</b> Hong Kong Convention and Exhibition Centre	Return to (by email) : Brilliant Vertical Exhibition (HK) Ltd Tel: (852) 2528 0062 Email: <a href="mailto:op@asiaADULTexpo.com">op@asiaADULTexpo.com</a>
<b>FORM 11 – Promotional Activities in Booth</b>		

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

Date	Aug 27 (Tue)	Aug 28 (Wed)	Aug 29 (Thu)
Time	_____	_____	_____
Content and Format of Activities	_____	_____	_____
Adult Video Broadcasting (*For Adult Video Broadcasting, please refer to Exhibition Rules & Regulations p.28 section 4A.10)	_____	_____	_____

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

## SECTION 2: SHOW DETAILS & ORGANIZERS

### 2.1 Show Time Table

Pre- Show Period (Move-in)		
DAY	26/8 (Mon)	
Exhibitors' Access	1400 - 2000	
Non-official Contractors	1100 - 2000	

Show Period			
DAY	27/8 (Tue)	28/8 (Wed)	29/8 (Thu)
Exhibitors' Access	0900-1800	0900-1800	0900-1600
Show Open / Close Times (Trade Visitors / Invited Guest)	1000-1800	1000-1800	1000-1600

Post-Show Period (Move-out)		
DAY	29/8 (Thu)	
Contractor	1600-2400	

**THE ORGANIZER WILL NOT BE LIABLE FOR ANY LOSS WHICH MAY OCCUR TO EXHIBITORS WHO DID NOT TAKE APPROPRIATE SECURITY MEASURES TO SAFEGUARD THEIR EXHIBITS AND PERSONAL PROPERTY.**

Admission fee will be charged on trade visitors who attend expo without pre-registration or any official invitation document from the Organizer.

*Trade Visitors must register at the fair venue and wear the admission badge during their visits. Trade visitors & exhibitors under 18 years old will not be allowed.*

Remarks:

- *During the exhibition period, exhibitors are required to leave the exhibition hall within 15 minutes after the exhibition closes.*
- **PENALTY** *will be charged on Exhibitors by venue for any overtime usage during Move-In & Move-Out period.*

2.2 Show Organizer, Contact Persons & Details
<p><b><u>Organizer</u></b></p> <p><b>Brilliant Vertical Exhibition (Hong Kong) Ltd.</b>  Tel: (852) 2528 0062  Fax: (852) 3954 5715  Email: <a href="mailto:info@asiaadultexpo.com">info@asiaadultexpo.com</a></p> <p><b><u>Asia Adult Expo Project Team</u></b>  <b>Ms. Niki Lam / Bonnie Fung</b>  Tel: (852) 2528 0062  Email: <a href="mailto:info@asiaadultexpo.com">info@asiaadultexpo.com</a></p>
2.3 Official Contractor
<p><b>Milton Exhibits (Hong Kong) Limited</b>  Contact: Ms. Keira Lau / Ms. Evie Tang  Tel: (852) 3605 9606 / 3605 9517  Fax: (852) 3605 9456  Email: <a href="mailto:mhathree@milton-hk.com">mhathree@milton-hk.com</a></p>
2.4 Official Forwarder
<p><b>JES Logistic Limited</b>  Contact: Mr. Jerry Kan  Tel: (852) 2563 6645 Fax: (852) 2597 5057  Email: <a href="mailto:jerry@jes.com.hk">jerry@jes.com.hk</a></p>
2.5 Venue
<p><b>Hong Kong Convention and Exhibition Centre</b>  Address: 1 Expo Drive, Wanchai, Hong Kong  Tel : (852) 2582 8888  Website: <a href="http://www.hkcec.com">www.hkcec.com</a></p>

## SECTION 3: PROMOTIONAL, MARKETING & VALUE- ADDED SERVICES

### 3.1 Free Publicity Services

#### 3.1.1 *Exhibition Catalogue Listing*

Exhibitors are entitled to a free listing in the Official Exhibition Catalogue that will be distributed to VIPs, guests, buyers and important visitors during the exhibition period. To take advantage of this free directory listing, all exhibitors must submit **Form 6 (If it is submitted, please ignore) & 7** on or before **15 July 2024**.

#### 3.1.2 *Free Invitation Services*

The organizer offer FREE Invitation Services to your target trade visitors to this international fair. If you would like to apply for this service, please fill in and submit **Form 5** on or before **15 July 2024**.

### 3.2 Extra Promotional & Sponsorship Opportunities

#### 3.2.1 *Extra Advertising & Sponsorship Opportunities*

Exhibitors can take advantage and create an edge over your competitors by ordering the available extra advertising and sponsorship opportunities to further maximize your exposure in this fair. If you want to seize these valuable opportunities, please fill in and submit **Forms 3 and 4** on or before **15 July 2024**.

### 3.3 Value-Added Services

#### 3.3.1 *Stage Booking Form*

Exhibitors are eligible to book the stage session(s) for direct interacting and sharing with professional audiences in the fairground. For application, please fill in and submit **Form 1** on or before **31 Jul 2024**.

#### 3.3.2 *Hotel Reservation*

Exhibitors who wish to reserve hotel room can contact hotel directly before **28 July 2024**.

#### 3.3.3 *Temporary Personnel*

Exhibitors who wish to employ stand personnel / interpreter, please contact organizer before **12 Aug 2024**.



## SECTION 4A: EXHIBITION RULES & REGULATIONS

### 4A.1 Admission

Trade Visitors must register at the fair venue and wear the admission badge during their visit. Visitors and exhibitors under 18 years old will not be allowed.

### 4A.2 Exhibitors' Access

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

### 4A.3 Traffic & Vehicles

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Asia Adult Expo** is an international trade event. To maintain a professional image and a proper business environment for international buyers to conduct their sourcing activities at the show, **no exhibitor will be allowed to move out before the official closing time of the show.** The organizer will issue move-out permits to all exhibitors in the late afternoon on the last event day. Only during the official move-out period starting from **1600** will exhibitors be allowed to remove exhibits from the exhibition halls. Please clear all your boxes and exhibits after the show, or else all materials left behind in your booth after the official closing of the exhibition dated on **29 August 2024** will be regarded as trash to be cleared away by the venue management. All equipment and contractor materials must be removed from the HKCEC before the end of the Licensed Period so that cleaning can be performed. Organizer will remove and dispose of any materials left behind and charge Licensee with any applicable costs. The organizer and venue management shall not be responsible for any loss or damage in this respect suffered by the exhibitors.

#### **4A.6 Hazardous Items**

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

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

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

#### **4A.7 Use of the Exhibition Venue**

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

#### **4A.8 Filming and Broadcasting**

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

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

#### **4A.9 Radio Transmission**

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

#### **4A.10 Adult Video Broadcasting**

According to the relevant regulations of the Hong Kong SAR Government is to restrict playback of adult videos in public areas, exhibitor who will play any adult video at their booth is suggested to have a more enclosed booth for any business meeting, this will allow more privacy and varieties on video playing to clients.

Please contact the official contractor or any other contractors for booth set-up, and all booth layout **MUST** be approval by the organiser. For Official Contractor contact please refers to P. 36 section 2.2; For Submission Deadline please refer to P.5

#### **4A.11 Noise Level**

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

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

#### **4A.12 Lost Property**

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

#### **4A.13 Exhibitor Property and Security**

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

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

#### **4A.14 Balloons**

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

#### **4A.15 Escalators and Passenger Elevators**

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

#### **4A.16 Animals**

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

#### **4A.17 Distribution of Promotional Materials**

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

#### **4A.18 Smoking Policy of the Center**

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

#### 4A.19 Typhoon Signals No.8 or Above

Please be noted that below are the special arrangements for AAE, about the opening hours when tropical cyclone warning signal No.8 or black rainstorm warning signal is hoisted.

Tropical cyclone warning signal No.8 or black rainstorm warning signal is issued before the exhibition opening.

- If tropical cyclone warning signal No.8 or black rainstorm warning signal is hoisted during the move in day, the organizer will continue the set up process under the non-inclement weather.
- If the tropical cyclone warning signal No.8 or black rainstorm warning signal is hoisted before 7am every day during the exhibition period, the exhibition will be temporarily closed until the Hong Kong Observatory cancel the tropical cyclone warning signal No.8 or black rainstorm warning signal.
- If the tropical cyclone warning signal No.8 or black rainstorm warning signal is cancelled at or before 2 pm, the exhibition will be reopened 2 hours after the cancellation of warning signal. In that case, all exhibitors need to arrange staff return work as soon as possible.
- If the tropical cyclone warning signal No.8 or black rainstorm warning signal is cancelled after 2 pm, the exhibition will be suspended for that day.
- Should exhibitors have any questions, please call Hong Kong Convention and Exhibition Centre hotline (852) 2582 8888.
- Tropical cyclone warning signals No.8 issued during the exhibition  
If Tropical Cyclone Warning Signal No.8 is hoisted during the exhibition, the organizer will announce immediately that the exhibition will be closed 2 hours after the issue of warning signal, and requested both exhibitors and visitors to leave the venue within 2 hours.

Black rainstorm warning signal is hoisted during the exhibition period

- If the black rainstorm warning signal is hoisted during the exhibition, the organizer will announce immediately that the exhibition will carry on. For the safety reason, the organizer will recommend both exhibitors and buyers to stay in the venue until the black rainstorm warning signal is cancelled.
- If the black rainstorm warning signal is hoisted during the exhibition period, the registration process will continue and the buyers can continue their visit.

#### 4A.20 Floor Loading

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

Venue	Floor Loading Limit ( kg/m <sup>2</sup> (lbs/ft <sup>2</sup> ) )
Hall 5E, 5F&5G	1,700 (350)
Hall 5E, 5F&5G Material Handling Area and Loading Area	1,200 (250)

#### 4A.21 No Unlawful or Prohibited Use

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

#### 4A.22 Changes to Policy

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

## SECTION 4B: EXHIBITION HALL – FACILITIES

### 4B.1 Storage

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

### 4B.2 Internet / Telecommunications Facilities

Exhibitors who need on-site internet and telecommunication services should apply from the **Official Contractor**. Details and Forms can be found in **Section 9** for “**Official Contractor Information**”.

### 4B.3 Electricity Installation & Water Supply

#### 4B.3.1 General Information

Exhibitors who need to install power sources and/or water supply should apply from the **Official Contractor**. Details and Forms can be found in **Section 9** for “**Official Contractor Information**”. Please note:

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

#### 4B.3.2 Electrical Installations

- a. The number and type of additional electrical fittings and installations required can be applied from the Official Contractor by filling in and submitting the form in **Section 9** for “**Official Contractor Information**”. A quotation will be submitted on receipt of this form for unscheduled fittings or installations.
- b. No flashing lights or signs or neon lights or 500W flood-light will be permitted. In case of using LIGHT BOX DISPLAYS, EVERY SINGLE FLUORESCENT USED WILL BE TREATED AS ONE LAMP AND CHARGED AT THE PRICE OF AN ADDITIONAL ORDER OF FLUORESCENT. Exhibitors who bring the own lamps must apply for permission from the Organizers and pay the hook up charge to half the equivalent rental per lamp.
- c. No electrical installations may be suspended from the roof of the exhibition hall or fixed to any part of the building structure. No fitting may project beyond the boundaries of the site allocated. Installations must be adequately protected against excess current.
- d. Any design or plan of electrical installation must be submitted to the Organizers for approval before the deadline indicated. No installation work shall be carried out without the written permission of the Organizers. The Organizers reserve the right to disconnect electricity supply to any exhibitor whose installations are violating the Organizers’ regulations, dangerous or likely to cause annoyance to visitors or other Exhibitors.
- e. **NO MULTI-PLUG IS ALLOWED TO BE USED.** All sockets are for machine operation only, not for lighting. One socket is for one machine.

### 4B.4 Radio / Radar Equipment

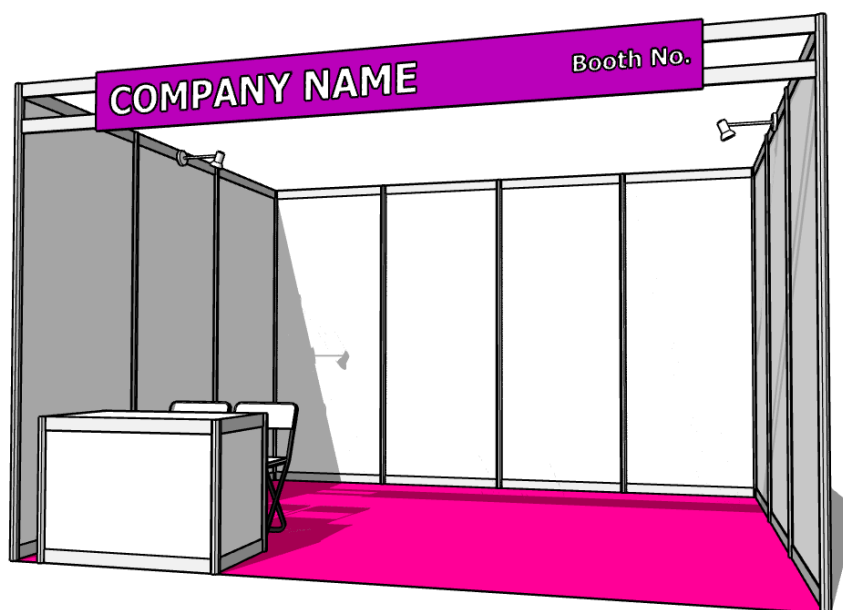
Exhibitors intending to operate radio and/or radar exhibits must notify the organizer of the frequencies in writing **2 months** before the exhibition opening. Exhibitors intending to erect special antennae are requested to notify the organizer.

## SECTION 5: BOOTH CONSTRUCTION & OPERATION

### 5.1 General Information

- Independent Booth Contractors:** all independent booth contractors are required to register with Brilliant Vertical Exhibition (Hong Kong) Limited before **12 July 2024**. Please refer to 2.2 Show Organizer for contact details.
- Special Design and Booth Construction:** Exhibitors please ensure that your booth contractors do submit detailed plans of the booth construction to Brilliant Vertical Exhibition (Hong Kong) Limited for approval so as to prevent any costly alterations on site. Four copies of the finalized exhibition floor layout should be submitted together with the contractors' information for approval on or before **12 July 2024**. The Organizer reserves the right to request the exhibitors to alter their booth design if their booth structure causes obstruction to other exhibitors.
- All materials used in booth construction and decoration must be properly fire-proofed in accordance with local regulations.
- Screwing, drilling, nailing or painting on the floors, walls, pillars or any part of the Exhibition Halls will not be allowed. Exhibitors and their contractors will be liable for any damage to the Exhibition Hall.
- Suspensions from the ceiling of the Exhibition Hall need to be approved by the Organizer 1 month before the show.
- Exhibitors who take "raw space" adjacent to another booth must provide their own wall panel. They are not permitted to use the reverse of the neighbors' wall.

### 5.2 Shell Scheme Exhibitors



Items / Stand Size	12 sq. m	24 sq. m	36 sq. m
Fascia Name & Booth No.	English (max. 40 words) & Chinese (max. 20 words) Company Name		
Information Counter	1	2	3
Folding Chair	2	4	6
13W LED Longarm Spotlight	2	4	6
500W Socket	1	2	3
Waste Basket	1	2	3
Carpeted Floor Space			

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

### **5.2.1 Extra Furniture / Electrical items rental**

Shell scheme exhibitors who would like to order extra furniture and electrical items have to contact the Official Contractor directly. Details can be referred to **Section 9** for “**Official Contractor Information**”.

### **5.2.2 Fascia / Name Board**

Shell scheme exhibitors should fill in and submit **Fascia Form inside the Contractor Handbook at Section 9** on or before **12 July 2024** to ensure your company name appears correctly on the fascia / name board

### **5.2.3 Stand Specifications**

- a. No fixtures may be made to the walls. Brackets are suggested for the hanging of signs. Velcro/ double sided tape may be used for lighter items only and remove after the show.
- b. No fixtures or nails are permitted to any part of the Exhibition Hall and Exhibitors must ensure that arrangements are made in their own designs for all parts of their work to be self- supporting and secure. Decoration must not be project forward of the side walls.
- c. Overhead structures on stands are not permitted to encroach upon the common air space outside the area booked and should remain within the boundaries of the stand. The Organizer has the right to authorize dismantling or rebuilding of any stand which does not meet this regulation.
- d. No exhibits, design or interior decoration of shell scheme may exceed 2.5m in height (unless with written approval of the Organizer) or extend beyond the boundaries of their exhibition area allocated.
- e. The specification of the standard shell schemes must be observed while doing special shell scheme design. Exhibitors are requested to submit their detailed drawing to the Organizer for approval before **12 July 2024**.

## **5.3 Raw Space Exhibitors**

### **5.3.1 Raw Space Facilities**

***NO carpet, fascia name board, furniture nor electrical items or other shell scheme rental facilities will be provided.*** The exhibitors may make arrangements for the design, construction and erection of a stand on his site provided that dimensional drawings in triplicate showing the proposed design of stand are submitted to the Organizer or the Official Contractor for approval no later than **12 July 2024**.

### **5.3.2 Raw Space Construction**

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

## **5.4 Booth Operation**

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



## **5.5 Demonstration of Working Exhibits**

An exhibitor intending to demonstrate equipment on his booth must:

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

## **5.6 Film / Audio – Visual Demonstration**

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

# **SECTION 6: VISA REGULATIONS & ASSISTANCE**

## **6.1 Visa and Passports**

All visitors must hold a passport or a valid travel document. Please note that the validity of these documents must not be less than 30 days since the day you enter Hong Kong.

## **6.2 Invitation Letter for Visa Application**

For those who need an Invitation Letter for Visa Application, please kindly fill in and return **Form 2**.

## **6.3 Visa Exemption Details**

Nationals of more than 170 countries and territories may visit Hong Kong visa-free for a period ranging from 7 days to 180 days.

For more information on visa/entry permit requirements for visitors to the HKSAR, you may refer to the **"Visit Visa / Entry Permit Requirements for the Hong Kong Special Administrative Region"** webpage:

[http://www.immd.gov.hk/ehtml/hkvisas\\_4.htm](http://www.immd.gov.hk/ehtml/hkvisas_4.htm)

## SECTION 7: CENSORSHIP & DELIVERY

### 7.1 Promotion Materials Censorship

Any promotion materials such as films, video-cassettes, 35mm slide and printed matters to be shown to the public during the exhibition must be censored via Official Freight Forwarder prior Exhibition by the Customs. Details can be referred to **Section 10** for “**Official Forwarder**”.

### 7.2 Delivery of Heavy Exhibits

The movement and handling of heavy exhibits and materials that require forklifts, pallet jacks, or any mechanical handling aid, must be done at the freight entrance. Only materials and exhibits which are easily hand carried will be allowed through the front entrance. Details can be referred to **Section 10** for “**Official Forwarder**”

### 7.3 Hand Carry Exhibits

If you have any hand carry exhibits from local and / or overseas, please report it to the official freight forwarder immediately for customs clearance. For any formalities needed, details can be referred to **Section 10** for “**Official Forwarder**”

### 7.4 Souvenirs

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

#### Note

**Organizers reserve the right to modify or change the rules, regulations & content of section 4 to 7. Any such change, update and/or modification will not effective immediately WITHOUT prior notice.**

## SECTION 8: TOURIST INFORMATION

### 8.1 General Information

#### **8.1.1 Currency Rate**

The currency used in Hong Kong is the **Hong Kong Dollar (HKD)**.

Foreign cash can be exchanged in cities. Banks close on weekends. The larger hotels will accept most western currencies for purchases. Major credit cards are accepted in the main cities, but outside the major cities acceptance is limited.

	USD	YEN	TWD	RMB	EUR	GBP	CHF	CAD	AUD	NZD	THB
HKD	0.13	14.14	3.86	0.87	0.11	0.10	0.12	0.17	0.17	0.18	4.37

Currency exchange fluctuates time to time. The rate mentioned is for reference only. If you want to get more information, please visit the website <http://www.xe.com/ucc/full.php>.

#### **8.1.2 Climate & Clothing**

Weather of August is hot and wet. Temperature is about 26-33 degree Celsius and humidity is around 86%. For more practical information about weather in Hong Kong, please visit <http://www.info.gov.hk/hko/contente.htm>.



## SECTION 9 Contractor Manual & Forms



### **Milton Exhibits (Hong Kong) Limited**

Units 603-606, 6/F, Stelux House, 698 Prince Edward Road East, San Po Kong, Kowloon, HK

Contact: Ms. Keira Lau/ Ms. Evie Tang

Tel: (852) 3605 9606/ 3605 9517

Fax: (852) 3605 9456

Email: [mhathree@milton-hk.com](mailto:mhathree@milton-hk.com)

# Notice to Shell Scheme Exhibitors

## 1. Shell Scheme Booth

- a. Larger booths (e.g. 15m<sup>2</sup> or 18m<sup>2</sup>) will have the standard furniture provided for 12m<sup>2</sup>. Only booths double in size of 12m<sup>2</sup> (i.e. 24m<sup>2</sup>) will receive the double amount of furniture.
- b. Corner booth will be assumed to open two sides with two fascia boards carrying company name and island booths will open three sides.
- c. Unless requested by the exhibitor, the Organizer shall assume that exhibitors occupying 2 or more adjoining standard booths will choose to delete the partitioning panels in between.
- d. All shell booths shall be constructed by the official contractor. No additional booth-fitting or display may be attached to the shell booth structure. The fascia, panel and its fixing structure must not be removed.
- e. Height limit of shell scheme booth is 2.5m. No free standing fitment may extend beyond the boundaries of the booth area.
- f. Any drilling/nailing to the shell scheme panels is strictly prohibited.
- g. Any stickers applied to the shell scheme panels have to be removed at the end of the fair. Official Contractor reserves the right to claim the cleaning and damage cost if stickers are not removed.

## 2. GENERAL REGULATIONS

- a. All DECORATION FORMS must be returned before the **DEADLINE: 12 July 2024**.
- b. Provision of facilities and services not indicated on the forms are subjected to quotation on individual job basis.
- c. All items are on rental basis only and exhibitors must make good any damage/loss during the period of rental.
- d. **All electrical works are to be carried out by the official contractor except those exhibitors using Form 17.** Exhibitors who would like to order extra spotlights and power points can order these directly from the official contractor by completing and returning the **FORM 17**.
- e. **If exhibitors or non-official contractors bring their own spotlights / fluorescent tubes for booth decoration, they must submit all lighting distribution details and pay the lighting connection charges or lighting power socket to the official contractor.**
- f. NO MULTIPLUGS ARE ALLOWED TO BE USED WITHIN THE VENUE.
- g. Main switch and distribution board may be required to install within booth area at Official Contractor's discretion.
- h. All orders must be accompanied by full remittance made payable to the Official Contractor. Orders without remittance will not be entertained.
- i. Electrical items:
  - The location of electrical items will be installed according to the specified LOCATION PLAN (**Form 19**). Any on-site changes requested by the exhibitors will be subjected to surcharges and the availability of time and manpower.
  - If no instruction is received on the location of electrical items, the Official Contractor will install them according to the standard shell scheme position. Any on-site changes will be subjected to surcharge.
- j. There is NO REFUND OR EXCHANGE OF ITEMS ORDERED ON-SITE.
- k. All items are not transferable among exhibitors

## Notice to Shell Scheme Exhibitors

- a. A **30% surcharge** will be imposed on **all late orders (after 12 July 2024)** and **50% surcharge** will be imposed on all orders made **after 26 July 2024**.
- b. Cancellation of orders will only be accepted in writing before the stipulated deadline for placing orders. All cancelled orders will be subject to a **30% cancellation charge**.
- c. If any booth which differs from the approved specification or does not conform to the Organizer's rules and regulations, the Organizer reserves the right to alter or remove without prior notice and at the exhibitor's own expense.

# Notice to Raw Space Exhibitors

## 1. APPOINTING NON-OFFICIAL CONTRACTOR

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

## 2. Construction Drawing and Risk Assessment Report

- a. Exhibitors should submit the details of their contractors and construction drawing with full dimensions and material to be used (including 3 dimension BOOTH DESIGN PLAN with width, length and height, construction material, LIGHTING DISTRIBUTION PLAN and ELECTRICAL SCHEMATIC DIAGRAM) to the Official Contractor for approval before deadline.
- b. No alternation is allowed after the booth design is approved, unless prior written approval is obtained by the Official Contractor.
- c. Exhibitors who opt for RAW SPACE will be given exhibition floor space only, without carpeting, wall partitions, basic furniture and other facilities ....etc. They have to design and construct their own booths. Please inform the Official Contractor before **12 July 2024**, if any of the above items are required to hire.

## 3. Site-Work Deposit

- a. All non-official contractors or exhibitors who construct their own booths must submit NON-OFFICIAL INFORMATION (**Form 14**) ACCOMPANYING SITE-WORK DEPOSIT to the Official Contractor before **12 July 2024**.
- b. The site-work deposit for raw space and shell scheme booth is listed on **Form 14**. Contractors can pay the deposit either by bank draft or deposit into **Milton Exhibits (Hong Kong) Limited** account directly:
  - (i) **If deposit into Milton Exhibits (Hong Kong) Limited account:**
    - The Hong Kong & Shanghai Banking Corporation Ltd. (004) account no: 191-700947-838 (HKD & multi-currencies)
    - Please write down non-official contractor's name, exhibiting company name and mark down it is for site work deposit on the deposit receipt and email to the Official Contractor [mhathree@milton-hk.com](mailto:mhathree@milton-hk.com) or fax to (852) 3605 9456
  - (ii) **If pay by Hong Kong Bank Cheque:**
    - The Hong Kong Bank cheque must be payable to "Milton Exhibits (Hong Kong) Limited".
    - If the bank cheque is found invalid, the Official Contractor reserves the right to immediately terminate the nonofficial contractor's admission to the Fair.
- c. The site-work deposit will be refunded 45 days after the end of the fair PROVIDED THAT the clearance of the site by the non-official contractors, no damage being recorded by the Exhibition Centre management and no violation of rules and regulation set by the Organizer.
- d. Exhibitors who use the Official Contractor for special design need to return the NON-OFFICIAL CONTRACTOR INFORMATION (**Form 14**) but no need to submit site-work deposit.

## 4. Construction Constraints and Regulations

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

## Notice to Raw Space Exhibitors

- f. All lighting fixtures should be installed at least 2200mm above ground. If not, they should be well protected so as not to cause danger to the general public.
- g. If work is carried out 2 meters or more above the floor, need to use a suitable scaffold/ working platform. The Organizer or Center's staff reserves the right to stop exhibitors or contractors if they are found working on "A ladder" higher than 2 meters in any area within the fairground.
- h. All stands and temporary structures **exceeding 3m** in height must be constructed under the supervision of an Authorized Person (Surveyor) / Registered Structural Engineer (AP / RSE). The AP / RSE shall verify the stability of the stands or temporary structures. All stands and temporary structures with **4.5m or above** in height must be verified by a Registered Structural Engineer (RSE) for the stability of their design. The verification documents should be submitted on the exhibitor's move-in day.
- i. Double-deck booth structure
  1. exhibitors must apply to the Official Contractor for approval. Additional information and regulations of constructing double deck booth will be issued by the Official Contractor.
  2. height limit is 6 meters. For any double-deck structure booth, "Risk Assessment", "Method Statement" and "Registered Structure Engineers Calculation Report" must be submitted in 21 days before the first build day. In addition, a "Safety Certificate" issued by a Qualified Surveyor must be submitted on the exhibitor's move-in day, i.e. **26 August 2024**. Exhibitors must accept full responsibility for the safety of the structure. And the Organizer reserves the right of prohibiting access to the second level of the booth.
- j. At least one approved type fire extinguisher must be provided:
  - On each deck of a double-deck booth.
- k. All materials and fittings used in construction and decoration of the booth must be properly flame retardant and be in accordance with all applicable fire prevention and building regulations. For all construction with wooden materials involved, one functional fire extinguisher at a conspicuous spot within booth area is required during the construction period for safety reason.
- l. Other than banner, no suspensions or any other structures are to be made from the ceiling of the exhibition hall. Hanging structures are not allowed. All structure built from ground must be able to stand alone without the absolute use of hanging points.
- m. All constructions, including banners, archways, carpet placing and etc. can only proceed within the exact area which stated at the contract between the exhibitors and the organizer. No special construction and promotional installment exceed their booth area is allowed. Ceiling of booth cannot be covered.
- n. Raw space non-official contractors can apply for power supply by **Form 12**. Contractors CANNOT apply both at the same time. All electrical fitting and wiring must be installed in compliance with Electricity [Wiring] Regulations of Hong Kong Electricity Ordinance. All electrical installations must be carried out by a qualified electrician with a valid certificate of registration of electrical worker.
- o. All electrical works are to be carried out by the official contractor at exhibitors' expense for exhibitors using **Form 12**.
- p. Paint spraying, welding and the use of electrical saw are strictly prohibited in the fairground.
- q. There is no storage space for empty crates, boxes or packing material in the exhibition halls. Non-official contractors are responsible for removing them. Any goods or packing material left at the corridor may be disposed without prior notice and extra removal charges will be incurred.
- r. No construction material and equipment can be placed at the loading area during the fair period. Any material left at the loading area may be disposed without prior notice and extra removal charges will be deducted from the deposit.
- s. If any booth which differs from the approved specification or does not conform to the Organizer rules and regulations, the Organizer reserves the right to alter or remove without prior notice and at the exhibitor's own expense.
- t. According to the regulation of HKCEC, all stand construction contractors entering the exhibition centre are required to visually display the "**Green Card**", Certificate in Mandatory Basic Safety Training, at all time. Individuals who failed to present the required cards will not be allowed to enter and work in the fairground. The Organizer and the venue management reserve the right to refuse entry or remove personnel in case of any dispute.
- u. Non-official contractors have to follow any instructions given by the Organizer, venue management and Official Contractor

<b>Deadline:</b> <b>12 July 2024</b> <b>(Optional)</b>		Return this form (by fax/email) to: <b>Milton Exhibits (Hong Kong) Limited</b> <b>Attn: Ms. Keira Lau/ Ms. Evie Tang</b> <b>Tel: (852) 3605 9606/ 3605 9517</b> <b>Fax: (852) 3605 9456</b> <b>Email: <a href="mailto:mhathree@milton-hk.com">mhathree@milton-hk.com</a></b>
<b>FORM 12 – Electricity Supply for Rental (Raw Space Only)</b>		

No.	Description of Facilities	Unit Rate HKD	Unit Rate USD	Qty	Total Amount
1	15 Amp/ 220V single phase power point (for lighting connection & power supply for electrical appliances)	8,900	1,171		
2	30 Amp/220V single phase power point (for lighting connection & power supply for electrical appliances)	14,000	1,842		
3	15 Amp/ 220V three phase power point (for lighting connection & power supply for electrical appliances)	21,200	2,789		
4	30 Amp/380V three phase power point (for lighting connection & power supply for electrical appliances)	39,600	5,210		
5	60 Amp/380V three phase power point (for lighting connection & power supply for electrical appliances)	75,800	9,974		
6	15 Amp/ 380V three phase power point (for single machine only)	2,880	379		
7	30 Amp/ 380V three phase power point (for single machine only)	5,280	695		
8	60 Amp/ 380V three phase power point (for single machine only)	10,200	1,342		
9	24 hrs. 15Amp Single Phases Electricity Connection (for single machine only)	2,640	347		
10	24 hrs. 15Amp Three Phases Electricity Connection (for single machine only)	5,170	680		
11	24 hrs. 30Amp Three Phase Electricity Connection (for single machine only)	10,550	1,388		
12	24 hrs. 60Amp Three Phase Electricity Connection (for single machine only)	20,420	2,687		
* Other facilities to be quoted separately.					
30% surcharge for late order received after 12 July 2024					
50% surcharge for late order received after 26 July 2024					
TOTAL AMOUNT					

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

<b>Contact Person</b>  Name: _____  Tel: _____  Fax: _____  Email: _____  Signature w/ company chop: _____	<b>Exhibitor's Information</b>  Company: _____  Booth No: _____  Date: _____
--	--



<b>Deadline:</b> <b>12 July 2024</b> (Optional)		Return this form (by fax/email) to: <b>Milton Exhibits (Hong Kong) Limited</b> Attn: Ms. Keira Lau/ Ms. Evie Tang Tel: (852) 3605 9606/ 3605 9517 Fax: (852) 3605 9456 Email: <a href="mailto:mhathree@milton-hk.com">mhathree@milton-hk.com</a>
<b>FORM 13 – Water &amp; Drainage, Tele-communications Facilities for Rental (Raw Space Only)</b>		

No.	Description of Facilities	Unit Rate HKD	Unit Rate USD	Qty	Total Amount
<b>Telephone, Fax &amp; Internet service</b>					
1	Telephone Set (For local call only)	1,550	204		
2	Telephone Set (For local and IDD call) *(HKD2,500 deposit)	1,940	255		
3	Fax Transmission Line (w/o fax machine; For local Call) *(HKD2,500 deposit)	1,590	209		
4	Fax Transmission Line (w/o fax machine; For local and IDD call)*(HKD2,500 deposit)	1,940	255		
5	Broadband Internet Service (2M bps Dynamic Broadband Line) (* HKD4,000 deposit)	3,110	409		
6	Broadband Internet Service (5M bps Dynamic Broadband Line) (* HKD4,000 deposit)	4,240	558		
<b>Compressed Air, Water Supplies &amp; Drainage Items</b>					
6	20mm Compressed Air Main Supply Line (Excluding connection service to machine/ equipment)	6,160	811		
7	Compress Air Tee-off from Main Supply Line (Excluding connection service to machine/ equipment)	3,680	484		
8	20mm Compressed Air Main Supply ( With Connection Service Charges)	9,310	1,225		
9	Water In/ Out including build-in system-made sink	7,350	967		
10	Water In/ Out excluding connection	5,360	705		
11	Water Supply ( With Connection Service Charges)	6,510	857		
* Other facilities to be quoted separately.					
<b>30% surcharge for late order received after 12 July 2024</b>					
<b>50% surcharge for late order received after 26 July 2024</b>					
<b>TOTAL AMOUNT</b>					

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

<b>Contact Person</b>  Name: _____  Tel: _____  Fax: _____  Email: _____  Signature w/ company chop: _____	<b>Exhibitor's Information</b>  Company: _____  Booth No: _____  Date: _____
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<b>Deadline:</b> <b>12 July 2024</b> <b>(Important)</b>		Return this form (by fax/email) to: <b>Milton Exhibits (Hong Kong) Limited</b> Attn: Ms. Keira Lau/ Ms. Evie Tang Tel: (852) 3605 9606/ 3605 9517 Fax: (852) 3605 9456 Email: <a href="mailto:mhathree@milton-hk.com">mhathree@milton-hk.com</a>
<b>FORM 14 – Non-Official Contractor Information (Raw Space Only)</b>		

**A. Outside Stand Contractor:**

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

Contractor Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person.: \_\_\_\_\_ Email.: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Fax No: \_\_\_\_\_

**B. Deposit:**

1. Raw space exhibitor shall pay Contractor Deposit **by Cheque** to **Milton Exhibits (Hong Kong) Limited**. in accordance to the summary table as shown below:

Booth Area	Contractor Deposit
Below 36 sqm	HKD 8,000/ USD 1040
Between 36 and 72 sqm	HKD 12,000/ USD 1,560
Above 72 sqm	HKD 20,000/ USD 2,560

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

**C. Important Notes:**

- This form must be returned before **12 July 2024**.
- All special design drawings (Booth height, type of materials used, front view, elevation, plan view & perspective view) must be submitted by email to [mhathree@milton-hk.com](mailto:mhathree@milton-hk.com) for approval no later than 4 weeks before show.**
- Carpeting & overhead structure are not allowed in the gangway. 0.5m set back from the dividing walls of neighboring booths required for booth higher than 2.5m.
- Safety Reports must be submitted to the official contractor if the booth exceeds the height of 3m. or with hanging lighting truss and two-storey construction. These safety reports must be endorsed by Registered Structural Engineer (R.S.E.) in Structural Discipline (Recognized by Engineers Registration Board). Certified Registered Structural Engineers (R.S.E.) are listed in the Building Department website. The HKCEC reserves the right to carry out appropriate action so as to ensure hall safety. Due to safety reasons, booth exceeding the height of 4.5m must also submit a R.S.E Structural Safety Report.
- The Maximum height for the booth design is 4.5m.
- No part of any structure extend beyond the boundaries and airspace of the site allocated.
- Paint, adhesive or any other coating carry out inside the exhibition hall or apply directly to building columns/pillars and floors are not permitted.**

<b>Contact Person</b>  Name: _____  Tel: _____  Fax: _____  Email: _____  Signature w/ company chop: _____	<b>Exhibitor's Information</b>  Company: _____  Booth No: _____  Date: _____
--	--

<b>Deadline:</b> <b>12 July 2024</b> <b>(Compulsory)</b>		Return this form (by fax/email) to: <b>Milton Exhibits (Hong Kong) Limited</b> <b>Attn: Ms. Keira Lau/ Ms. Evie Tang</b> <b>Tel: (852) 3605 9606/ 3605 9517</b> <b>Fax: (852) 3605 9456</b> <b>Email: <a href="mailto:mhathree@milton-hk.com">mhathree@milton-hk.com</a></b>
<b>FORM 15 – Shell Scheme Fascia Lettering (Shell Scheme Only)</b>		

FASCIA BOARD

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

COMPANY NAME (CHINESE)


COMPANY NAME (ENGLISH)


Stand No.

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<b>Contact Person</b> Name: _____ Tel: _____ Fax: _____ Email: _____ Signature w/ company chop:	<b>Exhibitor's Information</b> Company: _____ Booth No: _____ Date: _____
--	--

<b>Deadline:</b> <b>12 July 2024</b> (Optional)		Return this form (by fax/email) to: <b>Milton Exhibits (Hong Kong) Limited</b> <b>Attn: Ms. Keira Lau/ Ms. Evie Tang</b> <b>Tel: (852) 3605 9606/ 3605 9517</b> <b>Fax: (852) 3605 9456</b> <b>Email: <a href="mailto:mhathree@milton-hk.com">mhathree@milton-hk.com</a></b>
<b>FORM 16 – Additional Furniture and Facilities</b> <b>Rental (Shell Scheme Only)</b>		

No.	Description of Facilities	Unit Rate HKD	Unit Rate USD	Qty	Total Amount
MT01	Information Counter (1030L x 535W x 750Hmm)	395	52		
MT02	Lockable Cupboard (1030L x 535W x 750Hmm)	490	64		
MT03	Low Glass Showcase (1030L x 535W x 1000Hmm)	990	129		
MT04	Tall Glass Showcase (1030L x 535W x 2470Hmm)	2,150	283		
MT05	Slope Shelf (1000L x 300Wmm)	230	30		
MT06	Flat Shelf (1000L x 300Wmm)	210	28		
MT07	Glass Shelf (1000L x 300Wmm)	280	37		
MT08	White Square Table (750L x 750W x 750Hmm)	310	41		
MT09	White Round Table (800Dia x 750Hmm)	320	42		
MT10	White Folding Chair (460W x 480D x 455Hmm)	98	13		
MT11	Black Leather Chair (560W x 560D x 790Hmm)	230	30		
MT12	Bar Table (Black/White) (600Dia X 900Hmm)	420	55		
MT13	Bar Stool (Black/White) (440 X 390 X 860Hmm)	310	41		
MT14	Pegboard (with 20pcs of hook)(Max total weight 10kg)	550	72		
MT15	Lockable Folding Door (1000W x 2000Hmm)	410	54		
MT16	Lockable Swing Door (1000W x 2000Hmm)	580	76		
MT17	Single Wall Panel (1000L x 2440Hmm)	270	36		
MT18	Garment Rail (820L X 350W X 1500Hmm)	650	86		
MT19	Belt Barricade	220	29		
MT20	Plant (600mmH)	680	89		
MT21	Ceiling Beam (per meter)	75	10		
MT22	75L Fridge (NOT include 24hr socket)	3,500	461		
* Other facilities to be quoted separately.					
<b>30% surcharge for late order received after 12 July 2024</b>					
<b>50% surcharge for late order received after 26 July 2024</b>					
<b>TOTAL AMOUNT</b>					

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

<b>Contact Person</b> Name: _____  Tel: _____  Fax: _____  Email: _____  Signature w/ company chop: _____	<b>Exhibitor's Information</b> Company: _____  Booth No: _____  Date: _____
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**Deadline:**  
**12 July 2024**  
**(Optional)**



Return this form (by fax/email) to:  
Milton Exhibits (Hong Kong) Limited  
Attn: Ms. Keira Lau/ Ms. Evie Tang  
Tel: (852) 3605 9606/ 3605 9517  
Fax: (852) 3605 9456  
Email: [mhathree@milton-hk.com](mailto:mhathree@milton-hk.com)

**FORM 17 – Additional Electricity Supply and Lighting  
Rental (Shell Scheme Only)**

No.	Description of Facilities	Unit Rate HKD	Unit Rate USD	Qty	Total Amount
ME01	13W LED Longarm Spotlight	470	62		
ME02	40W Fluorescent Tube	440	58		
ME03	13W LED Spotlight	445	59		
ME04 (70)	70W HQI (White light)	1,200	158		
ME04 (150)	150W HQI (White light)	1,500	197		
ME05	150W Gilbert Lamp (White light)	780	103		
ME06	300W Floodlight (Yellow light)	990	130		
ME07	50W Halogen Downlight (for Tall Showcase)	470	62		
ME08	50W EyeBall Halogen Downlight (for Tall Showcase)	580	76		
ME09 (500)	500W Socket (only for shell scheme, NOT for lighting)	660	87		
ME09 (1000)	1000W Socket (only for shell scheme, NOT for lighting)	950	125		
ME09 (2000)	2000W Socket (only for shell scheme, NOT for lighting)	1,400	184		
ME09 (3000)	3000W Socket (only for shell scheme, NOT for lighting)	1,820	239		
ME10 (500)	500W Socket - 24Hrs (only for shell scheme, NOT for lighting)	1,140	150		
ME10 (1000)	1000W Socket - 24Hrs (only for shell scheme, NOT for lighting)	1,650	217		
ME10 (2000)	2000W Socket - 24Hrs (only for shell scheme, NOT for lighting)	2,450	322		
ME10 (3000)	3000W Socket - 24Hrs (only for shell scheme, NOT for lighting)	3,160	416		
ME11 (100)	Lighting connection up to 100W (with wiring)	300	39		
ME11 (200)	Lighting connection up to 200W (with wiring)	405	53		
* Other facilities to be quoted separately.					
30% surcharge for late order received after 12 July 2024					
50% surcharge for late order received after 26 July 2024					
TOTAL AMOUNT					

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

<b>Contact Person</b>  Name: _____  Tel: _____  Fax: _____  Email: _____  Signature w/ company chop: _____	<b>Exhibitor's Information</b>  Company: _____  Booth No: _____  Date: _____
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**Deadline:**  
**12 July 2024**  
**(Optional)**




Return this form (by fax/email) to:  
**Milton Exhibits (Hong Kong) Limited**  
Attn: Ms. Keira Lau/ Ms. Evie Tang  
Tel: (852) 3605 9606/ 3605 9517  
Fax: (852) 3605 9456  
Email: [mhathree@milton-hk.com](mailto:mhathree@milton-hk.com)

**FORM 18 – Water & Drainage, Tele-Communications Facilities,  
Audio Visual Equipment Rental (Shell Scheme Only)**

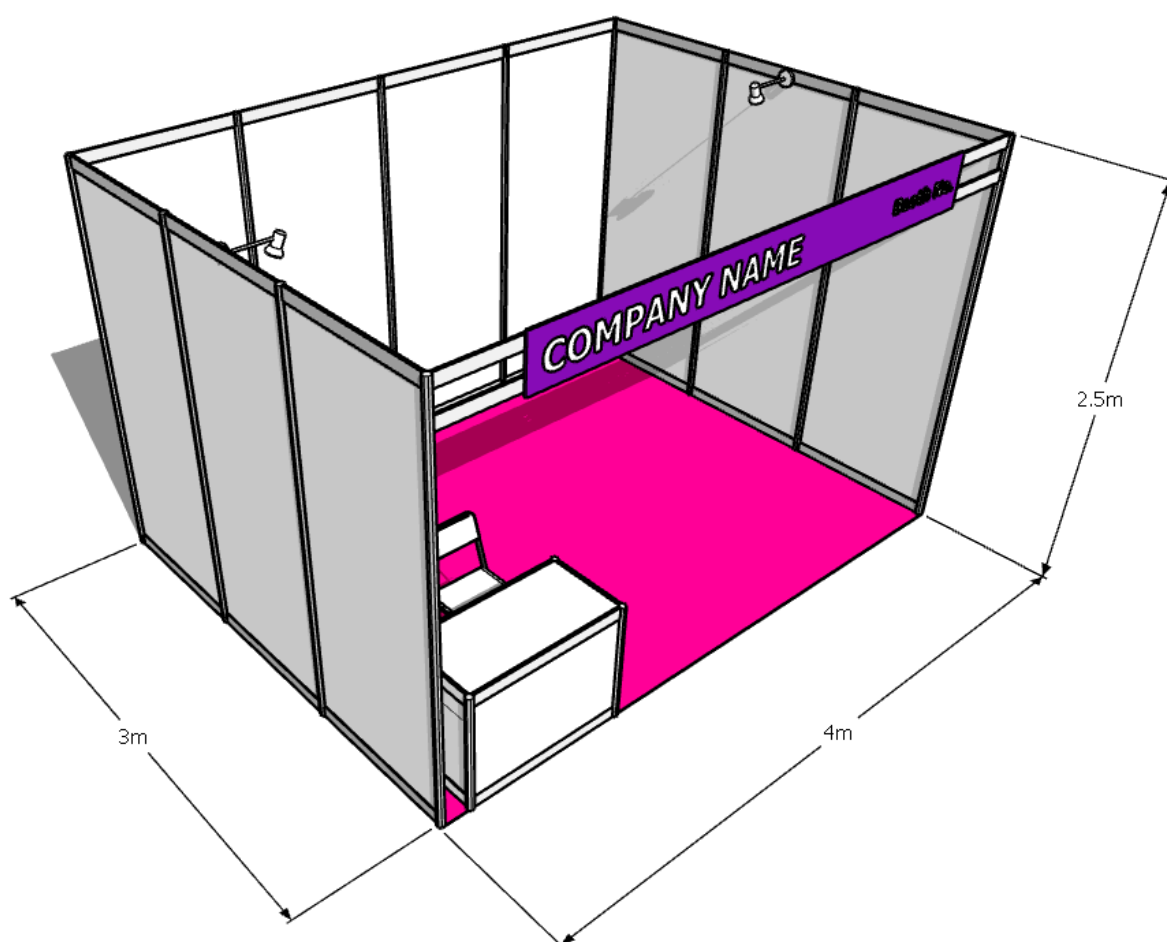
No.	Description of Facilities	Unit Rate HKD	Unit Rate USD	Qty	Total Amount
<b>Telephone, Fax &amp; Internet service</b>					
1	Telephone Set (For local call only)	1,550	204		
2	Telephone Set (For local and IDD call) *(HKD2,500 deposit)	1,940	255		
3	Fax Machine w/ Transmission Line (For local and IDD call) *(HKD2,500 deposit)	1,590	209		
4	Fax Transmission Line (For local and IDD call)*(HKD2,500 deposit)	1,940	255		
5	Broadband Internet Service (2M bps Dynamic Broadband Line) (* HKD4,000 deposit)	3,110	409		
6	Broadband Internet Service (5M bps Dynamic Broadband Line) (* HKD4,000 deposit)	4,240	558		
<b>Compressed Air, Water Supplies &amp; Drainage Items</b>					
7	20mm Compressed Air Main Supply Line (Excluding connection service to machine/ equipment)	6,160	811		
8	Compress Air Tee-off from Main Supply Line (Excluding connection service to machine/ equipment)	3,680	484		
9	20mm Compressed Air Main Supply ( With Connection Service Charges)	9,310	1,225		
10	Water In/ Out including build-in system-made sink	7,350	967		
11	Water In/ Out excluding connection	5,360	705		
12	Water Supply (With Connection Service Charges)	6,510	857		
<b>Audio Visual Equipment</b>					
13	40" LCD TV with USB Media Player and Table Stand (Exclude power socket)	5,600	737		
14	49" LCD TV with USB Media Player and Table Stand (Exclude power socket)	7,800	1,026		
15	55" LCD TV with USB Media Player and Table Stand (Exclude power socket)	8,900	1,171		
16	Floor Truss Stand	950	125		
17	Mini. P.A. System with Wireless Handheld Mic	5,770	759		
18	100" Projector Screen (with tripod)	2,100	276		
19	5500 ANSI Lumens LCD Projector	8,900	1,171		
20	Laptop Computer	4,200	553		
* Other facilities to be quoted separately.					
<b>30% surcharge for late order received after 12 July 2024</b>					
<b>50% surcharge for late order received after 26 July 2024</b>					
<b>TOTAL AMOUNT</b>					

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

<b>Contact Person</b>  Name: _____  Tel: _____  Fax: _____  Email: _____  Signature w/ company chop: _____	<b>Exhibitor's Information</b>  Company: _____  Booth No: _____  Date: _____
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<p><b>Deadline:</b>  <b>12 July 2024</b>  <b>(Compulsory)</b></p>		<p>Return this form (by fax/email) to:  <b>Milton Exhibits (Hong Kong) Limited</b>  <b>Attn: Ms. Keira Lau/ Ms. Evie Tang</b>  <b>Tel: (852) 3605 9606/ 3605 9517</b>  <b>Fax: (852) 3605 9456</b>  <b>Email: <a href="mailto:mhathree@milton-hk.com">mhathree@milton-hk.com</a></b></p>
<p><b>FORM 19 – Additional Orders Booth Location Plan (Shell Scheme Only)</b></p>		

1. Please sketch on the grid plan below the desired layout of your booth indicating all the standard and/or additional items. For booths of over 12 sqm, please submit a sketch drawing of your own booth size to the official contractor.
2. Exhibitors will be subjected to an additional charge for relocation of any item on-site. Requests for re-positioning for each item will be subject to have HKD150 extra charge for each relocation.
3. Exhibitors are requested to mark on the plan above the position of their electrical requirements. We will install at your discretion if we do not receive any instructions before move in. Official Contractor will build the stand according to the standard layout plan if no return form received on or before 12 July 2024.

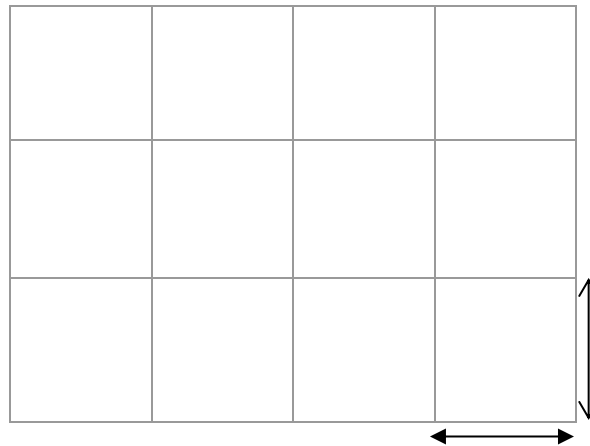




# FORM 19 – Booth Standard Layout (Shell Scheme Only)

## A Standard 3mx4m Layout plan

Please indicate the booth entrance.



### Front View

Please delete if inappropriate

left panel

back panel

right panel

1	2	3

1	2	3	4

1m 1	1m 2	1m 3

2.5m

### Key:

FC

摺椅  
Folding Chair

IC

諮詢台  
Information Counter

LC

鎖櫃  
Lockable Cabinet



23W長臂射燈  
23W Longarm Spotlight



70W全盞燈  
70W HQI



500W插座  
500W Socket



1米長平層板  
1mL Display Shelf (Flat)



圓枱  
Round Table



正方枱  
Square Table

### Contact Person

Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature w/ company chop: \_\_\_\_\_

### Exhibitor's Information

Company: \_\_\_\_\_

Booth No: \_\_\_\_\_

Date: \_\_\_\_\_












## **(Additional Furniture and Facilities for Rental 1)**

 <p>MT01 諮詢台 Information Desk</p>	 <p>MT02 鎖櫃 Lockable Cabinet</p>	 <p>MT03 矮飾櫃 Low Glass Showcase</p>	 <p>MT04 高身飾櫃 Tall Glass Showcase</p>
 <p>MT05 斜放式木層板 Wooden Slope Shelf</p>	 <p>MT06 平放式木層板 Wooden Flat Shelf</p>	 <p>MT07 玻璃層板 Glass Shelf</p>	 <p>MT08 正方枱 Square Table</p>
 <p>MT09 圓枱 Round Table</p>	 <p>MT10 折椅 White Folding Chair</p>	 <p>MT11 黑皮椅 Black Leather Chair</p>	 <p>MT12 酒吧桌 Bar Table</p>
 <p>MT13 酒吧椅 Bar Stool</p>	 <p>MT14 洞洞板連 20 只短鉤 Pegboard with 20pc of hook</p>	 <p>MT15 折門連鎖 Lockable Folding Door</p>	 <p>MT16 掩門連鎖 Lockable Swing Door</p>
 <p>MT17 圍板 1mW x 2.5mD Panel</p>	 <p>MT18 有輪掛衣通 Garment Rail</p>	 <p>MT19 拉帶圍柱 Belt Barricade</p>	 <p>MT20 盆栽 (600mmH) Plant (600mmH)</p>
 <p>MT22 75 升雪櫃 75L Fridge</p>			

**For more selection, please contact us at (852) 3605 9606/ 3605 9517  
or email us your enquiry at [mhathree@milton-hk.com](mailto:mhathree@milton-hk.com)**

## **Additional Electricity Supply and Lighting for Rental**

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

**For more selection, please contact us at (852) 3605 9606/ 3605 9517  
or email us your enquiry at [mhathree@milton-hk.com](mailto:mhathree@milton-hk.com)**



## SECTION 10 OFFICIAL FREIGHT FORWARDER INFORMATION & FORMS



### A. 展品運輸指南

#### FORWARDING INFORMATION & HANDLING TARIFF

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

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

## B. 運輸指示及貨運途徑

### SHIPPING SCHEDULE

按一般展示用品 - FOR GENERAL EXHIBITS ONLY.

食品及酒精飲料類展品另行報價 - FOR FOOD STUFF & BEVERAGE, TO BE QUOTED UPON REQUEST.

海外及國內展品文件及貨到香港日期

#### OVERSEAS / MAINLAND CHINA DOCUMENT & CONSIGNMENT DEADLINES

1. 國內海關審查文件 (貨運委託書表格A及展品清單表格B)	
Customs document for Mainland China (Transport Order FORM A and LOE FORM B)	July 22, 2024
2. 國內展品發至廣州集貨陸運轉至香港展台	
Cargo picking up in Guangzhou for onward shipment to Hong Kong by land	August 12 – 13, 2024
3. 海外海關審查文件 (貨運委託書表格A及展品清單表格B)	
Customs document for overseas (Transport Order FORM A and LOE FORM B)	August 07, 2024
3. 海外及國內展品發至香港碼頭或機場至展台	
Overseas & Mainland's shipment arriving Hong Kong (sea / air / courier)	August 14 – 15, 2024
4. 香港本地提貨至展台	
Transportation services in Hong Kong	August 21 – 22, 2024

委託書及展品清單必須在貨到前3個工作天電郵或傳真+ 852 2597 5057 到金怡國際展運有限公司.

Please email or fax us + 852 2597 5057 your Transport Order and List of Exhibits (Form A & B attached) at least 3 working days prior to picking up your cargo.

所有展品必須按上述運貨時間表抵達. 晚於截止日期會加收30%的晚到附加費, 且不保證送貨至展台時間.

Cargo arriving after our deadlines will incur a 30% late arrival surcharge. JES Logistics will make all efforts to expedite the delivery schedule but no guarantee can be given. Cargo arriving earlier than the specified dates above will incurred storage fee.

#### C1. 香港收貨人 CONSIGNEE IN HONG KONG:

展品從海外發運至香港 (海運 / 空運 / 快遞)

Overseas shipment to Hong Kong (sea / air / courier)

Consignee: JES Logistics Ltd.  
26<sup>th</sup> Floor, Winsan Tower  
98 Thomson Road  
Wanchai, Hong Kong  
Tel : 852 - 2563 6645  
Fax: 852 - 2597 5057

Notify: JES Logistics Ltd.  
c/o AAE 2024 Hong Kong

#### 提單上貨物申報 DESCRIPTION OF GOODS

Please state in the OBL or AWB: Exhibition Goods (for AAE 2024 Hong Kong)

#### C2. 文件 DOCUMENTS (Sea / Air - total gross weight on List of Exhibits must be the same as on OBL & MAWB)

✧ 海運香港 – 請在貨物抵達香港前 3 工作天以速遞海運正本提單給金怡國際展運有限公司.

Sea shipment to Hong Kong – please courier the original OBL to the consignee at least 3 working days prior to the arrival of shipment.

✧ 空運香港 – 請在貨物抵達香港前48小時內電郵或傳真空運提單給金怡國際展運有限公司.

Air shipment to Hong Kong – please email or fax the air freight details to JES Logistics Ltd. and a copy to the consignee at least 48 hours prior to the arrival of shipment.

✧ 請電郵或傳真有關發貨通知至金怡國際展運有限公司. (電郵或傳真號: + 852 2597 5057)

Pre-advice should be sent to JES Logistics Ltd. (email or fax: + 852 2597 5057) as soon as available.

**C3. 國內集貨收貨人 CONSIGNEE IN GUANGZHOU:**

展品從廣州集貨至香港 (陸運)

Mainland China shipment to Hong Kong via Guangzhou (land)

**MAINLAND CHINA CONTACT:**

Guangzhou JES Exhibition Services Ltd.

Guangzhou, China

Tel : (86 - 20) 8355 9738

Fax: (86 - 20) 8355 3765

Email: [feng@jes.com.hk](mailto:feng@jes.com.hk)

Ctc: Hill Gao 高文峰

**C4. 文件 DOCUMENTS (Sea / Air - total gross weight on List of Exhibits must be the same as on OBL & MAWB)**

- ✧ 陸運香港 – 請在貨物抵達廣州前3個工作天, 以速遞正本貨運單給收貨人及24小時內傳真提運單給收貨人。  
Land shipment – please courier the original documents to the consignee at least 3 working days prior to the arrival of shipment and fax a copy to JES Guangzhou at least 24 hours prior to the arrival of shipment.
- ✧ 請傳真有關發貨通知至廣州金怡展覽服務有限公司. (傳真號: + 86-20 8355 3765)  
Pre-advice should be sent to Guangzhou JES Exhibition Services Ltd. (Fax: + 86-20 8355 3765) as soon as available.

**D. 服務概況與程式 GENERAL INFORMATION & PROCEDURES**

**1d. 食品及酒精飲料類展品 FOOD STUFF & ALCOHOL ITEMS**

鑒於香港海關及食物安全中心對於所有食品進口管理嚴格, 並需要辦理特殊的入口許可證及確認批准才可入口. 參展商如發運此類貨物前, 請確認持有效的原產地證明及官方健康衛生證書及準確填報詳細展品報關清單. 參展商請務必於指定收貨期前15個工作天提供有關文件給我司, 以便向相關機構諮詢並申請相關入口許可證的文件. 申請入口許可證的文件服務及運輸費用將另行報價.

Special arrangements have been made with the Hong Kong Customs and Centre for Food Safety to facilitate clearance and quarantine formalities, thus avoiding many of the complex procedures usually associated with food stuff items imports. Please use the enclosed List of Exhibits form and include values in your paperwork. All shipments are to be covered by the copy Certification of Origin and Official Government Health Certificates which are to be sent together with List of Exhibits to us not later than 15 working days of the official freight deadline to process import permits. Exhibitors are advised **NOT** to send shipment to Hong Kong directly without our confirmation in advance. The handling and service charges for these kinds of item, quotation will be furnished upon request.

**2d. 危險物品, 含放射性材料及戰略性物品 DANGEROUS, RADIOACTIVE AND STRATEGIC ITEMS**

上述物品禁止或限制進入展覽會場, 因此發運這些物品前請與我司聯繫, 提供有關物品的規格、成份、容量和體積, 以便向有關部門申請進口許可文件和安排合適的倉庫與運輸工具.

The above items are prohibited / limited to move-in to the exhibition hall, special import permits are required and the carriers will only accept those cargoes subject to availability. Thus, before shipping those items to the exhibition, please submit us all the specification and volume of the cargoes for checking with the relevant parties regarding confirmation and application of import permit.

**3d. 展品包裝 PACKING**

由於在運輸途中所有展品將經過多次裝卸, 開箱查驗和展覽會後重新包裝, 館外或貨場暫存. 因此包裝箱必須要結實以便保護展品不會破損以及雨淋. 展品可使用結實木箱或鋁箱包裝並適合反復裝卸, 紙板箱不適宜長途運輸. 所有包裝箱內須有防水, 防潮或真空包裝並在箱外注明易碎展品包及注明向上防壓標誌.

Please ensure your equipment is packed in a strong, waterproof packing case which lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods both to and from the exhibition and that cartons are not suitable to withstand the constant handling which takes place during transshipment. Shocking and bumping will sometimes be inevitable and cases may be placed in open air storage without cover, therefore exhibitors must take the necessary precautions against damage and rain.

**4d. 現場開箱或裝箱 UNPACKING OR REPACKING ON -SITE**

在進出館期間, 我司會協助參展商開箱就位及會後裝箱等服務. 請參展商安排有關人員現場督導回運裝箱, 對於包裝箱已經破損, 殘舊或無包裝材料的回運展品, 如貨物發生破損, 短缺, 丟失等情況, 參展商並應對該操作負有全責. 無包裝的回運展品如非由整體裝集裝箱載運, 我司不予處理配載.

We will assist in physical unpacking and installation of exhibits, however exhibitors must supervise and be responsible for those operations. Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When exhibits are repacked with used packing materials, the packing is regarded as no longer suitable to protect the contents against damage and or moisture compared with the original. Exhibitors should therefore bear the responsibility for any consequences arising therefrom.



**5d. 超重或超大件展品 HEAVY AND OVERSIZES EXHIBITS**

有重型展品及單一體積超過 1000 公斤或 3 立方米及其需用汽車吊和鏟車在展場組裝的展品之展商須及早到達展場, 以便指導重型展品的拆箱和就位. 如需用汽車吊和鏟車來對這些超重或超大件展品的拆箱就位和安放, 展商必須提前與我們聯繫及提供詳細的超重或超大件展品示意圖以便我司展場操作. 展商如有需要, 可向我司索取有關服務的報價.

This applies to any single exhibit in excess of 1000 kgs and 3 cbm, that requires the use of a forklift or mobile crane for installation. Exhibitors with heavy and oversized exhibits must be on-site early to direct the operation of unpacking and positioning. If a mobile crane or forklift is required for installation of equipment, exhibitors should send your requirement to us as early as possible so that we could arrange contracting such equipment in advance. A quote will be given after receiving your enquiry.

**6d. 回運展品 RE-EXPORT**

在展覽會閉幕前, 我司會派發展品回運委託書給各參展商填寫展品回運方式. 復出口的海關手續至少需要 3 個工作天的時間. 如有任何急需回運或轉展的展品, 請參展商務必事先向我司提供相應運輸時間和特別的安排. 若不按照此程式, 我們只能於展覽會結束後辦理.

Disposal and forwarding instructions will be discussed with you during the course of exhibition. Re-export formalities will require at least 3 working days. Therefore, please do not make any plan on receiving the exhibits soon after the exhibition. We hold no liability for when the exhibits would be back to the desired final destination after the exhibition closes. If you need the exhibits to be re-exported urgently or transfer to other exhibitions, please contact our on-site representative of your request as applicable.

**7d. ATA 單證冊 ATA CARNET**

ATA 單證冊登記報關的展品, 必須在展覽會閉幕後原數復出. ATA 進出口單證報關費 HKD1900.00 每運次. To co-ordinate the complete process of temporary import by ATA Carnet is HKD1900.00 per transaction. Please note that ATA Carnet shipment must be re-exported after closure of the exhibition, it cannot be sold.

**8d. 保險 INSURANCE**

我司的貨運收費是以展品的體積或重量收取, 而不是按展品的價值來計算. 因此, 所收取的費用不含保險 費在內. 為維護參展商權益, 展商應自行購買展品的全程保險 包括展期內保險及責任事故的保險. 展商請備妥保險合同正本或其副本, 以備可能在展覽會現場發現短少, 殘損時申報檢驗之用.

Exhibitors are suggested to arrange a proper round-trip all risks insurance coverage for the exhibits (including exhibition period). For routing of shipments, it is advised to cover the insurance policy by both air and surface (sea / road), as it is possible that the cargo will be re-exported in either way. Exhibitors should also bring a copy of the insurance policy to Hong Kong.

**9d. 付款條款 PAYMENT TERMS**

使用金怡公司或其指定代理的展商, 將會收到金怡公司或其指定代理的付款通知發票; 沒有通過金怡公司或其指定代理的展商, 必須在展覽結束前, 付清全額費用

Companies using JES Logistics or its appointed agents will be invoiced by them for all services. Companies shipping other than by our offices or agents are advised that full payment must be received by us either on-site at the exhibition or in Hong Kong before the close of the exhibition.

**10d. 標準營業貿易條款 STANDARD TRADING AND CONDITIONS**

請各展商必須仔細閱讀本運輸指南並嚴格遵守上述各項條款. 我司所提供的一切服務和經營活動皆遵照金怡公司標準營業貿易條款進行. 若要查閱我司標準營業貿易條款, 請登入 [www.jes.com.hk](http://www.jes.com.hk) 或備索.

All business is transacted only in accordance with our standard trading conditions. Please visit our web-site [www.jes.com.hk](http://www.jes.com.hk) or contact us for the details.

**E1. 展品運輸指南 - 來程費率 FREIGHT HANDLING TARIFF - INWARD MOVEMENT**

展品來自海外 / 國內 - FREIGHT FROM OVERSEAS / MAINLAND CHINA

費率按一般展示用品 - FOR GENERAL EXHIBITS & DISPLAY ITEMS ONLY

食品及酒精飲料類展品另行報價 - FOR FOOD STUFF & BEVERAGE, TO BE QUOTED UPON REQUEST.

1. **基本費及通訊費 Basic service charge**  
(communication & documentation fee) HKD 500.00 / exhibitor / consignment  
展商 / 票貨
- 2a. **展品從海外至香港展台運送費率**  
**Overseas shipment arriving Hong Kong**  
展品由香港碼頭, 機場提貨, 海關清查  
運送至展台就位. 協助開箱及空箱材料  
移到館外存放處. 包括 3 日免費存倉.  
From free arrival HKG port or airport delivery up  
to exhibition stand, customs clearance, via JES  
warehouse incl. 3 days free storage, assistance  
with unpacking and removal empty cases to the  
on site storage place.  
Sea cargo 海運(LCL 拼箱)  
(FCL 整箱)  
Air cargo 空運
- HKD 800.00 / cbm 立方米  
min 2 cbm / exhibitor / consignment  
最低收費 2 立方米 / 展商 / 運次
- min 21 cbm 立方米 / 20' GP container 集裝箱  
min 42 cbm 立方米 / 40' GP container 集裝箱
- HKD 15.00 / kg 公斤  
min 200 kgs / exhibitor / AWB  
最低收費 200 公斤 / 展商 / 運次
- 只限船 / 空運直達總運提單, 貨代分運單費用另計.  
On Direct OBL / MAWB only.
- 不包括貨運站處理費, 理貨費, 倉庫雜費, 滯箱費, 換單費及車場登記費, 需按實際發生額支付相關費用.  
All THC / CFS, consolidators fees, OBL / AWB documents fee, gate charges, demurrage, warehouse registration fee, etc. (if  
any) incurred in the pick up location will be passed on as per outlay.
- 2b. **快遞展品至香港展台運送費率**  
**Courier shipment arriving Hong Kong**  
自發快遞展品至我司香港倉庫接貨暫存及  
運送至展台就位. 不包括快遞公司運費.  
Handling of courier shipment from free arrival at  
JES HK warehouse delivery up to exhibition stand.  
excl. courier services charges.  
Courier cargo 快遞紙板箱
- HKD 100.00 / package 件  
min HKD 500.00 / exhibitor / consignment  
最低收費 HKD 500.00 / 展商 / 運次
- 按單件快遞展品不超過 60 x 60 x 60 cm 或 20 公斤計算  
For individual pieces not exceeding size 60 x 60 x 60 cm and weight 20 kgs.
3. **展品從香港展商倉庫至展台費率**  
**Local transportation (pick up in HKG)**  
展品從香港展商倉庫提貨至展台就位,  
協助開箱及空箱材料移到館外存放處.  
From exhibitor's storage place in HKG delivery up  
to exhibition stand, assistance with unpacking and  
removal empty cases to the on site storage place. min 2 cbm / exhibitor / consignment  
本地提貨最低收費 2 立方米 / 展商 / 運次
- ✧ 不包括倉庫雜費及車場登記費, 需按實際發生額支付相關費用.  
All gate charges, warehouse registration fee, etc. (if any) incurred in the pick up location will be passed on as per outlay.

- 4a. **展品從廣州集貨至香港展台費率**  
**Freight charges Guangzhou / Hong Kong**  
 展品從廣州金怡倉庫集貨, 制單報關, 運至香港展台就位, 海關清查, 協助開箱及空箱材料移到館外存放處.  
 不含國內海關商檢查驗費及核銷單費.  
 From JES Guangzhou warehouse delivery up to exhibition stand HKG, customs clearance, assistance with unpacking and removal empty cases to the on site storage place. (excludes RMB 1900.00 / cbm 每立方米 duties / taxes and permanent export license fee) min 1.50 cbm / exhibitor / consignment  
 Land cargo 陸運最低收費 1.50 立方米 / 每展商 / 每運次
- 代展商申請 ATA 單證冊 (如需)  
 On behalf to apply of ATA Carnet where applicable RMB 2500.00 / carnet / 單證冊  
 (不含保證金費用 excluding for putting up customs bond)
- 4b. **出口中國關口費用**  
**Cargo for Export China Handling Fee**
- 中國海關計算機錄入費 / 商品編碼 RMB 50.00 / page 頁  
 China customs computer re-entry / H.S. code
  - 商檢費 RMB 200.00 / cbm 立方米  
 Merchandise inspection fee (min 1 cbm 最低收費 1 立方米 / 運次)
  - 檢疫費 (紙板箱 / 木箱 / 托盤包裝) RMB 200.00 / package 件  
 Quarantine inspection handling service  
 (Carton & wooden packing materials)
  - ATA 單證冊出口報關費 (如需) RMB 1900.00 / carnet 單證冊  
 ATA Carnet export handling fee (if required)
  - 商品核銷單費用不含國內關稅 (展品不回運) 另作報價  
 Permanent export handling fee (where applicable) to be quoted upon request  
 (duties / taxes will be paid at the export station)
5. **展品從館外接貨至展台費率**  
**Freight from local sources**  
 展品從館外接貨至展台就位, 協助開箱及空箱材料移到館外存放處.  
 From arrival fairground delivery up to exhibition HKD 500.00 / cbm 立方米 stand, assistance with unpacking and removal min 2 cbm / exhibitor / consignment empty cases to the on site storage place. 最低收費 2 立方米 / 展商 / 運次
6. **超重或超限度附加費**  
**Overweight / oversized cargo handling surcharge**
- a. 每件貨物重量如超過  
 Heavy-lifting (for each package over 1000 kgs)  
 1001– 2000 kgs 公斤 HKD 50.00 / 100 kgs 公斤  
 2001– 3000 Kgs 公斤 HKD 55.00 / 100 kgs 公斤  
 Over 3001 kgs 公斤 to be quoted upon request 另作報價
- b. 每件貨體積超過 Oversized (for each package over 3 m (L) x 2.2 m (W) x 2.2 m (Ht))  
 單一展品限度數值超過上述所列的體積, 均視為超限. 則需加收超限附加費 HKD 100.00 立方米.  
 If one dimension exceeds the above, surcharge of HKD 100.00 / cbm will be imposed.
- c. 吊機費 Crane charge (where applicable) to be quoted upon request 另作報價



7. 可供選擇額外服務 (如需)  
**Optional services (where applicable)**

- a. 空箱保管展會期間之倉存費 HKD 200.00 / cbm 立方米  
Storage of empty cases min 2 cbm / exhibitor / consignment 最低收費 2 立方米 / 展商 / 票貨
- b. 申請香港入口許可證  
Application for Hong Kong import license HKD 1000.00 / license / permit / exhibitor or permit 許可證 / 票貨 / 展商
- c. 香港進出口報關費, 按貨值 0.05% 到岸價收取. 最低收費 HKD200.00 展商 / 票貨.  
Hong Kong Government import / export declaration fee 0.05% of CIF value declared. Minimum charge HKD200.00 per exhibitor per consignment.

E2. 回程費率 **FREIGHT HANDLING TARIFF - RETURN MOVEMENT**

回程與來程收費相同

Same as inward movement above with reversed services.

- 如需開具體的人民幣發票, 所有上述收費項目須相应加收 6% 增值稅.  
All above service charge will be plus 6% for VAT RMB invoice. (where applicable)

F. **IMPORTANT NOTES**

1. The exact move-in / move-out schedule is subject to the organizer's final arrangement and is subject to change with or without prior notice.
2. The exact routing is subject to availability of transportation services.
3. The volume / weight ratio for air cargo is 6:1 (i.e. 1 cbm = 166.7 kgs). The chargeable weight is based on the volume weight or actual weight which ever yields the greater.
4. The charges for sea / road cargo are based on 1 cbm or 1000 kgs whichever yields the greater.
5. All cargo must be sent with "Freight Prepaid" for inward movement. A 10% surcharge will be imposed for any shipment sent with "Freight Collect". For the return movement if freight charge is required to be prepaid at the port of loading, a 10% advance fee will be levied.
6. Minimum charge for full container loads is:- a. 20 feet GP = 21 cbm b. 40 feet GP= 42 cbm
7. Companies require assembling or lifting equipment for erection of exhibits are asked to contact us as soon as possible with details of their requirements. Prices for hiring equipment will then be quoted subject to availability.
8. Prices include free storage in our Hong Kong godown as 3 days prior to our last receiving date for inbound goods, and 3 days after arrival back in our Hong Kong godown for outbound goods. Additional storage will be charged at HKD 200.00 per cbm per week or part of minimum HKD 400.00 / transaction.
9. Application for Hong Kong import / export license for overseas exhibitors is at HKD1000.00 per application and license fee as per outlay.
10. Charges for inbound movement must be settled in full before the opening of the exhibition. Charges for outbound movement must be settled before cargo released.
11. Unpacked cargo - there will be a 20% surcharge for handling unpacked cargo. JES Logistics or its appointed agents will not be liable for any loss or damage.
12. Dangerous goods - there is a 100% surcharge for handling dangerous cargo.
13. Please note that our freight charges do not include insurance coverage and all works is undertaken by JES at owner's risk. Exhibitors are suggested to arrange a proper round-trip all-risks insurance for their exhibits (including exhibition period). For routing of shipments, it is advisable to cover insurance both by air and sea, as there is a possibility of returning exhibits back to the country of origin by either way. Exhibitors should also bring a copy of the insurance policy to Hong Kong. It will be useful in case exhibitors require to file a claim for damage or loss in Hong Kong.
14. Our fees and charges are based on presently in force tariff. It is subject to change as to reflect any increase in our cost caused by exchange rate variations, freight rate increase, fuel charges adjustments, insurance premiums or increase of any other charges beyond the control of this company which come into effect after acceptance of your order and prior to delivery.
15. All business is transacted only in accordance with our standard trading conditions. Please visit our web-site [www.jes.com.hk](http://www.jes.com.hk) or contact us for the details.

**TRANSPORT ORDER / SHIPMENT PRE-ADVICE / INSURANCE COVERAGE (FORM A)**

To : JES Logistics Ltd (email or fax no. + 852 2597 5057)

We hereby authorize JES Logistics Ltd to deliver our exhibits as per the attached List of Exhibits to the exhibition and to unpack our cargo for customs inspection. All the charges are on our accounts and insurance coverage is not included.

1. Our exhibits are to be transported to JES LOGISTICS LTD as follows: ☒ please tick where applicable

By : ☐ air ☐ sea ☐ road ☐ HKG local

2. We confirm our products:

☐ are patented or copyrighted items ☐ are **NOT** patented or copyrighted items

3. ☐ We shall make delivery to JES HK warehouse ourselves. Please send delivery order to us.

☐ Please pick up the cargo from the address below at extra charge (提供中文收貨地址)

Pick up address : \_\_\_\_\_

Contact : \_\_\_\_\_ Tel : \_\_\_\_\_

JES Logistics Ltd is pleased to provide all risks insurance coverage including exhibition risks. Please simply choose the coverage below :-

1. ☐ Round trip insurance coverage (insured value : \_\_\_\_\_) 0.6% on total sum insured

2. ☐ Single trip insurance coverage (insured value : \_\_\_\_\_) 0.35% on total sum insured

✧ Min. charge US\$60.00 policy (Deductible US\$640.00 or 10% on adjusted value on every claim / loss)

3. ☐ We will arrange the insurance coverage by ourselves.

We certify that our List of Exhibits attached is true and correct. We will be fully liable if the customs find any discrepancy or any cargo not declared. Any additional costs or penalty incurred will be on our account.

Exhibitor : \_\_\_\_\_ Booth No : \_\_\_\_\_

Address : \_\_\_\_\_

Contact No Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Signature with Company stamp \_\_\_\_\_ Date: \_\_\_\_\_