



## Vegetarian Food Asia 2022

10-12 June, 2022

Hall 3F, Hong Kong Convention & Exhibition Centre

## 亞洲素食展 2022

2022 年 6 月 10-12 日

香港會議展覽中心展覽廳 3F

# Exhibitors Manual

# 參展商手冊

### Organizer

主辦機構

#### **Baobab Tree Event Management Company Ltd**

柏堡活動策劃有限公司

Room A11, 6/F, Block A, Tonic Industrial Centre,  
26 Kai Cheung Road, Kowloon Bay, Hong Kong

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盈柏廣告策劃有限公司

1002 Metro Centre II, 21 Lam Hing Street,  
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[www.vegfoodasia.com](http://www.vegfoodasia.com)

[veg@baobab-tree-event.com](mailto:veg@baobab-tree-event.com)

Updated as of 7 Apr, 2022.  
Information is subject to change without prior notice.

## 1. How to use this Manual

Please read through this manual which is compiled to smooth your participation in Vegetarian Food Asia 2022. You should also use the Checklist, to ensure that you have read, completed and returned all the relevant order forms, to the correct companies, by the deadlines stated.

Again you may not need to complete all the forms; however we suggest that you look at ALL the order forms to check if they are relevant to you.

**Note:**

- A late payment surcharge will be imposed for orders submitted after the deadline.
- The provision of required equipment and services will be subjected to stock availability.

The Manual is divided up into 7 sections.

Section 1: Important Information for all Exhibitors

Section 2: Standard Booth Information

Section 3: Raw Space Booth Information

Section 4: Special Notes on Import/Export Licence

Section 5: Health & Safety Information

Section 6: Venue Information

Section 7: Useful Information about Hong Kong

P.S. Please be aware of your booth size, booth type and facilities. You may order additional items from the attached order forms. Please refer to P.58 for the submission deadlines.

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## 3. General Information

### 3.1 NAME OF THE EXHIBITION

Vegetarian Food Asia 2022

### 3.2 VENUE

Hall 3F, Hong Kong Convention & Exhibition Centre 1 Harbour Road, Wan Chai, Hong Kong

Tel: +852 2582 8888

Fax: +852 2582 7106

### 3.3 EXHIBITION DATE AND OPENING HOURS

10 – 11 June 2022 (Fri - Sat) 11:00 – 20:00

12 June 2022 (Sun) 11:00 – 19:00

### 3.4 ADMISSION

10 – 11 June 2022 (Fri - Sat) 11:00 – 19:30

12 June 2022 (Sun) 11:00 – 18:30

\* Free admission to Trade Buyers.

\*\* Open to public by ticket admission (HK\$20 per visitor).

Seniors aged 65 or older will be admitted free of charge.

### 3.5 ORGANIZERS

#### **Baobab Tree Event Management Company Ltd**

Room A11, 6/F, Block A, Tonic Industrial Centre,  
26 Kai Cheung Road, Kowloon Bay, Hong Kong

Ms Christine LEUNG

Tel: +852 3520 3617

Fax: +852 3520 3618

Email: christine.leung@baobab-tree-event.com

Ms Mandy NG

Tel: +852 3520 3617

Fax: +852 3520 3618

Email: mandy.ng@baobab-tree-event.com

#### **Inspire Advertising & Marketing Ltd**

1002 Metro Centre II, 21 Lam Hing Street,  
Kowloon Bay, Kowloon, Hong Kong

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

## 4. Exhibition Related Services

### 4.1 OFFICIAL CONTRACTORS

a) For General Enquiry, Temporary Telephone, Facsimile and Data Line Services:

**MILTON GLOBAL EXHIBITS LIMITED**

10/F Artisan Hub, 9 Luk Hop Street, San Po Kong, Kowloon, Hong Kong

**Contact person: Ms Connie Chung/ Mr Steve Tsang**

Tel: +852 3605 9546 / +852 3605 9675 Fax: +852 3605 9416

Email: mhatwo@milton-hk.com

b) Official Freight Forwarder:

**APT SHOWFREIGHT LTD.**

31/F Morrison Plaza, 9 Morrison Hill Road, Wanchai, Hong Kong

**Contact person: Ms. Kaman LEE**

Tel: +852 2877 0150 Fax: +852 2877 0505

Email: kaman.lee@aptshowfreight.com

#### **Delivery of goods to The Expo – Hall 3F**

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

1. Name of Contact person of your company
  2. Exhibitor's Company Name and Booth Number
  3. Vegetarian Food Asia 2022
  4. Hall 3F, Hong Kong Convention & Exhibition Centre, 1 Harbour Road, Wanchai, Hong Kong
- Please wear Workers Badge and provide Vehicle Pass for delivering the show material to your booth.
  - Please ensure the delivery company/courier has the necessary lifting equipment and trolleys to unload your consignment as the Organizer will not be responsible for any lifting requirements.
  - Please ensure that a representative of your company is on-site to receive and sign for the delivery. We are unable to accept responsibility for any goods delivered to un-staffed booths.
  - Arrangements must be made for all staff involved in the operation of the premises to undergo a polymerase chain reaction-based nucleic acid test for the coronavirus disease 2019 every 14 days starting from 26 May 2022 and ensure that the staff obtain SMS (mobile phone text message) notification containing the result of the test before 9 June 2022 and the end of every subsequent 14-day period and keep record for each SMS notification for 31 days.
  - Please ensure the staff / the delivery company / courier must wear a mask at all times within the venue.

c) Venue Contact:

**HONG KONG CONVENTION & EXHIBITION CENTRE - 1 Expo Drive, Wan Chai, Hong Kong**

Contact Person: Mr Eric Tam

Tel: +852 2582 7107

E-mail: erictam@hkcec.com

Contact Person: Ms. Fiona Wong

Tel: +852 2582 7387

E-mail: fionawong@hkcec.com

d) Food & Beverage Contact:

**HONG KONG CONVENTION & EXHIBITION CENTRE - 1 Expo Drive, Wan Chai, Hong Kong**

Contact Person: Mr Arthur Mok

Tel: +852 2582 7972

E-mail: arthurmok@hkcec.com

Contact Person: Ms Rita Leung

Tel: +852 2582 7367

E-mail: ritaleung@hkcec.com



## 4. Exhibition Related Services

### Remarks:

- 1) All Exhibitors are entitled to choose any other service providers.
- 2) Beware of an on-line fair guide [www.fairguide.com](http://www.fairguide.com) (owned by Construct Data Verlag AG in Austria) which will invite exhibitors to subscribe and sign up for on-line listing order but does not inform the respondents explicitly that their action will bind them to a three-year advertising contract and annual advertising fee. To protect your interests and to avoid potential misunderstanding, we would like to alert our exhibitors that: Whenever you receive an invitation to provide the on-line company with your brochures together with an authorized signature and implies that their services are free in the introductory paragraph, please read the fine print at the end of the invitation carefully before you respond or commit.
- 3) Please be noted that exhibitors' contact detail will be forward to official parties e.g. Contractor and Forwarder, etc. for contact purpose.

### 4.2 VISAS

Exhibitors who require visas to enter Hong Kong for attending the exhibition are advised to contact the nearest Embassy/Consulate of the People's Republic of China. Letter in support of visa application is available from the Organizer.

Most visitors do not need a visa to visit Hong Kong. However, you should check in the Immigration Department of Hong Kong for information.

Applicants may submit their visa applications directly to Immigration Department of Hong Kong, or through Chinese diplomatic or consular missions in their place of domicile.

Enquiries can be directed to:

Immigration Department of Hong Kong  
2/F., Immigration Tower, 7 Gloucester Road,  
Wan Chai, Hong Kong

Tel : +852 2824 6111

Fax : +852 2877 7711

Email : [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk)

Website: [www.immd.gov.hk/eng/services/visas/visit-transit/visit-visa-entry-permit.html](http://www.immd.gov.hk/eng/services/visas/visit-transit/visit-visa-entry-permit.html)

## 4. Exhibition Related Services

### 4.3 VENUE SPECIFICATIONS

<b>Venue</b>	Hall 3F
<b>Floor Loading</b>	1,700kg/sqm (350lb/sqft)
<b>Ceiling Height</b>	8.25m (max. height limit: 7m, max. height under fire curtain: 2.5m)
<b>Floor Finish</b>	Concrete Floor
<b>Service Lifts (Elevators)</b> 1) Number 2) Capacity 3) Door Opening 4) Internal Dimensions	Lift E3, E4, E5 & E6 7,000 kg (15,400 lb) 2.5mW x 3mH 2.44mW x 4.17mD x 2.92mH
<b>Remarks:</b>	<ol style="list-style-type: none"> <li>1. Loading bay located at Level LG1 which vehicles shall load / unload</li> <li>2. Goods shall be transported up to Hall 3F (Level 3) from LG1 through the service lifts mentioned above</li> <li>3. Exhibitors with large or heavy items to be brought into the halls should contact the Official Freight Forwarder as early as possible to ensure that a dentate lifting service can be made available.</li> </ol>
<b>Ventilation</b>	Central air-conditioning system
<b>Electrical Supply</b>	220V 50Hz AC single phase 380V 50Hz AC three phase A fluctuation of 6% can be expected
<b>Wireless LAN</b>	The wireless system is IEEE 802.11a/b/g/n standard and the connected device (notebook, pocket pc, PDA, hand-phone, etc.) must be compliant. The system is supported by a 100M bps premium broadband line, which can facilitate up to 5,000 concurrent Users at any one time. The maximum bandwidth set for each wireless user is 512KB (upstream and downstream).

### 4.4 PARKING

A total of 1,350 onsite parking spaces are available within the vicinity of the Hong Kong Convention & Exhibition Centre. Exhibitors/Attendees with cars must pay a daily parking fee at the prevailing hourly rate.

## 4. Exhibition Related Services

### 4.5 USEFUL LINKS

**Organizer:**

Baobab Tree Event Management Company Ltd. [www.baobab-tree-event.com](http://www.baobab-tree-event.com)

**Organizer:**

Inspire Advertising & Marketing Ltd [www.iam.com.hk](http://www.iam.com.hk)

**Venue :**

Hong Kong Convention & Exhibition Centre [www.hkcec.com](http://www.hkcec.com)

**Official Contractor :**

Milton Global Exhibits Ltd [www.milton-exhibits.com](http://www.milton-exhibits.com)

**Official Freight Forwarder :**

APT Showfreight Ltd. [www.apshowfreightlogistics.com](http://www.apshowfreightlogistics.com)

Government of Hong Kong SAR [www.gov.hk/en/business/](http://www.gov.hk/en/business/)

Department of Health of Hong Kong [www.immd.gov.hk](http://www.immd.gov.hk)

Immigration Department of Hong Kong [www.dh.gov.hk](http://www.dh.gov.hk)

Hong Kong Tourism Board Discover Hong Kong [www.discoverhongkong.com](http://www.discoverhongkong.com)

Hong Kong International Airport [www.hongkongairport.com](http://www.hongkongairport.com)

SME Export Marketing Fund [www.smefund.tid.gov.hk](http://www.smefund.tid.gov.hk)

## 5. Exhibition Schedule

### **BUILD-UP PERIOD**

1. Official Contractor Move-In	9 June 2022 (Thu)	08:00 – 23:00
2. Electrical System Set-up	9 June 2022 (Thu)	15:00 – 23:00
3. Custom-Built Stand Contractor Move-In	9 June 2022 (Thu)	10:00 – 23:00
4. Standard Booth Exhibitor Move-In	9 June 2022 (Thu)	14:00 – 20:00
5. Final Hall Cleaning	9 June 2022 (Thu)	20:00 – 23:00

**Note:** Only Exhibitors, Working Staffs, Appointed Contractors and Services Providers with valid entrance badges are allowed to enter the venue during the Move-in Period. All of exhibitors should have settled booth payment in full before move-in. Organizer reserves the right to refuse exhibitors with underpayment.

### **EXHIBITION PERIOD**

6. Opening Hours	10-11 June 2022 (Fri – Sat)	11:00 – 20:00
	12 June 2022 (Sun)	11:00 – 19:00

**Note:** Exhibitors may be admitted to the Exhibition Hall one (1) hour prior to the opening hours. During the Exhibition period, Exhibitors are permitted to remain in the Exhibition Hall to service their stands for 30 minutes after the Exhibition closes. No visitors will be admitted 30 minutes prior to the show closing. Exhibitors who wish to stay later must obtain written permission from the Event Organizer Office, prior to close, for security and hall lighting to be arranged.

### **TEAR-DOWN PERIOD**

7. Moving Out of Exhibits	12 June 2022 (Sun)	19:00 – 22:00
8. Stand Dismantling	12 June 2022 (Sun)	22:00 – 23:00

**Note:** Exhibitors must clear all exhibits from the Exhibition Hall by 22:00 on 12 June 2022 (Sun). Only Exhibitors, Working Staffs, Appointed Contractors and Services Providers with valid entrance badges are allowed to enter the venue during the Move-out Period.

### **REMOVAL OF EXHIBITS**

**NO EXHIBITS/ STAND FITTINGS CAN BE REMOVED BEFORE 19:00 ON 12 June 2022 (SUN) UNDER ANY CIRCUMSTANCES. EARLY MOVE OUT IS NOT ALLOWED.**

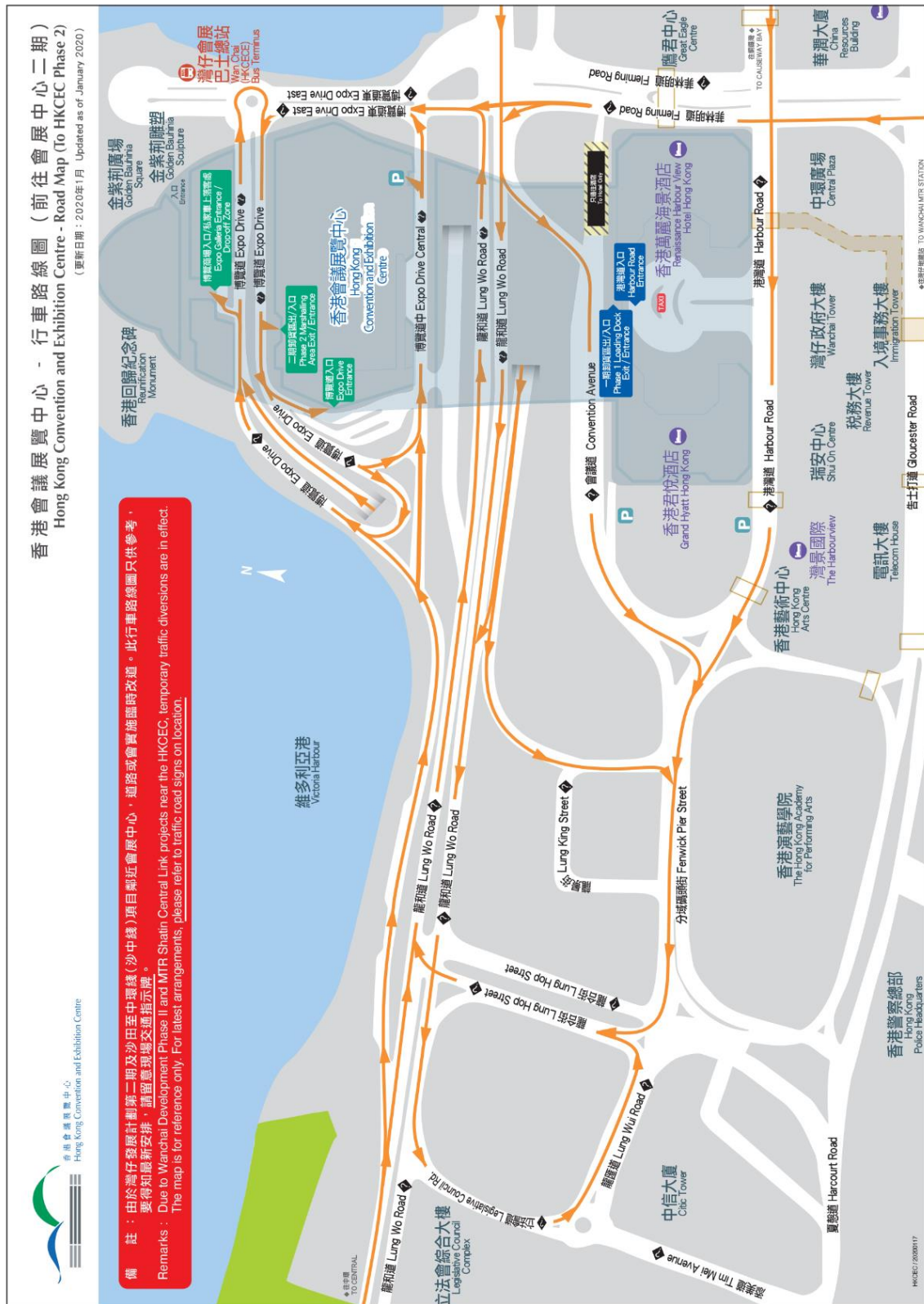
Personal property and portable exhibits may be removed from the Exhibition Venue after the show closes on the final day. Any exhibits, booth equipment, hazardous materials, fixtures and fittings left in the hall after 23:59 on 12 June 2022 by exhibitors will be discarded and any removal / cleaning costs will be charged to the relevant exhibitors.

During the open days of the Exhibition, merchandise may only be delivered before show's opening hours or after closing time.

Any exhibitors and their contractors who anticipate any problems in clearing all exhibits and booth fitting by 23:00 on 12 June 2022 (Sun) should contact Baobab Tree Event Management Co. Ltd. – Ms Christine Leung in the Organizer Office, Room G312 of Hall 3G and telephone number is +852 2132 4739.

For details of map, please visit [www.hkcec.com/en/road-map](http://www.hkcec.com/en/road-map)

## 6. Location Map of Hong Kong Convention & Exhibition Centre



# **Important Information for All Exhibitors**

## 7. Important Information

### 7.1 ABIDE BY THE ORGANIZER'S REQUIREMENT

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

### 7.2 ACCESS INTO THE EXPO

- Vegetarian Food Asia is opened to public visitors on 10-12 June 2022 (Fri-Sun). Visitors must purchase expo tickets before they are allowed admission to the expo.
- The Organizer reserves the right to refuse admission to the exhibition of any visitors, exhibitors or their agents who are at the absolute discretion of the Organizer regarded as unfit, intoxicated or in any ways likely to create disturbance or discomfort to the Show, other exhibitors or visitors.

### 7.3 ANIMALS / FISH

- Live animals and pets shall not be permitted into any part of the centre except in conjunction with some form of exhibits or displays, subject to the approval of the Organizer. If you intend to display animals/fish, please contact the Organizer.

### 7.4 CANDLES

- The term "Candle" means 1) Candles made from wax; 2) incense or oil burners possessing a flame; or 3) multiple candelabras and incense sticks.
- Exhibitors intending to display candles must submit details at least 6 weeks before the move-in date to the Organizer who needs to obtain approval from the venue management.

### 7.5 CARPET

- The venue is not covered in carpet, though the standard booth will be carpeted by the Organizer.

### 7.6 CLEANING & GARBAGE DISPOSAL

- All disposals of waste & booth construction materials during the move-in and move-out periods are the sole responsibility of the individual booth contractors concerned. Disposal of contractor's waste materials by the Organizer will result in the contractor's deposit being forfeited.



## 7. Important Information

### 7.7 COLUMNS CLEARANCE

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

### 7.8 COMPANY NAMEBOARD

- Standard Booths will receive a company nameboard as part of their booth package.
- The company name for the company nameboard will be extracted from the Exhibitor Company Profile or Booth Application Form submission.
- Any alterations requested on-site will incur a charge. It is recommended that the Company name on your booth is the same as the one on the Show Directory.
- Raw Space Exhibitors are responsible for their own signage and must clearly display their company name and booth number on their booth.

**Note:** Standard Booth's company nameboard includes standard lettering only. However, a quotation may be obtained from the Official Contractor if you would like your company logo featured with special font on the fascia.

### 7.9 COOKING IN BOOTH

- No cooking other than heating up of pre-cooked food which has already obtained from licensed food factories for the event period shall be allowed.
- Flame cooking is strictly prohibited.
- For the exhibitors who will heat up pre-cooked food, non-packaged ready-to-eat food, and/or non-bottled / pre-packaged beverages in the event, they need to apply for a Temporary Food Factory License from the Food and Environmental Hygiene Department. The Licence shall be displayed at prominent location at the booth. A copy of the Licence shall also be submitted to the organizer before move in for record.

### 7.10 CUSTOMS CLEARANCE

- For clearance of goods/exhibits through customs, you should contact our Official Freight Forwarder, APT Showfreight Ltd., who will give advice on relevant aspects of import procedures and will provide you with quotation on request.
- APT Showfreight Ltd. Contact number: +852 2877 0150.

### 7.11 DANGEROUS MATERIALS

- All substances which are regarded as dangerous, toxic, explosive, hazardous or objectionable in nature are forbidden to be brought into the venue.

### 7.12 DILAPIDATION CHARGES

- The exhibitor will be charged for the cost of making good, restoring or renewing any damage to the hall or booth site. This will include marks by paint and adhesive tapes, etc.
- Pre-inspect your area to ensure there are no damages before commence construction. If for any reasons there are damages, please report directly to the Organizer Office located in Room G312 outside of Hall 3G.

## 7. Important Information

### 7.13 DISPOSAL OF CRATES, BOOTH FITTINGS AND MATERIALS

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

### 7.14 DISTRIBUTION OF PROMOTIONAL MATERIALS

- All business including the dispensing of literature and promotional materials must be conducted within your booth area. Exhibitors or their representatives are forbidden to hand out leaflets etc., at the entrance to the event, in the gangways or in any other parts of the exhibition hall.

### 7.15 DROP WIRES

- Drop wires may be used for the rigging of high-level graphics but not for the stabilizing of booths, which must be self-supported. To apply and arrange for drop wire, please contact the Official Contractor, Milton Global Exhibits Limited four weeks before the move-in date.

### 7.16 EMERGENCY PROCEDURES

- Emergency procedures are included in this manual and will also be distributed to all exhibitors before the show opens, via a booth drop. Please ensure that all your booth personnel are aware of these procedures. (See Health & Safety Information Section: "Emergency Procedures" on page 50)

### 7.17 ELECTRONIC SHOW GUIDE

- The Official Electronic Show Guide will be available to download free of charge from the Vegetarian Food Asia 2022 website. This show guide provides essential details on exhibitors as well as a day-to-day guide to the full seminars, workshops and demonstration programmes.
- \* Complete the Exhibitor Profile Order Form located in the ORDER FORMS section of this manual.

### 7.18 ELECTRICITY

- The Official Contractor, Milton Global Exhibits Ltd is appointed by the Organizer to solely carry out any electrical works at Exhibitor's expenses.
- Any alteration or usages of electrical fittings are subjected to final approval from Official Contractor.
- One socket or power supply is for the use of one electrical appliance / machinery only. No multi-plug is allowed.
- Connectors or joints and wiring from the power point to exhibits/machinery are to be provided by exhibitors.
- A fully qualified electrician must carry out all electrical installations. Contractors must be licensed by the Electrical and Mechanical Service Department (EMSD) and are required to hand in WR1 Form and the electricity license. The WR1 Form is available – Appendix 1 on Page 40-41.  
([https://www.emsd.gov.hk/filemanager/en/share/electricity\\_safety/public\\_forms/wr1.pdf](https://www.emsd.gov.hk/filemanager/en/share/electricity_safety/public_forms/wr1.pdf))
- Installation of electrical equipment, including lighting fixtures, must adhere to Hong Kong Electricity Ordinance stringently. Exhibitors are advised not to use electrical fittings that may contain substandard circuits in their booths.
- Utility supply points located within any aisles may not be used for providing services.

## 7. Important Information

### 7.19 EXHIBITOR BADGES

- Exhibitors' Badges can be collected at Organizer Office (Room G312) during move-in period.
- Every member of your staff who will be entering or working at HKCEC during Vegetarian Food Asia 2022 are required to wear a badge to obtain access pass.
- For general security, exhibitors should pass the badges to their staff only. Please do not give these badges to your customers.
- Complete the Exhibitor Badges and Vehicle Passes Order Form located in the ORDER FORMS section of this manual. Should you require additional badges on-site, please purchase at the Exhibitor's Registration counter.

### 7.20 EXIT NOTICES

- If exit notices are obstructed by booths, decorations or exhibits, additional notices shall be provided as required by the HKCEC. The provision and fixing of these additional notices will be carried out by the Organizer at the expense of the exhibitor.
- Visible panel display and recessed fittings should be affixed to all walls.
- Exhibitors must ensure that no obstacles including fixtures such as steps are built and block the path to the emergency exit.
- A landing should be well indicated in case of the appearance of the top and/or foot of the stairs. The depth of the landing shall not be less than the width of the flight of stairs.

### 7.21 FOOD & BEVERAGE CONSUMPTION

- According to the regulations of the Hong Kong Convention and Exhibition Centre, consumption of food and beverages are not allowed to be taken into the exhibition venue. Exhibitors may consume food and drinks at the designated area outside the exhibition halls or at the restaurants.

**Note: Regulations are subject to change according to the Venue's pandemic measures.**

### 7.22 FOOD & BEVERAGE PRODUCTS

- All food and beverage products need to be pre-packaged.

### 7.23 FOOD & DRINK SAMPLING

- **FOOD:** Any food, whether imported or locally produced, intended for sale in Hong Kong must comply with the local food laws.
- The regulations associated with these areas can be purchased from Government Publications Centre or downloaded from their website: [www.fehd.gov.hk](http://www.fehd.gov.hk)
- Exhibitors who would like to offer products for tasting can do so, provided they are free of charge and within their booth area. Exhibitors must also ensure that all food and drink offered is in hygienic condition of the highest standard and fit for human consumption.
- All samples must be affixed on the packaging with "By Law and by HKCEC house rule, consumption of food & beverage is prohibited inside HKCEC."
- It is the responsibility of all exhibitors to ensure that they read and adhere to the above regulations.
- **DRINK:** If you are serving alcohol on your booth, be sure that you are licensed to serve alcohol.

\*Complete the Food and Drink Sampling Order Form located in the ORDER FORMS section of this manual.

**Note: Regulations are subject to change according to the Venue's pandemic measures.**

## 7. Important Information

### 7.24 FIRE REGULATIONS

- Fire prevention equipment like all fire alarms, fire shutters, extinguishers, fire hydrants, sprinkler systems, valves, emergency telephones should be tidy and easy to access.
- At any time, exhibitors should allow and make sure the accessibility of all fire hose reels and fire alarms as given in the floor plans. It is the responsibility of all exhibitors to make sure that the firefighting or safety equipment are not be hindered, hid, removed or interfered.
- Exhibitors should make sure that both the way in and out of the emergency exits are clear and fire prevention measures are done along with the regulations.
- Exhibitors and their contractors should make sure that they have adopted the proper fire extinguishers applying for different occasions respectively.
- No inflammable materials or equipment (e.g. the inflammable glue for electrical welding equipment) can be used in the exhibition hall when all the carpet has been laid down the corridor in the halls.
- Fire extinguishers should be displayed and covered with the direct sprinkler coverage from a temporal overhead structure during the assembly and dismantling period of the entire event.
- Exhibitors and/or their contractors have the obligation to make sure that at least ONE portable fire extinguisher is shown in each deck of a multi-storey exhibition booth. Parties who fail to commit the above measure may have to take up all the losses, damages, claims and charges suggested from the venue and fire department.

### 7.25 GANGWAYS

- Gangways must remain clear at all times including Move-in and Move-out periods. Exhibits and booth fittings, including doors or windows that open, must be displayed on a set back wall and not project into the gangways.

### 7.26 GENERAL BEHAVIOUR

- Exhibitors should always behave in a courteous and business-like manner throughout the exhibition. They must pay due respect to visitors and other exhibitors.
- Exhibitors should welcome all visitors to their stands. Under no circumstances should they act in a discriminatory way or prevent certain visitors from approaching their stands.
- For security reasons, exhibitor badges are not transferable and should be worn at all times.

### 7.27 GLASS PANELS

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

### 7.28 GOODS PASS OUT PROCEDURE

- If you need to leave the exhibition hall with items/goods during the show open days, you will need to obtain security clearance. This can be obtained from the Organizer Office in Room G312 of Hall 3G, Tel: +852 2132 4739.

### 7.29 GRAPHICS

- Graphics will not be permitted if affixed to towers and walls that overlook other booths where the logo/message are considered by the Organizer to intrude on the neighbouring booth.

### 7.30 HEIGHT RESTRICTIONS

- The height restriction for all Raw Space booths is 3m unless prior approval is obtained from the Organizer.

## 7. Important Information

- Booths located within  $\pm 0.5\text{m}$  area under the smoke curtain, the maximum allowable height is 2.5m.
- Any exhibitor wishing to build above 3m tall should contact the Official Contractor, Milton Global Exhibits Ltd, Mr Marco MAK, Tel: +852 3605 9637, Email: mhatwo@milton-hk.com, to confirm feasibility.

### 7.31 INSURANCE

- All exhibits, articles and other properties brought into the exhibition hall by an exhibitor, his agents and / or his contractors shall be at the sole risk of the exhibitor.
- The Organizer will not be responsible for any losses, damages or destructions occasioned thereto by any cause whatsoever.
- The Organizer will not be liable for any losses, delay, damages, costs, expenses or monies in respect of the postponing, abandoning, cancelling, transforming or curtailing of Vegetarian Food Asia 2022 for any reasons.
- Any losses, damages and insurance claims need to be reported, in writing, to the Organizer and the police within 24hours.
- Exhibitors are strongly advised to insure their exhibits or other valuable properties against thefts, losses or damages. Both exhibitors and contractors should ensure their staffs, agents and sub-contractors are provided with an insurance coverage to protect themselves against injury and third-party liability for visitors at their booths.
- For further information, please refer to the terms and conditions of your Booth Application Form.

### 7.32 LASER PRODUCTS

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

### 7.33 LIFTING

- Lifting, storage and freight forwarding service are available from the Official Freight Forwarder, APT Showfreight Ltd. The Organizer will not accept any responsibilities for the unloading of goods at the exhibition. You must ensure your delivery / courier company has the appropriate means to unload your consignment or alternatively place order to APT Showfreight Ltd. in advance.
- \* Complete the Customs Clearance, Freight Forwarding and On-site Handling Order Form located in the ORDER FORMS section of this manual.

### 7.34 LIGHTING

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

### 7.35 LOSS AND THEFT

- All properties and goods, including without limitation all Publicity Material brought by Exhibitors into any part of the Exhibition Venue including, without limitation, Stands, Space and Raw Space are brought at the Exhibitor's risk.
- The Organizer does not guarantee the safety and security of such property or goods and shall not in any ways be liable or responsible for any thefts, losses or damages thereof. For the avoidance of doubt, the showcases, cabinets and other storage facilities as provided by the Organizer in any part of the Exhibition Venue including, without limitation, Stands, Space and

## 7. Important Information

Raw Space are for exhibition purposes only.

- The Exhibitors are solely responsible for the safety and security of all their property or goods stored in such showcases, cabinets and storage facilities at all times.

### 7.36 MANNING THE BOOTH

- Exhibitors should keep their stands in an orderly manner.
- Packing boxes should be kept in the appropriate storage area.
- Exhibits should be displayed in a professional manner compatible with the image of the fair.
- Stands must be manned by knowledgeable staff at all times during the exhibition period.
- Exhibitors should not vacate their stands before the official move-out time on the last exhibition day unless special permission has been given by the Organizer.
- All activities must be contained within the area described in your Booth Application Form for Exhibit Space.
- No selling or promoting will be allowed in the aisles or other public areas.
- Visitors viewing video monitors must be in your exhibit space and not crowded in the aisles.
- Loudspeakers and carnival tactics will not be allowed. Please be a considerate neighbour.

### 7.37 MAINTENANCE AND RE-STOCKING OF BOOTHS

- All necessary maintenance and re-stocking of booths should be carried out 1 hour prior to the opening hours, as Exhibitors will not be allowed to restock their booths during show opening hours.

**Note:** If you need deliveries to be made other than the above scheduled time and from outside the building (e.g. regular deliveries of product) you must contact the Organizer for the necessary arrangements.

### 7.38 ORGANIZER OFFICE

- The Organizer Office is in Room G312 of Hall 3G, and will be open from 08:00 to 23:00 on 9 June 2022 (Thu) and during the Show opening hours. The telephone number is +852 2132 4739.

### 7.39 OVERHEAD STRUCTURE

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

### 7.40 OVER-TIME PENALTY CLAIMED BY HKCEC

- Exhibitors and/or their appointed contractors shall follow the move-in/out schedule. If exhibitors or their appointed contractors required to work after 23:00 on 9 June 2022 and 12 June 2022, they should seek approval from the Organizer and the Official Contractor at least four hours before the closing of the halls to obtain the actual charging rate and shall pay to the Official Contractor, Milton Global Exhibits Ltd the over-time charges imposed by HKCEC.

### 7.41 PA SYSTEM

- Whilst the exhibition is open to visitors, the PA system must be used solely for Organizers', police and security announcements. Exhibitors' or visitors' announcements are prohibited.

### 7.42 PERFORMANCE OF MUSIC

- Any musical performance, including the use of music recording for demonstration or as background music, requires the permission of:

## 7. Important Information

- 1) The Composers and Authors Society of Hong Kong Ltd.  
18/F, Universal Trade Centre, 3 Arbuthnot Road, Central, Hong Kong  
Tel: +852 2846 3268 Fax: +852 2846 3261 Website: www.cash.org.hk
- 2) Phonographic Performance (South East Asia) Ltd. (For recorded music only)  
Unit A, 18/F, Tower A, Billion Centre, 1 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong  
Tel: +852 2861 4318 Fax: +852 2866 6869 Website: www.ppseal.com
- 3) Hong Kong Recording Industry Alliance Ltd  
Suite 2501, 25/F, Exchange Tower, 33 Wang Chiu Road, Kowloon Bay, Kowloon, Hong Kong  
Tel: +852 2520 7000 Fax: +852 2882 6897 Website: www.hkria.com

Such other relevant bodies are entitled to grant the relevant permission from time to time. All such fees and expenses of musical performance shall be borne by the exhibitors concerned.

### 7.43 POSTERS & SIGNAGES

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

### 7.44 REFLECTIVE SAFETY VEST REQUIREMENT

- Any personnel requiring admission to Hall 3F when vehicles (autos, trucks and/or forklifts) are being operated in connection to build-up or dismantle of exhibition booths, temporary structures or other installations will be required to wear a reflective safety vest.

### 7.45 RETAIL SALE

- All booths must be properly displayed and furnished with exhibits at all times during the Show. Promotion sales are allowed in the exhibition.

### 7.46 RIGHT TO PRIVACY

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

### 7.47 SECURITY

- The Organizer will take all reasonable security precautions during the move-in, show open and move-out periods. However, all exhibitors are advised that they should take sensible steps to protect their property.
- Any precautions you take are in your best interest as neither the Organizers nor any appointed contractors are responsible for any losses or damages to any goods at any time during the exhibition.
- It is essential that you report any losses sustained from your booth to the security/police/Organizers Office immediately.

#### **To help ensure effective security at the exhibition, please follow these guidelines:**

- Delegate one member of your booth personnel to be responsible for your company's safety and security at the exhibition. Do not leave cash, handbags, phones, valuables etc., in drawers, cupboards or on open exhibits on your booth. Do not leave wallets in unattended clothing.
- Check all lockable desks and cupboards before leaving your booth.
- Please note that build-up and breakdown days are high risk periods. You are recommended to work in pairs so that the booth is manned at all times.
- On show open days make sure your booth is manned prior to the official opening time and do not leave your booth at night before the hall is cleared of all visitors.

## 7. Important Information

- Should you have small valuables, which you wish to leave on your booth, you are advised to provide yourself with lockable steel cabinets or other safe storage areas.

### 7.48 SMOKING POLICY IN THE VENUE

- Starting from 1 January 2006, the Hong Kong Convention and Exhibition Centre is a smoke-free venue. As such, smoking is not allowed in any areas within the exhibition halls at any time or at any place designated for exhibition area.

### 7.49 SOUND LEVEL / LOUD HAILERS / ODOURS

- No noisy work or work producing objectionable odours will be permitted during the opening hours of the exhibition. Exhibitors with music on their booth should keep the level to an acceptable level.
- All audio / visual equipment must be sited and be kept at the minimum level. Exhibitors must ensure noise generated at their stands is kept to an acceptable level and does not cause inconvenience to visitors or other exhibitors.
- The exhibitor has the responsibility to ensure that the demonstration sound level should not exceed 50dB(A). The Organizer reserves the right to intervene and stop the demonstration immediately if the sound level causes undue disturbances to other exhibitors and visitors. Exhibitors are responsible for supervising the actions of all visitors and employees operating audio / visual equipment located in their exhibit area.
- In the event of any disagreement and/or dispute, the Organizer's decision is final.

### 7.50 STAND CLEANING

- Booth cleaning service will be provided to standard booth exhibitors at each evening.
- Raw Space Exhibitors have to arrange their own booth cleaning.
- The Organizer will be responsible for the general cleaning of stands (excluding exhibits) and hall passageway each day after the Show.
- After the show closes each day, exhibitors should place any rubbish from their booths into plastic sacks. These plastic sacks may then be placed in the aisles within two hours of closure for removal by night staff. Under no circumstances shall refuse be placed in the aisles other than in plastic sacks.
- If you do need rubbish removing from your booth during show open hours, please contact the Organizer Office in Room G312 or the on-site telephone number +852 2132 4739.

**Note: Any excessive or additional cleaning other than what have been stated above will be charged by the HKCEC.**

### 7.51 STAND DESIGN REGULATIONS

- Stand design regulations vary according to your specific stand type. Please refer to the Raw Space Booth Information in the next section of this manual for specific information.
- All exhibitors must submit to Milton Global Exhibits Ltd, a stand plan along with a Method Statement and Risk Assessment.
- Construction of the stand may only commence after approval has been granted and an endorsed surveyor or AP/RSE safety report after thorough inspection of the stand must be submitted.

### 7.52 STORAGE

- Exhibitors using their own forwarder should be responsible for the storage of their empty wooden crates, etc. in the venue.



## 7. Important Information

- Fire regulations prohibit storage of boxes and packages etc. behind or on booths.
- Offending items are liable to be removed without warning by the Organizer. A small area will be provided for storage of these items.
- Those companies using APT Showfreight Ltd. will have storage provided for them by APT Showfreight Ltd.
- There will be no storage space provided in the exhibition halls or venue. Any empty crates, equipment, goods, materials or tools found unattended in the exhibition halls. Loading area and/or any non-designated areas will be disposed without prior notice and the refuse deposit will be deducted.

### 7.53 TERMS AND CONDITIONS

- This Exhibitor Manual forms part of the Terms and Conditions that you have agreed to on signing your Booth Application Form.
- Please note that you will be excluded from occupying your booth if full payment has not been made in accordance with the payment structure as outlined in your Booth Application Form.

### 7.54 TERMS & CONDITIONS FOR ADDITIONAL ORDERS FROM MILTON GLOBAL EXHIBITS LIMITED

- All items are on rental basis only.
- Rental rates are for the duration of the exhibition.
- Facilities and services not indicated on the forms are subject to quotation on individual job basis.
- Orders for the additional services and equipment rental should be submitted to the Official Contractor before deadline given; otherwise a 30% surcharge will be imposed on the basis rates to late order or 50% surcharge for on-site orders accepted respectively.
- Cancellation of any orders must be submitted in writing. Cancellation after order deadline will charge 30% fee and refund 70% of invoice amount, cancellation before show date 2 weeks will have no refund.
- All orders must be submitted with full payment including any late order surcharges. Order without full payment will not be accepted.
- Provisions of any services / equipment by the Official Contractor are subject to the availability of the required services / equipment at the time of ordering. Orders will be accepted on a "first come first serve" basis. However, the Official Contractor reserves the right not to accept any orders received and in such cases, the exhibitors will be notified and the payment will be returned or refunded.
- Complaints regarding stand construction or rental items supplied by the Official Contractor must be lodged the day before the exhibition opens at the Official Contractor site office. Otherwise all items will be deemed to have been received in good order.
- No alternations, modifications or additions should be made to rental equipment without the prior written consent of Official Contractor.
- Hirer shall be liable for any losses or damages to the equipment arising from the hirer's negligence, unintentional act, unauthorized maintenance or other cause within the reasonable control of hirer, its representative, employees, agents or invitees. Paint, adhesive or any other coating carry out inside the exhibition hall or apply directly to building columns/pillars and floors are strictly prohibited. In the event of any losses or damages to the equipment for which hirer is liable, the hirer shall reimburse the Official Contractor for all cost of making good or replacement.

## 7. Important Information

- Hirer must order enough electricity supply. In case of overload, the Official Contractor reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.
- Connectors or joints and wiring from the power point to their exhibits / machinery are to be provided by exhibitors.
- One socket or power supply is for the use of one electrical appliance / machinery only. No multi-plug is allowed.

### 7.55 TRAFFIC PROCEDURES

- There are no vehicle schedules for unloading or loading during build-up and breakdown. Vehicles will be dealt with on a first come first served basis.
- Unloading/loading is at the Convention Avenue (see the "HKCEC Loading Area Map" on page 54). All vehicles must display HKCEC vehicle pass.
- Private cars are not admitted by the venue.

### 7.56 VEHICLE PASS

- Electronic Vehicle Pass is issued by Hong Kong Convention & Exhibition Centre for use of van or truck only that requires usage of loading dock to unload / load cargo of exhibits.
- Each Vehicle Pass is for single entry only.
- 3 Vehicle Passes will be reserved for standard booth exhibitors and 6 passes for raw space exhibitors which will be either collected by or sent to the exhibitors before the Expo.
- Limited quantity of additional passes will be available from the Organizer Office during the show period.

**Note:** Vehicle Pass is not for parking in car parks and private car is not allowed to use.

### 7.57 VISITOR INVITATIONS

- The General Public are welcomed and admitted 10-12 June 2022 for Vegetarian Food Asia.
- 100 no. of complimentary admission tickets will be provided for distribution to customers and partners for promoting their company's participation in Vegetarian Food Asia 2022.
- Should you require any additional complimentary admission tickets, please send email to Ms Christine Leung at [christine.leung@baobab-tree-event.com](mailto:christine.leung@baobab-tree-event.com)

### 7.58 WATER & DRAINAGE

- If any exhibitors require water and drainage facilities on their booth, they must order from Milton Global Exhibits Ltd, the Official Contractor.

### 7.59 WASTE REDUCTION AND RECOVERY MEASURES

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

#### **Waste Avoidance and Minimization**

##### a. Setting up of exhibition booth

Use re-erectable booth to reduce the amount of waste generated

## 7. Important Information

b. Selection of decoration material

Use environmentally friendly materials (e.g. recycled materials)

c. Production of publicity materials

- Print publicity materials on recycled paper
- Minimize the number of publicity materials printed

d. Distribution of bags

The Plastic Shopping Bag Charging (PSB Charging) has launched on 1 April 2015. It adopts a maximum coverage to include all retail sales of goods in the territory irrespective of the scale and nature of business. Since the PSB Charging covers all points of retail sale in Hong Kong, exhibitors (both local and from overseas) conducting retail activities during exhibitions held in Hong Kong are required to comply with the legislative requirements. Under the PSB Charging, the seller of goods by retail shall charge the customer an amount not less than 50 cents for each PSB provided, except for situations where there is exemption. Details please refer to the website of Environmental Protection Department ([https://www.epd.gov.hk/epd/english/environmentinhk/waste/pro\\_responsibility/env\\_levy.html](https://www.epd.gov.hk/epd/english/environmentinhk/waste/pro_responsibility/env_levy.html)).

### 7.60 WASTE REUSE AND RECYCLING

- **Reuse:** Collect unused publicity items, decoration materials, admission badge holders etc. for reuse or recycling.
- **Recycling:** Put recyclable materials including wastepaper, plastic bottles and aluminum cans into the waste separation bins provided by the Organizer.

### 7.61 WORKERS BADGE

- All appointed contractors and forwarders are required to wear workers badge at all times for access into and out of the exhibition hall during the move in and move out days.
- Security guards in the Hong Kong Convention & Exhibition Centre have absolute right to deny access into the exhibition halls if workers badge is not produced.
- 5 workers badges will be provided for each exhibitor. Should you require additional badges, please send email to Ms Christine Leung at [christine.leung@baobab-tree-event.com](mailto:christine.leung@baobab-tree-event.com).

# Standard Booth Information

## 8. Standard Booth

### 8.1 COMPANY NAMEBOARD

- Standard booths will be provided with a company nameboard.
- All corner booths with two sides opened will have 2 company nameboards. An exhibitor occupying a booth at the corner has a choice to close its open side(s) with panels before the specified deadlines.
- The company name for the company nameboard will be extracted from the Exhibitor Company Profile or Booth Application Form that you have submitted.
- Any alterations requested on-site will incur a charge. It is recommended that the company name on your booth is the same as the one on the Show Directory.

**Note:** Standard Booth's company nameboard includes standard lettering only. However, a quotation may be obtained from the Official Contractor if you would like your company logo featured with special font on the fascia.

### 8.2 FIXING EXHIBITS

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

### 8.3 FOR STANDARD BOOTH EXHIBITORS

What is included in Standard Booth Package:

- Lockable Cupboard
- Folding Chair
- Garbage Bin
- 23W Energy Saving Longarm Spotlight
- 500W Power Socket
- Booth Carpet
- Company Nameboard
- Cleaning
- 3 Side Partition Walls

If your application is for a Standard Booth, please refer to the following chart to indicate the amount of furnishing provided based on your square metres.

**Note:** Please find below facilities for different booth areas. Please note that all furniture and electrical items included in the Standard Booth Package are not exchangeable.

### 8.4 MODULAR SYSTEMS

- Exhibitors may dress their booths with their own modular display system, but should check the dimensions fit the area provided.
- Exhibitors are normally not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors requiring special assistance should contact the Official Contractor not later than 17 January 2022.
- No free standing fitment may exceed a height of 2.5m or extend beyond the boundaries of the booth allocated. This includes company names, advertising materials and logos provided by the Exhibitor.
- No alternations, modifications or additions should be made to rental equipment without the prior written consent of Official Contractor.

## 8. Standard Booth

- Paint, adhesive or any other coating carries out inside the exhibition hall or apply directly to building columns / pillars and floors are strictly prohibited. The Official Contractor reserves the right to charge the exhibitor for any damages caused on the system materials provided. Exhibitors can order additional furnishing and decorative to enhance their booths such as coloured display panels, lightings, shelves, literature racks, etc. by reviewing and completing the Official Contractor's optional extras forms in this manual.

### 8.5 SPECIFICATION FOR STANDARD BOOTH EXHIBITORS

#### Standard Booth

Item / Sqm	6	9	18	27	36
Lockable Cupboard	1	1	2	3	4
Folding Chair	2	2	4	6	8
Garbage Bin	1	1	2	3	4
23W Energy Saving Longarm Spotlight	2	2	4	6	8
500W Power Socket	1	1	2	3	4
Booth Carpet	Y	Y	Y	Y	Y
Company Nameboard	Y	Y	Y	Y	Y
Cleaning	Y	Y	Y	Y	Y
3 Side Partition Walls	Y	Y	Y	Y	Y

Unless requested by the exhibitor, the Organizer shall assume that exhibitor occupying 2 or more adjoining booths will be chosen to delete the partition panels in between.

All extra requirements, e.g. special decoration, telecommunication and internet connection, extra lighting, furniture, AV equipment etc., should be ordered separately at extra cost as listed on the Order Form 6, 7 11 & 13.

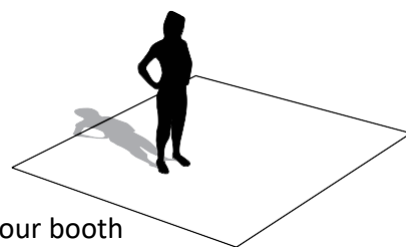
# Raw Space Booth Information

## 9. Raw Space Booth Information

### 9.1 RAW SPACE BOOTH CONTRACTOR

What is included in Raw Space:

- Only the floor space you have booked
- What you need to consider ordering:
  - Flooring • Carpet • Graphics • Lightings
  - Partition Walls • Electric power supply • Furniture



**Note:** You will need to find a contractor to design & build your booth

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

- Site measurements are given in metric. Exhibitors/Contractors, upon arrival and before commencing construction work, are required to check to ensure the floor space dimensions are set out as per floor plan issued by the Organizer, and to report immediately to the Organizer or the Official Contractor of any discrepancy. If the contractor does not report any errors immediately, the Organizer will not be liable to any construction work that has been already progressed.
- It is the raw space exhibitor's responsibility to carpet, construct, furnish and to light up their licensed space.
- The transporting, assembling, dismantling and the removing of custom-built booths are the responsibility of the Exhibitor. All such work must be carried out according to the arrangements and within the time limits specified by the Organizer.
- The exhibitor (or appointed contractor) is also responsible for the dismantling of the booth at the end of the show and removing all material used. Exhibitors are liable for any cost induced due to the repair of any damages caused by the action or act of the Exhibitors or its contractors.
- No direct fixings may be made to any parts of the exhibition halls and any damages or discoloration of such will be charged directly to the exhibitor.
- The suspension of booth or light fittings from the ceiling structure of the Exhibition Venue will not be permitted unless prior approval in writing is obtained from the Organizer.
- Fixings to the surface of the floors to secure margin boards and other booth fittings will not be permitted unless prior approval in writing is obtained from the Organizer.
- All booth structures, signs, etc. must be confined within the area allotted and cannot project into or over the gangways.
- All Raw Space Exhibitors are responsible for their own storage within their booth area.
- All Special Designed booths must clearly show the exhibiting company name and booth number.
- All materials used in the construction and decoration of exhibition booths or set-ups shall be flame retardant and subjected to inspection of the venue management.
- As a contractor/exhibitor at the show you have a duty to ensure that all personnel working for your company have a valid working visa/permit in order to work in Hong Kong Special Administrative Region and are aware that they have a responsibility for the health, safety and welfare of all employees and that plans or systems of work which may be used are, so far as is reasonably practicable, safe and without risk to health. All employees should have the necessary training and supervision to ensure complete health and safety. The Organizer reserves the right to withhold granting approval to any contractor appointed by the exhibitor concerned, evaluating their past record in discipline and safety, etc., without giving any reasons.



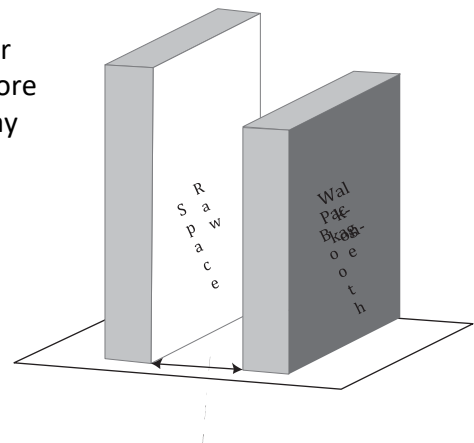
## 9. Raw Space Booth Information

### 9.2 MAXIMUM HEIGHT AND 0.5M SET BACK CRITERIA FOR BOOTH DESIGN

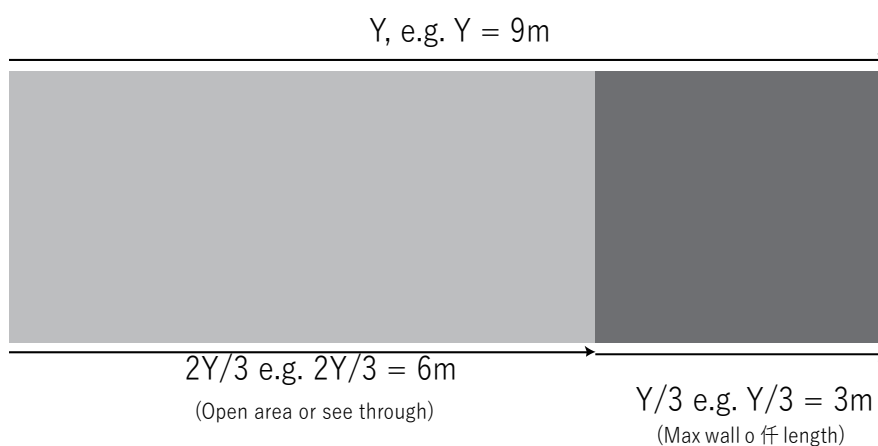
- The maximum height for the booth design is 3m and no part of any structures is to extend beyond the boundaries and airspace of the site allocated unless prior approval in writing is obtained by the Organizer.
- Exhibitors should construct their own walls, with minimum 2.5m (8 ft) height, to divide from neighbouring booths, and should not use other's back walls or venue walls.
- In the show that an exhibitor wishes to build a wall over 2.5m in height and intends to decorate both sides of the wall with graphics, company name or logo then the wall must be built at least 0.5m away from the neighbouring booth.
- If the exhibitor wishes to build a wall of over 2.5m but only decorate the side facing its own booth with their graphics, company name or logo then no setback is required however the exhibitor is required to finish to other side of the wall in a white/neutral colour down to 2.5m in height.
- Whilst every step is taken to ensure that all issues are resolved to everyone satisfaction, the Organizer is the final arbitrator in any disputes between neighbouring booths and all parties are bound by the Organizer's decision as agreed when the signing of the terms and conditions upon booking.

### 9.3 LONG RUNS OF WALLING – FACING OTHER BOOTHS

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



#### ELEVATION OF LONG OF RUNS OF WALLING



## 9. Raw Space Booth Information

### 9.4 BOOTH DESIGN, PLANS PROPOSAL WITH STRUCTURAL SAFETY CERTIFICATE REQUIREMENTS FOR RAW SPACE EXHIBITORS

No custom-built booth may be erected at the Exhibition Venue unless the plans and design proposals thereof have been approved in writing by the Official Contractor and the venue management, which approval may be withheld by the Organizer or the venue management without giving any reason. Effective from June 2010, the venue management has implemented strict control for booths and temporary structures according to criteria of the Building Department.

For booths and temporary structures exceeding 3m in height; stages or platforms exceeding 1.1 m in height or lighting truss suspended from ceiling with equipment with less than 100kg:

- An Authorized Person/Registered Structural Engineer (AP/RSE) shall verify the stability of the design drawings.
- Construction should be conducted under the supervision of AP/RSE.
- AP/RSE should verify the stability after completion by completing the structural safety certificate.
- The structural safety certificate must be submitted to the Official Contractor, Milton Global Exhibits Ltd by 17:00 on 17 January 2022. For detailed explanation, please refer to Structural Safety Certificate on Page 38. For booths and temporary structures exceeding 4.5m in height; stages or platforms exceeding 1.5m in height or lighting truss suspended from ceiling with equipment with at 100kg or above.
- The design must be verified by an AP/RSE with structural calculations for stability before construction.
- Construction should be conducted under the supervision of AP/RSE.
- AP/RSE should verify the stability after completion by completing the Structural Safety Certificate.

**Note:** Raw Space Exhibitor MUST submit the following document for approval on/ before 17 January 2022 to Mr Marco MAK, Tel: +852 3605 9637, Email: mhatwo@milton-hk.com.

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

### 9.5 CONSTRUCTION INDUSTRY SAFETY TRAINING CERTIFICATE – GREEN CARD

- Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA) and the HKCEC have concurrently agreed to endorse the Contractor Green Card System at the venue. All exhibition booth contractors must acquire “Green Card” qualification. Card holders are required to visually display the “Green Card” when working in the Centre. The Venue reserves the right to have security personnel reject entry or remove personnel in case of any dispute regarding credentials issues.

### 9.6 DILAPIDATION CHARGES

- It is the responsibility of exhibitors to make good any damage caused to the flooring inclusive of marks by paint and adhesive tapes, etc. made by the exhibitors, its agents or contractors. In your own interests, you should satisfy yourselves as to the condition of your space site and

## 9. Raw Space Booth Information

again after its clearance. The Organizer will pass to the exhibitor any charges for damage to the exhibition halls, caused by exhibitors, their staff or their contractors.

### 9.7 ELECTRICITY

- No multi-plug and extension cord are allowed.
- A fully qualified electrician must carry out all electrical installations. Contractors must be licensed by the Electrical and Mechanical Service Department (EMSD) and are required to hand in WR1 Form and the electricity license. The WR1 Form is available – Appendix 1 on Page 40-41.
- Electricity can be supplied in 220 volts ( $\pm 6\%$ ), single phase, 50Hz or 380 volt ( $\pm 6\%$ ), three phases, 50Hz
- Any alteration or usages of electrical fittings are subject to final approval from Official Contractor appointed by the Organizer.
- Exhibitor or its appointed contractor must order enough electricity supply. If the actual power consumption of any Exhibitor exceeds the applied limit, and affects the operation of other exhibitors, or the power supply system of the venue, the Official Contractor will stop power supply to their booths immediately and the Exhibitor will be liable for the damage caused.
- Installation of electrical equipment, including lighting fixtures, must adhere to Hong Kong Electricity Ordinance stringently. Exhibitors are advised not to use electrical fittings that may contain substandard circuits in their booths. All lighting fixtures should be installed at 2.2m above ground. If not, they should be well protected so as not to cause danger to the general public.
- In case of LED lighting, the voltage will determine the amount and type of electrical supply to order from and to be provided supply by the Official Contractor. To understand and to ensure you are provided with the correct and proper power supply, please contact Mr Marco MAK, Tel: +852 3605 9637, Email: mhatwo@milton-hk.com
- In case of light box displays brought in by Exhibitors, each fluorescent or lamp used will be treated as a single general lighting.
- \* Complete Form 11 - Raw Space Additional Electricity Supply / Lighting for Rental Order Form located in the ORDER FORMS section of this manual.

### 9.8 FIRE REGULATIONS

- Fire prevention equipment like all fire alarms, fire shutters, extinguishers, fire hydrants, sprinkler systems, valves, emergency telephones should be tidy and easy to access.
- At any time, exhibitors should allow and make sure the accessibility of all fire hose reels and fire alarms as given in the floor plans. It is the responsibility of all exhibitors to make sure that the firefighting or safety equipment are not being hindered, hid, removed or interfered. Access to columns containing fire hose reels must be maintained at 1.5m space clearance.
- Exhibitors should make sure that both the way in and out of the emergency exits are clear and fire prevention measures are done along with the regulations.
- For all construction with wooden materials involved, raw space contractors are required to prepare one functional fire extinguisher at a conspicuous spot within the designated area during the construction period for safety reason.
- Fire extinguishers should be displayed and covered with the direct sprinkler coverage from a temporal overhead structure during the assembly and dismantling period of the entire event.

## 9. Raw Space Booth Information

- No inflammable materials or equipment (e.g. the inflammable glue for electrical welding equipment) can be used in the exhibition hall when all the carpet has been laid down the corridor in the halls.
- Exhibitors and/or their contractors have the obligation to make sure that at least ONE portable fire extinguisher is shown in each deck of a multi-storey exhibition booth. Parties who fail to commit the above measure may have to take up all the losses, damages, claims and charges suggested from the venue and Fire Services Department.

### 9.9 HANGING TRUSS TO BE USED ONLY FOR LIGHTING PURPOSE

- The suspension of booths or lighting devices from the ceiling structure of the exhibition halls will not be allowed. All lighting devices have to be attached onto a lighting truss of no more than 1m height, with a minimum of 2.5m and a maximum of 6m ground clearance.

### 9.10 MATERIALS

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

### 9.11 OCCUPATIONAL SAFETY AND HEALTH ORDINANCE

- Exhibitors and/or their contractors must comply with Occupational Safety and Health Ordinance in constructing and dismantling their booths by making sure the workplace is safe and healthy.
- Provide and maintain safety working equipment and procedures.
- Appoint authorized person for on-site supervising of installation/dismantling works.
- Adhere to the occupational health and safety measure as required by the venue management.

### 9.12 OVERSEAS CONTRACTORS

- If an overseas contractor is appointed to design and construct the booth, it is mandatory to comply with the requirements imposed by the Immigration Department of Hong Kong to ensure the workers have valid working permits to work in Hong Kong. It is strongly suggested to contact the Official Contractor, Milton Global Exhibits Ltd for assistance. Please contact Ms Eve LAM, Tel: +852 3605 9626, Email: mhatwo@milton-hk.com

### 9.13 POWER SUPPLY ARRANGEMENT

- Power supply will not be switched on for booths during build-up until it is considered Absolutely safe to do so.
- If you anticipate requiring a power supply during build-up/breakdown for the checking and downloading of equipment or the use of hand tools etc., you should apply in advance from Milton Global Exhibits Ltd for a temporary supply to be installed.

## 9. Raw Space Booth Information

- Power to booths is switched off 30 minutes after the show closes each day, and it should be noted that breakdown will not commence until the power supply has been disconnected.
- If you require 24 hours electricity during show opening hours, please ensure you order 24 hours powers from the Official Contractor.
- \* Complete Form 11 - Raw Space Additional Electricity Supply/Lighting for Rental Order Form located in the ORDER FORMS section of this manual.

### 9.14 REFUSE AND DAMAGE DEPOSIT

- Raw space exhibitor shall pay Contractor Deposit of HKD600/sqm of the booth area by Cheque to Milton Global Exhibits Ltd (Min. HKD10,000, Max. HKD50,000) to ensure that their raw space sites are clear from any bulky/large rubbish or damages after the event. The deposit will be refunded to the exhibitors concerned within two weeks after the exhibition if their exhibition sites are, in Organizers' view, clear from damages to the venue and/or of any rubbish. Any cost raised from the mentioned would be deducted from the deposit.
- No workers badges and vehicle passes will be issued to the exhibitor or its appointed contractor and no custom-built booths will be permitted to be erect at the exhibition unless the Raw Space contractors' information, construction drawings and lighting plan inclusive of Raw Space Contractors Information together with the refuse/damage deposit has been received by the Official Contractor.

### 9.15 SCAFFOLDING

- For safety purposes, the use of ladders in excess of 2m in height is strictly prohibited within HKCEC.
- If the construction/dismantling work is carried out at a level over 2m from the ground, contractors should use high reach equipment, such as metal scaffolding.
- Scaffold shall not be used on a construction site unless the Form 5 report from Construction Sites (Safety) Regulations has been made by a competent person. This form should be displayed in a prominent location of the scaffold, specifying the location, extend of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability.
- Workers are required to wear a safety belt while construction activities are carried out over 2m from the ground. If this rule is not observed, HKCEC and the Organizer will have the right to stop the relevant construction activity immediately.
- For further details, please visit the website: [www.labour.gov.hk/eng/public/content2\\_8b.htm](http://www.labour.gov.hk/eng/public/content2_8b.htm) for the Code of Practice for Metal Scaffolding Safety.

### 9.16 STRUCTURAL SAFETY CERTIFICATE

- A structural safety certificate must be submitted for all custom-built booths on raw space exceeding 3m in height, using a hanging truss and/or otherwise deemed required by the Organizer and/or the venue management. As such, the booth construction must be constructed under the supervision of an Authorized Person/Registered Structural Engineer (AP/RSE). The AP/RSE shall verify the stability of the booth by completing the structural safety certificate.
- Exhibitors must accept full responsibility for the safety of the booth, as Construction Sites (Safety) Regulation (Chapter 59) is applicable.

## 9. Raw Space Booth Information

- For Two-Storey Structure: Exhibitors must apply for approval of two-storey construction from the Organizer. Two-storey construction is permitted only with an approval by the Organizer. Exhibitors must accept full responsibility for the safety of the structure, as Construction Site Safety Regulation (Chapter 59) is applicable.
- The structural safety certificate must be submitted together with structural calculations to the Official Contractor, Milton Global Exhibits Ltd by 17:00 on 17 January 2022.

### 9.17 SUBMISSION OF ORDER FORM 09-11

- All raw space exhibitors must complete and submit Order Form 09-11 before the specified deadline. An extension of deadline will only be granted on email request either to the exhibitor or its appointed contractor. This email request must be directed to Ms Eve LAM, Tel: +852 3605 9626, Email: mhatwo@miltonhk.com, for processing and approval.
- Complete Form 09 - Raw Space Exhibitor Order Form located in the ORDER FORMS section of this manual.
- Complete Form 10 - Raw Space Contractors Information Order Form located in the ORDER FORMS section of this manual.
- Complete Form 11 - Raw Space Additional Electricity Supply/Lighting for Rental Order Form located in the ORDER FORMS section of this manual.

### 9.18 WORKING OVER-TIME AFTER THE CLOSING TIME OF THE EXHIBITION

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

### 9.19 WORKERS BADGE

- Appointed contractors and forwarders from each exhibitor must have a workers badge. 5 workers badges will be provided for each exhibitor. The workers badges must be worn at all time for access into and out of the exhibition halls during move in and move out period.
- Security guards will have the right to deny access into the exhibition halls if the appointed contractors and forwarders are unable to produce the required working badge.

Build Up and Breakdown Passes Security Wristbands – Due to increased security measures, these are compulsory for all external contractors working in the halls during build-up and breakdown. Please note that these passes will be provided according to stand size and will only be given upon receipt of contractor insurance, damage & performance bond and stand design drawing before deadline.

Upon contractors entering the exhibition centre, a wristband will be given by the HKCEC security guards after presenting a valid contractor pass and contractor green card. The wristband is colour-coded and will be given out each morning. All contractors are required to wear this wristband during build-up and breakdown.

## 9. Raw Space Booth Information

### 9.20 FOR RAW SPACE EXHIBITORS (SAMPLE OF WR1 FORM) - APPENDIX 1



**機電工程署**  
**EMSD**  
表格 WR1  
香港特別行政區政府  
電力條例(第 406 章)  
電力(線路)規例  
完工證明書

**FORM WR1**  
THE GOVERNMENT OF THE HONG KONG  
SPECIAL ADMINISTRATIVE REGION  
ELECTRICITY ORDINANCE (CAP. 406)  
ELECTRICITY (WIRING) REGULATIONS  
WORK COMPLETION CERTIFICATE

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

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

註：  在適當空格內加上✓號  
NOTE:  Tick the appropriate box

EMSD/EL/44 (04/2019)

## 9. Raw Space Booth Information

第 3 部 ( 固定電力裝置資料 ) Part 3 (Particulars of The Fixed Electrical Installation)	
(5)	固定電力裝置所在地址： Address of the Fixed Electrical Installation:  _____
	固定電力裝置擁有人的姓名或機構名稱： Name or Organisation of the Owner of the Fixed Electrical Installation:  _____
	固定電力裝置擁有人的聯絡地址 (如與上項不同)： Correspondence Address of the Owner of the Fixed Electrical Installation (if different from the above):  _____
	聯絡電話： Contact Tel No.: _____
	固定電力裝置的簡要說明，及/或*簡圖 (另外夾附圖則_____頁，以及說明_____頁) Brief description of Fixed Electrical Installation and/or* Schematic Diagrams (Additional No. of _____ drawings and _____ description sheets attached.)
(a)	單線電路圖： Single line diagram:  <div style="border: 1px solid black; height: 200px; width: 100%;"></div>
(b)	固定電力裝置受檢查部分的位置及說明 Location & description of inspected part of the Fixed Electrical Installation:  _____
(c)	固定電力裝置受檢查部分的最大開關器件為_____安培_____伏特，單相/三相* Largest Switching Device of the inspected part of the Fixed Electrical Installation _____ amperes _____ volts, single/three*phase

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

EMSD/EL/44 (04/2019)



# Special Notes On Hong Kong Import/Export Licence

## 10. Hong Kong Import/Export Licence

### DOCUMENT REQUIREMENT

- 1 copies of Airway Bill / 1 original Bill of Lading or 1 copy of Express Bill of Lading
- 1 copies of Combined Commercial Invoice & Packing List
- 1 copy of Insurance Policy (if insured)
- Original copy of ATA Carnet with + 1 Copy of Power of Attorney with company chop and signature (if applicable)

### TIME SCHEDULE

#### DOCUMENT DEADLINES:

- Seafreight
  - LCL: 13 May 2022
  - FCL: 20 May 2022
- Airfreight: 20 May 2022
- Local: 27 May 2022

#### CONSIGNMENT DEADLINES:

- Arrival of Seafreight exhibits in Hong Kong Seaport
  - LCL: 24-26 May 2022
  - FCL: 31 May - 2 June 2022
- Arrival of Airfreight exhibits in Hong Kong Airport: 31 May - 2 June 2022
- Collection of local exhibits in Hong Kong: 1-2 June 2022

### IMPORTANT NOTES ON HONG KONG IMPORT / EXPORT LICENSE

#### 10.1 FUNCTIONAL FOOD PRODUCTS

Function food products that contain no medicine ingredient, exhibitors are only required to provide following documents to APT Showfreight Limited for the Customs clearance in Hong Kong on or before 10 April 2022.

- 1) Certificate of Origin
- 2) Official Government Health Certificates
- 3) Combined Commercial Invoice & Packing List

If exhibitors are not sure if any license or permit will be required in Hong Kong, please provide the completed "Commercial Invoice & Packing List" to APT Showfreight Limited on or before 10 April 2022 for checking.

#### 10.2 PHARMACEUTICAL PRODUCTS: WESTERN MEDICINES (INCLUDING NUTRITIVE SUPPLEMENTS SUCH AS VITAMINS, LIVER OIL TABLETS & ETC.) AND TRADITIONAL CHINESE MEDICINES

Import and Export Licenses for pharmaceutical products is required in Hong Kong, including western medicines (including Nutritive Supplements like Vitamins, Liver Oil Tablets & etc.), and traditional Chinese medicines. Functional food products that contain any medicine ingredient will be classified as pharmaceutical products.

Exhibitors who are planning to send any pharmaceutical product samples to this show must have their own registered pharmacy/importer/exporter holding valid import/export licenses in Hong Kong to arrange the customs clearance. We, APT Showfreight Limited, is not authorized to apply such import/export license for any pharmaceutical products, even these products are for exhibition purpose only.

## 10. Hong Kong Import/Export Licence

Exhibitors may consider hand carry small quantities of their products for display purposes only. However, neither the Organizer nor APT Showfreight Limited will be responsible for confiscation should products are impounded upon arrival in Hong Kong by the Customs authorities.

### 10.3 DAIRY PRODUCTS

Exhibitors who plan to send any dairy products such as ice cream, powdered milk, fresh milk and yogurt must provide full details to APT Showfreight Limited on or before 10 April 2022.

- Certificate of Origin
- Official Government Health Certificates
- Combined Commercial Invoice & Packing List

### 10.4 ENDANGERED SPECIES – PRODUCTS AND MEDICINES

The import and export of endangered species for commercial purposes is strictly prohibited, and no license can be issued.

The granting of import/export licenses/permits is solely at the discretion of the relevant government authorities.

Organizer and APT Showfreight Limited cannot be held any responsibility for the refusal to grant such permission even after the goods arrival in Hong Kong. Any additional charges incur such as air/sea port storage charges and penalty will be at shippers/exhibitors accounts.

### 10.5 SHIPPING MANUAL

Please review the enclosed shipping manual carefully. Should you need any further information, please contact:

APT Showfreight Ltd.

31/F, Morrison Plaza, 9 Morrison Hill Road, Wanchai, Hong Kong

Contact Person: Ms Kaman LEE

Tel: +852 2877 0150

Fax: +852 2877 0505

Email:kaman.lee@aptshowfreight.com

# Health & Safety Information

## 11. Health & Safety Information

### 11.1 DANGEROUS MATERIALS & FIRE PRECAUTION

- Temporary gas (LPG), explosive, petrol, dangerous gases, radioactive materials or highly flammable substances are strictly forbidden in the exhibition halls.
- Smoking is strictly prohibited in the exhibition centre.
- Neon lights will be permitted subject to approval of HKCEC and the installation of necessary devices.
- No naked or open flame equipment is to be used in the exhibition halls at any time.
- Gas-filled balloons with the exception of helium filled balloons are prohibited.

### 11.2 DRINK AND DRUGS

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

### 11.3 EMERGENCY PROCEDURES & EVACUATION

- It is the responsibility of every exhibitor and contractor to ensure that all employees working at HKCEC during Vegetarian Food Asia 2022 are familiar with the emergency procedures as outlined on the sheet at the end of this section.

### 11.4 FUMES, EXHAUST SMOKE AND INTERNAL COMBUSTION ENGINES

- Any machines, 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 HKCEC staff, workers, contractors, the public or other attendees to the Licensed Area.
- The use of internal combustion engines in the exhibition area is strictly prohibited.

### 11.5 GENERAL GUIDELINES

As an exhibitor/contractor at Vegetarian Food Asia 2022, you MUST:

- Nominate a health and safety representative for your booth who is aware of your company's health and safety policy.
- Make sure you and anyone manning your booth understand the fire and evacuation procedures and locations of the hall's emergency exits.
- Make sure that your contractors are working safely. Working at height on ladders and scaffolding must be done in a controlled and safe manner. Time constraints are no excuse for not adhering to safety standards.
- Drive with care and attention inside and around the exhibition hall. Do ensure that operators are fully trained and properly certified on the equipment being used.
- Make sure all electrical work is carried out by a qualified electrician.
- Ensure that all rubbish and packing from your booth is removed from the site. It must not be stored on or behind your booth during the show.
- Ensure that measures are taken to minimize the impact of your operations on the environment.
- Make sure that hazardous waste is disposed of safely. Please note that fluorescent tubes contain hazardous materials.
- Make sure that you are properly insured for the exhibition.
- Treat all electrical cables as though they were live.

## 11. Health & Safety Information

- Be aware of others working around you and report any concerns you may have about unsafe work practices or violation of the health and safety procedures outlined.
- Ask the advice of the halls management or the Organizer if you are in doubt about any aspect of health and safety issues.

As an exhibitor/contractor at Vegetarian Food Asia 2022, you MUST NOT:

- Bring children UNDER 18 into the halls during move-in and move-out period. The halls are regarded as a potentially dangerous place of work during these periods.
- Overload trolleys - not only does this damage your exhibits but it will make it much harder to manoeuvre your way to your booth through crowded aisles and may cause injury to you or other people.
- Have overloaded or insecure displays. Booths and displays can be knocked by visitors and must be safe and secure.
- Block the aisles with your rubbish or equipment.

If you have any queries regarding your responsibilities towards the health and safety issues outlined above or the actions that you are required to take by law, you must contact the Organizer.

### 11.6 GREEN CARD

- All exhibition booth contractors must acquire “Green Card” (Construction Industry Safety Training Certificates) qualifications. Card holders are required to visually display the “Green Card” when working in the Centre. The venue reserves the right to have security personnel reject entry or remove personnel in case of any dispute regarding credential issues.

### 11.7 HEALTH & SAFETY STATEMENT

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

### 11.8 HEAVY LIFTING

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

### 11.9 LIQUID PETROLEUM GAS (LPG)

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

### 11.10 OCCUPATIONAL SAFETY AND HEALTH ORDINANCE

- Exhibitors and / or their contractors must comply with Occupational Safety and Health Ordinance in construction and dismantling the stands.
- Make sure the workplace is safe and healthy.
- Provide and maintain safety working equipment and procedures.
- Appoint authorized person for on-site supervising of installation/dismantling works.
- Adhere to the occupational health and safety measure as required by the venue operator.

## 11. Health & Safety Information

### 11.11 PERSONAL PROTECTION EQUIPMENT

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

### 11.12 REFLECTIVE VEST

- Any person requiring admission to the exhibition Hall 3F during the move in or move out period is required to wear a reflective safety vest at all times especially when vehicles and/or forklifts are being operated inside the hall.
- It is the responsibility of the exhibitors or contractors to supply their own vests. Alternatively, HKCEC could provide a limit supply for hire. Please contact the Organizer for details.

### 11.13 REPORTING OF ACCIDENTS

- It is a legal requirement that any accidents should be reported immediately to the HKCEC duty manager via the Organizers Office. Some accidents must be further reported to the relevant bureau or authority from Hong Kong SAR in which case the Organizer will advise.

### 11.14 SCAFFOLDING

- According to the regulation from the Labour Department and Occupational Safety & Health Council, any set up activities for carry ladder over 2m or above the floor would not be allowed. A Form 5 permit is required in the using of any safety platform or scaffolding. Worker is required to wear safety belt when working on the platform, scaffolding or high reach equipment.

**Note:** If this rule is not observed, the Organizer and HKCEC will have the right to stop the relevant construction activity immediately.

### 11.15 TYPHOON / BLACK RAINSTORM WARNING SIGNAL

- All exhibitors are requested to note the following emergency measures which will be implemented in case Typhoon Signal No. 8 and Black Rainstorm Warning Signal is hoisted during Vegetarian Food Asia 2022.

No. 8 Typhoon Signal or Black Rainstorm Warning Signal hoisted prior to the Opening Hours In case of Typhoon Signal No. 8 or Black Rainstorm Warning Signal is hoisted on the move-in day, the Organizers will carry-on the move-in procedure under an acceptable weather condition.

- If Typhoon Signal No. 8 or Black Rainstorm Warning Signal is hoisted before 08:00 during the exhibition day, the fair will remain closed for the whole day unless the typhoon signal or Black Rainstorm Warning Signal is lowered at or before 14:00.
- If Typhoon Signal No. 8 or Black Rainstorm Warning Signal is lowered at or before 14:00 the exhibition will be reopened two hours after the typhoon signal or Black Rainstorm Warning Signal is lowered. Exhibitors are reminded to re-deploy duty staff to man their booths before the fair is re-opened to the public.
- The show will however remain closed if the typhoon signal or Black Rainstorm Warning Signal is lowered after 14:00.

## 11. Health & Safety Information

- The Organizer will arrange to make an announcement through RTHK or exhibitors may call the following hotline should they wish to enquire about any matters concerning these special arrangements: +852 2786 0998.

### No. 8 Typhoon Signal hoisted during the fair

- If No. 8 Typhoon Signal is announced during the exhibition, the exhibition will be closed two hours after the announcement Exhibitors and visitors will be requested to leave the exhibition within two hours. Visitors should be encouraged to stay in the exhibition for their own safety.
- Once Black Rainstorm Warning Signal is hoisted, new visitors will still be registered and admitted.

### **11.16 USE OF STAND AND SAFETY**

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



## 11. Health & Safety Information

### 11.17 EMERGENCY PROCEDURES

Issued by Hong Kong Convention and Exhibition Centre (HKCEC)

#### **FIRE EMERGENCY**

##### **IF YOU DETECT FIRE OR SMOKE**

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

##### **IN CASE OF FIRE ALARM**

###### **IF YOU HEAR A FIRE ALARM**

- Remain alert and prepare to leave the building upon hearing a fire alarm or possible announcements over the public address system, or upon receiving instructions by HKCEC staff.
- Continue as normal if fire alarm stops and instructed to do so.

###### **IF YOU HEAR A FIRE ALARM EVACUTATION ANNOUNCEMENT OR INSTRUCTION**

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

#### **MEDICAL EMERGENCY**

##### **IN CASE OF A MEDICAL EMERGENCY**

- Dial emergency number for security office ("33") from the closest house phone.
- Give exact location (as indicated above house phone)
- Give detailed information when possible of the injury and the cause of the injury.
- Remain in contact with HKCEC staff until emergency personnel have arrived

# Venue Information

## 12. Venue Information

### 12.1 ACCESS TO HALL

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

**Note:** Refer to HKCEC Location Map with driving direction in this section.

### 12.2 AIRPORT

- The Hong Kong International Airport is located at Chek Lap Kok. From the airport, take Airport Express train to Hong Kong MTR Station and then change there for Free Airport shuttle bus. The bus stop is at the Harbour Road Entrance.
- A free shuttle bus service to the Airport Express MTR Hong Kong Station is available at the Harbour Road Entrance. Airport Express train tickets are available at the HKCEC information counters at Harbour Road Entrance and Expo Drive Entrance.

### 12.3 BANKS FACILITIES WITHIN THE VENUE

- Bank of East Asia, Shopping Arcade, Convention Plaza
- Automatic Teller machines:
  - HSBC, Shopping Arcade, Convention Plaza
  - Bank of East Asia, Harbour Road Entrance & Shopping Arcade, Convention Plaza
  - Bank of China, G/F, near Harbour Road Concourse

### 12.4 CATERING FACILITIES IN HKCEC

- Congress Plus Restaurant
- The Atrium (Chinese Restaurant)
- Harbour Kitchen
- Harbour Road Café

### 12.5 LANGUAGES

- Chinese and English are the official languages of Hong Kong.
- Cantonese is local spoken language, while Mandarin and English are also widely spoken.

### 12.6 LOST PROPERTY

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

### 12.7 POST OFFICE (NEAREST TO HKCEC):

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

### 12.8 PUBLIC PARKING

- Two large hourly car parks are situated in the basement of the Hong Kong Convention & Exhibition Centre. The main entrances to the carpark are at the Harbour Road and Expo Drive.

### 12.9 PUBLIC TRANSPORT

#### Buses:

- Route number A12-from Airport (Ground Transportation Centre) to Siu Sai Wan (Island Resort).  
Bus stop to get off: Immigration Tower, Gloucester Road. Bus fare: HK\$45 adult.
- Route A11-from Airport (Ground Transportation Centre) to North Point Ferry pier.  
Bus stop to get off: Fleming Road, Hennessy Road. Bus fare: HK\$40 adult.
- Route N11-from Airport (Ground Transportation Centre) to Central (Macau Ferry).  
Bus stop to get off: O'Brien Road, Gloucester Road.  
Bus fare: HK\$31 adult (this route is only available from 00:50 to 04:45 daily).
- Route number E11-from Airport (Ground Transportation Centre) to Tin Hau MTR station.  
Bus stop to get off: Fleming Road, Hennessy Road. Bus fare: HK\$21 adult

**Note:** Bus fare charges are subject to change; please refer to website for further information.

#### MTR (Subway / Metro):

- Station to get off: Wan Chai Station (Island Line)  
Fare: refer to website: [www.mtr.com.hk](http://www.mtr.com.hk)

#### Ferry:

- Wan Chai Ferry Pier  
Fare: from Tsim Sha Tsui Ferry Pier: HK\$3.2 – 4.2 adult

### 12.10 SMOKE-FREE POLICY

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

### 12.11 VENUE ADDRESS

- Hong Kong Convention and Exhibition Centre 1 Expo Drive, Wanchai, Hong Kong  
Tel +852 2582 8888  
Fax +852 2802 7284  
Website: [www.hkcec.com](http://www.hkcec.com)

### 12.12 VISAS

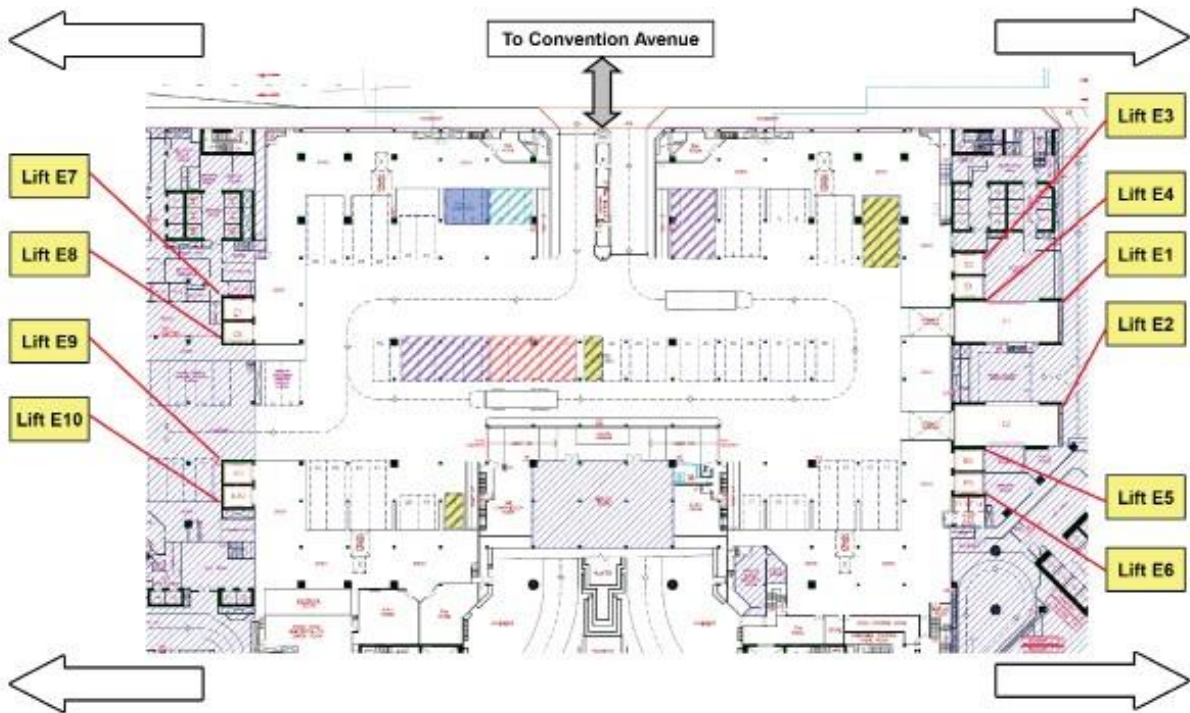
- Most visitors do not need a visa to enter Hong Kong. However, you should check with your embassy for confirmation. Visitors from Mainland China will need visas and should apply in advance before the exhibition.

12.13 HKCEC PHASE I LOADING AREA

Photo of the Loading Bay Entrance at Convention Avenue:  
HKCEC Phase 1 Carpark – LG1 (Convention Avenue)



Inside Structure of the Loading Dock



# Useful Information About Hong Kong

## 13. Useful Information

### 13.1 ABOUT HONG KONG

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

### 13.2 CLIMATE

- Hong Kong is subtropical with a relatively high humidity and occasional heavy rain in summer months and with a cool dry winter months. Temperature ranges from 8°C in the winter to 32°C in the summer.

### 13.3 LANGUAGES

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

### 13.4 MEDICAL SERVICES

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

### 13.5 MONEY AND BANKING

- Most banks are open from 09:00 to 16:30 on weekdays, and from 09:00 to 12:30 on Saturday. There is no foreign exchange control in the territory and the Hong Kong dollar is freely convertible. In Hong Kong, most currency, including mainland China's renminbi (RMB), may be bought and sold in the open market. Visitors can exchange foreign currency at any bank or exchange shop or at the cashier counters of hotels. Daily exchange rates are available through any bank, but the Hong Kong dollar is pegged at HK\$7.8 to US\$1.
- The government issues coins in denominations of 10c, 20c, 50c, \$1, \$2, \$5 and \$10. There are also three different kinds of notes in denominations of \$10, \$20, \$50, \$100, \$500 and \$1,000. Visitors are advised to check the exchange rates and amount of any additional charges with money changers before handing over any money for exchange.

### 13.6 PASSPORTS AND IDENTITY CARDS

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

## 13. Useful Information

### 13.7 TRANSPORTATION

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

#### Airport Express Railway - To and From the Airport

The Airport Express Railway from the airport to Kowloon Station takes just 19 minutes, and an extra 4 minutes to Central, Hong Kong. Adult single journey fare is HK\$115. In addition, express bus service called "Airbus" operates on frequent schedules to popular spots in the city, with stops near most major hotels. An overnight bus service will cover the airport's 24-hour operation. Taxis are also an option and fares from Chek Lap Kok range from HK\$200 – HK\$400.

#### Ferries

The Star Ferry Co [Tel: +852 2366 2576 / 2367 7065] operates a shuttle service between Hong Kong Island and Kowloon. Ferries between Wanchai and Tsim Sha Tsui run every few minutes from 07:20 to 23:00.

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

The MTR [Tel: +852 2881 8888] network comprises nine railway lines serving Hong Kong Island, Kowloon and the New Territories. In addition, a Light Rail network serves the local communities of Tuen Mun and Yuen Long in the New Territories while a fleet of buses provide convenient feeder services. The MTR also operates the Airport Express, a dedicated high-speed rail link providing the fastest connections to Hong Kong International Airport and the city's newest exhibition and conference centre, Asia World-Expo. From Hong Kong, passengers can travel with ease to Guangdong province and the major cities of Beijing and Shanghai in Mainland China using the MTR's intercity services. The schedule of MTR trains run about 19 hours a day, 7 days a week, from early morning (05:30 - 06:00) to 01:00 the next morning. Unlike many other modes of public transport, the operational reliability of MTR trains is unaffected by traffic conditions, so passengers should always get to their destinations on time, barring severe weather conditions.

#### Trams

Trams ply the northern shore of Hong Kong Island at a fixed fare from 06:00 to 24:00. There is also the century-old Peak Tram, a funicular railway which runs up to the Peak from 07:00 to midnight at about 15 minute intervals. Tel: +852 2522 0922.

#### Taxis

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

### 13.8 VISAS

- According to Hong Kong Immigration Department, nationals of most foreign countries can visit Hong Kong visa-free. Applicants may submit their visa applications directly to Hong Kong Immigration Department, or through Chinese diplomatic or consular missions in their place of domicile. Enquiries can be directed to: Hong Kong Immigration Department Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. Tel : +852 2824 6111 Fax : +852 2877 7711



## 13. Useful Information

### 13.9 VISAS FOR MAINLAND CHINA TRAVEL

- All travelers to the Chinese Mainland, except Hong Kong Chinese residents, require visas. The mainland issues single-entry, double-entry and multiple-entry (six months, unlimited entry) visas, the latter designed for frequent travelers who have long-term business establishments (e.g. joint ventures) in the mainland. The Office of the Commissioner of the Ministry of Foreign Affairs of the PRC in the HKSAR Region at 7/F, Lower Block, China Resources Building, 26 Harbour Road, Wan Chai, Hong Kong [Tel: +852 3413 2300 / 3413 2424] Hours: Monday to Friday 09:00 to 12:00, 14:00 to 17:00, and the China Travel Service at various locations, Central office, [Tel: +852 2522 0450], Tsim Sha Tsui office, [Tel: +852 2736 1863]. Many travel agencies specializing in China travel can also obtain visas. The China Travel Service normally takes 48 hours to issue a visa, but can do so in one day for a premium. The Visa Office takes 24 hours and also offers a more expensive same-day service.
- For more information about Hong Kong, please refer to the Hong Kong Tourism Board, website: [www.discoverhongkong.com/eng/index.html](http://www.discoverhongkong.com/eng/index.html) or the Visitor Hotline +852 2508 1234 (Daily 09:00 - 18:00).

## 14. Order Forms Checklist

### 14. ORDER FORMS CHECKLIST

The following checklist includes all the order forms you may need to complete for your participation at Vegetarian Food Asia 2022.

Form No.	For All Exhibitors	Deadline	Check
1A*	Exhibitor Profile / Promotion Opportunities	10 days after booth confirmed	
1B	Special Offer	22 April 2022	
1C	Product Sample Sponsor	22 April 2022	
2*	Onsite Staff Name List	31 May 2022	
3	Additional Exhibitor Badge, Vehicle Pass and Storage	22 April 2022	
4A	Digital Platform Advertisement	22 April 2022	
4B	Ticket and Visitor Guide Advertisement		
5	Application for Temporary Factory Licence Declaration	20 May 2022	
6	Telecommunication and Internet Connection	6 May 2022	
7	Additional Furniture and Facilities for Rental		
8	Customs Clearance, Freight Forwarding & On-site Handling	Refer to deadline on the Order Form	
<b>RAW SPACE EXHIBITORS ONLY</b>			
9*	Raw Space Exhibitor	6 May 2022	
10*	Raw Space Contractors Information		
11*	Additional Electricity Supply / Lighting for Rental		
<b>STANDARD BOOTH EXHIBITORS ONLY</b>			
12	Standard Booth Contractors	6 May 2022	
13	Additional Electricity Supply / Lighting for Rental		
14*	Booth Design Plan		

**Note:**

- It is essential that you complete and submit all the relevant order forms by the deadline. In most cases contractors will impose a surcharge for the late submission.
- Order forms: <https://www.vegfoodasiahk.com/exhibitors-centre>
- Form 1A, 2, 9, 10, 11, 14 are Compulsory Forms.

**Thank you for reading!**

See You in  
**Vegetarian Food Asia 2022**