

Circular (14) Important Exhibition Regulations

We would like to draw your attention to these important Exhibition regulations, as set out in the Terms and Conditions governing your participation. A Task Force comprising members of the Organiser and Co-organisers will visit all exhibition booths to ensure strict compliance with them.

1. Displaying relevant exhibits

Exhibitors are reminded that they may only display exhibits which fall into the product category zone as stated in the booth confirmation letter of the Exhibition. If we find Exhibitors using less than 60% of their display area exhibiting the appropriate product under a designated product category zone, we have the right and will have no hesitation to ask the Exhibitor to immediately relocate and/or terminate its participation in the Exhibition, without any recourse on our part.

2. Sub-letting is forbidden

You are strictly forbidden to sublet or otherwise share your Space or Stand to or with any third party. Any Exhibitor found to be in breach of this sub-letting prohibition will be asked to immediately remove all illegitimate third party business cards, materials and exhibits (promotional or otherwise) from its Space or Stand at its own expenses and will also be banned from taking part in all the HKTDC trade fairs.

By way of clarification, an Exhibitor is ONLY permitted to:-

- (i) promote, distribute or display exhibits, printed matters or graphic materials bearing its name or distribute name cards of its own employee; and
- (ii) allow its own employee to solicit business for itself, at its Space or Stand.

An Exhibitor may also (i) promote, distribute or display exhibits, printed matters or graphic materials bearing the name of its wholly-owned subsidiary or any third party company having a formal agreement with itself appointing the Exhibitor as agent or distributor of that third party company or (ii) allow the employee of such subsidiary or third party company to solicit business for such subsidiary or third party company at its Space or Stand. Please however be reminded that you MUST first obtain the prior written permission from us by applying in writing to us at least 3 months before the commencement of the Exhibition if you wish to conduct the said activities for your subsidiary or any such third party company. We will expect to receive some form of documentation confirming the relationship between you and the relevant subsidiary or third party company before considering your application.

Our permission is given entirely at our sole and absolute discretion and our decision is final. Please note that any Exhibitor found to be conducting the above activities for your subsidiary or any third party company without having obtained our prior written permission will be treated as "sub-letting" in contravention of the sub-letting prohibition. Please nonetheless be reminded that any of the above activities can only take place in relation to products which fall into the same product category zone as stated in the booth confirmation letter of the Exhibition.

3. Receiving buyers with courtesy

According to the laws on discrimination in Hong Kong, exhibitors must not discriminate against any visitors solely based on their sex, disabilities, or other criteria prescribed by law by refusing their visit to their booths. Exhibitors are thus requested to welcome visitors that are qualified and admitted by the Organiser. In case of non-compliance with the regulation, the exhibitor's future participation right may be affected.

4. Move-out Regulations

Please note that all exhibitors are required to strictly abide by the move-out regulation. **No exhibitors can move out exhibits or dismantle its booths before the closing of the Fair (on 6 September 2025, Hall1 :5:30pm; Hall 3 6pm).** Kindly understand that this will seriously disturb other exhibitors' business negotiations and adversely affect the image of the Fair.

To uphold the quality of our Fair and to avoid violation of this regulation, our staff will give verbal warning to exhibitors who move out before the official closing time. If exhibitors insist to move out early, the Organiser reserves the right to reject future applications of the exhibitor.

通告 (14) 展覽會重要規則

各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中重要規則詳列如下，敬希垂注。而由大會主辦機構及合辦機構組成的行動隊伍，將於展覽期間巡視所有參展商之攤位，以確保各項規則有效執行。

1. 展示合適展品

參展商展示的產品，必須與展覽會攤位確認信所述的產品類別展區相符。假若主辦機構發現有參展商用於展示指定產品的展覽面積少於六成，有權採取行動，要求參展商即時重新安排展品，或終止其參展權，參展商並無追索權。

2. 禁止分租

參展商一律嚴禁將展覽攤位或攤位分租予第三者或與以任何其他方式第三者共用。如有違者，主辦機構會著令有關參展商即時將所有有關第三者之名片、展品及物品（宣傳性質或其他）遷離展覽攤位或攤位，費用由該參展商自付，該參展商亦會被禁止參加本局舉辦的所有展覽活動。

主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

- (i) 推廣、派發或展出附有參展商名稱之展品、印刷品或圖像宣傳資料，或派發其僱員的名片。
- (ii) 容許其僱員招攬生意。

參展商亦可在其展覽攤位或攤位內 (i) 推廣、派發或展出印有其全資附屬公司，或與之訂有代理或分銷協議的公司名稱的名片、展品、印刷品或圖像宣傳資料；或 (ii) 容許其全資附屬公司，或與之訂有代理或分銷協議的公司的僱員招攬生意。惟參展商必須緊記，假若參展商有意為其附屬公司或上述第三者公司進行上述活動，參展商必須於展覽會舉行前最少三個月，以書面形式向主辦機構提出申請事先書面許可，並須提交有關文件，證明參展商與有關附屬公司或第三者公司的關係。

主辦機構有唯一及絕對酌情權決定是否批准有關申請，其他人不得異議。如未經主辦機構事先書面許可，參展商不得擅自為其附屬公司或任何第三者公司進行上述活動，否則將被當作違規處理。參展商亦須緊記，上述活動涉及的产品，必須與展覽會攤位確認信所述的產品類別展區相符。

3. 有禮接待買家

根據香港歧視條例，參展商不得純粹基於參觀者的性別、殘疾或該條例所列出的其他因素而對參觀者有所歧視，當中包括拒絕有關人士到其攤位參觀。因此，大會籲請各參展商對所有獲本局接納進場參觀的人士表示歡迎。假若大會接獲參觀者對有關參展商作出歧視行為之投訴，而且理據確鑿，這將對所涉參展商日後的參展申請有所影響。

4. 撤館守則

特此通告各參展商需嚴格遵守大會的撤館時間，不得於展覽最後一天指定結束時間（2025年9月6日1樓：下午5時30分；3樓：6時正）前將展品運走及開始收拾其攤位。敬希 貴司明白此舉將嚴重影響其他與會人士進行商務洽談活動及展覽會形象。