

## **IV. Matters of Attention and Regulations**

### **1. Exhibits Move-In/Move-Out**

- (1.) All exhibitors ought to comply with all regulations in the exhibitors' manual and complete their construction and/or decoration by 9:00p.m. on Sep. 13<sup>th</sup> 2007.
- (2.) Exhibitors must remove all exhibits from the exhibition hall within the move-out period stipulated by the show management, and will be held responsible for any loss or damage to the exhibition hall due to delayed removal.
- (3.) In addition to insurance for exhibits in transit between the port of shipment and the fair site, the exhibitors are advised to also take out adequate insurance (fire, theft, water, accident, natural disasters and third party liability, etc.) for their exhibits during the exhibition (including build-up and dismantling periods), and during storage in the show management's warehouse.
- (4.) Due to safety concerns, please follow the instructions and advice of Official Forwarders and Official Transportation Company.
- (5.) The show management will provide personnel for maintaining order during the show period. Responsibility for guarding stands during the build-up, exhibition hours, and dismantling period, shall rest with the exhibitors concerned.
- (6.) During the booth erection and dismantling period and during the show hours, the booths must be staffed by exhibitors at all times.
- (7.) The show management shall not be held accountable or liable for any damage, loss, harm, or injury to any person or the property of the exhibitor or of the exhibitor's officers, and / or employees, agents, and visitors which result from theft, water, fire, flood, natural disasters, or any other cause.
- (8.) Cargo consigned directly to the exhibition site should follow the proscribed route into the exhibition hall. Private forklifts are prohibited from entry.
- (9.) Exhibitors, their agents, and contractors are responsible for the installation or dismantling of their exhibits. Exhibitors should finish arranging their booth decoration and exhibit displays to comply with the dates and time scheduled by the organizers.

### **2. Show days**

- (1.) No exhibits can be moved in or out during show opening hours. If exhibits have to be carried in during show days, this should be done between 9:30 a.m. to 10 a.m.
- (2.) The exhibitor should display the company name and booth number on their sign-board within their designated booth area.
- (3.) Exhibitors should keep their booths open and staffed at all times during show hours. The organizers reserve the right to restrict noise to 85dB and to ensure suitable methods of operation and display of materials.
- (4.) All exhibitors are requested to turn off the power supply before leaving their exhibition booths. The show management will disconnect the main power supply daily at 6 p.m.
- (5.) The organizers reserve the right to determine the acceptability and extent of product demonstrations.
- (6.) Should any rented space remain unoccupied on the opening day without justifiable cause, the organizers reserve the right to rent the said space to another exhibitor or use the said space in any other manner deemed suitable.
- (7.) The exhibitor shall not assign, sublet, or apportion any part of the space assigned to him or have representatives, equipment, or materials from other firms in the exhibition space.

### **3. Security and Insurance**

- (1.) While every reasonable precaution is taken in regard to ground security, the organizers accept no responsibility for any loss or damage which may befall the persons or property of the exhibitor regardless of cause.
- (2.) Particular care should be taken on the final evening of the show when the risk of loss of goods is greatest. At no time should the exhibitor leave their booth unattended at this time.
- (3.) The exhibitor is responsible for securing insurance coverage against all risks associated with participating in the exhibition including fire, theft, flood, and accident. Coverage should be for the duration of the exhibition (including move-in and move-out) and includes:
  - a. Exhibits and other items located in the booths.
  - b. Public liability.
  - c. Third party liability.
  - d. Expenses incurred due to cancellation or postponement of the exhibition.
- (4.) Exhibitors are also advised to insure their exhibits while in storage. The organizers are not liable for any damage, loss, or distress or harm caused to any person or to persons and property on the exhibition ground regardless of cause.

### **4. Exhibitor Information Packs**

- (1.) All exhibitors should register at the organizers' registration counter upon arrival at the exhibition hall to collect show badges and relevant information by showing Business card and Booth Construction Assurance.
- (2.) Four exhibitor badges will be offered with the first booth and two more for each additional booth. These will serve as entry passes. In addition, 30 invitation cards per booth for exhibitors will be offered by the organizers so participants can invite potential buyers.
- (3.) All exhibitors are entitled to have their names, addresses, and exhibit profiles listed in the Official Directory published by the organizers. Each exhibitor will obtain a free copy of the Official Directory.