

# DMP 大湾区工业博览会

Greater Bay Area Industrial Expo **香港**  
HONG KONG

 **亚洲国际  
创新发明展**  
Asia International Innovation  
Invention Exhibition

## 20-23.6.2023

亚洲国际博览馆·香港  
AsiaWorld-Expo, Hong Kong

主办单位 Organizer:

 **讯通展览公司**  
PAPER COMMUNICATION EXHIBITION SERVICES

**广东讯展会议展览有限公司**  
Guangdong Xunzhan Convention & Exhibition Ltd.

协办单位 Co-organizer:

 **香港创新科技及制造业联合总会**  
Hong Kong Federation of Innovative Technologies  
and Manufacturing Industries

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## DMP 大湾区工业博览会 · 香港

Greater Bay Area Industrial Expo · Hong Kong

### 20-23 June, 2023

亚洲国际博览馆 · 香港  
AsiaWorld-Expo, Hong Kong

**參展商手冊**  
**Exhibitor's Manual**



**訊通展覽公司**  
**Paper Communication Exhibition Services**

Rm. 15, 5/F, Wah Shing Centre, 11 Shing Yip St., Kwun Tong, Hong Kong.

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## Exhibitor Manual

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<b>Part 1 Exhibition Services</b>				
<b>**Please complete and return to Paper Communication Exhibition Services</b>				
<i>Form</i>	<i>Item</i>	<i>Exhibitor (Standard booth)</i>	<i>Exhibitor (Raw Space)</i>	<i>Deadline</i>
Form A	Invitation Card, Exhibitor Badge & Exhibition Catalogue Listing	✓	✓	May 19, 2023
Form B	Company Product Highlights			

<b>Part 2 Booth Contracting Form</b>				
<b>**Please complete and return to Pico International (HK) Ltd.</b>				
<i>Form</i>	<i>Item</i>	<i>Exhibitor (Standard booth)</i>	<i>Exhibitor (Raw Space)</i>	<i>Deadline</i>
<i>Form 1A&amp;B</i>	Electrical Service	OPTIONAL		May 19, 2023 Surcharge will be imposed for order after deadline
<i>Form 2A&amp;B</i>	Furniture Service			
<i>Form 3</i>	Service Location Plan	✓	✓	
<i>Form 4</i>	Fascia Board	✓	✗	

<b>Part 3 Exhibits Forwarding</b>				
<b>**Please complete and return to JES Logistics Ltd.</b>				
<i>Form</i>	<i>Item</i>	<i>Exhibitor (Standard booth)</i>	<i>Exhibitor (Raw Space)</i>	<i>Deadline</i>
<i>Form A</i>	Transport Order	Please follow the Exhibits Forwarding Manual if needed.		May 23, 2023
<i>Form B</i>	LOE Form (List Of Exhibits Form)			May 23, 2023
<i>Shipping Marks</i>	Case Label	<b>PLEASE STICK THESE MARKINGS ON EACH OF YOUR PACKAGE.</b>		

## 2. General Information

### 2.1 Date & Opening Hours :

June 20-23, 2023

June 20-22 : 10:30 – 17:30

June 23 : 10:30 – 16:30

### 2.2 Venue: AsiaWorld-Expo, Hong Kong

Address: 1 Airport Expo Boulevard, Chek Lap Kok, Hong Kong

### 2.3 Organizer: *Paper Communication Exhibition Services*

Room 15, 5/F, Wah Shing Centre, 11 Shing Yip St., Kwun Tong, Hong Kong.

Tel: 852-2763 9011

Fax: 852-2341 0379

Website: [blog/dmpshow2023-hk](http://blog/dmpshow2023-hk)

Contacts: Ms. WT Tam

Tel: 852-2950 1916

Email: [wytam@paper-com.com.hk](mailto:wytam@paper-com.com.hk)

Mr. Nonite Cheng

Tel: 852-2950 1904

Email: [nonite@paper-com.com.hk](mailto:nonite@paper-com.com.hk)

Ms. Mandy Cheng

Tel: 852-2950 1903

Email: [mandycheng@paper-com.com.hk](mailto:mandycheng@paper-com.com.hk)

### 2.4 Official Standard Booth Contractor: Pico International (HK) Ltd.

Pico House, 4 Dai Fu Street, Tai Po Industrial Estate, New Territories, Hong Kong

Tel: 852-2660 4426

Fax: 852-2667 7178

Contact: Ms. Wing Wong

Email: [wing.wong@pico.com](mailto:wing.wong@pico.com)

### 2.5 Official Contractors for Custom Construction:

#### 1. Pico International (HK) Ltd.

Pico House, 4 Dai Fu Street, Tai Po Industrial Estate, New Territories, Hong Kong

Tel: 852-2660 4426

Fax: 852-2667 7178

Contact: Ms. Wing Wong

Email: [wing.wong@pico.com](mailto:wing.wong@pico.com)

#### 2. GL event Live (Shenzhen) Co, Ltd

14th Floor, Tianjian Venture Building, No.7 Shangbao Road, Futian District, Shenzhen 518000, China.

Tel: 86-755-6682 1098-807, 86-18128860497

Contact: Ms. Huang

Email: [yellow@gl-events-zzx.live](mailto:yellow@gl-events-zzx.live)

#### 3. Ming Chang Exhibition

Unit 30B, Block 4, Phase 3, The Peninsula, Shekou Sub-district, Nanshan District, Shenzhen 518000, China.

Tel: 86-755-2165 0609

Fax: 86-755-2165 0609

Contact: Mr. Zhang (13602511319)

Email: [zzj916639185@foxmail.com](mailto:zzj916639185@foxmail.com)

### 2.6 Official Freight Forwarder: JES Logistics Ltd.

26/F, Winsan Tower, 98 Thomson Road, Wanchai, Hong Kong

Tel: 852-2563 6645

Fax: 852-2597 5057

Contact: Mr. Herman Chung

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

## 2.7 Exhibition Schedule

	Date	Exhibitors	Official Contractor	Outside Contractor	Visitors
<b>Move-in</b>	16/6/2023	--	08:00-23:59	Please contact the Organizer	--
	17/6/2023	14:00-22:00	08:00-23:59	09:00-23:59	--
	18/6/2023	14:00-22:00	08:00-23:59	09:00-23:59	
	19/6/2023	10:00-22:00	08:00-23:59	09:00-23:59	--
<b>Show Date</b>	20/6/2023	10:00-17:45	--	--	10:30-17:30
	21/6/2023	10:00-17:45	--	--	10:30-17:30
	22/6/2023	10:00-17:45	--	--	10:30-17:30
	23/6/2023	10:00-16:45	--	--	10:30-16:30
<b>Move-out</b>	23/6/2023	16:30-22:00	16:30-23:59	--	--
	24/6/2023	--	09:00-23:59	10:00-19:00	

## 2.8 Over-time Penalty claimed by Exhibition Venue

Exhibitors and/or their appointed contractors shall follow the move-in/out schedule. If the exhibitors or their appointed contractors work after 2400hrs, they shall pay to the Organizer the over-time penalty claimed by the venue against the Organizer.

## 2.9 Stand Cleaning

The Organizer will be responsible for the general cleaning of stands gangway and hall passage way every day after the Exhibition. Please put your waste basket outside your booth every day when you leave the hall. If booth cleaning is required, please contact our staff on site.

## 2.10 Security Precautions

The Organizer and the Exhibition venue management will take all reasonable measures to provide a secured environment for exhibitor's display and business conduction. However, it is not possible to solely rely on Organizer's efforts to prevent loss of items stored or displayed within your booth. Exhibitors are required to man their booths fully at all times by alert staff. Never leave property unguarded. Keep an eye on everyone entering the stand closely and showcase minimum items each time.

# 3. Rules & Regulations

## 3.1 Terms of Application and Exhibition Rules & Regulations

### Eligibility for the Conditions of Participation

1. The Organizer has the sole and absolute discretion in relation to the admission of Exhibitors. The Organizer reserves the right to decline any application without giving any reason.

### Space Allocation

2. The Organizer has the sole and absolute discretion in allotting Space for Stands and determining the location of such Stands. All decisions to such effect shall be final and no request for change will be entertained.
3. Any Exhibitor who wishes to use a name on its Stand which is different to that submitted on its application form must submit notice of this change to the Organizer at least one month prior to the commencement of the Exhibition.

#### **Stand Construction**

4. Stands and exhibits shall not exceed the maximum floor loading limit of 3,000 kg/sqm (625Lb/sq.ft.).
5. The Organizer reserves the right to alter or remove without notice and at the Exhibitor's expense any Stand which differs from the approved specification or any Stand 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 cost of replacing its Stand to conform to the Organizer's required standard, rules and regulations or for any other losses or damages relating thereto.
6. Exhibitors taking up Raw Space may appoint either the official stand contractor or their own contractor to design and construct their Exhibition Stands, the design of which must be submitted to the Organizer for approval as provided in these Conditions.
7. 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 subcontractors. The Organizer reserves the right to stop any work which contravenes with 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.
8. The suspension of Stands 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.
9. Fixings to the surface of the floors to secure margin boards and other stand fittings will not be permitted unless prior approval in writing is obtained from the Organizer.
10. The removal and disposal of crates and stand fittings or materials are not covered by the rental and are subject to an additional charge based on the charges imposed by the Exhibition Venue or such other sum as the Organizer may reasonably determine.

#### **Stands on Raw Space / Space Only**

11. Original plans and design proposals for Raw Space must be submitted in triplicate to reach the Organizer for approval not later than six weeks before the commencement of the Exhibition. Drawings submitted must be in a reasonable scale of not less than 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, fittings, carpeting, colours and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits.
12. All custom-built stand designs, stand materials used and its construction must conform to the rules and regulations of the Exhibition Venue and those of any public authority or department of the Hong Kong SAR Government.
13. The transporting, assembling, dismantling and the removing of custom-built Stands are the responsibility of the Exhibitor. All such work must be carried out according to the arrangements and within the time limits specified in these Conditions or otherwise by the Organizer.

#### **Electricity**

14. Only electricity can be used as a source of light or power at the Exhibition Venue.
15. All electrical works shall be carried out at Exhibitor's expense by the official contractor appointed by the Organizer. Design plan for electrical installation must be submitted to reach the Organizer for approval not later than two months before the commencement of the Exhibition. The Organizer may require amendments or variations to be made to the design plan or proposals before approving the same, or may withhold approval at its sole and absolute discretion.
16. Electric current will be supplied in 210-230 volt, single phase. Electric current of a higher voltage, three phases, will be supplied subject to prior arrangement with the Organizer. The maximum electric power that will be supplied is 20 KW per 15 square meter of Space.
17. Electricity, whether from the mains, batteries or generators shall be supplied only through the Exhibition Venue's official contractor.

#### **Use of Stand & Safety**

18. Publicity Materials of any Exhibitor may only be distributed from the Exhibitor's own Stand. No advertising, demonstration or canvassing for business may be carried out anywhere else within the Exhibition Venue. No exhibits or advertising signs shall be placed outside the confines of the Exhibitor's Stand.
19. The Exhibitor may only display exhibits and Publicity Material which correspond to the product category zone as stated.
20. Gas-filled balloons shall not be permitted at the Exhibition Venue under any circumstances.
21. Organizer shall be entitled at its sole and absolute discretion to require forthwith to be removed, and to remove, at the Exhibitor's expense, from any Stand or any area or Space made available to any Exhibitor, any goods, Publicity Material, items or things displayed or placed there without any obligation to give any reason therefor, and without incurring any liability for any loss, damage or expense whatsoever incurred by the Exhibitor or any other person as a consequence thereof.
22. The Exhibitor warrants that the exhibits and packages thereof and the Publicity Material or any other part of the display on the Stand do not in any way whatever violate or infringe any third party's rights including all intellectual property right including but not limited to trade marks, copyright, designs, names, and patents whether registered or otherwise. The Exhibitor agrees to fully indemnify the Organizer and its agents, representatives, contractors and employees against all costs, expenses and damages arising from any third party's claim of infringements by the Exhibitor and/or the Organizer and/or the latter's agents, representatives, contractors or employees of such third party's rights.
23. Stand assembling, installation and decoration must be carried out within the time limits specified by the Organizer and must in any case be completed on the day immediately preceding the commencement date of the Exhibition. The Organizer reserves the right to assemble, install or decorate any Space or Stand which is not completed by that time at the Exhibitor's expense.
24. Repairs or alterations to the Stand or displays may only be carried out after the Exhibition is closed to the public and with Prior written agreement of the Organizer.
25. No Stand or exhibits shall be dismantled or removed before the official closing time of the Exhibition on the last day Of Exhibition unless special permission has been given by the Organizer.
26. All audio-visual equipment must generate a noise level which does not cause any annoyance or inconvenience to other Exhibitors or visitors. The Organizer reserves the right to appoint one or more exclusive audio-visual equipment suppliers whereupon the Exhibitor shall be obliged to hire the equipment of such exclusive suppliers.
27. No Exhibitor shall engage in or permit filming, sound or video recording, telecasting and broadcasting at the Exhibition Venue unless prior written approval is obtained from the Organizer.
28. Public auctions shall not be permitted at the Exhibition Venue unless with the approval of the organizer.
29. Full particulars of all personnel, agents or representatives of the Exhibitor must be submitted to the Organizer for approval and registration before they may be admitted to the Exhibition Venue. All such personnel, agents and representatives of the Exhibitor as are approved by the Organizer ("authorized personnel") will be issued with badges for identification and admission purposes. The Exhibitor hereby undertake to procure that its authorized personnel shall:-
  - a) display their badges conspicuously whilst at the Exhibition Venue;
  - b) do not pass their badges to any other person;
  - c) return their badges to the Organizer at the conclusion of the Exhibition upon demand by the Organizer;
  - d) comply with all obligations expressed to be imposed by these Conditions on the Exhibitor; and
  - e) comply with all obligations imposed on them as the condition of approval of their admission to the Exhibition by the Organizer.

#### **Move-in and Move-out of Stand Materials/Publicity Material & Exhibits**

30. Exhibitor shall move in to the Exhibition Venue according to the arrangements and within the time limits specified by the Organizer.

31. The arrangement and payment for transporting goods to and from the Exhibition Venue, and the receiving, decorating and removing its exhibits are entirely the responsibility of the Exhibitor.
32. No trolleys shall be allowed in any carpeted areas of the Exhibition Venue.
33. All exhibits, Stand materials/Publicity Material and the like of the Exhibitor shall be removed by the relevant Exhibitor immediately after the closing of the Exhibition according to the arrangements and within the time limits specified by the Organizer. Any exhibits or Stand material/Publicity Materials and the like of the Exhibitor left behind at the Exhibition Venue shall be deemed abandoned and shall be disposed of by the Organizer at the expense of the Exhibitor concerned. All proceeds (if any) of such disposal shall be retained by the Organizer and the Organizer shall not be obliged to account the proceeds to the relevant Exhibitor.
34. The Organizer reserves the right to appoint one or more exclusive contractor(s) to handle the movements of all goods and exhibits in and out of the Exhibition Venue, whereupon the Exhibitor shall be obliged to hire the services of such exclusive contractor(s).

#### **Exclusion of Liability**

35. Any death or personal injury caused by or resulting from the acts of God, war, health concerns (such as the outbreak of the Severe Acute Respiratory Syndrome), threats of terrorist attack, riots, demonstrations, civil disturbances, inevitable accident or any other cause not within control of the Organizers shall not be regarded as the negligence of the Organizers or its employees. Any approval granted by the Organizers pursuant to the Conditions shall not constitute any form of endorsement of the subject matter of the approval by the Organizers.
36. The Organizer shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made between the Exhibitor and other parties during or as a result of the Exhibition.
37. The Exhibitor undertakes to fully indemnify and at all times hereafter to keep indemnified in full the Organizer, its agents, representatives, contractors and employees on demand from and against all losses, liabilities, actions, proceedings, claims, damages, costs (including but not limited to legal costs) and expenses whatsoever which it may suffer or incur by reason of or in relation to the negligence, wilful default or fraud of the Exhibitor in the performance of any agreement hereunder or any breach by the Exhibitor of these Conditions.
38. The Exhibitor shall be responsible for effecting insurance which shall include (but not limited to) its displays, exhibits and stands against loss or damage by theft, fire, public (including occupier's liability) and any other natural causes, and shall produce such policy of insurance to the Organizer upon request.
39. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organizer upon request. Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor or its agents, representatives, contractors or employees to any property of the Exhibition Venue, the other Exhibitors or the Organizer.
40. The Organizer reserve the right to exercise a general lien over any property the Exhibitor has in the Exhibition Venue in respect of all monies due from the Exhibitor to the Organizer (including but not limited to claims for damages) in connection with the Exhibition.
41. The Exhibitor hereby agrees that the maximum liability of the Organizer under these Conditions shall not exceed the fee actually received by the Organizer from the Exhibitor.

#### **Waiver**

42. The waiver by the Organizer of any of these Conditions shall not prevent the subsequent enforcement of these Conditions and shall not be deemed to act as a waiver in respect of any subsequent breach.

#### **Termination of Right to Exhibit**

43. The Organizer shall have the right to terminate without notice an Exhibitor's right to exhibit in the Exhibition and in any other exhibition or trade fair organized by the Organizer and to close the Stand immediately at the Exhibitor's expense in any of the following circumstances:
  - (a) if an Exhibitor or any of its representatives commits a breach of any of the Conditions or any additional rules and regulations introduced herewith

- (b) if the Space or Stand is not occupied by the Exhibitor 30 minutes before the opening hour (as published in the Exhibitor's Manual produced by the Organizer) on the first exhibition day of the Exhibition, the Exhibitor shall be deemed to have withdrawn from the Exhibition, and the Organizer shall have the right to use the Space allocated to the Exhibitor as it deems appropriate. The application fee paid will be forfeited as if the Exhibitor had cancelled the participation as of such date; or
- (c) if the Exhibitor is found to be acting in a discriminatory manner against certain visitors at the Exhibitions; or
- (d) if the Exhibitor is found to have committed any act which, in the opinion of the Organizer, might prejudice or damage the reputation and/or image of the Organizer; or
- (e) if the Exhibitor is accused or convicted of any criminal offence or otherwise so conducts itself as to bring itself, the Exhibition or the Organizer into disrepute; or
- (f) if the Exhibitor is in breach of any applicable local laws & regulations, including National Security Law or
- (g) if the Organizer in its sole and absolute discretion decide that the Exhibitor's right to exhibit shall be terminated.

#### **Postponement and Cancellation of Exhibition**

44. The Organizer reserves the right to change the date(s) of the Exhibition to other date(s) (including but not limited to postponing to later date(s)) as the Organizer deems fit, or cancel, alter in character or mode, reduce in scale, shorten or extend the duration of the Exhibition at any time without incurring any liability whatsoever to the Exhibitor due to circumstances beyond the Organizer's control including but not limited to acts of God, war, health concerns (such as outbreaks of pandemic, Severe Acute Respiratory Syndrome, bird flu or other health threats), fear of terrorist attack,

riots, demonstrations, travel restrictions, curfew, epidemic, embargo, civil unrest, legal proceedings, industrial disputes of whatever nature, government regulations, the lack of or refusal to grant any government or third party approvals, permits, consents or licences, major disruption of transport system, system malfunctions or failure of telecommunications or other electronic communications that make it in the opinion of the Organizer impossible or impractical or undesirable for the Organizer to hold the Exhibition as initially planned. The Exhibitor shall have no claim against the Organizer or its agents or representatives, whether for loss or damage, or return of all or part of any money paid by the Exhibitor in respect of any postponement, cancellation, alternation, reduction, shortening or extension made in accordance with this provision.

45. The Organizer reserves the right to change the plan, site character or venue of the Exhibition at any time without giving notice to the Exhibitor. The Organizer shall hold no liability for any further compensation to the Exhibitor.

#### **Disclaimer**

46. The Organizer has the sole and absolute discretion in relation to the admission of visitors to the Exhibition (including but not limited to determining any admission requirements or procedures). The Exhibitor acknowledges that the Organizer has given no commitment or guarantee as regards the number of visitors to the Exhibition and the results of the Exhibition and agrees that it has no claim against the Organizer or its agents or representatives in this connection.
47. The Exhibitor acknowledges and agrees that the Organizer shall not be responsible for any losses or damages that the Exhibitor's business may suffer and that the Organizer has made no warranties of any kind, express or implied for services to be provided hereunder. The Organizer hereby disclaims any warranty or merchantability or fitness for any particular purpose.

#### **Governing Law**

48. These Conditions shall be governed by and construed in all respects in accordance with the laws of Hong Kong and the Exhibitor irrevocably submits to the non-exclusive jurisdiction of the Hong Kong courts.

### **3.2. Exhibitor Badges, Contractor Badges & Vehicle Passes**

All exhibitors and their staff assigned to man the booth are strictly requested to wear exhibitor badges at all times during move-in, move-out and throughout the entire exhibition period.

#### Exhibitor Badges

- Exhibitor badges are to be used by staff manning your stand. They should not be transferred to other parties.
- All duty staff must not be under 18 years of age.
- Each duty staff must wear one.
- Exhibitor-badge-holders will be randomly checked at the hall entrance. Upon request, please present business cards for verification.
- The use of photocopied and fake badges is illegal. Persons using such badges will be referred to the police.
- Exhibitors may collect their badges in the organizer office near the exhibition hall and full payment should be made before picking the badges.

#### Contractor & Transportation Worker

- Contractor and transportation worker badges are only valid during move-in and move-out; they are not valid during the exhibition period.
- Any person without proper badges will not be admitted into the fairground.

### 3.3 Exhibits

Under no circumstances will the Organizer be responsible for receiving or storing of any exhibit or stand material. Exhibitors are advised to appoint their staff to look after their own exhibits.

**Exhibitors must not remove any of their exhibits on display from the booths until the Fair is officially closed at 16:30 on June 23, 2023.**

No exhibit is allowed to be taken away from the venue during exhibition. Exhibitors requiring any special assistance are requested to contact the Fair Management Office.

### 3.4 Photographing & Video Shooting

Unauthorised photography, filming and recording is prohibited at the exhibition venue.

### 3.5 Performance of Music at the Show

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

- (a) 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](http://www.cash.org.hk)
- (b) Phonographic Performance (South East Asia) Ltd. (For recorded music only)  
Unit A, 18/F, Tower A, Billion Centre, No.1 Wang Kwong Road, Kowloon Bay, Hong Kong  
Tel: (852) 2861-4328 Fax: (852) 2866-6869 Website: [www.ppseal.com](http://www.ppseal.com)
- (c) Such other relevant bodies which are entitled to grant the relevant permission from time to time.

### 3.6 Sound Level / Loud Hailers

All audio / audio-visual equipment must generate a noise level which does not cause any annoyance or inconvenience to visitors or other exhibitors. The exhibitor has the responsibility to ensure that the demonstration sound level should not exceed 50 dB (A). The Organizer reserves the right to intervene and stop the demonstration immediately if the sound level causes undue annoyance, inconvenience or disturbances to other exhibitors and visitors. In this case the exhibitor shall not receive a refund or damage compensation from the Organizer. Exhibitors are responsible for supervising the actions of all visitors and employees operating audio / visual equipment located in their exhibit area.

### 3.7 Distribution of Promotional Materials

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

### 3.8. Use of Booths

All booths must be properly manned, displayed and furnished with exhibits at all times during the Fair.

### 3.9. Admission

The Organizer reserves the right to refuse admission to the Fair of any visitors, exhibitors or their agents who are at the absolute discretion of the Organizer regarded as unfit, intoxicated or in any way likely to create disturbance or discomfort to the Fair, other exhibitors or visitors.

### 3.10. Security & Insurance

The Organizer provides general hall security. However, Exhibitors are advised to arrange their own insurance coverage and not to leave their booths and exhibits unattended and take responsibility for the security of their booth display, booth merchandise and personal items during the show. Exhibitors are responsible for public liability insurance against injury to persons and property of others at their booth, along with their exhibits and merchandise moving to and from the show and during the show. Exhibitors should contact their insurance broker to cover their exhibit and exhibit materials. Organizer will not be held responsible for any lost, or damage to exhibits.

### 3.11. Bills & Posters

The Organizer has the right to remove any bills or posters which in the opinion of the Organizer do not conform to the purpose and image of the Fair and the country.

### 3.12. Code of Conduct for Exhibitors

#### Display Area

Exhibitors should confine their display within the prescribed booth area, so as not to jeopardize fire safety. Packing boxes should be kept in the appropriate storage area.

#### Manning the Stand

- 1) Exhibitors should keep their stands in an orderly manner.
- 2) Packing boxes should be kept in the appropriate storage area.
- 3) Exhibits should be displayed in a professional manner compatible with the image of the fair.
- 4) Stands must be manned by authorised and competent 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.

#### General Behaviour

- 1) Exhibitors should always behave in a courteous and business-like manner throughout the exhibition. They must pay due respect to visitors and other exhibitors.
- 2) Exhibitors should welcome all visitors to their stands. Under no circumstance should they act in a discriminatory way or prevent certain visitors from approaching their stands.
- 3) Exhibitor badges are not transferable and should be worn or put on conspicuously at all times for security reasons.

#### 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.

#### Food & Beverages

No outside food and beverage is allowed at the exhibition venue. Exhibitors may have food and drinks at the Cafeteria inside the exhibition halls.

In order to maintain a clear and tidy exhibition area, consumption of food is not recommended in the booth. Exhibitors and their staff may make use of the Cafeteria within the Exhibition Halls for consumption of their food.

#### Smoking

Smoking is prohibited at the exhibition venue.

### **Protection of Intellectual Property Rights**

All exhibits and the packages thereof, publicity material or any other part of the display on the Exhibitor's Stand must not violate or infringe any intellectual property rights including but not limited to trade marks, copyright, designs, names and patents, whether registered or otherwise.

### **3.13. Typhoon Attack & 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 the 4th Asia International Arts & Antiques Fair.

#### **No. 8 Typhoon Signal or Black Rainstorm Warning hoisted prior to the Opening Hours**

1. In case of Typhoon Signal No.8 or Black Rainstorm Warning Signal is hoisted on the move-in day, the Organizer **will carry-on the move-in procedure under an acceptable weather condition.**
2. If Typhoon Signal No.8 or Black Rainstorm Warning Signal is hoisted **before 8:30am** during the fair day, the fair will remain closed for the whole day unless the typhoon signal or Black Rainstorm Warning Signal is **lowered at or before 2:00 pm.**
3. If Typhoon Signal No.8 or Black Rainstorm Warning Signal is **lowered at or before 2:00 pm** the fair will be re-opened **two** hours after the typhoon signal or Black Rainstorm Warning Signal is lowered. Exhibitors are reminded to re-deploy duty staff to man their stands before the fair is re-opened to the public.
4. The fair will however remain **closed** if the typhoon signal or Black Rainstorm Warning Signal is **lowered after 2:00 pm.**

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

1. If No.8 Typhoon Signal is announced during the fair, the fair will be **closed two hours after the announcement.** Exhibitors and visitors will be requested to leave the exhibition within two hours.

#### **Black Rainstorm Warning Signal hoisted during the fair**

1. If Black Rainstorm Warning Signal is announced during the fair, the fair **will remain open** after the announcement. Exhibitors and visitors **should be encouraged to stay** in the exhibition halls for their own safety.
2. Once Black Rainstorm Warning Signal is hoisted, new visitors **will still be registered and admitted.**

## 4. Booth Design and Facilities

### 4.1 Plans & Design Proposals

For raw space exhibitors, original plans and design proposals in triplicate copies must be submitted to the Organizer for approval not later than **May 19, 2023**. Drawings submitted must be in reasonable scale of not less than 1:100 in full dimensions and must contain information such as floor plan, stand elevation, telephone, electrical fittings, carpeting, colours and materials to be used, moving exhibits, any audio-visual equipment to be used, weights and point loading of exhibits etc.

( Reference to Page 29 )

### 4.2 Height Limit

The maximum booth construction / decoration height limit is **4.5m**, inclusive of lighting truss, if applied. For booth construction exceeding **2.5m** high, a Safety on site check certificate is required from a registered structural engineer.

### 4.3 Hanging Truss (For lighting purpose only)

Hanging structures, except lighting trusses, are not allowed. All lighting trusses shall be for lighting purpose, with maximum height of 1m. All structures built from ground must be able to stand alone without the absolute use of hanging points. All rigging must be undertaken solely by the exhibition venue's appointed contractor in accordance with the exhibition venue's Rigging Code of Practice. Rigging orders will only be processed when the following information is provided:

- I. A fully dimensioned drawing,
- II. Weights, loadings, details of item to be rigged.
- III. The dimensions of the lighting rig or banner to be hung.
- IV. Orientation
- V. Registered Structure Engineer's approval

### 4.4 Electricity

The official contractor appointed by the Organizer shall only carry out any electrical works at exhibitors' expenses. In addition, all electrical installations must be carried out by a qualified electrician with a valid "Certificate of registration of electrical worker". Design plans or proposals for electrical installation must be submitted to reach the Organizer for approval together with aforementioned stand design proposals before **May 19, 2023**. Electricity can be supplied in 220 volt ( $\pm 6\%$ ), single phase, 50 Hz or 380 volt ( $\pm 6\%$ ), three phases, 50 Hz.

### 4.5 Fire Precaution

For all construction with wooden materials involved, raw space contractors are required to prepare one functional fire extinguisher at a conspicuous spot within the assigned area during the construction period for safety reason. This rule is also applicable to Pavilion which has to prepare one functional fire extinguisher for every 60 sqm. of its assigned area.

### 4.6 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 authorised person for on-site supervising of installation/dismantling works.
- ◆ All personnel must wear safety vests whilst on the loading dock or in the exhibition hall.

**4.7 Raw space exhibitors and contractors must comply with the following points:**

The Organizer may require amendments or variations to be made to the design plans or proposals before approving the same, or may withhold approval at its discretion. No custom-built stand shall be permitted at the Fair unless the plans and design proposals have been approved in writing by the Organizer. Raw space exhibitors must ensure that they and their contractors are fully aware of the following points when preparing design proposals. Failure to observe such rules can result in costly alterations on site being required by the The exhibition venue and/or the Organizer. In the worst case, the Organizer may prohibit the construction of the intended custom-built booth. Any charges so incurred will be entirely at the exhibitor's expense:

1. Contractors shall be responsible for effecting insurance which shall cover (but not limit to) its workers, displays and stand materials against loss and damage, third party and public liabilities (including the occupier's), and shall produce such insurance policy to the Organizer upon request.
2. Site measurements are given in metric. Exhibitors, upon arrival and before commencing construction work, are required to check if the site is set out as per floor plan issued by the Organizer, and to report any errors to the Organizer immediately. If the contractor does not report any errors to the Organizer immediately, the Organizer will not be liable to any errors once construction work has been started by the party lodging the claim without first reporting the error to the Organizer.
3. All structures built from ground must be able to stand alone without the absolute use of hanging points.
4. No parts of any structures may extend beyond the boundaries of the site allocated. These may include but not limit to exhibits, Exhibitor's name or logo.
5. No suspensions are to be made from the ceiling of the Exhibition Hall, nor may any fixings be made to the floor, walls or any other parts of the building.
6. The name and/or booth number of the Exhibitors must be prominently displayed and faced to aisle. If this rule is not observed, the Organizers reserves the right to affix them as they consider fit and to charge the cost incurred to the Exhibitor.
7. For booth higher than 2.5m, wall facing and in touch with your labouring booth must be painted in white.
8. Exhibitors should provide, set up their booth's partitions facing their own booth areas, aisles, and adjacent booths and finish and/or cover all exposed surfaces to an acceptable standard.
9. The Organizers must be notified in advance of any changes to the type or colour of the floor covering provided. Any cost incurred must be borne by the exhibitor.
10. All electrical fittings and wirings must be installed in compliance with Electricity (wiring) Regulation of Hong Kong Electricity Ordinance (Chapter 406).
11. All lighting fixtures should be installed at least 2200mm above ground. If not, they should be well protected so as not to cause danger to the general public.
12. Main switch and distribution board may be required to install within space area at Official Contractor's discretion.
13. All materials used in the construction and decoration of exhibition stands or set-ups shall be flame retardant and be subject to inspection by the exhibition venue and/or the Organizers.
14. Paint spraying, welding and the use of electrical saw are strictly prohibited inside the Exhibition Hall.

**4.8 Raw space contractors must comply with the following:**

1. Contractors should strictly follow the Move-in/Move-out schedule set by the Organizers. No prior move-in/out is allowed.
2. Waste materials (incl. packing materials) must be disposed in the waste cages.
3. All construction materials, empty crates and equipment must be removed from the venue and loading dock immediately after the construction and dismantling period. Otherwise, storage and clearing charge will be imposed on the contractors.

4. To ensure the safety for everyone, the exhibition venue has specially assigned several metal crates for dumping the glass material during set-up and dismantling period. Kindly dispose the glass material and other waste material separately in order to avoid hazard to others. If any contractors do not dispose the glass material properly, we will deduct the site work deposit as penalty.

#### 4.9 Contractor

Raw Space exhibitors may appoint any competent local stand contractor to design and construct their booths. If an overseas contractor is appointed, please ensure that their workers have valid working visa/permits to work in Hong Kong. Exhibitors should provide the name of their appointed contractor, contact persons, telephone and address to the Organizer.

#### 4.10 Site Work Deposit

Exhibitors of standard/premium booth requesting for early move-in for booth decoration and of raw space are required to lodge a site work deposit to ensure that their sites are clear of any bulky or large rubbish after the Fair. The site work deposit will be collected based on the booth area:

36 sqm or below: HKD5,000.00; More than 36 sqm: HKD8,000.00
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The deposit will be bank in and the amount will be refunded to the exhibitors within a month after the conclusion of the Fair if their exhibition sites are, in the Organizers' view, clear of damage to the exhibition hall and of all rubbish and complete according to the time schedule of the Organizers. Otherwise, the deposit will be forfeited.

#### 4.11 Fire Safety Regulation

1. No naked flame is allowed on the premises.
2. No decoration of a readily combustible nature shall be permitted. All combustible materials used for wall furnishings, false ceilings or partitions shall conform to British Standard 476: Part 7 Class 1 or 2 Rate of Surface Spread of Flame or to any standard acceptable to the Director of Fire Services, or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be forwarded to this Department as documentary proof of compliance.
3. All draperies and curtains, if installed, shall be made of fire resistant material and conform to British Standard BS 5867: Part 2 (Type B performance requirements) when tested in accordance with BS EN ISO 15025:2002 or to any other standard acceptable to the Director of Fire Services, or shall be brought up to any of those standards by treating with a fire retardant solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be forwarded to this Department as documentary proof of compliance.
4. No selling / displaying of hydrogen filled balloon shall be permitted.

<b>COMPULSORY</b>	<b>FORM A</b> Invitation Card, Exhibitor Badge, Exhibition Directory Entry (e-version)	<b>Deadline</b> May 19, 2023
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\* Please type and return by email to [samuel@paper-com.com.hk](mailto:samuel@paper-com.com.hk)  
Or you may fill in this Form on the website: [www.paper-com.com.hk/tc/blog/dmpshow2023-hk](http://www.paper-com.com.hk/tc/blog/dmpshow2023-hk)

<b>Invitation Card:</b> Each company is entitled to apply for 100 copies of invitation card per booth (9sqm) free of charge. You are encouraged to send this invitation card with your personalized letter to your existing and potential clients. Please fill in the quantity you may require before the deadline. We shall send you the invitation cards by air mail.	Quantity of Invitation Card required:  _____ Copies
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**Exhibitor Badge:**  
Each company is entitled to apply for 4 exhibitor badges per booth (9sqm). Additional exhibitor badge will be charged HK\$50 each. Please collect your admission badge personally **on site**.

	STAFF NAME	COMPANY NAME
1		
2		
3		
4		
5		
6		
7		
8		

**Catalogue Listing:**  
Please complete below in English except Chinese Company Name

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

English Company Name : \_\_\_\_\_

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

Tel : ( ) - ( ) \_\_\_\_\_ Fax : ( ) - ( ) \_\_\_\_\_

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

**Introduction of Exhibits:** (not exceed 100 words) \_\_\_\_\_

Please return this form to: **Paper Communication Exhibition Services**  
Hong Kong: Tel : 852-2763 9011 Fax : 852-2341 0379  
Email : [wytam@paper-com.com.hk](mailto:wytam@paper-com.com.hk)  
Email : [samuel@paper-com.com.hk](mailto:samuel@paper-com.com.hk)

<b>COMPULSORY</b>	<b>FORM B</b> Company Product Highlights	<b>Deadline</b> May 19, 2023
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\* Please type and return by email to [samuel@paper-com.com.hk](mailto:samuel@paper-com.com.hk)  
 Or you may fill in this Form on the website: [www.paper-com.com.hk/tc/blog/dmpshow2023-hk](http://www.paper-com.com.hk/tc/blog/dmpshow2023-hk)

<b>Part 1</b>	<b>Brief Country/ Company Highlight</b>
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Each exhibiting country or company is entitled to have free listing of 150-200 words, English & Chinese (if available), on the event's website, press release and any other promotion materials.

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<b>Part 2</b>	<b>Photos of Company Products</b>
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Please provide 3-4 photos (in JPEG format) of your products. You may provide some description of the photos for reference.

No.	File Name	Brief Description of Photo (if available)
1	3D Printing Machine	Resin material, bi-color parallel printing
2		
3		
4		

<b>Part 3</b>	<b>Contact Information</b>
---------------	----------------------------

Name of Organization:			
Contact Person:			
Contact Phone:		Email:	

- ✧ Please send the form with corresponding image(s) to Organizer at [samuel@paper-com.com.hk](mailto:samuel@paper-com.com.hk) at your earliest convenience.
- ✧ Please name image(s) with file names provided above for identifications. Image(s) must be in JPEG format, no bigger than 2MB each and no lower than 300 dpi.
- ✧ Organizer reserves the rights to use all the material given or partial information for promotional purposes on any kind of media without prior notice.
- ✧ Description being published is provided by the respective exhibitor. Organizer is not responsible for any disputes that may occur.

Please return this form to: **Paper Communication Exhibition Services**  
 Hong Kong: Tel : 852-2763 9011 Fax : 852-2341 0379 Email : [wytam@paper-com.com.hk](mailto:wytam@paper-com.com.hk)  
 Email : [samuel@paper-com.com.hk](mailto:samuel@paper-com.com.hk)

PICO IES GROUP, a division of Pico International  
(HK) Limited  
Pico House, No.4 Dai Fu Street  
Tai Po Industrial Estate  
Hong Kong  
Tel: (852) 2660 4400  
Fax: (852) 2660 7178

**DMP Greater Bay Area Industrial Expo 2023**  
**20-13 June 2023**  
**AWE Hall 3,6,8,10**  
**Hall 5,7,9,11**

## Note To Exhibitors

### 參展商須知

- Please check if all your furniture and electrical orders are delivered correctly and in good condition. Please contact the site office of **Pico International (HK) Ltd** for the incomplete delivery before the show open. Otherwise, all orders are considered well received without complaint. No refund will be made for any order missing after the show open.

請檢查所有傢俬及電力裝置是否派發及安裝妥當。若有任何問題，請於開幕前通知大會指定承建商 - 筆克(香港)有限公司的會場辦事處。否則，於開幕後的投訴將不獲受理及賠償。
- Any changes of lighting and built-in furniture location will be charged a cost if Official Contractor – **Pico International (HK) Ltd** completed the installation according to layout plans submitted by exhibitors before move in or the standard location (if exhibitor have not sent to organizer any plan before move in). **Pico International (HK) Ltd** must take all installation of electrical items according to the regulation of AWE. Exhibitors are not allowed to do their own installation except those have ordered lighting connection.

本公司乃根據參展商進場前交來之位置圖或標準位置(如參展商未有交回任何位置圖)裝置電力設施及固定式傢俬，如參展商現場欲更改其電力設施及固定式傢俬之位置，主辦單位及大會指定承建商需收取改動費。根據亞洲國際博覽館的規定，所有電力裝置需由筆克(香港)有限公司安裝，只有申訂了電燈接駁者例外。
- Screwing, drilling, painting or nailing on any of the aluminum frames, existing and shelving of the standard shell scheme is not allowed. In default whereof, the exhibitors or their contractors shall be liable for the total loss resulting therefore and **HK\$500.00** will be charged for the damage of each piece of our materials.

不得在攤位鋁質支架、圍板或層板上鑽螺絲、鑽勾、油漆及錘釘，否則須由有關參展商或承建商賠償，每件物料為港幣五百元正。
- To prevent panels from damage, exhibitors should not use any other adhesive medium except velcro. All self-adhesive materials such as stickers should be mounted on a base and fixed on to the panels by velcro. However, it is the exhibitors' responsibility to remove all the velcro before they leave at the end of the exhibition. Failure to comply with any of the above will result in an extra cost being claimed upon the exhibitor.

為免圍板受損，參展商只許以魔術貼黏貼海報或牆紙。自動膠貼須先裱於一底板上，方以魔術貼貼於圍板上。參展商並須於展覽完畢後除去魔術貼，違例者需繳額外費用。

Thank you for your kind attention and co-operation. 謝謝!



Please Return this Form to:
Pico IES Group, A Division of Pico International (HK) Ltd.
Pico House, 4 Dai Fu Street,
Tai Po Industrial Estate, New Territories, Hong Kong
Tel: (852) 2660 4426
Contact person: Wing Wong (Ms.)

Fax: (852) 2667 7178
Email: wing.wong@pico.com

ELECTRICAL SERVICE PART 1

- 1. Orders are valid only when accompanied by full remittance. Payment could be made by Hong Kong local cheque, bank draft, telegraphic transfer (See Payment Details)
2. Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to the relevant bank charges.
3. Late order: 30% surcharge will be charged for any late orders received after 19 May 2023.
4. Amount paid are non-refundable for cancellation received after 19 May 2023.

This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)

- 1. Only the official contractor is permitted to undertake electrical works from the source of supply in the exhibition hall.
2. Kindly order your additional requirements only.

Table with 5 columns: NO., ITEM, STANDARD RATE (HKD) Submit on/before 19 May 2023, QTY, TOTAL (HKD). Includes sections for individual fittings and lighting connections.

Company Name: \_\_\_\_\_ Stand No: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Please Return this Form to:
Pico IES Group, A Division of Pico International (HK) Ltd.
Pico House, 4 Dai Fu Street,
Tai Po Industrial Estate, New Territories, Hong Kong
Tel: (852) 2660 4426
Contact person: Wing Wong (Ms.)

Fax: (852) 2667 7178
Email: wing.wong@pico.com

ELECTRICAL SERVICE PART 2

- 1. Orders are valid only when accompanied by full remittance. Payment could be made by Hong Kong local cheque, bank draft, telegraphic transfer (See Payment Details)
2. Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to the relevant bank charges.
3. Late order: 30% surcharge will be charged for any late orders received after 19 May 2023.
4. Amount paid are non-refundable for cancellation received after 19 May 2023.

This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)

- 1. Only the official contractor is permitted to undertake electrical works from the source of supply in the exhibition hall.
2. Kindly order your additional requirements only.

Table with 5 columns: NO., ITEM, STANDARD RATE (HKD) Submit on/before 19 May 2023, QTY, TOTAL (HKD). Includes sections for MAIN POWER SUPPLY (FOR SINGLE MACHINE ONLY) and MAIN POWER SUPPLY (FOR LIGHTING & ELECTRICAL APPLIANCES).

Company Name: Stand No:

Address:

Tel: Fax: Email:

Authorized By: Signature: Date:



Please Return this Form to:
Pico IES Group, A Division of Pico International (HK) Ltd.
Pico House, 4 Dai Fu Street,
Tai Po Industrial Estate, New Territories, Hong Kong
Tel: (852) 2660 4426
Contact person: Wing Wong (Ms.)

Fax: (852) 2667 7178
Email: wing.wong@pico.com

WATER SUPPLY, DRAINAGE / COMPRESSED AIR

- 1. Orders are valid only when accompanied by full remittance. Payment could be made by Hong Kong local cheque, bank draft, telegraphic transfer (See Payment Details)
2. Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to the relevant bank charges.
3. Late order: 30% surcharge will be charged for any late orders received after 19 May 2023.
4. Amount paid are non-refundable for cancellation received after 19 May 2023.

This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)

- 1. Only the official contractor is permitted to undertake electrical works from the source of supply in the exhibition hall.
2. Kindly order your additional requirements only.

Table with 5 columns: NO., ITEM, STANDARD RATE (HKD) Submit on/before 19 May 2023, QTY, TOTAL (HKD). Includes sections for Water Supply, Drainage and Compressed Air with itemized rates and a summary table for surcharges and total amount.

Please indicate the locations of the above requirement on the Service Location Plan (Form 3)

Company Name: Stand No:

Address:

Tel: Fax: Email:

Authorized By: Signature: Date:



**SL-006**

13W Energy Saving Spotlight



**SL-004**

13W Energy Saving Longarm Spotlight



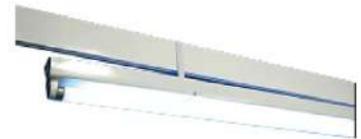
**SL-021**

300W Floodlight (Warm)



**SL-022**

300W Longarm Floodlight (Warm)



**SL-001**

40W Fluorescent Tube



**SR-205**

50W Halogen Downlight



**SOC-500**

500W Socket



**STAR-FC2**

250W HQI (Warm / Cold)



**STAR-FC1**

70W HQI (White Light)



**STAR-FC3**

150W HQI (White Light)



Please Return this Form to:  
**Pico IES Group, A Division of Pico International (HK) Ltd.**  
 Pico House, 4 Dai Fu Street,  
 Tai Po Industrial Estate, New Territories, Hong Kong  
 Tel: (852) 2660 4426  
 Contact person: Wing Wong (Ms.)

Fax: (852) 2667 7178  
 Email: [wing.wong@pico.com](mailto:wing.wong@pico.com)

**FURNITURE SERVICE PART 1**

- Orders are valid only when accompanied by full remittance. Payment could be made by Hong Kong local cheque, bank draft, telegraphic transfer (See Payment Details)
- Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to the relevant bank charges.
- Late order: 30% surcharge will be charged for any late orders received after **19 May 2023**.
- Amount paid are non-refundable for cancellation received after **19 May 2023**.

**This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)**

NO.	ITEM	STANDARD RATE (HKD) Submit on/before 19 May 2023	QTY	TOTAL (HKD)
1	Information Counter (PF01)	330.00		
2	Low Glass Showcase (PF02)	950.00		
3	Lockable Cupboard (PF03)	380.00		
4	Tall Glass Showcase with 2 nos. 50W halogen downlight	1,900.00		
5	Low Display Cube (PF07)	300.00		
6	Tall Display Cube (PF08)	350.00		
7	Pegboard (with 10hooks, 950W x 2180mmH) (PF20)	500.00		
8	System Meeting Table (PF10)	500.00		
9	Round Table (White /Black)	350.00		
10	White Square Table	350.00		
11	Bar Table (White/Black)	550.00		
12	Coffee Table (White/Black)	250.00		
13	White Plastic Chair (WC-01) – Same as standard package	150.00		
14	Black Leather Chair	150.00		
15	Bar Stool (Non-Adjustable) (White/Black)	280.00		
16	Bombo Stool (Adjustable) (White/Black)	380.00		
17	Flat/Sloped Shelf (FS01/SS01)	150.00/m		
18	Folding Door (ED02)	500.00		
19	System Ceiling Beam (SC01)	70.00/m		
		<b>30% surcharge for order after 19 May 2023</b>		
		<b>Total Amount</b>		

**Please indicate the locations of the above requirement on the Service Location Plan. (Form 3)**

**Indemnity Clause:**

All risks associated with goods & services supplied by the Company in the Contract shall, unless expressly agreed by the Company in writing, pass to the Exhibitor on delivery or installation. The Company is under no liability for personal injury to the Exhibitor or its servants, agents, invitees or licensees no matter how they are caused save that this exclusion of liability shall not apply if caused by the negligence of the Company. The Company is under no liability for the loss of or damage to exhibits or to property owned by the Exhibitor, its servants, agents, invitees, or licensees no matter how it is caused. The indemnity provided under this clause shall survive the termination of this contract and is in addition to any other remedy which the Company is entitled to under the law.

**Company Name:** \_\_\_\_\_ **Stand No:** \_\_\_\_\_

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

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Authorized By:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Please Return this Form to:  
**Pico IES Group, A Division of Pico International (HK) Ltd.**  
Pico House, 4 Dai Fu Street,  
Tai Po Industrial Estate, New Territories, Hong Kong  
Tel: (852) 2660 4426  
Contact person: Wing Wong (Ms.)

Fax: (852) 2667 7178  
Email: [wing.wong@pico.com](mailto:wing.wong@pico.com)

**DEADLINE: 19 May 2023**

**FURNITURE SERVICE PART 2**

- Orders are valid only when accompanied by full remittance. Payment could be made by Hong Kong local cheque, bank draft, telegraphic transfer (See Payment Details)
- Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to the relevant bank charges.
- Late order: 30% surcharge will be charged for any late orders received after **19 May 2023**.
- Amount paid are non-refundable for cancellation received after **19 May 2023**.

**This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)**

NO.	ITEM	STANDARD RATE (HKD) Submit on/before <b>19 May 2023</b>	QTY	TOTAL (HKD)
20	Single Wall Panel	245.00/m		
21	Black Catalogue Display Stand	685.00		
22	Documents Display	500.00		
23	Catalogue Holder (Metal) (CH02)	290.00		
24	A4 Catalogue Holder (Acrylic) (CH01)	400.00		
25	32" LED Monitor – Full HD (Video & Computer Signal)	2,500.00		
26	42" LED TV – Full HD (Video & Computer Signal) with USB	3,100.00		
27	55" LED TV – Full HD (Video & Computer Signal) with USB	5,500.00		
28	65" LED TV – Full HD (Video & Computer Signal) with USB	8,000.00		
29	DLP Projector (6500 ANSI Lumens, 1024x768 resolution)	6,000.00		
30	Laptop Computer	2,600.00		
31	Laser Jet Printer (B&W)	1,500.00		
32	Fax Machine (Fax line excluded)	1,200.00		
33	2mH TV Cart (for LCD/Plasma Hanging)	1,800.00		
		<b>30% surcharge for order after 19 May 2023</b>		
		<b>Total Amount</b>		

**Please indicate the locations of the above requirement on the Service Location Plan. (Form 3)**

**Indemnity Clause:**

All risks associated with goods & services supplied by the Company in the Contract shall, unless expressly agreed by the Company in writing, pass to the Exhibitor on delivery or installation. The Company is under no liability for personal injury to the Exhibitor or its servants, agents, invitees or licensees no matter how they are caused save that this exclusion of liability shall not apply if caused by the negligence of the Company. The Company is under no liability for the loss of or damage to exhibits or to property owned by the Exhibitor, its servants, agents, invitees, or licensees no matter how it is caused. The indemnity provided under this clause shall survive the termination of this contract and is in addition to any other remedy which the Company is entitled to under the law.

**Company Name:** \_\_\_\_\_ **Stand No:** \_\_\_\_\_

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

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Authorized By:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**PF-01**  
Information Counter  
1030L x 535W x 750mmH



**PF-02**  
Low Glass Showcase  
1030L x 535W x 1000mmH



**PF-03**  
Lockable Cupboard  
1030L x 535W x 750mmH



**PF-04**  
Tall Glass Showcase w/ two 50W downlight  
1030L x 535W x 2470mmH



**PF-05**  
Wash Basin  
1030L x 535W x 750mmH



**PF-07 / PF08**  
Tall / Low Display Cube  
535L x 535W x 750mmH  
535L x 535W x 500mmH



**PF-10**  
Meeting Table  
1525L x 770W x 750mmH



**PF-13**  
TV Stand  
740L x 535W x 1000mmH



**PF-20**  
Pegboard (with 10 Hooks)  
950W x 2180mmH



**ES-09**  
R8 Coat Hanger



**CH-02**  
Catalogue Holder (Metal)  
970L x 50D x 280mmH



**CH-01**  
A4 Catalogue Holder (Acrylic)  
235L x 50D x 300mmH



**SS-01 / FS-01**  
Sloped Shelf / Flat Shelf  
1000L x 300mmD



**ED-02**  
Folding Door  
950W x 2000mmH



**SC-01**  
System Ceiling Beam  
1000L x 1000W x 70mmH



**ED-01**  
Swing Door  
950W x 1910 mmH



**Round Table (White/Black)**  
 Ø 800 x 750mmH



**White Square Table (White)**  
 750W x 750L x 780mmH



**Conference Table**  
 1200W x 650L x 750mmH



**Bar Table (White/Black)**  
 Ø 600 x 1150mmH



**Bombo Bar Table (White/Black)**  
 Ø 600 x 670-870mmH



**Lack Coffee Table (White/Black)**  
 550W x 550L x 450mmH



**White Folding Chair**  
 420W x 420L x 450mmH



**Black Leather Chair**  
 500W x 520L x 450mmH



**WC-01**  
**White Plastic Chair**  
 (Same as Standard Booth Package one)



Black Office Chair  
480W x 470L x 380-480mmH



Bar Stool (Black/White)  
Ø 400 x 840mmH



Bombo Stool (Black/White)  
440W x 580L x 570-780mmH



Black Catalogue Display Stand  
250W x 250L x 1440mmH



Documents Display  
270W x 250L x 1210mmH



Wheeled Coat Hanger  
1200-1900W x 1050-1800mmH



Coat Hanger  
1710mmH



Belt Barricade  
1500W x 1000mmH



Refrigerator (90 Litre)  
Fridge-90L

Please Return this Form to:  
**Pico IES Group, A Division of Pico International (HK) Ltd.**  
 Pico House, 4 Dai Fu Street,  
 Tai Po Industrial Estate, New Territories, Hong Kong  
 Tel: (852) 2660 4426  
 Contact person: Wing Wong (Ms.)

Fax: (852) 2667 7178  
 Email: [wing.wong@pico.com](mailto:wing.wong@pico.com)

SERVICE LOCATION PLAN - COMPULSORY

1. Orders are valid only when accompanied by full remittance. Payment could be made by Hong Kong local cheque, bank draft, telegraphic transfer (See Payment Details)
2. Please note that withholding & government taxes, if any, shall be borne by the client. Invoices will be subjected to the relevant bank charges.
3. Amount paid are non-refundable for cancellation received after **19 May 2023**.

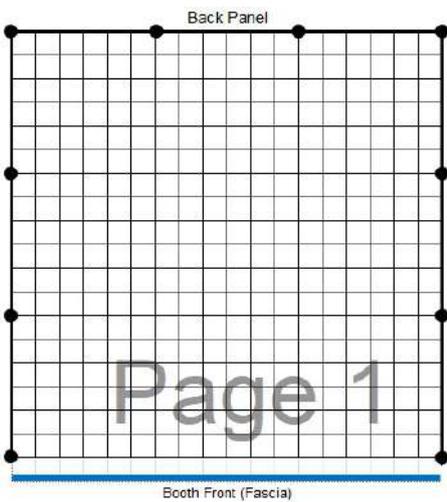
**This form must be completed and returned by all Exhibitors. (Please type / write in block letters.)**

1. Indicate clearly the location of your utilities such as power outlets, spotlights, water and compressed air on this Form.
2. It is imperative that you complete this Form as it will be used to install your requirements at the correct locations before you arrive on-site.
3. Please ensure that the positions of the lights are on the wall or fascia (unless your booth has an interior structure to which the lights can be attached).
4. If the location plan of any service is not submitted with the order form before the stated deadline, it will be placed at the discretion of the Official Contractor

**Important Note**

1. Light boxes are charged accordingly to the number of tubes in each light box, using the light connection or 40W fluorescent tube rate, whichever applicable.
2. If lighting fittings are brought in by the exhibitors for lighting purposes, the lighting connection charges will apply on per bulb/per tube basis.
3. All electrical connection to equipment must be tested and approved by the Organizer's appointed licensed engineer prior to the turning on of the power supply. The Organizer reserves the right to terminate the power supply to any installation which are found dangerous or may cause any disruption to the power supply.

**Top Elevation (3mW x 3mD)**



Symbol	Facilities
	Spotlight
	Longarm Spotlight
	Fluorescent Tube
	Single Phase Socket
	Wall panel
	Shelf(Flat/Slope)

**3m x 3m Standard Booth**



- A company name fascia board
- 3 side walls
- Carpet
- 1 information counter
- 2 folding chairs
- 2 spotlights
- 1 waste paper basket
- 1 single phase socket (500W)

Company Name: \_\_\_\_\_ Stand No: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

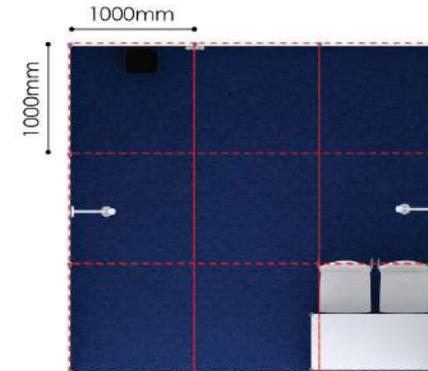
## PICO – Standard Booth Design and Facilities

### 3m x 3m x 2.5mH Standard Booth (One side open)

Size: 3000mm(W) x 3000mm(D) x 2500mm(H)



Top View



#### 3m x 3m x 2.5mH Standard Booth (One side open)

White aluminum system and wall partition (2.5mH) 鋁料圍板結構	1
Foamboard fascia with company name and booth no. 中英文公司名稱圍板	1
System counter 詢問桌	1
White plastic chairs 白膠椅	2
Waste paper basket 垃圾桶	1
500W power socket ( for single machine only ) 500W 電源插座 ( 只供一件電器用 )	1
13W LED longarm spotlights 13W 長臂射燈	2
Carpet 地毯	9 sqm



PROJECT  
DMP HK 2023 Paper Communication Exhibition Services

CLIENT / ORGANISER

CITY / VENUE  
AWE

SHOW PERIOD  
20-23/June/2023

PERSON-IN-CHARGE  
Jeff Yim

DESIGNER  
Tony/Amber

ELEVATION

27-04-2023 S01



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**Greater Bay Area Industrial Expo - Hong Kong**

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**Asia World - Expo, Hong Kong**



**国内运输指南及费率 (广州至香港)**

Guangzhou Office

广州金怡展览服务有限公司

Guangzhou JES Exhibition Services Ltd.

中国广州市东风中路 501 号东建大厦西座 2005 室

Rm 2005 Dong Jian Bldg., West Tower, No. 501

Dong Feng Zhong Rd, Guangzhou 510045, China

电话 Tel : ( 86-20 ) 8355 9738

传真 Fax : ( 86-20 ) 8355 3765

香港灣仔譚臣道 98 號運盛大廈 26 樓  
26/F, Winsan Tower, 98 Thomson Road  
Wanchai, Hong Kong [www.jes.com.hk](http://www.jes.com.hk)

電話 Tel : (852) 2563 6645  
傳真 Fax : (852) 2597 5057  
電郵 Email: [info@jes.com.hk](mailto:info@jes.com.hk)

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Official Freight Forwarder

**金怡国际展运有限公司**

电邮 Email : [you@jes.com.hk](mailto:you@jes.com.hk)  
联系人 Ctc: Chen Xing You 陈兴有

JES Logistics Limited

香港灣仔譚臣道 98 号运盛大廈 26 楼

26/F, Winsan Tower  
98 Thomson Road  
Wanchai, Hong Kong

电话 Tel : (852) 2563 6645

传真 Fax : (852) 2597 5057

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

联系人 Ctc: Herman Chung 鍾学民

**A. 展品运输指南**

FORWARDING INFORMATION & HANDLING TARIFF

香港公司 Hong Kong office  
金怡国际展运有限公司  
JES Logistics Limited  
Hong Kong  
Tel : 852 - 2563 6645  
Fax: 852 - 2597 5057  
Email: [herman@jes.com.hk](mailto:herman@jes.com.hk)  
Ctc: Herman Chung 鍾学民

广州分公司 Guangzhou office  
广州金怡展览服务有限公司  
Guangzhou JES Exhibition Services Limited  
Guangzhou, China  
Tel : 86 - 20 - 8355 9738  
Fax: 86 - 20 - 8355 3765  
Email: [you@jes.com.hk](mailto:you@jes.com.hk)  
Ctc: Chen Xing You 陈兴有  
Mobile: 86-13602467623

**B. 广州集货至香港货运途径**

MAINLAND'S SHIPMENT TO HONG KONG VIA GUANGZHOU

按一般展示用品 - FOR GENERAL EXHIBITS ONLY.

1. 国内海关审查文件 (货运委托书表格 A 及展品清单表格 B)	
Mainland's customs documents for pre-clearance (Transport Order FORM A and LOE FORM B)	23 May, 2023
2. 国内展品到达广州集货运送至香港展台	
Cargo picking up in Guangzhou for onward shipment to Hong Kong	1 – 2 June, 2023

货运委托书及展品装箱清单 (表格 A & B) 必须在货到前 3 个工作日电邮或传真+ 86-20-8355 3765 到广州金怡展览服务有限公司. 晚于截止日期会加收 30% 的晚到附加费, 且不保证按时交付展台. 展品早于在收货期之前抵达将会产生额外仓储费用. Please email or facsimile us + 86-20-8355 3765 your Transport Order and List of Exhibits (Form A & B attached) at least 3 working days prior to picking up your cargo. Cargo arriving after our deadlines will incur a 30% late arrival surcharge. JES will make all efforts to expedite the delivery schedule but no guarantee can be given. Cargo arriving earlier than the specified dates above will incur storage fee.

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**1b. 国内集货收货人 CONSIGNEE IN GUANGZHOU**

**展品从广州集货至香港**

**(送货入广州仓库地址, 另行通知)**

**Mainland's shipment to Hong Kong via Guangzhou**

<b>Consignee:</b>	<b>Guangzhou JES Exhibition Services Ltd.</b>	<b>收货人:</b>	<b>广州金怡展览服务有限公司</b>
	Room 2005, Dong Jian Bldg., West Tower		中国广州市东风中路 501 号
	No. 501 Dong Feng Zhong Road		东建大厦西座 2005 室
	Guangzhou 510045, China	邮编:	510045
Tel :	(86-20) 8355 9738	电话:	(86-20) 8355 9738
Fax:	(86-20) 8355 3765	传真:	(86-20) 8355 3765
Ctc:	Chen Xing You	联络人:	陈兴有

**2b. 文件 DOCUMENTS** (展品装箱清单文件的重量必须与货运单相同 Total gross weight on List of Exhibits must be the same as on Bill of Lading) 请把有关发货通知及展品装箱清单必须在货到前 3 个工作日电邮或传真到广州金怡展览服务有限公司. Pre-advise your Bill of lading and List of Exhibits at least 3 working days prior to the arrival of shipment to JES Guangzhou by email or facsimile.

1 copy of Transport Order (Form A)	委托书	(1 份)
1 copy of List of Exhibits (Form B)	展品清单	(1 份)
1 copy of Insurance Policy (if insured)	保险单	(1 份已投保)

**C. 展品运输指南 - 来程费率**

**FREIGHT HANDLING TARIFF - INWARD MOVEMENT**

**按一般展示用品 - FOR GENERAL EXHIBITS ONLY.**

**每件展品不超過 250 長 x 200 寬 x 200 高 cms 或 1000 公斤計算**

**FOR INDIVIDUAL EXHIBITS NOT EXCEEDING L250 x W200 x H200 CMS / WEIGHT 1000 KGS**

**1c. 基本费及通讯费 Basic service charge** RMB 500.00 / exhibitor / consignment  
(communication & documentation fee) 展商 / 运次

**2c. 展品从广州集货至香港展台费率**

**Freight charges Guangzhou / Hong Kong**

展品从广州金怡仓库集货, 制单报关, 运至香港展台就位, 海关清查, 协助开箱及空箱材料移到馆外存放处. 不包括空箱存仓费, 国内海关商检查验费, 核销单费.

From JES Guangzhou warehouse delivery up to exhibition stand Hong Kong, customs clearance, assistance with unpacking and removal empty

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cases to the onsite storage place. Excluding  
empty cases storage fee, duties, taxes and  
permanent export license fee. FCL (整箱)  
sea cargo 海运 LCL (拼箱)

RMB 38,000.00 / 40' GP container 集装箱  
RMB 1,350.00 / cbm 立方米  
min 2 cbm / exhibitor / consignment  
最低收费 2 立方米 / 展商 / 运次

- 代展商申请 ATA 单证册 (如需)  
On behalf to apply of ATA Carnet where applicable  
(不包括保证金费用 excluding for putting up customs bond)

RMB 2,500.00 / carnet / 单证册

**3c. 出口中国关口费用**

**Cargo for Export China Handling Fee**

- 中国海关计算器录入费 / 商品编码  
China customs computer re-entry / H.S. code
- 商检费  
Merchandise inspection fee
- 检疫费 (纸板箱 / 木箱 / 托盘包装)  
Quarantine inspection handling service  
(Carton & wooden packing materials)
- ATA 单证册出口报关费 (如需)  
ATA Carnet export handling fee ( if required )
- 商品核销单费用不包括国内关税 (展品不回运)  
Permanent export handling fee (where applicable)  
(duties / taxes will be paid at the export station)

RMB 50.00 / page 页

RMB 150.00 / cbm 立方米  
min 1 cbm / exhibitor / consignment  
最低收费 1 立方米 / 展商 / 运次

RMB 150.00 / package 件

RMB 2,000.00 / carnet 单证册

另作报价  
to be quoted upon request

**4c. 超重或超限度附加费**

**Overweight / oversized cargo handling surcharge**

- I. 物重量如超过  
Heavy-lifting (for each package over 500 kgs)  
1001 – 2000 kgs 公斤  
2001 – 3000 Kgs 公斤  
Over 3001 kgs 公斤

RMB 60.00 / 100 kgs 公斤

RMB 68.00 / 100 kgs 公斤

to be quoted upon request 另作报价

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- II. 每件货体积超过 Oversized (for each package over L 250 x W 200 x H 200 cms  
单一展品限度数值超过上述所列的体积, 均视为超限. 则需加收超限附加费 RMB100.00 立方米.  
If one dimension exceeds the above, surcharge of RMB100.00 / cbm will be imposed.
- III. 租用铲车, 吊机费 (如需) 另作报价  
Crane charge (where applicable) to be quoted upon request
- 5c. **可供选择额外服务 (如需)**  
**Optional services (where applicable)**
- I. 空箱保管展会期间之仓存费 RMB 170.00 / cbm 立方米  
Storage of empty cases min 1 cbm / exhibitor / consignment  
最低收费 1 立方米 / 展商 / 运次
- II. 申请香港进出口许可证 RMB 870.00 / license / permit / exhibitor  
Application for Hong Kong import / 许可证 / 运次 / 展商  
export license or permit
- III. 展品包装箱材料 另作報價  
Packing materials to be quoted upon request
- IV. 香港进出口报关费, 按货值 0.05% 到岸价收取. 最低收费 RMB 170.00 展商 / 票货.  
Hong Kong Government import / export declaration fee 0.05% of CIF value declared. Minimum charge RMB 170.00 per exhibitor  
per consignment.
- V. 开顶箱 (OT), 平板箱 (FR), 超大件无装集装箱的展品运至展台服务, 费用另作报价. 香港运输车辆行驶道路有  
高度限制为 4.3 米, 确切运输路线视乎当时可适用的运输情况下为准.  
For delivery of open top, flat and platform containers, quotation will be furnished upon request. The road traffic in Hong Kong has a  
high limit of 4.3M and the exact routing are subject to the applicable transport conditions at that time.

**C2. 回程费率 FREIGHT HANDLING TARIFF - RETURN MOVEMENT**

**回程与来程收费相同**

Same as inward movement above with reversed services.

**如需开具体的人民币发票, 将加收总费用 6%.**

All above service charge will be plus 6% for RMB invoice. (where applicable)

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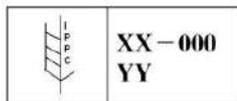
**E. 服务概况与程序 GENERAL INFORMATION & PROCEDURES**

**1e. 国内货物熏蒸 (MAINLAND'S GOODS) FUMIGATION**

所有木质包装货物 (如木箱、木托盘、木架) 必须要熏蒸。箱外要有以下标记 All cargo containing wood packaging materials (e.g. crates, pallets, frames) must be fumigated. Please make sure the following information must be stamped on the outside packing.

- |  |   |
|--|---|
| ■ <国际植物保护公约> 英文缩写 IPPC 印记              | IPPC logo (  ) |
| ■ 国际标准化组织 (ISO) 规定的 2 个字母国家编号          | ISO country code (XX)   |
| ■ 输出国家或地区官方植物检疫机构<br>批准的木质包装生产企业编号     | License no. assigned to<br>the company that fumigated   |
| ■ 确应的检疫除害处理方法, 如溴甲烷熏蒸为 MB,<br>而热处理为 HT | Fumigation method<br>HT or MB treatment used  |

**熏蒸标记 SAMPLE OF MARKING**



Where:  
IPPC - Abbreviation of "International Plant Protection Convention";  
XX - International Standardization Organization (ISO) two letter country code;  
000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;  
YY - The phytosanitary treatment measures, Methyl Bromide Fumigation - MB, Heat Treatment - HT

**2e. 危险物品, 含放射性材料及战略性物品 DANGEROUS, RADIOACTIVE AND STRATEGIC ITEMS**

上述物品禁止或限制进入展览会场, 因此发运这些物品前请与我司联系, 提供有关物品的规格、成份、容量和体积, 以便向有关部门申请进口许可文件和安排合适的仓库与运输工具。

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

**3e. ATA 单证册 ATA CARNET**

ATA 单证册登记报关的展品, 必须在展览会闭幕后原数复出。ATA 进出口单证报关费 RMB2000.00 每运次。  
To co-ordinate the complete process of temporary import by ATA Carnet is RMB2000.00 per transaction. Please note that ATA Carnet shipment must be re-exported after closure of the exhibition, it cannot be sold.

**4e. 展品包装 PACKING**

由于在运输途中所有展品将经过多次装卸, 开箱查验和展览会后重新包装, 馆外或货场暂存。因此包装箱必须要结实以便保护展品不会破损以及雨淋。展品可使用结实木箱或铝箱包装并适合反复装卸, 纸板箱不适宜长途运输。所有包装箱内须有防水, 防潮或真空包装并在箱外注明易碎展品包及注明向上防压标志。

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

**5e. 现场开箱或装箱 UNPACKING OR REPACKING ON -SITE**

在进出馆期间, 我司会协助参展商开箱就位及会后装箱等服务. 请参展商安排有关人员现场督导回运装箱, 对于包装箱已经破损, 残旧或无包装材料的回运展品, 如货物发生破损, 短缺, 丢失等情况, 参展商并应对该操作负有全责. 无包装的回运展品如非由整体装集装箱载运, 我司不予处理配载.

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

**6e. 超重或超大件展品 HEAVY AND OVERSIZES EXHIBITS**

有重型展品及单一体积超过 1000 公斤或 3 立方米及其需用汽车吊和铲车在展场组装的展品之展商须及早到达展场, 以便指导重型展品的拆箱和就位. 如需用汽车吊和铲车来对这些超重或超大件展品的拆箱就位和安放, 展商必须提前与我们联系及提供详细的超重或超大件展品示意图以便我司展场操作. 展商如有需要, 可向我司索取有关服务的报价.

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

**7e. 回运展品 RE-EXPORT**

在展览会闭幕前, 我司会派发展品回运委托书给各参展商填写展品回运方式. 复出口的海关手续至少需要 3 个工作天的时间. 如有任何急需回运或转展的展品, 请参展商务必事先向我司提供相应运输时间和特别的安排. 若不按照此程序, 我们只能于展览会结束后办理.

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

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**8e. 保險 INSURANCE**

我司的货运收费是以展品的体积或重量收取，而不是按展品的价值来计算。因此，所收取的费用不含保险费在内。为维护参展商权益，展商应自行购买展品的全程保险 包括展期内保险及责任事故的保险。展商请备妥保险合同正本或其副本，以备可能在展览会现场发现短少，残损时申报检验之用。

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

**9e. 付款条款 PAYMENT TERMS**

使用金怡公司或其指定代理的展商，将会收到金怡公司或其指定代理的付款通知发票；没有通过金怡公司或其指定代理的展商，必须在展览结束前，付清全额费用。

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

**F. IMPORTANT NOTES**

1. The exact move-in / move-out schedule is subject to the organizer's final arrangement and is subject to change with or without prior notice.
2. The exact routing is subject to availability of transportation services.
3. The volume / weight ratio for air cargo is 6:1 (i.e. 1 cbm = 166.7 kgs). The chargeable weight is based on the volume weight or actual weight whichever yields the greater.
4. The charges for sea / road cargo are based on 1 cbm or 1000 kgs whichever yields the greater.
5. All cargo must be sent with "Freight Prepaid" for inward movement. A 10% surcharge will be imposed for any shipment sent with "Freight Collect". For the return movement if freight charge is required to be prepaid at the port of loading, a 10% advance fee will be levied.
6. Minimum charge for full container loads is: - a. 20 feet GP = 21 cbm      b. 40 feet GP= 42 cbm      c. 40 feet HC= 45 cbm
7. Companies require assembling or lifting equipment for erection of exhibits are asked to contact us as soon as possible with details of their requirements. Prices for hiring equipment will then be quoted subject to availability.
8. Prices include free storage in our Hong Kong godown as 3 days prior to our last receiving date for inbound goods, and 3 days after arrival back in our Hong Kong godown for outbound goods. Additional storage will be charged at RMB170.00 per cbm per week or part of minimum RMB170.00 / transaction.
9. Application for Hong Kong import / export license for overseas exhibitors is at RMB870.00 per application and license fee as per outlay.
10. Charges for inbound movement must be settled in full before the opening of the exhibition. Charges for outbound movement must be settled before cargo released.
11. Unpacked cargo - there will be a 20% surcharge for handling unpacked cargo. JES Logistics or its appointed agents will not be liable for any loss or damage.

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12. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the Exhibitor's representative at the booth. Similarly, relative to out-going shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick up of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that the Company and its sub-contractors are not liable for the loss of disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are the Company and its sub-contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to the Company or its sub-contractors by Exhibitor will be checked at the time of pick up from the booth and corrected where discrepancies exist.
13. Dangerous goods - there is a 100% surcharge for handling dangerous cargo.
14. Please note that our freight charges do not include insurance coverage and all works is undertaken by JES at owner's risk. Exhibitors are suggested to arrange a proper round-trip all-risks insurance for their exhibits (including exhibition period). For routing of shipments, it is advisable to cover insurance both by air and sea, as there is a possibility of returning exhibits back to the country of origin by either way. Exhibitors should also bring a copy of the insurance policy to Hong Kong. It will be useful in case exhibitors require to file a claim for damage or loss in Hong Kong.
15. Our fees and charges are based on presently in force tariff. It is subject to change as to reflect any increase in our cost caused by exchange rate variations, freight rate increase, fuel charges adjustments, insurance premiums or increase of any other charges beyond the control of this company which come into effect after acceptance of your order and prior to delivery.
16. All business is transacted only in accordance with our standard trading conditions. Please visit our web-site [www.jes.com.hk](http://www.jes.com.hk) or contact us for the details.

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

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

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

Our exhibits are to be transported to destination country as follows:  please tick where applicable

1.  From Guangzhou to Hong Kong  ATA Carnet  Permanent export

JES Logistics Ltd. is pleased to provide all risks insurance coverage including exhibition risks. JES and their agents can offer you insurance coverage for contemporary and fine art objects upon receipt written instructions. Please simply choose the coverage below :-

1.  Round trip insurance coverage (insured value : \_\_\_\_\_) 0.6% on total sum insured  
2.  Single trip insurance coverage (insured value : \_\_\_\_\_) 0.35% on total sum insured  
◇ Min. charge RMB680.00 policy (Deductible RMB4200.00 or 10% on adjusted value on every claim / loss)  
3.  We will arrange the insurance coverage by ourselves.

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

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

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

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

Authorized Signature with Company stamp

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

Name in full and Business title





金怡國際展運有限公司 Tel: (852) 2563 6645 Fax: (852) 2597 5057



**JES Logistics Limited ( CASE LABEL ) HONG KONG - 香港**

展覽會名稱

**EXHIBITION :**

**DMP** 大湾区工业博览会 ·  
 香港亚洲国际博览馆  
**Greater Bay Area Industrial Expo - Hong Kong**  
**20 - 23 June 2023**  
**Asia World - Expo, Hong Kong**

參展商

**EXHIBITOR :**

尺碼

**DIMENSIONS : (cm)** 長 L                      寬 W                      高 Ht                      重量 Weight (kg)

箱號

**CASE No.**

**OF**

展臺號

**STAND No.**

(總件數)



AsiaWorld-Expo (Abbreviation "AWE" ) nearby Hotel Room Rates

Hotel Recommended	Distance to AWE	Room Size	@Room Rates / each night (Incl. breakfast & 10% surcharges)	Contact Details	Map Pos.	Address	Website	Hotel Free Shuttle Bus (Hotel↔Airport)	Suggestion for transport to AWE
SkyCity Marriott	Around 300 m	Around 35 sqm	Single bed (1p) room: HKD1331 Twin bed (2p) room: HKD1452	Tel: 3051 2767 Fax: 3051 2767	●	1 Sky City Rd E, Chek Lap Kok, HK.	<a href="http://skycitymarriott.com">skycitymarriott.com</a>	Yes	Take 15 min to AWE on foot
Regala Skycity	Around 300 m	Around 17 sqm	Single bed (1p) room: HKD 935 Twin bed (2p) room: HKD 1045	Tel: 3556 3213 Fax: 3556 3299 <a href="#">Email</a>	●	8 Airport Expo Boulevard, HK International Airport, Chek Lap Kok, New Territories, HK.	<a href="http://skycity.regala-hotels.com">skycity.regala-hotels.com</a>	Yes (Airport bus Stop: Regal Airport)	Take 15 min to AWE on foot
Regal Airport	Around 1.3 km	Around 27 sqm	Single bed (1p) room: HKD 1100 Twin bed (2p) room: HKD 1265	Tel: 2286 6888 Fax: 2286 8622 <a href="#">Email</a>	●	9 Cheong Tat Road, Chek Lap Kok, HK.	<a href="http://airport.regalhotel.com">airport.regalhotel.com</a>	No (Just beside the HK Airport)	Travel from Airport to AWE by MTR
Four Points by Sheraton HK Tung Chung	Around 8 km	Around 20 sqm	Single bed (1p) room: HKD 1210 Twin bed (2p) room: HKD 1320	Tel: 2352 8000 Fax: 2352 8011	●	9 Yi Tung Road, Tung Chung, Lantau Island, HK.	<a href="http://www.fourpointshongkongtungchung.com">www.fourpointshongkongtungchung.com</a>	Yes	Take shuttle bus to airport then travel to AWE by MTR
Sheraton HK Tung Chung	Around 8 km	Around 26 sqm	Single bed (1p) room: HKD 1925 Twin bed (2p) room: HKD 2090	Tel: 2535 0035 Fax: 2535 0011	●	9 Yi Tung Road, Tung Chung, Lantau Island, HK.	<a href="http://www.sheratonhongkongtungchung.com">www.sheratonhongkongtungchung.com</a>	Yes	Take shuttle bus to airport then travel to AWE by MTR
The Silveri HK-Mgallery	Around 8 km	Around 26 sqm	Single bed (1p) room: HKD 1430 Twin bed (2p) room: HKD 1650	Tel: 3602 8989 Fax: 3602 8990 <a href="#">Email</a>	●	16 Tat Tung Road, Tung Chung, Lantau Island, HK.	<a href="http://thesilveri-hongkong.com">thesilveri-hongkong.com</a>	Yes	Take shuttle bus to airport then travel to AWE by MTR
Novotel Citygate HK	Around 9 km	Around 28 sqm	Single bed (1p) room: HKD 880 Twin bed (2p) room: HKD 1045	Tel: 3602 8888 Fax: 3602 8899 <a href="#">Email</a>	●	51 Man Tung Road, Tung Chung, Lantau Island, HK.	<a href="http://www.novotelcitygate.com">www.novotelcitygate.com</a>	Yes	Take shuttle bus to airport then travel to AWE by MTR

\* Above room rates are for reference only and subject to change according to relative hotel's release \*



Map Reference: [www.map.gov.hk/gm/map/search/keyword/Asiaworld-expo](http://www.map.gov.hk/gm/map/search/keyword/Asiaworld-expo)

## 酒店訂房表 / Hotel Reservation Form

請傳回酒店訂房部

日期

Please send by email or fax to your choice of Hotel: \_\_\_\_\_ Date: \_\_\_\_\_

預訂 Reservation

修改 Amendment

取消 Cancellation

### 訂房資料

#### Reservation Details

	訂房 Booking 1	訂房 Booking 2	訂房 Booking 3
賓客姓名 1 Guest Name:			
賓客姓名 2 Guest Name:			
到達日期 Arrival Date:			
離開日期 Departure Date:			
房間種類 Type of Room:			
晚數 No. of Night:			

付款方式

Method of Payment: \_\_\_\_\_

公司名稱

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

地址

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

電話

Tel. No.: \_\_\_\_\_

特別要求

Special Request: \_\_\_\_\_

訂房者

Booked

By: \_\_\_\_\_

電郵 Email: \_\_\_\_\_

傳真

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

### 信用咭訂房資料 Credit Card Guarantee Information

持咭者姓名

Name of Card Holder: \_\_\_\_\_

信用咭類別

Type of Credit Card: \_\_\_\_\_

信用咭到期日

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

信用咭號碼

Credit Card Number: \_\_\_\_\_

持咭者簽名

Signature: \_\_\_\_\_

#### <Hotel Confirmation 酒店回復確認>

房間價格

Room Rate: \_\_\_\_\_

經手人

Confirmed By: \_\_\_\_\_

備注

Special Remark: \_\_\_\_\_

日期

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