

BIOHK2023

HONG KONG

SEPTEMBER 13-16

BIOHK2023

香港國際生物科技展

Developing Biotech in the
Greater Bay Area And Asia

HKBIO
Hong Kong Biotechnology Organization
香港生物科技協會

AUSVIC
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G R O U P

 中国生物工程学会
Chinese Society of Biotechnology

 中国科学院微生物研究所
INSTITUTE OF MICROBIOLOGY
CHINESE ACADEMY OF SCIENCES


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BIOHK2023

參展商手冊

EXHIBITOR'S MANUAL

BIOHK2023

Dear Valued Exhibitor,

Welcome to "BIOHK2023" to be held on 13-16 Sept 2023 at HKCEC, Hong Kong.

This Exhibitors' Manual provides you all necessary information for your participation in the exhibition. It also contains all relevant order forms for various services and booth facilities. To ensure that all matters are arranged smoothly, please spend some time to go through the manual and to take note of the vital information. We kindly request you to return the order forms to the appointed official partners before deadlines to avoid unnecessary surcharges for late orders.

Should you have any enquiries, please feel free to contact us via +852 2799 7688 / cs@bio-hk.com. It is always our pleasure to be of service to you.

Thank you again for your support to "HKBIO2023". We wish you every success in the show.

Yours sincerely,

Professor Albert Cheung-Hoi YU 于常海, PhD, JP

Chairman, BIOHK2023

Chairman, Hong Kong Biotechnology Organization (HKBIO)

Chairman, Guangdong-Hong Kong-Macao Greater Bay Area Biotechnology Alliance

尊貴的參展商：

熱烈歡迎貴公司參加於 2023 年 9 月 13 日至 16 日在香港會議展覽中心舉行的「香港國際生物科技展 2023」。

請細心參閱本「參展商手冊」，其中詳細載列有關本展覽會之重要資料和各項設施及服務的申請表格，以協助貴公司在參展前作出充份準備。煩請貴公司於截止日期前向大會指定展覽服務機構交回申請表格，以避免逾期附加費。

如有垂詢，歡迎致電 +852 2799 7688 或電郵 cs@bio-hk.com，我們將竭誠為閣下效勞。敬祝展出成功！

于常海教授, 博士, 太平紳士

主席, BIOHK2023

主席, 香港生物科技協會 (HKBIO)

主席, 粵港澳大灣區生物科技聯盟

BIOHK2023

The Deadline of Forms 表格提交日期

Exhibition Service Forms 展覽事務表格				
Form 表格	Services & Orders 服務及訂單	Conditions 狀況	Return to 交回	Deadline 截止日期
A	Exhibitors' Badges 參展商工作證	Compulsory 必須交回	BIOHK CS of Secretariat 香港生物科技展 秘書處客服部	12-08-2023
B	Forwarders' Badges 私人運輸工作證	If needed 如有需要		12-08-2023
Booth Decoration Forms 展台裝修表格				
1A	Company Name on Fascia Board 公司招牌板名稱	Compulsory (Standard Booth) 必須交回 (標準展台)	Uniplan Hong Kong Limited 優尼營銷傳播（香港）有限公司	12-08-2023
1B	Booth Facilities Location Plan 展台設施位置圖			12-08-2023
2	Non-official Contractor Information 私人承建商資料	Compulsory if using non-official contractor 如使用私人承建商，必須交回		12-08-2023
3A	Electricity & Water Rental 電力及水務租賃			12-08-2023
3B	Electricity Rental (Standard Booth) 電力租賃（標準展台）	If needed 如有需要		12-08-2023
3C	Electricity Rental (Standard Booth) 電力租賃（標準展台）			12-08-2023
4	Furniture Rental 傢俬租賃			12-08-2023
5	Communication Appliance Rental 通訊設施租賃	If needed 如有需要		12-08-2023
Full payment must accompany all Order Forms to the relevant parties by cheque or bank draft before deadline. For the Booth Decoration Forms, 20% surcharge will be imposed to all late orders, and 30% surcharge for all orders made after 12 Aug 2023. 參展商須于上述結束日期前將表格及全額費用一併交回有關機構。所有逾期之展台裝修申請，需額外繳付百分之二十附加費；而所有 2023 年 08 月 12 日後之申請，附加費為百分之三十。				

Part 1 General Exhibition Information 第一部份 參展商須知

Exhibition Information 展覽會資料

Exhibition Title 展覽會名稱

BIOHK2023

香港國際生物科技展 2023

Venue 場地

HKCEC, Hall 5FG

1 Expo Drive, Wanchai, Hong Kong

灣仔博覽道 1 號

香港會議展覽中心展廳 5 FG

Date and Opening Hours 日期及開放時間

13 – 16 September 2023

09:00 to 18:00

* All booths must remain open and all goods must be displayed until the end of the exhibition.

* 所有展台於展覽會時間必須開放，而所有進入展館之展品，在展覽結束前，不得撤離展館。

Registration Hours 登記時間

08:15

Admission 進場守則

Free VIP application for **professional visitors** with invitation letter.

Ticket / e-Ticket holders are free to enter.

Person under the age of 18 will **NOT** be permitted to assume any booth attendant's duties.

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

持請柬可免費登記 VIP 入場參觀。

持有門票/電子門票可入場參觀。

未滿 18 歲人士，不可擔任展台工作人員。

任何參觀人士、參展商或其代理，如被主辦機構認為對展覽會、其他參展商或參觀人士造成騷擾或不便，主辦機構有權禁止其進入會場。

Organizer 主辦機構

Hong Kong Biotechnology Organization

Address: Units 601-605, 6/F, Biotech Centre One, 9 Science Park West Avenue, Hong Kong Science Park, Shatin, New Territories, Hong Kong

Tel: +852 2799 7688

Fax: +852 2111 9762

Website: www.hkbio.org.hk

Email: info@hkbio.org.hk

Contact: Dean Lin

香港生物科技協會

地址: 香港新界沙田香港科學園科技大道西 9 號生物科技中心一座 6 樓 601 至 605 室

電話: +852 2799 7688

傳真: +852 2111 9762

網址: www.hkbio.org.hk

電郵: info@hkbio.org.hk

聯絡人: Dean Lin

Remark:

Please be noted that exhibitors' contact details will be forwarded to official parties. e.g. contractor and forwarder, etc. for contact purposes.

備註:

各參展商的聯絡資料將會送交各大會展覽服務機構，如大會承建商、大會貨運代理等以作日後通訊之用。

General Information 一般資料

Security & Insurance 保安及保險

Exhibitors must obtain valid and adequate insurance cover against theft, fire, public liability, damage to property, personal injuries third parties' losses, accidents, natural calamities, acts of God and such other risks normally insured against by Exhibitors and / or as the Organizer may require. Such insurance must cover, inter alia, an Exhibitor's property and its business activities (including those of its employees, agents, contractors, sub-contractors and sub-licensees) at the Exhibition venue (including the move-in and move-out periods). Unless otherwise agreed in the writing with the Organizer, each Exhibitor should have a valid and adequate insurance cover of no less than HK\$20,000,000 against public liability.

參展商必須購買有效和充份的保險。保險範圍包括偷竊、火災、公共責任、財產損毀、人身傷害、第三方損失、事故、自然災害、天災以及一般由參展商投保和 / 或主辦機構可能要求投保的其它風險。該保險內容需特別包括在場地(包括佈展及撤展期間)內參展商的財產及其(包括其僱員、代理商、承包商、分包商及次受讓人)的活動。除經主辦機構書面同意外，各參展商應該購買有效及充足之保險，包括不少於港幣2,000萬保額之公眾責任險。

The Organizer is NOT responsible for Exhibitor's properties' storage and safety issues (including the move-in and move-out periods). The Organizer will not accept any delivery of items by and for any Exhibitor. The Organizer shall not be liable for any losses (including consequential losses), damages, demands, costs, claims, charges or other expenses of any kind suffered or incurred by the Exhibitor or any other person in connection with the Exhibition including, without limitation, any thefts, fire, uses of the Security Room, defects in the Exhibition venue howsoever caused, any cancellation or early closure of, or delay in opening or closing of the Exhibition for whatever reason outside the control of the Organizer or any natural calamities or acts of God, howsoever arising.

主辦機構並不負責確保參展期間(包括佈展及撤展期間)參展商的財產的安全存放或安全保管。主辦機構並不代表參展商接受或轉交任何財產。對參展商和其他有關人士因展覽(包括但並不限於偷竊、火災、使用保安室、由任何原因造成之展覽中心的缺陷、因主辦機構無法控制的原因造成的展覽取消、提前關閉或開館閉館時間的延遲、或出現的自然災害或天災)造成的任何損失(包括其衍生之損失)、損毀、要求、費用、索償、收費或其他支出，主辦機構一概不負責。

Exhibitors should ensure that all valuable items and exhibits materials are kept in a locked and secure space during the move-in, move-out and overnight periods. It is exhibitors' own responsibilities if they leave their properties and items at their booth unattended overnight(s).

參展商應確保所有貴重財產及展品恆常(包括佈展、撤展及通宵期間)存放於上鎖及安全之處，如參展商任由展品擺放於展台過夜而不顧，所有損失參展商需自行負責。

Exhibitors must issue a document, such as an invoice or a receipt, to any third party to whom any of their item / merchandise is either sold or otherwise delivered during the Exhibition.

參展商在參展期間出售或交付其財產給任何第三方時，必須簽發證明文件，如發票或收據等。

If any Exhibitors suspect that any thefts, losses or other unexpected and inappropriate or inconvenient situations have been occurred, they must report the incident to the Organizer and the security guards in the exhibition hall immediately.

如發現偷竊、損失或其它類似可疑的事件人物，參展商必須立即通知主辦機構和展覽館內的保安員。

Performance of Music 音樂播放

All sound performances, by any means, such as making copies of sound recordings; causing sound recordings to be heard in public; and broadcasting sound recordings should have the prior public performance licenses and consents from the Authority. For licenses application and more information, please contact:

所有音樂播放、錄音制作、現場廣播等，必須於展覽前向有關機構申請廣播牌照及批准，詳情請聯絡：

Composers and Authors Society of Hong Kong Limited

Address: 18 / F, Universal Trade Centre, 3 Arbuthnot Road, Central, Hong Kong

Tel: +852 28463268

Fax: +852 28463261

Website: www.cash.org.hk

香港作曲家及作詞家協會

地址: 香港中環亞畢諾道 3 號環貿中心 18 樓

電話: +852 2846 3268

傳真: +852 2846 3261

網址: www.cash.org.hk

Phonographic Performance (South East Asia) Limited

Address: Unit A, 18 / F, Tower A, Billion Centre, 1 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong

Tel: +852 2861 4318

Fax: +852 2866 6869

Website: www.ppseal.com

香港音像版權有限公司

地址: 香港九龍灣宏光道 1 號億京中心 A 座 18 樓 A 室

電話: +852 2861 4318

傳真: +852 2866 6869

網址: www.ppseal.com

Intellectual Property Rights 知識產權

All exhibits and the packages of such, advertisements or any other part of the display on the Exhibitor' s Booth must not violate or infringe any intellectual property rights including but not limited to trademarks, copyrights, design rights, goodwill and patents, whether registered or otherwise. Exhibitors are required to comply with the rules and complaint procedures as set out in the Exhibitor' s Manual on the Protection of Intellectual Property Rights as issued by the Organizer. Failing to observe this clause will lead to immediate termination of the Contract. All rights of the Organizer are reserved.

參展商保證展品及產品包裝，以及宣傳品或展台的任何展示部分，在任何各方面均沒有違反或侵犯任何第三者的權利，包括所有知識產權，其中包括但不限於已註冊或未註冊的商標、版權、外觀設計、名稱及專利。參展商須同意並遵守主辦機構所制定參展商手冊中有關保護知識產權及投訴程序的條款。如有任何知識產權之違犯事項，主辦機構有權即時終止本合約並對參展商作出追討，及保留一切法律權利。

Sound Control 音量管制

The audio / audio-visual equipment of the Exhibitors must not generate any sound which causes any nuisance or inconvenience to Exhibitors or visitors. The Organizer reserves the rights to stop the demonstration immediately if the sound causes any nuisance or inconvenience to other Exhibitors or visitors. The Organizer shall not be liable for any losses for such cases. Exhibitors are required to monitor all audio / audio-visual equipment' s using in their booth by their trade visitors or own employees.

參展商所使用之所有視聽器材所產生之聲浪均不得對在場其他人士造成滋擾或不便。如該等器材所發出之聲浪對其他參展商或參觀人士造成滋擾或不便，主辦機構保留權利立即終止任何有關展示活動而毋須作出任何賠償。參展商須為其展台內的視聽器材負責並監督其員工及參觀人士使用該等器材。

Booth Cleaning 展台清潔

The Organizer will arrange for the general cleaning to show floor including vacuuming and pour of garbage bin. Exhibitors should make own cleaning arrangement for all booth structure, furniture or exhibits.

主辦機構將安排展覽館地面吸塵清潔及傾倒垃圾箱之工作。參展商需要負責展覽結束後其展位結構、傢俱或陳列品之清理。

Photographing / Video Shooting 攝影及錄影

Commercial or medium photographers may photo-shoot at your booth or an individual exhibit showing therein. If Exhibitors refuse any photographs be taken for any reason, they should place a notice to the concerned exhibit booth and they are advised to hire their own security guards to lawfully execute such restriction.

展場內或有傳播媒介或商業攝影師要求拍照，若參展商不同意，可在展台範圍內放置禁止攝影之標誌，或自行僱用保安員以合法勸阻攝錄活動。

General Regulations 大會規則

No exhibit booth shall be left unattended at any time during the opening hours of the exhibition. Exhibitors must be present at least 30 minutes before the opening hour and leave the exhibition hall within 30 minutes upon the closing hour.

在展覽期間，所有展台應有工作人員看守。參展商必須在展覽會開始前 30 分鐘進入展覽館，及在展覽會完結後 30 分鐘內離開會場。

All exhibitors are responsible for the good conduct of all their staffs or agents. Exhibitors and their staffs are prohibited from entering other exhibitor's booths without invitation.

所有參展商必須負責其工作人員之良好行為。參展商及其職員，如非獲邀請，不得擅進其他參展商展台。

No business or promotional activity, or canvassing for orders can be conducted by any exhibitor and / or its staffs outside the allocated booth area. No exhibitors are permitted to distribute any publicity materials, like product catalogues and brochures, souvenirs and the like outside their own booth area and in public area of the exhibition venue.

所有商業或宣傳活動只可在展台範圍內進行，參展商不得在其展台範圍以外，如場地內的公眾地方派發任何產品目錄、小冊子、紀念品或同類物品。

No advertising sign is allowed out of the boundaries of individual booth or pavilion. The Organizer reserves the right to remove signage or poster that do not comply with this regulation and / or do not conform with the purpose and image of the exhibition.

所有宣傳廣告板不得放置於展台外，主辦機構有權要求參展商撤走任何不適當或任何大會認為不符合展覽會宗旨或形象之宣傳廣告板或海報。

No activity amounts to nuisance or annoyance to the visitors or other exhibitors, shall be conducted by exhibitors within the vicinity of the Exhibition.

參展商不得在會場範圍內滋擾參觀者或其他參展商。

Non-exhibitors are strictly forbidden to conduct sales or any form of promotional activities in the venue which will be prejudice to the interests of other exhibitors or the Exhibition. If such activities are found, Exhibitors are requested to report to the Organizer at once.

非參展商嚴禁在會場內進行任何買賣或宣傳活動。參展商如有發現，請即通知主辦機構。

Exhibitors must undertake precautionary measures against fire risk in order to protect the general public. No materials are allowed to be placed on any passageways, corridors, staircases, staircase landings and the area marked with "yellow boxes". Any object being found unattended at escape routes will be disposed without prior notice. All costs of removal will be borne by the owner of

the article. Do not obstruct fire exits and sliding gates.

參展商應採取一切防火措施以保障大眾安全。任何通道、走廊、樓梯、樓梯平台以及標有“黃色方塊”的區域均不得放置任何材料。在逃生路線上無人看管的任何物體將被處置，恕不另行通知。所有移除費用將由物品的所有者承擔。不要阻礙消防通道和滑動門。

Each Exhibitor is responsible for damages done to other Exhibition booths, the Exhibition's property or to the properties of third parties.

參展商若損壞其他展台、場館設施或第三者物品，必須自行負責賠償。

The site operation time schedule must be strictly adhered to; repairs or alterations by removal or addition of materials must only be conducted outside the opening hour of the exhibition and with the prior consent of the Organizer.

參展商必須遵守施工時間表。若需要修整或更改展台設計，只可在每天展覽會完結後及經主辦機構同意下進行。

Exhibitors or their contractors or their agents must wear the official badges issued by the Organizer or there will be no admittance for them to the venue. The badges are strictly non-transferable.

參展商或其承建商或其代理必須佩帶工作證，否則不准進場地。工作證嚴禁轉讓。

Exhibitors should welcome all visitors to their booth(s). Under no circumstance should they act in a discriminatory way or prevent certain visitors from approaching their booth(s). Exhibitors should not display any discriminatory signs or messages at their booths.

參展商應歡迎所有參觀人士，無論任何情況下不應該對參觀者作出有差別的對待或阻止其參觀貴公司展台，參展商亦不應在展台內展示任何帶有歧視成份的標語及訊息。

No outside food or beverages are allowed in HKCEC. Exhibitors may purchase food and beverages at restaurants in HKCEC.

參展商不得攜帶外來任何飲品或食品進入香港會議展覽中心。如需進食，可惠顧位於會展中心內的餐廳。

Adverse Weather Arrangement 惡劣天氣安排

Tropical Cyclone Warning Signal No.8 or above or Black Rainstorm Warning hoisted prior to the opening Hours
八號或以上熱帶氣旋或黑色暴雨警告信號於展覽會開放前懸掛

In case of Tropical Cyclone Warning Signal No.8 or above or Black Rainstorm Warning Signal is hoisted on the move-in / move-out days, the Organizer will carry-on the move-in/move-out procedure under an acceptable weather condition.

如八號或以上熱帶氣旋或黑色暴雨警告信號於佈展 / 撤展期間懸掛，主辦機構將會在非惡劣的天氣情況下安排繼續該項進館/撤館程序。

If Tropical Cyclone Warning Signal No.8 or above or Black Rainstorm Warning Signal is hoisted before 8am during the exhibition day, the exhibition will remain closed for the whole day unless the Tropical Cyclone Warning Signal No.8 or Black Rainstorm Warning Signal is lowered on or before 2pm.

如八號或以上熱帶氣旋或黑色暴雨警告信號在展覽期間上午 8 時前發出，展覽會將會暫時關閉，直至天文台在下午 2 時或之前改掛較低熱帶氣旋警告信八號或除下黑色暴雨警告信號為止。

If Tropical Cyclone Warning Signal No.8 or above or Black Rainstorm Warning Signal is lowered at or before 2pm, the exhibition will be re-opened two hours after the Tropical Cyclone Warning Signal or Black Rainstorm Warning Signal is lowered. Exhibitors are reminded to re-deploy duty staff to man their booths before the exhibition is re-opened.

如八號或以上熱帶氣旋或黑色暴雨警告信號於下午 2 時或以前除下，展覽會將會在警告信號除下後兩小時重開。在此情況下，懇請各參展商安排有關的工作人員盡快返回工作崗位。

The exhibition will however remain closed if the Tropical Cyclone Warning Signal No.8 or above or Black Rainstorm Warning Signal is lowered after 2pm.

若八號或以上熱帶氣旋或黑色暴雨警告信號於下午 2 時後才除下，展覽會將暫停一天。

Tropical Cyclone Warning Signal No. 8 or above hoisted during the fair

八號或以上熱帶氣旋警告信號於展覽期間懸掛

If Tropical Cyclone Warning Signal No.8 or above is announced during the fair, the Exhibition will be closed two hours after the announcement. Exhibitors and visitors will be requested to leave the Exhibition within the two hours' period.

如八號或以上熱帶氣旋警告信號於展覽期間懸掛，主辦機構將會立刻作出廣播，宣布展覽會將於兩小時後關閉，並請在場的參展商及參觀人士於該兩小時內離開會場。

Black Rainstorm Warning Signal hoisted during the exhibition

黑色暴雨警告信號於展覽期間懸掛

If Black Rainstorm Warning Signal is announced during the fair, the Exhibition will remain open after the announcement. Exhibitors and visitors should be encouraged to stay in the venue until show end or until the signal is lowered for their own safety.

如黑色暴雨警告信號於展覽期間懸掛，主辦機構將會立刻發出廣播，宣布展覽會將會繼續舉行。並請在場的參展商及參觀人士應盡量停留在場地內，直到黑色暴雨警告信號取消為止或展覽會結束，以策安全。

Once Black Rainstorm Warning Signal is hoisted, visitors will still be registered and admitted.

如黑色暴雨警告信號於展覽期間發出，買家登記處將會繼續為買家登記，買家可繼續進場參觀。

The Organizer is not liable for any liability, losses, damages, costs and expenses arising from or in connection with the bad weather.

主辦機構不會承擔任何由惡劣天氣所引起的責任損失、損害、成本和費用。

Freight Forwarding 貨物運輸

Goods to the venue

Please send to the address below and mark the following information on the boxes.

Exhibiting Company Name:

Hall:

Booth No.:

Attention:

Contact No.:

To: BIOHK2023

Address: 1 Expo Drive, Wanchai, Hong Kong

貨物或展品如需直接寄往場地

請寄以下地址並將下列資料清楚列明於箱面上。

展覽公司名稱:

展覽館:

展台號碼.:

收件人:

聯絡號碼:

寄: 香港國際生物科技展 2023

地址: 香港島灣仔博覽道 1 號

Exhibitors must consign their own exhibits / goods to their own hired forwarders. The Organizer will not be responsible for any delivery matters.

參展商可委託貨運公司代收展品，主辦機構不負責接收任何參展品。

Goods should arrive the venue on 12 Sept 2023, not earlier or later. Please arrange your own staffs to undertake the deliveries. The Organizer will not take responsibility for any loss of or damages caused to unattended goods.

貨物需於 2023 年 9 月 12 日抵達場地，請安排工作人員於展台內收取貨品。因參展商疏忽看顧貨物或展品而引起之損壞或遺失，主辦機構概不負責。

Lorries entering the loading docks and cargo lifts must have the authorized **Vehicle Passes** issued by the Organizer which are required to be displayed on the vehicles' windscreens. Each Exhibitor entitled to receive **two** vehicle passes that will be dispatched three weeks before the Exhibition's Opening (**one for move-in & one for move-out**). Each pass is for **Single Use** and is only valid on the move-in and move-out dates designated by the Organizer.

所有進入貨物起卸區和貨運升降機的貨車，必須將主辦機構發出的**車輛通行證**展示於貨車的擋風玻璃上，每位參展商祇獲發**兩張車輛通行證**，**進場及離場各一張**並於展覽會前三星期由主辦機構郵寄給各參展商。此通行證可於主辦機構指定之進場及離場時間內**單次使用**。

To optimize the use of the loading docks for an efficient flow of traffic, a parking charge will be levied on vehicle exceeding the parking limit. The schedule of parking charge is as follows:

Trucks loading and unloading for more than 60 minutes (according to goods vehicle in-out record) is subject to charges:

Frist 2 Hours after 60mins	HK\$100 / half hour or part thereof
After 3 hours	HK\$150 /half hour or part thereof

Vehicles entering the loading area will be given a ticket with clock-in time. Charges will be collected at the exit with official receipt.

為加快卸貨區車輛流通，於所有進場日及離場當日，會展貨物起卸區將使用以下收費計劃：

車輛進場後首 60 分鐘	- 免費
進場 60 分鐘後第二個小時(或不足一小時)	- 港幣\$100
第三個小時及以上(或不足二小時)	- 港幣\$150 / 每半時

Exhibitors are not allowed to use their own heavy, mechanical transportation means (For example, hoist, crane, forklift, truck, jack lift, trolley, and etc.) to deliver their items into the booth. They **MUST** appoint the official forwarders to make onward delivery to their booth.

參展商不能使用自備的機械貨運工具，如吊勾車、吊臂車、剷車、油壓機、鐵輪手推車等把重型展品運往展台內。參展商**必須**委託大會貨運代理進行搬運。

There is NO storage space for empty crates / boxes or packing material in exhibition hall. Exhibitors are responsible for disposing them. Any goods or packing materials left at the corridor may be disposed without prior notice and extra removal charges will be incurred. Should you require temporary storage space, please contact the official forwarders for rates.

展覽館內**沒有**空間存放包裝空盒 / 木箱或包裝物料，參展商需自行清理。任何棄置於通道上的貨物或包裝物品將會被清理而不作另行通知，參展商亦會被徵費。如需臨時儲存包裝物品服務，請向大會貨運代理查詢收費詳情及細則。

Exhibitors must complete and return questionnaires in the afternoon of the last Exhibition day to obtain a move-out permit for departure. The information will be kept confidential and used for statistical purposes solely. Contents of the questionnaires will not be disclosed to any third parties without prior approval of the Exhibitors. However, the collected figures may be released and disclosed without prior consultation of the Exhibitors.

展覽會結束時，參展商**必須填寫有關參展問卷**並於展覽會最後一天下午交回主辦機構以換取離場許可證。所有提供之資料均絕對保密和只供統計用途，有關資料在未經參展商同意之前絕對保密，惟統計數字則可向外公佈而無須事先徵詢參展商。

If Exhibitors employ non-official forwarders, please complete Exhibition Service Form B.

如參展商委派私人運輸公司運送貨物，請填妥**展覽事務表格 B**。

No exhibit materials can be taken into the booth once the exhibition has been officially opened and no exhibit can be removed from the booth before the end of the Exhibition, except with the special permission from the Organizer. If you need to apply move-out permit before the last exhibition day, please go to the Organizer office and present your ID / passport and exhibitors' badges. Exhibitors must present the move-out permit to security guards at the exit upon each departure.

除經主辦機構特許外，展覽會正式開幕後，不得運入新展品；展覽會結束前不得把展品搬離會場。參展商須在每次正式離場時向護衛員出示離場許可證，方可攜帶展品離場。

According to the Fire Services Ordinance, it is prohibited to place any material at the pathway of power distribution appliances; and next to power supply unit.

根據消防條例，任何物品均嚴禁放置於電力裝置通道及展台上方的電力配電箱旁。

Caution on Third Party Promotional Offers 提防第三者推廣活動

It has come to the Organizer's attention that some other Exhibition / trade directories or organizations have sent invitations to Exhibitors inviting them to update or correct their data with their Exhibition directories and subsequently claimed Exhibitors for reimbursements.

These directories and organizations include but are not limited to the following:

Exhibition Guide (owned by Construct Data)

Expo Guide (owned by Commercial Online Manuals S de RL de CV)

Event Exhibition - The Exhibitors Index, and FAIR-Guide (owned by Avron s.r.o.)

The Organizer would like to stress that neither the Exhibition Guide, the Expo Guide, the Event Exhibition nor the FAIR-Guide has any connection with the Organizer or any of our fairs. The Organizer does not recommend exhibitors to sign any materials that you receive from Construct Data, Commercial Online Manuals Event Exhibition and / or Avron. If you have mistakenly entered into contract with Construct Data, Commercial Online Manuals, Event Exhibition and / or Avron, you should notify Construct Data, Commercial Online Manuals, Event Exhibition and / or Avron in writing and inform them that you dispute the validity of the contract based on mistake and / or misrepresentation. You should seek independent legal advice as to how to respond to any demand for payment that you may receive.

主辦機構注意到市場上有展覽名錄或行業指南的出版人或組織向參展商發出邀請，讓參展商更新或更正於他們的名錄或於指南內刊登之參展商資料，然後向參展商索取費用。

此等出版人或組織包括但不限於：

Exhibition Guide (由 Construct Data 所擁有) ·

Expo Guide (由 Commercial Online Manuals S de RL de CV 所擁有) ·

Event Exhibition - The Exhibitors Index 和 FAIR-Guide (由 Avron s.r.o. 所擁有)

主辦機構特此澄清及重申: Exhibition Guide、Expo Guide、Event Fair 和 FAIR-Guide 概與主辦機構或主辦機構的任何展覽完全無關。主辦機構並不建議參展商簽署任何從 Construct Data、Commercial Online Manuals、Event Fair 及/或 Avron 收到之文件。如閣下在錯誤情況下與 Construct Data、Commercial Online Manual、Event Fair 及 / 或 Avron 訂立合約，閣下應以書面通知 Construct Data、Commercial Online Manuals、Event Fair 及/或 Avron 指出基於錯誤或被誤導之情況下簽署該文件，有關合約應作無效處理。閣下應該就如何應對你可能會收到的付款要求尋求獨立法律意見。

Exhibition Badges 展覽會證件

-Exhibitor Badge 參展商工作證

All Exhibitors must wear Exhibitor's badge at the exhibition hall. Exhibitor will obtain 2 pieces of badges of standard full pass and 2 pieces of Academic Full pass for each 9 sqm booth. For additional badge request, please complete and return the Exhibition Services Form A to the Organizer.

所有參展商進入展館範圍均需配戴參展商工作證，每 9 平方米展台將獲派發 2 張標準參展商證和 2 張學術界標準通行証；如需額外通行証，必須提早向主辦機構申請並填妥及交回**展覽事務表格 A**。

-Contractor Badge 私人承建商工作證

Applicable to non-official contractors only. For badge request, please complete and return the Booth Decoration Form 2 to the Organizer. Once all duly filled forms are received, the Organizer will contact the non-official contractor for badge collection.

只限私人承建商申請，必須提早向主辦機構申請並填妥及交回**展台裝修表格 2**，當收妥所需文件後，主辦機構將會聯絡私人承建商領取。

-Temporary Badge 臨時工作證

All related personnel including courier, goods / floral / gifts delivery service must register and submit their delivery documents to the Organizer office on-site to apply for temporary work permit. All temporary badges must be returned to the Organizer's office before leaving the exhibition hall.

所有速遞、送貨、送花 / 禮品人士，需到現場主辦機構辦公室申請臨時工作證進場，經提交相關資料、核實及登記後，將提供工作證進場。離開展覽館前需交還臨時工作證。

-VIP Badge 貴賓證

VIP Badges are issued by the Organizer for invited VIP guests. If Exhibitor would like to apply for their VIP guests, please contact the Organizer.

只限由主辦機構邀請人士並由主辦機構派發。參展商如需邀請重要貴賓，可提早向主辦機構查詢。

-Media Badge 媒體工作證

Media / press visitors can register and collect badge at the media center onsite.

媒體觀眾可以於現場媒體中心登記及領取入場證。

Venue Specifications and Regulations 場地規格及守則

-Venue Specification 展覽會場地規格

Ventilation: Air-conditioned

通風設備: 空調

-Electrical Supplies 電力供應

General hall lighting will be provided by the Organizer.

Standard electricity supplies are: **220 voltage / 50 Hz for single phase**

380 voltage / 50 Hz for three phases

*Power Supplies to the booths will be switched off 30 minutes after the end of the Exhibition every day. 24-hour supplies can be provided by the official contractor but with prior arrangement. Such power supplies cannot be arranged at short notice and additional payment applies.

*No multiplugs can be used in the venue.

主辦機構提供基本展覽場館照明。

標準電力供應為: 單相 **220 伏特(Voltage) 50 赫茲(Hz)**

三相 **380 伏特(Voltage) 50 赫茲(Hz)**

*展台電力供應將於每日展覽會完結後 **30 分鐘**關閉。若需要 **24 小時**電力供應，請盡早與大會承建商聯絡安排，並須另付費用。

*參展商於場地內不得使用「萬能插座」。

-Storage 儲存貨品

No storage area will be provided for empty cartons, wooden crates, etc., at the venue. Exhibitors should make prior arrangement with their forwarders or agents to store their properties and packing materials.場地內沒有空餘地方為參展商儲藏木箱、紙箱等物品。參展商應與其運輸公司或代理商自行處理貯物事宜。

-Electrical Installation 電力裝備

To ensure safety, all electrical installation works must be conducted by the official contractor. Those exhibitors who retain non-official contractor should fill Booth Decoration Form 3A. Exhibitors must indicate the position of their electrical installation in Booth Decoration Form 1 for both standard electrical items and any additional order. If the actual power consumption of any exhibitors exceeds their applied limit, the Organizer will stop the power supply to their booths immediately and the Exhibitor will be liable for the damage caused.

為保障安全，除已遞交展台裝修表格 3A 申請供電的參展商外，所有電力安裝必須由大會承建商處理。參展商須在展台裝修表格 1(俯視圖)中列明其電力裝備之位置。如任何參展商實際耗電量超出申請之總電量，主辦機構有權立即停止該展台之電力供應，而參展商亦須負責賠償因此而引致之一切損失。

-Fire Precaution Measures 防火措施

No materials are allowed to be placed in the area marked with "yellow grid area". Do not obstruct fire exits and sliding gates.

所有物料及展品一律嚴禁放置於場館內的黃格地區或阻塞走火通道。

-Smoke-Free Venue 無煙環境

HKCEC is a non-smoking complex. Smoking is strictly prohibited in the entire indoor venue. Further, pursuant to the Hong Kong ordinance (Chapter 371), no person shall smoke or carry a lighted cigarette, cigar or pipe in designated non-smoking areas, or else

the person will be liable to a maximum fine of HK\$5,000. The use of electronic cigarette (either contain/not contain nicotine) is also prohibited on designated non-smoking areas.

香港會議展覽中心是非吸煙場地，不可在室內地方吸煙。根據香港法例第 371 章，任何人士不得在指定禁止吸煙區吸煙或攜帶燃著的香煙、雪茄或煙斗，否則最高可處罰款港幣\$5,000。電子煙（含有或不含有尼古丁）在非吸煙地區禁止使用。

-Loading / Unloading 展品起卸

Exhibitors may use the service lifts or freight lifts situated on Ground Floor to transport hand-carried items, light-weighted exhibits or display items that can be delivered to the Exhibition booth(s) by light trolleys / dollies. However, no trolleys or dollies with metal wheels are allowed. Escalators and passenger lifts must NOT be used to transport freight equipment or material of any nature.

Loading / Unloading activities shall only be carried out in the Loading / Unloading Area on Ground Floor.

參展商可使用地下的客運電梯或貨運電梯運送手提物品到展覽館內，亦可用手推車將輕便展品運往各展台，但場內嚴禁使用鐵輪手推車。扶手电梯及升降機只供訪客使用，不能作貨運用途。上落貨物只可於地下的貨物起卸區進行。

Food and Beverage 食物及飲料

No outside food or beverages are allowed in HKCEC. Exhibitors may purchase food and beverages at the food kiosks inside the venue or at restaurants therein.

參展商不得攜帶任何飲品或食品進入香港會議展覽中心。如需進食，可惠顧場地內的食物攤檔，或位於展會內的餐廳。

Exhibition Related Services 展覽相關服務

Official Contractor 大會承建商

Uniplan Hong Kong Ltd

Address: Room 2A, 2/F, Beverly House, No. 93-107 Lockhart Road, Wanchai, Hong Kong

Tel: +852 2294 3602

Fax: +852 2757 9019

Email: hongkong.biohk@uniplan.com Contact: Tom Website: www.uniplan.com.hk

online order platform: <https://order.uniplan.com.hk/register/S2023070002>

優尼營銷傳播 (香港) 有限公司

地址: 香港灣仔駱克道 97-103 號利臨大廈 2 樓 2A 室

電話: +852 2294 3602

傳真: +852 2757 9019

電郵: hongkong.biohk@uniplan.com 聯絡人: Tom

網址: www.uniplan.com.hk

在線訂購平台: <https://order.uniplan.com.hk/register/S2023070002>

Official Freight Forwarder 大會貨運代理

Rogers Worldwide (HK) Limited

Address: Unit D, 3/F., Nathan Commercial Building, 430-436 Nathan Road, Kowloon, Hong Kong.

Tel: +852 2111 1151

Fax: +852 2111 1152

Email: ronny@rogershk.com

Contact: Ronny

羅傑斯環球(香港)有限公司

地址: 香港九龍彌敦道 430-436 號彌敦商務中心 3 樓 D 室

電話: +852 2111 1151

傳真: +852 2111 1152

電郵: ronny@rogershk.com

聯絡人: Ronny

CL e-Logistics Solutions Limited

Address: Unit 720-721, 7/F, Topsail Plaza, 11 On Sum Street, Shatin, Hong Kong

Tel: +852 29978660

Fax: 852 29978018

Mobile phone: +852 98684577

Email: cs2@cleis.com

Contact: Thomas Leung

CL e-Logistics Solutions Limited

地址: 香港沙田安心街 11 號華順廣場 7 樓 720-721 室

電話: +852 29978660

傳真: + 852 29978018

手提電話: +852 98684577

電郵: cs2@cleis.com

聯絡人: Thomas Leung

The above parties are recommended by the Organizer to handle related services. All exhibitors reserve their full rights in retaining them or other companies.

以上乃大會提供之服務機構資料，參展商於選擇時，請自行作出權衡。

Booth Decoration 展台裝修須知

Decoration Forms Checklist 展台裝修表格核清單

Please complete and return the forms with full payment to the related parties directly before the following deadline.

請於截止日期前將所有表格填妥，連同全部款項直接交回有關服務機構。

Deadline: 截止日期: 12 Aug 2023			
1	Fascia Board & Location Plan 招牌板及展台設施位置圖	Compulsory (Standard /Premium/ Mini Booth) 必須交回 (標準展台)	Uniplan Hong Kong Ltd Address: Room 2A, 2/F, Beverly House, No. 93-107 Lockhard Road, Wan Chai, Hong Kong Tel: +852 2294 3602 Email: hongkong.biohk@uniplan.com
2A	Non-official Contractor Information 私人承建商資料	Compulsory if using non-official contractor 如使用私人承建商，必須交回	
2B	Method Statement / Risk Assessment 施工方法綱領及風險評估		
3A	Electricity Rental (Raw Space) 電力租賃(空地展台)		
3B	Electricity Rental (Standard Booth) 電力租賃 (標準展台)	If needed 如有需要	Contact: Tom Website: www.uniplan.com.hk 優尼營銷傳播 (香港) 有限公司 地址: 香港灣仔駱克道 93-107 號 利臨大廈 2 樓 2A 室 電話: +852 2294 3602 電郵: hongkong.biohk@uniplan.com
3C	Electricity Rental (Standard Booth) 電力租賃 (標準展台)		
4	Furniture Rental 傢俬租賃		
4A	Furniture Rental 傢俬租賃		聯絡人: Tom 網址: www.uniplan.com.hk
5	Communication Appliance Rental 通訊設施租賃	If needed 如有需要	

Full payment must accompany all Order Forms to us by cheque or bank draft before 12 Sept 2023. For the Booth Decoration Forms, 20% surcharge will be imposed to all late orders, and 30% surcharge for all orders made after 20 Aug 2023.
參展商必須於 2023 年 8 月 12 日前，將表格及費用一併交回有關機構。所有過期之裝修申請，需額外繳付百分之二十附加費；而所有 2023 年 8 月 24 日後之申請，附加費為百分之三十。

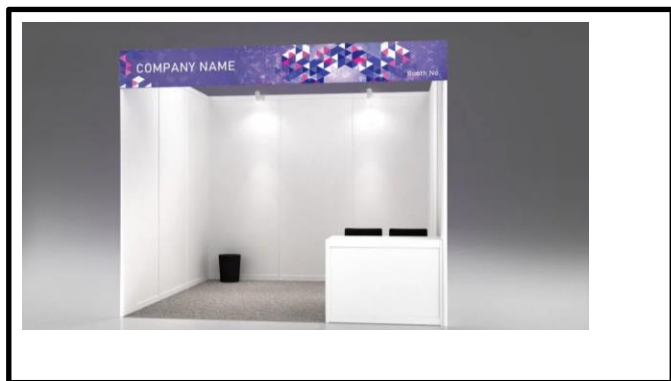
Move in / out Schedule 進場及離場時間表

Date & Time 日期及時間	Detail 詳情
Raw space contractors may build their booths 私人承建商佈置展台	08:00 -23:59, 12 Sept 2023 2023 年 9 月 12 日上午 8 時正至晚上 23 時 59
All booths to be completely dressed and exhibits displayed by* 所有展台佈置妥當及擺放展品*	12:00 -23:59, 12 Sept 2023 2023 年 9 月 12 日中午 12 時正至晚上 23 時 59
Removal of exhibits commences 將展品搬離場館	18:00 -23:59, 16 Sept 2023 2023 年 9 月 16 日下午 6 時正至晚上 23 時 59
Dismantling of all booths and removal of all materials and waste 展台拆卸及搬走所有物料及廢物	18:00 -23:59, 16 Sept 2023 2023 年 9 月 16 日下午 6 時正至晚上 23 時 59

*The Exhibition Hall will be opened for exhibitors at 8:30am from 14 – 17 Dec 2022 for their own preparation work. Exhibitors are required to wear exhibitor badges when entering the hall.

*於 2023 年 9 月 13 日至 16 日期間，展覽館會於早上 8 時 30 分開放予參展商進場準備。參展商進入展覽館時必須佩帶工作證。

Standard Booth 標準展台



The basic package for each 9 sqm standard booth (3mW x 3mD x 2.5mH) consists of:

- Aluminum system-made structure with infill panel
- 9 sqm carpet
- Information counter (1mW x 0.5mD x 0.75mH) x 1no.
- Black Leather Chair x 2nos.
- 23W Long arm spotlight (Daylight) x 2nos.
- A standard fascia board with company name, booth number and industry.
- Waste paper basket x 1no.

每個 9 平方米之標準展台均作如下**規格設計**：

- 展台由鋁質支架及白色圍板組成
- 9 平方米地氈
- 1 張諮詢桌(1 米闊 x 0.5 米深 x 0.75 米高)
- 2 張黑皮椅
- 2 支 23 瓦長臂射燈(日光燈)
- 標準招牌板包含參展商英文名稱、展台號碼及代表行業招牌板
- 1 個廢紙筒

Attention 注意事項：

Larger booths (For example, 12sqm or 15sqm) will have the same numbers of furniture and lighting items as a 9sqm booth. Only booths double in size of 9sqm (i.e.18sqm) will receive the double the number of basic furniture.

較大的展台(如 12 或 15 平方米)可獲與 9 平方米展台相同數量之基本傢俱及燈俱，而面積為 9 平方米兩倍(即 18 平方米)的展台，可獲得雙倍的傢俱及射燈。

Corner booth will have two open sides with two fascia boards carrying company name.

角位展台有兩面圍板，而招牌板會分別置於展台正面及轉角之一面。

Unless request by the exhibitor, the Organizer shall assume that exhibitors occupying two or more adjoining booths will have their partitioning panels in between removed.

如參展商訂購兩個或以上連續排列的展台，除非參展商特別要求，否則大會將拆除置於兩展台間之圍板。

All standard/premium/mini booths shall be constructed by the official contractor. No additional booth fitting or display may be attached to the shell booth structure. The exhibitor shall be fully liable for any loss incurred for any accidents, injuries and damages that may occur howsoever arises and need to compensate for the accidents, injuries and damages incurred if any. The fascia board, panel and its fixing structure must not be removed.

所有標準、特級及精裝展台均由大會承建商搭建。非大會供應的設施均不得裝嵌在標準展台的結構物上。否則參展商需承擔由此而引起之任何安全責任及對由此而引起的損壞作出賠償。公司招牌、圍板及標準展台設施均不可撤換。

The limit of height a booth is 2.5m. No free-standing materials may reach beyond the boundaries of the booth area.

標準展台高度限制為 2.5 米。任何裝置不得伸展超過劃定的展台界限。

Any drilling / nailing on the panels of booth is strictly prohibited.

禁止於展台圍板上鑽孔或錘釘。

Any sticker affixed on the panels of booth must be handled by the official contractor. Official contractor reserves the right to claim the cleaning cost / damage cost if stickers are affixed by the exhibitor themselves or by non-official contractor.

所有張貼於標準展台圍板上的黏貼貼紙，必須由大會承建商進行處理，如參展商或承建商自行黏貼貼紙，大會承建商將保留索取清潔及損毀費用。

Booth Decoration Regulations 展台裝修守則

All Booth Decoration Forms must be submitted on or before 1 Nov, 2022.

所有展台裝修表格須於 2023 年 8 月 12 日或以前交回有關機構。

For any facilities and services not indicated on the booth decoration forms, exhibitors should contact the contractors directly.

參展商如欲租用展台裝修表格內未有刊出之物品，可直接向相關承建商查詢。

All items are on rental basis only and exhibitors must keep the item(s) in good condition.

參展商必須保持所有租用物品完整無缺。

All electrical work must be carried out by the official contractor except those exhibitors tendered application under Booth Decoration Form 3A.

除已於展台裝修表格 3A 中申請供電的參展商外，所有電力裝置及接駁必須由大會承建商施工。

Each rented power socket can serve only one electrical appliance. If exhibitors or non-official contractors bring in their own lighting appliances for booth decoration, they need to submit all lighting distribution details and pay the lighting connection charges or the lighting power sockets to the official contractor.

所有租用插頭只限用於一件電器用品。參展商或私人承建商如自備射燈或光管作展台裝修用途，必須交付接駁費用或租用燈具電力插座，而燈光安裝及接駁必須諮詢大會承建商。

No multiple or extension cord shall be used within the venue.

參展商禁止使用「萬能插座」及電源延長綫。

If necessary and needed, main switch and distribution board may be installed within booth area at official contractor's discretion.
大會承建商或會按需要將開關掣及運載保護分線箱安裝於展台內的適當位置。

Electrical items will be installed according to the specified location plan (Booth Decoration Form 1). If no instruction is received by the official contractor about the location of such electrical items, then they shall install them according to the booth position. Any onsite changes as requested by the exhibitors are subject to surcharges and availability of time and manpower.

大會承建商根據參展商填交的展台設施位置圖 (展台裝修表格 1) 在指定位置安裝。如參展商未有填交，承建商會根據大會展台規格安裝電力，現場更改須視乎當時人手及時間許可而定，承建商亦會收取適量之附加費。

There will be NO refund or exchange of items ordered onsite.

所有現場租借之物品不能退換。

All items are not transferable among exhibitors.

參展商不能擅自轉換所有租借物品。

Cancellation of orders will only be accepted in writing before the stipulated deadline for placing orders (1st Dec 2022). All cancelled orders will be subjected to a 30% cancellation charge.

取消租用傢俬或電力，必須於截止日期前(2023 年 8 月 24 日)以書面提出，而所取消的申請需繳付 30%作取消手續費。

The Organizer reserves the rights to alter or remove any booth which differs from the approved specification and / or does not conform to the Organizer's rules and regulations without prior notice and at the exhibitor's own expense.

如任何不符合認可規格或主辦機構所定之規則之展台，主辦機構保留權利進行改建及/或清拆而毋須另行通知。有關費用一概由參展商負責。

The Organizer is released from any liability to the exhibitor, its employees, agents, representatives and contractors for any losses or damages howsoever arise and incurred due to their works on the booth, the booth area, and their presence at the fair, including loss or damage to the booth fittings (including exhibitors' displayed items, facilities and their own personal properties).

除受法律所禁止或限制的範圍外，主辦機構在此免除對參展商、其員工、代理人、代表及承建商就標準展台、展台範圍或其停留在展覽會所蒙受的任何損失或損害(包括對參展商之裝置或個人財產所造成的損失或損害)所須承擔之任何法律責任。

Non-official Contractor 私人承建商須知

All individual contractors including exhibitors who decorate their own booths are regarded as "Non-official Contractors". Exhibitors using Non-Official Contractors must inform and obtain consent from the Organizer before any of the Non-Official Contractors are permitted to work onsite. Exhibitors may appoint any competent booth contractor to design and construct their booths. Please ensure that their workers are local workers and / or valid working visa or permits to work in Hong Kong who can lawfully work in Hong Kong. The Organizer reserves the right to reject any unqualified contractor and design that they consider unqualified and inappropriate.

所有承建商包括自行裝飾展台的參展商均屬於「私人承建商」。參展商若聘用私人承建商進行個別裝修及展台設計，須先徵詢主辦機構同意方可進行。參展商可委聘任何符合資格的承建商設計及蓋建展台，並確保其員工為本地合法勞工或持有效香港工作許可證。主辦機構有權拒絕接納任何不合級資格承建商及展台設計圖樣。

Compulsory Items 必須提交項目

Non-official Contractor Information (Booth Decoration Form 2)

私人承建商資料(展台裝修表格 2)

Construction drawing with full dimensions, construction materials and technical plan (Including booth design plan with size, height and lighting distribution plan)

按照實際尺寸的展台設計草圖、展台建築用料及施工圖(包括展台設計及電力分佈圖)

Site-work deposit (only accept cheques or deposit into official contractor's bank account)

現場施工按金(只接受銀行支票或直接存入大會承建商之銀行戶口)

Copy of Insurance Policy Cover

保險細則副本

Remarks: Please submit all above items before deadline - **1 Nov 2022**. No admission for contractors if either one of the above items has not been submitted or if the plans for such work have not been received and commented.

備註: 敬請於**截止日期 2023 年 8 月 12 日**前提交所有上述資料。如私人承建商未能遞交以上任何一項或展台設計圖不符合規定，均不得進入會場施工。

Construction Drawing 展位設計圖

Contractor should submit details of the construction plan to the official contractor for their handling.

參展商若聘用私人承建商或自行裝修展台，必須於截止日期前提交私人承建商的資料及展台設計圖予大會承建商。

All construction plan must conform to all statutory requirements and those set out in this manual and must include the following:

所有設計圖必須符合主辦機構之規則及於本手冊內所制定之規條，並且必須包括以下內容。

Plain view, showing clearly all dimensions, walling and fascia board' s name.

平面圖，清楚地顯示所有尺寸，牆面和招牌板名稱。

Elevation views showing clearly all dimensions, graphics, etc.

立面圖並須清楚顯示所有尺寸、圖案等。

Structural calculations / drawings proving structural stability, weight loadings, etc.

結構計算/圖紙必須證明結構穩定及重量負荷合適等。

Details of materials and fire protection.

詳細的材料應用和防火措施等。

The booths must be designed so that they can be safely erected, dismantled and removed within move-in / out time available.

展台的設計必須符合可於搭建及撤展時，可安全地進行安裝、拆卸及移除之原則。

No alternation is allowed after the booth design is approved, unless prior written approval is obtained from the Organizer.

除非經主辦機構書面同意，否則展台設計一經給予批核後，將不得更改。

Exhibitors who opt for raw space will be given exhibition floor space only. Carpeting, wall partitions, basic furniture will be NOT provided. Exhibitors need to design and set up their own booths themselves. Please inform the contractor for rental details if any of the above items are required.

主辦機構只提供展覽空地予以空地形式參展之參展商。地毯及所有設備，例如圍板及傢俬，都不包括在內，參展商須設計及搭建其展台。如需以上設施，煩請向承建商申請租用。

Exhibitors who opt for Standard Booth will be given basic furniture. All booths must be constructed by the official contractor.

Exhibitors must use the Organizer's supplied materials on their booths, otherwise they will bear sole responsibility on safety issues and damages incurred. No booth-fitting or display can be replaced or altered.

所有標準展台之參展商均會獲得基本傢俬。所有標準展台均由大會承建商搭建，非大會供應的設施均不得裝嵌在標準展台結構的物料上，否則，參展商需承擔由此而引起之任何安全責任及對由此而引起的損壞作出賠償。公司招牌板，圍板及標準展台設施不可撤換。

Site-Work Deposit 現場施工按金

All non-official contractors or exhibitors who construct their own booths must submit Non-official Contractor Information (Booth Decoration Form 2) accompanying site-work deposits to the official contractor.

所有私人承建商(包括自行裝修展台的參展商)必須限期前繳交現場施工按金予大會承建商。

The site-work deposit is HK\$50,000 per exhibitor. Contractors or exhibitors can pay the deposit either by cheques or by money transfer into official contractor's bank account directly.

展台之現場施工按金為每一參展商港幣 50,000 元，承建商或參展商可以支票支付或可直接存入大會承建商銀行戶口。

The site-work deposits will be refunded within 45 days after the end of the exhibition provided that the clearance of the site by the non-official contractors, no damage being recorded by the venue management and no violation of rules and regulation set by the Organizer and all necessary documents are submitted and without interest.

私人承建商若能遵守主辦機構所定之施工規則，沒有導致主辦機構蒙受任何損失及沒有違反主辦機構定下之守則，現場施工按金將於展覽會結束後 45 天內無息發還。

Exhibitors who retain the official contractor to conduct special design works only need to return the form of Non-Official Contractor Information (Booth Decoration Form 2) and need not to pay any site-work's deposits.

參展商若聘用大會承建商進行個別裝修及展台特別設計，只須填寫私人承建商資料(展台裝修表格 2，但無須繳交現場施工按金。

Contractor badges & Vehicle Pass 承建商工作證及車輛許可證

The Organizer will inform non-official contractor to collect badges and vehicle passes after all compulsory items and deposits have been received and the plans have been approved. Do note that Vehicle pass is granted for SINGLE USE only.

當私人承建商遞交所有必須之文件和按金，以及展台設計圖獲得批核後，主辦機構會聯絡私人承建商領取工作證及車輛許可證。車輛許可證只可使用一次。

All hired workers must be local workers or overseas workers having valid working visa / permits to work in Hong Kong.

所有受聘工人必須為本地合法勞工或持有有效香港工作許可證之海外人士。

Non-official contractors must wear and display their badges at all time in the venue. No admission will be granted to people without badges or not bearing his own badge. Site-work deposits will be deducted if there is any violation herein. The Organizer or the security staff reserves the right to refuse admission of anyone breaching this clause and forfeit their badges.

於展覽期間，私人承建商必須配帶及展示工作證作保安檢查。沒有工作證或並非持有本人之工作證的人士，均不得進入會場，現場施工按金亦會被扣除，主辦機構及保安人員有權查核持證人之身份證明文件，於有需要時沒收其工作證。

Non-official contractors must acquire the "Green Card" and have it properly displayed when working at HKCEC. HKCEC's security personnel reserve the rights to refuse admission to those who fail to provide valid credentials.

凡進入香港會議展覽中心工作的承建商，必需持有平安咭並需適當地展示出來，否則博覽館保安人員有權拒絕該人士進入。

Insurance 保險

Non-official contractor is obliged to take out and maintain public liability insurance in respect of the non-official contractor's liability for death or injury to any person, or loss or damage to property arising out of the performance of the services in a sum not less than HK\$15,000,000 for any single claim. In addition, non-official contractor shall take out and maintain valid and adequate insurance cover against theft, fire, damages to property, accidents, natural calamities, acts of God and such other risks normally insured against by a reasonable person in the position of the non-official contractor, or as the Organizer may require, in connection with, inter alia, non-official contractor's properties (including all equipment, fittings, furniture, materials and other facilities used or provided by the non-official contractor in the performance of their services) and the performance of their services. The insurance shall be maintained in force at all times during the move-in period, exhibition period and move-out period. Non-official contractors shall provide a full copy of their insurance policy to the Official Contractor for their record.

私人承建商必須購買有效及不少於港幣 15,000,000 之公眾責任險保險範圍，應包括但不限於人身傷害、財物損毀。私人承建商必須於展覽期間(包括進場、展覽期間及離場)就私人承建商的財物及其活動及其他項目存有有效及充足的保險，包括盜竊、火災、財物損毀、意外、自然災禍、天災以及其他通常由承建商投保的及或主辦單位要求投保的風險。私人承建商須將其保險細則交予大會承建商。

Site Operation Timetable 現場施工時間表

For RAW SPACE Non-Official Contractors 空地展台私人承建商:

Date & Time 日期及時間	Detail 詳情
Raw space contractors may build their booths 私人承建商佈置展台	08:00 -23:59, 12 Sept 2023 2023 年 9 月 12 日上午 8 時正至晚上 23 時 59
All booths to be completely dressed and exhibits displayed by* 所有展台佈置妥當及擺放展品*	12:00 -23:59, 12 Sept 2023 2023 年 9 月 12 日中午 12 時正至晚上 23 時 59
Removal of exhibits commences 將展品搬離場館	18:00 -23:59, 16 Sept 2023 2023 年 9 月 16 日下午 6 時正至晚上 23 時 59
Dismantling of all booths and removal of all materials and waste 展台拆卸及搬走所有物料及廢物	18:00 -23:59, 16 Sept 2023 2023 年 9 月 16 日下午 6 時正至晚上 23 時 59

Non-official contractors should strictly follow the above schedule. No early move-in and overtime works will be allowed. All construction material equipment and waste must be moved-in / removed within the above schedule. All site work deposits will be deducted if any contractor fails to comply with the above schedule.

私人承建商必須依時進場及完工，不得提早進場及超時工作，而裝修展台之物料、工具及廢料亦必須於以上指定時間內搬進或搬離會場。如承建商未能配合以上時間表，現場施工按金將會被全數扣除。

Move-in / out Arrangement 進場及離場安排

For security reason, only one entrance gate will be opened for non-official contractors' to move-in and move-out materials and labours.

為保安理由，私人承建商之展台裝修物料及工作人員只可於一個特定入口進出展覽館。

All non-official contractors' construction materials are subject to random check during move-in or move-out.
於進場或離場期間，私人承建商之進出物料或須進行抽樣檢查。

During dismantling period, all materials must be kept within the booth area until their hired vehicles attend the loading bay.
於拆卸展台期間，所有物品必須放置於所屬之展台內，待其聘用的貨車到達後才可搬到貨物起卸區。

During the move-in and move-out period, anyone admitted to exhibition hall(s) must wear Reflective Safety Vest.
於進場及撤展期間，所有進入展館的工作人員必須穿上反光背心。

All contractors should strictly follow the move-in & out schedule. No prior move-in & out without Organizer's prior consent is allowed. Otherwise, all labors and construction materials will be required to leave the hall immediately and all site work deposit will be deducted.
承建商必須遵照大會編定之進場及離場時間表，不得提早進場及離場，一經發現，所有工人及其建築物料須即時離場，現場施工按金亦會被全數扣除。

If exhibitors or their non-official contractors do not yet complete the dismantling and move out the materials / waste after 2400hrs on 17 Dec 2022, all site-work deposits will be confiscated. If the deposits cannot cover the over-time charges, the Organizer shall charge the exhibitor and / or the contractors for outstanding sum, if any.
若參展商或其私人承建商於 2023 年 9 月 16 日午夜 12 時後仍未拆卸所有裝飾、展台物料、搬走傢俬及將所有廢料搬離會場，其施工按金將會全數扣除。如其按金未能覆蓋超時罰款，主辦機構將有權追收差額。

Loading and Unloading Overtime Charge 裝卸貨物超時收費

To optimize the use of the loading docks for an efficient flow of traffic, a parking charge will be levied on vehicle exceeding the parking limit. The schedule of parking charge is as follows:

Trucks loading and unloading for more than 60 minutes (according to goods vehicle in-out record) is subject to charges:

First 2 hours after 60mins HK\$100 / every 30 mins or part thereof

After 3 hours HK\$150 / every 30 mins or part thereof

*Accept only Octopus/Visa/Master Card

No ticket offered for clock-in time, HKCEC would mark the entering time on vehicle permit before all vehicles entering loading area. Charges will be collected at the exit with official receipt.

為加快卸貨區車輛流通，於所有進場日及離場當日，會展貨物起卸區將使用以下收費計劃：

車輛進場後首 60 分鐘	- 免費
其後兩小時內	- 港幣\$100 /每半小時收費(或不足半小時)
超過三小時	- 港幣\$150 /每半小時收費(或不足半小時)

*只接受八達通/Visa/Master Card

場館方將計算車輛進入起卸區時長，車輛離場時繳付費用並獲發收據。

Construction Constraints and Regulations 建築限制及施工守則

9.1 Height Limit for Raw Space Booths 空地展台高度限制

The height limit for single storey structure of raw space booth is 4 meters; two-storey structure of raw space booth are not allowed due to the security reason.

單層結構空地展台高度限制為 4 米高；雙層結構空地展台因安全原因不得建造。

All booths and temporary structures exceeding 3 meters tall must be constructed under the supervision of an Authorized Person / Registered Structural Engineer. The Authorized Person / Registered Structural Engineer shall verify the stability of the booths or Temporary structures onsite and submit a safety report(including “Supervision Report” , required for booth above 3 meter height, and “Justification Report” required for booth above 4.5 meter height. Details please refer to the form below) to the official contractor on 1 Nov 2022. An Authorized Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Survey (AP-List III). Please refer to www.bd.gov.hk/english/inform/index_ap.html. An “Authorized Person” is legally defined in The HKSAR Building Ordinance Chapter 123.

搭建高於 3 米以上的“展位”或“臨時搭建物”須由認可人士或註冊結構工程師的監督，並於現場檢查及批核這些“展位”或“臨時搭建物”的結構穩定性。安全性報告需於 2023 年 8 月 12 日提交予大會承建商（3 米及以上應提交“監督報告”，4.5 米及以上應提交“需要核准人士/註冊結構工程師結構支持理據報告”，具體請看下表）。認可人士包括註冊建築師名單（認可人士名單 1）、註冊結構工程師（認可人士名單 2）或註冊屋宇測量師（認可人士名單 3），請參考以下網站：www.bd.gov.hk/english/inform/index_ap.html。認可人士的定義於香港建築物條例第 123 章詳述。

The Organizer and the official contractor reserves the right to prohibit any access to the booth and / or to modify or dismantle it. Exhibitor must accept full responsibility for the safety of the booth as the Construction Sites (Safety) Regulations (Chapter 59I) is applicable.

主辦機構及大會承建商有權禁止所有人士進入有關展台及或對其展台作出改動或拆除其展位。基於《建築地盤(安全)規例》(第 59I 章)的要求，參展商應對其展台的安全負責。

9.2 Booth Construction 展台搭建

Exhibitors / Contractors, upon arrival and before commencing booth construction work, are required to check if the site is set out as per in the floor plan. Please report to the Organizer immediately if there is any error. If the error has not been reported, the Organizer will not be liable to the same if construction work has been started.

如參展商或承建商在動工蓋建展台前，必須確定展台位置與主辦機構公布的場地圖則相符，如有任何不符，應立即通知主辦機構。凡事前未有知會主辦機構而於動工後始提出的投訴，主辦機構概不受理。

For "raw space" booths, the company name, booth number and country of the exhibitors must be prominently displayed at the booth and faced to aisle. This information must be complied with the information in the application form. If any violation of this rule is found, the Organizer reserves the right to affix the mention information into as appropriate and to charge the cost incurred.

空地參展商須將公司名稱、展台號碼及國家擺放於展台面向通道的顯眼位置。參展商資料必須與參展申請表相同。如未能遵守以上規定，主辦機構有權代為安裝於適當位置，費用由參展商負責。

No portion of any structure (including lighting fixtures) may extend beyond the boundaries of the booth area.

任何展台設施(包括燈飾)不得伸展超逾劃定的展台界限。

Any signage or visual that is over 2.5 m tall and facing the adjacent booth must be set back from 0.5m of booth boundary. The common side-wall that border with other booths should be above 2.5m tall and should be well painted in plain color, smooth, tidy and without any decoration.

任何超過 2.5 米面向毗鄰展台的公司招牌及裝飾，必須放置於展台界線 0.5 米以內的地方。所有與其他展台相鄰的側牆，於高於 2.5 米處必須以素色、平滑，整齊妥當及沒有任何公司商標或圖案等裝飾。

The maximum distance from any part of the booth to an open side, or exit, or to a gangway, must not exceed 18m long. and doors of such exit must not block the pathways and aisles.

展台每 18 米須設一個出入口，而該出口的門只可向展台內開關，不可阻礙通道。

All constructions, including banners, archways, carpet placing and etc. can only proceed within the exact area as stated in the agreement between the exhibitor and the Organizer. Without the Organizer's consent, no special construction and promotional installment beyond their booth are allowed.

所有裝修，包括橫額、拱門建築、地氈鋪設等只可於參展商與主辦機構簽定合約內之指定展台範圍進行。除獲得主辦機構核准，否則一切於展台範圍外的特別建築及宣傳活動一律禁止。

All drapes, curtains, fabrics, signs, facias, decorative materials, night sheets, backdrops, banners, coverings, plastics, skirts, carpet flooring and all other materials used in the construction and decoration of booths, temporary structures, stages or other scheduled exhibition installations or components, must be made of non-combustible materials which must be inherently non-flammable or durably flameproof and may be inspected by authorized personnel of AisaWorld-Expo or the Hong Kong SAR Government to verify compliances. All contractors must have relevant documentation relating to fire tests, flame tests, fume tests and other similar tests available as required by the relevant Hong Kong's Legislation and Regulations. For safety concerns, all the construction with wooden materials, at least one functional fire extinguisher must be put at a conspicuous spot within the booth area during the construction period.

"展台"、"臨時搭建物"、舞台或其他"預定展覽"裝置或組件搭建和裝修中將用的所有窗簾、門簾、織物、標記、飾帶、裝飾材料、夜光布、背景幕、橫幅、遮蓋物、塑料品、防護罩、地毯材料及所有其他材料必須屬非可燃材料，質地屬於非易燃品或防火耐用性材料。香港會議展覽中心或香港政府受權代表可能會檢查這些材料的合規性。參展商或承建商必須提供有關防火試驗、燃燒試驗、煙燻試驗及相關法例及規例可能要求的其他類似試驗的相關文件。為安全起見，凡使用木料蓋建之展台，私人承建商必須於施工及展覽期間在展台內當眼處位置放置一個有效的滅火筒。

No other suspended items and displays are allowed from the ceiling of the exhibition hall other than approved suspended ceiling banners. Hanging or suspending structures are not allowed. All structures built on the ground must be able to stand alone without the need of external support.

除懸空廣告牌外，不得於展覽館內的天花板懸掛垂飾。所有展台建築的結構必須在沒有任何吊件輔助下能獨立支撐的。

No construction materials, equipment, empty crates or packing materials could be placed at the loading area or inside exhibition halls during the period of Exhibition. Any material left unattended therein will be disposed without prior notice and site-work deposits will be deducted.

所有裝修展台之用料、機器及包裝材料均不得存放於貨物起卸區及展覽館內。任何棄置於貨物起卸區的物品將會被清理而不作另行通知，而施工按金亦會被扣除。

Paint spraying, welding and the use of electric saw are strictly prohibited in the venue. Drilling and / or nailing on the floor is not allowed.

展覽場地內嚴禁噴漆、燒焊及使用電鋸。不可於地上鑽孔或錘釘。

Exhibitor / contractor should appoint an authorized person for onsite supervision of installation and dismantling works.

參展商或承建商需委派一名負責人在場監管搭建及拆除展台的施工。

Exhibitors and non-official contractors must comply with Occupational Safety and Health Ordinance in constructing and dismantling the booths and they need to ensure the workplace is safe and healthy. For more information, please visit the website:

www.labour.gov.hk/eng/legislat/content4.htm

參展商及私人承建商必須遵守職業安全及健康條例確保僱員在工作時的安全及健康，如需更多資料，請瀏覽以下網址：

www.labour.gov.hk/eng/legislat/content4.htm

Ladder exceeding 2m long are prohibited to use inside the venue. Do not stand and move the ladder at the same time and exhibitors must ensure the ladder is solid and steady on an even and solid ground.

場地內禁止任何人使用高度超過 2 米的梯子。移動梯子時不要站於其上。應確保梯子穩定、有堅實平坦的立腳處。

If the construction / dismantling work is carried out at 2m or more above the ground, contractors should use high-reach equipment, such as metal scaffolding. In addition, the scaffold shall not be used on a construction site unless the Form 5 report for Metal Scaffolding has been made by a competent person. This form should be displayed in a prominent location of the scaffold specifying the location, the extend of the scaffold on the site and a statement to the effect that the scaffold is in safe working order, strength and stability. All workers on-site must wear safety belt when construction works are carried out at 2m high or more above the ground.

任何搭建或拆卸工程於距離地面 2 米或以上的高度進行，承建商必須使用高架設備，如金屬棚架。此外，承建商必須提交由合資格人士填寫的金屬棚架表格五，方可在施工作地使用棚架。此表格必須張貼於棚架的當眼處，說明棚架的所在地點和範圍，並註明棚架處於安全操作狀態，而且堅固穩當。於距離地面 2 米或以上高度施工的工人並必須配戴安全帶。

9.3 Electricity and Lighting Installation 電力及燈飾安裝

Non-official contractors for booth and space's works can only apply for power supply by using Booth Decoration Form 3A. All electrical fitting and wiring including the lighting brought and installed by booth exhibitor or contractor must be installed in compliance with Electricity (wiring) Regulation of Hong Kong Electricity Ordinance. All electrical installations must be carried out by a qualified electrician with a valid "certificate of registration of electrical worker" and completed WR1 Form must be submitted after installation. For any self-brought lighting items installed by contractors or exhibitors, all wirings and works should follow the safety standard in compliance with the Electricity (wiring) Regulation of Hong Kong Electricity Ordinance.

空地展台私人承建商只可選擇透過展台裝修表格 3A 申請供電。而所有電力裝置及電線安裝包括標準展台之私人承建商或參展商自攜之燈具必須遵照香港電力條例的電力(電線接駁)規定。所有電力安裝技工必須持有「香港電業工程人員註冊證明書」。及現場提交「完工證明書」(WR1)。而私人承建商或參展商自攜之燈具電線必須符合香港電力安全條例之標準。

Illegal electricity wiring or connection is prohibited, and electricity supply will be terminated if any illegal or irregular acts are found, in such case the exhibitors' deposits will be deducted.

為免影響正常電力供應，禁止任何非法電力接駁。如有違規，將會被停止供電及扣除按金。

If the actual power consumption of any booth exceeds the applied electricity supply quota, the Organizer will stop power supply to that concerned booth immediately and the exhibitor therein will be liable for the damages caused.

如任何參展商實際耗電量超出申請之總電量，主辦機構有權立即停止該展台之電力供應，而參展商亦須負責賠償因此而引致之一切損失。

All lighting fixtures should be installed at least 2.2m above ground. If not, they should be well protected so as not to cause hazardous or dangers to the general public.

所有燈飾裝置必須安裝於離地 2.2 米以上，否則應有適當的保護設施以保障公眾安全。

No lighting fixture or light rays may be lighted beyond the boundaries of the booth. If the lighting effect affects other booths nearby, the Organizer is entitled to request the exhibitor to make change.

任何燈飾或燈光光線不可伸展或照射出劃定的展台範圍，如燈光效果影響其他鄰近展台，主辦機構有權要求參展商作出更改。

Enforcement of Green Card System 實施平安咭制度

Hong Kong's Labour Department, Hong Kong Exhibition and Convention Industry Association Hong Kong Convention and Exhibition Centre and AsiaWorld Expo have concurrently agreed to endorse the contractor Green Card System at AsiaWorld-Expo. Effective from 1 January 2010, contractors entering the venue for construction works are required to obtain the Construction Industry Safety Training Certificates ("Green Card").

香港勞工處、香港展覽會議業協會、香港會議展覽中心及亞洲國際博覽館一致同意實施平安咭制度。由 2010 年 1 月 1 日開始，凡進入香港會議展覽中心裝拆展台的承建商必須持有建築業安全訓練證書，即「平安咭」。

The Green Card System will only apply to booth builders who enter the venue for any kind of construction work (e.g. assembling / dismantling of booth, showcase, furniture, electricity work, etc.) The main objective is to ensure that mandatory basic safety training has been provided to contractors working at the venue.

「平安咭」制度只適用於所有搭建及裝嵌員在場地內進行有關工程工作如展台、飾櫃、傢俬的搭進 / 拆卸、電力工作等，其目的是確保承建商在展館工作前已受到強制的的基本安全訓練。

From 1 June 2010 onwards, all booth builders must possess such "Green Card" qualifications and have it properly displayed when working at HKCEC. HKCEC's security personnel reserves the right to refuse entry for those who fail to provide valid credentials.

由 2010 年 6 月 1 日開始，凡進入香港會議展覽中心工作的承建商，必需持有平安咭並需適當地展示出來，否則博覽館保安人員有權拒絕該人士進入。

Part 2 Exhibition Service Forms 第二部份 展覽事務表格

FORM 表格 A EXHIBITOR BADGES 參展商工作證

Please send back to:

BIOHK

Email: cs@bio-hk.com

Contact Person: Dean Lin

Tel.: +852 3902 2958 / +852 3902 2945 / +852 2799 7688

請交回主辦機構:

香港國際生物科技展

電郵: cs@bio-hk.com

聯絡人: Dean Lin

電話: +852 3902 2958 / +852 3902 2945 / +852 2799 7688

Deadline: 12 Aug 2023 截止日期: 2023 年 8 月 12 日

Fax.: +852 2799 7688

傳真: +852 2111 9762

Each representative of an exhibiting company must wear the badge issued by the Organizer as identification at all times inside the venue.

於展覽場內，所有參展商之工作人員必須佩帶參展商工作證。

All exhibitors' badges are strictly non-transferable. Security guards and the Organizer's staff will conduct random identity check in the venue. The Organizer will refuse admission of any person holding / using badge of other person and will also confiscate the misused badge.

參展商嚴禁轉讓或給予其他人使用其參展商工作證，保安人員及主辦機構工作人員將於展覽場地抽查在場人士之工作證，如發現參展商持有及使用屬於他人之工作證，主辦機構將立即沒收該證並拒絕該名人士進場。

Each company is entitled to apply 5 badges per 9sqm booth. For example, exhibitor who has a 18sqm booth is entitled to apply 10 complimentary badges, and etc. Please complete the following table and return before deadline. Please photocopy this form if necessary. Badges will be issued at the check-in counters located at the entrance of the venue on 12 Sept 2023 from 12:00 to 20:00. 每 9 平方米展台面積只限申請 5 個通行證，如 18 平方米展台面積的參展商，便可申請 10 個通行證，如此類推。請填寫下列資料，在截止日期前交回。如有需要額外工作證，請複印此表格填寫。參展商可於 2023 年 9 月 12 日中午 12 時至下午 8 時在展覽館入口處領取。(TBC)

Exhibitors must bring along the company chop / name card when collecting exhibitors' badges. Collector must be one of the exhibitor badges applicants.

領取參展商工作證時，參展商必須出示公司印章或公司名片及領取工作證代表人之身份證明文件。領證人必須為以下其中一位參展商工作證申請人。

If an exhibitor's badge is lost, damaged, forgotten or exhibitor needs extra badge during the fair, they should apply for a new badge at Organizer office personally. Applicant needs to be accompanied by a colleague who already has a badge. The Fee of each badge applied onsite is HK\$50.

如參展商於展覽期間遺失、損毀、忘記攜帶或需要額外參展商工作證，參展商必須親身前往會場內主辦機構辦公室申請新證。申請人需由已申請工作證之同事陪同下補領新證。每個現場申請之工作證費用為港幣 50 元正。

Please fill in the followings in Block Letter 請以正楷填寫以下資料

	Staff Name 職員名稱		Position 職位
	Given Name 名	Surname 姓	
1			
2			
3			
4			
5			
Quantity of Badge 工作證數量:			

Booth No. 展台號碼： _____ Contact Person 聯絡人： _____

Company Name 公司名稱： _____

Tel 電話： _____ Fax 傳真： _____

Date 日期： _____ Company Stamp & Signature 公司蓋章及簽署： _____

Form 表格 B Non-official Forwarders' Badges 私人運輸商工作證

Please send back to:

Uniplan Hong Kong Ltd

Address: Room 2A, 2/F, Beverly house, No. 93-107 Lockhard

Road, Wan Chai, Hong Kong

Tel: +852 2294 3602

Email: hongkong.biohk@uniplan.com

Contact: Tom

Website: www.uniplan.com.hk

請交回大會:

優尼營銷傳播 (香港) 有限公司

地址: 香港灣仔駱克道 93-107 號利臨大廈 2 樓 2A 室

電話: +852 2294 3602

電郵: hongkong.biohk@uniplan.com

聯絡人: Tom

網址: www.uniplan.com.hk

Deadline: 12 Aug 2023 截止日期：2023 年 8 月 12 日

Exhibitors who employ non-official forwarders for shipment arrangement can apply badges for them. The forwarders' badges are valid on:

參展商如委聘私人運輸運送展品物料，可為其申請工作證。私人運輸工作證有效期為：

Detail 詳情	Date & Time 日期及時間
Move-in 進場	12:00, 12 Sept 2023
Move-out 離場	23:59, 16 Sept 2023

All forwarders must wear badges issued by the Organizer as identification at all times in the venue.

於展覽場內，所有私人運輸工作人員必須佩帶工作證。

Exhibitors should request a new badge if their forwarder's badge is lost or damaged. The price of each replacement badge is HK\$50, including any badge requested onsite.

如參展商遺失或弄損私人運輸工作證，必須即時補領新證，每個新證費用為港幣 50 元正，包括所有即場申請之工作證。

Exhibitors must ensure that their forwarders have valid HK Identity Cards and are age over 18.

參展商需確保其私人運輸工人持有有效香港身份證及年齡超過 18 歲。

Security guards or the Organizer's staffs have the rights to check the identification of the workers when they enter the halls during move-in and move-out periods.

當佈展及撤展期間，場內保安或主辦機構工作人員保留查核私人運輸工人之身份證明文件之權利。

All forwarders' badges are non-transferable.

所有工作證不得轉讓。

Forwarder badges will be collected together with exhibitors' badges.

私人運輸工作證將與參展商工作證一併派發。

Please fill in the followings in Block Letter 請以正楷填寫以下資料

Forwarding Company Name 私人運輸公司名稱：_____

Contact Person 聯絡人：_____

Tel 電話：_____ Fax 傳真：_____

Quantity of badges 工作證數量：_____ (Maximum 5 badges 最多可申請 5 張工作證)

Booth No. 展台號碼：_____ Contact Person 聯絡人：_____

Company Name 公司名稱：_____

Tel 電話：_____ Fax 傳真：_____

Date 日期：_____ Company Stamp & Signature 公司蓋章及簽署：_____

Part 3 Booth Decoration Forms 第三部份 展台裝修表格

Form 表格 1A Company Name on Fascia Board 公司招牌板名稱

Deadline: 12 Aug 2023 截止日期：2023 年 8 月 12 日

Compulsory (Standard Booth)
必須交回 (標準展台)

Please fill in the exhibiting company name for the fascia board's production.

貴公司於招牌板上的英文及中文名稱，將根據此表格所提供之名稱作準。

English (No more than 40 letters) 英文 (不得超過 40 個字母)

Chinese (No more than 20 words) 中文 (不得超過 20 字)

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If we do not receive any correspondence(s) on or before the order deadline, the company name on fascia board will be based on information given in the application form provided by the exhibitors. Service charges will be applied to exhibitor who requests to change after the deadline.

如我司未能在限期之內收到已填寫之表格，貴公司之公司招牌名稱將會按照參展申請表提供的資料，限期後修改，將另行收費。

Booth No. 展台號碼：_____ Contact Person 聯絡人：_____

Company Name 公司名稱：_____

Tel 電話：_____ Fax 傳真：_____

Date 日期：_____ Company Stamp & Signature 公司蓋章及簽署：_____

Form 表格 1B Booth Facilities Location Plan 展台設施位置圖

Please send back to:

Uniplan Hong Kong Ltd

Email: hongkong.biohk@uniplan.com

Contact Person: Tom

Tel.: +852 2294 3602

Fax.: +852 2757 9019

請交回主辦機構:

優尼營銷傳播 (香港) 有限公司

電郵: hongkong.biohk@uniplan.com

聯絡人: Tom

電話: +852 2294 3602

傳真: +852 2757 9019

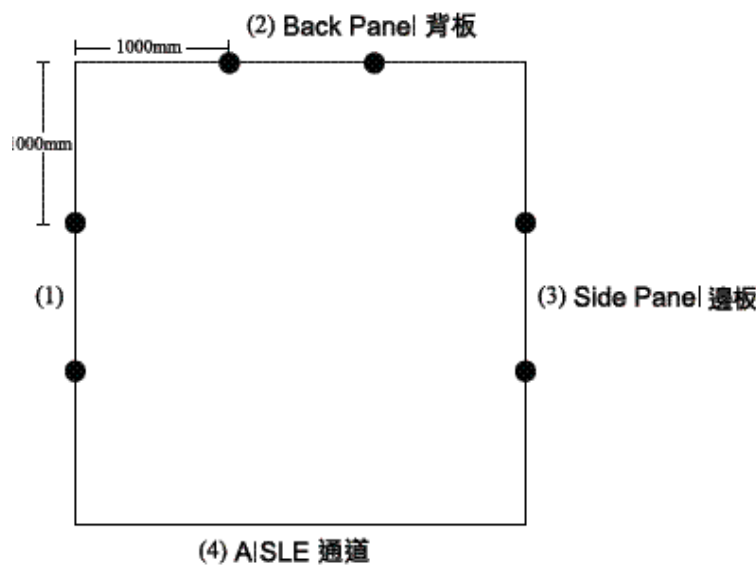
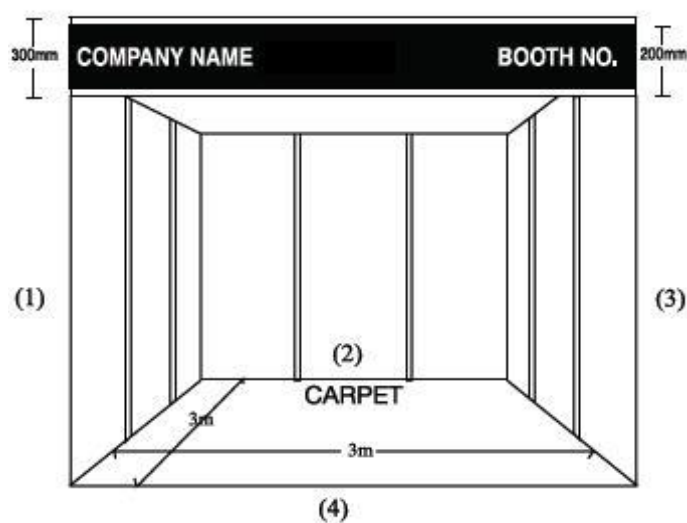
Deadline: 12 Aug 2023 截止日期: 2023 年 8 月 12 日

Compulsory (Standard Booth)

必須交回 (標準展台)

Please indicate the position of all furniture and lighting items (with height) on the plan below including both the standard provision and any extra items you have ordered. If you have booked a corner booth, please indicate on diagram below if side wall(s) are required. If this location plan is not submitted, then such services will be placed / installed at the appropriate discretion of the official contractor. Late surcharge will be imposed to any on-site change.

請把所有傢俬及燈俱(請列明高度)等之位置標示於下圖, 包括貴公司使用之基本傢俬及額外設施。如所訂的展台是角位, 請在下圖指示是否需要側面圍板。若參展商未能提交此圖, 承建商將會在適當位置代為安裝。現場更改位置須另繳附加費。



KEY 標示 ▽

Longarm spotlight 長臂射燈

Φ

Power Socket 電源插座

⇔ Fluorescent Tube 光管

IC

Information counter 詢問桌

--- Shelf 層板

Booth No. 展台號碼: _____ Contact Person 聯絡人: _____

Company Name 公司名稱: _____

Tel 電話: _____ Fax 傳真: _____

Date 日期: _____ Company Stamp & Signature 公司蓋章及簽署: _____

Form 表格 2 Non-official Contractor Information 私人承建商資料

Please send back to:

Uniplan Hong Kong Ltd

Email: hongkong.biohk@uniplan.com

Contact Person: Tom

Tel.: +852 2294 3602

Fax: +852 2757 9019

請交回主辦機構:

優尼營銷傳播 (香港) 有限公司

電郵: hongkong.biohk@uniplan.com

聯絡人: Tom

電話: +852 2294 3602

傳真: +852 2757 9019

Deadline: 12 Aug 2023 截止日期: 2023 年 8 月 12 日

Compulsory if using non-official contractor 如使用私人承建商, 必須交回

Exhibitors using non-official contractors to construct their booths, please read the detail on P.46 and MUST submit the following document and deposit. The drawing will not be commented if the form and any of the following items have not been submitted. Please make sure the followings are attached / submitted along with this form:

聘用私人承建商搭建展台者, 並必須提交下列文件及按金。如未有提交表格及以下任何項目者, 其設計圖將不獲處理。請確保交妥以下所需文件:

The plans of special design (with height indicated) for comment. Once the booth design is submitted, no alternation may be made without the prior written consent of the Organizer.

有展台設計圖(須列明高度)送交大會承建商給予建議, 一經遞交, 若非得到主辦機構書面許可, 參展商不得擅自更改。

Full payment for Site-Work Deposit must be accompanied with this form (HK\$50,000 per exhibitor.)

此表格須連同現場施工按金一併繳交(每一參展商港幣 50,000 元)

Insurance Policy

保險細則

The quantity of badges is subject to the total area per a non-official contractor as follows:

工作證數量以一個私人承建商所裝修之展台總面積計算:

Total Booth Area (sqm) 展台總面積 (平方米)	Total quantity of badges 工作證總數量	Total quantity of Vehicle Pass 車輛許可證總數量
18 - 36	10	1
37 - 45	15	3
46 - 63	20	4
64 - 90	30	5
91 - 117	40	6
118≥	50	7

Please complete the following information 請填寫下列資料:

Exhibitor's Details 參展商資料:

Exhibiting Company Name 參展公司名稱: _____

Total Booth Area 展台總面積: _____ Total Deposit Amount 按金總數: _____

Booth No. 展台號碼: _____

Contractor's Details 承建商資料:

Contractor's Name 承建商名稱: _____

Contact Person 聯絡人: _____ .Email 電郵: _____

Tel 電話: _____ Mobile 手機: _____

Electricity Contractor 電力裝置承建商:

(Pursuant to Electricity [Wiring] Regulations of Electricity Ordinance 根據香港電力條例的電力〔電線接駁〕規定)

Name of Electrical Contractor 電力裝置承建商名稱: _____

Registration No. 電力註冊編號: _____

Contact Person 聯絡人: _____

Mobile 手機: _____ Fax 傳真: _____

Exhibitor Company stamp & Signature 參展公司蓋章及簽署: _____

(Note: No deposit's refund can be made without exhibitor's company stamp & signature. Exhibitor company stamp must be chopped on the application form.)

(註: 如沒有參展商蓋章及簽署, 將不獲發還按金。)

Form 表格 3A Electricity & Water Rental 電力及水務租賃

Please send back to:

Uniplan Hong Kong Ltd

Email: hongkong.biohk@uniplan.com

Contact Person: Tom

Tel.: +852 2294 3602

Fax.: +852 2757 9019

請交回主辦機構:

優尼營銷傳播(香港)有限公司

電郵: hongkong.biohk@uniplan.com

聯絡人: Tom

電話: +852 2294 3602

傳真: +852 2757 9019

Deadline: 12 Aug 2023 截止日期: 2023 年 8 月 12 日

Item 項目	Rental / Unit 租金	Quantity 數量	Amount 金額
15 AMP single phase (220V) for lighting connections AND power supply to electrical appliances 供電燈接線及小型電器用之 15 安培單相配電總制(220 伏特)	HKD 7,200		
30 AMP single phase (220V) for lighting connections AND power supply to electrical appliances 供電燈接線及小型電器用之 30 安培單相配電總制(220 伏特)	HKD 13,200		
15 AMP three phase (380V) for lighting connections AND power supply to electrical appliances 供電燈接線及小型電器用之 15 安培三相配電總制(380 伏特)	HKD18,800		
30 AMP three phase (380V) for lighting connections AND power supply to electrical appliances 供電燈接線及小型電器用之 30 安培三相配電總制(380 伏特)	HKD32,000		
60 AMP three phase (380V) for lighting connections AND power supply to electrical appliances 供電燈接線及小型電器用之 60 安培三相配電總制(380 伏特)	HKD62,500		
Water Supply (1-2 bar, 0.3 L / S) and Drainage 供水(1-2 巴 · 0.3 升 / 秒)及排水	HKD5,400		
	Sub-Total 小計:		
20% late surcharge will be imposed on order being received after 12 Aug 2023 2023 年 8 月 12 日後之申請需額外繳付百分之二十附加費			
30% late surcharge will be imposed on order being received after 1 Sept 2023 2023 年 8 月 24 日後之申請需額外繳付百分之三十附加費			
Grand Total (HK\$) 總計(港幣)			

Remarks 備註

Exhibitors ordering the above items must retain their own licenced electrician to conduct installation and maintenance. The contractor will not provide any installation and connection service for these items. Total power consumption shall not exceed the current specified volume. All electricians working in the Exhibition hall must be duly registered and they must comply with the relevant laws of Electricity. The hirer shall be liable for any damages caused if the electrician fails to comply with above requirement. The license of the electrician must be submitted to the official contractor accompanied with this form.

選用以上電力供應之參展商需自行聘請持牌電工。大會承建商將不會提供安裝及接駁服務予選用以上電力供應之參展商。總耗電量不得超過上述標明之總電量。所有電工需持合法認可牌照及必須遵守香港之相關電力法例。如電工未能符合條例規定，其聘用人須負責賠償因此而引致之一切損失。此表格需連同聘用之電工牌照一併交回大會承建商。

Booth No. 展台號碼： _____ Contact Person 聯絡人： _____

Company Name 公司名稱： _____

Tel 電話： _____ Fax 傳真： _____

Date 日期： _____ Company Stamp & Signature 公司蓋章及簽署： _____

Form 表格 3B Electricity Rental (Standard Booth) 電力租賃(標準展台)

Please send back to:

Uniplan Hong Kong Ltd

Email: hongkong.biohk@uniplan.com

Contact Person: Tom

Tel.: +852 2294 3602

Fax.: +852 2757 9019

請交回主辦機構:

優尼營銷傳播(香港)有限公司

電郵: hongkong.biohk@uniplan.com

聯絡人: Tom

電話: +852 2294 3602

傳真: +852 2757 9019

Deadline: 12 Aug 2023 截止日期: 2023 年 8 月 12 日

Code 代號	Item 項目	Rental / Unit 租金	Quantity 數量	Amount 金額
ME01	23W Energy Saving Bulb Longarm Spotlight 23 瓦特節能燈泡長臂射燈	HKD450		
ME02	40W Fluorescent Tube 40 瓦特光管	HKD380		
ME03	23W Energy Saving Bulb Spotlight 23 瓦特節能燈泡射燈	HKD400		
ME04(70)	70W HQI 70 瓦特金鹵燈	HKD650		
ME04(150)	150W HQI 150 瓦特金鹵燈	HKD950		
ME05	150W Gilbert Lamp 150 瓦特掛牆燈	HKD550		
ME06	300W Floodlight 300 瓦特小太陽	HKD1,100		
ME07	50W Halogen Downlight (Tall Showcase) 50 瓦特石英燈(高櫃用)	HKD385		
ME08	50W Eye-ball Halogen Downlight (Tall Showcase) 50 瓦特牛眼石英燈(高櫃用)	HKD385		
ME09(500)	500W 13A / 220V Socket (Not appliance for lighting equipment) 500 瓦特 13 安培插座 (220 伏特,不適用於照明設備)	HKD550		
ME09(1000)	1000W 13A / 220V Socket (Not appliance for lighting equipment) 1000 瓦特 13 安培插座 (220 伏特,不適用於照明設備)	HKD1,040		
ME10	1000W 13A / 220V Socket (24 hours) 1000 瓦特二十四小時 13 安培(220 伏) 插座	HKD2,100		
ME11(100)	Lighting Connection (100W per connection point) 電源接駁(最高 100 瓦特 / 每支燈計)	HKD330		
ME11(200)	Lighting Connection (200W per connection point) 電源接駁(最高 200 瓦特 / 每支燈計)	HKD480		
ME12	42" LED TV 42 寸 LED 電視連	HK4,200		
		Sub-Total 小計:		

	20% late surcharge will be imposed on order being received after 12 Aug 2023 2023 年 8 月 12 日後之申請需額外繳付百分之二十附加費	
	30% late surcharge will be imposed on order being received after 1 Sept 2023 2023 年 8 月 24 日後之申請需額外繳付百分之三十附加費	
		Grand Total (HK\$) 總計(港幣)

Remarks 備註

Please indicate the location of these items on the Location Plan on Decoration Form 1B.

請將所租用物品的位置標示於展台設施位置圖 (展台裝修表格 1B)

Any abuse of power usage will lead to immediate termination of electricity supply.

如有濫用租用插頭，將即時停止供電。

Please order from the Official Contractor directly if you intend to rent any items that is not in the above list.

如欲租用非上述所列之物品，請直接與大會承建商聯絡。

Booth No. 展台號碼：_____ Contact Person 聯絡人：_____

Company Name 公司名稱：_____

Tel 電話：_____ Fax 傳真：_____

Date 日期：_____ Company Stamp & Signature 公司蓋章及簽署：_____

Form 表格 3C Electricity Rental (Standard) 電力租賃(標準展台)

 <p>ME01 23W Energy Saving Bulb Longarm Spotlight 23 瓦特節能燈泡長臂射燈</p>	 <p>ME02 40W Fluorescent Tube 40 瓦特光管</p>	 <p>ME03 23W Energy Saving Bulb 23 瓦特節能燈泡射燈</p>
 <p>ME04(70) / (150) 70W / 150W HQI 70 / 150 瓦特金鹵燈</p>	 <p>ME05 150W Gilbert Lamp 150 瓦特掛牆燈</p>	 <p>ME06 300W Floodlight 300 瓦特小太陽</p>
 <p>ME07 50W Halogen Downlight (Tall Showcase) 50 瓦特石英燈 (高櫃用)</p>	 <p>ME08 50W Eye-ball Halogen Downlight (Tall Showcase) 50 瓦特牛眼石英燈 (高櫃用)</p>	 <p>ME09(500) / (1000) 500W / 1000W 13A / 220V Socket 500 / 1000 瓦特 13 安培 / 220 伏特插座</p>

Form 表格 4 Furniture Rental 傢俬租賃

Please send back to:

Uniplan Hong Kong Ltd

Email: hongkong.biohk@uniplan.com

Contact Person: Tom

Tel.: +852 2294 3602

Fax.: +852 2757 9019

請交回主辦機構:

優尼營銷傳播 (香港) 有限公司

電郵: hongkong.biohk@uniplan.com

聯絡人: Tom

電話: +852 2294 3602

傳真: +852 2757 9019

Deadline: 12 Aug 2023 截止日期 : 2023 年 8 月 12 日

Code 代號	Item 項目	Rental / Unit 租金	Quantity 數量	Amount 金額
MT01	Information Counter 諮詢台 (1000L x 500W x 750Hmm)	HKD400		
MT02	Lockable Cabinet 鎖櫃 (1000L x 500W x 750Hmm)	HKD470		
MT03	Table Showcase 矮飾櫃 (1000L x 500W x 1000Hmm)	HKD950		
MT04	Tall Showcase with 2nos of 50W halogen downlight (1000L x 500W x 2000Hmm) 高身飾櫃連兩盞 50W 石英燈(1000L x 500W x 2000Hmm)	HKD1,900		
MT05	Wooden Display Shelf (Slope) 斜放式木層板 (1000L x 300Wmm)	HKD190		
MT06	Wooden Display Shelf (Flat) 平放式木層板(1000L x 300Wmm)	HKD180		
MT07	Glass Display Shelf 玻璃層板 (1000L x 300Wmm)	HK220		
MT08	Square Table 正方枱 (720L x 720W x 750Hmm)	HKD390		
MT09	Round Table 圓枱 (750Dia. x 750Hmm)	HKD350		
MT10	Folding Chair 摺椅 (510W x 470D x 720Hmm)	HKD90		
MT11	Black Leather Armchair 黑皮椅 (570W x 440D x 760Hmm)	HKD220		
MT12	Bar Table 酒吧台 (600 Dia. x 1000Hmm)	HKD450		
MT13	Bar Stool 酒吧椅 (400Dia. x 800Hmm)	HKD360		
MT14	Pegboard with 20 hooks (Max. loading 10kg) 洞洞板連 20 只短鉤 (最高負荷量 10Kg)	HKD450		
MT15	Folding Door 摺門連鎖 (1000W x 2000Hmm)	HKD500		
MT16	Wooden Swing Door 木掩門連鎖(1000W x 2000Hmm)	HKD650		
MT17	Partition Panel 圍板 (1000W x 2500Hmm)	HKD290		
MT18	Barrier Stand 拉帶圍柱 (400Dia. x 1000Hmm)	HKD150		

MT19	Ceiling Beam (per meter) 天花鋁條(每米)	HKD120		
		Sub-Total 小計:		
	20% late surcharge will be imposed on order being received after 12 Aug 2023 2023 年 8 月 12 日後之申請需額外繳付百分之二十附加費			
	30% late surcharge will be imposed on order being received after 1 Sept 2023 2023 年 8 月 24 日後之申請需額外繳付百分之三十附加費			
		Grand Total (HK\$) 總計(港幣)		

Remarks 備註

Please indicate the location of these items on the Location Plan on Decoration Form 1B.

請將所租用物品的位置標示於展台設施位置圖 (展台裝修表格 1B)

Any rental is out of the above listed, please order from the Official Contractor directly.

如欲租用非上述所列之物品，請直接與大會承建商聯絡。




















Booth No. 展台號碼：_____ Contact Person 聯絡人：_____

Company Name 公司名稱：_____

Tel 電話：_____ Fax 傳真：_____

Date 日期：_____ Company Stamp & Signature 公司蓋章及簽署：_____

Form 表格 4A Furniture Rental 傢俬租賃

 <p>MT01 Information Counter 諮詢台</p>	 <p>MT02 Lockable Cabinet 鎖櫃</p>	 <p>MT03 Table Showcase 矮飾櫃</p>	 <p>MT04 Tall Showcase 高身飾櫃</p>
 <p>MT05 Wooden Display Shelf (Slope) 斜放式木層板</p>	 <p>MT06 Wooden Display Shelf (Flat) 平放式木層板</p>	 <p>MT07 Glass Display Shelf 玻璃層板</p>	 <p>MT08 Square Table 正方枱</p>
 <p>MT09 Round Table 圓枱</p>	 <p>MT10 Folding Chair 摺椅</p>	 <p>MT11 Black Leather Armchair 黑皮椅</p>	 <p>MT12 Bar Table 酒吧台</p>
 <p>MT13 Bar Stool 酒吧椅</p>	 <p>MT14 Pegboard with 20 hooks 洞洞板連 20 只短鉤</p>	 <p>MT15 Folding Door 摺門連鎖</p>	 <p>MT16 Wooden Swing Door 木掩門連鎖</p>
 <p>MT17 Partition Panel 圍板</p>	 <p>MT18 Barrier Stand 拉帶圍柱</p>	 <p>MT19 Ceiling Beam (per meter) 天花鋁條(每米)</p>	

Form 表格 5 Communication Appliance Rental 通訊設施租賃

Please send back to:

Uniplan Hong Kong Ltd

Email: hongkong.biohk@uniplan.com

Contact Person: Tom

Tel.: +852 2294 3602

Fax.: +852 2757 9019

請交回主辦機構:

優尼營銷傳播 (香港) 有限公司

電郵: hongkong.biohk@uniplan.com

聯絡人: Tom

電話: +852 2294 3602

傳真: +852 2757 9019

Deadline: 12 Aug 2023 截止日期: 2023 年 8 月 12 日

Code 代號	Item 項目	Rental / Unit 租金	Quantity 數量	Deposit 按金	Amount 金額
CM01	Telephone (Local calls only) with handset through PABX system 電話機座(本地通話)	2,200		2,500	
CM02	Telephone (Local & International Access) with handset through PABX system 電話機座(本地及國際長途通話)	2,600		2,500	
CM03	Local Facsimile Transmission line through PABX system (Facsimile machine & power supply excluded) 本地傳真線路(不包括傳真機及電源插座)	2,200		-	
CM04	Local & International Facsimile Transmission line through PABX system (Facsimile machine & power socket excluded) 本地及國際傳真線路(不包括傳真機及電源插座)	2,600		-	
CM05	Direct Dial-up Credit Authorization line (Card machine, power socket and bank account excluded) 信用咭專線(不包括咭機、電源插座及銀行戶口)	3,500		-	
CM06	EPS line (Card machine, power socket and EPS account excluded) 易辦事專線(不包括咭機、電源插座及易辦事戶口)	3,500		-	
CM07	2M Dedicated Broadband with 1 Fixed IP (Support one computer only) 2M 專用寬頻連 1 組固定網際協議地址 (僅支持一台電腦)	4,800		4,000	
CM08	6M Dedicated Broadband with 5 Fixed IP (Support one computer only) 6M 專用寬頻連 5 組固定網際協議地址 (僅支持一台電腦)	7,500		4,000	
CM09	10M Dedicated Broadband with 13 Fixed IP (Support one computer only) 10M 專用寬頻連 13 組固定網際協議地址 (僅支持一台電腦)	20,000			
		Sub-Total 小計:			

	20% late surcharge will be imposed on order being received after 12 Aug 2023 2023 年 8 月 12 日後之申請需額外繳付百分之二十附加費	
	30% late surcharge will be imposed on order being received after 1 Sept 2023 2023 年 8 月 24 日後之申請需額外繳付百分之三十附加費	
	Grand Total (HK\$) 總計(港幣)	

Remarks 備註

Please indicate the location of these items on the Location Plan on Decoration Form 1B.

請將所租用項目的位置標示於展台設施位置圖 (展台裝修表格 1B)

Administrative charge of HK\$3,000 will be imposed for lost and / or damaged telephone per set.

丟失或損壞租用的電話機座將收取港幣 3,000 元正的行政費用。

Telephone services will be terminated one hour before the close of the Exhibition on the last Exhibition day, and telephone sets must be returned to the official contractor counter located in the venue.

電話服務將在展覽會最後一天結束前一小時終止，電話機座必須交還到會場的大會承建商的櫃檯

For Broadband Internet Services, the hirer should bring their computer to the venue 1.5 hours before the Exhibition. The contractor shall only provide setup assistance to the hirer to ensure their computer is accessible to the Internet.

有關寬頻上網服務，租用者應在展會開展前 1.5 小時將電腦帶到場地。承建商只能向租用人員提供安裝協助，以確保他們的電腦可以上網

Booth No. 展台號碼：_____ Contact Person 聯絡人：_____

Company Name 公司名稱：_____

Tel 電話：_____ Fax 傳真：_____

Date 日期：_____ Company Stamp & Signature 公司蓋章及簽署：_____

Part 4 Bank Account Information 第四部份 銀行戶口信息

大會主辦方

Company Name 公司名稱: BIOHK Limited

Bank Name 銀行名稱: The Hong Kong and Shanghai Banking Corporation Limited

Bank Address 銀行地址:

Account Number 賬號: 038-520110-838

IBAN/Swift BIC: HSBCHKHCHKH

大會承建商 Uniplan Hong Kong Limited

Company Name 公司名稱: 優尼營銷傳播 (香港) 有限公司

Bank Name 銀行名稱: The Hong Kong and Shanghai Banking Corporation Limited

Bank Address 銀行地址: 1 Queens Road, Central Hong Kong

Account Number 賬號: HKD: 567-214283-001; USD: 567-214293-274

IBAN/Swift BIC: HSBCHKHCHKH