

Dear Exhibitor,

Thank you for your participation in the **HKTDC Hong Kong Houseware Fair 2018**.

This Exhibitors' Manual outlines details of the exhibition and will assist you in preparing your participation in the Fair.

Please read through this manual carefully and observe all the rules and deadlines specified on the Order Forms for Additional Facilities and Services. Should you require any further information or assistance, please do not hesitate to contact me or our offices worldwide.

I wish you every success in the Fair.

Hong Kong Trade Development Council
Karen Wong
Exhibitions Project Manager

Remark: *Exhibitors' e-mail address will be put onto the TDC fair website, you may as a result receive inquiries directly from interested buyers. Website: www.hktdc.com/hkhousewarefair*

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1. Move-in & Move-out Schedule

	Custom-built Participation	Standard/Premium/Deluxe booth
Booth Construction	<u>Halls 1, 3 & 5</u> 18 April 9:00 am – 10:00 pm 19 April 9:00 am – 12:00 noon	N/A
Booth Decoration	19 April 10:00 am – 8:00 pm All booths must be fully decorated by 8:00 pm	
Move-In Exhibits	19 April (Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	23 April (Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	20-22 April 7:30 pm 23 April 6:00 pm	
Booth Dismantling including Additional Lighting	23 April 8:00 pm - 12:00 midnight	N/A

1.1 Exhibitors' Access

To allow preparation work for exhibitors during fair period, the exhibition halls will be opened for exhibitors at 9:00 am (except for the first day of the exhibition which would be opened at 8:30 am). **All exhibitors are reminded to wear exhibitors' badges when entering the exhibition hall. No exhibitors under 18 will be admitted.**

1.2 Over-time Penalty claimed by HKCEC

Exhibitors and/or their appointed contractors shall follow the move-in/out schedule. If the exhibitors or their appointed contractors work after 2400hrs on 18, 19 and 23 April, 2018, they shall pay to the Organiser the over-time penalty claimed by HKCEC against the Organiser. The rate of the over-time penalty for individual hall is listed on section 4.2.4

各位參展商：

歡迎參加香港貿發局香港家庭用品展 2018。

這份參展商手冊詳細刊載了今屆展覽的有關資料，對貴公司籌備參展甚有幫助。

請詳閱手冊內所列各項規則，並留意各項規則及額外設施及服務申請表上所列明的截止呈交日期。如有任何查詢或需要協助，請與本人或所列的本局海外辦事處聯絡。

謹祝貴公司展出成功。

香港貿易發展局
展覽項目經理
黃家詠

註：各參展商的電郵地址將放在香港貿易發展局是次展覽會互聯網網頁上，讓參展商可直接收到買家發出的電子諮詢郵件。網址：<http://www.hktdc.com/hkhousewarefair>

由香港貿易發展局製作及出版(HKTDC)

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本手冊只擬被參展者使用及禁止作其他任何用途

1. 進場及離場時間表

	特裝參展用戶	標準/特級/尊貴攤位用戶
攤位建築	<u>展覽廳 1, 3 及 5</u> 4 月 18 日 上午 9 時至晚上 10 時 4 月 19 日 上午 9 時至中午 12 時	不適用
攤位佈置	4 月 19 日 上午 10 時至下午 8 時 所有攤位佈置必須於下午 8 時前完成	
展品進場	4 月 19 日 (請依照車輛通行證上的時間)	
展品離場	4 月 23 日 (請依照車輛通行證上的時間)	
終止攤位 電源	4 月 20 至 22 日 下午 7 時 30 分 4 月 23 日 下午 6 時	
攤位拆卸 包括照明 裝置	4 月 23 日 晚上 8 時至午夜 12 時	不適用

1.1 進場守則

為方便參展商在展覽開放前作好一切準備，展覽場館將在展覽期間上午 9 時正開放(除展覽會首天將於上午 8 時 30 分開放外)。參展商於進入展覽場館時必須佩戴工作證，參展商如未滿十八歲均不准進場。

1.2 香港會議展覽中心徵收超時罰款

參展商及/或其委託之承建商必須遵守進場及離場時間表。假若參展商或其委託之承建商於 2018 年 4 月 18、19 及 23 日午夜 12 時後進行工作，必須向主辦機構繳交由香港會議展覽中心向主辦機構徵收的超時罰款。各展覽廳的超時罰款額列載於第 4.2.4 條。