

各位參展商：

歡迎參加香港貿發局香港家庭用品展 2011。

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  
朱浩恩

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>

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Dear Exhibitor,

Thank you for your participation in the **HKTDC Hong Kong Houseware Fair 2011**.

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  
Brian Chu  
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](http://www.hktdc.com/hkhousewarefair)**

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This manual is intended for use by exhibitors only and any other uses are prohibited.***

# 1. Move-in & Move-out Schedule

	Custom-built Participation	Standard/Premium/Deluxe booth
Booth Construction	<u>Halls 1, 3 &amp; 5</u> 18 April 9:00 am – 10:00 pm 19 April 9:00 am – 12:00 noon  <u>Mezzanine 2 &amp; 4</u> 18 April 2:00 pm – 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 8:30 am (except for the first day of the exhibition which would be opened at 8:00 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, 2011, 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 4.3.