



ART HONG KONG
EXPO | 香港
文博會

第三屆香港國際文化創意博覽會 The 3rd ART HONG KONG EXPO

2025年5月30日-6月2日
www.arthkexpo.com

亞洲國際博覽館 · 香港
AsiaWorld-Expo, Hong Kong

Exhibitor's Manual

Enquiry :

Paper Communication Exhibition Services

Tel : (852) 2763 9011

Fax : (852) 2341 0379

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Guangdong Xunzhan Convention & Exhibition Ltd.

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<https://www.arthkexpo.com>



第三届香港国际文化创意博览会

The 3rd ART HONG KONG EXPO

ART HONG KONG EXPO | 香港文博会

30.5-2.6.2025 亚洲国际博览馆·香港
AsiaWorld-Expo, Hong Kong
www.arthkexpo.com

Exhibitor Manual

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Part 1 Exhibition Services				
**Please complete and return to Paper Communication Exhibition Services				
<i>Form</i>	<i>Item</i>	<i>Exhibitor (Standard booth)</i>	<i>Exhibitor (Raw Space)</i>	<i>Deadline</i>
Form A	Exhibitor Badge & Exhibition Directory Entry	Required		May 16, 2025
Form B	Country/Company Highlights	Selectivity		

Part 2 Booth Contracting Form				
**Please complete and return to Pico International (HK) Ltd.				
<i>Form</i>	<i>Item</i>	<i>Exhibitor (Standard booth)</i>	<i>Exhibitor (Raw Space)</i>	<i>Deadline</i>
<i>Form 1A&B</i>	Electrical Service	OPTIONAL		April 5, 2025 Surcharge will be imposed for order after deadline
<i>Form 2A&B</i>	Furniture Service			
<i>Form 3</i>	Service Location Plan	✓	✗	
<i>Form 4</i>	Fascia Board	✓	✗	

Part 3 Exhibits Forwarding	
**Please complete and return to JES Logistics Ltd.	
Shipping Manual	Please refer to instructions.



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2. General Information

2.1 Date & Opening Hours

30/5—1/6/2025 11:00-19:00
2/6/2025 11:00-16:00

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: www.arthkexpo.com

Contacts:	Ms. Janet Wong	Tel: 852-2950 1902	Email: janet@paper-com.com.hk
	Mr. William Woo	Tel: 852-2950 1912	Email: william@paper-com.com.hk
	Ms. Maggie Lau	Tel: 852-2950 1901	Email: maggielau@paper-com.com.hk
	Ms. Tam	Tel: 852-2950 1916	Email: wytam@paper-com.com.hk
	Ms. Roki Lee	Tel: +86-13528862716	Email: rokilee@paper-com.com.hk
	Ms. Akie Leung	Tel: +86-13528862716	Email: lqy@paper-com.com.hk

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

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

Tel: 852-2660 4500 Fax: 852-2667 7178

Contact: Mr. Bel Tam Email: bel.tam@pico.com

2.5 Official Freight Forwarder: JES Logistics Ltd.

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

Tel: 852-2575 0752 Fax: 852-2597 5057

Contact: Mr. Ricky Tsui Email: ricky@jes.com.hk

2.6 Exhibition Schedule

	Date	Exhibitors	Official Contractor	Outside Contractor	Visitors
Move-in	27/5/2025	--	08:00-23:59	Please contact the Organizer.	--
	28/5/2025	15:00-22:00	08:00-23:59	Please contact the Organizer.	--
	29/5/2025	10:00-22:00	08:00-23:59	09:00-23:59	--
Show Date	30/5/2025	10:30-19:15	--	--	11:00-19:00
	31/5/2025	10:30-19:15	--	--	11:00-19:00
	1/6/2025	10:30-19:15	--	--	11:00-19:00
	2/6/2025	10:30-16:15	16:30-23:59	16:30-23:59	11:00-16:00

2.7 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.



2.8 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.

2.9 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 rights 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 ("authorised personnel") will be issued with badges for identification and admission purposes. The Exhibitor hereby undertake to procure that its authorised 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 organised 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 16:15 on June 2, 2025.

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
- (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
- (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 anyway 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 **April 30, 2025**. 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.

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 **April 30, 2025**. 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.

which has to prepare one functional fire extinguisher for every 60 sqm.

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. More than 36 sqm: HKD8,000.

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.



第三届香港国际文化创意博览会

The 3rd ART HONG KONG EXPO

ART HONG KONG EXPO | 香港文博会

30.5-2.6.2025 亚洲国际博览馆·香港
AsiaWorld-Expo, Hong Kong
www.arthkexpo.com

COMPULSORY	FORM A Exhibitor Badge, Exhibition Directory Entry (e-version)	Deadline May 16, 2025
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*Please type and return by email to janet@paper-com.com.hk; maggielau@paper-com.com.hk
Or you may fill in this Form on the website: www.arthkexpo.com

Exhibitor Badge: (Please enter using computer)

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		

Exhibition Directory Entry: (Please enter using computer)

Please complete below in English except Chinese Company Name

Chinese Company Name : _____

English Company Name : _____

Booth No. : _____

Tel : _____

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 : janet@paper-com.com.hk

Email : maggielau@paper-com.com.hk



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COMPULSORY	FORM B Country / Company Highlights	Deadline May 16, 2025
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* Please type and return by email to janet@paper-com.com.hk; maggielau@paper-com.com.hk
Or you may fill in this Form on the website: www.arthkexpo.com

Part 1	Brief Country/ Company Highlight
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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. **(Please enter using computer)**

Part 2	Photos of Landmarks, Art, Culture & Famous Brands/ Products
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Please provide 3-4 photos (in JPG format) of your country's landmarks, art, culture & famous brands/ products. You may provide some description of the photos for reference.

No.	File Name	Brief Description of Photo (if available)
1		
2		
3		
4		

Part 3	Contact Information
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Name of Organization:			
Contact Person:			
Contact Phone:		Email:	

Please send the form with corresponding image(s) to Organizer at janet@paper-com.com.hk; maggielau@paper-com.com.hk at your earliest convenience.

- ✧ Please name image(s) with file names provided above for identifications. Image(s) must be in JPG 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 : janet@paper-com.com.hk	
		Email : maggielau@paper-com.com.hk	