

**※※ Special Circular (9) ※※**  
**Security Measures Against Thefts and Losses at the Fair**

The Organiser endeavours to strengthen the security measures against potential thefts and losses at the fairground. While exhibitors are reminded to remain vigilant at all times, the Organiser also enforces the following security measures to achieve the same goal.

**Do not leave any valuable exhibits in your booth**

**Do not leave any valuable exhibits in your booth or at the temporary storage area.** The Organiser undertakes no legal or financial responsibility on any risk/damage/loss occurred inside the booth and at the storage area.

**Manning of Booth & Clear Indication of Cashier**

Please ensure that the exhibitor's stand is manned at all times by the staff. Never leave property unattended, even for a few seconds. Shoplifters come in many guises and exhibitors have to be alert at all times. They work in many ways but most of the time rely on working quickly using a moment's inattention to allow them to slip something into their pocket or open bag. The biggest deterrent to shoplifters is simply being seen. Alert staff is a big help. Brief your duty staff on the importance of security precautions and make sure that they have view of the whole stand and that there are no blind spots.. Also, please indicate clearly the location of cashier inside the booth to avoid misunderstanding.

**Renting Private Storage**

If exhibitors carry precious exhibits or would like to avoid loss of exhibits more effectively, the Organiser strongly recommend exhibitors to rent a meeting room with HKCEC as private storage for safety purposes.

**Standard Chartered Bank Cash Deposit Service:**

To facilitate the smooth and safe operation of the cash deposit, Standard Chartered Bank provides free cash deposit service during the fair period for registered exhibitors.

**Overnight Storage of Valuables:**

To facilitate exhibitors to store valuables after the Fair closes each day, the organizer provides overnight storage for valuables.

**Private CCTV inside the Exhibition Booths**

As an added security measure, exhibitors may order private CCTV inside their own exhibition booths.

**Hire of Security Guards**

The Organiser will deploy adequate security guards to patrol the exhibition hall during the opening hours. You may hire additional security guards to guard your own stand if considered necessary. All security guards must be hired through the Hong Kong Convention and Exhibition Centre (Tel: (852) 2582 7195). To avoid the late surcharge, exhibitors requiring such service should contact HKCEC directly at least 3 weeks prior to the commencement of the Fair.

**Caution on Rental of Credit Card Payment Terminals**

The Hong Kong Trade Development Council (HKTDC) is recently informed that a service provider of credit card payment terminal has offered its payment terminal rental service to exhibitors in exhibitions held in Hong Kong, but failed to return the transaction amount to exhibitors before the deadline as stipulated in the contract. The HKTDC would like to clarify that it has **NOT** appointed any credit card payment terminal providers in **ALL** HKTDC fairs. To protect your own interests, you are reminded to exercise due diligence and read all contracts carefully before appointing any service providers.

**Emergency/Suspicion Crime Reporting Procedure**

In the event of any emergency and suspicion happens, please keep calm and immediately report to the duty staffs in the Fair Management Office or the security of HK Convention & Exhibition Centre at 2582 7162 (extension: 33). Only cases reported to the Organiser will be handled officially.

The above measures are designed to enhance security against thefts and losses, but are by no means guaranteed. On top of being vigilant at all times, exhibitors are also responsible for covering their valuable exhibits with sufficient insurance.