

※※Special Circular (12) ※※

**Exhibit Display & Use of Exhibitor/Contractor Badges**

**Exhibit Display**

Exhibitors should confine their display within the prescribed booth area. Exhibits should not be placed in the public area, aisle or any area that is outside the prescribed booth. The Organiser reserves the right to remove the relevant products/materials immediately once found without giving any warning and any compensation. Exhibitors must keep the cleanliness of the venue and not to jeopardise fire safety during the fair period. Packing boxes, pallets, trolley, etc. should be kept in the appropriate storage area. Exhibits should be displayed in a professional manner compatible with the image of the fair and conform to the safety standard. **If an exhibitor fails to comply with the above rules or situation does not improve after several verbal warnings, the Organiser reserves the right to penalize such exhibitor, including but not limited to by requesting exhibitors to pay an extra deposit for the Fair next year, delaying exhibitor's turn in selecting a stand for the Fair to be held in the following year, or to cancel its entitlement to exhibit in future at the Fair.**

**Exhibitor and Contractor Badges**

All exhibitors, their staff and contractors must wear their respective exhibitor badges or contractors badges at all times during move-in, move-out and exhibition period of the Fair. **Exhibitor badge holders must have attained the age of 15 and contractor badge holders must have attained the age of 18.** For general safety, exhibitors and contractors should pass the badges to their working staff only, and such badges are not allowed to be transferred or given to any other person. If the Organiser finds that any person has been using the badges inappropriately at the Venue, the Organiser shall immediately confiscate such badges, and refuse entry to such person. Exhibitor badges and contractor badges are the property of the Organiser and may not be copied by any person. If copies are found, the matter will be handed over to the police. **Badge-wearers must comply with and accept the security checks procedures facilitated by the Organiser and enter the fairground through specific entrance gate. If the Organiser has doubts regarding the identity of a badge-wearer, the Organiser has the right to require such badge-wearer to produce identification documentation.** If the badge-wearer cannot provide the relevant proof of identification, the Organiser has the right to refuse entry to such person. If an exhibitor fails to comply with the above rules, the Organiser reserves the right to penalize such exhibitor, including but not limited to by delaying such exhibitor's turn in selecting a stand for the Fair to be held in the following year, or to cancel its entitlement to exhibit in future at the Fair.