



The 41st Asia-Pacific Academy
of Ophthalmology Congress
in conjunction with
The 37th Annual Scientific Meeting
Hong Kong Ophthalmological Symposium

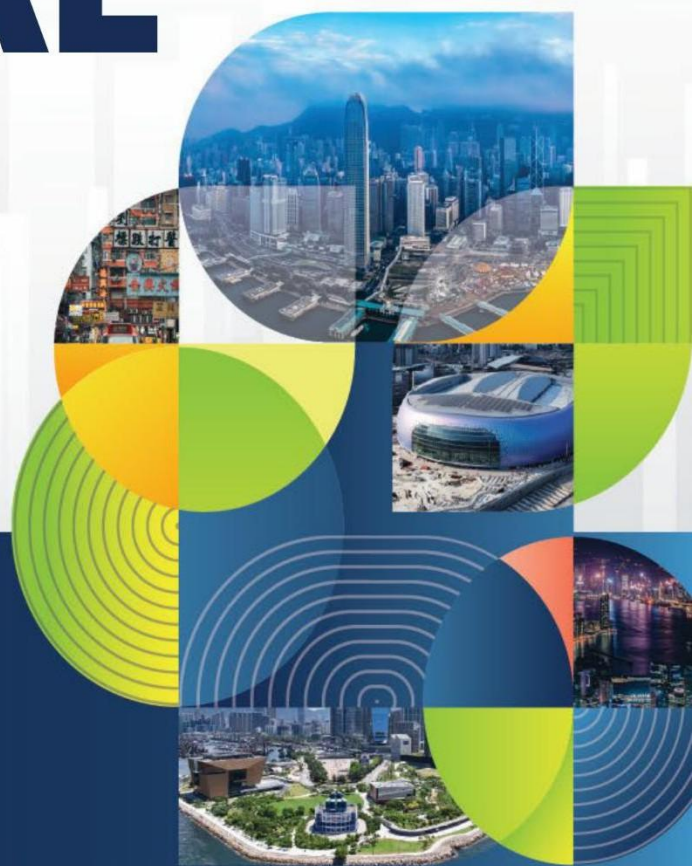
EXHIBITOR MANUAL

Version of Dec 22, 2025

APAO 2026

FEB 5-8, 2026

HONG KONG



Host



Co-Hosts



Supporting Organizations



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WELCOME MESSAGE

Dear Exhibitors,

It is with great pleasure that we welcome you to The 41st Asia-Pacific Academy of Ophthalmology Congress (APAO 2026), to be held in conjunction with The 37th Annual Scientific Meeting Hong Kong Ophthalmological Symposium. The event will take place from February 5 to 8, 2026, at the Hong Kong Convention and Exhibition Centre (HKCEC).

This manual contains essential information that will help you run a smooth and effective exhibition. Please take time to read it through carefully and ensure that you complete all the required order forms by their respective deadlines. A checklist is included for your reference.

If you have any questions about this manual or need assistance, please contact our Official Contractor:

AMC (Exhibits) Ltd

Email: APAO2026Exhibition@arconmarketing.com

We look forward to having a very successful show with you!

Kind regards,
APAO Sponsorship and Exhibition Team

GENERAL INFORMATION

Congress Venue



ADDRESS

Hong Kong Convention and Exhibition
Centre 1 Expo Drive, Wanchai
Hong Kong
Tel +852 2582 8888
Fax +852 2802 7284
Website: www.hkcec.com

ABOUT THE HKCEC

With its vast curtain of glass and 40,000-square-metre aluminum roof sculpted to echo a seabird soaring in flight, the striking Hong Kong Convention and Exhibition Centre is a major landmark on the Hong Kong Island skyline. The HKCEC is known as a world-class convention and exhibition center and was voted Best Convention and Exhibition Centre in Asia 13 times among industry awards.

The iconic architecture of the HKCEC stands proudly on the waterfront of Hong Kong's world-famous Victoria Harbour. This is more than simply a breath-taking location – it also places the Centre right at the heart of the city, within the Central Business District. Not only does the harbor location provide a spectacular backdrop to events but it also means Hong Kong's Central Business District and the best of the city is on the Centre's doorstep – and it's a vibrant city packed full of color and life.

Accessibility is a key advantage: visa-free access for nationals of around 170 countries and regions; half the world's population within a five-hour flight; around 1,000 flights daily to and from some 170 destinations worldwide, including 50 Mainland China cities.



ACCOMMODATION NEARBY

The HKCEC is directly linked to two hotels: the Grand Hyatt Hong Kong and the Renaissance Hong Kong Harbour View Hotel by covered footbridges and walkways. In addition to a total of over 1,400 rooms available at the Grand Hyatt Hong Kong and the Renaissance Hong Kong Harbour View, there are more than 5,000 hotel rooms available within 5 to 15 minutes' walking distance of the HKCEC.

TRANSPORT

Subway transport is only minutes away, and it serves Hong Kong's major urban areas. The airport, 40 km away, can easily be reached by road or the Airport Express Line in 30 minutes.

Visitors can walk to the HKCEC from the MTR Exhibition Centre Station, Wan Chai Station or the Wan Chai Ferry Pier within 10 minutes; or you can also select the suggested routes below:

From Hong Kong International Airport

- By Bus: Route no. A11 or E11 to Wan Chai and change to route no. 40M to the HKCEC (Estimated time: 80 mins)
- By MTR: Airport Station to Hong Kong Station and switch to Wan Chai Station (Estimated time: 40 mins)
- By Taxi (Estimated time: 45 mins)

From Hong Kong West Kowloon Station (High Speed Rail)

- By MTR: Walk from Hong Kong West Kowloon Station to Austin Station, switch to East Rail Line at Hung Hom Station to Exhibition Centre Station (Estimated time: 35 mins)

From Hong Kong China Ferry Terminal

- By MTR: Tsim Sha Tsui Station to Wan Chai Station (Estimated time: 15 mins)
- By Taxi (Estimated time: 30 mins)

Driving

- For driving directions to the venue and parking facilities, please refer to the [road map](#) on the official website of HKCEC.

FACILITIES

Catering options on the venue can be found on the page "[Catering Service](#)" on its website.

The nearest post office is located on 1/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong. Please check the latest opening hours on the official website of [Hong Kong Post](#).

LOST PROPERTY

Lost property should be handed in to the Organizer's Office (S230) without delay.

Floor Plan & Exhibition Hall



L5



L5

Hall 5E
Hall 5FG
Registration Hall

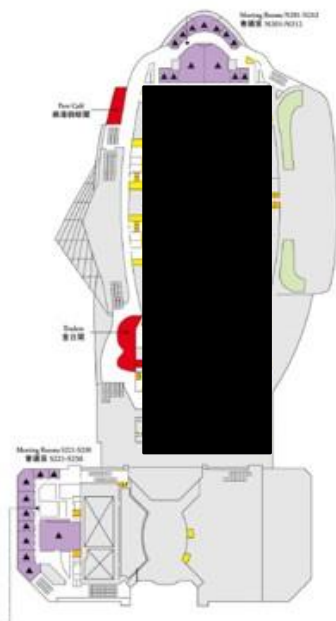
L4



L4

S421
S422
S423-424
S426-427
S425
S428

L2



L2

N201A
N201B
N206-208
N211-212
S223
S224-225
S226-227
S228
S222, N204-205
(Speaker Ready Room)
S229
(VIP Lounge)

L1



L1

Theatre 1
Theatre 2
Convention Hall

Level 5 - Harbour Road

Hall 5E (2000sqm)

~2000 pax

Hall 5FG: Exhibition Area



Level 4 - Harbour Road

S421: 380 pax

S422: 94 pax

S423+424: 200 pax

S425: 102 pax

S426+427: 200 pax

S428: 120 pax



Level 2 - Harbour Road

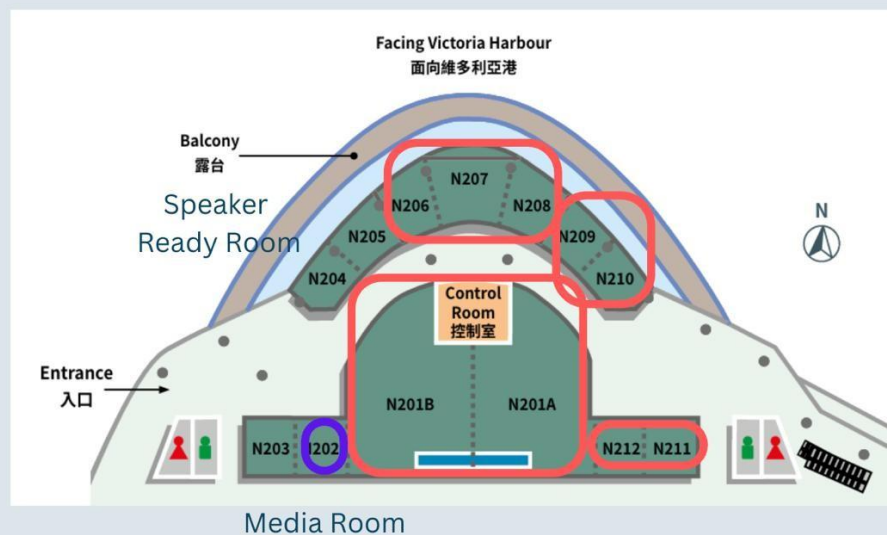
S221: 506 pax
 S223: 102 pax
 S224+225: 200 pax
 S226+227: 200 pax
 S228: 120 pax

S222: Speaker Ready Room
 S229: VIP Room
 S230: Sec. Office



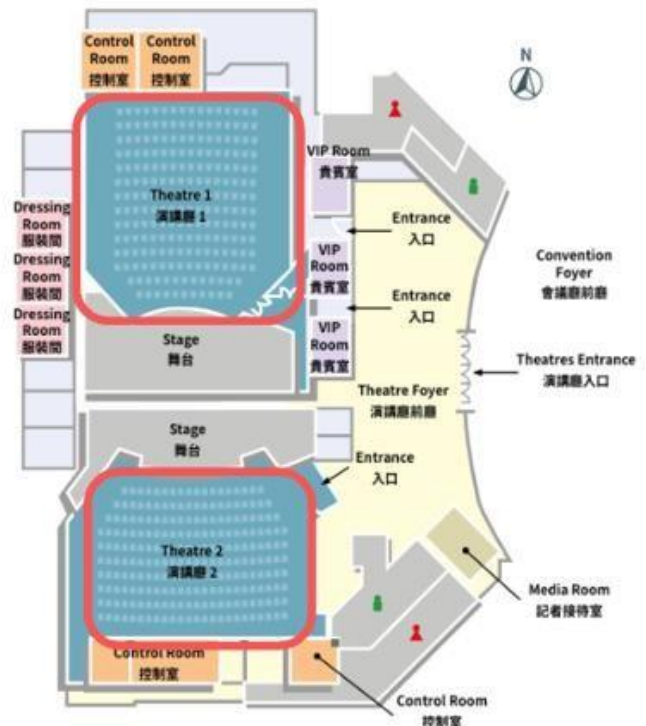
Level 2- Expo Drive

N201AB: 450 pax
 N206+207+208: 138 pax
 N209+210: 68 pax
 N210+211: 96 pax



Level 1 - Harbour Road

Theatre 1: 637 pax
Theatre 2: 336 pax



Level 1 - Harbour Road

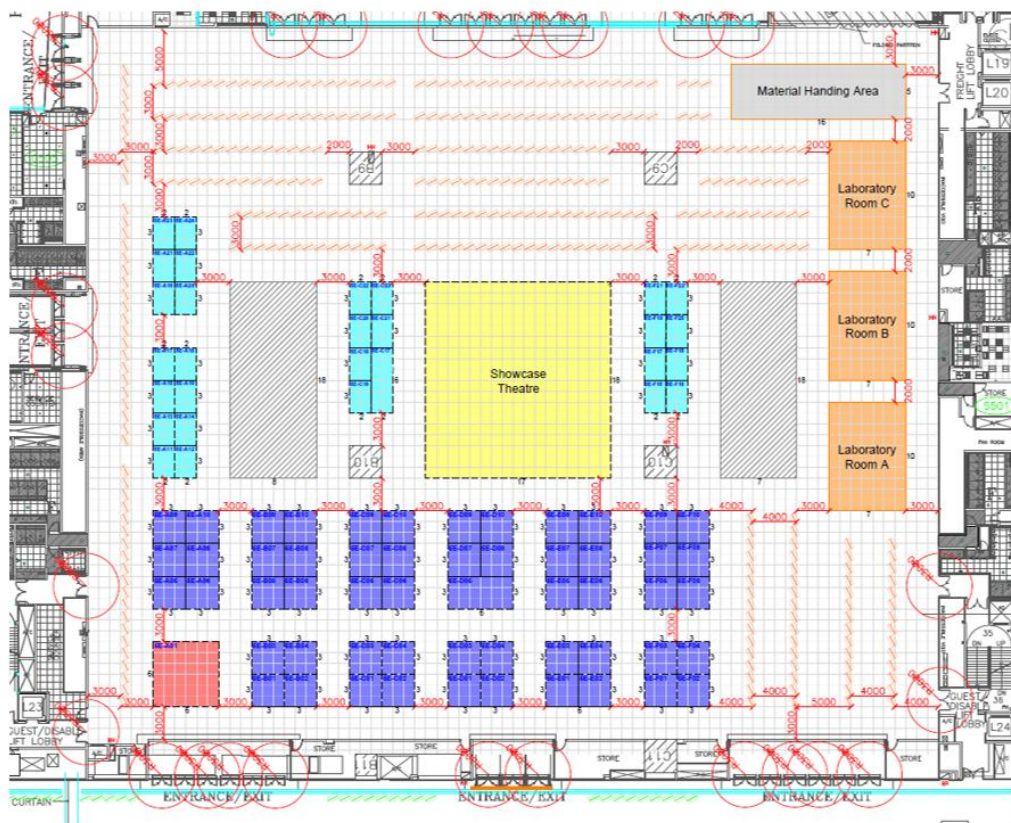
Convention Hall A: 344 pax
Convention Hall B: 600 pax
Convention Hall C: 344 pax



Hall 5FG



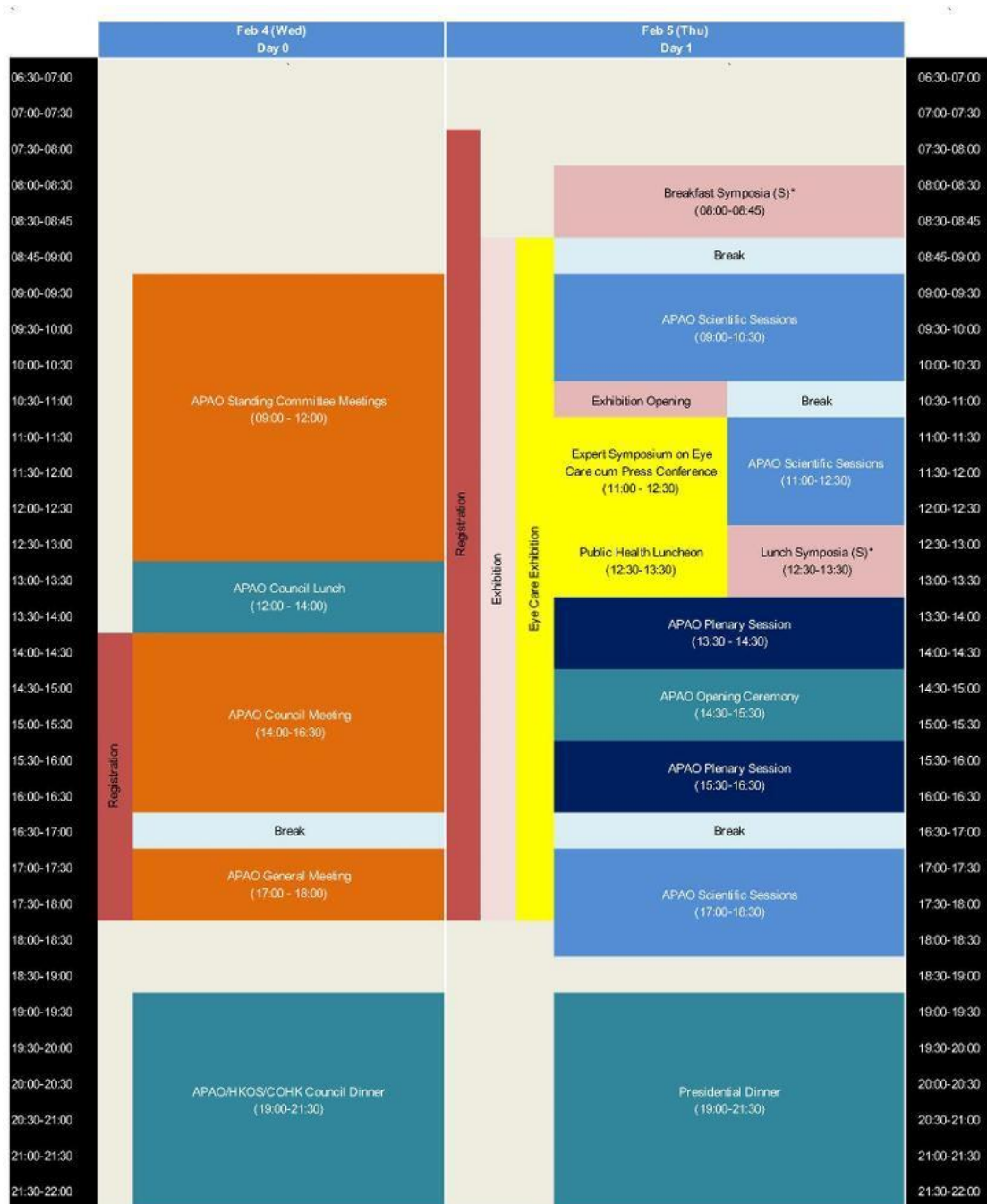
Hall 5E

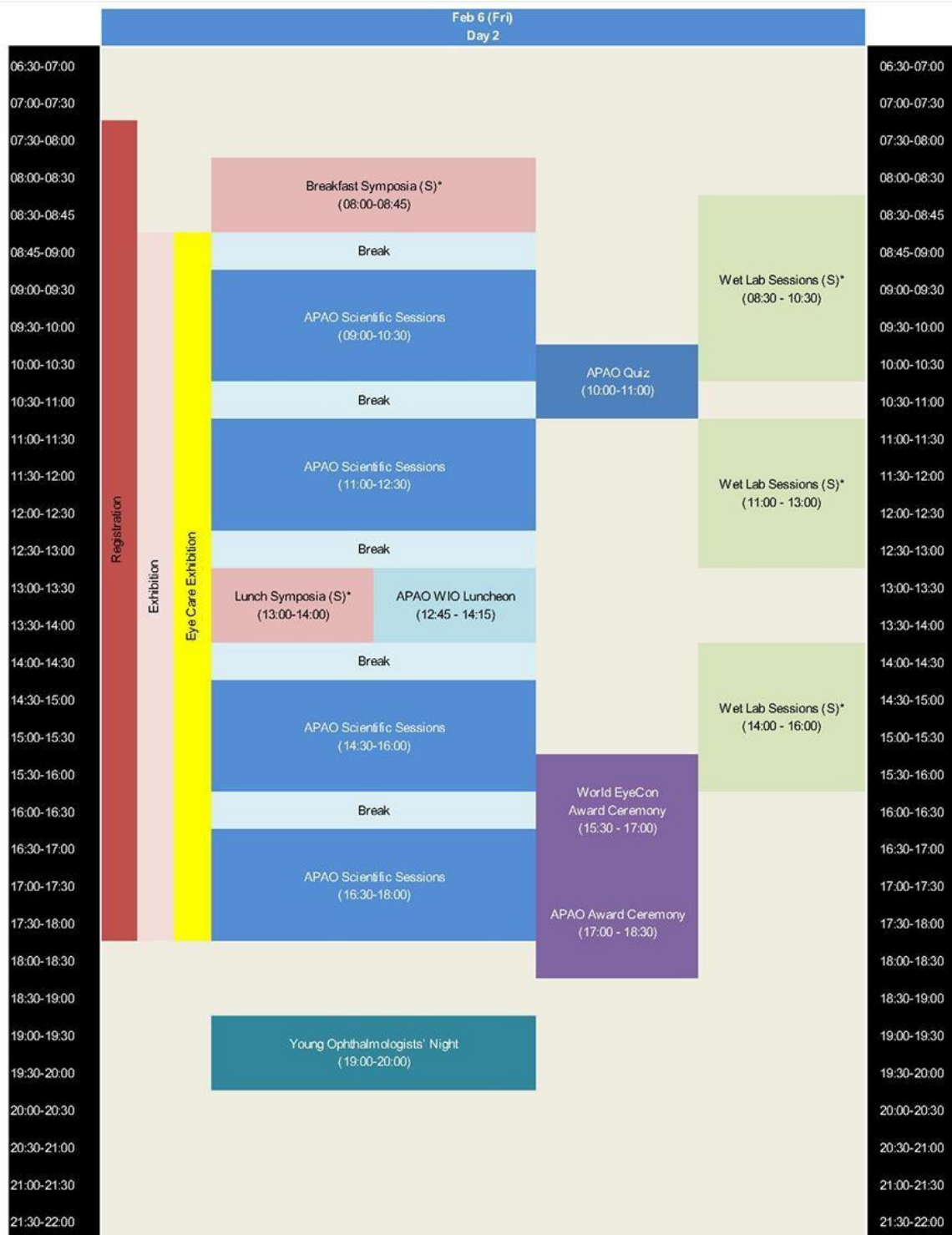


*****The above floorplan is not final one. It is for reference only.**

Program Overview

Please download the updated version at <https://2026.apaophth.org>





Feb 7 (Sat) Day 3				Feb 8 (Sun) Day 4					
06:30-07:00	Registration Exhibition Eye Care Exhibition	Fundraising Run (06:30-08:00)		Registration			06:30-07:00		
07:00-07:30							07:00-07:30		
07:30-08:00							07:30-08:00		
08:00-08:30		Breakfast Symposia (S)* (08:00-08:45)					08:00-08:30		
08:30-08:45							08:30-08:45		
08:45-09:00		Break					08:45-09:00		
09:00-09:30		APAO Scientific Sessions (09:00-10:30)			Wet Lab Sessions (S)* (08:30 - 10:30)	APAO Scientific Sessions (09:00-10:30)		Wet Lab Sessions (S)* (08:30 - 10:30)	09:00-09:30
09:30-10:00							09:30-10:00		
10:00-10:30		Break			Break				10:00-10:30
10:30-11:00							10:30-11:00		
11:00-11:30		APAO Scientific Sessions (11:00-12:30)			Wet Lab Sessions (S)* (11:00 - 13:00)	APAO Scientific Sessions (11:00-12:30)		Wet Lab Sessions (S)* (11:00 - 13:00)	11:00-11:30
11:30-12:00							11:30-12:00		
12:00-12:30		Break							12:00-12:30
12:30-13:00							12:30-13:00		
13:00-13:30		Lunch Symposia (S)* (13:00-14:00)	APAO LDP Alumni Reception (13:00 - 14:00)				13:00-13:30		
13:30-14:00							13:30-14:00		
14:00-14:30		Break							14:00-14:30
14:30-15:00		APAO Scientific Sessions (14:30-16:00)			Wet Lab Sessions (S)* (14:00 - 16:00)			14:30-15:00	
15:00-15:30							15:00-15:30		
15:30-16:00		Break							15:30-16:00
16:00-16:30							16:00-16:30		
16:30-17:00		APAO Scientific Sessions (16:30-18:00)							16:30-17:00
17:00-17:30							17:00-17:30		
17:30-18:00							17:30-18:00		
18:00-18:30							18:00-18:30		
18:30-19:00							18:30-19:00		
19:00-19:30							19:00-19:30		
19:30-20:00							19:30-20:00		
20:00-20:30							20:00-20:30		
20:30-21:00							20:30-21:00		
21:00-21:30							21:00-21:30		
21:30-22:00							21:30-22:00		
		Cultural Party Handover Ceremony (18:30 - 22:00)							

EXHIBITION SCHEDULE & MOVE IN

Exhibition Timetable

Move-in

Date	Time	Schedule
FEB 3, 2026	08:00 – 23:59	Move-in and construction of The Official Contractor, AMC (Exhibits) Ltd
	14:00 – 23:30	Move-in and construction of Raw Space Exhibitors (The Outside Contractor) - Assumed the main booth structure is all constructed and in place
FEB 4, 2026	09:00 – 23:30	Move-in and decoration of The Official Contractor, AMC (Exhibits) Ltd Move-in and decoration of the Raw Space Outside Contractor - Final touch-up of the stand elements of the Outside Contractor
	14:00 – 20:00	Move-in and decoration of Standard Package Exhibitors & Raw Space Exhibitors
	19:00 – 23:30	Final touch-up and cleaning of the venue by all Contractors and HKCEC (Only for The Official Contractor, AMC (Exhibits) Ltd)

NOTES:

- Only Exhibitors, Working Staff and Appointed Contractors **with valid entrance badges** are allowed to enter the venue during the Move-in Period.
- Exhibitors, Working Staff and Appointed Contractors of **Raw Space Booths** are only allowed to enter the venue **with valid entrance badges, wrist bands and reflective vests** during the Move-in Period. The Appointed Contractors are responsible for preparing and providing the reflective vests for the Exhibitors and staff.

Show Open Days

Date	Time	Schedule
FEB 5, 2026	08:00 – 08:45	Replenishment (for Exhibitors, Working Staff & Appointed Contractors ONLY)
	09:00 – 18:00	Show Open
FEB 6, 2026	08:00 – 08:45	Replenishment (for Exhibitors, Working Staff & Appointed Contractors ONLY)
	09:00 – 18:00	Show Open
FEB 7, 2026	08:00 – 08:45	Replenishment (for Exhibitors, Working Staff & Appointed Contractors ONLY)
	09:00 – 18:00	Show Open

Move-out

Date	Time	Schedule
FEB 7, 2026	18:00 – 20:00	Packing and removal of exhibits by exhibitors, the Official Freight Forwarder Dragon Link, or their appointed forwarders
	19:00 – 20:00	Termination of Booth Electricity to the booths (No more power supply)
	20:00 – 23:00	Move-out / Tear down of Raw Space Exhibitors (Outside Contractor)
	20:00 – 23:59	Tear down of booth fitting for Standard Package Exhibitors The Official Contractor, AMC (Exhibits) Ltd

NOTES:

- Only Exhibitors, Working Staff, Appointed Contractors and Service Providers **with valid entrance badges** are allowed to enter the venue during the Move-out Period.
- Move-out of exhibits will not begin **until 18:00 on FEB 7, 2026**. Under no circumstances will any exhibitors be allowed to remove their products/booth from the show before this time.
- Depending on the operation of the concurrent events in the venue, the zoning system may be applied for trucks/vans using the loading bay in different time zones during the **Move-out period on FEB 7, 2026**. Details will be announced in the Move-in Notice at a later stage.
- Any exhibits, booth equipment, hazardous materials, fixtures, and fittings left in the hall after **20:00 on FEB 7, 2026** by exhibitors will be discarded, and any removal/cleaning costs will be passed on to the relevant exhibitors.

Any exhibitor and their appointed outside contractor who anticipates any problems in clearing all exhibits and booth fitting by **23:00 on FEB 7, 2026** should email APAO2026Exhibition@arconmarketing.com or seek on-site assistance.

Important Notes

Exhibitor's Manual

Please email the duly completed acknowledgement portion of this Manual to the Secretariat immediately upon receipt without delay.

Collection of Exhibitor Badges

Exhibitor badges shall be collected from the registration counter located at 5/F, Hong Kong Convention and Exhibition Centre (HKCEC) on

1. **February 4, 2026: 11:00 – 18:00**
2. **February 5, 2026: 08:00 – 18:00**

Security

The security personnel on duty will not allow anyone without an exhibitor to enter the Exhibition Hall. This is strictly non-negotiable for security purposes. Please advise your colleagues on duty to wear and display their passes.

Order Forms

All forms must be sent to the respective organizations indicated on top of each form by the stipulated date. Any additional order for items such as electrical, furniture, audio and visual must be accompanied with payments for the same.

Non-Official Contractors

Exhibitors must inform the Organizer if they engage any contractor(s) other than the official contractor appointed by the Organizer.

Official Freight Forwarder

Exhibitors are strictly advised to engage only the official freight forwarder appointed by the Organizer to avoid any unnecessary logistic complication in the Exhibition Hall.

Set-Up Completion

Booth construction setup times are as below:

February 3, 2026, 08:00 – 23:30

Decoration and Touch-up times are as below:

February 4, 2026, 09:00 – 22:00

Exhibitors are allowed to go inside the Exhibition Hall to set exhibit materials as below:

February 4, 2026, 09:00 – 22:00

Final Touch-up and Cleansing of the venue (Only for the Official Contractor AMC (Exhibits) Ltd.)

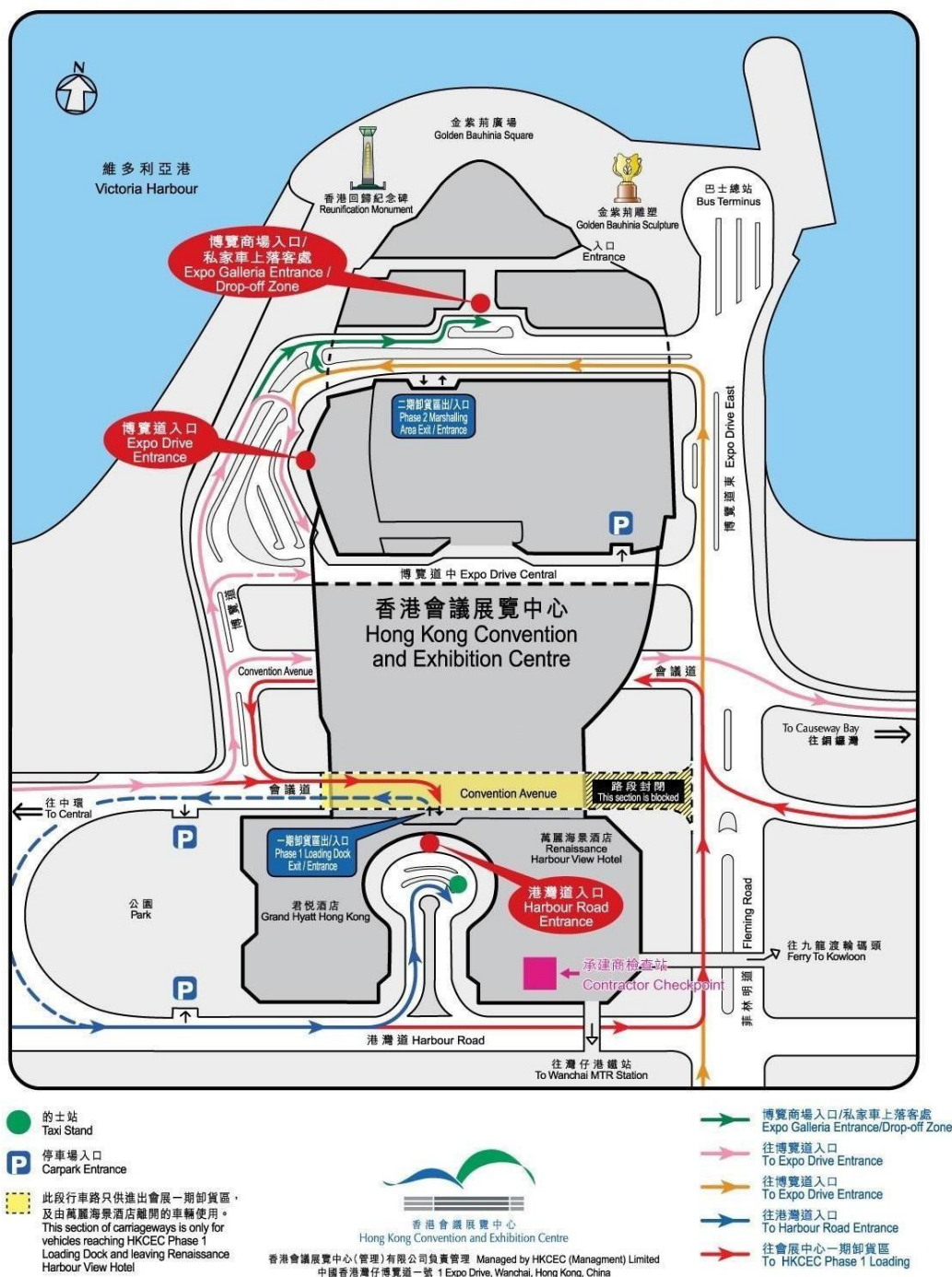
February 4, 2026, 19:00 – 23:30

Exhibition Loading Plan

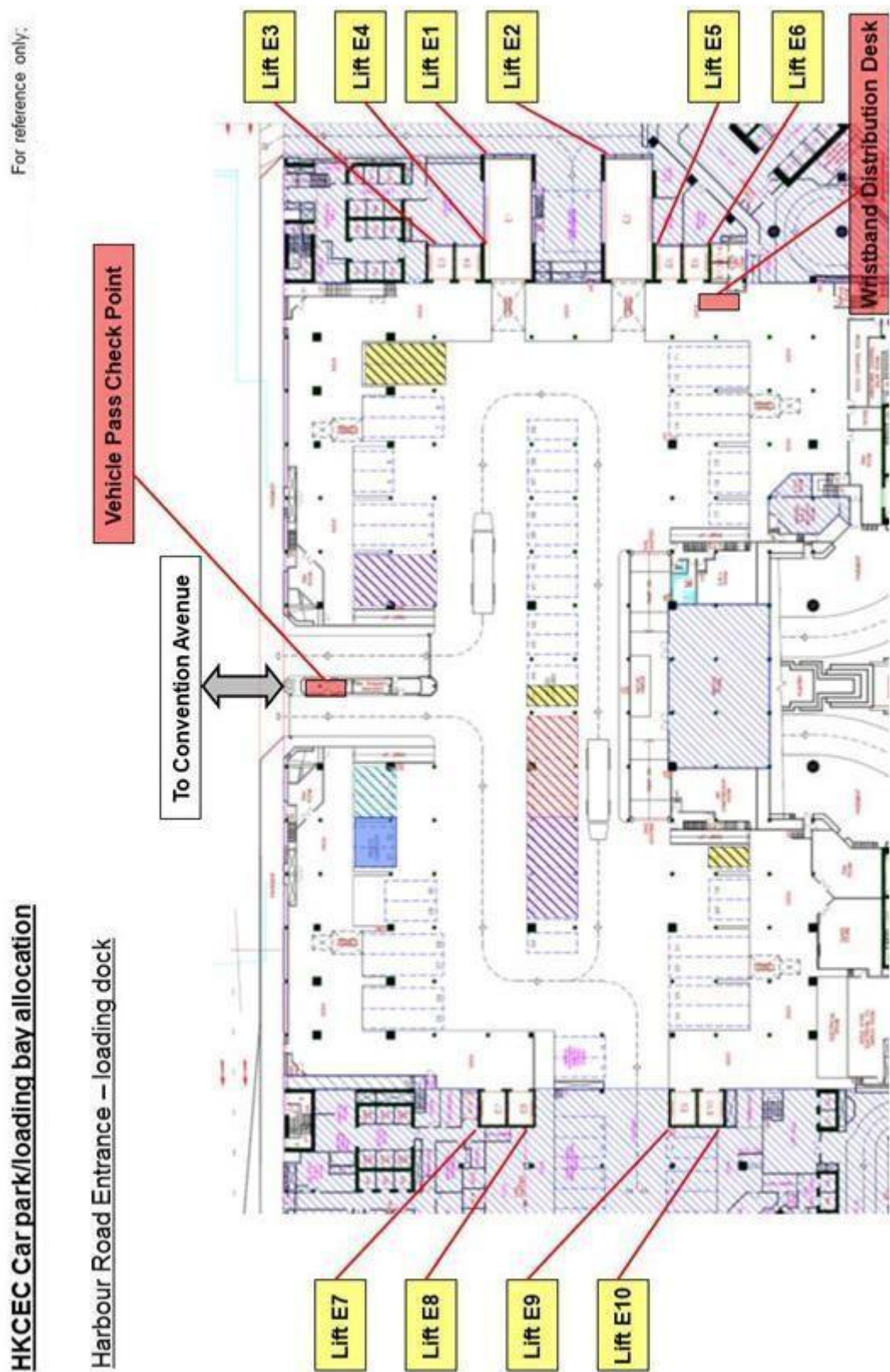
Site Plan

Access to Halls 5E, 5F and 5G with hand carry luggage is from the Harbor Road Entrance. For loading and unloading of large items, it is requested to use the marshalling area with entrance on Convention Avenue. Please refer to the site plans below.

香港會議展覽中心 Hong Kong Convention and Exhibition Centre 主要入口示意圖 Main Entrance Locations



Hong Kong Convention and Exhibition Centre Phase I Loading Area





All contractors should enter the HKCEC according to the route above

[The Organizer]

Asia-Pacific Academy of Ophthalmology

Address: The Department of Ophthalmology and Visual Sciences, The Chinese University of Hong Kong 4/F, Hong Kong Eye Hospital, 147K Argyle Street, Kowloon, Hong Kong

Ms. Cynthia Wong

Tel: +852 3943 5826

Email: exhibition@apaophth.org

[Official Vendors]

Professional Congress Organizer (PCO)

I-Concept Event Ltd.

Address: 6/F, Chun Hoi Commercial Building,
688 Shanghai Street, Mongkok, Kowloon,
Hong Kong

Ms. Angela Lai

Tel: +852 2136 5430

WhatsApp: +852 9794 2755

Email: info@i-concept-event.com

Official Contractor

AMC (Exhibits) Ltd

Address: Factory AB, 8th Floor, Tung Kin Factory
Building, 196-292 Tsat Tsz Mui Road,
North Point,
Hong Kong

Ms. Rachael Mak

Tel: +852 3752 9033

Fax: +852 3585 6008

Email: APAO2026Exhibition@arconmarketing.com

Official Freight Forwarder

Dragon Link Enterprises Ltd.

Address: Unit B, 15/F, Way On Comm. Bldg., 500
Jaffe Road, Causeway Bay, Hong Kong

Ms. Frances Wong

Tel: +852 2836 5166

Fax: +852 2838 4856

Email: frances@dragon-link.com.hk

Official Travel Agent

Nissin Kanko Travel Ltd.

Ms. Michelle Ho

What's app: +852 84334131

Email: apao2026hk@nkt.hk

BOOTH AND CONSTRUCTION GUIDELINE

[For Raw Space Exhibitors]

Exhibitor Checklist (Raw Space)

The following tables list all the order forms relevant to exhibitors' participation in APAO 2026. Please kindly refer to your corresponding booth type and make sure you submit all the necessary forms on time **through the online system**. The online platform will be launched on October 2, 2025, the login account details for information and order submission will be shared at a later stage after your confirmation of booth booking with APAO.

Submission deadline for all forms: DEC 19, 2025.

Form No.		Compulsory	Optional
1A	Workers' Badge for Raw Space	✓	
2B	Vehicle Permit for Raw Space	✓	
8	Customs Clearance, Freight Forwarder & On-site Handling		✓
9	Rental of Power Main Supply	✓	
10	Raw Space Exhibitor Acknowledgement & Contractors' Information	✓	

Notes:

- Late submissions are subject to surcharges.
- Unless otherwise specified, all order forms should be completed in ENGLISH. Submissions in other languages will be rejected.
- **It is essential that you complete and submit all the necessary order forms through the online platform by the deadline, except the optional forms.**

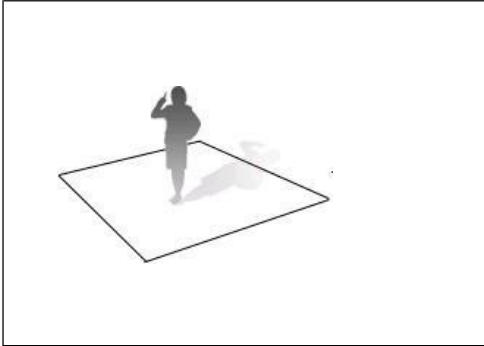
In most cases, contractors will impose a surcharge for any late submission.

Please note that all order forms are to be completed in ENGLISH, unless specified. All other languages will not be accepted. If you submit in a language other than English, we will reject your order form(s) and you will have to complete it again.

The rate is quoted in HKD, in case companies would like to pay in USD, the exchange rate USD 1 = HKD 7.9 will be applied.

1. Specifications for Raw Space

***SPECIFICATIONS FOR RAW SPACE



What is included in Raw Space:

- Only the floor space you have booked

What you need to consider ordering:

- Flooring
- Carpet
- Lighting
- Partition walls
- Electric power supply
- Furniture

***Note: You will need to find a contractor to design and build your booth.**

Stand Modification For Standard Package to Raw Space Booth Type

All standard booth exhibitors who wish to modify their standard design to a RAW SPACE booth customized design are allowed, and it is required to appoint solely the official contractor – AMC (Exhibits) Ltd. service for stand modification, design, and construction at their own cost.

Standard package exhibitors who wish to have a customized booth design:

- Booth size : 6 – 36sqm → Use solely the official contractor – AMC (Exhibits) Ltd.
- Booth size : 37sqm or above → Can contact outside stand constructors other than the official contractor

Final design of stand modification should be subject to the Organizer's approval and fulfill HKCEC's rules and regulations.

Raw Space Exhibitors should appoint an experienced local Booth Contractor to design and construct their booth that is conversant with the regulations of HKCEC.

- Site measurements are given in metrics. Exhibitors/Contractors, upon arrival and before commencing construction work, are required to check to ensure the floor space dimensions are set out as per the floor plan issued by the Organizer, and to report immediately to the Organizer or the Official Contractor of any discrepancy. If the contractor does not report any errors immediately, the Organizer will not be liable for any construction work that has already begun.
- It is the raw space exhibitor's responsibility to carpet, construct, furnish and to light up their licensed space.
- The transporting, assembling, dismantling and removing of custom-built booths are the responsibility of the Exhibitor. All such work must be carried out according to the arrangements and within the time limits specified by the Organizer.
- The exhibitor (or appointed contractor) is also responsible for the dismantling of the booth at the end of the show and for removing all material used. Exhibitors are liable for any cost incurred due to the repair of any damages caused by the action or act of the Exhibitors or its contractors.
- No direct fixings may be made to any part of the exhibition halls, and any damage or discoloration of such will be charged directly to the exhibitor.
- The suspension of booth or light fittings from the ceiling structure of the Exhibition Venue **is not allowed** for APAO 2026.
- Fixings to the surface of the floors to secure margin boards and other booth fittings will not be permitted

unless prior approval in writing is obtained from the Organizer.

- All booth structures, signs, etc. must be confined within the area allotted and cannot project into or over the gangways.
- All Raw Space Exhibitors are responsible for their own storage within their booth area.
- All specially designed booths must clearly show the exhibiting company name and booth number.
- All materials used in the construction and decoration of exhibition booths or set-ups shall be flame retardant and subject to inspection of the venue management.
- As a contractor/exhibitor at the show you have a duty to ensure that all personnel working for your company have a valid working visa/permit in order to work in the Hong Kong Special Administrative Region and are aware that they have a responsibility for the health, safety and welfare of all employees and that plans or systems of work which may be used are, so far as is reasonably practicable, safe and without risk to health. All employees should have the necessary training and supervision to ensure complete health and safety. The Organizer reserves the right to withhold granting approval to any contractor appointed by the exhibitor concerned, evaluating their past record in discipline and safety, etc., without giving any reason. For working visa permit requirements and application, it is advisable to contact the Hong Kong Immigration Department for detailed information: www.immd.gov.hk.

2. Requirements:

Booth Design, Plan Proposal With Structural Safety Certificate Requirements

No custom-built booth may be erected at the Exhibition Venue unless the plans and design proposals thereof have been approved in writing by the Official Contractor and the venue management, which approval may be withheld by the Organizer or the venue management without giving any reason.

Effective from June 2010, the venue management has implemented strict control for booths and temporary structures according to criteria from the Building Department.

For booths and temporary structures **exceeding 3 m in height**, stages or platforms exceeding **1.1 m in height**:

1. An Authorized Person/Registered Structural Engineer (AP/RSE) shall verify the stability of the design drawings.
2. Construction should be conducted under the supervision of AP/RSE.
3. AP/RSE should verify the stability after completion by completing the structural safety certificate.
4. The structural safety certificate must be submitted to the Official Contractor, AMC (Exhibits) Ltd **by 20:00 on FEB 3, 2026 the latest**.

For booths and temporary structures **at 4.5 m in height or above**, stages or platforms exceeding **1.5 m in height**: **(No booth should be constructed up to 4.5mH unless there is SPECIAL APPROVAL from The Organizer, below requirements listed as standard rules and regulations for structure part only)**

1. The design must be verified by an AP/RSE with structural calculations for stability before construction.
2. Construction should be conducted under the supervision of AP/RSE.
3. AP/RSE should verify the stability after completion by completing the structural safety certificate.
4. The structural safety certificate must be submitted together with structural calculations to the Official Contractor, AMC (Exhibits) Ltd, **by 20:00 on FEB 3, 2026 the latest**.

NOTE: Raw Space Exhibitors MUST submit the following for approval by DEC 19, 2025:

- i. As APAO 2026 will use an online order system, all order forms will be collected through the website. The online platform's URL and information will be updated later. Front and side-view drawing(s) with booth height;
- ii. 3D perspective drawings;
- iii. Any other required information that The Organizer / The official Contractor AMC (Exhibits) Ltd. requests.

Maximum Height And Setback Criteria For Booth Design

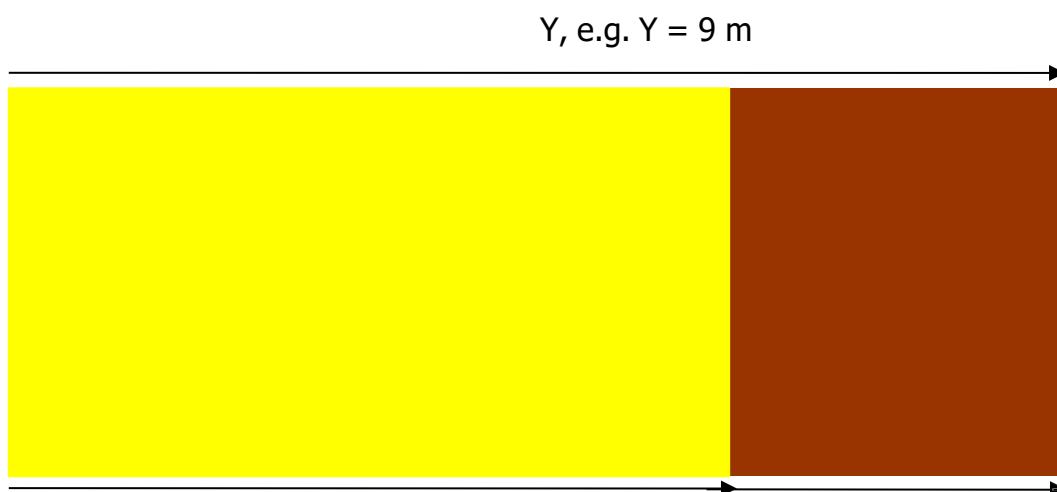
- For the **maximum height for the booth design** and no part of any structure is to extend beyond the boundaries and airspace of the site allocated. **Details as below:**

Booth size: 6 – 26 sqm	maximum height for the booth design is 2.5m
Booth size: 27 sqm – 35 sqm	maximum height for the booth design is 3.0m
Booth size: 36 sqm or above	maximum height for the booth design is 4.0m

- Exhibitors should construct their own walls, with a minimum height of 2.5 m/8 ft , to divide from neighboring booths, and should not use other's back walls or venue walls.
- No company identity, e.g. company names, logos, etc., should be put on the back of any booth structure over 2.5 m/8 ft which faces the neighboring booth.
- **Without Logo:** If the exhibitor wishes to build a wall over 2.5 m but only to decorate the inside of their own booth with their graphics (including company name and logo), then no setback is required. However, the exhibitor is required to finish the other side of the wall in a white color.
- **With Logo:** In the event that an exhibitor wishes to build a wall over 2.5 m in height and intends to decorate both sides of the wall with graphics (inclusive of company name and logo), then the wall must be built at least 1.5 m away from the neighboring booth. Approval must be given by the Organizer to ensure the neighboring booth will not be affected by misleading visitors.
- Whilst every step is taken to ensure that all issues are resolved to everyone's satisfaction, the Organizer is the final arbitrator in any disputes between neighboring booths and all parties are bound by the Organizer's decision as agreed upon when signing the terms and conditions upon booking space for the show.

Long Runs Of Walling – Facing Other Booths

- Long runs of aisle walls on booths are not permitted.
- If you are planning on walling off part of your booth or building any rooms in your space, please note that not more than a third of any one side of an exhibition booth may be walled off, as in the drawing below.



Fire Regulations

- Fire prevention equipment like all fire alarms, fire shutters, extinguishers, fire hydrants, sprinkler systems, valves and emergency telephones should be tidy and easy to access.
- At any time, exhibitors should allow and ensure the accessibility of all fire hose reels and fire alarms as given in the floor plans. It is the responsibility of all exhibitors to make sure that the firefighting or safety equipment is not hindered, hidden, removed or interfered with.
- Exhibitors should make sure that both the way in and out of the emergency exits are clear and fire prevention measures are undertaken along with the regulations.
- Exhibitors and their contractors should make sure that they have adopted the proper fire extinguishers for different occasions respectively.
- Fire extinguishers should be displayed and covered with direct sprinkler coverage from a temporal overhead structure during the assembly and dismantling period of the entire event.
- All materials used in the stand and ceiling construction must be properly fire retardant in accordance with local regulations. No inflammable materials or equipment (e.g. the inflammable glue for electrical welding equipment) can be used in the exhibition hall when all the carpet has been laid down in the corridor in the halls.
- Exhibitors have the obligation to ensure that an endorsed Fire Certificate is made available for any inspection conducted by the Fire Services Department.
- Parties who fail to take the above measures may have to take up all the loss, damages, claims and charges suggested from the venue and Fire Services Department.
- Please refer to the guidelines for submission of Certificates of Fire Service Installations and Equipment for more details (Appendix 1).

3. Deposit & Charges

Contractor's Performance Deposit

- All Raw Space exhibitors are required to lodge a **Contractor's Performance Deposit** of which will be collected based on **HK\$600/per sqm** basis. A minimum of HK\$21,600 (36 sqm or below booth). For a 36 sqm or above booth, it will be calculated based on the booth size.
- The deposit will be refunded to the exhibitor **within 8 to 10 weeks** after the exhibition if their exhibition booth is, in the Organizer's view, clear from damage to the venue and/or of any rubbish, and no infringing performance has been reported to the Organizer. Payment of the Deposit is either **by cheque** made payable to "AMC (Exhibits) Ltd" or **by bank transfer**.
- **NO Workers' Badges and vehicle Permits** will be issued to the exhibitor, or its appointed contractor and no custom-built booths will be permitted to be erected at the exhibition unless the **Raw Space Contractors' Information, Construction Drawings** with the **Contractors' Performance Deposit** has been received by the Official Contractor. (The rate is quoted in HKD, in case companies would like to pay in USD, the exchange rate USD 1 = HKD 7.9 will be applied.)

Please kindly be reminded to complete Order Form 10, "Contractors' Information" through the online platform

Deduction From Contractor's Performance Deposit

- Exhibitors are responsible for ensuring that their appointed contractors should observe and comply with the rules and regulations stated in this manual. Any infringement resulting in damage, disposal and unsafe performance will result in a deduction from the Contractor's Performance Deposit without prior notice.

The following are some of the actions which can lead to a deduction of the Contractor's Performance Deposit:

1. Contractor staff smoking in the venue.
2. Stand design drawings not submitted as specified.
3. The stand construction exceeding the maximum height limit.
4. Paint spraying, welding, using electrical saws inside the venue.

5. Screwing, drilling, painting or nailing on the panels of standard shell stand.
6. Storage of construction materials, tools, empty boxes and/or other materials in non-designated areas or outside the venue.
7. Items found outside the respective stand areas, after the move-in/out period. (In addition to a deposit deduction, the items will be disposed of without prior notice.)
8. Debris, packing materials and stand materials not handled/disposed of properly and promptly (i.e. placed outside the stand area or in other stand area, gangways, loading bays or blocking the gangways/fire exits) during move- in/out period.
9. Any deviation in the main construction on site from the drawings submitted to the Organizer, such as stand construction exceeding the assigned boundaries, including but not limited to plasma TV, lighting, 3D lettering, graphics, free standing banners, etc.
10. Failure of any viewable stand partitions/walls (i.e. the common side walls bordering neighboring stand(s) above 2.5 m) to be well finished in white panels by the end of the last move-in day (the Organizer's judgment is final in this regard).
11. Stand construction or dismantling in an improper or unsafe manner (e.g. pushing over high sections of stands, smashing of glass panels, etc.).
12. Safety Vests and Personal Protective Equipment (PPE) not being worn as required for the task (i.e. safety harness if working at height; helmets if danger of tools etc. being dropped from above).
13. Failure to use a platform when conducting work above 2 m, which is against labor laws in Hong Kong. (Please note that any ladders over 2 m are not allowed on site.)
14. Any illegal electrical wiring connections or inadequate connections etc. (They will be made safe and charged as per the Exhibitor Manual price with on-site surcharge.)
15. Failure to submit Contractor insurance policy/risk assessment/payment of Contractor's Performance Deposit by the deadline.
16. Damage or loss of the fascia, which incurs in a reproduction cost. (Please note that all alteration or removal of ready/shell stand fascia boards with booth number must be done by the Official Contractor who will reinstall at a charge.)
17. Damage to the venue or Official Stand Contractor's facilities (walls, doors, carpets, marble floor, hall floors etc.), as per actual cost invoiced by venue/Official Stand Contractor.
18. Any additional hall rental charges incurred due to overtime move-in/out, as per actual cost invoiced by venue.
19. Failing to submit the Electricity (Wiring) regulations Work Completing Certificate – Form WR1 before the deadline of 20:00, FEB 3, 2026. (A penalty of HK\$3,000 will be deducted from the Contractor's Performance Deposit, the rate is quoted in HKD, in case companies would like to pay in USD, the exchange rate USD 1 = HKD 7.9 will be applied.)
20. Failure to submit Form FS251 (related to fire tests, flame tests, fume test, and other similar tests) to the Official Stand Contractor by the deadline of 20:00, FEB 3, 2026, i.e. the move-in day. (HK\$3,000 will be deducted from the Contractor's Performance Deposit, the rate is quoted in HKD, in case companies would like to pay in USD, the exchange rate USD 1 = HKD 7.9 will be applied.)

Remarks

- If the Contractor's Performance Deposit is not sufficient to cover the actual cost/penalty incurred, the Organizer reserves the right to charge the Exhibitor and/or their Contractor the outstanding balance.
 - The Organizer will not be responsible for any loss or claim for any or all disposed items arising from the violation of the above guidelines (items 07 & 08) by the Contractor.
 - In case of disputes, the decision of the Organizer is final.
- ** Exhibitors should also be fully aware that, as per the Standard Rules & Regulations which form part of their contract with the Organizer, they are legally responsible and liable for their contractors and sub-contractors.
- It is therefore essential that exhibitors appoint established and reputable Hong Kong stand contractors.
 - If assistance is required, please contact the Organizer. Please note that the appointed official contractor receives Contractors' Performance Deposits on behalf of the Organizer.

Dilapidation Charges

- It is the responsibility of exhibitors to make good any damage caused to the flooring inclusive of marks by paint and adhesive tapes, etc. made by the exhibitors, its agents or contractors. In your own interests, you should satisfy yourselves as to the condition of your space site and again after its clearance. The Organizer will pass on to the exhibitor any charges for damage to the exhibition halls caused by exhibitors, their staff or their contractors.

4. Venue Access Control

Venue Access Control For Move-in & Move-out

CONTRACTORS

- For Raw Space exhibitors who have outside contractors to build their booth, HKCEC requires all outside contractors to wear a colored wristband during move-in and move-out of the show.
- Contractors who perform construction work in the venue are required to present their Green Cards at the Contractor Checkpoints to collect the wristband.
- The wristband is valid for 1 day and there will be different colored wristbands for each day.
- After obtaining wristbands for the day, contractors may re-enter the Hall via other entry points during the day.
- To collect the wristband, contractors must go to Contractor Checkpoints:
 - **In front of Freight Lift E6, LG1 to access into Hall 5FG – Loading Bay of Phase 1**
- Contractors must produce their Workers' Badges to obtain a wristband.
- If you lose your wristband, you must go back to the Contractor Checkpoints and obtain another wristband. Your information will be recorded, and if there are repeated losses a charge maybe imposed.

TRANSPORT WORKERS

- All exhibitors who plan to use an external freight forwarder company or courier company service to deliver items/products to the HKCEC during move-in and move-out periods must obtain a sticker for ID purposes.
- To collect stickers, transport workers/freight forwarders must go to Contractor Checkpoints:
 - **In front of Freight Lift E6, LG1 to access into Hall 5FG – Loading Bay of Phase 1**

Working Overtime After The Closing Time Of The Exhibition

- If at any time during the open days of the show, an Exhibitor needs to carry out maintenance work after the exhibition has closed, please apply to the Organizer by 17:00 on the same afternoon. Any charges imposed on the Organizers for such arrangements, e.g. lighting and security, will be passed on to the exhibitor/contractor concerned.

Workers' Badges

- Appointed contractors and forwarders of each exhibitor will be provided with Workers' Badges which

must be worn at all times for security reasons to access the exhibition halls.

- Security guards will have the right to deny access into the exhibition halls if the appointed contractors and forwarders are unable to produce the required Workers' Badges.
- A Workers' Badge is only valid for use during **move-in (FEB 3-4, 2026)** and **move-out (FEB 7, 2026)** period.

*** Please kindly be reminded to complete Order Form 1B, "Workers' Badge for Raw Space" through the online platform.**

Overseas Contractors

- If an overseas contractor is appointed to design and construct the booth, it is mandatory to comply with the requirements imposed by the Immigration Department of Hong Kong to ensure the workers have valid working permits to work in Hong Kong. For working visa permit requirements and application, it is advisable to contact the Hong Kong Immigration Department for detailed information: <https://www.immd.gov.hk/eng/index.html>
- It is also strongly suggested to contact the Official Contractor, AMC (Exhibits) Ltd for assistance by email at APAO2026Exhibition@arconmarketing.com

5. Electricity & Lighting

Electricity

- **No multi-plug and extension cords are allowed.**
- A fully qualified electrician must carry out all electrical installations. Contractors must be licensed by the Electrical and Mechanical Service Department (EMSD) and are required to hand in WR1 Form and the electricity license. The WR1 Form is available in Appendix 2.
- Electricity can be supplied in 220 volts ($\pm 6\%$), single phase, 50Hz or 380 volts ($\pm 6\%$), 3 phases, 50Hz.
- Any alteration or usage of electrical fittings are subject to final approval from the Official Contractor appointed by the Organizer.
- An Exhibitor or its appointed contractor must order enough electricity supply. If the actual power consumption of any Exhibitor exceeds the applied limit and affects the operation of other exhibitors or the power supply system of the venue, the Official Contractor will stop the power supply to their booths immediately and the Exhibitor will be liable for the damage caused.
- Installation of electrical equipment, including lighting fixtures, must adhere to the Hong Kong Electricity Ordinance stringently. Exhibitors are advised not to use electrical fittings that may contain sub-standard circuits in their booths. All lighting fixtures should be installed at 2.2 m above ground. If not, they should be well protected so as not to cause danger to the general public.
- In the case of LED lighting, the voltage will determine the amount and type of electrical supply to order and to be provided by the Official Contractor. To ensure you are provided with the correct and proper power supply, please contact the Official Contractor by email at APAO2026Exhibition@arconmarketing.com.
- In case of light box displays brought in by Exhibitors, **each** fluorescent or lamp used will be treated as a single general lighting. To ensure you have placed the correct electrical order and avoid any late or on-site charges, it is advisable to discuss your needs with the Official Contractor.

***Please kindly be reminded to complete Order Form 9, "Rental of Power Main Supply" through the online platform.**

Power Supply Arrangement

- Power supply will not be switched on for booths during build-up until it is considered absolutely safe to do so.
- If you require 24-hour electricity during show opening hours, please ensure you order a 24-hour power supply from the Official Contractor.
- If you anticipate requiring a power supply during build-up/breakdown for the checking and downloading of equipment or the use of hand tools etc., you should apply in advance to AMC (Exhibits) Ltd for a temporary supply to be installed.
- Power to booths is switched off 30 minutes after the show closes each day, and it should be noted that

breakdown will not commence until the power supply has been disconnected.

- Please contact the Official Contractor, AMC (Exhibits) Ltd at APAO2026Exhibition@arconmarketing.com to apply for 24-hour electricity.

6. Health & Safety

Materials

- Exhibitors and contractors shall observe and comply with all the applicable fire codes issued from time to time by the relevant authorities concerned. All drapes, curtains, coverings, skirts, carpet or any materials used in the construction and decoration of exhibition booths or set ups shall be flame retardant and subject to inspection by the authorized HKCEC personnel.
- Use of Mortar: Persons proposing to erect brick, stone or block walls etc. shall lay heavy-duty building paper or similar material on the floor under the walls etc. to protect the floor surface from mortar damage. The HKCEC will repair any damage caused to the floor by the erection or dismantling of this work at the expense of the exhibitor.

Occupational Health & Safety

- Exhibitors and/or their contractors must comply with occupational health and safety regulations in constructing and dismantling their booths by making sure the workplace is safe and healthy.
- They must provide and maintain safe working equipment and procedures.
- They must appoint an authorized person for the on-site supervision of installation/dismantling works.
- Exhibitors must adhere to the occupational health and safety measures as required by the venue management.

Structural Safety Certificate

- A structural safety certificate must be submitted for all custom-built booths on raw space **exceeding 3 m in height**. As such, the booth construction must be undertaken under the supervision of an Authorized Person/Registered Structural Engineer (AP/RSE). The AP/RSE shall verify the stability of the booth by completing the structural safety certificate.
- Exhibitors must accept full responsibility for the safety of the booth, as Construction Sites (Safety) Regulation (Chapter 59) is applicable.
- Regarding booth structure design, double-deck is not allowed.
- The structural safety certificate must be submitted together with structural calculations to the Official Contractor, AMC (Exhibits) Ltd by **20:00 on FEB 3, 2026** the latest.

Scaffold

- For safety purposes, the use of ladders in excess of 2 m in height is strictly prohibited within HKCEC.
- If the construction/dismantling work is carried out at a level over 2 m from the ground, contractors should use high reach equipment, such as metal scaffolding.
- Scaffold shall not be used on a construction site unless the Form 5 report from Construction Sites (Safety) Regulations has been made by a competent person. This form should be displayed in a prominent location of the scaffold, specifying the location, extent of the scaffold on the site and including a statement to the effect that the scaffold is in safe working order, strength and stability.
- Workers are required to wear a safety belt while construction activities are carried out over 2 m from the ground. If this rule is not observed, HKCEC and the Organizer will have the right to stop the relevant construction activity immediately.
- For further details, please refer to the Code of Practice for Metal Scaffolding Safety at the following website: https://www.labour.gov.hk/eng/public/content2_8b.html

[For Standard Package Exhibitors]

Exhibitor Checklist (Standard package)

The following tables list all the order forms relevant to exhibitors' participation in APAO 2026. Please kindly refer to your corresponding booth type and make sure you submit all the necessary forms on time **through the online system.** The online platform will be launched on October 2, 2025, the login account details for information and order submission will be shared at a later stage after your confirmation of booth booking with APAO.

Submission deadline for all forms: DEC 19, 2025.

Form No.		Compulsory	Optional
1A	Workers' Badge for Standard Packages' Exhibitors	✓	
2A	Vehicle Permit for Standard Packages' Exhibitors	✓	
3	Fascia Board Information	✓	
4	Booth Entitlements & Facilities Location Plan	✓	
5	Rental of Furniture & Accessories		✓
6	Rental of Lighting & Electrical Fittings		✓
7	Rental of Audio Visual & Related Facilities		✓
8	Customs Clearance, Freight Forwarder & On-site Handling		✓

Notes:

Late submissions are subject to surcharges.

Unless otherwise specified, all order forms should be completed in ENGLISH. Submissions in other languages will be rejected.

- **It is essential that you complete and submit all the necessary order forms through the online platform by the deadline, except the optional forms.**

In most cases, contractors will impose a surcharge for any late submission.

Please note that all order forms are to be completed in ENGLISH, unless specified. All other languages will not be accepted. If you submit in a language other than English, we will reject your order form(s) and you will have to complete it again.

The rate is quoted in HKD, in case companies would like to pay in USD, the exchange rate USD 1 = HKD 7.9 will be applied.

1. Specifications for Standard Package

- A Standard Package includes 2.5mH wall panel, fascia board (nameboard), carpet, white chairs, 750mmH lockable cupboard, 500W power socket (for single machine use only), 23W energy-saving long-arm spotlight (white light; equivalent to 100W traditional light bulb), and waste paper bin. Two sizes of booth 3m x 3m and 3m x 2m offered in APAO 2026.
- The carpet color is a set color for all Standard Package exhibitors. However, if you wish to change your booth carpet color, please contact the Official Contractor, AMC (Exhibits) Ltd. Please note this will incur additional costs.



3m x 3m Booth Reference



3m x 2m Booth Reference

2. Furniture and Facilities Entitlement

The table below shows the entitlements / facilities that are included in your booth.

Item	3m x 3m (9sqm) Quantity	3m x 2m (6sqm) Quantity
Fascia Board (depends on the no. of open sides*)	1 / 2 *	1 / 2 *
13 Amp / 220V / max. 500W Square Pin Socket (for single machine use only)	1	1
23W Energy Saving Long Arm Spotlight	2	2
Multiple Socket Adapter	1	1
Lockable Cupboard (1 mL x 0.75 mH x 0.5 mD)	1	1
White Chair	2	2
Waste Paper Basket	1	1

As part of your package, you will also receive:

System-made Modular Panel x 4m – 9m

The panel quantity depends on the number of open sides of the booth. For example: for booths with 1 open side, 9m in total with walls on 3 sides; for booths with 2 open sides, 6m in total with walls on 2 sides.

Single Color Carpet x 6 - 9 sqm

The carpet color is a set color for all standard package exhibitors. However, if you wish to change your booth carpet color, please contact the Official Contractor and note that additional costs will be incurred.

Booth Cleaning Services

Stand Modification

All standard booth exhibitors who wish to modify their standard design to a RAW SPACE booth customized design are allowed, and it is required to appoint solely the official contractor – AMC (Exhibits) Ltd. service for stand modification, design, and construction at their own cost.

Standard package exhibitors who wish to have a customized booth design:

- Booth size : 6 – 36sqm → Use solely the official contractor – AMC (Exhibits) Ltd.
- Booth size : 37sqm or above → Can contact outside stand constructors other than the official contractor

Final design of stand modification should be subject to the Organizer's approval and fulfill HKCEC's rules and regulations.

***Please kindly be reminded to complete Order Form 4 / 6 & 8, "Rental of Furniture & Accessories / Rental of Audio Visual & Related Facilities & Booth Entitlements & Facilities Location Plan" if necessary through the online platform.**

3. Company Name Board/Fascia Board

- Standard Package booths will be provided with a Company Name Board (fascia). Please ensure that the wording of your company name is exactly as required. In the event that this form is not received, the fascia board will be supplied using the name given by the Organizer from the Program Book and any alterations requested on site will incur a charge.
- All corner booths will have 2 fascia boards with 2 open sides.

***Please kindly be reminded to complete Order Form 7, "Fascia Board Information" through the online platform.**

5. Dilapidation Charges

It is the responsibility of exhibitors to make good any damage caused to the flooring and exhibition booth inclusive of marks by paint and adhesive tapes, etc. made by the exhibitors, its agents or contractors. In your own interests, you should satisfy yourselves as to the condition of your booth as well as its dressing and again after its clearance. The Organizer will pass on to the exhibitors any charges for damage to the exhibition halls caused by exhibitors, their staff or their contractors.

6. Electricity & Power Supply

- Main switch and distribution board may be required to be installed within the booth area at the Official Contractor's discretion.
- Each Standard Package booth is provided with a 500W electrical socket **not 24 hrs** as part of their package. This socket is for the usage of **ONE** electrical appliance/machinery only, and not exceeding 500W supply provided to ensure no electrical failure.
- **No multi-plug and extension cords are allowed.**
- If you need 24-hour electrical supply, you have to order from the Official Contractor and there will be an additional charge.
- In case of light box displays brought in by Exhibitors, **each** fluorescent or lamp used will be treated as a single general lighting and charged as an additional order. Should you have any concerns, please directly contact our official contractor by email at APAO2026Exhibition@arconmarketing.com, to discuss the most economical options for lighting.
- Installation of electrical equipment, including lighting fixtures, must adhere stringently to the Electrical Regulations of the Hong Kong Electricity Ordinance. Exhibitors are prohibited from installing any sub-standard fittings or wirings, which compromise the electrical safety standard. Any illegal electricity wiring connection or any inadequate connection order will be charged for the price difference plus on-site surcharge.
- The Official Contractor has the discretion to cut off electrical power supply to any installation that is found to be unsatisfactory and it is the responsibility of the exhibitor to immediately rectify the problem with the Official Contractor.
- In case of LED lighting, the voltage will determine the amount and type of electrical supply to order and to be provided by the Official Contractor. Please contact our official contractor by email at APAO2026Exhibition@arconmarketing.com.

- To ensure you are provided with the correct and proper power supply, please contact the Official Contractor, AMC (Exhibits) Ltd by email at APAO2026Exhibition@arconmarketing.com.

***Please kindly be reminded to complete Order Form 5 & 8, "Rental of Lighting & Electrical Fittings" & "Booth Entitlements & Facilities Location Plan" if necessary through the online platform.**

7. Modular Systems

- Exhibitors may dress their booths with their own modular display system, but should check with the Official Contractor that the dimensions fit the area provided and overall safety requirements.
- Exhibitors are normally not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors requiring special assistance should contact the Official Contractor **no later than 19 DEC 2025**.
- No additional booth fitting or display may be attached to the Standard Package booth structure.
- **No free-standing fitment may exceed a height of 2.5 m or extend beyond the boundaries of the booth allocated. This includes company names, advertising materials and logos provided by the Exhibitor**
- No alternations, modifications or additions should be made to rental equipment without the prior written consent of the Official Contractor.
- Paint, adhesive or any other coating carried out inside the exhibition hall or applied directly to building columns/pillars and floors are strictly prohibited. The Official Contractor reserves the right to charge the exhibitor for any damages caused to the system materials provided.
- Exhibitors can order additional furnishings and decorations to enhance their booths, such as colored display panels, lighting, shelves, literature racks, etc. by reviewing and completing the Official Contractor's order forms through the online platform or by contacting the Official Contractor, AMC (Exhibits) Ltd by email at APAO2026Exhibition@arconmarketing.com

8. Fixing Exhibits

- Double-sided adhesive tape must be used to attach light exhibits to the Standard panels. Under no circumstances may nails, screws, glue, staples etc. be used. A complete range of fixing clips can be used to hang heavier exhibits.
- Exhibitors are liable for any damage caused to their booth fixtures and fittings at the exhibition. Further information or advice can be obtained from the Official Contractor, AMC (Exhibits) Ltd.

9. Workers' Badges

- Appointed contractors and forwarders from each exhibitor must have a worker's badge. The worker's badge must be worn at all times for access into and out of the exhibition halls.
- **The Worker's Badge is only valid for use during move-in (FEB 3 – 4, 2026) and move-out (FEB 7, 2026).**
- Security guards will have the right to deny access to the exhibition halls if the appointed contractors and forwarders are unable to produce the required Workers' Badges.

***Please kindly be reminded to complete Order Form 1A, "Workers' Badge for Standard Packages' Exhibitors" through the online platform.**

RULES & REGULATIONS

A. Terms And Conditions

- This Exhibitor Manual forms part of the Terms and Conditions that you have agreed to on signing your Contract for Booth Space. For detailed information, please refer to the "Terms and Conditions" that are attached to your signed contract.
- All accounts for booth payment must be paid in accordance with the terms and conditions of the signed contract. Exhibitors will be excluded from occupying their booths if full payment has not been made in accordance with the payment structure as laid out in their Contract for Booth Space.

B. Abide By the Organisers Requirements

- The Organizer reserves the right to alter or remove without notice and at the Exhibitor's expense any booth which differs from the approved specification or any booth 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 booth to conform to the Organizer's required standard, rules and regulations or for any other losses or damages relating thereto.
- 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 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.

C. Governing Law

- Work of any kind carried out at the Exhibition Venue must conform to the current local laws and regulations in force in the Hong Kong Special Administrative Region 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 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.

D. Move-In & Booth Allocation

- **Admission**
- APAO 2026 is a medical conference which is exclusive to professionals in ophthalmology and related industries only. The Organizer reserves the right to refuse admission to the exhibition of any visitors, exhibitors or their agents who are at the absolute discretion of the Organizer regarded as unfit, intoxicated or in any way likely to create disturbance or discomfort to the exhibition, other exhibitors or visitors.
- All visitors must be registered and are required to wear an admission badge during their visit.
- Under the Terms of Licence, exhibitors and visitors under 18 years of age are not allowed into the event during the entire period (including move-in, show opens and move-out) and, to this end, we regret that there will be no childcare facilities available.
- **Delivery of Goods to the Exhibition**
- If you need items delivered to your booth, e.g. booth brochures etc., or you are using a courier to make a delivery, please arrange to have the delivery **ONLY DURING MOVE-IN & EXHIBITION PERIOD** with accordance to the exhibition time schedule and have your packages addressed as follows:

**(Name of Contact Person of Your Company)
(Exhibitor's Company Name) and (Booth
Number) APAO 2026, [Hall 5E] or [Hall 5FG]**

(Please delete it if not applicable)

Hong Kong Convention & Exhibition Centre
1 Expo Drive, Wanchai, Hong Kong

Remarks:

- Please apply for Workers' Badges and Vehicle Permit in the Order Form Section of the online platform for goods delivery.
- Please ensure the delivery company/courier has the necessary lifting equipment/trolleys to unload your consignment as the Organizers will not be responsible for any lifting requirements.
- Please ensure that a representative of your company is on site to receive and sign for the delivery. We are unable to accept responsibility for any goods delivered to unmanned booths.

- **Traffic Procedures**

- The maximum height limit allowed for entering the loading bay of Phase One is 4.2 MH.
- There is no vehicle schedule for unloading or loading during move-in. Vehicles will be dealt with on a first come, first served basis.
- For move-out, depending on the operation of concurrent events in the venue, a zoning system may be applied **for trucks/vans using the loading bay in different time zones**. Details will be announced in the Move-in Notice that will be distributed around 3 weeks prior to the Move-in Day.
- Unloading/loading is at **Convention Avenue** (see the 'HKCEC Location Map showing Convention Avenue Entrance' on Page 50-52). To access the loading bay, all authorized vehicles must display a valid vehicle permit with the specified dates and time.

Note: Private cars are not admitted into the loading bay of the venue.

- **Vehicle Permits**

- For entry into the loading dock and cargo lifts, authorized vehicle permits issued by Hong Kong Convention & Exhibition Centre/Asia-Pacific Academy of Ophthalmology must be displayed on the vehicle. Each vehicle permit is valid for one entry on the specified date and will be collected by the Security Guard at the Exit Point in the Loading Bay.
- Depending on the size of your booth space, there will be an allocated number of vehicle permits.
- All vehicles must display the vehicle permit prominently on the dashboard of the vehicle during unloading/loading in the move-in and move-out periods.
- **Standard Package exhibitors** can collect their vehicle permits from **JAN 26, 2026** from the official contractor AMC (Exhibits) Ltd.
- **Raw Space exhibitors** must collect their vehicle permits from the official contractor AMC (Exhibits) Ltd office earliest 5 days before the move-in date. Details will be announced by email at a later stage.

Note: These passes do not permit parking.

***Please kindly be reminded to complete Order Form 2A / 2B, "Vehicle Permit for Standard Packages' Exhibitors (Form 2A) / Raw Space (Form 2B)" through the online platform**

- **Goods Pass Out Procedure**

- If you need to leave the exhibition hall with items/goods during the show open days, you will need to obtain a Security Clearance Document. This document can be obtained from the Official Contractor office, AMC (Exhibit) Ltd. Please contact Ms. Rachael Mak, email: APAO2026Exhibition@arconmarketing.com for further assistance.

- **Overhead Structure**

- No part of any overhead structure may extend beyond the boundaries of the site allocated. This includes overhead structure, exhibitor's name, free standing signs or advertising as well as lighting fixtures, including spotlights.

- **Double Deck Booth (For Two-Storey Structure)**

- Regarding booth structure design, double-deck is not allowed.

- **Glass Panels**

- All glass panels and glazing used in the construction of booths must consist of safety glass a minimum of 4 mm thick. Any uninterrupted, large areas of clear glazing shall be indicated so as to be readily apparent (i.e. by applying warning strips, dots or logos).
- **Height Restrictions**
 - The height restriction for all Raw Space booths is 4.0mH maximum. For booths located under the smoke curtain in the areas within 0.5 m from the smoke curtain, the maximum allowable height is 2.5mH in Hall 5E, 5F & 5G.
 - The maximum height of Standard Package booths is 2.5mH.

E. Exhibition Hall

- **Exhibits**
 - Under no circumstances will the Organizer be responsible before, during, and after the exhibition for receiving or storing of any exhibits or booth materials. Exhibitors are advised to appoint their staff to look after their own exhibits and their contractors/forwarders to pack and store their empty cartons or crates.
 - All booths must be properly manned, displayed and furnished with exhibits at all times during the exhibition.
 - Exhibitors must not remove any of their exhibits on display from the booths until the exhibition is officially closed at 18:00 on FEB 7, 2026.
- **Staffing**
 - Exhibitors should keep their booths in an orderly manner and packing boxes must be stored properly.
 - Exhibits should be displayed in a professional manner compatible with the image of the exhibition.
 - Booths must be staffed by knowledgeable personnel at all times during the exhibition period.
 - Exhibitors should not vacate their booths during the exhibition and before the official move-out time on the last exhibition day unless special permission has been given by the Organizer.
- **General Behaviour**
 - Exhibitors should always behave in a courteous and business-like manner throughout the exhibition. They must pay due respect to visitors and other exhibitors.
 - Exhibitors should welcome all visitors to their booths. Under no circumstance should they act in a discriminatory way or prevent certain visitors from approaching their booths.
- **Exhibitors' Badges**
 - Every exhibitor and its staff who will be working at APAO 2026 requires an exhibitor badge. If you do not have an exhibitor badge, you will not be allowed to enter the hall. Each exhibitor is entitled to **3 complimentary badges per 9 sqm booth**. If you need additional exhibitor badges, please purchase online at the official website <https://2026.apaophth.org/registration/>. An exhibitor badge is now priced **at US\$135 each** during the early bird period and will be adjusted to **US\$160 each after OCT 30, 2025**.
 - Exhibitor badges are not transferable and should be worn or put on at all times for security reasons.
PLEASE DO NOT GIVE THESE BADGES TO YOUR CUSTOMERS.
 - Exhibitor Badges are to be collected on site at the Registration Counter outside the exhibition hall 5F&G during the Move-in Period. Should you require any additional badges on site, these can be requested from the Registration Counter during build-up or show opening hours. Exhibitor badges will cost **US\$190 each from JAN 16, 2026 onwards**.
- **Visa Requirements for All Exhibitors**
 - All overseas exhibitors must hold a valid passport while visitors from Mainland China must hold a valid travel document. To find out more information on visa/entry permit requirements for visitors to Hong Kong, exhibitors can visit this web page: <http://www.immd.gov.hk/eng/services/visas/visit-transit/visit-visa-entry-permit.html>
 - For those who require a Visa to enter Hong Kong, you will also require an official Invitation Letter from the Organizer for Visa Application, which can be generated online through the

APAO Congress system.

- **Display Area**

- Exhibitors should confine their display counters and showcases as well as standees within the prescribed area, so as not to jeopardize fire safety and visitor traffic flow.

- **Sales**

- Exhibitors are strictly prohibited from receiving any form of payment within the exhibition halls. Payments within the exhibition halls may only be made to official venue service providers, including but not limited to the HKCEC, its appointed caterers, the Organizer, the Official Contractor and any other vendors designated by them. Under no circumstances should payments be made to any other party.

- **Free Wireless Lan Service at HKCEC**

- Free Wireless LAN service operated by the venue is available for only light and casual usage of 60 minutes by a limited number of users simultaneously. The wireless connection may fail or become slow and/or unstable during the exhibition period, and will disconnect if the connection is idle for over 30 minutes.
- If you require continuous access to the internet you will need to order broadband internet service for the duration of the show.

- **Floor Loading**

- Floor loading is given as 350 lbs/sq ft or 1,700 kg per sqm. Pointed or dynamic loads will not be allowed in the centre unless prior approval from the venue is obtained.

- **Gangways**

- Gangways must remain clear at all times including move-in and move-out periods. Exhibits and booth fittings, including doors or windows that open, must not protrude into the gangways.

- **Flying or Remotely Controlled Aerial Devices**

- The flying of devices with exposed rotors is strictly prohibited.
- The flying of the device must be within an enclosed area deemed acceptable to HKCEC management, at its sole discretion.
- Public access to the approved demonstration area must be controlled in a manner deemed acceptable to HKCEC management, at its sole discretion.
- Adequate signage warning of the activities and the potential danger therein must be prominently displayed to the satisfaction of HKCEC management, at its sole discretion.
- A suitable distance, to be determined by HKCEC management at its sole discretion, must be maintained between the audience and the operation of these devices.
- If safety considerations require it, the Organizer agrees to immediately cease demonstration activities, if requested to do so by HKCEC management, at management's sole discretion.
- Devices may not be flown over the heads of the audience or any event attendees or workers, unless suitable netting has been installed.
- Unauthorized, untested' or unqualified operators, including, but not limited to members of the audience, are not allowed to operate devices.
- Only one device may be airborne in the authorized demonstration area at any period of time.

- **Animals / Pets**

- Live animals and pets are not permitted into any part of the Exhibition Venue except in conjunction with some form of exhibit or display, subject to the approval of the Organizer. If you intend to display animals/fish or any pets, please inform the Organizer in advance for approval.

- **Balloons**

- Only helium-filled balloons are allowed in the show with prior approval from the venue. All other kinds of gas-filled balloons are prohibited.
- Please email at APAO2026Exhibition@arconmarketing.com, to liaise with the venue if you would like to exhibit with helium-filled balloons.

- **Candles**

- The term "Candle" means 1) candles made from wax; 2) incense or oil burners possessing a flame; or 3) multiple candelabras and incense sticks.
- Candles must be placed in containers or candle holders extending a minimum of 3.0 cm above the height of any flame. Any flame must be protected to eliminate any risk of flames making contact with persons or combustible materials. Candles must be placed at least 1 m from any aisle.
- Exhibitors intending to display candles must submit details at least 1.5 months in advance before the move-in date to the Organizer who needs to obtain approval from the venue management.

- **Laser Product**
 - Any person demonstrating or using laser products shall:
 - i. Observe the relevant laws and regulations
 - ii. Submit application not later than 1 month before the first day of the License Period for full approval
 - iii. Provide suitable fire protection equipment and warning notices as required by the HKCEC

- **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 exhibition.

- **Carpet**
 - The public areas in the exhibition halls are not covered with carpet, except for the aisles which will be carpeted by the Organizer. The color of the carpet will be decided 1 month prior to the move-in date.
 - Carpet will be provided as part of the Standard Package booths while Raw Space booths are required to provide their own flooring.

- **PA system**
 - The PA system in the exhibition halls of APAO 2026 is to be used solely for the Organizer's, police and security announcements. There will be no allowance for the use of exhibitors' or visitors' messages.

- **Sound Level / Loud Hailers / Doors**
 - No noisy work or work producing objectionable Odors will be permitted during the opening hours of the exhibition.
 - Exhibitors with music at their booth should keep the volume to an acceptable level.
 - All audio/visual equipment must be cited and be kept at the minimum level. Exhibitors must ensure noise generated at their booths is kept to an acceptable level and does not cause inconvenience to visitors or other exhibitors. The exhibitor has the responsibility to ensure that the demonstration sound level should not exceed 75 dB (A). The Organizer reserves the right to intervene and stop the demonstration immediately if the sound level causes undue disturbance to other exhibitors and visitors. Exhibitors are responsible for supervising the actions of all visitors and employees operating audio/visual equipment located in their exhibit area.

- **Columns Clearance**
 - Access to columns containing Utility Service Provision within the exhibition halls must be maintained with a 0.75 m space clearance around each of the columns in order to access services switching equipment.
 - Access to columns containing fire hose reels, security systems and their control devices must be maintained at 1.5 m space clearance in order to access in case of emergency needs.

- **Dangerous Materials**
 - All substances (in any form or state) regarded as dangerous, toxic, explosive, hazardous or objectionable in nature are forbidden to be brought into the venue.

- **Distribution of Promotional Materials**
 - All distribution activities including the dispensing of literature and promotional materials must be conducted within your booth area. Exhibitors or their representatives are forbidden to hand out leaflets etc. at the entrance of the exhibition, in the gangways or in any other part of the exhibition halls.

- **Electricity**
 - The Official Contractor, AMC (Exhibits) Ltd is appointed by the Organizer to carry out any electrical works at Exhibitor's expense.
 - Any alteration or usage of electrical fittings is subject to final approval from the Official Contractor.

- One socket or power supply is for the use of one electrical appliance/machinery only.
NO multi-plug and extension cords are allowed.
- Connectors or joints and wiring from the power point to exhibits/machinery are to be provided by exhibitors.
- A fully qualified electrician must carry out all electrical installations. Contractors must be licensed by the Electrical and Mechanical Service Department (EMSD) and are required to hand in WR1 Form and the electricity license. The WR1 Form is available in Appendix 2.
- Installation of electrical equipment, including lighting fixtures, must adhere to the Hong Kong Electricity Ordinance stringently. Exhibitors are advised not to use electrical fittings that may contain sub-standard circuits in their booths.
- Utility supply points located within any aisle may not be used for providing services.
- **Lighting**
 - General hall lighting is provided, but it is strongly recommended that you also have specific lighting in your booth to highlight your exhibits.
- **Storage**
 - There will be no storage space provided in the exhibition halls or venue. Any empty crates, equipment, goods, materials or tools found unattended in the exhibition halls, loading area and/or any non-designated areas will be disposed of without prior notice and the Contractor's Performance Deposit will be deducted.
 - Fire regulations prohibit storage of boxes and packages in empty aisles or unused areas inside the hall.
 - Offending items are liable to be removed without warning by the Organizer.
 - Exhibitors should make prior arrangement with their forwarders or agents for storing properties and package cases. If storage service is required; Dragon Link offers such service, please contact the service counter of Dragon Link in the exhibition hall.

***Please kindly be reminded to complete Order Form 3, "Customs Clearance, Freight Forwarder & On-site Handling" if necessary through the online platform.**

- **Exit Notices**
 - If exit notices are obstructed by booth design, decorations, exhibits or company name, additional notices shall be provided as required by the venue management. The provision and fixing of these additional notices will be carried out by the Organizer at the expense of the exhibitor.
 - Visible panel display and recessed fittings should be set for all doors.
 - Exhibitors must ensure that no obstacles, including fixtures such as steps, are built that block the way to the emergency exit.
 - A landing should be shown in case of the appearance of the top and/or foot of the stairs. The depth of the landing shall not be less than the width of the flight of stairs.
- **Photographing and Video Shooting**
 - No photography, filming, sound or video recording, telecasting and broadcasting will be allowed in the fair venue, unless approved by the Organizer in writing in advance.
 - If you would like to use a photographer to take pictures of your booth, please email at APAO2026Exhibition@arconmarketing.com who will be able to provide you with the appropriate details and costs.
- **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: <https://www.cash.org.hk/>
 - (b) Phonographic Performance (South East Asia) Ltd. (For recorded music only)
Unit A, 18/F, Tower A, Billion Centre, 1 Wang Kwong Road, Kowloon Bay,
Hong Kong Tel: +852 2861 4318 Fax: +852 2866 6869
Website: <https://www.ppseal.com/en/>
 - (c) Hong Kong Recording Industry Alliance Ltd. (For recorded music only)
Units 907-909, 9/F., CTF Life Tower, 18 Sheung Yuet Road, Kowloon Bay,

- Please contact these companies directly to get a quote of the cost involved.
-
- **Lifting**
- A lifting, storage and freight forwarder service is available from the Official Freight Forwarder, Dragon Link.
- The Organizer will not accept any responsibility for the unloading of goods at the show. You must ensure your delivery/courier company has the appropriate means to unload your consignment or alternatively place an order with Dragon Link in advance.

***Please kindly be reminded to complete Order Form 3, "Customs Clearance, Freight Forwarder & On-site Handling" if necessary through the online platform.**

F. Venue Usage as Laboratory

ANIMAL SPECIMEN: COW/PIG EYES

- The Sponsoring Company will arrange for the protection of the venue carpet or other Hong Kong Convention and Exhibition Centre facilities (e.g. furniture).
- Due to hygiene concerns, the Sponsoring Company is responsible for the removal and disposal of all used experiment items and cow/pig eyes from the venue each day before departure.
- Please advise if there will be liquid resulting from the experiment; the Sponsoring Company is responsible for the removal and disposal of the liquid from the venue each day before departure.
- The arrangement of a wet lab is based on the understanding that the experiment will only involve **cow/pig eyes**. For any live surgery involving body parts other than **cow/pig eyes**, prior approval from HML is required.

ANIMAL SPECIMEN: COW/PIG HEADS

- For any surgical demonstration regarding animal specimen, a detailed proposal is required to be submitted to the Organizer for consideration, including the involved laboratory setting, venue protection and disinfection procedures. After receiving all the details, we will discuss internally about the feasibility of the above arrangement and review whether the approval will be granted. Approval of the request is at HML's sole discretion. The submission deadline will be **3 months** prior to the event start date.
- As a kind reminder, the submission of the proposal does not guarantee that approval shall be granted. HML reserves the right of approval/refusal for this special request.

CADAVER DISSECTION

- Please note that HKCEC **DOES NOT** permit activities of cadaver dissection on human body parts to take place in HKCEC based on 2 main reasons:
 - The HKCEC venues are meant for conference and not laboratory usage.
 - The venue is not compliant with laboratory standards in this regard.
- HKCEC meeting rooms and other venues are used for multiple purposes, including but not limited to conferences, exhibitions, wedding banquets and corporate dinners. It is inevitable that such requested dissection will cause emotional distress to other concurrent users and staff at HKCEC, who are not used to the laboratory or medical operation/dissection environment, especially on human cadavers.
- HKCEC can provide advice and assistance in the arrangement of live broadcast on the venue.

G. Charges

- **Dilapidation Charges**
- The exhibitor will be charged for the cost of restoring or renewing any damage to the hall or booth site caused by marking (marks by paint and adhesive tapes, etc.) made by them.

- **Extended Stay Charge at Loading Area by HKCEC**
- Please visit the website for the details: [Car Park Management Projects – Urban Parking Limited](#)
- **Overtime Hall Rental Charges for Move-In / Move-Out**
- If the exhibitors and/or their appointed contractors work beyond the time as specified by the Organizer during the move-in and move-out period, they need to pay for charges claimed by the venue against the Organizer. These charges will be calculated based on the number of required overtime hours. If working beyond the specified hours is required, the exhibitors and/or their appointed contractors are required to contact the Organizer and the Official Contractor at least 4 hours in advance before the closing of the halls to obtain the actual charging rate and shall pay to the Official Contractor, AMC (Exhibits) Ltd the overtime penalty claimed by HKCEC.

OVERTIME PENALTY CLAIMED BY HKCEC

Exhibitors and/or their appointed contractors shall follow the move-in/out schedule. If the exhibitors or their appointed outside contractors are required to work after 24:00 on FEB 3-4 & 7, 2026, they should seek approval from the Organizer and the Official Contractor at least 4 hours before the closing of the halls to obtain the actual charging rate and shall pay to the Official Contractor, AMC (Exhibits) Ltd the overtime charges imposed by HKCEC.

H. Cleaning, Disposal, Waste Reduction

- **Booth Cleaning**
- The Organizers will be responsible for the general cleaning of Standard Package booths (excluding exhibits and Raw Space booths) and hall passageways each day after the exhibition.
- After the exhibition closes each day, exhibitors should ensure any rubbish from their booths is packed properly in a plastic bin bag and tied up, which can then be placed either in a bin in the booth or in the aisles. Such refuse will be removed by night cleaning staff. Under no circumstances shall refuse be placed in the aisles other than in plastic sacks, or at any time other than the time stipulated above. Any excessive or additional cleaning other than that stated above will be charged by the Exhibition Venue Management.
- Please email APAO2026Exhibition@arconmarketing.com, if you need rubbish removed from your booth in Halls 5E, 5F & 5G during show open hours.
- **Cleaning & Garbage Disposal**
- All disposal of waste, booth construction materials, etc., during the move-in and move-out periods is the responsibility of the individual booth contractors concerned. Disposal of any contractor's waste materials by the Organizer will result in the Contractor's Performance Deposit being forfeited.
- In the case of Standard Package booths, any added shelving and booth fittings must not be left behind at the close of the show. It is the exhibitor's responsibility to dismantle all booth fixtures built or brought in by themselves and remove all waste materials from the venue at the end of the show. Failure to comply will result in a charge for the labour and truck required to dispose of the materials.
- **Disposal of Crates, Booth Fittings and Materials**
- The removal and disposal of crates and booth fittings or materials are not covered in the sales of booths or space and, therefore, are subject to an additional charge imposed by the Exhibition Venue or such other sum as the Organizer may reasonably determine.
- **Waste reduction and Recovery Measures**
- To protect the environment, the following guidelines on Waste Reduction and Recovery are recommended:

Waste Avoidance and Minimization

- a. **Setting up of exhibition booths**
Use re-erectable booths to reduce the amount of waste generated.
- b. **Selection of decoration material**
Use environmentally friendly materials (e.g. recycled materials).

- c. Production of publicity materials
 - Minimize the printing of publicity materials.
 - Where printing of publicity materials is necessary, use recycled paper.
- d. Distribution of bags
When distribution of bags is necessary, use reusable bags or biodegradable bags instead of plastic bags.

Waste Reuse and Recycling

- a. Reuse
Collect unused publicity items, decoration materials, admission badge holders etc. for reuse or recycling.
- b. Recycling
Put recyclable materials including wastepaper, plastic bottles and aluminum cans into the waste separation bins provided by the event Organizer.

I. Fire Regulations

- Fire prevention equipment like all fire alarms, fire shutters, extinguishers, fire hydrants, sprinkler systems, valves and emergency telephones should be tidy and easy to access.
- At any time, exhibitors should allow and ensure the accessibility of all fire hose reels and fire alarms as given in the floor plans. It is the responsibility of all exhibitors to make sure that the firefighting and safety equipment are not hindered, hidden, removed or interfered with.
- Exhibitors should make sure that both the way in and out of the emergency exits are clear and fire prevention measures are carried out along with the regulations.
- Exhibitors and their contractors should make sure that they have adopted the proper fire extinguishers applying for different occasions respectively.
- Fire extinguishers should be displayed and covered with direct sprinkler coverage from a temporal overhead structure during the assembly and dismantling period of the entire event.
- All materials used in the stand and ceiling construction must be properly fire retardant in accordance with local regulations. No inflammable materials or equipment (e.g. the inflammable glue for electrical welding equipment) can be used in the exhibition hall when all the carpet has been laid down in the corridor in the halls.
- Exhibitors have an obligation to ensure that an endorsed Fire Certificate is made available for any inspection conducted by the Fire Services Department.
- Parties who fail to take the above measures may have to take up all the loss, damage, claims and charges suggested by the venue and Fire Services Department.
- Please refer to the guidelines for submission of Certificates of Fire Service Installations and Equipment for more details (Appendix 1).

J. Emergency Procedures

- Emergency procedures are included in this manual and will also be distributed to all exhibitors before the show opens, via a booth drop. Please ensure that all your booth personnel are aware of these procedures. (See Health & Safety Information Section: 'Emergency Procedures & Evacuation' on Page 46) In the event of an emergency or first aid incident, please contact the Organizer's office or a member of the Security Staff on site.

K. Security and Insurance

- Security Precautions
- It is the responsibility of the exhibitors and appointed agents to take responsibility for security as neither the Asia- Pacific Academy of Ophthalmology nor any appointed contractors are responsible for any loss or damage to any goods at any time during the exhibition.
- The Organizer and the Exhibition Venue Management will take all reasonable security precautions to provide a secure environment during the move-in, the exhibition and move-out periods.
- However, it is not possible to solely rely on the Organizer's efforts to prevent loss of items stored or displayed within the confines of an Exhibitor's booth.

- To help ensure effective security at the show, please follow these guidelines and take sensible steps to protect your property.
- Stay Vigilant

Booths must be fully crewed by alert staff at all times. Never leave property such as handbags, wallets or notebooks unguarded, even for a split second. Attend to each visitor entering the booth and do not leave exhibits unattended. Check all lockable desks and cupboards before leaving your booth. Please note that move-in and move-out days are high risk periods. You are recommended to work in pairs so that the booth is staffed at all times. On show open days make sure your booth is staffed prior to the official opening time and do not leave your booth at night before the hall is cleared of all visitors.
- Report Crime

It is essential to report any emergency, suspect and any loss sustained from your booth to the security/Organizer's Office immediately.
- Exhibitors' Property and Security
 - All property brought into the exhibition halls by the exhibitor is at the exhibitor's risk. The Organizer and the venue management accept no responsibility for theft, loss or damage to such property. No person other than the employees and appointed personnel of the exhibiting company shall stay in the exhibition halls and/or the booth after the hall opening hours specified by the Organizer, except with prior approval from the Organizer and the venue management.
- Loss and Theft
 - All property and goods, including without limitation all publicity material brought by Exhibitors into any part of the Exhibition Venue including, without limitation, booths, Space and Raw Space are brought at the Exhibitor's risk. The Organizer does not guarantee the safety and security of such property or goods and shall not in any way be liable or responsible for any theft, loss or damage thereof. For the avoidance of doubt, the showcases, cabinets and other storage facilities as provided by the Organizer in any part of the Exhibition Venue including, without limitation, booths, Space and Raw Space are for exhibition purposes only. The Exhibitors are solely responsible for the safety and security of all their property or goods stored in such showcases, cabinets and storage facilities at all times.
- Security Services
 - Exhibitors are allowed to hire security guards for their own purposes during the exhibition period. Under the Standard Terms and Conditions of Licence of the Hong Kong Convention and Exhibition Centre (HKCEC), exhibitors may procure additional security guards from the official venue's security contractor only. To obtain more information and the cost, exhibitors can contact the Events Department of HKCEC, Tel: +852 2582 8888, Fax: +852 2582 7106. Requests must reach HKCEC at least 4 weeks before the exhibition; otherwise, a late order surcharge will be levied.
- Liability Risk and Insurance
 - The Organizer/Event Secretariat, its agents, representatives, contractors or employees shall not be liable in any way whatsoever in respect to any loss, injury or other damages (other than death or personal injury caused by the negligence of the Organizer/Event Secretariat or its employees) suffered by or caused to the Exhibitor or its Associates or the Products or other property of the Exhibitor, its Associates or its visitors.
 - The Organizer/Event Secretariat shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as a result of the Exhibition.
 - The Exhibition undertakes to indemnify and, at all times, hereafter to keep indemnified the Organizer/Event Secretariat, its agents, representatives and employees, on demand from and against all liabilities, actions, proceedings, claims, damages, costs and expenses they may suffer or incur by reason howsoever in relation to any agreement with the Exhibitor or its Associates or any breach of the Regulations by the Exhibitor or its Associates.
 - The Exhibitor shall be responsible for effecting insurance which shall include, but not be limited to, its displays, exhibits and the Stand 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/Event Secretariat upon request.
 - The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed

by the Regulations as well as possible legal liability for negligence and shall produce such policy of insurance to the Organizer/Event Secretariat upon request. The Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor and/or its Associates to any property of the Exhibition Venues, the other Exhibitors, the Organizer/Event Secretariat or the visitors to the Exhibition.

- All Products, materials, items or things of the Exhibitor or its Associates are brought to and removed from the Exhibition Venues at the sole risk of the Exhibitor and should be safeguarded by the Exhibitor at all times.
- The Exhibitor acknowledges and agrees that its participation in the Exhibition is solely at the Exhibitor's own risk.
- The Organizer/Event Secretariat reserves the right to exercise a general lien over any property the Exhibitor has in the Exhibition Venues in respect to all monies due to the Organizer/Event Secretariat (including claims for damages) howsoever in connection with the Exhibition.
- The Exhibitor must comply with all relevant health and safety legislation and ensure that all its Associates are aware of their duties and responsibilities. Any plant or systems of work which may be used must be safe and without risks to health.

L. Intellectual Property / Policy

- All exhibits and the packages inclusive of publicity material or any part of the display on the Exhibitor's booth must not violate or infringe any intellectual property rights including but not limited to trademarks, copyrights, designs, names and patents, whether registered or otherwise. Exhibitors are required to comply with regulations as outlined by the Hong Kong Intellectual Property Department: <http://www.ipd.gov.hk>.

M. Right to Privacy

- Exhibitors are expected to respect the rights of all other exhibitors. They are prohibited from entering other exhibitors' booths unless they are invited to do so.

N. Other Rules from HKCEC

- **Food & Beverage**
 - According to the regulations of the Hong Kong Convention and Exhibition Centre, outside food and beverages are strictly prohibited in the Exhibition Venue. Exhibitors may consume food and drinks at the Cafeteria inside the exhibition halls or at the restaurants. In order to maintain a clean and tidy exhibition area, consumption of food is not allowed in the booth. Exhibitors and their staff may make use of a certain designated area within the exhibition halls for the consumption of their food.
- **Smoke-Free Policy**
 - "Health and Comfort Come First at Smoke-Free HKCEC." Since 1/1/2006, the Hong Kong Convention and Exhibition Centre has become a smoke-free venue. This is in line with best international practices and the wishes of visitors and event participants. It also reflects the venue management's commitment to providing a comfortable, health-conscious environment at this world-class facility. Smoking is not allowed in any areas within the exhibition halls at any time or at any place designated as an exhibition area.

O. Terms and Conditions from AMC (Exhibitors) Ltd

- All items are on a rental basis only and rental rates are for the duration of the exhibition.
- Facilities and services not indicated on the forms are subject to quotation on an individual job basis.
- Orders for additional services and equipment rental should be submitted to the Official Contractor, AMC (Exhibitors) Ltd by **DEC 19, 2025**, otherwise a **20% late surcharge** will be imposed on any order received **from DEC 20, 2025 to JAN 16, 2026**; a **30% surcharge** will be imposed from **JAN 17 - 25, 2026**; a **50% surcharge** will be imposed from **JAN 26, 2026 to FEB 7, 2026**.
- Cancellation of any order must be submitted in writing. **Cancellation after the deadline** is subject to a 30-50% cancellation charge. No cancellation will be accepted **on/after JAN 2, 2026**.
- All orders must be submitted with full payment, including any late order surcharges; otherwise, it will not be accepted.
- Provisions of any services/equipment by the Official Contractor are subject to the availability of the required services/equipment at the time of ordering. Orders will be accepted on a first come, first

served basis. However, the Official Contractor reserves the right not to accept any orders received and in such cases, the exhibitors will be notified and the payment will be returned or refunded.

- Complaints regarding booth construction or rental items supplied by the Official Contractor must be lodged the day before the exhibition opens at the Official Contractor site office. Otherwise, all items will be deemed to have been received in good order.
- The hirer shall be liable for any loss or damage to the equipment arising from the hirer's negligence, unintentional act, unauthorized maintenance or other cause within the reasonable control of the hirer, its representative, employees, agents or invites. In the event of any loss or damage to the equipment for which the hirer is liable, the hirer shall reimburse the Official Contractor for all costs of making good or replacement.
- All induced bank charges (both local and overseas bank charges) by any transaction, exchange rate, bank handling fee, etc. should be borne by the exhibitor. The Official Contractor reserves the right to claim the loss from the Exhibitor in the event of the occurrence.

P. Cancellation / Termination

• Cancellation of Exhibition

- The Organizer reserves the right to change the plan, site character or the Exhibition Venues at any time. The Organizer may in its sole and absolute discretion make proportional allowance for the space allocated to the Exhibitor. If the affected Exhibitor does not agree with the relocation and wishes to withdraw from the exhibition, all payments will be refunded.
- Exhibitors may cancel their participation in writing to the Organizer, applying the cancellation penalty as below:
 - 20% of the agreed amount if the cancellation/modification is made before **September 30, 2025**
 - 50% of the agreed amount if the cancellation/modification is made **between September 30, 2025 and October 31, 2025**
 - 100% of the agreed amount if the cancellation/modification is made **after October 31, 2025**

• Termination of Right to Exhibitor

- The Organizer shall have the right to terminate at any time without notice the right of the Exhibitor to exhibit in the Exhibition and to immediately take possession of the Stand at the Exhibitor's expense in any of the following circumstances:
 - If the Exhibitor or any of its Associates commits a breach (whether capable of remedy or not) of any of the Regulations or any additional rules and regulations prescribed by the Organizer; or
 - If the Exhibitor, being a body corporate, enters into liquidation whether compulsory or voluntarily or compounds with its creditors or has a receiver appointed over all or any part of its assets or takes or suffers any similar action in consequence of debt; or
 - If the Exhibitor, being a sole proprietorship or partnership becomes, or one of its members becomes, bankrupt or insolvent or enters into any arrangements with its creditors or takes or suffers any similar action in consequence of debt; or
 - If the Exhibitor conducts any activity which, in the sole opinion of the Organizer, does not conform to the nature and purpose of the Exhibition, or interferes with the rights of other Exhibitors.
 - The Exhibitor shall have no claim for refund of the Participation Fee (or any part thereof) or any other claim against the Organizer in the event that its right to exhibit in the Exhibition is terminated.

Appendix 1: Guidelines for Submission of Certificates of Fire Service Installations and Equipment

消防處
牌照及審批總區

香港九龍
尖沙咀東部摩打道1號5樓
消防總部大廈



FIRE SERVICES DEPARTMENT
LICENSING AND CERTIFICATION COMMAND

Fire Services Headquarters Building,
5/F, No.1 Hong Chong Road,
Tsui Sha Tsui East, Kowloon,
Hong Kong

本處編號 Our Ref.: (3) in L/M(2) in FP(LC) 31407

來函編號 Your Ref.:

圖文傳真 Fax: 852 - 2723 2197

電話 Tel No.: 852 - 2733 7619

電子郵件 E-mail: kpolic2@hksd.gov.hk

4 October 2011

To: Registered Fire Service Installation Contractors

Dear Sir/ Madam,

Certificate of Fire Service Installations and Equipment (FS 251)

This letter serves to promulgate a set of guidelines for the observation of registered fire service installation contractors (RFSIC) on submission of Certificates of Fire Service Installations and Equipment (FS251).

You are well aware that pursuant to regulation 9 of the Fire Service (Installations and Equipment) Regulations, Chapter 95B, Laws of Hong Kong, whenever an RFSIC installs, maintains, repairs or inspects any fire service installation or equipment (FSI) in any premises, he shall within 14 days after completion of the work issue to the person on whose instructions the work was undertaken a certificate and forward a copy thereof to the Director of Fire Services. Against this background, all copies of FS251 completed by RFSIC are either handed to the Fire Services officers on site or forwarded to the Fire Service Installations Task Force (FSITF) of this Department according to the prevailing practice.

With a view to streamlining the procedures and enhancing efficiency, agreement has been made in a recent liaison meeting between the Association of Registered Fire Service Installation Contractors of Hong Kong Limited and the Fire Services Department (FSD) that copies of the completed FS251 should be forwarded to the respective office of the FSD by the concerned RFSIC in accordance with the following schedule effective on 15.10.2011. A list of the addresses of the respective offices of FSD is at **Appendix A**.

(i) Regional Office (RO)

All work pertain to the FSI of licensed/registered premises only, e.g. fire extinguisher, exit signs, and self-contained emergency lighting system. However, if the work cover the FSI serving both the building and the licensed/registered premises, e.g. sprinkler system, and fire hydrant and hose reel system, a self-certified photocopy of the relevant FS251 in addition to the one to FSITF, should be forwarded to the respective RO direct. The various types of licensed/registered premises are listed in **Appendix B**.

(ii) Dangerous Goods Division (DGD)

All work pertain to the FSI of Dangerous Goods (DG) stores and DG vehicles. However, if the work cover the FSI serving both the building and the DG stores, e.g. sprinkler system, a self-certified photocopy of the relevant FS251 in addition to the one to FSITF, should be forwarded to the DGD direct.

(iii) Fire Service Installations Task Force (FSITF)

All work pertain to FSI provided in building or premises other than the above.

Please note that the above arrangements do not preclude RFSIC handing copies of FS251 to officers of this Department during their inspections.

Further, RFSICs are also required to quote as far as practicable the serial number of the previous FS251 describing the corresponding defective FSI item(s) which were reportedly repaired in Part 2 of the FS251 now submitted. A sample of the FS251 to this effect is attached at **Appendix C** for your ease of reference.

If you have any queries pertaining to the above arrangement, please feel free to contact Divisional Officer (FSITF) at telephone number 2733 7879.

Yours faithfully,


(LAU Mun-ming)
for Director of Fire Services

Ref. number and date should be quoted in reference to this letter

凡提及本信時請引述編號及日期

Addresses of the respective offices of FSD

1. Hong Kong Regional Office

M/F, Sheung Wan Fire Station,
2 Western Fire Services Street, Sheung Wan, HK

2. Kowloon West Sub-regional Office

6/F, Tsim Sha Tsui Fire Station Complex,
333 Canton Road, Kowloon

3. Kowloon East Sub-regional Office

Room 403, 4/F, West Wing,
Tsim Sha Tsui Fire Station Complex,
333 Canton Road, Kowloon

4. New Territories Regional Office

Room 402, 4/F, West Wing,
Tsim Sha Tsui Fire Station Complex,
333 Canton Road, Kowloon

5. Dangerous Goods Division

4/F, Fire Services Department Kwai Chung Office Building,
86 Hing Shing Road, Kwai Chung, New Territories

6. Fire Service Installations Task Force

4/F, North Wing, Fire Services Headquarters Building,
1 Hong Chong Road, Kowloon

Ref. number and date should be quoted in reference to this letter

凡提及本冊時請引述冊號及日期

Appendix B

List of Licensed and Registered Premises handled by the Regional Offices

1. General Restaurant
2. Light Refreshment Restaurant
3. Factory Canteen
4. Food Factory
5. Bakery
6. Karaoke Establishment
7. Dancing School
8. Public Dance Hall
9. Places of public entertainment such as theatre /
cinema, amusement ride, etc
10. Billiard Establishment
11. Bowling Alley
12. Skating rink
13. Massage Establishment
14. Non-designed School
15. Non-exempted Premises for conducting Non-local
Higher and Professional Education Courses
16. Child Care Centre
17. Drug Dependent Persons Treatment and
Rehabilitation Centre

Ref. number and date should be quoted in reference to this letter

凡提及本信時請引述編號及日期

FIRE SERVICE (INSTALLATIONS AND EQUIPMENT) REGULATIONS

消防(裝置及設備)規例

(Regulation 9(1))

(第九條(1)款)

CERTIFICATE OF FIRE SERVICE INSTALLATIONS AND EQUIPMENT

消防裝置及設備證書

Appendix C

A 5521901

PSD Ref.: _____
消防處編號

Name of Client: 顧客姓名
Tai Man International

Name of Building: 樓宇名稱
Tai Man House

Street No./Town Lot: 門牌號數/市地段
4-8

Street/Road/Estate Name: 街道/路/屋苑名稱
Tai Man Street

Block: 座
2

District: 分區
Tsuen Wan

Area: 地區
☐ HK ☐ K ☒ NT
香港 九龍 新界

Type of Building 樓宇類型: ☐ Industrial 工業 ☒ Commercial 商業 ☐ Domestic 住宅 ☐ Composite 綜合 ☐ Licensed premises 持牌場所 ☐ Institutional 社團

Part 1 Annual Maintenance ONLY
第一部 只適用於年檢事項

In accordance with Regulation 9(1) of Fire Service (Installations and Equipment) Regulations, the owner of any fire service installation or equipment which is installed in any premises shall have such fire service installation or equipment inspected by a registered inspector at least once in every 12 months. 根據消防(裝置及設備)規例第九(1)條, 任何安裝在任何處所內的任何消防裝置或設備, 其擁有人須每隔十二個月最少一次, 將該消防裝置或設備交由註冊檢驗師檢查。

Code 編號 (1-34)	Type of FSI 裝置類型	Location(s) 位置	Comment on Condition 狀況評語	Completion Date 完成日期 (dd/mm/yyyy)	Next Due Date 下次到期日 (dd/mm/yyyy)
			NIL		

Part 2 第二部 Installation / Modification / Repairing / Inspection works 裝置/改裝/修理/檢查工作

Code 編號 (1-34)	Type of FSI 裝置類型	Location(s) 位置	Nature of Work Carried out 完成之工作內容	Comment on Condition 驗明結果	Completion Date 完成日期 (dd/mm/yyyy)
24	2 x 9 Litres Foam Type F.E.	10/F	To refill and inspect	Conforms with FSD requirements	6.9.2011 (defect FS251 No: A320154)

Part 3 第三部 Defects 損壞事項

Code 編號 (1-34)	Type of FSI 裝置類型	Location(s) 位置	Outstanding Defects 未修缺點	Comment on Defects 驗明評語
			NIL	

I/We hereby certify that the above installation/equipment have been tested and found to be in efficient working order in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment published from time to time by the Director of Fire Services. Defects are listed in Part 3.

本人/諸君特此證明以上之消防裝置及設備經測試, 證明性能良好, 符合消防處處長不時公佈的最低限度之消防裝置及設備守則與裝置及設備之檢查測試及保養守則的規條。損壞事項列於第三部。

如證書涉及年檢事項, 應張貼於大廈或處所當眼處以供消防處人員查核

This certificate should be displayed at prominent location of the building or premises for PSD's inspection at any annual maintenance work inspection.

FS 3-1 (Rev. 12/2002)

Authorized Signatory: 受權人簽署

Name: CHAN TAI MAN

PSQPC No.: RCX/XX3

Company Name: Tai Man Fire Eng. Co. Ltd
公司名稱: 大民消防工程有限公司

Telephone: 9123 4567

Date: 6.9.2011

For use only:

Inspected

Key-in

Verified

Appendix 2 – SAMPLE OF WR1 FORM

電力條例（第 406 章）
電力（線路）規例
完工證明書—表格 WR1

ELECTRICITY ORDINANCE (CHAPTER 406)
ELECTRICITY (WIRING) REGULATIONS
WORK COMPLETION CERTIFICATE—FORM WR1

致 固定電力裝置擁有人：
To the Owner of Fixed Electrical Installation :

第 1 部（對設計方面的證明）PART 1 (For Certification of DESIGN)	
<p>(1) 本人 _____ 為註冊電業工程人員，現按照《電力條例》（第 406 章）第 59 條下制定的《電力（線路）規例》第 19(1)條的規定，證明本證明書第 3 部所指固定電力裝置的設計，符合條例的規定。</p> <p>I, _____, a registered electrical worker(REW), pursuant to regulation 19(1) of the Electricity (Wiring) Regulations made under section 59 of the Electricity Ordinance, Chapter 406, hereby certify that the Fixed Electrical Installation depicted in Part 3 of this certificate has been designed in accordance with the Ordinance.</p>	<p>註冊電業工程人員簽署： Signature of REW :</p> <p>註冊編號 Registration No.:</p> <p>屆滿日期 Expiry Date :</p> <p>級別 Grade :</p> <p>准許工程 Permitted Works :</p> <p>聯絡電話 Contact Tel. No.:</p> <p>簽署日期 Date Signed :</p>
<p>(2) 本人 _____，茲代表 _____（註冊電業承辦商），現遵照《電力條例》（第 406 章）第 34(11)條的規定，在本證明書上加簽。</p> <p>I, _____, on behalf of _____ _____</p> <p>(a registered electrical contractor(REC)), endorse herewith in compliance with section 34(11) of the Electricity Ordinance, Chapter 406.</p>	<p>註冊電業承辦商簽署： Signature of REC :</p> <p>註冊編號 Registration No.:</p> <p>屆滿日期 Expiry Date :</p> <p>聯絡電話 Contact Tel. No.:</p> <p>簽署日期 Date Signed :</p>
第 2 部（對安裝、檢查及測試方面的證明） PART 2 (For Certification of INSTALLATION, INSPECTION & TESTING)	
<p>(3) 本人 _____ 為註冊電業工程人員，現按照《電力條例》（第 406 章）第 59 條下制定的《電力（線路）規例》第 19(1)條的規定，證明（請選出適用的一段文字，並在其空格內加上√號）：-</p> <p>I, _____, a REW, pursuant to regulation 19(1) of the Electricity (Wiring) Regulations made under section 59 of the Electricity Ordinance, Chapter 406, hereby certify that (select the appropriate paragraph by ticking the appropriate box below) :-</p> <p><input type="checkbox"/> 本人已於 _____ 年 _____ 月 _____ 日檢查本證明書第 3 部所指的固定電力裝置，本人認為該固定電力裝置符合條例的規定，而且操作安全。 I have inspected the Fixed Electrical Installation depicted in Part 3 of this certificate on _____. I am satisfied that the Fixed Electrical Installation complies with the Ordinance and is in safe working order.</p> <p><input type="checkbox"/> 本人已於 _____ 年 _____ 月 _____ 日檢查本證明書第 3 部所指固定電力裝置的其中部分，至於該固定電力裝置並非由本人檢查的各部分，本人已按照《電力（線路）規例》第 21(3)條的規定，收到由其他註冊電業工程人員就個別部分所發出的有效證明書（表格 WR1(A)）。本人認為該固定電力裝置符合條例的規定，而且操作安全。 I have inspected only part of the Fixed Electrical Installation depicted in Part 3 of this certificate on _____, however in respect of those parts of the Fixed Electrical Installation which I have not inspected, I have received valid certificates (Form WR1(A)) certified by REWs for the individual parts as required under regulation 21(3) of the Electricity (Wiring) Regulation. I am satisfied that the Fixed Electrical Installation complies with the Ordinance and is in safe working order.</p>	<p>註冊電業工程人員簽署： Signature of REW :</p> <p>註冊編號 Registration No.:</p> <p>屆滿日期 Expiry Date :</p> <p>級別 Grade :</p> <p>准許工程 Permitted Works :</p> <p>聯絡電話 Contact Tel No.:</p> <p>簽署日期 Date Signed :</p>
<p>(4) 本人 _____，茲代表 _____（註冊電業承辦商），現遵照《電力條例》（第 406 章）第 34(11)條的規定，在本證明書上加簽；並確認此檢查紀錄已送交裝置擁有人，而且本人亦根據《電力（線路）規例》第 22 條保存此紀錄的副本。</p> <p>I, _____, on behalf of _____ (a REC), endorse herewith in compliance with section 34(11) of the Electricity Ordinance, Chapter 406, and confirm that the above inspection records have been given to the owner, and copies of which are being kept by me in accordance with regulation 22 of the Electricity (Wiring) Regulations.</p>	<p>註冊電業承辦商簽署： Signature of REC :</p> <p>註冊編號 Registration No.:</p> <p>屆滿日期 Expiry Date :</p> <p>聯絡電話 Contact Tel. No.:</p> <p>簽署日期 Date Signed :</p>

註： ☐ 在適當空格內加上√號
NOTE : ☐ Tick the appropriate box
EMSD/LE/44

第 3 部(固定電力裝置)

PART 3 (Particulars of The Fixed Electrical Installation)

(5) 固定電力裝置所在地址：

Address of the fixed electrical installation:

固定電力裝置擁有人的姓名或機構名稱：

Name or organisation of the owner of the fixed electrical installation:

固定電力裝置擁有人的聯絡地址 (如與上項不同)：

Correspondence address of the owner of the fixed electrical installation (if different from the above):

聯絡電話：

Contact Tel No.: _____

固定電力裝置的簡要說明，及/或*簡圖 (另外夾附圖則 _____ 頁，以及說明 _____ 頁)

Brief description of Fixed Electrical Installation and/or* Schematic Diagrams (Additional No. of _____ drawings and _____ description sheets attached.)

(a) 單線電路圖：

Single line diagram:

(b) 固定電力裝置受檢查部分的位置及說明

Location & description of inspection part of the Fixed Electrical Installation:

(c) 固定電力裝置受檢查部分的最大開關器件為 _____ 安培 _____ 伏特，單相/三相*

Largest Switching Device of the inspected part of the Fixed Electrical Installation _____ amperes _____ volts, single/three*phase

* 請將不適用的刪去
Delete whichever is inapplicable