

**Booth Booking Form 展會訂位表格**

Exhibition Profile 展覽會簡介			
Exhibition Name:	LOHAS Expo X Natural Organic Green Living Expo 2023	展覽名稱:	樂活博覽 X 天然有機綠色生活博覽 2023
Venue:	HKCEC, Hall 3FG	場地:	香港會議展覽中心3號FG展覽廳
Show Date:	3-5 Feb 2022 (Fri - Sun)	展覽日期:	2023年2月3至5日 (星期五至日)
Opening Hours:	3-4 Feb 2023 (Fri - Sat); 12:00 - 21:00 5 Feb 2023 (Sun); 12:00 - 20:00	開放時間:	2023年2月3至4日 (星期五至六); 12:00 - 21:00 2023年2月5日 (星期日); 12:00 - 20:00
Non-Official Contractor Move-in:	2 Feb 2023 (Thu); 12:00 - 23:00	非大會指定承建商進場:	2023年2月2日 (星期四); 12:00 - 23:00
Exhibitors Move-In:	2 Feb 2023 (Thu); 15:00 - 23:00	參展商進場:	2023年2月2日 (星期四); 15:00 - 23:00
Tear-Down and Move-Out :	5 Feb 2023 (Sun); 20:00 - 24:00	離場:	2023年2月5日 (星期日); 20:00 - 24:00

The extra cost is required for any overtime special requirement, please contact HKCEC Event Management Team directly.  
如各參展商或承建商需於上述指定時間進場，香港會議展覽中心將收取額外費用，詳情請直接與香港會議展覽中心聯絡。

Details of Exhibiting Company 參展公司資料 (or please attached the name card 或請附上名片)			
Exhibit Company Name (Eng):			
參展公司名稱 (中文):			
Business Registration Number 商業登記証號碼*:	* 申請展位時，必須提交商業登記証副本。 * Please submit the application form together with your copy of business registration.		
Contact Person 聯絡人:	Position 職位:		
Office Address 公司地址:			
Telephone 電話:	Mobile 手提:		
E-mail 電郵:	WhatsApp:		
Brand or Display Products 品牌或展品:			

Participation 參展方式			
Format 展出形式	Each Booth Facilities 每展位設施	Participation Fee 參展費用	
1. Standard Booth 標準展位 No.(s)個	Walls, Carpet, company name with fascia, spotlight, information desk, chair, cleaning services, 24 hours security service & free redemption tickets 圍板、地毯、公司名牌、2支射燈、1張詢問桌、2張椅子、清潔服務、24小時保安服務及免費入場換領券	HK\$	
2. Raw Space 淨地展位* (At least 18 m <sup>2</sup> or above 18平方米或以上) No.(s)個	cleaning services, 24 hours security service & free redemption tickets 清潔服務、24小時保安服務及免費入場換領券	HK\$	
Total area 總面積:	m <sup>2</sup> 平方米		
Booth No.(s) 展位號碼:			
The above participation fee does NOT include any electricity during the whole period of exhibition. 以上參展費不包括整個展覽會期間內的任何電力供應。			<b>Total Participation Fee 總參展費用: HK\$</b>

Remarks 備註	
1.	
2.	

We hereby apply for participating in the above-mentioned exhibition, we also agree to abide by the following exhibiting rules and regulations:  
本公司茲參加上述展覽，並同意遵守以下參展守則：

- The exhibitors must not transfer, assign or sublet their booths to any third party without prior written consent of the Organizer.  
在未經主辦機構同意下，參展商不能將攤位轉讓、給予或分租予其他商戶。
- No counterfeit goods and poor quality merchandises shall be sold in the exhibition. All exhibits must be in good condition and properly franchised, otherwise the exhibitors shall be liable to prosecution.  
場內嚴禁出售假冒劣質產品。所有展品須合符版權及有良好品質。若有參展商違例將被有關部門檢控。
- In any on-site sales transaction, an official receipt with the company name must be given to the client by the exhibitor.  
場內所有交易，參展商須發出印有參展公司名稱之有效單據予顧客。
- In order to ensure all the booths to be probably managed in accordance with Rules and Regulations, all exhibitors must pay Booth Management Deposit of HK\$3,000 to the Organizer; and in any case of violation of the Rules and Regulations of as per the stated on the page 2, includes but not limited to "outside booth", the paid HK\$3,000 will be confiscated, and the Exhibitor will be also billed with any additional handling charges related to the violation.  
為確保各參展商投大會所訂立的參展規則及修例妥善地管理其租用展位，所有參展商必須繳付展位管理按金HK\$3,000予主辦機構；如發現任何違規(包括但不限於於參展期間將其貨物及雜物放置於展位以外的地方)，主辦機構將沒收全數按金。如有因處理各違規而產生的額外費用，將全數由相關參展商支付。
- To safeguard all exhibitors, each exhibitor MUST purchase third party liability insurance, and the insured amount shall not be less than HK\$10 million. The insured parties in the certificate of insurance and/or policy document MUST also include the organizer "Exhibition Group Limited". For details and rules, please read "Exhibitor Manual : Insurance & Security".  
為保障各參展商，本公司現規定每個參展商必須購買第三者責任保險，而保額不得少於港幣一千萬元，同時保單上的受保人亦須包含本公司「展覽集團有限公司」。詳細及細則請細閱「參展商手冊：保險及保安」。
- Exhibitors shall conform to the rules and regulations in Exhibitor Manual and participation overleaf. If exhibitor violate any rules and regulation, organizers can terminate the exhibit arrangement and exhibitor is required to dismantle immediately. Organizer will not give any types of compensation including the participation fee.  
參展商必須遵守參展商手冊及背頁之參展條款，如參展商違反有關參展守則內的規定，主辦機構有權即時終止參展商的參展安排及要求參展商的參展商即時離場，並不會對此作任何形式的賠償，包括已收取之參展費用。
- The Organizer shall have the unfettered right at its sole discretion to allocate or re-allocate the exhibition booth area in the Exhibition Hall.  
主辦機構有權更改攤位位置或重新編排展覽場內所有攤位，恕不另行通知。
- The organizer reserves the right of final decision in any dispute.  
主辦機構保留修改有關細則及條款之最終決定權。

Company Chop & Signature:  
公司蓋章及簽署: \_\_\_\_\_

Date:  
日期: \_\_\_\_\_

**Payment Terms 付款方法**

- By Cheque: Cheques should be crossed and made payable to "Exhibition Group Limited".  
以劃線支票付款：劃線支票抬頭為「展覽集團有限公司」。
- Direct Payment to the Following Bank 以下列之銀行戶口入數：  
Banker's Name 銀行名稱: Hang Seng Bank Limited 恒生銀行有限公司  
Bank Address 銀行地址: 83 Des Voeux Road Central, Hong Kong 香港德輔道中83號  
A/C number 戶口號碼: 789-669272-883 Bank Swift Code 銀行匯款編號: HASEHKHH
- 50% payment deposit is required immediately upon booth(s) confirmation and the balance must be paid before two months prior to the exhibition.  
參展商需同時填妥此表格連同百分之五十之訂金，以確實展位之預訂。餘款必需於展會開始之前兩個月付清。
- Failure to pay balance before deadline would mean withdrawal from the exhibition. It is at the organizer's sole discretion to re-sell the booth. All the paid deposit would then be forfeited.  
參展商如未能在限期前繳付餘款，主辦單位有權將其攤位另行出售，已付之訂金概不退還。

Exhibition Group Limited

Tel: (852)2466-9663 Fax: (852)2466-6240

## RULES & REGULATIONS

### 1. Admission

- i) Each exhibitor shall complete the Booth Booking form and return it together with a crossed cheque to "Exhibition Group Limited." payable as deposit amounting to one half of the total participation fee for LOHAS Expo X Natural Organic Green Life Expo upon confirmation and the balance should be paid 2 months prior to the exhibition.
- ii) Booking shall be processed on a first-come-first-serve basis, which shall be effective only after a confirmation letter has been duly issued by the Organizer. The said letter shall be deemed to be sufficiently given if sent in accordance with sub clause (ii) of clause 7 in these Regulations.
- iii) Only local or overseas registered companies shall be qualified as exhibitors.

### 2. Allocation of Space

The Organizer shall have the unfettered right at its sole discretion to allocate or re-allocate the exhibition booth area in the Exhibition Hall.

### 3. Terms

- i) ONCE THE BOOKING WAS CONFIRMED BY THE ORGANIZER, THE BOOKING IS NON-CANCELLABLE.
- ii) The exhibition shall last for a period of 4 days (including the move-in day) commencing on the day of the exhibition or the date when the exhibition shall be closed at the unfettered discretion of the Organizer whichever date shall be the earlier.
- iii) The deposit or any sum paid for the Exhibition shall be forfeited if the Exhibitor fails to participate in the Exhibition.
- iv) The Exhibitor shall have no right to abandon his booth and remove any exhibit other than the goods or merchandise displayed from the booth before the closing of the Exhibition.
- v) All participation fees shall be fully paid and satisfied not withstanding that the Exhibitor withdraws his exhibiting the Exhibition before the official Exhibition.
- vi) The Exhibitor shall not withdraw his exhibiting in the Exhibition until the official closing of the Exhibition. Exhibitor withdraws his exhibiting before the official closing of the Exhibition and without the official approval in writing from the Organizer shall be liable to pay the original price of booth rental with an extra charge at a daily interest of 2.5% of his total participation fee to the Organizer as compensation. The extra cost will be charged to the exhibitor as an administrative fee.

### 4. Conditions Relating to Displayed Goods

- i) The Exhibitor may only offer for display / sale within the booth area, the goods and / or such other merchandise as the Organizer shall from time to time approve.
- ii) The Exhibitor agrees to withdraw from display / sale such of the goods and / or such other merchandise supplied by the Exhibitor as and when required by the Organizer.
- iii) All goods and merchandise or any exhibits offered for display / sale by the Exhibitor at the booth area shall be the property of the Exhibitor. The Exhibitor shall be fully responsible for the delivery display exhibition and safekeeping of the goods and merchandise and shall insure the property described in this sub-clause with an insurance company of the repute providing adequate cover against fire, flooding, theft, burglary and such other risks as companies carrying on the same type of business as the Exhibitor commonly cover by insurance. The Organizer shall not in any way and for any reason whatever be liable for loss and / or damage to the goods decoration equipment and advertising material of the Exhibitor or the business of the Exhibitor. The Exhibitor shall be liable for and shall indemnify and hold the Organizer harmless against any claim by or loss or damage to any person or property directly or indirectly occasioned by or arising from the Exhibitor at the Exhibition.

### 5. Shell Scheme Booths

- i) All shell scheme booths shall be constructed by the main contractor appointed by Organizer.
- ii) The Exhibitor shall employ his own contractor or the Contractor to decorate the interior of the booth and use his best endeavours to make the booth attractive for the display / sale of the goods and merchandise.
- iii) In the event that the booth is decorated by the contract employed by Exhibitor, the Exhibitor shall be fully responsible for the removal of all waste and litter resulting from such erection or dismantling from the Exhibition Hall before the opening of and immediately after the Exhibition according to the arrangement of the Organizer.
- iv) The booth shall at the expense of the Exhibitor be kept clean and free from litter at all times during the Exhibition.
- v) The Exhibitor shall be on the closed of the Exhibitor forthwith remove all its property and goods and merchandises from the booth and the Exhibition Hall and to give up occupation of the Booth thereto in a good clean and proper state or repair and condition and if so required by the Organizer to remove all damage caused by such removal.
- vi) As to the decoration of the interior of the booth, the Exhibitor complies with the rules, which shall be provided by the Organizer in due course.
- vii) Decoration of the booth shall be completed the day before the official opening of the Exhibition. Any alteration or repair shall be carried out with Organizer and only be permitted when the Exhibition is closed from public visits.
- viii) Only the main contractor appointed by the Organizer shall have the right to carry out all electrical works in the Exhibition Hall. The Exhibitor shall pay to the main contractor the sum payable for the installation of electrical network. The Exhibitor shall not use multiplug during the exhibition.

### 6. Operation of Booth

- i) All personnel assigned to the Exhibitor's booth at the Exhibition Hall shall be the employees of the Exhibitor who shall observe and conform to the Regulations of the Exhibition.
- ii) The Exhibitor shall properly insure and keep insured his own costs and expenses. All personnel assigned to man the booth for compensation of employees and otherwise against the Exhibitor's liability under the Employee's Compensation Ordinance. The Organizer shall not be responsible for any loss damage or injury caused to the Exhibitor or his employees in the Exhibition.
- iii) The Exhibitor shall assign an adequate number of employees for the purpose of manning the booth so as to ensure that the booth is never unattended or understaffed.
- iv) The Exhibitor or his employees shall conduct no business activity outside the booth area.
- v) The Exhibitor shall not advertise or canvass for business anywhere else in the Exhibition Hall.
- vi) The Exhibitor or his employee shall not commit any act amounting to nuisance or disturbance or annoyance to the Organizer or other exhibitors in the Exhibition Hall. In the event of use of any audio-visual equipment by the Exhibitor during the exhibition, the Organizer has unfettered right at its sole discretion to abandon the use of such equipment.
- vii) The Exhibitor or his employees shall not take into the Exhibition Hall any food or drinks during the Exhibition.
- viii) The Exhibitor expressly undertakes to indemnify the Organizer and keep the Organizer and keep the Organizer indemnified against all actions, proceedings, claims and demands made against the Organizer by a third part on grounds that the Exhibitor has failed to comply with the Regulations or the Exhibition or caused any damage to any part of the Exhibition Hall.
- ix) All goods or merchandises or any exhibit in the booth area shall be the property of the Exhibitor and removed immediately after the Exhibition. Any property described in this sub clause shall be forfeited if the Exhibitor fails to follow the arrangements of the Organizer shall not be responsible for any safe-keeping of the said property after the Exhibition.
- x) The Exhibitor shall move in and out of the Exhibits of the booth area according to a schedule issued by the Organizer. The Organizer shall not be responsible for the safekeeping of the said exhibit before during or after the Exhibition.
- xi) (a) In the event of the Exhibition Hall or any part thereof at any time during the Exhibition being damaged or destroyed by fire, water, storm, wind, typhoon, defective construction, earthquake, subsidence of the ground, civil commotion or unrest, act of government or other institution, or any other cause (not attributable to the act of default the Organizer) so as to be rendered unfit for use and occupation or being declared unfit for use and occupation or becoming inaccessible due to any cause whatsoever, Exhibitor shall not be able to display its goods or merchandise at the booth area or elsewhere in the Exhibition Hall. The Organizer shall be under no obligation to reinstate the booth area or Exhibition Hall or render the same accessible.  
(b) In any such event, the Organizer shall have the right to terminate this Licence without cause at any time by giving the Exhibitor 24 hours' notice. The Organizer shall not be liable to the Exhibitor howsoever for such termination, whether for compensation, loss, damage, cost or otherwise. The Exhibitor shall not have any claim whatsoever against the Organizer.

### 7. Miscellaneous Conditions

- i) In no circumstances shall the Exhibitor attempt to assign or transfer any right or interest in the Exhibition to a third party without the prior written consent of the Organizer.
- ii) Any notice or consent required to be given under this Regulations shall be in writing and notwithstanding the fact that the same shall not be delivered shall be deemed to be sufficiently given if sent through the post in a pre-paid registered letter to the address stated herein the application form of the part to whom such notice or demand is given or such other address

**We here by to confirm agree the above Rules and Regulation.**

Company Chop & Signature : \_\_\_\_\_

**Exhibition Group Limited**  
Tel: (852)2466-9663      Fax: (852)2466-6240