

# **COMPLEXCON HONG KONG**

## **Exhibitors' Manual**

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General Information		
Exhibition	ComplexCon Hong Kong 2026	
Venue	Hall 3, 5, 6, 7, 8, 9, 10, 11, AsiaWorld-Expo (AWE)	
Marketplace Date & Opening Hours	21 <sup>st</sup> March 2026 (Saturday)	09:00 – 21:00**
	22 <sup>nd</sup> March 2026 (Sunday)	10:00 – 21:00**
** Final opening hours are subject to change.		
ComplexCon Contact:		
Email	info@complexconhk.com	
Official Main Contractor: Eventist Limited		
Address	10/F, Success Industrial Building, 17 Sheung Hei Street, San Po Kong, Kowloon	
Tel & WhatsApp	(852) 3996 8029	
Contact Person	Miss Yasmin Yuen	
Email	complexconhk@eventist.com	
Prefab & FnB Booth Contractor: Pico International (HK) Ltd.		
Address	Pico House, 4 Dai Fu Street, Tai Po Industrial Estate, New Territories, Hong Kong	
Tel & WhatsApp	(852) 5697 1534	
Contact Person	Miss Joanna Lam and Mr. Michael Cheng	
Email	complexconhk@pico.com	

### Prefab Booth Checklist

All prefab booth exhibitors must use the Pico Concierge system to submit compulsory and optional documents and place orders.

[Click here for Pico Concierge System](#)

Log in details are in your onboarding email. Complete all required forms and orders before the deadline listed below. If you haven't received your onboarding email, contact us immediately at [exhibitors-onboarding@complexconhk.com](mailto:exhibitors-onboarding@complexconhk.com)

Forms / Items		Condition	Deadline
<input type="checkbox"/>	Form 1: Location Plan	Compulsory	31 <sup>st</sup> January 2026
<input type="checkbox"/>	Form 2: Damage / Performance Deposit, Contractor Badges & Vehicle Pass	Compulsory	
<input type="checkbox"/>	Fascia Board	Compulsory	
<input type="checkbox"/>	Electrical and Extra Facilities Orders	Optional	
<input type="checkbox"/>	Copy of Public Liability Insurance Certificate *Submit in person at the Exhibitor Counter during the move-in period	Compulsory	20 <sup>th</sup> March 2026

### Raw Space Checklist

Raw space exhibitors are required to submit all compulsory technical documents and place orders for any additional services using the designated forms listed below.

Each form title contains a hyperlink for direct access. Please complete and submit all required documents by the stated deadlines to ensure timely review, approval, and scheduling.

Exhibitors are eligible for the **Early Bird Discount** for selected services if the completed R3 order forms are submitted on or before 16<sup>th</sup> January 2026. A **30% late charge** applies after 6 February. A **50% late charge** applies from 16 February onward or for on-site orders.

Forms / Items		Condition	Deadline
<input type="checkbox"/>	<a href="#">Form R1: Design &amp; Build Approval Form</a> with booth design	Compulsory for Non-Official Contractor	16 <sup>th</sup> January 2026
<input type="checkbox"/>	<a href="#">Form R2: Exhibitor Insurance and AR/RSE Certificate Submission Form</a> with: <ul style="list-style-type: none"> <li>○ Contractor's All Risk and Third-Party Public Liability Insurance Certificate</li> <li>○ AP/R.S.E's Structural Justification Report (Calculations) for specific situation (please refer to Rules &amp; Regulations for Booth Design)</li> </ul>	Compulsory	4 <sup>th</sup> February 2026
<input type="checkbox"/>	<a href="#">Form R3: Order Forms for Raw Space Exhibitors</a> (click to open) for ordering: <ul style="list-style-type: none"> <li>• Damage or Performance Deposit, Contractor Badges &amp; Vehicle Pass</li> <li>• Electricity</li> <li>• Additional Communication Facilities</li> <li>• Compressed Air &amp; Water</li> <li>• Material Handling Equipment</li> </ul>	Optional	6 <sup>th</sup> February 2026
<input type="checkbox"/>	WR1, Copy of electrician license & Copy of registered electrical contractor business registered certificate, Certification of Structural Safety, FS251  * Submit the required documents to Exhibitor Counter during the move-in period.	Compulsory	20 <sup>th</sup> March 2026

Move-in Schedule		
Date	Time	Exhibitors and Contractors
17 <sup>th</sup> March 2026 (Tue)	08:00 – 23:59	Official Contractors only
18 <sup>th</sup> March 2026 (Wed)	08:00 – 23:59	Official Contractors only
19 <sup>th</sup> March 2026 (Thu)	08:00 – 23:00	Official Contractors & Outside Contractor (Raw Space Booth)
	13:00 – 23:00	Official Contractors & Outside Contractor (Raw Space Booth) & Exhibitors Move-in <sup>^</sup>
20 <sup>th</sup> March 2026 (Fri)	08:00 – 23:00	Official Contractors, Outside Contractor (Raw Space Booth), & Exhibitors Move-in <sup>^</sup>
<sup>^</sup> Simple booth set-up only		
Show Schedule		
Date	Time	Activities
21 <sup>st</sup> March 2026 (Sat)	08:30 – 09:00	Open to Exhibitors & Replenishment*
21 <sup>st</sup> March 2026 (Sat)	09:00 – 10:00	Exclusive Priority Experience
	10:00 – 12:00	Marketplace Early Access
	12:00 – 21:00	Marketplace Opens
	18:00 – 21:00	Concert**
22 <sup>nd</sup> March 2026 (Sun)	09:00 – 10:00	Open to Exhibitors & Replenishment*
	10:00 – 12:00	Marketplace Early Access
	10:00 – 21:00	Marketplace Opens
	18:00 – 21:00	Concert**
*Exhibitors must use the AWE loading bay to replenish inventory or other deliveries. ** Final concert opening hours are subject to change.		
Move-out Schedule		
Date	Time	Requirements
22 <sup>nd</sup> March 2026 (Sun)	21:00 – 23:59	Exhibitors Move-out (please make sure all exhibits are removed or else they will be destroyed and disposed of at Exhibitor's cost on 23 <sup>rd</sup> March 2026)
23 <sup>rd</sup> March 2026 (Mon)	08:00 – 23:00	Booth Dismantling

#### Remarks

1. All heavy booth installation and construction works must be completed on or before 23:00 on 19<sup>th</sup> March 2026.
2. Booth decoration and exhibit display must be completed by 09:00 on 21<sup>st</sup> March 2026.
3. Dismantling and cleaning of all booth spaces must be completed by 23:00 on 23<sup>rd</sup> March 2026.
4. Exhibition halls will be opened to exhibitors between 08:30 and 09:00 for preparation on 21<sup>st</sup> March 2026; between 09:00 – 09:59 for preparation & replenishment on 22<sup>nd</sup> March 2026.
5. Exhibitors are not allowed to start the dismantlement, cleaning, and packing before 21:00 on 22<sup>nd</sup> March 2026. Early-closure of booth and early-departure are strictly prohibited without prior approval from the Organizer.
6. Exhibitors are reminded to remove all exhibit materials by 23:59 on 22<sup>nd</sup> March 2026. Any items found within the booth at 09:00 on 23<sup>rd</sup> March 2026 will be destroyed and disposed of at the Exhibitor's cost.

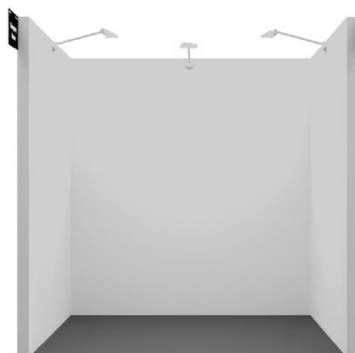
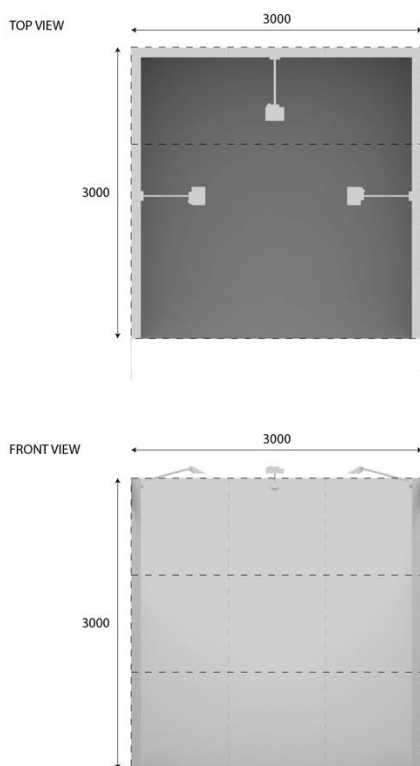
## Important Information

- I. **Prohibition of the Use of Public Area and Soliciting Sales Outside the Booths** The unauthorized occupation of public areas by exhibitors may seriously block the aisleways and exits. To protect the public and comply with the Fire & Safety Regulations of AsiaWorld-Expo, exhibitors are prohibited to put their exhibits and properties outside their booth. Exhibitors are also reminded that all business and sales activities (including but not limited to pamphlets, souvenirs, and questionnaires etc.) are not allowed out of their booth area and in the public area of the venue. Given the fact that the above sales activities may constitute nuisance to other exhibitors and visitors, the Organizer reserves the right to request the rule-breaking exhibitors and/or their staff to leave the exhibition venue and disqualify their participation. No participation fee will be refunded to those disqualified.
- II. **Refundable Damage / Performance Deposit** In order to ensure all the booths to be properly managed and built in accordance with Rules and Regulations, all exhibitors must pay a refundable damage / performance deposit to Show Official Contractors; and in any case of violation of the Rules and Regulations, includes but not limited to regulations mentioned in this manual, the paid deposit will be confiscated, and the Exhibitor will be also billed with any additional handling charges related to the violation. Deposits will be returned within 45 working days after the end of the exhibition. (US\$65 or HK\$500 per square meter for Prefab & FnB Booth; US\$70 or HK\$546 per square meter raw space using Official Main Contractor; US\$100 or HK\$780 per square meter for raw space appointing Outside Contractor)
- III. **Official Exhibitor Badge/Wristband** All exhibitors must wear their Exhibitor badges / wristband at all times during the exhibition period in the exhibition hall. The badges / wristbands are non-transferable, and photocopies are not acceptable. Anyone who forges official badges / wristbands will be liable for the offence of (Cap. 200) Crimes Ordinances s.71 and s.73. The Organizer reserves the right to refuse exhibitors with forged badges / wristbands to admit to the venue and the right to take legal action against those offending exhibitors. For all requested additional Exhibitor badges / wristbands, please contact your respective ComplexCon sales representative.
- IV. **Prohibition on Early Move-out** The exhibition opens from 10:00 to 21:00 on 21<sup>st</sup> March 2026 and 10:00 -21:00 on 22<sup>nd</sup> March 2026. Exhibitor's booth space must not be left unattended at any time during the exhibition opening hours. Exhibitor Staff should arrive at least 30 minutes before the opening time and leave the exhibition hall within 30 minutes after closing.
- V. **Intellectual Property Rights** Products which violate Intellectual Property Law and Practice are not allowed to be displayed in the booths. The Organizer will request exhibitors to remove all exhibits which in suspicion of breaching the regulation and inform the relevant government parties immediately. Exhibitors are responsible for any charge being brought along by custom inspections.
- VI. **On-site Safety Issues** Delivery of merchandise as well as the use of any equipment must cease no later than 30 minutes before the opening hour of the exhibition (e.g., 08:30 day). For safety reasons, use of pallet trucks and pallets are not allowed starting from 30 minutes before the hall opening hour to the closing. To avoid any kind of accident, exhibitors should keep the aisles and corridors clean and tidy, especially for any oversized both space and dangerous materials.
- VII. **Booth Panel Usage Regulation** Each prefab booth is provided with white hardwall panels, and exhibitors are responsible for ensuring no damage is caused to these surfaces. Only approved mounting methods may be used, such as low-tack adhesives or Velcro, and all materials must be fully removed during move-out. Any excessive damage, including surface stripping, unapproved wall treatments, oversized screw or nail holes, painting, cutting, or structural penetration, may result in repair or replacement charges of up to USD 500 or HK\$4,000 per 1-meter panel, and missing accessories may also be invoiced. For detailed terms and specifications, please refer to the Prefab Booth Order Form. For full requirements and specifications, please refer to the Prefab Booth Order Form.
- VIII. **Food and Beverages** No outside food or beverage may be brought into the exhibition space. To maintain a clear and tidy exhibition area, consumption of food is not recommended in the booth. Exhibitors and their staff may make use of certain specified spaces such as the designated seating area within the Exhibition Halls for consumption of their food. Prior, written approval from the Organizer is required for the use and/or sale of any food and/or beverage. The Organizer reserves the right to accept or reject any application. Exhibitors are required to secure a Food & Beverages Licences from the Food, Environmental and Health Department and shall submit the License to the Organizer before show opens, please visit [https://www.fehd.gov.hk/english/licensing/Guide\\_on\\_Types\\_of\\_Licences\\_Required.html](https://www.fehd.gov.hk/english/licensing/Guide_on_Types_of_Licences_Required.html) for details.

- IX. **Smoke-Free Policy** AsiaWorld-Expo is 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 manager's commitment to providing a comfortable, health-conscious environment at this world-class facility.
- X. Exhibitor must not play music or use any audio equipment that is disruptive. The Organizer shall have the absolute right to stop Exhibitor from any conduct that Organizer deems disruptive. The use of ANY audio equipment is subject to Organizer's prior written approval.
- XI. Exhibitor represents and warrants that: (i) it shall comply with and ensure that each of its related persons shall comply with the National Security Laws; (ii) neither Exhibitor nor any of its related persons has engaged in, or has been involved in, any act or activity which is an Offending Conduct; and (iii) neither the Exhibitor nor any of its related persons will engage or be involved in any Offending Conduct. For purposes of this paragraph, the following defined terms shall apply: (iv) "National Security" has the meaning given to it under the Safeguarding National Security Ordinance (6 of 2024); (v) "National Security Laws" means all laws and legislation which are from time to time in force in or applicable to Hong Kong relating to the safeguarding of national security, including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region as applied in Hong Kong under the Promulgation of National Law 2020 (L.N. 136 of 2020) and the Safeguarding National Security Ordinance; (vi) "Offending Conduct" means any act or activity that: (i) constitutes, or causes the occurrence of, any offence endangering national security; (ii) in the reasonable opinion of the Government (which is final, conclusive and binding on the Parties), is likely to constitute or cause the occurrence of any offence endangering national security; or (iii) in the reasonable opinion of the Government (which is final, conclusive and binding on the Parties), is otherwise contrary to the interests of national security and/or public interest of Hong Kong (including public morals, public order and/or public safety) under other circumstances.
- XII. **Book Flights & Hotel at Special Rates** Book your travel and accommodations early to secure special rates available exclusively for ComplexCon Hong Kong 2026 exhibitors. These options provide convenient access to AsiaWorld-Expo and the event area. Bookings are optional but highly encouraged due to high demand during the event period.
- **Cathay Pacific:** Special flight offers are available for travel to Hong Kong from 9 to 22 March 2026 (no fix for return date). For the discount code and full booking instructions, please refer to your onboarding email and/or newsletter. Book [here](#) using the provided code to enjoy these exclusive exhibitor benefits
  - **SkyCity Regala:** Available for check-in from 1 to 31 March 2026. Located adjacent to AsiaWorld-Expo, offering easy venue access. Book [here](#)
  - **SkyCity Marriott** (Hong Kong SkyCity Marriott Hotel): Available for check-in from 19 to 23 March 2026. Convenient airport-adjacent option with free shuttle services to the venue and direct access to AsiaWorld-Expo. Book [here](#)
  - **Regent HK:** Available for check-in from 19 to 23 March 2026. Premium waterfront in town location in Tsim Sha Tsui. Book [here](#)
- XIII. **Booth Operation Helpers** If you need helpers to operate your booth during the event, please contact Persol APAC at [outsourcing@persolapac.com](mailto:outsourcing@persolapac.com) for staffing solutions.



## Prefab Booth Specification



Booth Size	3mW x 3mD x 3mH		
Facilities included in each 3mW x 3mD x 3mH booth	1.	A3 size company fascia board (foamboard)	2 pcs
	2.	White paint finishing wall panel (for corner booth, there will be 2 pcs of wall panel in L-shape)	3 pcs
	3.	50W LED longarm spot light (Corner booths include 2 long-arm spotlights)	3 pcs
	4.	500W square pin socket	1 pc
Note	<p>a. All booth number must be shown clearly on the company fascia board.</p> <p>b. All extra requirements (e.g. special decorations, extra lighting, socket, furniture etc.) which are not listed above, can be ordered and supplied at an additional cost. Please fill in the online order forms via Pico Concierge System or contact the Prefab Booth Contractor.</p> <p>c. Height limit for Prefab booth: 3mH</p>		
Important Information	Exhibitors must ensure the safety and structural integrity of booth walls. Avoid placing excessively heavy items and ensure all installations are secure and safe for use.		

<b>Rules and Regulations (General)</b>	
Electricity Supply	<p>Basic lighting, such as stage and hall lighting, will be provided by the Organizer.</p> <p>Standard electricity suppliers are 220- volt 50Hz for single phase OR 380-volt 50Hz for three phases. To order electric power sockets, please fill in Form 1 Fascia Board &amp; Location Plan / Form 2 Electrical Order Form for Prefab Booth Exhibitors Only / Form 5 Electrical Order Form for Raw Space Exhibitors Only.</p> <p>Electricity Supply will be cut off at source 15 minutes after the end of the exhibition each day. To order a 24-hour electricity supply, please contact the Main Contractor in advance. 24-hour electricity supply service is ONLY available by prior arrangement, any on-site request is not acceptable. Exhibitors shall pay their own costs and expenses incurred in the additional orders for electricity supply and corresponding equipment.</p> <p>Main Contractor has the right to install a “DB Box” in any prefab booth to provide electricity for adjoining booths.</p>
Exhibit Transportation	<p>Exhibitors shall transport their exhibits directly to the venue (designated loading area) including hand-carried items, light exhibits and displays. Exhibitors shall prepare that own trolleys/dollies for transportation. No trolleys nor dollies with metal wheels are allowed.</p> <p>Mechanical transportation means (such as hoist, crane, forklift, truck, jack lift, trolley etc.) are NOT allowed. Exhibitors MUST appoint the forwarders approved by the AsiaWorld-Expo to make delivery for their heavy exhibits.</p> <p>Escalators and passenger lifts shall not be used to transport freight or equipment or material of any nature. Exhibits and goods transportation is not allowed to enter nor exit through the main entrance of the venue at all times. All exhibitors shall use the provided cargo elevators and unloading area to load or unload goods and materials.</p> <p>The grace period of loading/unloading time during the fair period is limited to the first 45 minutes. The AsiaWorld-Expo will impose charges on vehicles with extended stay.</p>
Cleaning & Damage / Performance Deposit	<p>The Organizer is responsible for keeping public areas tidy and clean. Exhibitors and agents are responsible for maintaining sanitation and tidiness of booths, including but not limited to cleaning up packing materials, empty cartoons, pallets etc., before the exhibition opens daily.</p> <p>In order to ensure all the booths to be probably managed and built in accordance with Rules and Regulations, the exhibitors must pay a refundable damage / performance deposit to Official Contractors; and in any case of violation of the Rules and Regulations, includes but not limited to regulations mentioned in this manual, the paid deposit will be confiscated, and the Exhibitor will be also billed with any additional handling charges related to the violation. Deposit will be returned within 45 working days after the end of the exhibition. (HK\$500 per square meter for Prefab &amp; FnB Booth; HK\$546 per square meter for raw space using Official Main Contractor; or HK\$780 per square meter for raw space appointing Outside Contractor)</p>

Rules and Regulations (General)	
Security & Insurance	<p>Exhibitors must have valid and adequate insurance cover against theft, fire, public liability, damage to property, personal injury, third party loss, accidents, natural calamities, acts of God and such other risks normally insured against by exhibitors and/or as the Organizer may require. Such insurance must cover, inter alia, an Exhibitor's property and its activities (including those of its employees, agents, contractors, sub-contractors and sub-licensees) at the Exhibition venue (including the moving in and moving out periods). Unless otherwise agreed in the writing with the organizer, each exhibitor should have a valid and adequate insurance.</p> <ul style="list-style-type: none"> <li>• cover of not less than HK\$25 million against public liability</li> <li>• must include the following information in your certificate of insurance and/or policy document to be provided <ol style="list-style-type: none"> <li>1. Insured: XXX (name of exhibitor) as Principal, SV Two Live (HK) Limited as Event Organizer, AsiaWorld-Expo Management Limited as Landlord, Eventist Limited as Main Contractor and/or its Sub-contractors and/or XXX (name of contracting company) as Contractors and/or its Sub-contractors</li> <li>2. Insured Period : From 17<sup>th</sup> to 24<sup>th</sup> March 2026 (both dates inclusive)</li> <li>3. Limit of Indemnity : HKD 25,000,000 anyone occurrence &amp; unlimited during the Period of Insurance</li> <li>4. Territorial Limit : Within AsiaWorld-Expo, Hong Kong</li> <li>5. Jurisdiction Limit : Hong Kong SAR (or World-wide)</li> <li>6. Condition : Cross Liability Clause</li> </ol> </li> </ul> <p>Assistance with Public Liability Insurance: All exhibitors are required to obtain Public Liability Insurance as outlined in the Rules and Regulations. For help securing coverage, please contact our recommended insurance agency, Voyager Risk Solutions Limited at <a href="mailto:event@voyfg.com">event@voyfg.com</a> for a quotation.</p> <p>The Organizer is not responsible for ensuring that an Exhibitor's property is securely stored or is in safe custody during the Exhibition (including the moving in and moving out periods). The Organizer will not accept any delivery of any property on behalf of any Exhibitor. The Organizer shall not be liable for any losses (including consequential losses), damages, demands, costs, claims, charges or other expenses of any kind suffered or incurred by the Exhibitor or any other person in connection with the Exhibition including, without limitation, any theft, fire, use of the Security Room Service, defect in the Exhibition Centre howsoever caused, any cancellation or early closure of, or delay in opening or closing of the Exhibition for whatever reason outside the control of the Organizer or any natural calamity or act of God, howsoever arising.</p> <p>Organizer is not responsible for items lost or stolen from your booth during or after show hours. We provide security that watches the venue overnight – however, if you would like to book additional security for your booth during show hours or after show hours, please contact: <a href="mailto:info@complexconhk.com">info@complexconhk.com</a></p>

<b>Rules and Regulations (General)</b>	
Safety Guidelines	<p>The regulation of Labour Department and Occupational Safety &amp; Health Council, safety regulations are effective since 1 August 2006 at Hong Kong. According to the regulation, any construction activity that is carried out 2 meters or over 2 meters above the floor must be provided with high-reach equipment, such as safety platforms or scaffoldings. Exhibitors have to ensure that Construction Sites (Safety) Regulations Form 5 are well-submitted before using any high-reach equipment in the venue.</p> <p>Ladders: Using ladders of height exceeding 2 meters at the public circulation areas (i.e. places other than Hall 1, 2, 3, 5, 6, 7, 8, 9, 10, 11) is strictly prohibited in the AWE. If an uncertified ladder is to be found and used by contractors, no warning will be given by Venue/Safety Officer/Organizer. He will be asked to leave the AsiaWorld-Expo premise immediately, and the wristband that indicates his access right on the day will be confiscated. All violations will be kept in record; organizer will deduct contractor deposit according to the deduction scheme.</p> <p>Use of Ladders at 2mH or above, venue staff/safety officers will stop the contractor and advise them to sign “Safety Guidelines for Working with Ladders”. Again, the venue staff/safety officer reserves the right to stop the contractor in case of any unsafe act.</p> <p>Working at 2m or above, platforms should be used. Workers are required to wear an attached safety harness while walking on a platform.</p> <p>For all public circulation areas, no ladder at 2m or above can be used at all times. For more information on the use of ladders, please visit: <a href="https://www.labour.gov.hk/text_alternative/pdf/eng/Ladder.pdf">https://www.labour.gov.hk/text_alternative/pdf/eng/Ladder.pdf</a></p> <p>According to the amended safety regulations of AsiaWorld-Expo on 1 December 2006, people who enter the exhibition hall must wear Reflective Safety Vest during the move-in day (08:00 18<sup>th</sup> March 2026 to 09:00 21<sup>st</sup> March 2026) and move-out day (22:30 22<sup>nd</sup> March 2026 to 23:59 23<sup>rd</sup> March 2026). The reflective safety vests can be prepared by yourself.</p> <p>Reflective Vest: All workers must wear reflective vests while motor vehicles are being operated in the exhibition halls. Motor vehicles are not limited to forklifts and rubbish trucks etc. Any violator will be escorted out of the Centre, and his/her wristband and valid working badge will be confiscated.</p>
Noise Control	Exhibitors and staff shall control the volume of all activities in their booth (including but not limited to background noise, music or performances, etc.) to NOT exceed 70 decibels(A) during the exhibition.

Rules and Regulations (General)	
Waste Reduction and Recovery Measures	<p>The HKSAR Government unveiled the Waste Reduction Framework Plan in 1998 and the Waste Reduction Guidebook for Large Scale Event Organizers (Green Event Guideline) in December 2017, which set out various guidelines and initiatives on waste reduction and recovery. Exhibitors and/or Contractors should observe the following waste reduction and minimization guidelines:</p> <p><b><u>Marketing Stage</u></b></p> <ol style="list-style-type: none"> <li>1. Consider using sustainable communication and marketing channels.</li> <li>2. Utilize publicity via e-channels such as e-brochures and e-leaflets and provide QR code to download.</li> <li>3. Choose green promotional giveaways while minimizing their packaging materials.</li> </ol> <p><b><u>Booth Design Stage</u></b></p> <ol style="list-style-type: none"> <li>1. Plan for waste reduction before on-site operation to minimize unnecessary waste generation.</li> <li>2. Adopt modular exhibition designs and off-site pre-fabrication processes as far as practicable.</li> <li>3. Use environmental-friendly materials (e.g. recycled materials) for stand design and construction, publicity and promotion.</li> <li>4. Adopt flexible exhibition designs to include opportunities for future adaptation. Reuse of construction materials, use of recycled materials in construction and recyclable materials should be taken into account at the design stage.</li> <li>5. Avoid using energy intensive appliances.</li> </ol> <p><b><u>Booth Installation and Dismantling Stage</u></b></p> <ol style="list-style-type: none"> <li>1. Check with the organizer for locations of recycling facilities and items which could be recovered.</li> <li>2. Instruct on-site staff of good recycling practice.</li> <li>3. Install and dismantle in proper manner to avoid damages to items particularly those intended for reuse.</li> <li>4. Plan stands dismantling properly to maximize the reuse and recycling of materials.</li> <li>5. Fully utilize raw materials to avoid wastage.</li> <li>6. Handle special waste (e.g. chemical waste) properly.</li> <li>7. Consider reuse and recycling before disposal of the materials.</li> <li>8. For technical advice, please contact the Waste Reduction Helpline: (852) 2755-2750 of the Environmental Protection Department of Hong Kong SAR Government.</li> </ol> <p>The Green Event Guidebook is available on Environmental Protection Department's website for reference:  <a href="https://www.wastereduction.gov.hk/en/assistancewizard/recyc_guideline.htm">https://www.wastereduction.gov.hk/en/assistancewizard/recyc_guideline.htm</a></p> <p><b><u>Fluorescent Lamps Recycling Program</u></b></p> <p>Fluorescent lamps (straight tubes, round tubes, energy saving lamps and high intensity discharge lamps (e.g. mercury vapor lamp, metal halide lamp and sodium lamp) contain mercury. Release of mercury from broken lamps can contaminate the surrounding and create health hazard through inhalation or skin contact. Proper handling and disposal should be made in order not to harm humans and the environment and to comply with the relevant legal requirements.</p>

Rules and Regulations (General)	
Visit & Transit	<p>Under Regulation 2(1) of the Immigration Regulations (Chapter 115A), a person permitted to enter Hong Kong as a visitor may generally engage in the following business-related activities:</p> <ul style="list-style-type: none"> <li>▪ participating in exhibitions or trade fairs (except selling goods or supplying services direct to the public, or constructing exhibition booths);</li> <li>▪ participating in product orientation; and</li> <li>▪ attending short-term seminars or other business meetings.</li> </ul> <p>Besides, a person permitted to enter Hong Kong as a visitor may also attend an event to deliver speech(es)/ presentation(s) subject to the following conditions being met:</p> <ul style="list-style-type: none"> <li>▪ he/she will not be remunerated for speaking/presenting at the event (other than provision of accommodation, passage, meals, etc. relating to the event, or the reimbursement of such expenses);</li> <li>▪ The duration of the whole event should be no longer than seven days; and</li> <li>▪ he/she can only attend one such event to deliver speech(es)/presentation(s) during each period of permitted stay.</li> </ul> <p>If exhibitors engage in retail activities include selling goods, they are required to apply for a working visa from the <b>Immigration Department of Hong Kong</b>.</p> <p>Any person who contravenes a condition of stay in force in respect of him shall be guilty of an offence and shall be liable on conviction to a maximum fine of HK\$50,000 and to imprisonment for 2 years under section 41 of the Immigration Ordinance (Chapter 115), Laws of Hong Kong.</p> <p>Regarding to the details of the immigration regulations, please visit the <b>Immigration Department of the Hong Kong website: <a href="http://www.immd.gov.hk">www.immd.gov.hk</a>. For enquiries, contact <a href="mailto:enquiry@immd.gov.hk">enquiry@immd.gov.hk</a> or (852) 2824 6111.</b></p>
Music	<p>Music supplied by the exhibitors shall be copyright cleared. Exhibitors shall be solely responsible for all legal matters regarding music usage. Exhibitors who wish to play music in their booths must submit the IFPI, CASH &amp; HKRIA music licenses to the Organizer.</p> <p>License : Public Performance License Authorizer : Phonographic Performance (South East Asia) Limited [IFPI] TEL : (852) 2861 4328 / 2861 4318</p> <p>License : Copyright Music Performance License Authorizer : Composers and Authors Society of Hong Kong Limited (CASH) TEL : (852) 2846 3268</p> <p>License : Tariffs for public performance of Sound Recordings (recorded music) Authorizer : Hong Kong Recording Industry Alliance Limited (HKRIA) TEL: (852) 2520 7000</p> <p>Exhibitors shall apply for the above three licenses from the designated parties directly for playing music within the exhibition venue. The Organizer, AsiaWorld-Expo, IFPI, CASH &amp; HKRIA have the right to terminate the performance(s) of any music where an exhibitor has failed to secure the required licenses.</p>

<b>Rules and Regulations (General)</b>	
Arrangements for Typhoon Signal No. 8 or Black Rainstorm	<p>Typhoon signal No. 8 or Black Rainstorm Warning hoisted prior the opening hours of the move-in/move-out day, the Organizer and exhibitors can carry-on the move-in/move-out procedure if the circumstances so allow.</p> <p>20<sup>th</sup>, 21<sup>st</sup> &amp; 22<sup>nd</sup> March 2026 (Friday / Saturday / Sunday)</p> <p>If Typhoon Signal No. 8 is downgraded to Signal No. 3 before 07:00, the exhibition is open as usual. If Typhoon Signal No. 8 is downgraded to Signal No. 3 between 07:00 to 17:59, all staff are required to return to work within 2 hours after the downgrade; and the exhibition will be opened to the public 4 hours after the downgrade. If Typhoon Signal No. 8 is downgraded to Signal No. 3 after 18:00, the exhibition will be closed on the day.</p> <p>If Black Rainstorm Warning Signal is announced during the exhibition, the exhibition will remain open after the announcement. Exhibitors and visitors should be encouraged to stay in the exhibition for their own safety.</p> <p>If Hong Kong Observatory issues a prior alert that Typhoon Signal No. 8 or above will be hoisted during the exhibition, the Ticket Office will cease to sell admission tickets and no further admission will be allowed until re-opening. The Organizer will announce such news and the exhibition will be closed 2 hours after the issuance of the alert. All exhibitors and visitors will be asked to leave the venue as soon as possible within 2 hours.</p> <p>IN THE EVENT WHEN NO PRIOR ALERT WAS ISSUED BY THE HONG KONG OBSERVATORY, when the Typhoon Signal No. 8 or above is hoisted during the exhibition, the Ticket Office will immediately cease to sell admission tickets and no further admission will be allowed until re-opening. The Organizer will announce such news and the exhibition will be closed 2 hours after hoisting Typhoon Signal No. 8 or above. All exhibitors and visitors will be asked to leave the venue within 2 hours.</p> <p>Any reduction or cancellation of the exhibition time due to weather conditions, there will be no refund for the exhibition booth fees.</p>
Licenses, Permits and/or Authorizations	<p>Exhibitors without the required licenses, permits and/or authorizations are prohibited to operate relevant business in the exhibition halls. Exhibitors MUST comply with the regulations and conditions of each required license, permit and/or authorization. (*Note: This notice does not exempt exhibitors from any licensing conditions. Exhibitors are required to approach the authorities by themselves to apply for all licenses, permits and/or authorizations required by law to operate their business in the exhibition halls. Exhibitors shall understand that it takes time to complete the whole application process and to get the licenses, permits and/or authorizations from related departments. Exhibitors have no right to claim any kind of compensation from the Organizer if they failed to get the licenses, permits and/or authorizations for running their business during the exhibition.</p> <p>The organizer reserves the right to take legal action against the offender and refer the case to relevant law enforcement departments for follow-up. Organizer also reserves the right to claim compensation against the offender based on the loss caused by the act of the offender (including but not limited to legal penalty, reputational damage etc.).</p> <p>Prior to written approval from the Organizer is required for the use and/or sale of any food and/or beverage. The Organizer reserves the right to accept or reject any application. Exhibitors are required to secure a Food &amp; Beverages Licenses from the Food, Environmental and Health Department and shall submit the License to the Organizer before show opens, please visit <a href="https://www.fehd.gov.hk/english/licensing/Guide_on_Types_of_Licences_Required.html">https://www.fehd.gov.hk/english/licensing/Guide_on_Types_of_Licences_Required.html</a> for details.</p>

<b>Rules and Regulations (General)</b>	
Notice to Exhibitors (Staff)	<p>No booth shall be left unattended at any time during the opening hours of the exhibition. Exhibitors' staff have to be present at least 30 minutes before the opening time and leave the exhibition hall within 30 minutes after the closing time.</p> <p>All exhibitors shall be responsible for the conduct of all their staff or agent. No business activity shall be conducted by any exhibitor and/or his staff outside the allocated booth area. Offenders will receive a warning from the Organizer. Exhibitors who do not comply with the rules after warning, the Organizer shall have the right to suspend all activities of the exhibitor in the exhibition halls and shall reserve its right to proceed with legal action against the exhibitor.</p> <p>Without prior permission from the Organizer, non-exhibitors are strictly forbidden to effect sales or to carry out any form of promotional activities, which will be prejudicial to the interests of exhibitors, within both the exhibition area and AsiaWorld-Expo. Exhibitors are requested to report such activities to the fair management at once.</p> <p>All individuals are not permitted to bring any food or drink into the exhibition halls.</p> <p>Exhibitor's staff or contractors MUST wear the official badges issued by the Organizer. The badges are strictly non-transferable. If any violation is found, Organizer has the right to issue warnings and fines to the offenders.</p>
Notice to Exhibitors (Booths, Activities and Behaviors) I	<p>All promotional materials of exhibitors may only be distributed within their booth area.</p> <p>Exhibits and properties of exhibitors shall not be placed outside the booth area. If any of those is found outside the booth area, the Organizer reserves the right to remove them as garbage without any notice and exhibitors are ineligible to request any refund or compensation from the Organizer.</p> <p>Aisles and routes of escape (exits) must conform to the following regulations:</p> <ol style="list-style-type: none"> <li>I. According to the rules and regulations of the Food and Environmental Hygiene Department and AsiaWorld-Expo, all aisles must have a minimum width of 3m. Exhibitors should be responsible for clear access to Public Circulation Areas outside their booths at all times in compliance with the Relevant Legislation and Regulations.</li> <li>II. All booth activities or queuing facilities must be placed within the booth area of the respective exhibitor.</li> <li>III. Aisles must always remain unobstructed; exhibitor products and displays, or any other item may not be placed or left in any Aisle;</li> <li>IV. exits must always remain unobstructed;</li> <li>V. no rigid barriers or any other device may be placed across any Aisle or exit.</li> </ol> <p>All precautions must be taken by exhibitors against fire to protect the public.</p> <p>Each exhibitor is responsible for any damage done to exhibits, any item in booths or any property of third parties.</p> <p>The arrangements of booth construction/decoration, exhibit transportation and replenishment MUST strictly follow the mechanism announced by the Organizer. Exhibitors are required to notify the Organizer in advance if special arrangement is needed.</p> <p>The site operation timetable must be strictly adhered to, and any repair or alternation by removing or transportation materials must only be carried out when the fair is closed and with the consent of the Organizer.</p>



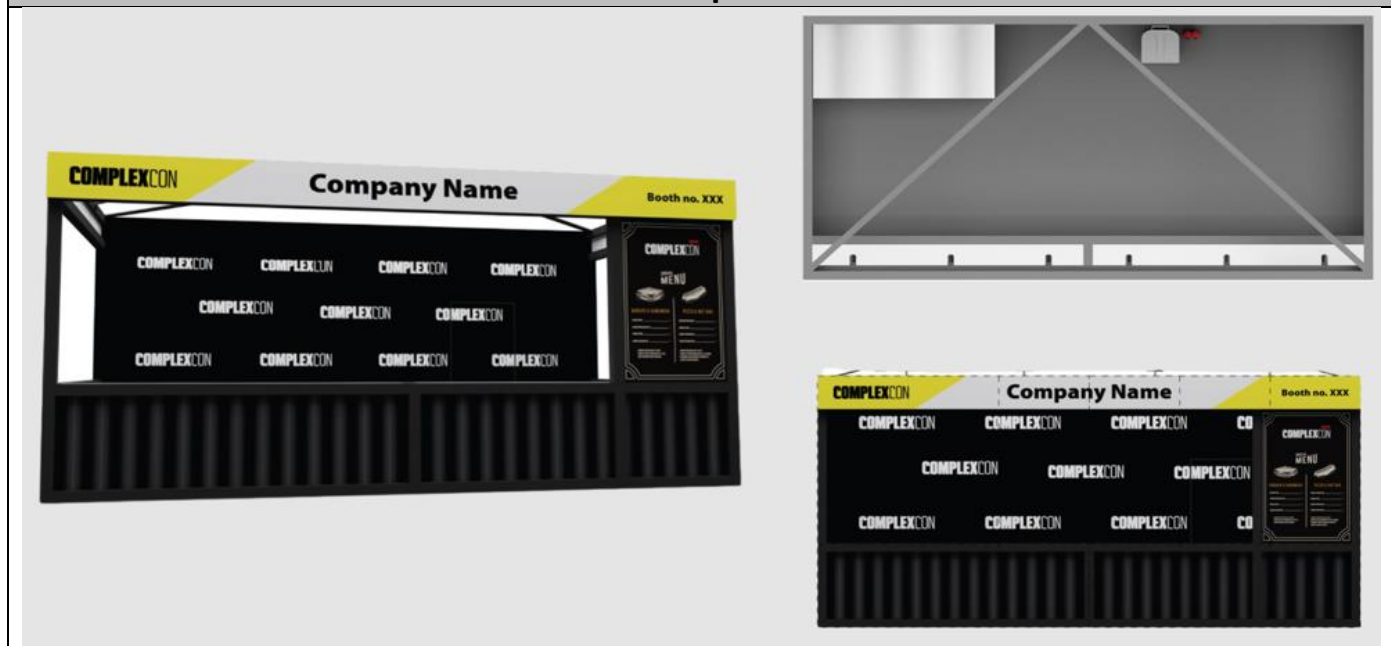
<b>Rules and Regulations (General)</b>	
Notice to Exhibitors (Booths, Activities and Behaviors) II	<p>Exhibitors are not allowed to close their booths nor start the exhibit transportation (moving out) before the closing hour.</p> <p>Unauthorized photo/video shooting with large crews in the exhibition halls is not allowed. Professional equipment requires approval from the organizer.</p> <p>The use of radio-controlled or remote-controlled flying devices (drones) is strictly prohibited. Offenders shall be solely responsible for any damage caused by the illegal use of drones.</p> <p>No performance stage or stage of any kind shall be built in the booth.</p> <p>To maintain a harmonious environment for both visitors and exhibitors, all kinds of reproducers and speakers, audio system and audio-visual equipment require approval before using the booth.</p> <p>Organizer has the right to terminate any unauthorized audio-visual broadcasting at the booths, and exhibitors are ineligible to request any refund or compensation from the Organizer regarding the termination.</p>
Laws and Codes	<p>Exhibitors must abide by the laws and regulations of the Hong Kong Special Administrative Region. In case of any illegal acts, the Organizer reserves the right to take legal action against the offender and refer the case to relevant law enforcement departments for follow-up.</p> <p>Exhibitors and visitors MUST always abide by the rules and regulations of AsiaWorld-Expo and instructions by their staff, regardless of the occasion and the location within the AsiaWorld-Expo. Organizer reserves the right to ask the offender to leave the AsiaWorld-Expo immediately if anyone fails to comply with any of those.</p>

<b>Rules and Regulations (General)</b>	
Disclaimer	<p>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.</p> <p>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.</p> <p>In any event, the Organizer shall have the right to terminate this exhibition without cause at any time by giving the Exhibitor less than 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.</p>

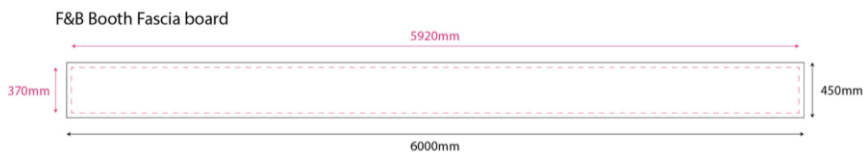
<b>Rules and Regulations for Booth Design (Raw Space and Prefab booth with Special Decorations)</b>	
Booth Height Limit	<p>* Prefab Booth height limit is 3 meters</p> <p>* The raw space booth height limit is 8 meters. Any booth exceeding 5 meters in height requires a written application to be submitted to the organizer for approval.</p> <ul style="list-style-type: none"> <li>Raw Space booth drawing (front view, elevation, plan view, perspective view &amp; max. booth height) must be submitted to the Main Contractor for approval by 16<sup>th</sup> January 2026</li> </ul> <p>Exhibitors who wish to build a two-storey construction <b>MUST</b> get approval from the Organizer. Exhibitors take full responsibility for ensuring the safety of the structure as stated in Construction Site Safety Regulation (Chapter 59). Only those carry "Safety Certificate" issued by a Qualified Engineer / Surveyor are allowed to get access to the second level of the construction.</p> <p>Please be reminded that exhibitors <b>MUST</b> submit the safety certificates to the Organizer before the opening of the exhibition. The Organizer reserves the right to prohibit access to the second level if the required acts are not observed.</p>
Booth Construction Instructions I	<p>Stands and exhibits shall not exceed the maximum floor loading limit as follows:</p> <p>AsiaWorld-Expo: Maximum floor loading limit All Halls: 3,000 kg/m<sup>2</sup></p> <p>Exhibitors applying for additional electricity supply (Raw Space Only) must have their own licensed electrician for installation and maintenance. Electrical power will not be supplied to those who fail to submit the following documents on the submission day.</p> <p>ITEM I: WR1 Form ITEM II: Copy of Certificate of Registration of Electrical Worker ITEM III: Copy of Certificate of Registration of Electrical Contractor ITEM IV: Certification of Structural Safety (R.S.E.)</p> <p>*The above-mentioned document <b>MUST</b> be submitted to the Main Contractor on <b>20<sup>th</sup> March 2026</b>.</p> <p>The Organizer reserves the right to alter or remove without notice and at the Exhibitor's expense any Stand which differs from the submitted specification or any Stand that does not conform to the Organizer's required standard, rules and regulations. The Exhibitor shall have no claim against the Organizer or its agents for any extra cost of replacing its Stand to conform to the Organizer's required standard rules and regulations or for any other losses or damages relating thereto.</p> <p>All the following temporary structures <b>MUST</b> receive an approval (to pass the inspection of) from a registered structural engineer/authorized person with an endorsed Certification of Structural Safety (R.S.E.) and AP/R.S.E.'s Structural Justification Report (Calculations) to demonstrate the structural suitability, otherwise, the construction is not allowed.</p> <p>ITEM V : AP/R.S.E.'s Structural Justification Report (Calculations) <b>MUST</b> be submitted to the Main Contractor by 4<sup>th</sup> February 2026.</p> <p>1. Raw Space</p> <ul style="list-style-type: none"> <li>exceeding 3m but less than 4.5m in height &gt; <b>R.S.E. (Item IV)</b></li> <li>height of 4.5m or above &gt; <b>both R.S.E. and Calculations (Item IV &amp; V)</b></li> </ul>


Booth Construction Instructions II	<p>2. Lighting Truss/Rigging/Suspended Items</p> <ul style="list-style-type: none"> <li>- All rigging must be undertaken by AsiaWorld-Expo's appointed contractor in accordance with AsiaWorld-Expo's Rigging Code of Practice. Rigging orders will only be processed when the following information is provided: <ul style="list-style-type: none"> <li>• A fully dimensioned drawing</li> <li>• Weights, loadings and details of item to be rigged</li> <li>• The dimensions of the lighting rig or banner to be hung</li> <li>• Orientation</li> <li>• Registered Structural Engineer's approval</li> </ul> </li> <li>- accordance with the rules and regulations by AsiaWorld-Expo, regardless of whether the total weight of the item exceeds or does not exceed 100kg <ul style="list-style-type: none"> <li>&gt; <b>both R.S.E. and Calculations (Item IV &amp; V)</b></li> </ul> </li> </ul> <p>3. Platforms</p> <ul style="list-style-type: none"> <li>- exceeding 1m but less than 1.5m in height &gt; <b>R.S.E. (Item IV)</b></li> <li>- height of 1.5m or above &gt; <b>both R.S.E. and Calculations (Item IV &amp; V)</b></li> </ul> <p>4. Self-standing Speakers/Lighting Towers</p> <ul style="list-style-type: none"> <li>- exceeding 1.5m but less than 2.5m in height &gt; <b>R.S.E. (Item IV)</b></li> <li>- height of 2.5m or above &gt; <b>both R.S.E. and Calculations (Item IV &amp; V)</b></li> </ul> <p>5. Steel Scaffolding (Bamboo Scaffolding is NOT allowed)</p> <ul style="list-style-type: none"> <li>- exceeding 1.5m but less than 3m in height &gt; <b>R.S.E. (Item IV)</b></li> <li>- height of 3m or above &gt; <b>both R.S.E. and Calculations (Item IV &amp; V)</b></li> </ul> <p>6. Marquee</p> <ul style="list-style-type: none"> <li>- <b>both R.S.E. and Calculations (Item IV &amp; V)</b></li> </ul> <p>7. (Any Object) any one side of the dimensions exceeding 3m but less than 4.5m</p> <ul style="list-style-type: none"> <li>- <b>R.S.E. (Item IV)</b></li> </ul> <p>8. (Any Object) height of 3m or above</p> <ul style="list-style-type: none"> <li>- <b>both R.S.E. and Calculations (Item IV &amp; V)</b></li> </ul> <p>Remarks :</p> <p>(i) The list of Registered Structural Engineers (R.S.E.)/authorized persons can be found on the Buildings Department website.</p> <p>(ii) Organizer and AsiaWorld-Expo have the right to immediately terminate any unauthorized operation or any operation of those who failed to submit required document before the deadline to maintain the safety of the venue.</p> <p>(iii) AP/R.S.E.'s Structural Justification Report (Calculations) must be submitted to the Main Contractor by 4<sup>th</sup> February 2026.</p> <ul style="list-style-type: none"> <li>▪ Non-Official Contractors must ensure the safety of booths which they are responsible for; and they must also decorate the back/panels of the booths.</li> <li>▪ Contractors entering the Venue for construction works are required to obtain the Construction Industry Safety Training Certificates (also known as "Green Card"). The main objective is to ensure that mandatory basic safety training has been provided to contractors before working at the Venue.</li> </ul>
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## F&B Booth Specification



Booth Size	6mL x 3mW x 3mH		
Included facilities	1.	Company fascia board - 6mL x 0.45mH (foam board)	1 pc
	2.	Menu board - 1.5mL x 1mH	1 pc
	3.	6mL working table with storage cabinet	1 set
	4.	6W track light	6 pcs
	5.	540L Bench Chiller (GN-3DBC)	1 pc
	6.	Rubbish bin & lid (no wheels)	1 pc
	7.	Water & CO2 fire extinguishers	1 set
	8.,	2700W square pin pocket	2 pcs
	9.	500W square pin pocket	2 pcs
Note	<p>a. All booth number must be shown clearly on the company fascia board.</p> <p>b. All extra requirements (e.g. special decoration, extra lighting, furniture, etc), not provided above, are to be ordered and supplied at additional cost. Please submit your order to Pico Hong Kong.</p> <p>c. Layout of company fascia board and menu can be designed by exhibitor, artwork shall be submitted by 6 February 2026. Please include the following items on the fascia board: - Company Name - Booth Number</p> <p>d. Maximum load of work table: 50kg/m.</p>		

<p>Guideline of onsite food processing and specific measures for attention</p> <p>Safety and License</p>	<ol style="list-style-type: none"> <li>No naked flame is allowed. Only electric cooking equipment should be used.</li> <li>Under the Temporary Food Factory Licence (TFFL), only reheating activities is allowed, where reheating activities shall be restricted to steaming, or pan-frying or grilling. Deep-frying or Yakitori method is prohibited.</li> <li>A large amount of oil fume in the cooking operation should be avoided. The operators should control and reduce the amount of oil fume generated.</li> <li>Pan-frying or grilling shall arrange proper odor/air control (e.g. charcoal-filter), which subject to approval by AsiaWorld-Expo, to minimise the disturbance to indoor air quality.</li> <li>The equipment used for cooking should be in good condition and of household type, using no more than 13A power. Large-scale cooking is not recommended.</li> <li>At least one 4.5kg CO2 fire extinguisher should be placed next to the cooking area. People in cooking operations should be trained to use the fire extinguisher.</li> <li>No flammable items should be placed near the cooking area, and combustible materials should be avoided.</li> <li>The cooking area should be well-demarcated and effectively separated from the people accessing the booth to avoid accidental heat burn. Exhibitor is required to provide protection screen for their reheating equipment under operation.</li> <li>As a safety measure, the cooking appliances facing aisles are required to be shielded off by 30cm high panels above the stove top on three sides to avoid spillage of cooking oil or hot water.</li> <li>The organizer and venue reserves the right to stop any cooking operation if the cooking operation is found adversely affect the safety and environment of AsiaWorld-Expo.</li> <li>Relevant licenses from FEHD and compliance with food legislation must be obtained and observed. Operators selling alcohol must obtain appropriate temporary liquor licenses. More information to apply the food and liquor related license: <a href="https://www.fehd.gov.hk/english/licensing/guide.html">https://www.fehd.gov.hk/english/licensing/guide.html</a></li> </ol>
<p>Dimensions of company fascia board and menu</p>	<p><b>Company fascia board artwork size</b> Material size: 6000mmW x 450mmH Visual size: 5920mmW x 370mmH</p>  <p>The diagram illustrates the dimensions for the F&amp;B Booth Fascia board. It shows a large rectangle representing the material size (6000mmW x 450mmH) and a smaller dashed rectangle inside representing the visual size (5920mmW x 370mmH). The dimensions are labeled with arrows and text.</p>

	<p><b>Menu artwork size</b> Material size: 1500mmL x 1000mmH</p> <p>Menu board</p> 
Rules and Regulations for Food and Beverage Exhibitor	
Health and Safety Regulations	<ul style="list-style-type: none"> <li>• Food Safety: All exhibitors must comply with local health regulations and food safety standards.</li> <li>• Hygiene Practices: Maintain high standards of hygiene in food preparation and service areas; keeps the floor and booth clean at all time.</li> <li>• Washing: Only wash the oily equipment and kitchenware at dedicated area (washing room).</li> <li>• Emergency Procedures: Familiarize yourself with emergency exits and procedures.</li> <li>• License: all exhibitors must provide a copy (digital) of required Food &amp; Beverage license to the organizer before 9 Feb, 2026; the license shall be legit and valid in Hong Kong. (E.g. temporary food factory license, 3rd party insurance – covers setup, event and dismantle dates)) and company registration license)</li> </ul>
Food & Beverage Menu	<ul style="list-style-type: none"> <li>• Exhibitor shall provide the menu and design to the organizer to review no later than 3 Feb 2026.</li> <li>• The prices and proposed items must receive the approval from the organizer.</li> <li>• Exhibitor shall not sell or offer the food or beverage which do not have the written approval from the organizer.</li> </ul>

## Notice from Official Main Contractor - Eventist Limited

### New Arrangement on safety and general rules of booth construction for exhibitors & Non-Official Contractors

According to safety regulations and previous issues on booth construction, AsiaWorld-Expo has the following arrangement about the safety and general rules and regulations of exhibitors & Non-Official Contractors.

**All exhibitors and non-official contractors must declare the booths they construct to the Main Contractor (regardless of raw space or prefab booth) and submit all relevant information and deposits. Otherwise, exhibitor's badges or non-official contractor's badges will not be issued.**

Notice for Exhibitors	
Exhibitors who employed non-official contractor for booth construction or self-construct	i. Pay the damage / performance deposit and submit the "Non-Official Contractor or Self-Construction Declaration Form" via <a href="https://form.jotform.com/253308438649466">https://form.jotform.com/253308438649466</a> ii. Details refer to "Notice for Non-Official contractor Or Self-construction"
Other Exhibitors	i. Pay the damage / performance deposit via <a href="https://form.jotform.com/253308438649466">https://form.jotform.com/253308438649466</a>
Kindly submit to the Main Contractor <b><u>on or before 6<sup>th</sup> February 2026</u></b>	

### Non-Official Contractor Badges & Vehicle Pass

Contractor Badges & Vehicle Pass will be given according to the table below.

Total Booth Area (SQM)	Max. no. of Non-Official Contractor Badges (for move-in & move-out)	Max. no. of Vehicle Pass
9 – 18 SQM	5 pcs	2
19 – 45 SQM	12 pcs	3
46 – 90 SQM	20 pcs	5
91 – 120 SQM	25 pcs	6
Over 120 SQM	35 pcs	7



## Damage / Performance Deposit Payment (Refundable)

All exhibitors are required to lodge a damage / performance deposit (regardless of raw space or prefab booth).

### DEPOSIT:

Prefab and FnB booth: HK\$ 500 per square meter

Raw space booth appointing Official Main Contractor: HK\$546 per SQM, max. HK\$78,000

Raw space booth appointing Non-Official Contractor: HK\$780 per SQM, max. HK\$78,000

Deposit will be deducted if breaching the regulations below		Deposit Deduction
1.	early admission or late departure on Move-in & Move-out Day	50% of the deposit
2.	equipment, tools, wooden boxes, paper boxes and/or other exhibits are found outside the corresponding booth area, within other booth area, within the venue or at the loading bay	50% of the deposit on top of charges subject to AWE
3.	spray painting, welding and the use of chainsaw within the venue	50% of the deposit
4.	equipment (including decoration tools, trolleys and ladders etc.) found outside the corresponding booth area will be removed without prior notice.	50% of the deposit
5.	fixed equipment or decorations on the floor, wall, pillar or any structures within the venue.	50% of the deposit
6.	decorating at the back of neighbor's partition wall or use for support	50% of the deposit
7.	if insufficient electricity is found, compulsory on-site order for power supply with an administration fee will be imposed	Administrative Fee US\$65
8.	screws drilling, painting and nailing on the partition walls provided by the Organizer	US\$40 per piece
9.	fixing equipment (e.g. aluminum material, screw, wood stick) on the aluminum materials of the booth structure causing any damages to the aluminum materials provided by the Organizer.	US\$30 per connection
10.	damage to the facilities of AWE (such as Floor, Wall, Carpet, door etc.)	subject to AWE charges

### Note:

If smoking is detected within the venue, the Organizer will notify the Tobacco Control Office which results in a penalty of HK\$1,500

## Notice for Exhibitor Appointed Contractors and Outside Vendors

1. Contractors and Outside Vendors MUST submit the below-mentioned documents and settle the deposit on or before the deadline (6<sup>th</sup> February 2026), otherwise, Main Contractor will not issue any non-official contractor's badges and vehicle passes:

- Deposit payment – please confirm with the official contractor
- Purchase of extra contractor's badges (if necessary)
- Submit booth design plan (with all dimensions and power socket indicated)
- Submit photocopy of the "Green card"
- Submit Photocopy of the Contractor's All Risk and Third-Party Public Liability Insurance Policy

2. For the safety of all on-site workers, non-official contractors must purchase Contractor's All Risk and Public Liability Insurance for their workers. All insurance policies must be valid from the construction day until the endorsement of WR1. Please email the photocopy of the Insurance policy to the official contractor at [complexconhk@eventist.com](mailto:complexconhk@eventist.com). Non-official contractor must sufficiently insure all your properties, facilities, and all other activities.

3. Contractors badges and vehicle passes will be issued at the official contractor's office **2 weeks prior to the show.**

### 4. Booth Construction Regulation

a. Exhibitors applying for extra Electricity Supply (For Raw Space Only) must have their own licensed electrician for installation and maintenance. The electrical power will not be supplied to those without any of the below mentioned documents:

- Item I - WR1 form
- Item II - Copy of the Electrician license
- Item III - Copy of the registered electrical contractor business registered certificate
- Item IV – Certification of Structural Safety (R.S.E.)

b. Safety Reports must be submitted to the Organizer if the corresponding booth exceeds the height / width / depth of 3m but less than 4.5m or with hanging Lighting Truss & Two-Story construction. These safety reports must be endorsed by Registered Structural Engineer (R.S.E.) in Structural discipline (Recognized by Engineers Registration Board). Certified Registered Structural Engineers (R.S.E.) are listed on the Building Department website. The AsiaWorld-Expo has the right to stop any authorized operations to maintain hall safety. Due to safety reasons, booth which exceeds the height of 4.5m; stages or platforms at 1.5m in height or above or lighting truss suspended from ceiling with equipment weight at 100 kg or above must also submit a R.S.E structural safety report at least 45 days before show day. Item V – AP/R.S.E's Structural Justification Report (Calculations) must be submitted to the Main Contractor by 4<sup>th</sup> February 2026.

c. All specially designed booth constructed by Non-Official Contractors must be safe and must also decorate the back of their backdrop.

d. According to the Fire Services Department and AsiaWorld-Expo's requirement, exhibitors must carry out all fire prevention measures to ensure the public's safety. For example, all draperies, curtains and decorative, if installed, shall be made of fire resistant material and confirmed to standard, whereas all combustible materials used for false ceilings, partitions or wall furnishings shall be treated with fire retardant paint or solution carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be forwarded to our Main Contractor on or before the Move-in Day as a documentary proof of compliance. One functional fire extinguisher at a conspicuous spot within booth area is required and readily available for use during the construction period for safety reasons. ITEM VI: Certificate of Fire Service Installations and Equipment (FS251)

(The required Item I to Item IV & VI must be submitted to the Main Contractor by 14:00, 20<sup>th</sup> March 2026)

5. To obtain access to the exhibition halls, all non-official contractor personnel must first collect a contractor wristband from the Info Desk, then proceed to the AWE Info Desk to present their Green Card. Upon verification, an AWE working wristband will be issued. Both wristbands must be worn at all times.

6. Contractors must wear the Contractor wristband for admission into the venue. Please be reminded that the wristband are strictly non-transferable.

7. Non-official contractors must strictly follow the move-in/move-out schedule. No prior move-in/move-out is allowed. Non-official contractors are allowed to enter the exhibition hall only from 12:00 to 23:00 on 18<sup>th</sup> March 2026 and from 08:00 to 23:00 on 19<sup>th</sup> March 2026 during move-in and from 22:30 to 23:59 on 22<sup>nd</sup> March 2026 and from 08:00 to 23:00 on 23<sup>rd</sup> March 2026.

8. The refundable damage deposit will be refunded to the non-official contractors who conform to all the rules and regulations set by the Main Contractor 45 working days after the exhibition ends.

#### 9. Safety Measures

I. The regulations of Labor Department and Occupational Safety & Health Council, safety regulations have been effective since 1 August 2006. According to the regulation, any construction activity that is carried out 2 meters or over 2 meters above the floor must be provided with high reach equipment, such as safety platforms or scaffoldings. Exhibitors have to ensure that Construction Sites (Safety) Regulations Form 5 are well-submitted before using any high reach equipment in the venue.

II. Ladders: Using ladders of height exceeding 2 meters at the public circulation areas (i.e. places other than Hall 1, 2, 3, 5, 6, 7, 8, 9, 10, 11) is strictly prohibited in the AWE. If an un-certified ladder is to be found and used by contractors, no warning will be given by Venue/Safety Officer/Organizer. He will be asked to leave the hall premise immediately and the wristband that indicates his access right on the day will be confiscated. All violations will be kept in record, Organizer will deduct contractor deposit according to the deduction scheme. Use of Ladders at 2mH or above, venue staff/safety officer will stop the contractor and advise them to sign "Safety Guidelines for Working with Ladders". Again, the venue staff/safety officer reserves the right to stop the contractor in case of any unsafe act. Working at 2m or above, platforms should be used. Workers are required to wear and attach a safety harness while walking on a platform. For all public circulation areas, no ladder at 2m or above can be used at all times. For more information on the use of ladders, please visit: [https://www.labour.gov.hk/text\\_alternative/pdf/eng/Ladder.pdf](https://www.labour.gov.hk/text_alternative/pdf/eng/Ladder.pdf)

III. According to the amended safety regulations, people who enter the exhibition hall must wear a Reflective Safety Vest on the destruction day.

IV. Reflective Vest: Effective 1 June 2019, all workers must wear reflective vests while motor vehicles are being operated in the exhibition halls. Motor vehicles are not limited to forklifts and rubbish trucks etc. Any violator will be escorted out of the Centre, and his/ her wristband and valid working badge will be confiscated.

**Please contact the Main Contractor at 3996 8029 / [complexconhk@eventist.com](mailto:complexconhk@eventist.com) for any queries on booth constructions by Non-Official Contractors.**


## Logistic Partner

### SF Hong Kong | Official Logistics and Transportation Provider for ComplexCon HK 2026

The ComplexCon HK 2026 will take place from March 21 to March 22, 2026, at AsiaWorld-Expo. The event organizer has appointed SF Express (Hong Kong) (SFHK) as the official logistics and forwarding service provider, offering a one-stop logistics solution for exhibitors.

#### Contact Information

 Official Logistics and Forwarding Service Provider

 Telephone: +852 2929 2929

 Email: [logistics@complexconhk.com](mailto:logistics@complexconhk.com)

All orders or enquires should send to above email. SF group will reply to address your orders. For more details, please refer to logistics guideline for details <https://www.complexconhk.com/sfhk-official-logistics-provider>

#### Key Deadlines & Shipping Schedule

Please reach out to us for shipping schedule as soon as possible so we can help recommend and arrange the best service for you.

Shipment Type	Latest Arrival Date at SF Hong Kong Warehouse	
By Freight	16 March 2026	Warehousing needs to be completed 3 working days before the Move-in day on 19 March 2026
By Express/Courier	16 March 2026	Warehousing needs to be completed 3 working days before the Move-in day on 19 March 2026
Service Type	Latest Order Date	
Return/Move-out order	11 March 2026	Move-out service (by Pallets to HK or by Freight/Express to Oversea) from exhibitions venue to your designated location.
On-site storage. (Back Of House)	28 February 2026 ( Early Bird Discount Booking )	Temporary storage spaces are served on a first come first serves basis.
	1 – 18 March 2026 (Standard Price Booking )	
	19 – 22 March 2026 (On-site Price Booking)	

SFHK provides comprehensive services, including:

Local Move-in & Move-out Transportation (Room Temperature & Cold Chain)	If you are concerned about your items arriving early or are looking for a warehouse facility for early drop-off, you can use this Warehousing Service along with Local Move-in & Move-out Transportation service. We will provide Pre-event warehousing and post-event storage, deliver / pick up your items to/from your designated booth.
Warehousing and Move-In Bundle Service	Warehousing service can be provided for exhibitors who hires your own dedicated freight forwarder (other than SF group service). Warehousing services will be bundled with Local Move-in transportation to exhibition venue. Individual warehousing services are not available.
On-site Temporary Storage (Back of House Storage)	Organizer is offering a temporary storage starting from 19 March 2026. Temporary storage spaces are served on a first come first serves basis.
On-site Express Delivery	<p>SF provides services shipping items from the exhibition venue to your designated location. Please place your order 15mins before venue closes.</p> <p>SFHK will also provide delivery services to Mainland China, Taiwan and more than 200 countries and regions. Delivery standards may vary depending on mailing items and destinations. Please approach on-site SF staff for details.</p>
Overseas to Hong Kong Move-in & Move-out Transportation with Freight Forwarding (Air/Sea)	The freight service is provided by Kerry Logistics, a brand of SF Express. Please consult <a href="mailto:logistics@complexconhk.com">logistics@complexconhk.com</a> for specific quotation.
Overseas to Hong Kong Move-in & Move-out Transportation with Express/Courier Service	Fast and efficient shipping options for smaller packages from your country to Hong Kong.