8th IWA-ASPIRE Conference and Exhibition
Smart Solutions for Water Resilience
31 OCTOBER - 2 NOVEMBER 2019
HONG KONG
Conference Venue:
Hong Kong Convention and Exhibition Centre
EXHIBITORS’ MANUAL

For enquiries, please contact
IWA-ASPIRE 2019 Conference Secretariat
c/o International Conference Consultants Ltd.
Tel: (852) 2559 9973
Fax: (852) 2547 9528
Email: info@iwaaspire2019.org
www.iwaaspire2019.org
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## I. CONTACT LIST

### IWA-ASPIRE 2019 Conference Secretariat
- Site operations
- Exhibitor badges

<table>
<thead>
<tr>
<th>International Conference Consultants Ltd.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: Ms Carmen Mai / Ms Emily Chong</td>
</tr>
<tr>
<td>Tel: +852 2559 9973</td>
</tr>
<tr>
<td>Fax: +852 2547 9528</td>
</tr>
<tr>
<td>Email: <a href="mailto:info@iwaaspire2019.org">info@iwaaspire2019.org</a></td>
</tr>
</tbody>
</table>

### Official Stand Fitting Contractor
- Stand fitting and construction
- Furniture and accessories
- Electrical and lighting
- Audio-visual equipment

<table>
<thead>
<tr>
<th>PICO IES Group Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: Mr. Gary Kong</td>
</tr>
<tr>
<td>Tel: +852 3713 0589</td>
</tr>
<tr>
<td>Fax: +852 2660 4672</td>
</tr>
<tr>
<td>Email: <a href="mailto:Gary.Kong@hk.pico.com">Gary.Kong@hk.pico.com</a></td>
</tr>
</tbody>
</table>

### Official Freight Forwarder
- Transportation
- Inbound and outbound tariff
- Customs clearance and formalities
- Storage

<table>
<thead>
<tr>
<th>Agility Fairs &amp; Events Logistics Limited (Hong Kong)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: Mr Sunny Ling</td>
</tr>
<tr>
<td>Tel: +852 2211 8205</td>
</tr>
<tr>
<td>Mobile: +852 9622 3280</td>
</tr>
<tr>
<td>Fax: +852 2866 2421</td>
</tr>
<tr>
<td>Email: <a href="mailto:Sling@agility.com">Sling@agility.com</a></td>
</tr>
</tbody>
</table>

### Conference Venue

<table>
<thead>
<tr>
<th>Hong Kong Convention and Exhibition Centre (HKCEC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Expo Drive, Wanchai, Hong Kong</td>
</tr>
<tr>
<td>Tel: +852 2582 8888</td>
</tr>
<tr>
<td>Fax: +852 2802 0000</td>
</tr>
<tr>
<td>Website: <a href="http://www.hkcec.com">www.hkcec.com</a></td>
</tr>
</tbody>
</table>

### Exhibition Venue
- Internet and telecommunication
- Food and beverage

<table>
<thead>
<tr>
<th>Hong Kong Convention and Exhibition Centre (HKCEC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convention Hall and Convention Foyer, Level 1 and Mezzanine Floor, Harbour Road Entrance</td>
</tr>
</tbody>
</table>

#### Internet and telecommunication
- Contact: Ms Ava Chan
  - Tel: +852 2582 7315
  - Email: avachan@hkcec.com

#### Food and Beverage
- Contact: Ms Dorothy Ng
  - Tel: +852 2582 7859
  - Email: dorothyng@hkcec.com

### Hotel Accommodation

<table>
<thead>
<tr>
<th>Hotel list can be found on the conference webpage:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online booking can be made at the above link.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>International Conference Consultants Ltd.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: Ms Maggie Wong</td>
</tr>
<tr>
<td>Tel: +852 2559 9973</td>
</tr>
<tr>
<td>Email: <a href="mailto:reg@iwaaspire2019.org">reg@iwaaspire2019.org</a></td>
</tr>
</tbody>
</table>
II. EXHIBITOR CHECKLIST

<table>
<thead>
<tr>
<th>Forms</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form A: Indemnity Form</td>
<td>10 September 2019</td>
</tr>
<tr>
<td>Form B: Exhibitor Information</td>
<td></td>
</tr>
<tr>
<td>Form C: Exhibitor Badge, Contractor Badge &amp; Vehicle Pass</td>
<td></td>
</tr>
<tr>
<td>Form D: Booth Fascia Name &amp; Booth Facilities Order Form</td>
<td>10 September 2019</td>
</tr>
<tr>
<td>Form E: Communication Facilities Order Form</td>
<td>8 October 2019</td>
</tr>
<tr>
<td>Form F: Exhibition Stand Catering Order Form</td>
<td></td>
</tr>
</tbody>
</table>

Notes:


2. **Form D** must be returned to the Official Stand Fitting Contractor via their Online System at https://os.hk.pico.com/online/public/tologin/186 before 10 September 2019.

3. **Forms E-F** must be returned to the Hong Kong Convention and Exhibition Centre via email to either avachan@hkcec.com or dorothyng@hkcec.com before 8 October 2019.

4. Exhibitors who join the Exhibition after the deadlines stipulated are requested to submit all forms immediately.

5. For **custom-built booths on ‘raw space’**, design and construction plans including electrical, lighting and telephone installation sketches must be submitted to the IWA-ASPIRE 2019 Conference Secretariat by email to info@iwaaspire2019.org and the Official Stand Fitting Contractor via their Online System at https://os.hk.pico.com/online/public/tologin/186 no later than 20 September 2019 for approval by the Hong Kong Convention and Exhibition Centre.

6. For **Standard Shell Scheme Booths**, design of the self-standing panels or self-standing banners within the booth area must be submitted to the IWA-ASPIRE 2019 Conference Secretariat by email to info@iwaaspire2019.org no later than 20 September 2019 for the review of the Organisers.
III. EXHIBITION INFORMATION

1. Exhibitor Schedule

<table>
<thead>
<tr>
<th>DATE, DAY</th>
<th>TIME</th>
<th>AGENDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 October 2019</td>
<td>08:00 – 23:00</td>
<td>Official Contractor set-up</td>
</tr>
<tr>
<td>(Wednesday)</td>
<td>10:00 – 23:00</td>
<td>Raw Space Exhibitors’ move-in &amp; set-up</td>
</tr>
<tr>
<td></td>
<td>14:00 – 23:00</td>
<td>Standard Booth Exhibitors’ move-in &amp; set-up</td>
</tr>
<tr>
<td>31 October 2019</td>
<td>09:00 – 09:40</td>
<td>Opening Ceremony</td>
</tr>
<tr>
<td>(Thursday)</td>
<td>09:40 – 17:45</td>
<td>Conference Sessions</td>
</tr>
<tr>
<td></td>
<td>09:00 – 20:00</td>
<td>Exhibition</td>
</tr>
<tr>
<td></td>
<td>10:40 (morning</td>
<td>Opening Ceremony of Exhibition</td>
</tr>
<tr>
<td></td>
<td>coffee break)</td>
<td>Welcome Reception</td>
</tr>
<tr>
<td></td>
<td>18:00 – 20:00</td>
<td></td>
</tr>
<tr>
<td>1 November 2019</td>
<td>09:00 – 17:25</td>
<td>Exhibition</td>
</tr>
<tr>
<td>(Friday)</td>
<td>19:00 – 22:00</td>
<td>Gala Dinner</td>
</tr>
<tr>
<td>2 November 2019</td>
<td>09:00 – 17:00</td>
<td>Exhibition*</td>
</tr>
<tr>
<td>(Saturday)</td>
<td>17:00 – 19:00</td>
<td>Standard Booth Exhibitors’ Move-out</td>
</tr>
<tr>
<td></td>
<td>17:00 – 20:00</td>
<td>Raw Space Exhibitors’ Move-out</td>
</tr>
<tr>
<td></td>
<td>18:00 – 23:00</td>
<td>Official Contractor Move-out</td>
</tr>
</tbody>
</table>

All Exhibitors should ensure their booths and promotional materials are displayed and their exhibition booths open during the exhibition opening hours.

Welcome reception will be held at 18:00 – 20:00 on 31 October 2019 at the Convention Hall and Convention Foyer. Exhibitors are highly recommended to display the booth during the time.

* Exhibition will be opened to the visitors from the related industries at 12:00 – 17:00 on 2 November 2019.

2. Exhibitor Registration

Exhibitor registration will be located on the reception concourse of the Hong Kong Convention and Exhibition Centre (G/F, Harbour Road Entrance). To comply with safety regulations, conference delegates, customers of exhibitors and other visitors will not be granted access to the Exhibition during set-up hours (i.e. 30 October 2019).

3. Exhibition Access

Exhibitor registration (Included in Sponsorship & Exhibition Package) is entitled to:

- One Conference Bag with Programme Book per booth;
- Daily service of lunch, coffee and tea on 31 October to 1 November 2019;
- Daily service of coffee and tea on 2 November 2019;
- Attendance at the Opening Ceremony and Welcome Reception on 31 Oct 2019;
- Attendance at the Closing Ceremony on 2 Nov 2019.
Should any exhibitor wish to attend the scientific sessions, they should register for the Conference as a paying delegate.

4. Company Listing in Programme Book

All Exhibitors’ will be listed in the Programme book, which will be distributed to all Conference delegates, and the Conference Mobile App.


5. Exhibitor Badges

Exhibitors will be issued identification lanyards for admission purposes. To allow for flexibility, we will only print the company name on the exhibitor admission badges. Each 9 sq.m. booth is entitled to TWO (2) exhibitor badges.

Sponsors will receive the entitled number of exhibitor badges per their committed sponsorship package.

Fee for additional exhibitor badge is charged at HK$600 each. They are entitled to coffee and tea, opening ceremony and closing ceremony. Lunch and welcome reception are not included.

All Exhibitors, their staff, agents and representatives (including any contractors) are strictly required to wear official admission badges prominently above the waist at all times during move in, move out and throughout the exhibition. For security reasons only official badge holders will be allowed entry into the exhibition area.

The Organisers reserve the right to refuse admission to the exhibition to any visitors, exhibitors, or their agents and representatives who are regarded as unfit, intoxicated or in any way likely to create annoyance or disturbance in the exhibition area. This is at the sole discretion of the Organisers.

IV. VENUE AND BOOTH SPECIFICATIONS

1. Venue Specifications

<table>
<thead>
<tr>
<th>Exhibition Venue</th>
<th>Convention Hall and Convention Foyer, Level 1 Mezzanine Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hong Kong Convention and Exhibition Centre (HKCEC)</td>
</tr>
<tr>
<td></td>
<td>1 Expo Drive, Wanchai, Hong Kong</td>
</tr>
<tr>
<td></td>
<td>(Please use Harbour Road Entrance)</td>
</tr>
</tbody>
</table>

Floor Loading: 500 kg/sq. m. (100 lb/sq. ft.)

Ceiling Height: 1.8 meters – 7.7 meters

As ceiling rigging points are limited in the exhibition area, suspension of stand or light fittings from the ceiling of the exhibition venue will not be permitted unless prior approval in writing is obtained from the Organisers.

Stand Building Height

**Shell scheme booths** – stand decoration, stand fittings or exhibits should **NOT** exceed 2.2/2.5 metres in height and **NOT** extend beyond the boundaries of the booth.

**Custom-built booths on ‘raw space’** – stand decoration, stand fittings or exhibits should **NOT** exceed 5 meters in Convention Hall / Convention Foyer, and **NOT** extend beyond the boundaries of the booth. This includes company names and advertising material provided by the Exhibitor. Please submit booth layout plan, with dimensions **no later than 20 September 2019** for approval by Organisers and HKCEC.

A working platform should be used during the setup and dismantle of the exhibition booth when the height is over 2 meters.

*L*all construction or installation that exceeds 3 meters in height is required to be approved and surveyed for structural safety by a Registered Structural Engineer. A safety Certificate issued by him/her must be submitted to Official Contractor before the exhibition opens to the public. All structures must be properly braced and supported to ensure stability and rigidity. Any construction or installation that is 4.5 meters or above in height shall also require RSE with structural justification.

<table>
<thead>
<tr>
<th>Lift Capacity and Maximum Weight</th>
<th>(W) 2.44m x (D) 4.17m x (H) 2.92m; 7,000 kg / 15,400 lbs</th>
</tr>
</thead>
</table>

Floor Finish: Fixings to the surface of the floor are strictly prohibited.

Electricity: Single-phase 220V ± 6%

Ventilation: Central air-conditioning system

General Lighting: Approx. 400 lux

Aisle Width: All aisles are a minimum of 3 metres wide

Parking: A public car-park is located between the Hong Kong Convention and Exhibition Centre and the Grand Hyatt Hong Kong.
**Loading Area**

**For cargo truck:** Please use the Phase 1 Loading Dock (at Basement 1, access from Convention Avenue) and take Cargo Lift #06 and #04 for direct access to the Convention Hall and Convention Foyer. There is NO direct Cargo Lift access to Mezzanine Floor. Please refer to Appendix 2 - HKCEC Loading Area Map.


Lift # 01 is reserved for Official Stand Fitting Contractor and Official Freight Forwarder. Please note that no private cars are allowed to enter HKCEC loading area.
2. Floor Plan

Convention Hall and Convention Foyer, Level 1, and Mezzanine Floor
Hong Kong Convention and Exhibition Centre

The exhibition floor plan may subject to change.
3. Shell Scheme Booth Specifications and Facilities

3.1. The shell scheme booths will be designed, erected, and decorated by the official stand fitting contractor, **PICO IES GROUP LIMITED**.

3.2. Please refer to the following Standard Shell Scheme Booth Packages in details:

Shell Scheme Booth equipment included in participation fee for **18 sqm (3m x 6m x 2.5mH)** in Convention Hall are as follows:

a. **Carpet**: HKCEC Carpet for the booth area
b. **Walls**: 3 side (2.5m high) white system constructed wall panels or 2 sides (2.5m high) white system constructed wall panels for corner booths.
c. **Fascia**: Full width fascia board in color background, with English company name and booth number
d. **Furniture**: 2 no of information counter (750mmH)
   
   4 nos of folding chair
   
   2 no of waste paper basket
e. **Electrical**: 6 nos of 100W longarm spotlight

   2 no of 13Amp/220V power point (max 500W)

Colour of HKCEC carpet is subject to change without prior notice.
Shell Scheme Booth equipment included in participation fee for 9 sqm (3m x 3m x 2.5mH) in Convention Hall are as follows:

a. Carpet : HKCEC Carpet for the booth area
b. Walls : 3 side (2.5m high) white system constructed wall panels or 2 sides (2.5m high) white system constructed wall panels for corner booths.
c. Fascia : Full width fascia board in color background, with English company name and booth number
d. Furniture : 1 no of information counter (750mmH) 
   2 nos of folding chair
   1 no of waste paper basket
e. Electrical : 3 nos of 100W longarm spotlight
   1 no of 13Amp/220V power point (max 500W)

Colour of HKCEC carpet is subject to change without prior notice.
Shell Scheme Booth equipment included in participation fee for 6 sqm (3m x 2m x 2.2mH) on Mezzanine Floor are as follows:

a. Carpet : HKCEC Carpet for the booth area

b. Walls : 3 side (2.2m high) white system constructed wall panels or 2 sides (2.2m high) white system constructed wall panels for corner booths.

c. Fascia : Full width fascia board in color background, with English company name and booth number

d. Furniture : 1 no of information counter (750mmH)
2 nos of folding chair
1 no of waste paper basket

e. Electrical : 3 nos of 100W longarm spotlight
1 no of 13Amp/220V power point (max 500W)

Colour of HKCEC carpet is subject to change without prior notice.

No financial credit will be given by the Organisers / Official stand fitting contractor for any package item not utilized.

The Organisers reserve the right to make changes to the facilities provided at any time before the commencement of the Exhibition.

The booth decorative/constructive materials shall be covered by fire retardant materials.
Fascia board with company name is included in the standard rental package of the Shell Scheme Booth. The exact wording of the company name (English lettering) as supplied in exhibitors’ profile will be used. No variation in design of the fascia board, lettering and the fittings of the Shell Scheme Booth will be allowed. No posters, hangers or other materials are allowed to be hung from fascia boards.

For Booth Fascia Name, please complete FORM D: Booth Fascia Name Order Form via the Official Stand Fitting Contractor’s Online System at https://os.hk.pico.com/online/public/tologin/186 by 10 September 2019.

3.3. Additional furniture (shelves, showcases, tables, chairs etc.) or electrical fittings/services (fluorescent tubes, spotlights, power sockets, extended electricity supply etc.) may be ordered at the Exhibitor’s expense from the Official stand fitting contractor.

For rental of additional furniture, electrical fittings / services, please complete FORM D: Booth Facilities Order Form via the Official Stand Fitting Contractor’s Online System at https://os.hk.pico.com/online/public/tologin/186 by 10 September 2019.

3.4. No nailing, stickers or painting will be allowed on the aluminum frames and the booth panels. Exhibitors using adhesive tape/stickers to temporarily adhere materials to the booth panels will be held responsible for removing the tape/stickers without damage to the panels. The Official Contractor will examine the panels and floors after removal of the tape/stickers and if damage is found or residue remains, the Official Contractor will repair or clean up the panels at the expense of the Exhibitor.

For Standard Shell Scheme Booths, design of the self-standing panels or self-standing banners must be submitted to the IWA-ASPIRE 2019 Conference Secretariat by email to info@iwaaspire2019.org no later than 20 September 2019 for the review of the Organisers.

4. Custom-built Booths on ‘Raw Space’

4.1. For this option, exhibitors will be given raw exhibition floor space. Exhibitors must design and construct their own booths within the assigned area. To protect the carpet of the Hong Kong Convention and Exhibition Centre, all raw space exhibitors should build a plywood base and cover it with carpet for the area they booked. Any damage to the HKCEC flooring found within the exhibitor’s booth area is the liability of the exhibitor.

4.2. Raw space exhibitors may appoint the Official stand fitting contractor or any other professional stand contractor for the design/construction of their custom-built booth. Names of the appointed contractor, contact persons, telephone and address must be supplied to the IWA-ASPIRE 2019 Conference Secretariat before 10 September 2019.

4.3. Plans and design proposals for custom-built booths are required to be submitted in duplicate to the IWA-ASPIRE 2019 Conference Secretariat by email to info@iwaaspire2019.org and the Official Stand Fitting Contractor via their Online System at https://os.hk.pico.com/online/public/tologin/186 for approval by Hong Kong Convention and Exhibition Centre no later than 20 September 2019. The scale of drawings submitted shall not be less than 1:100 of full dimensions given and must contain floor plan, stand elevation,
telephone, electrical fittings, colors and materials to be used, any audio-visual equipment to be used. The booth decorative/constructive materials must be covered by fire retardant materials. For special booth designs, such as a double deck booth, a surveyor report and loading test report must be provided to ensure safety. Please provide safety certificate from Registered Structural Engineer (RSE) for any structure exceeding 3m in height and a certificate from AP/Registered Structural Engineer (RSE) with structural justification for 4.5m or above prior to the exhibition opening to the general public.

4.4. Supply of electricity at ‘raw space’ booths shall only be carried out by the Official stand fitting contractor at the exhibitors’ expenses. Exhibitors wishing to order these services should complete FORM D: Booth Facilities Order Form via the Official Stand Fitting Contractor’s Online System at https://os.hk.pico.com/online/public/tologin/186 by 10 September 2019 together with design plans or proposals for electrical installation for approval by Hong Kong Convention and Exhibition Centre.

5. Electricity and Additional Facilities

5.1. All electrical works should be carried out at the exhibitor’s expense by the Official Stand Fitting Contractor.

5.2. Electricity from the mains, batteries or generators should be supplied only through the Official stand fitting contractor. Wiring of booths, installation of light fittings and small power sockets, and hook up of machines shall be carried out by the exhibitor’s appointed contractor.

5.3. For safety reasons and for protection of the sophisticated electrical installation system at the Hong Kong Convention and Exhibition Centre (HKCEC), all power main installations from the supply sources (floor pits, columns and/or overhead bus ducts) to the designated locations (exhibition booth) must only be carried out by HKCEC’s authorized electrical contractors.

5.4. For single machine power mains, no tee-off and interconnection of the service cable is allowed. Each service line is for 1 piece of equipment only.

5.5. Power supply to booths will normally be switched off at source 15 minutes after the advertised exhibition conclusion time each day.

5.6. Telephone/fax/data lines, if required by Exhibitors, are supplied at additional cost to the Exhibitors by the Hong Kong Convention and Exhibition Centre. Please note that Free WIFI is available at the venue. To ensure reasonable performance and fair use by all users, there is a 60 minute usage limit of the free Wi-Fi service upon registration for each user. User will be disconnected from the Service if there is a prolonged idle time of 60 minutes. Please complete FORM E: Communication Facilities Order Form and return it to the Hong Kong Convention and Exhibition Centre via email to avachan@hkcec.com by 8 October 2019.

5.7. The Organisers reserve the right to disconnect electrical supply to any installation, which in the opinion of an authorized electrical consultant, is dangerous or likely to cause annoyance or disturbance to visitors or other Exhibitors.
V. CONDITIONS, RULES and REGULATIONS

1. Definitions and Terms of Reference

In these standard terms and conditions, the following definitions shall apply:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conditions</td>
<td>Shall mean these Terms and Conditions of reserving exhibition space and the rules and regulations of the exhibition as amended when necessary by the Organisers.</td>
</tr>
<tr>
<td>Exhibition</td>
<td>Shall mean the exhibition to be held concurrently with the International Water Association Asia Pacific Regional Group (IWA-ASPIRE) Conference &amp; Exhibition 2019 to be held on 31 October - 2 November 2019</td>
</tr>
<tr>
<td>Exhibition Space</td>
<td>Shall mean the completed exhibition booking form as submitted by the Exhibitor for reservation of exhibition space at the IWA-ASPIRE 2019.</td>
</tr>
<tr>
<td>Exhibition Venue</td>
<td>Shall mean the Convention Hall and Convention Foyer, Level 1, and Mezzanine Floor, Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong (Harbour Road Entrance).</td>
</tr>
<tr>
<td>Exhibition Space</td>
<td>Shall mean any space in the exhibition venue licensed to the Exhibitor, whose submission of exhibition booking form has been processed and accepted by the Organisers for the purpose of the exhibition and shall include shell-scheme (ready stand) spaces.</td>
</tr>
<tr>
<td>Exhibitor</td>
<td>Shall include the company, institution or government described as such in the exhibition booking form and their employees, agents and representatives and shall also include permitted sub-licenses of the Exhibitor.</td>
</tr>
<tr>
<td>Exhibitor’s Manual</td>
<td>Shall mean the manual supplied by the Organisers to the Exhibitor, which contains general rules and regulations; and information relating to the preparation of participating in the Exhibition.</td>
</tr>
<tr>
<td>Fees</td>
<td>Shall mean the amount payable for the use of the exhibition space.</td>
</tr>
<tr>
<td>Organisers</td>
<td>Shall mean the International Water Association (IWA), IWA Regional Committee of Hong Kong, China (IWA HK), and Asia Pacific Regional Group (ASPIRE).</td>
</tr>
</tbody>
</table>

2. General Rules

2.1. The Exhibitor agrees to abide by all rules and regulations established or adopted by the Organisers in the best interests of the exhibition. Please take note that there are rules and regulations pertaining to electricity, use of stand and safety, stand construction and shell-scheme booths as detailed in the exhibitor manual, to be observed by the Exhibitor.
2.2. The Organisers reserve the right at any time to alter or remove exhibits or any part thereof, including printed materials, products, signs, lights, or sound, and to expel Exhibitors or their personnel, agents or representatives if, in the Organisers’ opinion, their conduct or presentation is objectionable to other participants of the Exhibition.

2.3. The Exhibitor shall abide by the rules and regulations of the exhibition venue - Hong Kong Convention and Exhibition Centre - which are deemed to be integral parts of and incorporated into these conditions. In the event of conflict between the provision of such rules and regulations and these conditions, these conditions shall prevail. A copy of the rules and regulations of the Hong Kong Convention and Exhibition Centre are available from the IWA-ASPIRE 2019 Conference Secretariat on request.

2.4. The Organisers reserve the right to interpret, alter and amend any of these conditions and to issue additional rules and regulations at any time they consider necessary for the orderly operation of the exhibition. All interpretations of these conditions and any additional rules and regulations by the Organisers shall be final.

3. Eligibility of Exhibitors

3.1. An Exhibitor can be a company, institution or government. The Organisers may require Exhibitors to produce a copy of their business registration certificate, certificate of incorporation or other registration document at any time.

3.2. The Organisers have absolute discretion in the admission of Exhibitors. Until an exhibition booking form has been accepted and acknowledged in writing by the Organisers, no rights to exhibit are granted notwithstanding payment or acceptance of fees submitted with the application.

3.3. The exhibition space is licensed strictly to the Exhibitor for trade and/or promotion purpose only for the duration of the Exhibition. The Exhibitor is required to use the exhibition space allocated in a manner satisfactory to the Organisers. The Organisers reserve the right to clear all or part of the exhibition space allocated to the Exhibitor at the Exhibitor’s expense without notice should they not be satisfied with the way the exhibition space is being used.

4. Move-In and Delivery of Exhibits

Exhibitors should move in to the exhibition venue according to the move in time schedule specified by the Organisers.

4.1 The arrangement and payment for transporting goods to the venue, receiving goods as they arrive, and decorating exhibits is entirely the responsibility of the Exhibitor. The Organisers take no responsibility for any damages incurred to exhibits during transportation and set-up.

4.2 Exhibits should not be sent to the exhibition venue until the allocated booth is ready. **Exhibitors should arrange a representative to be at the booth to receive goods as they arrive. The Organisers will not accept or sign for any goods, exhibits or other materials on behalf of Exhibitors.**

4.3 Carpet should be covered by wooden board for transporting
materials/exhibits to avoid damage. Forklifts are not allowed on carpeted areas.

4.4 All Exhibitors, their staff and contractors are required to wear official name badges at all times during Move-in, and Move-out.

5. Storage of Exhibits

Under no circumstances will the Organisers be responsible for receiving or storing any exhibit or booth material. Space is extremely limited at the HKCEC and Exhibitors need to make direct arrangements with their own agents for the storage, transportation, set-up and removal of exhibits, packaging and promotional material.

The official freight forwarder can offer this service at the Exhibitor’s own cost.

6. Stand Cleaning

The Organisers will arrange for the general cleaning of the exhibition premises and stand (excluding exhibits and displays) prior to the opening of the Exhibition and daily thereafter. It is the responsibility of all Exhibitors to keep their own stands tidy. Exhibitors who are likely to have substantial quantities of waste materials for set-up and removal, either during or at the end of each day, must inform the IWA-ASPIRE 2019 Conference Secretariat in advance so that necessary arrangements may be made, for which a charge may be raised.

7. Move Out and Disposal of Rubbish

7.1 Exhibitors should move out of the exhibition venue within the move out time schedule specified by the Organisers.

7.2 The removal and disposal of stand fittings or materials are not covered by the rental. Exhibitors should make direct arrangements with their own agents or the event’s official freight forwarder company for the transportation and removal of exhibits at the Exhibitor’s own cost.

7.3 Any exhibits or stand material left behind at the exhibition venue which are not disposed of by the Exhibitor, will be disposed of by the Organisers at the expense of the Exhibitor concerned.

7.4 All Exhibitors, their staff and contractors are strictly required to wear official name badges at all times during Move-in and Move-out periods. Non-badge holders will not be admitted under any circumstances.

7.5 During move out, at least one of the Exhibitor’s personnel must be present.

8. Insurance

8.1 While the Organisers will, to the best of their ability, take necessary security and safety precautions in the interest of the exhibition, the Exhibitors and visitors shall not hold the Organisers, its agent, representatives, contractors or employees, to be liable whatsoever in respect of loss, injury, theft of exhibits or any damage of persons and properties at the Exhibition during the construction, exhibition and dismantling periods. Exhibitors are responsible for the placement and cost of any and all necessary insurance related to
their participation in the Exhibition to cover their exhibits, booth fittings and fixtures, and third party liability.

8.2 The Organisers shall be entitled to inspect any such insurance policy or premium receipts at any time.

8.3 The Exhibitor will be liable for any damage caused to floors, carpeting, walls, columns, standard booth equipment, or to another Exhibitor's property. No signs or other articles are to be fastened to the Exhibition Venue walls, fixtures, or electrical equipment.

9. Security

9.1 All exhibits are brought to, displayed at, and removed from the exhibition venue at the Exhibitor's risk and should be safeguarded by the Exhibitor at all times. It is recommended that your property is not left unattended at any time.

9.2 The biggest deterrent to shoplifters is simply being seen. Please alert staff if you witness any suspicious behavior. Brief your duty staff on the importance of security precautions and make sure that they have view of the whole stand and that there are no blind spots.

9.3 The Organisers will deploy security guards to patrol the exhibition hall during the opening hours. No outside security service is allowed in HKCEC. Security service can be hired from HKCEC.

10. Miscellaneous

10.1. Moving/Working Exhibits
Precautionary measures such as security guards or other means of protection must be taken to protect the public from any moving/working exhibits. Details of such working/moving exhibits must be submitted to the Organisers for prior approval.

Work of any kind carried out at the exhibition venue must conform to the current local regulations in Hong Kong and those specified by the Organisers. This applies to the Exhibitor, its agents, contractors and subcontractors. The Organisers reserve the right to stop any work which contravenes any of these regulations and the Exhibitor should have no claim against the Organisers for any other losses or damages.

10.2. Promotional Activities
All activities of the Exhibitors and their staffs must be confined to the stand or site allocated. Promotional materials such as brochures or catalogues may only be distributed from the Exhibitor's own stand. No advertising, demonstration or canvassing for business may be carried out anywhere else within the exhibition venue, nor may staff recruiting be carried out during the Exhibition. No exhibits or signs should be placed outside the confines of the Exhibitor's stand. Publicizing, before or during the exhibition, the sale of a limited quantity special edition at the exhibition venue, without obtaining prior approval from the Organisers, is strictly prohibited. The Organisers will terminate the Exhibitors' participation if the Exhibitors conduct activity, which in the opinion of the Organisers, interferes with the rights of other Exhibitors at the exhibition.
10.3. **Use of Music**
Any musical performance, including the use of recorded music for a
demonstration or as background music, requires permission from either The
Composers and Authors Society of Hong Kong or the Phonographic
Performance (South East Asia) Ltd.

10.4. **Copyright Issues Pertaining to Exhibits**
The Exhibitor should warrant that all exhibits and publicity materials or any
other part of the display on the stand do not in any way whatsoever violate
or infringe any third party’s rights including all intellectual property rights i.e. 
trademarks, copyright, designs, names, and patents whether registered or
otherwise.

10.5. **Filming and Broadcasting**
No Exhibitor should engage in or permit filming, sound recording or video
recording, telecasting and broadcasting at the exhibition venue unless
approved in advance and in writing by the Organisers.

Exhibitors should not give any interview, public announcement, press
statement, or any other publicity whatsoever intended to publicize the
exhibition as a whole without prior written consent of the Organisers.
Exhibitors should not disclose any technical or confidential information
regarding the business or affairs of the Organisers or any of the Exhibitors.

The Organisers shall not be responsible for any error or omission relating to
the Exhibitor, its equipment, products or services in the listings in any publicity
materials and publications.

10.6. **Intellectual Property Rights**
The Organisers have the right to request Exhibitors to remove exhibits, which
are alleged to be violating intellectual property rights. Any possible legal
consequence as a result will have to be borne by the Exhibitors concerned.

10.7. **Fire Precautions**
Exhibitors, who because of the nature of their exhibits require a special type
of fire extinguisher, must make arrangements at their own cost for the
provision of such equipment. Hong Kong Convention and Exhibition Centre
is a Non-smoking premise. **Smoking is strictly prohibited in the premises.**

10.8. **Dispensing Food and Beverage Samples/Sales of Food and Beverage Items
at the Exhibition Venue**
According to the rules and regulations of the Hong Kong Convention and
Exhibition Centre (HKCEC), HKCEC has the exclusive right to sell or distribute
in the Centre all food and beverages, confectionery or any other
consumable refreshments. No person shall distribute or give away any item
of food or drink not supplied by the HKCEC unless expressly appointed for
the purpose in writing by the HKCEC in advance as its lessee, franchisee or
concessionaire on such conditions as the HKCEC may see fit except in the
case of the distribution of gifts, and then only to the extent that the amounts
distributed or given away shall not be likely, in the HKCEC’s opinion, to have
significant effect on its sale of food or drink. Where in the opinion of the
HKCEC such distribution of gifts shall have a significant effect on its sale of
food or drink, the HKCEC at its own discretion may nevertheless permit the
distribution of gifts on the term that the HKCEC will be entitled to charge the
Exhibitor such sums as shall be determined by the HKCEC as constituting the
loss of profit occasioned to it in consequence of the distribution of the gifts
by the Exhibitor.

In addition, the Food and Environmental Hygiene Department, Government of the Hong Kong Special Administrative Region have set forth very strict rules and regulations relating to sale of food in Hong Kong. Any food, whether imported or locally produced, intended for sale in Hong Kong shall comply with local rules, regulations and laws. Related ordinance and regulations can be purchased from Government Publication Centre or download from the website www.justice.gov.hk.

If you wish to order any food and beverage at your stand, please directly contact the Hong Kong Convention and Exhibition Centre or fill in FORM F: Exhibition Stand Catering Order Form, and return it to the HKCEC via email to dorothyng@hkcec.com by 8 October 2019.

10.9. Sound Level/Loud Hailers
All audio-visual equipment must be sited and be kept at the absolute minimum level so as not to cause any annoyance or inconvenience to other Exhibitors or visitors. In no circumstances will microphones or loudspeakers be allowed to be used at the Exhibitors’ booth for product demonstrations or for any other purpose. The Organisers reserve the right to intervene if the sound level causes undue disturbances to other Exhibitors and visitors. Demonstrations by Exhibitors found to be objectionable due to noise level, will be closed down and the Exhibitor shall not receive any refund or damage compensation from the Organisers. Exhibitors are responsible for supervising the actions of all visitors, agents and employees operating audio/visual equipment located in the exhibit area.

10.10. Public Auctions
Public auctions of any kind shall not be permitted at the exhibition venue under any circumstances.

11. Rules and Regulations of Hong Kong Convention and Exhibition Centre

The Exhibitor should observe and comply with all applicable rules and regulations of the Hong Kong Convention and Exhibition Centre, copies of which are obtainable from the IWA-ASPIRE 2019 Conference Secretariat on request.

12. Exclusion of Liability

15.1 All opinions expressed and technologies presented in the Exhibition are those of the original authors and Exhibitors. They do not necessarily represent the official opinions of the Organisers.

15.2 The Organisers 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.

13. Compliance with Local Legislation

Any Exhibitor who takes part in the exhibition must comply with the relevant rules, regulations and the laws of Hong Kong; and shall be solely responsible for observing and complying with the same for obtaining all consents, approvals, authorities,
licenses and the like as may be requisite to its participation in the exhibition.

14. Governing Law

These Conditions shall be governed by and constructed in all respects in accordance with the laws of Hong Kong and the Exhibitor irrevocably submits to the non-exclusive jurisdiction of the Hong Kong Courts.