



## Venue Information

CARTES in Asia 2012 will be held at:  
**AsiaWorld-Expo**, Hong Kong International Airport, Lantau, Hong Kong, China  
Hall 3

## 1/ PLANNING

### 1.1 Exhibition dates and schedule

Wednesday 28 March 2012 from 9:30 a.m. to 6:00 p.m.

Thursday 29 March 2012 from 9:30 a.m. to 5:00 p.m.

Time of operation of electrical supplies: from 9:00 a.m. to 6:00 p.m.

### 1.2 Conferences dates and schedule

Wednesday 28 March 2012 10:00 a.m. to 5:00 p.m.

Thursday 29 March 2012 10.00 a.m. to 4:00 p.m.

Please see the programme on: [www.cartes-asia.com](http://www.cartes-asia.com).

### 1.3 Move-in and setting-up periods

Monday 26 March 2012 Exhibitors having reserved a space only booth are allowed to enter the exhibition hall from 12:00 p.m. to midnight.

Tuesday 27 March 2012 Open for all types of exhibitors from 8:00 a.m. to midnight.  
The installation must be finalized no later than midnight.

Time of operation of electrical supplies: from 8:00 a.m. to midnight.

### 1.4 Move-out and dismantling period

Thursday 29 March 2012 From 5:00 p.m. to 11:00 p.m.

For safety reasons and to respect the other exhibitors still working, we thank you to avoid dismantling your booth and to move out your equipments before 5:00 p.m. on 29 March 2012.

All main supplies will be switched off at 5:00 p.m. on 29 March 2012.

## 2/ ACCESS TO ASIAWORLD-EXPO

### 2.1 By train : Airport Express / Mass Transit Railway (MTR)

The AsiaWorld-Expo station is located inside the exhibition centre premises. The Airport Express, the dedicated link between AsiaWorld-Expo, Hong Kong International Airport and downtown, provides the most direct and convenient link to and from AsiaWorld-Expo. Only one minute between the Airport station and AsiaWorld-Expo. Airport Express trains are in service daily from 05:50 a.m. to 00:45 a.m.

There is a round trip special fare for exhibitors and visitors using Octopus card, you may find more details on the following link: [www.asiaworld-expo.com/html/en/usefulinfo/TransportationByLand.html](http://www.asiaworld-expo.com/html/en/usefulinfo/TransportationByLand.html)



## **2.2 By private car**

Driving to AsiaWorld-Expo is easy. There are 1,000 parking spaces at the SkyCity Carpark adjacent to the venue for private car drivers (near to the venue's West entrance).

For more details, please refer to: [www.asiaworld-expo.com/html/en/usefulinfo/transportationbyland3.html](http://www.asiaworld-expo.com/html/en/usefulinfo/transportationbyland3.html).

## **2.3 By taxi**

A taxi stand is located near the East entrance (close to hall 3). The exhibition centre is served by both urban and Lantau taxis.

Urban taxi charges HK\$ 20 for the first 2 kilometres and HK\$ 1.5 for every 0.2 kilometre thereafter.

Lantau taxi charges HK\$ 15 for the first 2 kilometres and HK\$ 1.3 for every 0.2 kilometre thereafter.

For details of taxi fare, please visit: [http://www.info.gov.hk/td/eng/transport/taxis\\_table.html](http://www.info.gov.hk/td/eng/transport/taxis_table.html)

## **3/ GENERAL SERVICES**

### **3.1 Welcome exhibitor's desk**

Our team will be present at the organiser's office in hall 3 from 26 to 29 March 2012. We will be pleased to answer all your technical and commercial requests.

### **3.2 General exhibition surveillance**

The organiser will take care of general exhibition surveillance. However, in spite of our efforts, all difficulties cannot be avoided completely. The exhibitor is responsible for his/her own booth and should take all necessary measures to protect his/her equipment at any time.

### **3.3 Booth cleaning**

This service is included in the booth rental rate and covers the following:

- Vacuum, sweep and mop booth floor and aisles
- Empty and clean all wastepaper bins

The cleaning service is carried out once daily either before the opening or after the exhibition closes. Nothing is done inside the locked rooms.

### **3.4 Handling**

To manage easily the setting-up and dismantling operations, please do not forget to book your handling service by contacting our goods handling contractor: AGILITY FAIRS & EVENTS LOGISTICS Ltd. (see § 3.8).

Your order must be placed before 2 March 2012. 20% surcharge will be imposed by AsiaWorld-Expo after 2 March 2012 and 30% surcharge for any on-site order.

Please note that 2 March 2012 is also the deadline for AsiaWorld-Expo to receive the order forms 9 (Security Services) and 12 (Labour Services) if needed.

### **3.5 Delivery address**

AsiaWorld-Expo  
Hall 3  
CARTES in Asia 2012, booth n° .....  
Hong Kong International Airport, Lantau,  
Hong Kong, China



## 3.5.1 Goods to the fairground

- Exhibitors must consign their own exhibits/goods to forwarders. The organiser will not be responsible for any forwarding matters. **Do not consign exhibits to the organiser or the AsiaWorld-Expo.**
- Arrival of goods. Goods should arrive at AsiaWorld-Expo on Monday 26 March 2011, not earlier. **All exhibitors and related partners are requested to avoid sending any goods before 26 March 2012.** Make sure that you are at the booth when the goods arrive. The organiser will not take responsibility for any loss or damage to unattended goods.
- Goods vehicle pass. Any vehicle entering the loading dock must have authorised *GOODS VEHICLE PASSES* issued by AsiaWorld-Expo which are required to be displayed on the vehicle windshield. Each pass is for one vehicle in the specific time period and for single use only.  
Please collect the said Goods Vehicle passes before move-in dates (19 to 23 March 2012) from our freight forwarding and handling partner, **Agility Fairs & Events Logistics Limited**, at their Kwai Chung office: Room 2105, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road, Kwai Chung, NT, Hong Kong. Email: [hchan@agilitylogistics.com](mailto:hchan@agilitylogistics.com)
- Please note that these Goods Vehicle Passes are not parking permits. All vehicles must leave the loading area after loading/unloading their exhibits. The maximum loading and unloading time is limited to 45 minutes. Charges for overtime: 1<sup>st</sup> hour or part thereof: HK\$ 300; every subsequent hour or part thereof: HK\$ 500/hr.

## 3.6 Accommodation

Some hotels have granted a privileged fare to CARTES in Asia 2012 exhibitors, visitors and conference attendees. If you wish to make your bookings, please visit: [www.cartes-asia.com](http://www.cartes-asia.com), Visit / Practical Information / Accommodation Section.

## 3.7 Booth building

The booth building company selected to be the official contractor is Uniplan Hong Kong Ltd. Please note the following details and feel free to contact them for any additional facilities such as partitioning, lighting, telephone, internet service or furniture:

**Uniplan Hong Kong Ltd.**  
16/F, Guardian House  
32 Oi Kwan Road  
Wanchai, Hong Kong  
Tel: +852 2757 9628  
Fax: +852 2757 9207  
Contact: Ms. Grace LAM (direct tel : +852 2294 3647)  
e-mail: [grace.lam@uniplan.com.hk](mailto:grace.lam@uniplan.com.hk)

Please send Form 3 (Additional Facilities) to UNIPLAN to get your facilities.



## **3.8 Customs & forwarding**

To ensure a smooth follow up of your logistics, we recommend you to use the service of a professional forwarding company aware of the Hong Kong customs procedures. On the spot, we have selected the following company as our recommended on site clearing agent, goods handling and official freight forwarder:

### **Agility Fairs & Events Logistics Limited**

22/F., CITIC Telecom Tower  
93 Kwai Fuk Road, Kwai Chung,  
N.T., Hong Kong SAR, PR. China  
Tel. +852 2211 8200  
Fax +852 2866 2421  
e-mail: [fairs-china@agilitylogistics.com](mailto:fairs-china@agilitylogistics.com)  
Website: [www.agilityfairsevents.com](http://www.agilityfairsevents.com)

### **Contacts:**

#### **Ms. Hilda Chan**

Tel. +852 2211 8214  
Fax. +852 2866 2421  
Email: [hchan@agilitylogistics.com](mailto:hchan@agilitylogistics.com)

## **3.9 On-site catering**

Self-prepared meals or food and beverages coming from outside are not allowed in the venue.

AsiaWorld-Expo proposes several food and beverage retail outlets from a sea view restaurant to coffee shops and fast-food outlets. During CARTES in Asia 2012, 2 “Pacific Coffee” are open, one between hall 3 and hall 5 and a second one at level 1. The “Arena Kitchen” (Chinese and Western food) is also open at level 1.

A restaurant terrace is fitted inside the exhibition hall for conference participants. The access to this area is granted with the conference pass.

## **4/ BOOTH DESCRIPTION**

### **4.1 Space only booth**

#### Equipment included in the rental of your area:

- Booth ground marking without partition walls nor any carpeting,
- Daily cleaning of your booth,
- General surveillance of the exhibition.

#### The steps of your preparation:

- Once your booth location has been validated by our sales department, you will receive your key code to access your Exhibitor’s area on [www.cartes-asia.com](http://www.cartes-asia.com).
- Order the technical services (telephone, fax, internet, furniture, hanging service, power supply, compressed air, water, security service, handling equipment, special cleaning or labours) from the relevant contractor.
- Please note that the forms 9 and 12 should go directly to AsiaWorld-Expo Customer Services Department, [helpdesk@asiaworld-expo.com](mailto:helpdesk@asiaworld-expo.com), Tel: +852 3606 8000, Fax +852 3606 8001.
- Please note that the forms 2 (compulsory), 3 and 4 should all go to the official contractor UNIPLAN HONG KONG LTD. Email: [grace.lam@uniplan.com.hk](mailto:grace.lam@uniplan.com.hk)
- Please note that the form 10 should go directly to the handling contractor: AGILITY FAIRS & EVENTS Ltd. Email: [hchan@agilitylogistics.com](mailto:hchan@agilitylogistics.com)



- Booth design submission for approval: It is mandatory to send the dimensioned drawings of your booth design project (floor plan and section plan with all measurements) at least one month before the opening of the show, i.e. by 27 February 2012, to:
  - o - our technical department: [yves.toutain@comexposium.com](mailto:yves.toutain@comexposium.com).

## 4.2 Booth packages

### Equipment and services included in the rental of your area:

- Felt carpet in blue colour
- The infill partition panels are flat light grey colour
- The aluminium structure is silver colour
- Lighting: 1 no. 23W energy saving longarm spotlight for each 3 sqm and a 500W socket for machinery only
- Signboard (please provide your company name to UNIPLAN with Form 1 - Fascia name)
- Daily cleaning

In addition to the above, the following services are also provided:

- For 9 sqm and 15 sqm booths:
  - o 1 plant,
  - o 1 furniture set including: 1 square white table, 3 black leather chairs, 1 literature rack and 1 waste basket.
- For 24 sqm booths:
  - o 1 plant,
  - o 1 furniture set including: 1 square white table, 3 black leather chairs, 1 information counter (750mmH), 2 stools, 1 literature rack and 1 waste basket,
  - o A 2 sqm storage room is also provided.

### The steps of your preparation:

- Once your booth location has been validated by our sales department, you will receive your key code to access your Exhibitor's area on [www.cartes-asia.com](http://www.cartes-asia.com).
- Order the technical services (telephone, fax, internet, furniture, compressed air, water, security service, handling equipment, special cleaning or labours) from the relevant contractor.
- Please note that the forms 9 and 12 should go directly to AsiaWorld-Expo to the following contact: AsiaWorld-Expo Helpdesk, [helpdesk@asiaworld-expo.com](mailto:helpdesk@asiaworld-expo.com), Tel: +852 3606 8000, Fax +852 3606 8001
- Please note that the forms 1 (compulsory), 2, 3, 4 and 5 should all go to the official contractor UNIPLAN HONG KONG LTD. Email: [grace.lam@uniplan.com.hk](mailto:grace.lam@uniplan.com.hk)
- Please note that the form 10 should go directly to the handling contractor: AGILITY FAIRS & EVENTS Ltd. Email: [hchan@agilitylogistics.com](mailto:hchan@agilitylogistics.com)

## 5/ DECORATION RULES

**VERY IMPORTANT:** To avoid disputes, it is mandatory to submit for approval the dimensioned booth design project (plan and elevation) before 27 February 2012. Please send your documents to: [yves.toutain@comexposium.com](mailto:yves.toutain@comexposium.com).

**In case an exhibitor, or his contractor, does not submit his booth design project or if the project build at the exhibition site is not in accordance with the decoration rules, the organiser may oblige the exhibitor or the builder to dismantle his construction.**

### 5.1 The exhibition hall

Paint spraying, welding and the use of electrical saw are strictly prohibited in the fairground.

No construction material, equipment, empty crates or packing material can be located at the loading area or inside the exhibition hall during the exhibition period. Any material left at the loading area and exhibition hall will be disposed without prior notice at the expense of the offending exhibitor.



## 5.2 Hall floor and walls

It is strictly forbidden to drill, screw, nail or embed the floor, cladding panels or walls of the exhibition hall. Attaching any exhibit on display to these elements is also forbidden.

The floor loading in hall 3 is 3.3 tons per square metre.

Your booth area must be restored to its original condition. **Any rubbish (carpet, adhesive, etc) must be removed.** Any damage reported during the dismantling period will be invoiced to the responsible exhibitor.

**The exhibitor is personally responsible for his/her suppliers: decorators, installers, contractors, etc.**

## 5.3 Presentation of exhibits

Exhibits on display must not disturb nor damage the neighbouring booths. No exhibit may exceed its booth limits. No part of any structure (including lighting fixture) may extend beyond the booth limits.

## 5.4 Electrical fittings on booths

For obvious safety reasons, it is strictly forbidden to use the utility tunnels, trenches and subways in the hall as a passageway for the booth electrical cables.

Exhibitors and space only non-official contractors can apply for power supply with form 3. All electrical fitting and wiring must be installed in compliance with Electricity (wiring) Regulation of Hong Kong Electricity Ordinance. All electrical installations must be carried out by a qualified electrician with a valid "Certificate of Registration of Electrical Worker".

No multiplug is allowed to be used.

## 5.5 Decoration, height of booths, recesses and opening on aisles

Decoration and fittings of the booths must comply with the following prescriptions:

### - Heights and recesses

	<b>Heights</b>	<b>Recesses</b>
Adjoining partitions	2.50m	No recess
Partitions or construction items	from 0 to 1.50m	No recess
Partitions or construction items	from 1.50m to 2.50m	0.50m from the aisles
Partitions or construction items	from 2.50m to 6.00m	1.00m from the aisles and neighbouring booths
Signboards	6.00m	1.00m from the aisles and neighbouring booths
Light trusses	6.00m	1.00m from the aisles and neighbouring booths

### - Opening on aisles

Erecting long walls or screens, using the partitions or temporary walls of neighbouring offices or spaces, which may interfere with the overall view of the hall, mask neighbouring booths or hinder normal visitor traffic on the booth is strictly prohibited.

**IMPORTANT:** Peripheral construction of more that 4.00 linear metres must be positioned 1.00m away from the aisles. A maximum of 4.00 linear metres is allowed along aisles - with a 0.50m recess – independently of the length of the relevant booth side.



## **5.6 Specificities for space only booths**

If a space only booth decoration is higher than 4 metres, the exhibitor must submit a Stability Calculation Report by a Registered Structural Engineer to our Technical Department: [yves.toutain@comexposium.com](mailto:yves.toutain@comexposium.com) by 2 March 2012 (this report must be submitted to the venue). A Registered Structural Engineer Report is to be provided after the completion of the work during on-site.

If a space only exhibitor or related contractor is using his own electrical worker, a form must be submitted to AW-E by a Hong Kong electrical worker with valid registration number during on-site.

For both above prescriptions, please contact UNIPLAN (see details on paragraph 3.7) before 23 March 2012.

## **5.7 Raised floor level**

The raised level area must not exceed 40% of the ground booth area.

The structure of booths with a raised level (including signs on booths or towers) must not be higher than 6.00m. Raised levels must imperatively be set back 2.00m from the booth limits and from the neighbouring booths. With this prescription, it remains at least 4.00m between two double storey booths.

For any two-storey structure, the exhibitor must apply to the Organiser and AW-E for approval. Height limit is 6 metres from the ground inside the exhibition hall. The second deck will be charged. For any double-deck structure booth, "Risk Assessment", "Method Statement" and "Registered Structure Engineers Calculation Report" must be submitted to AW-E no later than 2 March 2012. In addition, a "Safety Certificate" issued by a Qualified Surveyor must be submitted before 6:00 p.m. on the exhibitor's move-in day (26 March 2012). Exhibitors must accept full responsibility for the safety of the structure and the organiser reserves the right of prohibiting access to the second level of the booth.

## **5.8 Booth sign**

Signs must not exceed 6.00m high from the ground. Signs covering a whole wall or used as an adjoining partition are forbidden.

Suspended sign: The highest point of such a sign or its support (when the sign is hanging from a light truss) must not be higher than 6.00m. The sign must be confined within the booth limits and be set back 1.00m from any aisle or neighbouring booth.

Flashing signs are prohibited.

## **5.9 Lighting**

The use of revolving or flashing lights is forbidden. Lighting fixtures must be located inside the booth limits, with a 1.00m recess from the aisles and neighbouring booths and no higher than 6.00m.

## **5.10 Hanging from the hall ceiling**

Items suspended from the hall ceiling must be installed by the technical department of the exhibition centre. The requests from exhibitors must be made directly to the official booth building contractor UNIPLAN via the form 4. Only some special hanging structure may request a separate quote from AsiaWorld-Expo.

All suspended items must comply with the decoration rules (heights and recesses) of the exhibition (see paragraphs 5.5 and 5.7 above).

## **5.11 Leaflets and promotion actions**

Without the organiser's agreement, it is strictly prohibited to distribute any literature or to organise any advertising or promotional action outside the booth limits.



## **5.12 Equipment in motion**

For any equipment exhibited in motion, a protection area should be reserved for its manoeuvres so that there will be a minimum distance of 1.00m between the equipment and visitors. This minimum distance can be increased according to the characteristics of the equipment on display.

## **6/ ENFORCEMENT GREEN CARD SYSTEM**

Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA), Hong Kong Convention and Exhibition Centre (HKCEC) and AsiaWorld-Expo (AW-E) have concurrently agreed to endorse the Contractor Green Card System. Effective from 1 January 2010, contractors entering AW-E for construction works are required to obtain the Construction Industry Safety Training Certificate ("Green Card").

The Green Card System will only apply to booth builders: worker who enters the exhibition centre for any kind of construction work (e.g. assembling/dismantling of booth, showcase, furniture, electricity work, etc.). The main objective is to ensure that mandatory basic safety training has been provided to contractors working at the fairground.

From 1 June 2010 onwards, all booth builders must acquire "Green Card" qualifications and have it properly displayed when working at AW-E. From 1 January 2012, AW-E will not provide alternative training for the workers without the Green Card.

Please ensure that your staff or contractor's staff engaging in booth building and dismantling work in exhibition is possessing valid Green Card. Admission to exhibition hall will be strictly restricted to workers displaying valid Green Cards effective on the same date.

For overseas or mainland workers, if they can demonstrate with evidence that he/she has received health and safety training equivalent to green card of Hong Kong from other organizations, he/she is allowed to engage in the stand erection and dismantling.

## **7/ INSURANCE**

The exhibitor agrees to take out a policy covering all liabilities connected to its activities at the exhibition, for all exhibited objects, with a known and sound insurance company. All exhibited objects must be covered whilst they are off the premises of the exhibitor until the time they will be stored again. The organiser disclaims all responsibility in case of loss, theft, damage and disappearance of objects displayed or for presentation.

The exhibitor having subscribed to an annual insurance policy covering the above risks must provide the organiser, before the exhibition opening, with the corresponding insurance certificate including a disclaimer of recourse clause against the organiser, AsiaWorld-Expo and their respective insurance companies.

## **8/ RULES AND REGULATIONS**

We remind you that the "General Exhibition Rules and Regulations" are available on the last page of the exhibition application form that you have signed to register as an exhibitor. This information is also available on the web site (<http://www.cartes-asia.com/EXHIBIT/Exhibitor-area>) and we thank you to pay attention to it.



28-29 March 2012  
AsiaWorld-Expo, Hong Kong  
[www.cartes-asia.com](http://www.cartes-asia.com)

# TECHNICAL GUIDE

## 9/ APPENDICES

### 9.1 General Exhibition Rules and Regulations

### 9.2 Form 1 - Fascia Name

### 9.3 Form 2 - Outside Contractor

### 9.4 Form 3 - Additional Facilities

### 9.5 Form 4 - Banner

### 9.6 Form 5 - Service Location Plan

### 9.7 Form 9 - Security Services

### 9.9 Form 10 - Material Handling Equipment

### 9.10 Form 12 - Labour Services