

※※ Special Circular (4) ※※**Exhibitors' Removal of Exhibits and Other Materials on Move-out Day**

Some exhibitors were found leaving large amount of exhibits after other fairs close on move-out day. This act constitutes wastage and violates the principle for environmental protection. This year, the organiser has set up **Collection Site at V302 on Level 3**. Exhibitors are encouraged to move the goods that are good for donation to these rooms. The organiser will donate the goods to non-profit organisations accordingly. Furthermore, exhibitors shall put the paper wastes such as promotional leaflets at the recycling bins inside the fairground on move-out day.

Clauses 3.24.9 of the rules and regulations of the Fair are extracted below for your reference:

Exhibitors' Removal of Exhibits and Other Materials on Move-out Day

Removal of exhibits, goods, equipment, stand materials, publicity and other materials (collectively, "Exhibits and Other Materials") on the move-out day may commence only after 5pm on 24th July 2018. Exhibitors, their agents, representatives and/or contractors are responsible for the complete removal of all such Exhibits and Other Materials, together with all rubbish and other waste materials, from the Hong Kong Convention and Exhibition Centre and surrounding areas on the move-out day according to the arrangements and time limits as specified by the Organiser. In order to reduce wastage and protect the environment as good corporate citizen, exhibitors should ensure that all remaining stock of exhibits shall not be disposed of as refuse/waste and shall be fully removed from the exhibition venue. Wastepaper and other recyclable wastes shall be disposed of at the relevant recycling bins in the exhibition venue. If an exhibitor fails to comply with the above requirements, the Organiser reserves the right to impose penalty on such exhibitor, including but not limited to requesting the exhibitor to pay an extra deposit for its application for the Expo in any subsequent years, delaying the exhibitor's turn in selecting a booth location at the Expo in any subsequent years, or to ban the exhibitor from exhibiting at the Expo or any subsequent fairs organised by HKTDC in future.

The Organiser is not liable for any loss or damage to or any other claims arising out of any Exhibits and/or Other Materials left behind at the exhibition venue. All such left behind Exhibits and Other Materials shall be deemed abandoned and shall be dealt with or disposed of by the Organiser in the manner as the Organiser sees fit and at the expense of the exhibitor concerned. All proceeds (if any) of such dealing or disposal shall be retained by the Organiser and the Organiser shall not be obliged to account such proceeds to the exhibitor concerned.

Performance Bond

If an exhibitor violates the rules on exhibits display 3.24.9 in HK Sports and Leisure Expo 2018 (i.e. removal of exhibits and other materials on move-out day) and receives a warning letter issued by the Hong Kong Trade Development Council, the exhibitor must place a deposit (performance bond) when they apply for HK Sports and Leisure Expo 2019. The amount of the performance bond is based on exhibitor's booth size as follows:

Booth Area in 2019	Performance Bond Amount
6-35sq.m.	HK\$5,000 / US\$650
36-89sq.m.	HK\$10,000 / US\$1,300
90-161sq.m.	HK\$20,000 / US\$2,600
162sq.m. or above	HK\$40,000 / US\$5,200

Exhibitors concerned have to pay the performance bond by cheque to the HKTDC Exhibitions Department. Further details shall be found in the invitation letter for Sports and Leisure Expo 2019.

The application of Sports and Leisure Expo 2019 will not be accepted if the exhibitor fails to pay the performance bond on or before deadline.

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If an exhibitor violates the rule again during Sports and Leisure Expo 2019, full amount of the performance bond will be forfeited. Otherwise the deposit will be returned in full after the exhibition period of the Fair.

The application of performance bond is aimed at upholding the principle of environmental protection. The deduction of performance bond does not remove any obligation from exhibitor to comply with all terms and conditions. If an exhibitor fails to comply with the above rules and the violations persist, the Organiser reserves the right to penalize such exhibitor, including but not limited to by delaying such exhibitor's turn in selecting a stand for the Fair to be held in the following year, or to cancel its entitlement to exhibit in future at the Fair.

Thank you for your cooperation and kind understanding.