

## **5. EXHIBITOR RULES & REGULATIONS**

### **5.1 Rules and Regulation for Exhibitors**

It is the responsibility of all exhibitors and their representatives as indicated on the applications and exhibition contracts, here referred to as “Exhibitor” to ensure that all booth personnel and contractors working on behalf of the exhibitor adhere to conduct themselves in a professional and polite manner.

### **5.2 Health and Safety Guidelines and Risk Assessment**

Exhibitors should welcome everyone who comes to the booth politely and follow the safety and health rules. Exhibitors cannot post anything with discrimination and restrict certain groups of people from coming to the booth. Exhibitors must ensure that all their staff and contractors should conduct all activities in a safe manner.

- a. Ensure all their staff and contractors who working at the exhibition comply with all venue & company's relevant Occupational Health & Safety Policies and Procedures.
- b. Provide necessary safety measures and operation systems to ensure working in a normal and safe way.
- c. A person with full knowledge of the Exhibitor's Occupational Health & Safety Policies and Procedures is appointed to supervise the booth at all times, including move-in, exhibition period, and move-out.
- d. Exhibitor shall ensure that the booth is torn down in a safe, systematic, and organized way within the specified dismantling period and follow the Organizer's arrangement.
- e. All staff, contractors, and logistics suppliers are required to be Macao local workers or have valid working visas/permits to work in Macao S.A.R.

### **Safety Procedures**

**Safety procedures for the exhibition include the following:**

- a. During the build-up and breakdown period, safety measures like helmets and reflective safety vests are required to be worn at all times.
- b. Please note that any lifting equipment must be operated by the official freight forwarder.
- c. Smoking is not permitted within the exhibition venue.
- d. During the move-in and move-out period, anyone (including exhibitors & appointed contractors) admitted to the exhibition hall must wear a reflective safety vest.
- e. Workers are required to use safety measures (such as reflective safety vests, safety belts, helmets, and Metal scaffolding) while construction activities are carried out at 2 meters or

more above the ground.

f. Any project carried out in the exhibition venue must not violate the regulations of the Venetian Macao Resorts. This regulation is applicable to all exhibitors and commissioned by the contractors/logistics providers etc. Once any violation is found, the Organizer has the right to stop the relevant construction activity immediately. Exhibitors have no right to pursue any refund.

g. Everyone, including Exhibitors, staff, and contractors is not permitted to consume alcohol (including alcoholic beverages) within the exhibition venue or in loading dock areas at any time.

### **5.3 Security and Insurance**

The Organizer undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, including their personal belongings and exhibits. Exhibitors are responsible for all necessary insurance to cover their exhibits and belongings, the exhibitors' employees, and public liability for those who visit the booths.

### **5.4 Business and Manning Conduct**

Exhibitors must start and finish the exhibition activities on time during the opening hours. All booths must be fully staffed and operated throughout the exhibition hours. Exhibitors are not allowed to participate in any activities which may cause annoyance or discrimination to visitors or other exhibitors. All activities of the exhibitors and staff must be confined to the booth or site allocated. Exhibitors should welcome all visitors to the booth. In any case, exhibitors are not allowed to display any discriminatory slogans to restrict visitors to visit the booth. No advertising or canvassing for business may take place elsewhere in the exhibition hall other than the booth including distributing leaflets, brochures, journals, etc. Exhibitors and staff shall not enter the other exhibitors' booth without invitation.

### **5.5 Payment Policy (Raw Space & Standard Booth)**

If the exhibitor fails to pay the fees required by the exhibition contract or fails to abide by Exhibitor Manual, the Organizer reserves the right to terminate the exhibition contract immediately, without refund of any previous payment. No exhibitor will be allowed to access the exhibition booth if the Organizer has not received full payments of the booth rental fee before the set-up time of the exhibition.

### **5.6 Booth Safety and Regulation**

Exhibitors shall appoint at least one staff to be responsible for their booth and allocate enough staff to present and/or demonstrate equipment, exhibit, or product at their booths:

a. Install all working machinery securely to prevent base slippage and the operation to avoid intrusion into the aisle or otherwise pose any danger to all persons, the exhibits, the exhibition hall, or the fixing device.

- b. Ensure that precautionary measures have been taken by exhibitors, including adding protective installations, arranging securities, and other safety procedures to ensure public safety. Exhibits can only be demonstrated by authorized staff and obtained prior approval from the Organizer.
- c. Adequate protection of displays and items in the booth must be ensured and applied to the Macao SAR Fire Safety rules.
- d. Ensure to obtain all the relevant local government authority license(s) and/or permit(s), observe stipulated regulations and conditions, and abide by the demonstration to use electronics between/among exhibitors. Organizer has the right to ask for the original copy for reference.
- e. The Organizer reserves the right to the final decision of confirming the qualifications of exhibitors without any reason to ensure the exhibition is conducted smoothly. The Organizer's decision is final in any dispute arising.

### **5.7 Exhibit Freight**

For insurance reasons and to ensure proper control and coordination of on-site freight movement, only the official freight forwarder is permitted to work in the exhibition and operate lifting equipment unless the consignment can be hand-carried (without mechanical equipment, such as sack-barrows, forklifts, hard-wheel trolley, pallet trucks or cranes). Please provide information in advance to the official freight forwarder for arrangement no later than **17:00, 12 April 2024(TBC)**. This regulation will be strictly enforced by Venetian and the Organizer.

At the completion of the Exhibition, a move-out permit will be distributed to exhibitors after **14:00 on 25 May 2024**. Exhibitors must complete and return questionnaires to obtain a move-out permit for departure.

If the exhibit is particularly sensitive, the official freight forwarder may request a representative of the exhibitor to accompany and advise them on the handling of their products. Exhibitors must submit details of exhibits in writing to the official freight forwarder no later than **12 April 2024(TBC)**. Exhibitors will be informed of the date and time when exhibits will be delivered to the exhibition hall.

### **5.8 Venue & Loading Dock Access**

The Venetian loading dock is primarily for the use of contractors appointed by exhibitors, exhibitors, and official contractors during the move-in and move-out period. According to the Exhibitor's Manual, handling machinery such as trucks, hooks, hoisting cars, forklift trucks, hydraulic press, or iron wheelbarrows at the exhibition Venue/on-site can be handled only by the official freight forwarder. No private handling equipment will be allowed in the exhibition venue. For on-site handling related services & and costs, exhibitors should contact the official freight forwarder directly.

### **Loading Docks, Car Park & Cargo Lift**

Since the loading area is limited in space, if any vehicle is found overtime or illegal parking, Venetian will tow the vehicle without prior notice. All incurred fees need to be settled by Exhibitors/appointed contractors. There is no parking available to contractors or exhibitors on the Venetian loading dock during the move-in, operation, and move-out of the exhibition. After loading or unloading, all vehicles should leave the Venetian loading dock immediately. No private car will be allowed to enter in the loading dock. **Venetian loading dock clearance is 4.5 meters in height**. Only cargo-carried vehicles can apply the Cargo-carried Vehicle Pass to enter Venetian loading dock. It will be charged for every single entry. For any special requirements, please inform the Organizer before **12 April 2024**. The Organizer's decision is final in any dispute arising.

### **5.9 Storage and Disposal of Materials**

**There is NO storage space for empty crates/boxes or packing material in the exhibition hall.** Exhibitors are responsible for removing all empty crates/boxes or packing material. Any goods or packing material left at the corridor may be disposed of without prior notice and extra removal charges will be incurred. Please contact the official freight forwarders for details for temporary storage. Delivery of stock or replenishment may only be carried out half an hour before the opening hours or immediately after the closing of the exhibition every day. All deliveries should be made during the exhibition setup period. Large items of waste materials shall be disposed of before the exhibition opening. Exhibitors need to ensure that gangways and public circulation areas are kept clean.

### **5.10 Venue Specification**

The loading weight of the loading area is 1,250 kg/sqm. Prior arrangements must be made with the official freight forwarder if the exhibit exceeds 1,250 kg/sqm.

### **5.11 Exhibit Delivery**

Exhibits should be sent to the exhibition hall on **22 May 2024**. The exhibitors and/or representatives must present at the booth to collect delivery. The Organizer will not take any responsibility for any delivery on behalf of exhibitors nor the safekeeping of items after delivery. Exhibitors are not allowed to bring own trolleys and all trucks are required to use the unloading area for loading/unloading. Exhibitors must make advance arrangements with the official freight forwarders (Please refer to **Form 14**) if intend to display heavier exhibits requiring lifting equipment. It is prohibited to use large-scale unauthorized handling and lifting equipment.

The fairground escalators and passenger elevators are not allowed to be used for transporting exhibits and other goods. Exhibitors should use the cargo elevator and unloading cargo area for loading and unloading goods or exhibits.

### **5.12 Move In & Out**

The official freight forwarder is responsible for on-site transport arrangements. Light exhibits can be hand-carried to the booth, but heavy exhibits must be transported to the booth by the

official freight forwarder. Moving exhibits in or out of the exhibition venue is not permitted during the opening hours of the exhibition. If exhibitors wish to remove any item, it will need a GOODS REMOVAL PASS, issued by the Organizer. Security guards will collect the pass when exhibits are to be moved out.

### **5.13 BOOTH-FITTING REGULATIONS**

#### **Standard Shell Scheme Booth**

- a. Unless requested by the exhibitors, the panel(s) between two or more consecutive booths of the same exhibitor will be removed.
- b. No nails nor other devices are allowed to be pinned on the exhibition panel walls, or a penalty will be charged to the exhibitors for any damage.
- c. All electrical devices (including lighting) should be approved by the official contractor and only certified electrical devices can be used. Please refer to **Form 3** if extra furniture is required. Refer to **Form 4A** if an electrical device application is required, and **Form 2** for having a special request for the location of booth facilities.
- d. The Organizer reserves the right to install power switches and fuse boxes inside an appropriate place in the booth(s).
- e. All exhibits and booth materials shall be removed immediately after the closing of the exhibition according to the arrangements and within the time limits specified by the Organizer. Any exhibits or booth material left behind at the exhibition venue shall be deemed abandoned. Exhibitors are responsible for the expenses incurred with the removal of the abandoned exhibit materials.
- f. The exhibitor is responsible for any damage caused to other booths, the exhibition's property, or the property of third parties.

#### **Raw Space Booth**

##### **a. Design Proposals**

If the exhibitor appoints their own contractor for design and construction work, the design proposals must be submitted to the official contractor for approval no later than **12 April 2024**. Drawings submitted must be to the reasonable scale of not less than 1:100, in full dimensions, and must obtain information such as floor plan, booth elevation, electrical fitting, colors and materials and any audio-visual equipment to be used, etc. If there is any question about the height limit of the booth, please contact the official contractor. The official contractor reserves the right to withhold granting approval to the drawings or require amendments or variations of the proposals.

##### **b. Fire Precaution Measures**

All materials and fittings used or displayed in the booth must be fire-proofed and be in accordance with all applicable fire prevention and building regulations of the Macao S.A.R. Raw space contractors are required to prepare one functional fire extinguisher at a conspicuous spot within the assigned area.

##### **c. Electricity Supply**

All the electricity installation should be completed by a licensed and qualified electrician. The electrical installation drawing should be submitted to the official contractor for approval no later than **12 April 2024**. With the approval test and completed **Form 12** after installation on-site. Electricity will then be supplied.

##### **d. Height Limits**

**Exhibitors must apply for approval of any booth with a structure height over 3.5m (including 3.5m) or a double dock structure but limited to 6 mH from the official contractor. The official contractor allows construction only with approval.** Exhibitors must accept full responsibility for the safety of the structure. The mentioned approval above must also carry a “Safety Certificate” issued by a qualified engineer/surveyor in Macao S.A.R. Exhibitors will have to submit this certificate to the official contractor for approval no later than **12 April 2024**. If this rule is not obeyed, the official contractor reserves the right to prohibit access to the booth.

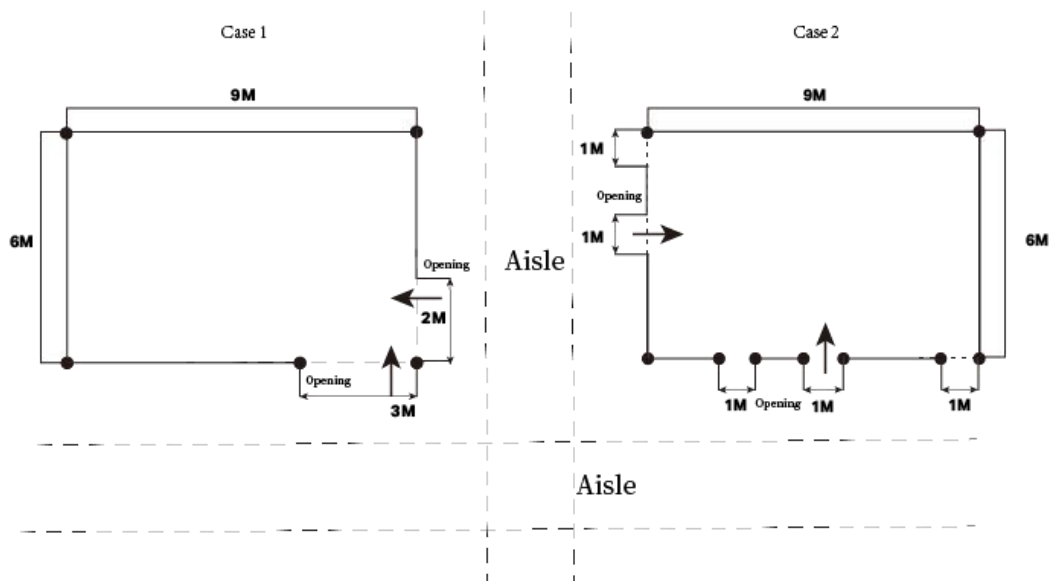
**e. Performance Bond Deposit**

All exhibitors are required to lodge a performance bond deposit of HKD/MOP400/sqm (minimum charge: HKD/MOP5,000; Maximum charge: HKD/MOP50,000) to ensure that their raw space sites are clear of any bulky or rubbish after the exhibition. If the exhibitors clean up the booths and removed rubbish properly, the deposit will be refunded to exhibitors within 15-45 working days.

**f. Booth's Partitions**

Exhibitors should decorate their booth's partitions facing their own booth area, aisle, and adjacent booths. All surfaces on the booth's partitions must be finished to an acceptable standard on all surfaces.

In a raw space booth, the open face of the booth cannot be fully blocked, and the vertical projection length of the structure must not exceed 2/3 of the booth.  
(If the opening side is 6 meters, then at least a 2-meter-wide aisle must be provided.)



g. Paint spraying, welding, and the use of electrical saws are strictly prohibited inside the exhibition venue.

h. The Organizer requires that nothing should be posted, tacked, nailed, or screwed to columns, walls, floors, or other elements in the exhibition hall. Exhibitors are not permitted to apply paint, lacquer, adhesives, tapes, or other coating to building columns, walls, ceilings, or floors or to standard booth equipment. Hanging structures signs or banners used must be approval by the Organizer. The Organizer reserves the right to refuse any hanging structures, signs, or banners that are deemed unsafe.

i. Please avoid excessively extravagant lighting designs. The use of devices that cause

interference, such as rotating spotlights or flashlights, is strictly prohibited. All lighting effects (including neon lights) must be limited within the booth.

j. The exhibitor is responsible for any damage caused to other booths, the exhibition's property, or the property of third parties.

#### **5.14 Electricity Supply**

a. For safety reasons, all electrical installation work at the exhibition venue must be carried out solely by the official contractor.

Basic lighting will be provided by the Organizer. The standard level of power supply is:

-Single phase 220volt (v) 50 (Hz)

-Triple phase 380volt (v) 50 (Hz)

Electricity supplies will be switched off 30 minutes after the end of the exhibition every day.

b. 24-hour electricity supplies can be provided with prior arrangement by the official contractor.

c. Contractor requiring power supply during installation and dismantling periods shall be applied in advance to the official contractor.

#### **5.15 Electrical Services**

All electric power projects must be conducted by the official contractor and all related expenses shall be settled by the exhibitors. The electrical installation drawing should be submitted to the official contractor for approval no later than **12 April 2024**. All main power installations from source to outlet (exhibition booths) must only be carried out by the official contractor. For details, please refer to **Form 4A/B**. Electrical connection in booths may be carried out by the exhibitor's technician, but connections must be inspected by the official contractor before circuits are made live. Each wire can only be used for one device, and the universal plug is strictly prohibited.

#### **5.16 Compressed Air**

The use of COMPRESSED AIR of an inflammable or toxic nature for demonstration purposes will not be permitted within the exhibition venue.

#### **5.17 Public Address System**

The PA system is used only by the Organizer for official announcements. Neither paging service nor exhibitors' announcements can be made.

#### **5.18 Booth Cleaning**

The Organizer will arrange general cleaning for the exhibition hall and booths daily prior to and after the opening of the exhibition.

#### **5.19 Photographing / Video Shooting**

Media/Commercial photographers may wish to photograph the booth or a certain exhibit, Exhibitors wishing to restrict photographs should place a notice to the exhibits and are advised to hire their own security guard to enforce the restriction.

#### **5.20 Volume Control**

It is advised that all the exhibitors should create a tranquil and comfortable environment during the exhibition period with volume control measures. Exhibitors should appoint professionals to control the volume under 80 dB. Speakers and other audio equipment must be installed facing to the booth. Exhibitors are strictly prohibited from causing noise nuisance to visitors or other exhibitors. If there is any complaint, the Organizer reserves the right to apply any sounds control measures. Exhibitors are responsible for their own consequences.

#### **5.21 Fire Precautions**

Exhibitors are required to strictly follow the regulations of concerned authorities towards safety precautions and prevention of accidents or fire. All electrical installations must be checked by the official contractor, and other hazardous materials can only be used after receiving permission from the Organizer with all necessary safety precautions.

#### **5.22 Dilapidation**

Exhibitors are solely responsible for any damage caused to other booths, the exhibition's property, or the property of third parties.

#### **5.23 Force Majeure**

The exhibition may be postponed, shortened, or extended due to any cause whatsoever outside the control of the Organizer. In this kind of situation, the Organizer shall not be responsible for any loss sustained by the exhibitor, directly or indirectly attributable to the elements of nature, force majeure, or orders and directives imposed by any governmental authority.

#### **5.24 Authority on the Premises**

In the event of any problems or disputes, the decision of the Organizer, being lessee of the premises, will be final. The Organizer also reserves the right to amend any earlier decision made to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the exhibition and concerned parties. Still, exhibitors should comply with all the rules stated in the Exhibitor Manual. The organizer has a final explanation and decision for any rules and additional provisions.

#### **5.25 Hand-over of hall**

The halls must be handed back to the Venetian Macao Resort Hotel, at **23:59 on 26 May 2024**, to make way for a subsequent event. Exhibitors must ensure that their exhibits and booth materials are removed by that time. Any items remaining will be disposed of in the fastest way possible. The organizer is not responsible for any loss or damage. Any costs involved must be paid by the exhibitors. Any revenue received due to handling these items (if has) belongs to the organizer, the organizer is not responsible for reporting these revenues to



related exhibitors.

#### **5.26 Accommodation Arrangement**

The Organizer provides exhibitors and visitors with hotel reservation services. Besides, packages for the summit and accommodation with special offers are now available. Reservations are on a first-come-first-served basis.