

### Circular 4: Special Events Organised by the Exhibitors during the Fair

To safeguard the interests of all exhibitors and enhance the orderly flow of visitors at the fairground, should any exhibitor wish to organise special events, or invite movie stars, celebrities or singers to attend marketing functions, **prior written approval from the Organiser is necessary. Prior to publicising and marketing such special events, exhibitors should ensure that sufficient security guards will be hired for crowded control, so that the events will not cause any inconvenience to other exhibitors.** The Organiser maintains the right to ban unauthorised special events.

Depending on the number of concurrent special events and the projected traffic flow of visitors, **the special events are subject to be rescheduled to another time slot.** Also, should a special event incur roadblocks or other inconvenience to visitors, the Organiser reserves the right to give a halt on such special event.

Should you be interested to organise special events inside your exhibition booths, please submit the event details (date, time, format, number of crowd control personnel deployed, etc) in writing to the Organiser at least 30 days before the commencement of the Fair.

Should you require further information or assistance, please contact Ms. Flora Lau [Tel: (852) 2240-4127, Fax: (852) 3521-3075 or E-mail: [flora.sf.lau@hktcdc.org](mailto:flora.sf.lau@hktcdc.org)].

Hong Kong Trade Development Council

### 通告 4: 有關於攤位內舉行的特別節目之事宜

每年參展商於攤位內舉行的特別節目(例如:邀請明星出席展覽、派發禮物、舉行開幕典禮、進行抽獎等等)令展覽更添歡樂氣氛。為保障各參展商的權益及加強現場之人流控制,假若參展商有意在展覽期間舉行特別節目,或邀請影星、電視名星或歌星出席任何推廣活動,在進行該宣傳活動或推廣活動前,**必須事先獲得本局書面批准及自行僱用足夠保安人員以便控制人群及維持秩序,並在不妨礙其他參展商的情況下,方可進行。**凡未經批准的特別節目,本局均有權隨時禁止該活動。

本局會視乎個別時段特別節目的多寡及預期屆時之人流,安排參展商的特別節目於不同時段舉行,故申請的特別節目可能會被安排至其他時段。另外,如參展商的特別節目於展會進行期間引致嚴重的通道擠塞,為其他參觀人士帶來不便,本局可能會終止該特別節目,敬請留意。

貴司如有意於攤位內舉行特別節目,煩請 貴司於展覽會開幕最少 30 日前以傳真方式,書面通知本局該特別節目之日期、時間、形式及維持秩序人員數目等。

如有任何查詢,請聯絡本局劉筱芳小姐[電話:(852) 2240-4127,傳真:(852) 3521-3075,電郵:[flora.sf.lau@hktcdc.org](mailto:flora.sf.lau@hktcdc.org)]。

香港貿易發展局