



Appendix 1: Deduction of “Site Work and Waste Disposal Deposit”

Deduction of “Site Work and Waste Disposal Deposit”

Contractor must comply with all rules and regulations as listed below. If exhibitor and/or their contractor fails to do so, without prejudice to the organiser’s rights, the indemnifications and/or the reimbursements specified in the Exhibitor Manual and in this Appendix, the organizer and the official contractor may deduct the penalty fee from their deposit proportionally.

A. Violations and the Related Deduction Rate (%):

1. Exhibitor/contractor does not follow the move-in or move-out schedule set by the organizer. (100%)
2. Paint spraying, welding or use of electric saw inside the venue or other non-designated areas. (100%)
3. Storage of construction materials, tools, empty boxes and/or other materials in the venue. (100%)
4. Any items found outside the exhibitor’s booth after daily working hours will be discarded (without prior notice from the organizer or the official contractor). (50%)
5. Booth facilities (including but not limit to plasma TV, decorative lighting, 3-D letterings and graphics, etc.) exceed the maximum height limit and/or the space assigned. (50%)
6. Any major construction deviated from the drawings submitted to the organizer. (50%)
7. Viewable partitions/walls of a booth are not painted smoothly and with a decent color; or the furnishing of booth is not completed within the move-in period. (50%)
8. Trash and discarded materials not handled properly and timely during move-in period. (50%)
9. Erect and/or dismantle a booth recklessly or inappropriately (100%)
10. Employing unqualified workers for construction work at the venue. (50%)
11. Smoking in non-designated smoking areas. (MOP\$600 if caught)
12. Please apply for extra electricity supply from the official contractor if it is required. Exhibitor will be charged with discrepancies, surcharges and administration fee for any illegal electricity wiring and/or excessive electricity usage. (MOP \$1,000/9 m²)
13. Any construction materials, empty cartons, wooden structure, display stands or equipment placed outside the exhibitor’s booth will be discarded without prior notice. All cleaning cost shall be borne by the exhibitor. (MOP\$500/cbm)
14. Does not wear the contractor badge at the venue (MOP\$300 per badge)
15. Transfer your contractor badge to others. (MOP\$1,000 per badge)
16. Screwing, drilling, painting or nailing on the partitions. (MOP\$300 per piece)
17. Affix any kind of fixture to partitions, ceiling or floor of a booth (MOP\$200 per affixed point)
18. Any venue facilities (including wall, broadcasting system, fire safety equipment, etc.) being damaged. (Actual Cost will be claimed by the venue operator)
19. Any extra venue rental fees due to over-time move-in and move-out. (Please refer to the attachment Overtime Work Charges for Exhibitor/Contractor)





B. Occupational Safety and Health Ordinance Rate(%):

1. Does not wear safety vests or wearing (the violent will be expelled from the exhibition in first time, MOP\$500 per violent in second time)
2. For safety purposes, the use of ladders exceeding 2m in height is prohibited inside the venue. While carrying out construction work at height of 2m or above, contractor should use high reach equipment such as metal scaffolding for work (MOP\$1,000 per case)
3. Construction workers must wear safety belt at all times while undertaking work at height of 2m or above(MOP\$500 per case)

C. Remarks:

1. If the site work and waste disposal deposit is not enough to cover the actual cost/penalty fee, the organizer and official contractor reserve the right to claim for discrepancies.
2. If the exhibitor/contractor violates any rules and regulations other than the above-mentioned, the organizer reserves the right to deduct the related penalty fee from their site work and waste disposal deposit.
3. The organizer and the official contractor will not be responsible for any loss or damage as a result of the exhibitor/contractor's violation of rules.
4. The organizer reserves the right to prohibit frequent offender and/or their company from participating in shows held by the organizer.
5. Deductions from the site work and waste disposal deposit do not affect other claims of compensation from the organizer and the official contractor.
6. In case of any dispute, the decision of the organizer and the official contractor shall be final.

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