



## Guidelines for the collection of "Performance Bond Deposit"

### 有關：「違規罰款按金」的徵收指引

As the organizer of Hong Kong Computer & Communications Festival 2023 (HKCCF 2023), The Chamber of Hong Kong Computer Industry (CHKCI) has always attached great importance to safety issues during the exhibition period. Based on the "Fire Safety and Public Health regulations", the Hong Kong Convention and Exhibition Centre (HKCEC) has been collecting "Performance Bond Deposit" from organizers and exhibitors since 2012, with the aim of providing a comfortable visiting environment for the public. The following are the key points for the collection of the deposit:

本會作為「香港電腦通訊節 2023」的主辦單位，一向十分重視展覽期間的安全問題；而基於防火及安全條例，香港會議展覽中心亦由 2012 起開始，每屆均向本會及參展商徵收「違規罰款按金」，期望三方共同提供一個舒適的參觀環境予市民。以下是有關按金的徵收要點：

1. The amount of the deposit will be calculated based on the booth area rented by the exhibitor. Exhibitors with a booth area of **less than 50 square meters** are required to deposit **HKD 7,000**, while exhibitors with a booth area of **equal to or larger than 50 square meters** are required to deposit **HKD 14,000**.

按金金額將以參展商所租之展位面積計算，即展位面積為 50 平方米以下的參展商須繳交港幣\$7,000，展位面積為 50 平方米或以上的參展商須繳交港幣\$14,000；

2. Exhibitors must submit the deposit by crossed cheque along with the booth deposit and form in person or by mail to CHKCI before the relevant deadline.

參展商必須以劃線支票方式連同展位訂金及表格一併於相關截止日期前親身遞交或郵寄至香港電腦商會秘書處；

3. All activities that may occupy public spaces in HKCEC will be regulated under "Performance Bond Deposit", including the following situations:

所有可能佔用會展公共空間之活動將受「違規罰款按金」制度規管，包括以下情況：

- Exhibitors are not allowed to occupy any public space, including any areas not covered by carpets. For example, it is forbidden to place any items, including exhibits, inventory, booth materials, or any promotional items, outside the booth area in public area.  
參展商不得佔用任何公共空間，包括沒有被地毯覆蓋的一切範圍。例如禁止將任何物品包括展品、存貨、展位物資或任何宣傳品等放置於攤位範圍以外的公共地方；
- Exhibitors are strictly forbidden to use any items that may pose a public danger, such as ladders or platforms, on all passageways.

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參展商嚴禁於各通道上使用任何能構成公眾危險之物品，如：高梯、鋁架等；

- Exhibitors are strictly forbidden to arrange staff to hold up promotional signs outside the booth area for promotion.

參展商嚴禁安排工作人員於攤位以外之範圍高舉宣傳牌作推廣宣傳；

- For any activities that may lead to the gathering of crowds, exhibitors must provide detailed information about the promotional activities to the organizer 14 days before the exhibition for approval. Any unapproved promotional activities are strictly prohibited, and the activities may be terminated immediately.

有關任何可能引起人流聚集之活動，參展商須於開展前 14 天向大會列明詳細的推廣活動內容，以供會展審批。未經會展批核之推廣活動一律禁止進行，活動更有機會被即時終止；

- Exhibitors are not allowed to conduct any cooking demonstrations, cook, or heat any food, or provide tastings inside the booth.

參展商不得於攤位內作任何烹飪示範、煮熟或加熱任何食品、亦不能提供試飲試食。

4. The deposit will be refunded to all exhibitors who have not violated the regulations by cheque within 60 days after the end of HKCCF 2023.

按金將於「香港電腦通訊節 2023」完結後的 60 天內以支票方式退還給所有未曾違規的參展商。

Finally, we would like to thank all exhibitors for your cooperation and wish everyone a successful exhibition and prosperous business. If you have any inquiries, please contact the Secretariat Office at 2785 8867.

最後，本會再次感謝各展商的通力合作，預祝大家展出成功，生意興隆。如有查詢，請電 2785 8867 洽本會秘書處。

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