

## Special Circular: Move-out Regulations

Please note that many buyers have to utilize all opening hours in the 4-day event to schedule and complete their visits at the Fair. We have received several complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain the quality of the Fair and to protect the interests of all exhibitors and buyers, **move-out of exhibits is prohibited before 5:00 p.m. on 16 April 2025**. According to clause 46 in the exhibition rules & regulations listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks in the afternoon on 16 April **2025**. Those exhibitors who violated such rule will be served a warning letter.

### Performance Bond

If an exhibitor violates the rules in InnoEX **2025** 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 InnoEX 2026. The amount of the performance bond is based on exhibitor's booth size as follows:

Booth Area in 2026	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 Exhibitions and Digital Business Department. Further details shall be found in the invitation letter for InnoEX 2026.

The application of InnoEX 2026 will not be accepted if the exhibitor fails to pay the performance bond on or before deadline.

**If an exhibitor violates the rule again during InnoEX 2026, 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 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 or the right to retain their 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.

Hong Kong Trade Development Council

## 特別通告：撤館規則

主辦機構去年接到不少買家投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會的質素及參展公司專業和良好的形象，以及保障所有參展商及買家的利益，所有參展商**嚴禁於4月16日下午5時前把展品搬離會場**。參展申請表內的展覽會規則第46項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。主辦機構將於4月16日下午派員巡察各展館，如發現展商違規，主辦機構會即時發出警告信。

### 違規罰款按金

如參展商於2025年香港國際創科展違反展覽會規則46條有關撤館規則，並收到香港貿發局所發出之違規通知書，在申請參與「香港國際創科展2026」時，參展商必須繳付違規罰款按金。違規罰款按金將按展台的大小而定：

2026年展台面積	違規罰款按金
6-35 平方米	港幣\$5,000 / 美金\$650
36-89 平方米	港幣\$10,000 / 美金\$1,300
90-161 平方米	港幣\$20,000 / 美金\$2,600
162 平方米或以上	港幣\$40,000 / 美金\$5,200

有關參展商必須於來年報名時將罰款按金以劃線支票形式交回香港貿發局展覽及數碼業務部。詳情將列於2026年香港國際創科展的參展邀請函。如參展商未能於指定日期前繳付違規罰款按金，主辦機構將不會接納參展商於「香港國際創科展2026」的申請。

**如參展商於2026年再度違規，違規罰款按金將會被沒收。**如參展商於2026年展覽期間並無任何違規事宜，所有按金將於展會後退回。

徵收違規罰款並不代表在繳付罰款之後參展商便可排除等責任，若參展商繼續違規，不予改善，屬於嚴重違規行為，主辦機構將保留權利押後未來於香港國際創科展選擇攤位的次序或取消該公司保留位置的權利，甚至取消未來參展的資格。

敬希各參展商能遵守以上展覽會規則，多謝合作！

預祝 展出成功

香港貿易發展局