

**Special Circular 4: Important Notice on Insurance**

Besides adopting necessary security measures to avoid loss, exhibitors shall take out insurance policies which include (but not limited to) its exhibits, displays, stand fittings and fixtures, the venue and other third parties.

Exhibitors are reminded to arrange insurance coverage for all the exhibits including but not limited to inside the booth area but within the entire exhibition venue and the storage area.

The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors or visitors, their personal belongings and exhibits.

Exhibitors are reminded to observe the relevant terms stated in Clauses 69 to 70 of Section 3.1, and Section 3.15 of Part III “Rules and Regulations” in the Exhibitors’ Manual. Exhibitors shall ensure the insurance policies are effective throughout the whole Fair period, including move-in and move-out dates.

At the same time, exhibitors are reminded to take good care of all their belongings and exhibits. Exhibitors shall not leave any belongings or exhibits without any personnel in the booths throughout the whole Fair period, including move-in and move-out period. Any exhibitors who are found with unattended goods in the booths have to bear all financial and legal responsibility on their own and may receive warning letters.

Exhibitors are reminded to arrange insurances for their booth and or exhibits at any time including but not limited to Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal is hosted.

**特別通告 4: 參展商須自行投保**

為避免損失，參展商除採取一切必要之保安措施，亦須自行負責購買保險，包括（但不限於）為其展品、陳列品、攤位裝置、展台、會場及其他第三者投保。

參展商應緊記自行安排有關展品的保險，不只限於展位內，並需包括在整個會場內及存倉地方。

主辦機構對涉及參展商或參觀者、其個人物品及展品的任何風險，概不負財務或法律責任。

有關條款於參展商手冊第三部分「展覽會規則」分項 3.1 第 69 至 70 條，以及分項 3.15 中列明，敬請各參展商務必細閱，並確保相關保單於整個展期，包括進館日及撤館日一直生效。

同時，參展商須妥善保管其一切財物及展品。不得於展覽期間，包括進館日及撤館日，在無人看管的情況下把任何財物或展品留在攤位內。一經發現，主辦機構或會向有關參展商發出警告信，該參展商亦須負上一切財務及法律責任。

參展商謹記為展品及其攤位在任何情況下，包括黑色暴雨警告信號及熱帶氣旋警告信號下購買保險。