

SECTION 3: PROMOTIONAL, MARKETING & VALUE- ADDED SERVICES

3.1 Free Publicity Services

3.1.1 *Exhibition Catalogue Listing*

Exhibitors are entitled to a free listing in the Official Exhibition Catalogue that will be distributed to VIPs, guests, buyers and important visitors during the exhibition period. To take advantage of this free directory listing, all exhibitors must submit **Form 5 & 6** on or before **7 October 2016**.

3.1.2 *Free Invited Guest Service*

The organizers offer Free Invited Guest Service to your target VIP visitors to this international fair. If you would like to apply for this service, please fill in and submit **Form 4** on or before **7 October 2016**.

3.2 Extra Promotional & Sponsorship Opportunities

3.2.1 *Extra Advertising & Sponsorship Opportunities*

Exhibitors can take advantage and create an edge over your competitors by ordering the available extra advertising and sponsorship opportunities to further maximize your exposure in this fair. If you want to seize these valuable opportunities, please fill in and submit **Form 3** on or before **7 October 2016**.

3.3 Value-Added Services

3.3.1 *Seminar Booking*

Exhibitors are eligible to book the seminar session(s) for direct interacting and sharing with professional audiences in the fairground. For application, please fill in and submit **Form 1** on or before **7 October 2016**.

3.3.2 *Temporary Personnel*

Exhibitors who wish to employ stand personnel / interpreter can fill in and submit **Form 12** on or before **20 November 2016**.

3.3.3 *Hotel Reservation*

Exhibitors who wish to reserve hotel can fill in and submit **Form 11** on or before **4 November 2016**.

SECTION 4A: EXHIBITION RULES & REGULATIONS

4A.1 Admission

Visitors must register at the fair venue and wear the admission badge during their visit. Visitors and exhibitors under 18 years old will not be allowed.

4A.2 Exhibitors' Access

To allow preparation work for exhibitors during the show period, the fair ground will be opened to exhibitors **according to the prescribed schedule**. The exhibitors are reminded to wear the exhibitors' badges when entering the exhibition venue.

4A.3 Traffic & Vehicles

Vehicles including forklift trucks and electric carts are prohibited within any part of the HKCEC while it is open to the public unless prior approval is obtained from Event Manager. If approved, safety restrictions will apply, especially with regard to vehicles containing petrol.

To comply with the Government and HML safety regulations herein, Users must provide evidence that any operator of any such vehicle:

- (a) is 18 years or older; and,
- (b) holds a valid certificate to operate such vehicle.

Vehicles must comply with all speed limits, directional and headroom signs, and must follow any instructions given by authorized personnel of HML. Exhibitor goods and products must only be delivered at locations approved for the Scheduled Event.

Authorized vehicles displaying the correct official pass are allowed to access established parking areas for limited periods agreed between HML and the Licensee. Vehicles parked without authorization may be removed at the owner's expense, and/or may be subject to an impound fee by HML.

Only authorized personnel of the HKCEC may operate freight vehicle entry doors and shutters.

Vehicles used within the HKCEC must remain confined to the exhibition halls (when permitted), the loading and unloading areas, and/or the marshalling area. Movement of vehicles within the HKCEC will be directed by authorized personnel of HML.

Depending on the nature of the Scheduled Event, HML in its sole discretion may require vehicles displayed within HKCEC:

- (a) be static and have their engine switched off and hand-brake applied during the Open Period;
- (b) contain minimal fuel (generally, no more than 1/8th of fuel tank capacity); and,
- (c) have a drip tray or protective floor covering material placed under the engine.

Subject to a risk assessment, battery disconnection may be required for vehicles of age or in poor condition. Only electric forklift trucks may be used within the HKCEC exhibition halls with the exception of Hall 3.

4A.4 Move-In Disposal of Packing Materials & Booth Cleaning

Before the opening day of the Scheduled Event, the Event Manager will arrange for night-time cleaning. To facilitate this cleaning prior to the Open Period, the following requirements apply to the day before (as of midnight) the start of the Open Period of the Scheduled Event. The erection and/or installation of any Stands and Temporary Structures must be completed and all Stands must be accessible. All materials and equipment used for setting up any Stands and Temporary Structures must be removed from the Licensed Area. All unused items and contractor materials, supplies and equipment within the Licensed Areas and elsewhere in the HKCEC must be removed or disposed of by Licensee.

During exhibition period, exhibitor of each stand shall place its refuse/waste in the plastic sacks provided by Venue management. **The plastic sacks shall then be placed in the aisles within ONE hour after closure of the Function each day.** Only dry refuse will be collected.

Wash basins and water closets in the toilets shall not be used for disposing of any form of waste, food or rubbish.

4A.5 Move-Out Arrangement & Handling of Left-Behind Exhibits

Hong Kong International Bakery Expo is an international trade event. To maintain a professional image and a proper business environment for international buyers to conduct their sourcing activities at the show, **no exhibitor will be allowed to move out before the official closing time of the show on 3 December, 2016.** The organizer will issue move-out permits to all exhibitors in the late afternoon on the last event day. Only during the official move-out period starting from **1800** will exhibitors be allowed to remove exhibits from the exhibition halls. Please clear all your boxes and exhibits after the show, or else all materials left behind in your booth after the official closing of the exhibition dated on **3 December, 2016** will be regarded as trash to be cleared away by the venue management. All equipment and contractor materials must be removed from the HKCEC before the end of the Licensed Period so that cleaning can be performed. HML will remove and dispose of any materials left behind and charge Licensee with any applicable costs. The organizer and venue management shall not be responsible for any loss or damage in this respect suffered by the exhibitors.

4A.6 Hazardous Items

No substance or equipment which in the opinion of HML is of a dangerous, toxic, explosive, hazardous or objectionable in nature may be brought into the HKCEC by the Licensee or any other party. Any machine, equipment or any other items which generates fumes, exhaust or smoke must have an effective exhaust system in order to assure no complications of any nature to HML staff, workers, contractors, the public or other attendees to the Licensed Area. The use of internal combustion engines in the Licensed Area is strictly prohibited during periods when the public is in that Licensed Area.

Licensee's guests, invitees, representatives and contractors, and any other person within the HKCEC must observe and comply with any and all fire codes applicable to the HKCEC and the Scheduled Event.

Open (naked) flames are prohibited within the HKCEC in connection with a Scheduled Event. For fire and safety reason, the amount of diesel and lubricant that exhibitors permitted to place in their booths is just for daily consumption ONLY.

4A.7 Use of the Exhibition Venue

The Exhibition Venue shall not be used for the purposes of betting or gambling.

4A.8 Filming and Broadcasting

HML's approval through its Communications Department (2582 7960) is required reasonably in advance for filming, sound or video recording, telecasting and broadcasting within the HKCEC. These activities may be subject to additional charges for security, labour, utility services, etc.

For any musical performance or broadcast events, Licensees are required to apply for a licence from the Composers and Authors Society of Hong Kong Limited (CASH) and the International Federation of the Phonographic Industry (Hong Kong Group) Limited (IFPI). Any applicable fees required of these or other such organisations in connection with any activity related to the Scheduled Event are the full responsibility of the Licensee

4A.9 Radio Transmission

Licensees desiring to use radio transmitting equipment must obtain the approval of the Event Manager and supply details of the equipment, and of the frequency and power of the signal, together with a copy of the transmitting licence or equivalent from the relevant authorities of Hong Kong Government, e.g., Office of the Telecommunications Authority (OFTA).

4A.10 Noise Level

Equipment used in any part of the HKCEC must not generate noise that exceeds a maximum permitted noise level of 50 dB (A), except with Event Manager's prior approval. The following Noise Level Restrictions apply:

- general background noise may not exceed 60dB;
- entertainment features may reach 70dB for cumulative periods of no more than 15 minutes in any 1 given hour;
- noise levels will be metered from any edge of the applicable Stand or area boundary; and;
- the Licensee is responsible for ensuring that any music or other noise occurring in the Licensed Areas does not exceed 80dB at any time.

4A.11 Lost Property

All lost property found within the HKCEC will be handed over to HKCEC's Security Department staff for recording and handling. Please call (852) 2582 7162 (24 hours).

4A.12 Exhibitor Property and Security

All property brought into the HKCEC by a User is at the User's risk. Organizers and HML accepts no responsibility for theft, loss or damage to such property.

No person (other than the employees and caretakers of the Company) shall stay in the Exhibition venue and/or the booth after the prescribed show hours specified by the organizers except with prior approval from the Venue Management and organizers.

4A.13 Balloons

Gas-filled balloons, with the exception of helium filled balloons, are prohibited.

4A.14 Escalators and Passenger Elevators

Escalators and passenger lifts are for the use of passengers only and must not be blocked or used to transport materials or equipment unless clearly designated, at times, for such use.

4A.15 Animals

Any animals with the exception of guide dogs for persons with visual impairment are prohibited in any part of the HKCEC unless used as some form of exhibit, display or performance, in which case they must be approved by Organizers & Event Manager reasonably in advance. In addition, application for a Temporary Exhibition Permit from the Agriculture, Fisheries & Conservation Department is required for exhibitions including animal or birds.

4A.16 Food & Beverages within HKCEC venue

According to the regulations of the Hong Kong Convention and Exhibition Centre, outside food and beverages are not allowed to be taken into the exhibition venue. Exhibitors may have food and drinks at the Cafeteria inside the exhibition Halls or at the restaurants. In order to maintain a clear and tidy exhibition area, consumption of food is not allowed in the booth.

4A.17 Distribution of Promotional Materials

Promotional materials such as product catalogues and brochures can only be distributed by the exhibitors within their own booths. No exhibitors are permitted to distribute any publicly materials, souvenirs and the like in public areas of the exhibition venue.

4A.18 Smoking Policy of the Center

Smoking is not allowed in any areas within the exhibition halls at any time or at any place designated for exhibition area.

4A.19 Typhoon No. 8 Signals or Above

It is the intention of HML that the HKCEC will remain open during typhoon or black rainstorm warnings and the cancellation of events will be at the discretion of the organiser. Should HML believe there to be any threat to the safety of the participants, or cause potential damage to the venue with or without possible adverse impact on the Scheduled Event, a joint decision to close the facility will be made between HML and the Licensee.

4A.20 Floor Loading

The floor loadings specified below must not be exceeded under any circumstances. Excessive point or dynamic loads are not permitted.

| Venue | Floor Loading Limit (kg/m² (lbs/ft²) |
|--------------------------------------------------|-------------------------------------------------------------------------|
| Hall 5BC | 1700 (350) |
| Hall 5BC Material Handling Area and Loading Area | 1200 (250) |
| Hall 5BC Concourses | 500 (100) |

4A.21 No Unlawful or Prohibited Use

The HKCEC must not be used for any illegal purposes nor are any illegal actions to occur at the HKCEC during use. No activity may be carried on in any part of the HKCEC, which in the reasonable opinion of HML, may cause: a violation of any of the Relevant Legislation and Regulations or of these Rules and Regulations; any breach of the Licence Agreement; or, a breach of the peace. The Licensed Area must be used solely for the purpose of the Scheduled Event, and the Licensee must not permit any unrelated activity otherwise.

4A.22 Dilapidation Charges

The exhibitor will be charged for the cost of making good, restoring or renewing any damage to the hall or booth site (marks by paint and adhesive tapes, etc) made by them.

4A.23 Changes to Policy

HKCEC reserve the right to modify or change its privacy policy at any time, simply by posting such changes on the site. Any such change, update, or modification will be effective immediately upon posting. For questions regarding the privacy policy, please contact the venue directly.

SECTION 4B: EXHIBITION HALL – FACILITIES

4B.1 Storage

Exhibits and similar materials shall only be delivered to and from the Exhibition Venue, unpacked, and/or packed and collected, at times when the public is not admitted to the Exhibition Venue. The storage of empty crates, cartons, boxes, shavings or other packing materials is prohibited in “front-of-house” areas and must be removed once unpacking has been completed. Storage of packing cases by Licensee, contractors or exhibitors in any part of the HKCEC is subject to the prior approval of Event Manager. Where HML, in its sole discretion, believe that a safety risk exists, it may dispose of any such materials stored in the vicinity of the Stands without penalty.

Removal of Exhibits is not allowed before **6pm on 3 December, 2016**.

4B.2 Internet / Telecommunications Facilities

Exhibitors who need on-site internet and telecommunication services should apply from the **Official Contractor**. Details and Forms can be found in **Section 9** for “**Official Contractor Information**”.

4B.3 Electricity Installation

4B.3.1 General Information

Exhibitors who need to install power sources and/or water supply should apply from the **Official Contractor**. Details and Forms can be found in **Section 9** for “**Official Contractor Information**”. Please note:

- a. No Contractor, other than the Official Contractor, is allowed to carry out any installation work concerning the electrical works (e.g. wiring and connections, lighting) and water supply at the exhibition site.
- b. Exhibitor requiring electrical supply (e.g. for maintenance after the exhibition closes) must make application to the Official Contractor as soon as possible. Such supplies cannot be arranged at short notices.

4B.3.2 Electrical Installations

- a. The number and type of additional electrical fittings and installations required can be applied from the Official Contractor by filling in and submitting the form in **Section 9** for “**Official Contractor Information**”. A quotation will be submitted on receipt of this form for unscheduled fittings or installations.
- b. No flashing lights or signs or neon lights or 500W flood-light will be permitted. In case of using LIGHT BOX DISPLAYS, EVERY SINGLE FLUORESCENT USED WILL BE TREATED AS ONE LAMP AND CHARGED AT THE PRICE OF AN ADDITIONAL ORDER OF FLUORESCENT. Exhibitors who bring the own lamps must apply for permission from the Organizers and pay the hook up charge to half the equivalent rental per lamp.
- c. No electrical installations may be suspended from the roof of the exhibition hall or fixed to any part of the building structure. No fitting may project beyond the boundaries of the site allocated. Installations must be adequately projected against excess current.
- d. Any design or plan of electrical installation must be submitted to the Organizers for approval before the deadline indicated. No installation work shall be carried out without the written permission of the Organizers. The Organizers reserve the right to disconnect electricity supply to any exhibitor whose installations are violating the Organizers’ regulations, dangerous or likely to cause annoyance to visitors or other Exhibitors.
- e. **NO MULTI-PLUG IS ALLOWED TO BE USED**. All sockets are for machine operation only, not for lighting. One socket is for one machine.

4B.4 Radio / Radar Equipment

Exhibitors intending to operate radio and/or radar exhibits must notify the organizer of the frequencies in writing **2 months** before the exhibition opening. Exhibitors intending to erect special antennae are requested to notify the organizer.

SECTION 5: BOOTH CONSTRUCTION & OPERATION

5.1 General Information

- a. **Independent Booth Contractors:** all independent booth contractors are required to register with Vertical Expo Services Company Ltd. before **31 October 2016**. Please refer to 2.2 Show Organizer for contact details.
- b. **Special Design and Booth Construction:** Exhibitors please ensure that your booth contractors do submit detailed plans of the booth construction to Vertical Expo Services Company Ltd for approval so as to prevent any costly alterations on site. Four copies of the finalized exhibition floor layout should be submitted together with the contractors' information for approval on or before **31 October 2016**. The Organizer(s) reserve(s) the right to request the exhibitors to alter their booth design if their booth structure causes obstruction to other exhibitors.
- c. All materials used in booth construction and decoration must be properly fire-proofed in accordance with local regulations.
- d. Screwing, drilling, nailing or painting on the floors, walls, pillars or any part of the Exhibition Halls will not be allowed. Exhibitors and their contractors will be liable for any damage to the Exhibition Hall.
- e. Suspensions from the ceiling of the Exhibition Hall need to be approved by the Organizers **1 month** before the show.
- f. Exhibitors who take "raw space" adjacent to another booth must provide their own wall panel. They are not permitted to use the reverse of the neighbors' wall.

5.2 Shell Scheme Exhibitors



Standard Booth
標準展台
3m x 3m



Furniture / Electrical Items Specification 傢俱 / 電力設備規格

- 1x 諮詢台 Information Counter (1000L x 500W x 750Hmm)
- 2x 白摺椅 White Folding Chairs
- 1x 垃圾桶 Waste Basket
- 2x 23瓦特節能燈泡燈 23W Spotlight
- 1x 500瓦特插座(只供一件電器用)
500W Socket (for Single Machine Only)

| Items / Stand Size | 9 sq. m | 18 sq. m | 27 sq. m |
|---------------------------------------------|--------------------------------|----------|----------|
| Fascia Name & Booth No. | English & Chinese Company Name | | |
| Information Counter (1000L x 500W x 750Hmm) | 1 | 2 | 3 |
| Folding Chair | 2 | 4 | 6 |
| 23W Spotlight | 2 | 4 | 6 |
| 500W Socket | 1 | 2 | 3 |
| Waste Paper Basket | 1 | 2 | 3 |
| Carpeted Floor Space | | | |

*Please be reminded that *all items included in the stand shell stand cannot be interchanged* with other items. If exhibitors do not require *any of the items*, **no refund** will be given.

5.2.1 Extra Furniture / Electrical items rental

Shell scheme exhibitors who would like to order extra furniture and electrical items have to contact the Official Contractor directly. Details can be referred to **Section 9** for “**Official Contractor Information**”.

5.2.2 Fascia / Name Board

Shell scheme exhibitors should fill in and submit “**Fascia Form**” inside the Contractor Handbook at **Section 9** on or before **31 October 2016** to ensure your company name appears correctly on the fascia / name board

5.2.3 Stand Specifications

- No fixtures may be made to the walls. Brackets are suggested for the hanging of signs. Velcro/ double sided tape may be used for lighter items only and remove after the show.
- No fixtures or nails are permitted to any part of the Exhibition Hall and Exhibitors must ensure that arrangements are made in their own designs for all parts of their work to be self- supporting and secure. Decoration must not be project forward of the side walls.
- Overhead structures on stands are not permitted to encroach upon the common air space outside the area booked and should remain within the boundaries of the stand. The Organizers have the right to authorize dismantling or rebuilding of any stand which does not meet this regulation.
- No exhibits, design or interior decoration of shell scheme may exceed 2.5m in height (unless with written approval of the Organizers) or extend beyond the boundaries of their exhibition area allocated.
- The specification of the standard shell schemes must be observed while doing special shell scheme design. Exhibitors are requested to submit their detailed drawing to the Organizers for approval before **31 October 2016**.

5.3 Raw Space Exhibitors

5.3.1 Raw Space Facilities

NO carpet, fascia name board, furniture nor electrical items or other shell scheme rental facilities will be provided. The exhibitors may make arrangements for the design, construction and erection of a stand on his site provided that dimensional drawings in triplicate showing the proposed design of stand are submitted to the Organizers or the Official Contractor for approval no later than **31 October 2016**.

5.3.2 Raw Space Construction

- Failure to obtain approval can result costly alterations on site being required by the Organizers. Once the booth design is approved, no alternation may be made without the prior consent of the Organizer.

- b. Wiring diagrams must be submitted for the Official Contractor to carry out electrical installation work at the booth.
- c. No suspension may be made from the ceiling of the exhibition hall or may any fixing be made to the floor, walls, or any part of the building.
- d. Exhibitors with SPACE ONLY site must provide a suitable floor covering such as carpet for their stands. They will also be required to erect partitions at least **2.5m** in height, well painted and covered in the front and the rear, between theirs and adjacent booths of other exhibitors.

5.4 Booth Operation

- a. Fake product or products violating other's copyright/monopoly shall not be displayed. The booth must be staffed and operational at all times when the Exhibition is open to visitors. The Exhibitor staff must wear exhibitor's badges issued by the Organizers for identification and be present at their booth at least 30 minutes before the opening hour and leave the exhibition hall not later than 15 minutes after the closing hour. The Exhibitor shall be responsible for the good conduct of all his staff, agents or representatives.
- b. No business activities shall be conducted by the Exhibitor and/ or his staff beyond his own booth area.
- c. No activity which in the option of the Organizers amounts to nuisance or annoyance to the public or other exhibitions shall be caused by an Exhibitor within the vicinity of the Exhibition. For example, the noise level (limited to 50db only), presentation of audio-visual equipment, dirt, smell and congestion caused by demonstration.
- d. The weight of all exhibiting items shall not exceed the floor loading limit. The exhibitors must take all precautions against fire and to protect the public. The exhibitors who, because of the nature of their exhibits, required special type of fire extinguishers, must make arrangements, at their own cost, for provision of such equipment.
- e. No exhibit is allowed to be taken into the booth once the Exhibition has been officially opened, or be removed from the booth before the close of the Exhibition.
- f. No stage show will be permitted.
- g. Unauthorized photo / video shooting in the venue is not allowed. Exhibitors should place sign of "No Photo" in their booths, but please assist the Organizers' staff and the press (with badge issued by the Organizers) to facilitate promotion.
- h. No cash sale of exhibits is allowed in the exhibition hall.

5.5 Cooking on Booths

- a. Cooking on booths is only allowed with the written permission of the Organizer who in turn have to obtain consent from the venue.
- b. All cooking must be carried out by electricity only. Liquid Petroleum Gas is not allowed to be used.
- c. Exhibitors should commit to provide, maintain and promote the highest standard of health, safety and welfare at all its events.

Note: The HKCEC will not allowing cooking to take place, if it feels that insufficient health and safety procedures have been taken.

5.6 Demonstration of Working Exhibits

An exhibitor intending to demonstrate equipment on his booth must:

- a. Provide the Organizers with full details, in writing, of any working machinery involved. Give proper consideration to the conditions under which the equipment will be demonstrated. Precaution must be taken for the protection of the visitors.
- b. Cause no annoyance to visitors or other exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at times as stipulated by the Organizers, who reserve the right to terminate a demonstration at any time.
- c. Not to bring or use at the Exhibition site, dangerous and hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammable, and equipment using such inflammable materials as gas stoves, kerosene stoves and electric stoves without the prior consent of the Organizers. Even if consent is given, it will be subject to adequate precautionary measures being taken.
- d. Not carry out any fire hazardous operation work such as electric welding and heat treatment.

5.7 Film / Audio – Visual Demonstration

The Licensee shall not, without prior approval of the Center, engage in or permit filming, sound or video recording, telecasting or broadcasting within the Center. If approved, in certain cases such activities will be subject to an additional charge.

SECTION 6: VISA REGULATIONS & ASSISTANCE

6.1 Visa and Passports

All visitors must hold a passport or a valid travel document. Please note that the validity of these documents must not be less than 30 days since the day you enter Hong Kong.

6.2 Invitation Letter for Visa Application

For those who need an Invitation Letter for Visa Application, please kindly fill in and return **Form 2 on or before 7 October, 2016.**

6.3 Visa Exemption Details

Nationals of more than 170 countries and territories may visit Hong Kong visa-free for a period ranging from 7 days to 180 days.

For more information on visa/entry permit requirements for visitors to the HKSAR, you may refer to the "**Visit Visa / Entry Permit Requirements for the Hong Kong Special Administrative Region**" webpage:
http://www.immd.gov.hk/ehtml/hkvisas_4.htm

SECTION 7: CENSORSHIP & DELIVERY

7.1 Promotion Materials Censorship

Any promotion materials such as films, video-cassettes, 35mm slide and printed matters to be shown to the public during the exhibition must be censored via Official Freight Forwarder prior Exhibition by the Customs. Details can be referred to **Section 10** for “**Official Freight Forwarder**”.

7.2 Delivery of Heavy Exhibits

The movement and handling of heavy exhibits and materials that require forklifts, pallet jacks, or any mechanical handling aid, must be done at the freight entrance. Only materials and exhibits which are easily hand carried, will be allowed through the front entrance. Details can be referred to **Section 10** for “**Official Freight Forwarder**”

7.3 Hand Carry Exhibits

If you have any hand carry exhibits from local and / or overseas, please report it to the official freight forwarder immediately for customs clearance. For any formalities needed, details can be referred to **Section 10** for “**Official Freight Forwarder**”

7.4 Souvenirs

Souvenirs may be liable to tax. Exhibitors who have any souvenirs for the Chinese audience should liaise with the Official Freight Forwarder for details. The sample, quantify and value must be submitted for evaluation on request. All souvenirs must be distributed inside the booth. The Organizers will stop such distribution if it is causing disturbance. Please contact the Official Freight Forwarder for assistance.

NOTE:

Organizers reserve the right to modify or change the rules, regulations & content of section 4 to 7. Any such change, update, and/ or modification will be effective immediately WITHOUT prior notice.

SECTION 8: TOURISM GUIDE

8.1 General Information

8.1.1 Currency Rate

The currency used in Hong Kong is the **Hong Kong Dollar (HKD)**.

Foreign cash can be exchanged in cities. Banks close on weekends. The larger hotels will accept most western currencies for purchases. Major credit cards are accepted in the main cities, but outside the major cities acceptance is limited.

| | USD | JPY | TWD | CNY | EUR | GBP | CHF | CAD | AUD | NZD | THB |
|-----|------|-------|------|------|------|------|------|------|------|------|------|
| HKD | 0.13 | 15.91 | 4.01 | 0.80 | 0.12 | 0.08 | 0.12 | 0.16 | 0.17 | 0.19 | 4.39 |

Currency exchange fluctuates time to time. The rate mentioned is for reference only. If you want to get more information, please visit the website <http://www.xe.com/ucc/full.php>.

8.1.2 Climate & Clothing

Weather of November is cool and dry. Temperature is about 10 - 20 degree Celsius and humidity is around 60% - 70%. For more practical information about weather in Hong Kong, please visit <http://www.info.gov.hk/hko/contente.htm>.

8.2 Hong Kong Sightseeing

| <i>Tour Name</i> |
|-----------------------------------------------------------------|
| Hong Kong Island Half Day Tour (approx. 5 hrs) |
| Hong Kong Island, Ocean Park Day Tour (approx. 8 hrs) |
| Ocean Park Day Tour (approx. 8 hrs) |
| Lantau Island, Ngong Ping, Disneyland Day Tour (approx. 13 hrs) |
| Lantau Island Half Day Tour (approx. 6 hrs) |
| Disneyland Day Tour (approx. 9 hrs) |
| Macao Day Tour with lunch (approx. 10 hrs) |

- Tour will be operated in private tour of minimum 10 persons.
- Less than 10 persons, arrange of seat-in-coach tour

※ Please contact Lap Ming Travel for further information of above tours, or book other Optional Tours not on the list.

※ Lap Ming Travel can also arrange all travel related services upon requested.

For Further travel details, you are welcome to visit Hong Kong Tourism Board official website:
<http://www.discoverhongkong.com/login.html>.