



香港會議展覽中心
Hong Kong Convention and Exhibition Centre

House Rules for Visitors to the Hong Kong Convention and Exhibition Centre.

The Hong Kong Convention and Exhibition Centre (“HKCEC”) is managed by the Hong Kong Convention and Exhibition Centre (Management) Ltd. (“HML”). It is a multi-purpose venue for events that have been licensed in accordance with venue policies and procedures. Unlicensed activities or performances are not permitted without prior approval. The safety and comfort of users and visitors to HKCEC is HML's priority, these House Rules have been prepared with this in mind.

Compliance with these House Rules is a condition for admission to the HKCEC. All visitors are requested to acquaint themselves with these House Rules and abide by them at all times.

There are three types of area within the HKCEC:

- Public Circulation Areas (PCAs), to which the general public is usually allowed access (except when licensed to particular event organisers, or when closed by HML for logistical and/or crowd management reasons);
- Licensed areas that have been formally licensed for invited guests and ticket holders only; and
- ‘Back of house’ areas such as kitchens, utility and machinery rooms, loading docks, management offices, etc., which members of the public are not permitted to enter.

Irrespective of the degree of public access allowed to a particular area on any particular occasion, ALL areas within the HKCEC and specified portions of its external area are under the management of HML. All persons in any area under HML management must comply with directives from HML staff, at all times and, in the absence of directives from HML staff, these House Rules.

Prepared/Approved
JB/JW
23/04/2019

Managed by Hong Kong Convention and Exhibition Centre (Management) Limited
香港會議展覽中心(管理)有限公司負責管理
Member of NWS Holdings
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a). HML reserves the right to:

- Refuse admission to any person;
- Require any person who has entered but failed to comply with these House Rules, to leave the HKCEC immediately;
- Ask any visitor to open any bag or parcel, and inspect the contents;
- Photograph, film, videotape, record or otherwise collect and preserve the image and/or voice of any person who enters the HKCEC, and use the same for any purpose associated with the management of the HKCEC;
- Require any person to stop and refrain from any behaviour that is dangerous or that may endanger the safety of the visitor, or other users, or the rights of other users to enjoy the space, or give rise to a risk of damage to the property of the HKCEC or any third party; and,
- Seek compensation through legal process for costs incurred or damage caused to any property or event by visitors.

b). The following are forbidden at all times:

- Smoking, including carrying any lighted cigar, pipe, cigarette or naked flame, or using e-cigarettes;
- Spitting or littering;
- Behaving in an offensive, aggressive, illegal, unsafe or violent manner;
- Using abusive, intolerant, discriminatory or profane language;
- Being or becoming intoxicated or impaired by alcohol, resulting in behaviour that adversely affects the safety or wellbeing of others;
- Possessing or using any controlled drug, or other narcotic or hallucinogenic substance under the Dangerous Drugs Ordinance. Any person who appears to be under the influence of drugs will be refused entry to the venue or asked to leave;
- Damaging, defacing or altering the appearance of any structure, property, sign or equipment;
- Throwing any object capable of causing damage to property or injury to persons;
- Entering any rest-room that is designated for the use of the opposite sex;
- Not wearing clothes or wearing obscene or indecent clothing that is offensive to others;



- Indulging in displays of affection that are inappropriate in a public/family setting;
- Using any sort of sound or light amplification device, including, but not limited to, all forms of air-horns, loud-hailers and megaphones, and laser pointers;
- Selling goods or services, or displaying goods or services for sale, without the consent of HML and event organisers;
- Displaying any flag, banner or other emblem without authorisation;
- Using radio or otherwise remotely controlled devices;
- Entering or remaining in any area of the venue not open to the general public;
- Carrying out unauthorised photography, video-taping or recording of any kind for broadcast or transmission for commercial purposes;
- Animals (with the exception of guide dogs for persons with a visual impairment) are prohibited in any part of the HKCEC unless being used as some form of exhibit, display or performance, Animals are to remain under the control of the owner at all times, and must be removed on the request of HML staff if they cause any nuisance or create unsanitary condition;
- Emotional Support Animals (ESA) must be approved in advance. The HKCEC requires certification from a medical professional that there is a genuine need for the ESA as well as proof of the health of the animal. Animals that may alarm or endanger others will not be admitted;
- Promoting, soliciting, selling or bartering any admission ticket or item for more than its face value;
- Bringing any sort of dangerous or hazardous material into the HKCEC, including but not limited to, any form of flammable gas;
- Bringing inflated objects that are lighter-than-air (i.e. balloons) of any kind, whether they are made of plastic, rubber, aluminized foil, or any other material, to the Public Circulation Areas of the HKCEC, without HML's prior approval;
- Consuming any food or drink that has not been purchased from a licensed HKCEC outlet or delivering any food or drink to anyone other than an authorized HKCEC representative, and
- Any behaviour that is dangerous or that may endanger the safety of the visitor, or other users, or the rights of other users to enjoy the space, or give rise to a risk of damage to the property of the HKCEC or any third party.



c). The following are permitted **only** if an 'Activity Permit' has been obtained from HML:

Any visitor wishing to undertake any activity which may be incompatible with the activities of the HML or its licensees may seek a permit to conduct their proposed activity. An Activity Permit is required for the following, but not limited to these activities:

- Gatherings, including assemblies, group events, demonstrations, protests, advocacies, performances or speeches;
- Performances, including the playing of any sort of musical instrument or musical recording, singing, dancing or performance of any form;
- Promotion, including, but not limited to: the distribution of any material or items of any kind, including leaflets or printed material of any kind, solicitation of visitors whether for business or any other purpose, or the undertaking of any kind of questionnaire or poll.

Any person or organisation seeking an Activity Permit may obtain application forms from HML information counters; they can be obtained online by clicking [here](#). Applications must be submitted ten (10) working days before the proposed activity. HML will provide a written response at least three (3) working days before the proposed activity indicating whether the application has been approved or not approved.

HML may, at its absolute discretion, deny or revoke the permit for any activity. An Activity Permit will not be granted where:

- i) The activity is of a type prohibited in section b) above;
- ii) The activity is proposed for a time and place at which another activity has been booked, licensed or agreed to, and both activities would be incompatible;
- iii) The applicant or the person or entity on whose behalf the application for an activity is made has on prior occasions damaged the Centre's property or engaged in activity prohibited in section b); or
- iv) The application contains materially incomplete, false or misleading information.

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Any applicant aggrieved by a decision to deny an Activity Permit may request a review of the decision by writing to the HML's Director of Venue Operations, whose decision is final.

Any individual or organisation that uses the HKCEC, its property or its facilities to conduct activities that have not been notified and granted an Activity Permit in advance by HML may be charged the fee that would have been payable had an application been made in respect of the activity.

The grant of an Activity Permit provides the individual or organisation with no rights in respect of the HKCEC and it may be revoked at any time.

d). Right to remove individuals from the HKCEC premises:

- No person has an automatic right to enter or remain within the HKCEC premises;
- The right to enter the HKCEC premises, and remain on them, is given by permission of HML, either directly or through an HKCEC Licensee. This permission may be either explicit (in the form of a ticket, admission form, invitation, event credential, etc), or implicit (on other occasions);
- HML reserves the right, at its absolute discretion, to withdraw permission to remain on the HKCEC premises at any time;
- In such circumstances the person concerned must leave the HKCEC immediately, and has no legal right to remain; and
- If a person who has been asked to leave refuses to do so, he or she is committing a civil wrong and may be removed from the premises by HML security staff, using such force as is reasonably necessary.

e). To ensure the safety and wellbeing of all, visitors are asked to:

- Supervise children and take care of the elderly;
- Take care of and be responsible for their personal property;
- Stand still on escalators and hold the handrail,
- Show respect for other guests and users of the Centre;



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- Be appropriately attired at all times and wear clothing that is not offensive to others,
- Refrain from pushing, running, boisterous behaviour and queue-jumping.
- Contact a member of staff immediately if assistance is needed for any reason at any time.

Visitors who are dissatisfied with any aspect of their experience in the HKCEC may, at any time, ask any member of staff to pass their comments to a supervisory member of venue management (or the Executive Duty Manager (EDM) outside normal office hours), who will ensure that a member of the department concerned is promptly advised of the concerns expressed.

These House Rules will be subject to an annual review and may be revoked or amended at any time.

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