



Vendor Manual: Hong Kong Trading Card Show (September 26 & 27 2026)

Welcome to the Hong Kong Trading Card Show. This manual outlines the rules, regulations, and expectations for all exhibitors to ensure a safe, professional, and successful event.

Red Willow Limited

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EVENT SCHEDULE

DATE	TIME	ACTIVITY
26/9/2026	08:00 – 11:00	Operational Event Set Up
	11:00 – 12:00	Vendor Set Up
	12:00-13:00	DOORS OPEN FOR VIP
	13:00	DOORS OPEN FOR GA
	14:00	On site Lucky Draw
	16:00	On site Lucky Draw
	18:00	On site Lucky Draw
	20:00	Event Closes
	20:00	Venue Closes - Day 1 Ends

DATE	TIME	ACTIVITY
27/9/2026	12:00-13:00	DOORS OPEN FOR VIP
	13:00	DOORS OPEN FOR GA
	14:00	On site Lucky Draw
	16:00	On site Lucky Draw
	18:00	On site Lucky Draw
	20:00	Event Closes
	20:00	Vendor Take Down
	21:00	Venue Closes - Event Ends

1. General Rules and Compliance

1.1. Compliance with Laws

Vendors must comply with all applicable laws of the Hong Kong SAR, including the Trade Descriptions Ordinance (for counterfeit goods) and the Copyright Ordinance. Vendors are responsible for obtaining any necessary business licenses, lucky draw licenses and visas.

1.2. Event Conduct

All vendors, employees, and assistants must conduct themselves professionally and respectfully. Disruptive, aggressive, or inappropriate behaviour will not be tolerated and may result in immediate removal without refund.

1.3. Venue and Safety Rules

Vendors must comply with all rules of the AsiaWorld-Expo venue, including fire safety, capacity limits, and health protocols.

1.4. Security and CCTV

Security personnel and CCTV will be in operation. If you witness suspicious activity, theft, or issues at your booth, call the organiser immediately using the on-site contact number above.

2. Booth Setup, Teardown, and Allocation

2.1. Booth Allocation

Booth spaces are assigned by the Organiser. While requests are considered, they are not guaranteed. The Organiser reserves the right to adjust booth locations as necessary.

2.2. Setup and Teardown Times

- Move-in / Setup: 10:00 AM – 12:00PM on September 26
- **Exhibition Hours: 12PM – 8:00 PM on September 26 & 27
- Move-out / Teardown: 8:00 PM – 10:00 PM on September 27

Vendors must be fully set up and staffed before opening and remain open for the full duration. Including VIP period. Early teardown is not permitted and may result in exclusion from future events.

Vendors have the following passes per day

Bronze x 2

Silver x 2

Gold x 8

We will send registration form the week of the event. Space is extremely limited in the venue and additional passes will not be available.

Each table includes one table cloth and two display cases as well as appropriate signage.

3. Booth Design, Displays, and Safety

3.1. Booth Standards

Vendors are responsible for booth design and arrangement, provided it complies with safety regulations and event aesthetics. Displays must be professional, appropriate, and safe.

3.2. Fire and Electrical Safety

- All fabrics and decorations must be flameproof.
- Open flames, candles, and lanterns are prohibited.
- Electrical equipment: Use 14-gauge flat wire, grounded plugs, and UL-approved power strips.
- Do not block fire apparatus (hoses, extinguishers).
- The fire marshal may conduct on-site inspections.

3.3. Prohibitions

- Do not hang signs across thoroughfares.
- Do not use palm leaves for decoration.
- For marquees/temporary structures, securely fasten each corner with appropriate ballast weights (e.g., sandbags).

4. Prohibited Conduct and Activities

4.1. Sound and Noise

- Excessive noise will result in power cutoff or eviction.

4.2. Solicitation and "Suitcasing"

- Non-exhibiting individuals or companies are strictly prohibited from soliciting business within the event.
- All business activities must be conducted within your assigned booth.

4.3. Other Prohibited Conduct

- Gambling, unlawful acts, or any activity that disturbs public order or safety.

5. Transactions and Indemnification

5.1. Disclaimer of Liability for Transactions

The Organiser is not a party to, and is not responsible for or liable for, any sale, trade, exchange or other transaction between a Vendor and any attendee or other Person. All such transactions are solely between the Vendor and purchaser of other counterparty.

5.2. Items offered by Vendors

Each Vendor is solely responsible for the authenticity, condition, description, legality and ownership of, and its right to sell, trade or exchange any item it offers, displays, sells, trades or exchanged at the Event. The Organiser does not authenticate, guarantee or warrant any such item.

5.3. Indemnification

The Vendor agrees to immediately and hold harmless the Organiser, its representatives, agents and employees from and against all claims, losses, liabilities, costs and expenses including reasonable legal fees, arising out of or in connection with

- The Vendors participation in the Event;
- any transaction or dispute between the Vendor and any attendee or other person;
- any item offered, displayed, sold, traded or exchanged by the Vendor, including any claim that an item is counterfeit, stolen, infringing, unlawful, misdescribed or otherwise defective; or
- any breach by the Vendor or these terms or any applicable law

5.4. Vendor Responsibility for Theft/Loss

Vendors are solely responsible for the security of their own stock, cash, equipment, and personal property. The Organiser accepts no responsibility for theft, loss, or damage to Vendor property, even where security or CCTV is present.

6. Insurance

6.1. Vendor Insurance

It is strongly recommended that all Vendors carry their own public liability and property insurance to cover loss, theft, damage, or claims.

6.2. Organiser Insurance

The Organiser's event insurance covers only the Organiser's liabilities and does not cover Vendor property or Vendor liability.

8. Penalties and Enforcement

- Late Arrival / Early Teardown: May result in fines or disqualification from future events.
- Violation of Rules: The Organiser reserves the right to cut power, close the booth, or evict any Vendor violating these terms without refund.
- Compliance: All Vendors must comply with emergency instructions from staff, security, or venue officials.

11. Waste and Cleaning

Vendors are responsible for keeping their booth area clean. All waste and personal items must be removed at teardown.

12. Acceptance of Terms

By submitting a vendor application and/or making payment, the vendor confirms that they have read, understood, and agree to be bound by all the terms and conditions set out in this Vendor Manual.

In the event of a discrepancy between the English and Chinese version of this, the English version shall prevail.

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13. Governing Law and Jurisdiction

These terms, and any dispute or claim arising out of or in connection with them, the Event or a Vendor's participation in the Event, are governed by the laws of Hong Kong. The parties submit to the exclusive jurisdiction of the courts of Hong Kong.

I have read, understood, and agree to be bound by all the terms and conditions set out in this Vendor Manual.

Vendor Name:

Signatory Name:

Date: _____

Company Chop (if applicable): _____

EVENT PRACTICES

No Food And Drink

The event floor will be a food and beverage free zone. This is a customer only requirement. We do understand vendors will need to keep fed and hydrated so please limit your consumption within your own booth space. As well all know these cards can be expensive/hold high importance to everyone and a loss or damage of such cards/equipment would be terrible.

Please remind guests to stay away from the tables and if you feel uncomfortable please let one of the on site staff know.

Lucky Draws

We will be doing several lucky draws on site during the show. These will be done over the speaker system and recorded down by ticket number. This should not be of concern for staff with numberless wristbands. But you may tell customers if they are concerned.

Vendor Booths

Please remember that each booth has been bought and paid for by everyone. Do not cross lines or block off customer access to other booths. We want to encourage vendors to mix friendly and not cause any drama between vendors. Please do not use the space in front of your booth to tout for trade and be mid

We plan to give each vendor 3 wristbands each. This is to allow space behind the booths. For each booth and should be sufficient for the duration of the event.

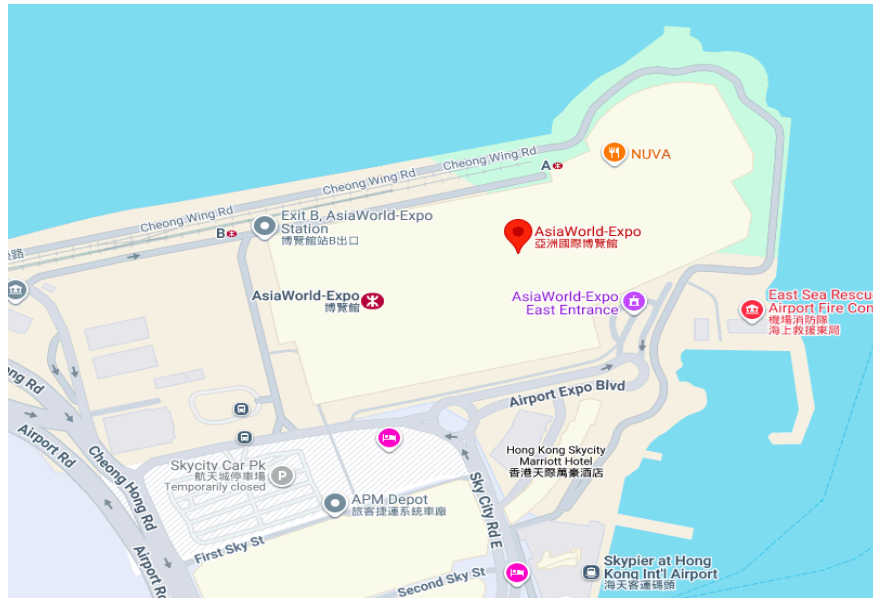
Vendor Transactions

As part of HKTCS we expect each vendor to organise their own transactions. They may do it however they please. Though we encourage vendors to use as little cash as possible for safety and security purposes. Should vendors have large amounts of cash on them we encourage them to remove from the site and bank at a nearby ATM.

SITE ACCESS, BUMP IN & BUMP OUT

SITE ACCESS

For most Vendors entry will be through the Main Entrance. Indicated on the below map. Should any vendors need access to Freight Lifts and elevators please make it be known at least 1 week prior to the Event. This access is extremely Limited and is only available on a needs must basis. This access point is only available with permission from HKTCS staff.



No trollies are available on site so please ensure your delivery team comes prepared.

The address of Asia World Expo is:

1號 Airport Expo Blvd, Chek Lap Kok

You can access the venue from **11AM on September 26th**. Your Table will come with a header to clearly see where you are - please make sure you go to your correct booth.

BUMP OUT

The event finishes at 20:00PM on September 27th and all guests, vendors and staff **MUST** be off site by 21:00PM as AWE closes up at this time. Bump out can happen between 20:00 - 21:00PM.

A-Z GUIDE

The following provides an A to Z reference for all other information relating to your stand and the HKTCS event.

CHILDREN

Children under 16 (including babies) are prohibited during bump in and bump out. This is a work site. We have no issues with children coming to the event, however, It is for **Everyone!**

CLEANING

There are no cleaners on site to manage the waste generated but we ask that everyone be respectful to the venue without creating any waste, there will be rubbish bins on site, so please make use of them . You will be liable to any significant damage that is caused from your operation.

Please ensure all items and components from your stand are taken with you at bump out. If you leave any hard waste onsite you will be charged a disposal fee for its removal.

DAMAGE

Care must be taken to avoid damage to any part of the site, your stand or any hire equipment. Should you, your staff or your contractors cause any damage you will be charged for it. If you discover any damage on your arrival onsite please notify the Organisers immediately.

DISPLAYS

Please ensure all your displays are within your vendor space – the site is not large and therefore public movement will be significant – as such we want to avoid tipping hazards and congestion.

ELECTRICS & LIGHTING

If you need to order additional lighting or power for additional appliances please let us know.

Under no circumstances are exhibitors or their electrical contractors allowed to make lighting or power supply connections.

FIRST AID

First Aid will be available throughout the event.

LOST PROPERTY

Please hand any lost property into the Organiser's Office.

MUSIC

If you intend to use any form of feature music (i.e. not background music) during the course of the event you are required by law to obtain a music licence. Please have a copy with you onsite.

NOISE

Any stand playing music or videos must keep the sound down to a level that is not intrusive to other exhibitors, PLEASE BE COURTEOUS.

PHOTOGRAPHY

We have appointed an official photographer for the show so will have images however please take as many as you like and share on social media so we can also share!

Hashtags to use and tag us

#HKTCS

@HKTRADINGCARDSHOW

PROMOTIONAL MATERIAL

All dispensation of literature and promotional material must be conducted from your stand. Your staff will not be permitted to hand out leaflets etc at the entrance to the event, in the gangways or any other part of the site.

SECURITY

Whilst every reasonable precaution is taken during the show to ensure the premises are adequately patrolled, the Organisers expressly disclaim responsibility for any loss or damage to property of any exhibitor from any cause. It is essential that you report any loss sustained to security or the Organisers and that you are adequately insured for such losses.

To help ensure the security of the show, please follow these points:

- Delegate one member of your personnel responsible for your company's safety and security at the event.
- Do not leave cash, handbags, mobile phones, laptops, valuables on your stand that could be stolen
- Please note that bump in and bump out days are high-risk periods. You are recommended to work in pairs and ensure your stand is manned at all times.
- Make sure you arrive **prior** to opening and leave **after** closing.

OVERNIGHT STORAGE

Whilst there is over night security and CCTV in the venue, we highly recommend that vendors remove all their product and collections off the site over night.

SMOKING

HKTCS site is a **smoke-free zone** at all times during bump in, event and bump out periods.

TROLLEYS

Please ensure that you bring your own trolleys to transport goods to your stand. Also, please ensure that any delivery companies/couriers delivering goods to your stand also bring the necessary equipment.

EMERGENCY PROCEDURES

When you get to site ensure you familiarise yourself with the locations of:

- Emergency Exits
- First Aid
- Organiser's Office
- Evacuation Assembly Points

EMERGENCY EVACUATION

In the unlikely event of an evacuation an **Announcement to Evacuate** will be broadcast over the Site PA.

Please move calmly to your most appropriate exit and assemble at the designated Assembly Point. Please do NOT bring any equipment from your stand with you.

In the event of a medical emergency:

- Alert a Security Guard, Organiser or First Aider (whoever is closest) – if you can't find anyone shout for help
- Stay with the patient until help arrives
- Assist First Aid team if required

In the event of non-urgent medical assistance (i.e. cuts/abrasions)

- Direct patient to First Aid Van (near front entrance) – provide assistance if required