

## Convention and Exhibition Industry Subsidy Scheme (Second Part)

### Application Guide (Private Organisers)

(updated on 17 February 2021 and 20 July 2021)

#### Convention and Exhibition Industry Subsidy Scheme Latest requirements

To align with the Government's latest anti-epidemic measures, all organisers applying for the Convention and Exhibition Industry Subsidy Scheme from 18 February 2021 have to ensure that the events concerned comply with the following health and anti-epidemic measures:

(i) For events held on or before 21 July 2021, prevailing restrictions imposed on place of public entertainment by the directions issued by the Secretary for Food and Health under the Prevention and Control of Disease (Requirement and Directions) (Business and Premises) Regulation (Cap. 599F), irrespective of whether a Temporary Places of Public Entertainment Licence is required for the event concerned; for events held on or after 22 July 2021, prevailing restrictions imposed on place of public entertainment or event premises (as applicable) by the directions issued by the Secretary for Food and Health under the Prevention and Control of Disease (Requirement and Directions) (Business and Premises) Regulation (Cap. 599F).

Please refer to section 8 of Cap. 599F for the relevant directions:  
<https://www.elegislation.gov.hk/hk/cap599F>

(ii) Extra health and anti-epidemic measures targeting convention and exhibition activities

Please see Annex.

The application forms attached herewith have been updated (updates in blue and red). Organisers have to confirm in the application forms (Forms A2 or B) that the events are in compliance with the relevant requirements, which would be confirmed by the venue operators. Government staff will conduct random spot checks to ensure that the events concerned comply with the relevant requirements. In case of non-compliance, the organisers will not be eligible for the subsidy.

## Introduction

The Second Part of the Convention and Exhibition Industry Subsidy Scheme (the Scheme) is set up under the Anti-epidemic Fund to provide subsidies to eligible organisers of exhibitions and international conventions held between 3 October 2020 and 30 June 2022 (both dates inclusive) at the Hong Kong Convention and Exhibition Centre (HKCEC) and AsiaWorld-Expo (AWE) equivalent to 100% of the venue rental.

## Eligibility

2. For the purpose of the Scheme, exhibitions and international conventions that are eligible for the subsidy are defined as follows:

- (a) **Exhibitions:** demonstration or display of products, materials and/or services by multiple sellers to multiple buyers with an aim to trade such products, materials and/or services whether inside or outside of the venue, and such demonstration or display occupies no less than 1,200 square metres of gross floor area (GFA).
- (b) **International conventions:** formal meeting of delegates for knowledge and information sharing on a particular subject under an organised agenda, with (i) over 400 participants; **AND** (ii) at least 50% of the participants are non-local (i.e. from outside Hong Kong).

3. Exhibitions and international conventions must have started within the period between 3 October 2020 and 30 June 2022 (both dates inclusive) to be eligible. Events starting within the aforementioned period but ending beyond 30 June 2022 are still eligible. For the avoidance of doubt, the 'start' date of an event is the date when it actually takes place at the venue, irrespective of the licensing period, move-in/out period or when an organiser submitted an application under the Scheme.

4. An event is eligible for subsidy under the Scheme if more than 50% of the GFA of the event is used as an **Exhibition** or an **International Convention**. If an event lasts for more than one day, the usage of the GFA of the event shall be calculated as follows: the summation of the GFA used for a particular purpose on each day of the event divided by the summation of the total GFA of the event on each day of the event.

## Subsidy disbursement

### (i) For exhibitions that have been held in Hong Kong for the past five years (or ten years for biennial exhibitions)

5. For private exhibition organisers which have good track record, i.e. their exhibitions have been held in HKCEC or AWE for the past five years (i.e. 2015 to 2019 or 2016 to 2020 for annual exhibitions; 2010 to 2019 or 2011 to 2020 for biennial exhibitions) as confirmed by the venue operators, they may apply for receiving advance payment of 50% of the venue rental. In other words, they will pay 50% of the venue rental to the venue operators according to the licensing agreement, and the Government will pay, on behalf of the exhibition organisers, the remaining 50% to the venue operators one month before the exhibitions. After the amount of the advance payment is determined and paid as at one month before an event, the Government will not recall any excess advance payment should there be subsequent decrease in the venue rental, while any subsequent increase in venue rental should be settled by the organisers and the Government will disburse the subsidy after the event.

6. Applicants who wish to receive advance payment will need to submit an application form (**Form A1**) and pay 50% of the venue rental to the venue operators at least **two months before the exhibitions**. Within two months after completion of the exhibitions, applicants should submit **Form A2** to the venue operators to confirm final venue rental and event turnout. The Government will endeavour to disburse the subsidy equivalent to the remainder of the venue rental over the advance payment to the organisers through the venue operators within 12 working days after receipt of duly completed application forms.

7. If an exhibition is eventually cancelled or is postponed to a date beyond the validity period of the Scheme, the organiser concerned must pay back the Government, via the venue operator, the entire advance payment within one month after the organiser has made the decision to cancel or postpone the exhibition.

### (ii) For others exhibitions and international conventions

8. For other organisers which are not eligible for receiving the advance payment of subsidy or do not wish to receive advance payment of subsidy, they are required to submit applications (**Form B**) to the venue operators **within two months after completion of the events**. After vetting, the Government will disburse the subsidy

equivalent to the paid venue rental to the successful applicants via the venue operators. Subject to the organiser's submission of a timely and complete application, disbursement is expected to be made through the venue operators within 12 working days after receipt of the duly completed application form.

### **Application materials**

9. Applicants are required to complete the application form attached to these guidelines and submit to the venue operators. For organisers of international conventions, the application form has to be accompanied by an auditor's report prepared by a Certified Public Accountant of the Hong Kong Institute of Certified Public Accountants (or equivalent) which confirms the fulfilment of the requirement regarding the number of participants, including the proportion of non-local participants, as stipulated in paragraph 2(b) above.

10. Applicants must complete all applicable entries of the application form to be eligible. Applications with incomplete information (even after request) will not be processed. Any applicants knowingly or wilfully makes a false statement, misrepresenting or concealing any information in order to obtain subsidy under the Scheme by deception commits a criminal offence and is liable on conviction to imprisonment. Any misapplied subsidy or advance payment must be returned to the Government.

11. For enquiries, please contact the venue operators.

**Extra health and anti-epidemic measures targeting  
convention and exhibition activities**

- (a) Organisers must comply with the health and anti-epidemic measures stipulated in the guidelines for convention and exhibition (C&E) activities prepared by the venue operators;
- (b) Venue operators and organisers shall assign staff to monitor and control visitor traffic, in order to avoid excessive visitors gathering at particular exhibition booths;  
and
- (c) If a person confirmed to be contracted with COVID-19 visited the C&E event, the venue operators and organisers shall follow the advice of the Centre for Health Protection to adopt health precautionary measures.

## Convention and Exhibition Industry Subsidy Scheme (Second Part)

Application form (Advance payment)

(To be submitted at least two months before exhibition)

**(A) Exhibition Details****Organiser:**

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**Event name:***(Name on licensing agreement)*

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*(Name in public domain)*

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**Event date:***(move-in)**(show date)**(move-out)***Venue:***(hall/conference room numbers)* Hong Kong Convention and Exhibition Centre (HKCEC) AsiaWorld-Expo (AWE)**Venue rental:***(in Hong Kong dollars)*

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**(B) Distribution of Gross Floor Area (GFA)**

	<b>Exhibition</b>	<b>Others</b>	<b>Total</b>
<b>GFA (in m<sup>2</sup>)</b>			
<b>Venue rental</b>			

**(C) Previous Editions**

<b>Year</b>	<b>Date</b>	<b>Venue</b>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
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<hr/>	<hr/>	<hr/>

**(D) Other Government Subsidy**

Have you obtained, or are you planning to obtain, subsidies under other Government funding schemes?

- Yes**, the funding scheme(s) is/are: \_\_\_\_\_
- No**.

**(E) Declaration**

I solemnly and sincerely declare that all the information on this application form is correct. I understand that the deliberate provision of false information or omission of information in order to obtain subsidy under the Convention and Exhibition Industry Subsidy Scheme by deception is a criminal offence. In addition to the consequence of being ineligible for the subsidy, I am liable on conviction to imprisonment under the Theft Ordinance, Chapter 210.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

(please apply organisation chop on this form)

**Contact number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**To be completed by venue operator**

To the best of our knowledge, the information provided in this form is correct.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Contact number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Application serial number:** \_\_\_\_\_

## Convention and Exhibition Industry Subsidy Scheme (Second Part)

### Application form (Remainder of subsidy) (for applicants who have received advance payment)

(To be submitted within two months after exhibition)

#### (A) Exhibition Details

**Organiser:** \_\_\_\_\_

**Event name:** \_\_\_\_\_

*(Name on licensing agreement)*

*(Name in public domain)*

**Event date:** \_\_\_\_\_

*(move-in)*

*(show date)*

*(move-out)*

**Venue:** \_\_\_\_\_

*(hall/conference room numbers)*

Hong Kong Convention and Exhibition Centre (HKCEC)

AsiaWorld-Expo (AWE)

**Final venue rental:** \_\_\_\_\_

*(in Hong Kong dollars)*

#### (B1) Event Turnout (exhibition)

Exhibitors (in numbers)			Buyers (in numbers)		
Local	Non-local*	Total	Local	Non-local*	Total

\* 'Non-local' refers to those from outside Hong Kong.

#### (B2) Final Distribution of Gross Floor Area (GFA)

	Exhibition	Others	Total
GFA (in m <sup>2</sup> )			
Venue rental			

#### (C) Other Government Subsidy

Have you obtained, or are you planning to obtain, subsidies under other Government funding schemes?

**Yes**, the funding scheme(s) is/are: \_\_\_\_\_

**No**.



**(D) Health and anti-epidemic measures**

- I confirm that the event under the current subsidy application is in compliance with (i) prevailing restrictions imposed on  place of public entertainment /  event premises^ by the directions issued by the Secretary for Food and Health under the Prevention and Control of Disease (Requirement and Directions) (Business and Premises) Regulation (Cap. 599F); and (ii) the extra health and anti-epidemic measures targeting convention and exhibition activities set out at Annex of the Application Guide.

^ tick as appropriate

**(E) Declaration**

I solemnly and sincerely declare that all the information on this application form is correct. I understand that the deliberate provision of false information or omission of information in order to obtain subsidy under the Convention and Exhibition Industry Subsidy Scheme by deception is a criminal offence. In addition to the consequence of being ineligible for the subsidy, I am liable on conviction to imprisonment under the Theft Ordinance, Chapter 210.

**Signature:**

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**Name:**

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**Title:**

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**Organisation:**

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(please apply organisation chop on this form)

**Contact number:**

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**Email address:**

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**Date:**

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**To be completed by venue operator**

To the best of our knowledge, the information provided in this form is correct, including but not limited to the applicant's compliance with health and anti-epidemic measures stated in part (D) above. We also confirm our compliance, as the venue operator, with the same set of measures where applicable.

**Signature:**

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**Name:**

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**Title:**

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**Contact number:**

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**Email address:**

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**Date:**

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**Application**

**serial number:**

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## Convention and Exhibition Industry Subsidy Scheme (Second Part)

Application form (for applicants without advance payment)

To be submitted within two months after event

**(A) Event Details****Organiser:**

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**Event name:***(Name on licensing agreement)*

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*(Name in public domain)*

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**Event type:** Exhibition  
*(Please complete Part (B1))* International convention  
*(Please complete Part (B2))***Event date:***(move-in)**(show date)**(move-out)***Venue:***(hall/conference room numbers)* Hong Kong Convention and  
Exhibition Centre (HKCEC) AsiaWorld-Expo (AWE)**Venue rental:***(in Hong Kong dollars)*

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**(B1) Event Turnout (exhibition)**

Exhibitors (in numbers)			Buyers (in numbers)		
Local	Non-local*	Total	Local	Non-local*	Total

**(B2) Event Turnout (international convention)**

*[Applicants should submit the application form with an auditor's report prepared by a Certified Public Accountant of the Hong Kong Institute of Certified Public Accountants (or equivalent).]*

Participants (numbers)		
Local	Non-local*	Total

\* 'Non-local' refers to those from outside Hong Kong.

<b>(B3) Distribution of Gross Floor Area (GFA)</b>				
	<b>Exhibition</b>	<b>International convention</b>	<b>Others</b>	<b>Total</b>
<b>GFA (in m<sup>2</sup>)</b>				
<b>Venue rental</b>				

**(C) Other Government Subsidy**

Have you obtained, or are you planning to obtain, subsidies under other Government funding schemes?

- Yes**, the funding scheme(s) is/are: \_\_\_\_\_
- No.**

**(D) Health and anti-epidemic measures**

- I confirm that the event under the current subsidy application is in compliance with (i) prevailing restrictions imposed on  place of public entertainment /  event premises^ by the directions issued by the Secretary for Food and Health under the Prevention and Control of Disease (Requirement and Directions) (Business and Premises) Regulation (Cap. 599F); and (ii) the extra health and anti-epidemic measures targeting convention and exhibition activities set out at Annex of the Application Guide.

^ tick as appropriate

**(E) Declaration**

I solemnly and sincerely declare that all the information on this application form is correct. I understand that the deliberate provision of false information or omission of information in order to obtain subsidy under the Convention and Exhibition Industry Subsidy Scheme by deception is a criminal offence. In addition to the consequence of being ineligible for the subsidy, I am liable on conviction to imprisonment under the Theft Ordinance, Chapter 210.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

(please apply organisation chop on this form)

**Contact number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**To be completed by venue operator**

To the best of our knowledge, the information provided in this form is correct, including but not limited to the applicant's compliance with health and anti-epidemic measures stated in part (D) above. We also confirm our compliance, as the venue operator, with the same set of measures where applicable.

**Signature:**

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**Name:**

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**Title:**

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**Contact number:**

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**Email address:**

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**Date:**

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**Application  
serial number:**

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