



Circular 12: Points to Note/New Measures on Custom-Built Participation

Electricity Supply

	<p>For the standard socket (if included in the booth package) provided by the organizer, please be reminded that the fuse maximum capacity is 500watt for one electrical appliance only. Exhibitor should also check which type of socket you have ordered (if any) and its power limitation. The fuse will be broken if electricity consumption exceeded the power supply limit. HKD50 will be charged for each fuse re-installation. <u>No multi-plug or extension cord are allowed to be connected to the socket.</u> HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.</p>
	<p>The electrical appliance used by the exhibitor on-site should be a 3-pin plug and in compliance with the electrical safety requirements (as shown in the picture).</p>
	<p>For those exhibitors who ordered lighting connections only, please contact the “Technical Services Counter” for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair.</p>

Fair System & Furniture

	<p>No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. Please request for booth modifications at our Technical Services Counter ONLY. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.</p>
	<p>Each square metre of wooden shelf and cabinet top can only support weight under 3kg. Hanging objects from ceiling beams and system panels are prohibited. For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.</p>

The exhibitor shall be solely responsible for death, injury, damages or any consequences in relation to the violation of any of the above guidelines.

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built stands have been implemented. Please pay attention to the summary as follow and refer to section 4 of the Exhibitors’ Manual for details.

Section	Items
4.2	<p><u>Information submission</u> Please note the deadline for submission of Custom-Built Participation Contractors’ Information (Form 1), construction drawings, lighting distribution plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$2,000 (US\$250) will be charged to the Exhibitor or its appointed contractor.</p> <p>Submission of “Structural Safety Certificate”, Documentary Proof of Fire Services Compliance and “Certification of <Electrical> installation, inspection & testing” (Form WR1) are also required.</p>
4.2.2	<p><u>Site work deposit</u> Calculation based on HK\$300/US\$40 per sqm. For two-storey construction stand, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000/US\$667 and HK\$75,000/US\$10,000</p>



	respectively.	
4.2.3	Contractors are required to carry out and maintain public liability insurance in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. 16 - 18 May 2024 .	
4.2.4	Hall rental charges for over-time move-in and move-out	
4.2.5	Maximum stand height	
4.2.6	<u>Submission of Structural Safety Certificate, Structural Calculations and Documentary Proof of Fire Services Compliance</u>	
	Stands & temporary structures	>2500mm & <4500mmH
	Stages or platforms	>1100mm & <1500mmH
	Suspended lighting truss & equipment	<100 kg
		≥ 4500mmH or two-storey construction
		≥ 1500mmH
		≥ 100 kg
	Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings
		Verify stability of design drawings & prepare structural calculations
		Supervise construction works at site
		Verify stability after completion by issuing structural safety certificate
	Submit design drawings to Organiser by 3 April 2024	By email
	Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 14 May 2024	copies with structural calculations*
	Submit to Official Electrical Contractor by 1500 hrs on 14 May 2024	Structural Safety Certificate*
	Upon Venue Operator's / Government Authority's request	Certificate of installation, inspection & testing (Form WR1)*
		Documentary Proof of Fire Services Compliance
* Failing to provide the required certificate and form by 2200 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period.		
Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.		
An Authorized Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For AP/RSE registry, please visit http://www.bd.gov.hk/english/inform/e_rse_1.html .		
<u>Documentary Proof of Fire Services Compliance</u>		
In compliance with the Venue's Rules & Regulations, all construction and decoration of stands (including but not limit to drapes, curtains, fabrics, banners, backdrops) must be non-combustible, inherently non-flammable or durably flameproof and may be inspected by authorized personnel of Venue Operator or the Hong Kong Government to verify compliance. As such, relevant documentation relating to fire tests, flame tests, fume tests and other similar tests which may be required by the relevant legislation and regulations should be available upon request.		
Alternatively, these items shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. The work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Exhibitor/Contractor shall be		

	submitted to the Organiser upon request, as documentary proof of compliance. Please refer to http://www.hkfsd.gov.hk/eng/source/licensing/premises.htm#e3 for details. For Registered Fire Service Installation Contractor registry, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf .
4.2.7	Electricity In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Electrical Contractor as per schedule mentioned above.
4.2.9	Reflective Vest All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest.
4.2.12	Waste Reduction and Recovery Measures In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention & Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area.
4.2.13	Construction Industry Safety Training Certificate All stand fitting contractors must acquire Construction Industry Safety Training Certificates ("Green Card") qualifications and have it properly displayed when working at HKCEC. HKCEC's security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials. Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at hkcepc@hkcec.com or (852) 2582 8888 should you need further assistance.
4.2.14	Requirements must be complied with by the Exhibitor and his/her appointed Contractor
4.2.15	Deduction of site work deposit

We believe that you and your appointed contractor(s) will support us in this initiative in creating a safer working environment. To ensure a full compliance on the above rules, we will penalize offenders by refusing their participation in our future fairs, and forfeiting totally the site work deposits lodged with us.

"A Guide on Safety and Health in the Hong Kong Exhibition and Convention Industry" has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention. You and your appointed contractor(s) are advised to go through the guide via http://www.exhibitions.org.hk/english/media_detail.php?id=275

For queries, please feel free to contact Mr. Abel Kwan/Mr. Aston Fong<email (abel.kwan@hktcd.org/aston.wh.fong@hktcd.org or phone (852 2240 5466/2240 5459)>. Thank you for your kind understanding and co-operation!

通告 12: 特裝參展新措施

電力供應

	<p>攤位若附設大會提供之電力插座，其最大用電量只限於 500watt 以下之單 一電器使用。參展商請勿超過負荷，以免保險絲斷路。重新安裝保險絲的費用 將保留終止供電權利。參展商切勿於插座上安裝萬能插頭或拖板，一經發現本局</p>
	<p>參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。</p>
	<p>參展商若已租用電力接線服務(供自行攜帶及安裝電燈使用)，在自行安裝電燈後，請聯絡會場之“攤位設施服務處”以便安排電力接駁。參展商將對自行攜帶之電器用品所引致之任何結果擔負所有責任。</p>

攤位結構及傢俱

	<p>攤位結構不得擅自作任何形式之拆除、改裝或張貼任何東西，亦不得釘上任何釘子。如需作出改動，請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。</p>
	<p>每米木層板及地櫃櫃面只能負重不超過三公斤之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。基於安全理由，嚴禁站立在桌子、椅子、地櫃或展示櫃等上。</p>

若違反以上任何指引，參展商將對引致之死亡、人身傷害、損失或任何後果擔負所有責任。

為提升展覽的整體安全及效率，有關特裝攤位的新措施亦已實施。其簡要如下，詳情請參閱參展商手冊第四部份。

部份	內容
4.2	<p>提交資料 請留意特裝參展承建商資料申報表(表格一)、設計圖則及燈圖、施工按金、公眾責任保單副本的提交日期。否則，主辦機構會向參展商/承建商收取 2,000 港元(250 美元)的逾期行政費。 亦須提交「結構安全證明書」、「電力裝置完工證明書」〔表格 WR1〕及符合相關消防規定證明書。</p>
4.2.2	<p>施工按金 按金以每平方米 300 港元(40 美元)計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高的金額分別為 5,000 港元(667 美元)及 75,000 港元(10,000 美元)。</p>

4.2.3	承建商必須購買有效的公眾責任保險，每次事故賠償限額不少於 1000 萬港元，而保險期內累積賠償額則無限。有效期須包括進場、展覽期間及離場(即 2024 年 5 月 16 - 18 日)。	
4.2.4	進場及離場超時租場收費	
4.2.5	攤位高度限制	
4.2.6	提交「結構安全證明書」、「數據證明」、符合相關消防規定證明書	
	攤位及臨時搭建物	>2.5 米 而 <4.5 米高
	平台或舞台	>1.1 米 而 <1.5 米高
	懸空照明支架及設備	<100 公斤
	認可人士/註冊結構工程師應	證明其設計圖則穩定性
		證明其設計圖則穩定性及數據證明
		監督搭建工程
		在完成搭建後驗證並簽發結構安全證明書
	於 2024 年 4 月 3 日 或之前提交圖則予主辦機構	以電郵方式
		設計圖則及數據證明*
	於 2024 年 5 月 14 日 下午 3 時或之前投放到「攤位設施」展位之收集箱	結構安全證明書*
	於 2024 年 5 月 14 日 下午 3 時或之前交予大會電力承建商	電力裝置完工證明書〔表格 WR1〕*
	應展館營運者、政府部門要求才需提供	符合相關消防規定證明書
	*如未能於最後進場日晚上 10 時前交妥相關證明書/表格，主辦機構有權在整個展期內禁止所有人士進入有關攤位/停止電力供應。 參展商須完全負責攤位結構的安全，詳情可參照《建築地盤（安全）條例》第 59 章。 認可人士包括註冊建築師（認可人士名單 1）、註冊結構工程師（認可人士名單 2）或註冊屋宇測量師（認可人士名單 3）。認可人士的定義詳述於香港建築物條例第 123 章。有關認可人士/註冊結構工程師的名冊，請瀏覽屋宇署網頁： http://www.bd.gov.hk/chinese/T/inform/c_rse_1.html 。	
	符合相關消防規定證明書 按展館營運者的規定，所有搭建及裝飾材料〔包括但不限於窗簾、門簾、織物、橫幅、木材結構〕必須屬非可燃材料，非易燃品質地或防火耐用性材料。展館營運者或香港政府授權代表可要求檢查這些材料的合規性，而參展商/承建商必須提供有關防火試驗、燃燒試驗、烟薰試驗及相關法例及規例要求的其他類似試驗的相關文件。 或由註冊二級消防裝置承辦商，以防火溶液將搭建及裝飾材料加以處理的工作，並在完工後簽發消防證明書〔消防表格 251〕以證明符合規定。參展商/承建商必須保存該表格，並需應展館營運者或香港政府要求而提交。詳情請瀏覽消防處網頁 http://www.hkfsd.gov.hk/chi/source/licensing/premises.htm#e3 。有關註冊消防裝置承辦商的名冊，請瀏覽消防處網頁： http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf 。	
4.2.7	電力裝置 按電力條例〔第 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及須於上述指定時間交予大會電力承建商，以茲證明。	

4.2.9	<u>反光背心</u> 任何獲授權或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心。
4.2.12	<u>減少廢物及回收措施</u> 根據《廢物處置（化學廢物）（一般）規例》，香港會議展覽中心已成為含水銀燈管廢物產生者，並於該中心地下「設計廊」對面；展覽廳一 A、C 卸貨區；展覽廳三 C、E、G 卸貨區及展覽廳五 C、E、G 卸貨區共設置九個回收筒供棄置之用。
4.2.13	<u>建築業安全訓練證明書</u> 凡進入展館工作的承建商，必須持有建築業安全訓練證明書措施（即「平安咭」），並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。 如有任何查詢，可透過電郵 hkcepc@hkcec.com 或致電（852）2582 8888 與展館營運者之項目策劃及統籌部聯絡。
4.2.14	參展商及其承建商必須遵守的規定
4.2.15	施工按金扣款制

本局深信 貴公司及 貴公司委託的承建商必定全力支持上述措施，共同營造更安全的工作環境。為確保參展商及承建商遵守上述規定，本局將拒絕違規者參加本局日後舉辦的展覽會，並全數沒收其繳交的施工按金，以作處分。

由香港展覽會議協會出版的「香港展覽會議業之安全及健康指南」已涵蓋業界需注意的事項。請 貴公司及 貴公司委託的承建商仔細參閱以下網站：

http://www.exhibitions.org.hk/tc_chi/media_detail.php?id=275

如有查詢，請聯絡關先生或方先生<電郵：abel.kwan@hktdc.org / aston.wh.fong@hktdc.org；電話：852-2240 5466 / 2240 5459>。