

Circular 13: Standard Booth Decoration & Practice for Metal Scaffolding Safety

Standard Booths are provided by the Organiser's official contractor and are of a standard design. No variation of the Standard Booth shall be allowed unless prior written approval is given by the Organiser. No decoration, booth fitting or exhibit shall exceed 2.5 m in height or the height of the Standard Booth, whichever is lower. **No stickers, poster hangers or other materials are allowed to be hung on the fascia.** The Organiser reserves the right to remove at the exhibitor's expense any exhibits or publicity materials which are considered not in compliance with the standard and set-out of the exhibitor or do not fall within the exhibit description of the exhibition.

Strictly for safety purposes, the use of ladders in excess of 2 meters height is prohibited within Exhibition Venue by persons working in association with Scheduled Exhibition. If a construction/dismantling work is carried out at a level over 2 meters or higher above ground, Contractors should use high reach equipment, such as metal scaffolding. In addition, the scaffold should not be used on a construction site unless Form 5 (Scaffolds-Reports of Results of Fortnightly or other inspections report) has been made by a competent person. This form should be displayed in a prominent location of the scaffold which specifies the location, extension of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability. In addition, workers are required to wear safety belt while construction activities are carried out over 2 meters height or above the ground. For further details, please visit the website at http://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety. If Exhibitors or Contractors do not comply with above rules, HKTDC and/or the Venue Operator will have the rights to suspend the relevant construction activity immediately.

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. If you need further information, please feel free to contact [Mr. Abel Kwan](mailto:abel.kwan@tdc.org.hk) (Tel: 852-2240 5466). You may also visit the website at: http://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety.

Hong Kong Trade Development Council

通告 13: 標準展台攤位布置 及 金屬棚架安全守則

標準展台由主辦機構指定的承建商提供，設計劃一。未經主辦機構事先書面許可，不得改動標準展台。任何裝飾、展台構件或展品的高度不得超過 2.5 米或標準展台的高度，以較低者為準。攤位名牌上不得附加任何標貼或掛上任何海報、垂懸裝飾或其他物品。主辦機構如認為任何展品或宣傳品違反展覽會的標準或規格，又或不屬於指定的展品範圍，則有權將該等展品或宣傳品清除，而費用須由參展商支付。

為確保安全，展覽期間展館內禁止任何人士使用高度超過2 米梯子。對於所有在離地2米或以上高度進行的攤位搭建或拆卸工程，承建商必須使用金屬棚架等高空工作設備。於建築工地使用棚架者，必須由合資格人士提交《表格五》報告。該表格須於棚架當眼處展示，列明棚架的位置及範圍，並登載聲明表示棚架的堅穩程度合乎施工安全標準。

同時，工人在離地2 米或以上高度進行建築活動時，必須佩戴安全帶。如需獲取更多資料，上網瀏覽《金屬棚架安全守則》，網址：

http://www.labour.gov.hk/eng/public/content2_8b.htm。若有違規者，展館營運者及本局有權立即中止有關建築活動。

請參展商注意及遵守有關規定並通知承建商。如需獲取更多資料，請與關志文先生（電話：852-2240 5466）聯絡。

香港貿易發展局