

4. Booth Design and Facilities

Please visit “Exhibitors’ Centre”, “Order Form Electronic Version” at <http://www.hktdc.com/ictexpo> for accessing Form 1~6 mentioned under this section.

These terms and conditions are in addition to, and supplement, the Rules and Regulations in [Section 3]. Without limitation paragraphs 67 - 74 of the Rules and Regulations shall apply in relation to all works undertaken in accordance with this Section 4.

4.1 Standard Booth / Premium Booth

All shell booths will be designed, erected and decorated by the Organiser. Facilities including partitions, company fascia, table, chairs, display shelves, cabinets, spotlights and carpet will be provided. The Organiser reserves the rights to make changes on the facilities provided at any time before the commencement of the Fair. Main switch and distribution board may be required to be installed within booth area at the organiser’s discretion.

Fascia Board with company name will be provided for free. Exact wording of the company name (in English) provided in your application form will be used for its fascia board.

Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths on their own. Exhibitors requiring extra assistance to relocate or delete standard facilities should submit their request by submitting the [Forms 3 and 5 \(Additional/Modification of standard facilities\)](#) to the Organiser no later than [27 Feb, 2015](#).

Deletions of standard items are free of charge if the Organiser is notified no later than the deadline of [27 Feb, 2015](#) only.

Shell Booth Exhibitors and their appointed contractors must adhere to the following requirements:

- 1) All Exhibitors using a Shell Booth can only decorate the interior of their booth area. No additional booth fitting, structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminum profile or structure or panels of the Shell Booth. Any drilling/nailing to the Shell Booth panels and shelves is strictly prohibited.
- 2) The Exhibitor shall be liable to pay to the Organiser any loss or damage suffered by failing to comply with paragraph 1, including the costs of restating and resetting up the Shell Booth in compliance with the requirements.
- 3) The use of adhesives and glues to the Shell Booth panels and shelves is strictly prohibited. Any stickers, graphics or any kind of fixtures applied to the Shell Booth must be removed at the end of the fair. The Organiser reserves the right to claim the cleaning and damage cost from the corresponding exhibitor if stickers are not fully removed.
- 4) All structures, decoration materials, exhibits, stand materials and the like must be completely removed immediately after the closing of the Exhibition according to

arrangements and within the time limits specified by the Organiser. Any materials left behind at the Exhibition Venue shall be deemed abandoned. The Organiser reserves the right to claim any waste disposal cost from the corresponding exhibitor due to their negligence.

- 5) No items could exceed a height of 2.5m or extend beyond the boundaries of the booth allocated. These include, but are not limited to, fittings, exhibits, and company names, advertising material logos, inflatables brought along by the Exhibitor.
- 6) The fascia panel and its fixing structure must not be removed.
- 7) If any booth with fittings differs from the approved specifications or does not conform to the Organiser's rules and regulations, the Organiser reserves the rights to alter or remove the fittings without prior notice at the Exhibitor's own expense.
- 8) All built-in structures including the lighting fixtures within the Shell Booth must not be removed without the prior approval from the Organiser.
- 9) Installation of electrical equipment, including lighting fixtures, must strictly adhere to the Electricity (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E). Exhibitors are prohibited to install any sub-standard fittings or wirings.
- 10) All lighting fixtures must not be altered or tampered with; if necessary, the work should be done by a locally qualified electrician.
- 11) If Contractor needs extra electricity, they should order from Official Contractor and pay for extra cost. Any illegal or inadequate electricity wiring or connection will be removed without prior notice or at the Organiser's option the Organiser may impose a surcharge determined by it.
- 12) All the Shell Booth structures, lighting fixtures and furniture items are property of the Organiser. The movable or furniture items must be kept within the booth area and in their original place for complete hand-over of the booth to the Organiser when the fair ends. The Organiser reserves the right to claim the Exhibitor for any missing or damaged items.
- 13) The Exhibitor shall fully indemnify the Organiser, its agents, representatives, contractors and employees on demand from and against all losses, liabilities, actions, proceedings, claims, damages, costs (including but not limited to legal costs) and expenses whatsoever which it may suffer or incur by reason of:
 - a) the Exhibitor's failure to comply with the requirements relating to Shell Booth set out above and/or other rules and regulations relating to constructing and use of booths;
 - b) any loss or damage arising from Exhibitor's decoration of the interior of their booth areas (whether or not in adherence to the requirements);
 - c) any death or personal injury suffered by a third party attributable to use or decoration by the Exhibitor of their booth and/or suffered in their booth area;
 - d) loss or damage, including death or personal injury, caused by the negligence or wilful default of the Exhibitor or failure to comply with the rules and regulations of

the Organiser;

- e) loss or damage caused by the Exhibitor or the Exhibitor's contractors, to the Organiser, other exhibitors or visitors arising from the decoration and/or fitting out of the Exhibitor's Shell Booth, or work undertaken for handover to the Organiser when the fair ends, howsoever arising.

- 14) The Organiser hereby excludes all liability to the Exhibitor, its agents, representatives, contractors and employees for any loss or damage suffered in relation to the Shell Booth, the booth area or their presence at the fair, including loss or damage to the Exhibitor's fittings and/or personal property, save and except to the extent such exclusion is prohibited or limited by law. Nothing herein shall limit or effect the Organiser's liability for death or personal injury arising from its negligence.

4.1.1 Booth Decoration

Prior written approval has to be obtained from the Organiser, if the Exhibitors and/or their appointed Contractors wish to move into the venue **after 1800 hrs on 11 Apr, 2015** for wood-work booth decoration.

To gain access to the venue for contracting work, please complete **Form 6**, Contractors' Information, together with full payment of site work deposit (please refer to section 4.2.2, 4.2.14 & 4.2.15 for details) to the Organiser. **Application after deadline (16 Mar, 2015) will not be entertained.**

Upon approval of the early move-in request, you will be asked to collect the contractor's badge and vehicle pass at HKTDC, 83 Chun Yat Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong.

The Council's Exhibition Services Department can provide booth décor/modifications at a competitive price. You are most welcome to contact Ms Carol Oey at phone: (852) 2240 5412, fax: (852) 2169 9681 or email: carol.sy.oey@hktdc.org.

Distribution of Contractor's Badges & Vehicle Passes

| Standard Booth Deco | | |
|---------------------|--------------------|------------------------------|
| Sqm up to | Contractor's Badge | Vehicle Pass (move-in & out) |
| 60 | 5 | 2 |

If extra badges and passes are required, please contact our project in-charge in advance. Arrangement will be made if the extra quantity required is reasonable indeed.

4.1.2 Additional Facilities

Exhibitors requiring additional facilities such as telephone, furniture, audio visual equipment, etc. should use **Forms 3 to 5** for ordering the required facilities. Pre-payment in full will be required.

4.1.3 Over-time Hall Rental Charges for Move-in/Move-out

Please refer to section 4.2.4 for details.

4.1.4 Water Supply and Drainage

Water supply and drainage service ordering and installation guideline for exhibition halls:

- 1) No tee-off connection to each water supply and drainage point is allowed.
- 2) The distance between the bottom of the equipment drain point and the floor cannot be less than 400mm.
- 3) The temperature of the draining water cannot be more than 40 degrees Celsius or less than the supply water temperature.
- 4) Equipment involving large volume of water discharge such as dishwashing machine is not allowed.
- 5) The water supply outlet from the service trenches or pits should be easily accessible for technician's inspection at all times.
- 6) Installation of water service for booth with raised floor is not recommended.
- 7) The service orders must be submitted together with its location plan before the deadline.
- 8) The service trenches or pits for water service cannot be located on the main aisles.
- 9) All electrical switches and distribution boards should be properly partitioned off from the water sink.
- 10) For double deck construction, water service cannot be installed at the upper deck.
- 11) If fish tank is installed, dripping pan should be placed under the tank.

4.2 Custom-built Participation

For this option of participation, Exhibitors will be given carpeted raw exhibition floor space only. Exhibitors have to design and construct their own booths and adhere to the Rules and Regulations as stipulated in Para. 3.1 as well as any other conditions which the Organiser might specify before or during the Exhibition.

The Council's Exhibition Services Department can provide Custom-built design at a competitive price. You are most welcome to contact Mr Kam Wong at phone: (852) 2240 5472, fax: (852) 2169 9714 or email: kam.wong@hktdc.org.

Custom-built Participation Exhibitors may also appoint any competent local Stand Contractors to design and construct their booths. If an overseas contractor is appointed, it is mandatory to comply with the requirements imposed by the Immigration Department of Hong Kong. Please ensure that their workers have valid working visa/permits to work in Hong Kong. For the latest "Directory of Exhibition Stand Contractors in Hong Kong", please visit "Exhibitors' Centre", "Exhibitor Supporting Services", "Stand Contractors" at <http://www.hktdc.com/ictexpo>. For Custom-built Participation Exhibitors, Custom-built Participation Contractors' Information (Form 1), construction drawings, site work deposit and a copy of valid public liability insurance should reach Ms Grace Lee (grace.py.lee@hktdc.org) Exhibition Services, Hong Kong Trade Development Council for review no later than **16 Feb, 2015**. Otherwise, a late charge of HK\$2,000 (US\$250) will be charged to the Exhibitor or its appointed contractor.

Exhibitors requiring additional facilities such as electricity supply, communications facilities etc..., please complete **Form 2** (Electricity Supply & Communication Facilities) and return to the Organiser with full payment before deadline.

4.2.1 Plans & Design Proposals

Drawings submitted must be in reasonable scale of at least 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, electrical fittings, carpeting, colours and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits etc.

| | | |
|--|--|---|
| Stands & temporary structures | >2.5m & <4.5mH | ≥ 4.5mH or two-storey construction |
| Stages or platforms | >1.1m & <1.5mH | ≥ 1.5mH |
| Suspended lighting truss & equipment | <100 kg | ≥ 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 16 Feb, 2015 | By email | 4 original copies with structural calculations |
| Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 12 Apr, 2015 | 1. Structural safety certificate (refer to section 4.2.6) 2. Fire Services certificate (submit upon request) (refer to section 4.2.8) | |
| Submit to Official Electrical Contractor by 1500 hrs on 12 Apr, 2015 | Certificate of installation, inspection & testing (Form WR1) (please refer to section 4.2.7) | |

Any alterations after drawing submission should be addressed to the Organiser and relevant parties for review.

Contractor's badge and vehicle pass will be distributed at HKTDC, 83 Chun Yat Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong. However, no contractor's badge or vehicle pass will be issued for entry of Exhibition Venue and no construction will be permitted at the Exhibition Venue unless Custom-built participation contractors' information, construction drawings, site work deposit (including late charge, if applicable) and a copy of valid insurance policy have been received by the Organiser.

Hanging Truss (For lighting purpose only)

The suspension of Stands or lighting devices from the ceiling structure of Exhibition Venue is not permitted. All lighting devices should be attached to a lighting truss of no more than 1m height, with a minimum of 2.5m and a maximum of 6m ground clearance.

Distribution of Contractor's Badges & Vehicle Passes

| Sqm up to | Single-Storey Construction | | Two-Storey Construction | |
|-----------|----------------------------|------------------------------|-------------------------|------------------------------|
| | Contractor's Badge | Vehicle Pass (move-in & out) | Contractor's Badge | Vehicle Pass (move-in & out) |
| 36 | 15 | 5 | 25 | 8 |
| 72 | 20 | 8 | 30 | 12 |
| 108 | 30 | 8 | 40 | 12 |
| 144 | 35 | 10 | 45 | 14 |
| 180 | 45 | 10 | 55 | 14 |
| 216 | 50 | 12 | - | - |
| 252 | 60 | 12 | - | - |
| 288 | 65 | 14 | - | - |

International Pavilion

- Please liaise the quantity with our project in-charge.

If extra badges and passes are required, please contact our project in-charge in advance. Arrangement will be made if the extra quantity required is reasonable indeed.

4.2.2 Site Work Deposit

Exhibitors/Contractors of Custom-built participation and of standard/premium booth requesting for early move-in for booth decoration are required to lodge a site work deposit of which will be collected based on **HK\$200 / US\$25 per sqm**. For two-storey construction stand, site work deposit is doubled. However, the **minimum and maximum deposit amounts are HK\$5,000 and HK\$50,000** respectively.

All deposits will be **bank-in** and the amount will be refunded within **THREE** months after conclusion of the Fair if their exhibition sites are, in the Organiser's view, clear of damage to the exhibition hall and all rubbish are cleared according to the time schedule of the Organiser and without violating the conditions as stipulated under section 4.2.15. Otherwise, costs incurred by the Organiser will be deducted from the deposit.

Payment methods as below: (Please choose either one)

1) **By Cheque**

Cheque must be issued from a Hong Kong local bank made payable to "Hong Kong Trade Development Council" and mailed/delivered to:

Exhibition Services Department
Hong Kong Trade Development Council
83 Chun Yat Street, Tseung Kwan O Industrial Estate
Tseung Kwan O, Kowloon
Hong Kong

Please indicate "**Site Work Deposit**", "**Fair name**", "**Stand number**" and "**Exhibitor's name**" on the back of the cheque. Refund will **ONLY** be arranged by cheque to that cheque account.

2) **By Transfer**

HK\$ Account No. : 004-002-222701-005
Account Name : Hong Kong Trade Development Council
Bank Name : The Hongkong & Shanghai Banking Corporation

Please indicate "**Site Work Deposit**", "**Fair name**", "**Stand number**" and "**Exhibitor's name**" on the payment receipt copy and email/fax to the Organiser. Refund will be arranged by cheque.

3) **By Credit Card** (Visa / Master Card)

Please provide credit card number, expiry date, cardholder's name and signature to the Organiser for arrangement. Refund will be credited to payer's credit card account after deducting the handling charge, if applied.

- Remarks:
- a) **All cash or cheque deposits without identifiable bank account details will not be accepted.**
 - b) The site work deposit should reach us by **16 Feb, 2015**.
 - c) We do not accept payment by cheque after **16 Feb, 2015**, please settle by transfer or credit card.

4.2.3 Insurance

Contractors are required to carry out and maintain **public liability insurance** in respect of the contractor's liability for death or injury to any persons, or loss or damage to property arising out of the performance of the Services in a sum **not less than HK\$10 million for any single claim, unlimited in aggregate**. In addition, a contractor should carry out and maintain valid and adequate insurance against theft, fire, damage to property, accidents, natural calamities, acts of God and such other risks normally insured against by a reasonable person in the position of the contractor, or as the Organiser may require, in connection with, inter alia, contractor's property (including all equipment, fittings, furniture, materials and other facilities used or provided by the contractor in the performance of the Services) and the performance of the Services.

The insurance should be maintained in force at all times during **move-in period, exhibition period and move-out period, i.e. 11-17 Apr, 2015**. A copy of the said insurance policy should be provided to the Organiser by **16 Feb, 2015**.

4.2.4 Over-time Hall Rental Charges for Move-in/Move-out

If Exhibitors and/or their appointed Contractors work beyond the time as specified by the Organiser during move-in and move-out period, they should pay to the Organiser the over-time charges which claimed by the Venue Operator against the Organiser as follows:-

Over-time Move-in, i.e. working after 2400hrs (midnight) during move-in period. Charges will be calculated on multiple of hours and according to the booth area assigned.

| Booth Area | Charges per stand per hour |
|--------------|----------------------------|
| Up to 20 sqm | HK\$ 2,600 |
| 21~50 sqm | HK\$ 3,800 |
| 51~100 sqm | HK\$ 5,200 |
| 101~500 sqm | HK\$ 6,300 |

Over-time Move-out, i.e. working after 2400hrs (midnight) on the last show day. Charges will be calculated on multiple of hours according to its exact booth location.

| Location | Charges per booth per hour for working on the day following last show day | |
|-------------------------------|---|-----------------|
| | 0001~0300 hrs | Beyond 0300 hrs |
| Hall 1A, 1B, 1C, 1E, 3C or 3E | HK\$ 25,700 | HK\$ 51,400 |
| Hall 1D or 3D | HK\$ 18,550 | HK\$ 37,100 |
| Hall 3B | HK\$ 21,400 | HK\$ 42,800 |
| Hall 3F, 3G, 5F or 5G | HK\$ 27,150 | HK\$ 54,300 |
| Hall 5B+C | HK\$ 46,300 | HK\$ 92,600 |
| Hall 5D | HK\$ 7,250 | HK\$ 14,500 |
| Hall 5E | HK\$ 27,850 | HK\$ 55,700 |
| Grand Hall | HK\$ 27,200 | HK\$ 54,400 |
| Grand Foyer | HK\$ 14,700 | HK\$ 29,400 |
| Convention Hall A or C | HK\$ 3,700 | HK\$ 7,400 |
| Convention Hall B | HK\$ 5,350 | HK\$ 10,700 |
| Convention Foyer | HK\$ 12,200 | HK\$ 24,400 |
| Theatre Foyer | HK\$ 3,200 | HK\$ 6,400 |

Over-time work less than an hour will be rounded up to an hour.

4.2.5 Height Limit

| Location | Maximum Booth Height |
|---|----------------------|
| * Hall 1A~E, Hall 3B~G, Hall 5BCEFG | 5.5m |
| * Convention Hall and Foyer, Grand Hall and Foyer | 5m |
| Hall 1A~E Concourse, Hall 3B~D Concourse, Hall 5D, Theatre Foyer | 4m |
| Meeting Rooms | 3.5m |
| Hall 3E~G Concourse, Hall 3E South Concourse, Hall 3FG Materials Handling Area, Hall 5E South Concourse, Hall 5FG Concourse, Hall 5FG Materials Handling Area | 3m |
| Hall 5BC Concourse, Mezzanine 2, Mezzanine 4 | 2.5m |
| * Applicable for two-storey construction | |

Smoke Curtain

For any stand situated within $\pm 0.5\text{m}$ of the smoke curtain, the maximum allowable booth height is 2.5m or 3m. Please refer to the hall plan for details.

| Location of Smoke Curtain | Maximum Booth Height |
|---|----------------------|
| Hall 1A~E, 3B~E, 5B~E | 3m |
| Hall 1, 3 & 5 Concourse, Hall 3FG, Hall 5FG | 2.5m |

4.2.6 Structural Safety Certificate

A structural safety certificate must be submitted for all Custom-built stands exceeding 2.5m in height, using a hanging lighting truss and/or otherwise deemed required by the Organiser and/or the Venue Operator. All stand constructions must be conducted under the supervision of an **Authorized Person/Registered Structural Engineer (AP/RSE)**. The AP/RSE should verify the stability of the stand by completing structural safety certificate.

An Authorized Person could 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 the AP/RSE registry, please visit <https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration®Type=RSE>.

The mentioned certificate above (together with structural calculations, where applicable under section 4.2.1) should be submitted to the Organiser at Technical Services Counter by 1500 hrs on the last move-in day, i.e. **12 Apr, 2015**. The Organiser will forward the original to the Venue Operator. If this rule is not observed by 2200 hrs on the last move-in day, the Organiser and/or the Venue Operator reserve the rights to prohibit all access to the Stand throughout the fair period.

Exhibitors must accept full responsibility for the safety of the Stand and comply with the Construction Sites (Safety) Regulations (Chapter 59).

Exhibitors are advised to maintain stability of the booth by evenly distributing the exhibits on the fixtures. Please consult your contractor or AP/RSE if necessary.

4.2.7 Electricity

The Official Contractor appointed by the Organiser shall only carry out electrical works at Exhibitors' expenses. Design plans or proposals for electrical installation must reach the Organiser for review together with aforementioned stand design proposals by [16 Feb, 2015](#). Electricity can be supplied in 220 volt ($\pm 6\%$), single phase, 50 Hz or 380 volt ($\pm 6\%$), three phases, 50 Hz.

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 by 1500 hrs** on the last move-in day, i.e. **12 Apr, 2015**. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period.

4.2.8 Fire Precaution / Fire Service Certificate

In compliance with the Venue's Rules & Regulations, all construction and decoration of stands (including, but not limited to, drapes, curtains, fabrics, banners, backdrops) must be non-combustible, inherently non-flammable or durably flameproof and be in accordance with all applicable fire prevention and building regulations. Authorized personnel of Venue Operator or the Hong Kong Government may need to inspect and verify its compliance.

A documentary proof of compliance for all Custom-built stands with the use of combustible materials shall conform to any standard acceptable to the Director of Fire Services; or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be submitted to the Organiser upon request.

Fire services certificate should be certified by **Registered Fire Services Installation Contractors**. For the List of Registered Fire Services Installation Contractors, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf.

Hay is strictly prohibited to use at the venue, regardless with or without fire proof treatment.

For all construction with wooden materials involved, one functional extinguisher at a conspicuous spot within the assigned area during the construction and show period for safety reason.

4.2.9 Reflective Vest

All visitors and persons 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.

4.2.10 Scaffold

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 this rule is not observed, HKTDC and/or the Venue Operator will have the rights to suspend the relevant construction activity immediately.

4.2.11 Occupational Safety and Health Ordinance

Exhibitors and/or their Contractors must comply with the Occupational Safety and Health Ordinance in construction and dismantling the stands and to adhere to the occupational health and safety measure as required by the venue operator:

- 1) Make sure the workplace is safe and healthy;
- 2) Provide and maintain safety working equipment and procedures;
- 3) Appoint authorized person for on-site supervising of installation/dismantling works.

“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 are advised to pay attention to the guide via http://www.exhibitions.org.hk/english/media_detail.php?id=275.

4.2.12 Waste Reduction and Recovery Measures

In 1998, HKSAR Government unveiled the Waste Reduction Framework Plan, which sets out various initiatives to heighten public awareness on waste reduction and recovery. Exhibitors and/or Contractors should observe the following waste reduction and minimization guidelines:

Design Stage

- 1) Plan for waste reduction before on-site operation to minimize waste generation.
- 2) Adopt modular exhibition designs and off-site pre-fabrication processes as far as practicable.
- 3) Use environmental-friendly materials (e.g. recycled materials) for stand design and construction, publicity and promotion.
- 4) Adopt flexible exhibition designs to include opportunities for future adaptation. Reuse of construction materials, use of recycled materials in construction and recyclable materials should be taken into account at the design stage.

Installation and Dismantling Stage

- 1) Check with the Organiser for locations of recycling facilities and items which could be recovered.
- 2) Instruct on-site staff of good recycling practice.
- 3) Install and dismantle in proper manner to avoid damages to items particularly those intended for reuse.
- 4) Plan stands dismantling properly to maximize the reuse and recycling of materials.
- 5) Fully utilize raw materials to avoid wastage.
- 6) Handle special waste (e.g. chemical waste) properly.
- 7) Consider reuse and recycling before disposal of the materials.
- 8) For technical advice, please contact the Waste Reduction Helpline: (852) 2755-2750 of the Environmental Protection Department of Hong Kong SAR Government.

Fluorescent Lamps Recycling Programme

Fluorescent lamps (straight tubes, round tubes, energy saving lamps and high intensity discharge lamps (e.g. mercury vapour lamp, metal halide lamp and sodium lamp) contain mercury. Release of mercury from broken lamps can contaminate the surrounding and create health hazard through inhalation or skin contact. Proper handling and disposal should be made in order not to harm humans and the environment and to comply with the relevant legal requirements.

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

Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA) and the Venue Operator have concurrently agreed to endorse the Contractor Green Card System at the Venue.

With immediate effect, contractors entering the Venue for construction works are required to obtain the Construction Industry Safety Training Certificates (also known as "Green Card"). The main objective is to ensure that mandatory basic safety training has been provided to contractors before working at the Venue.

All stand fitting contractors must acquire the said certificates (cards) and have it properly displayed when working at the Venue. The Venue Operator's security reserves the rights 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 hkcecepc@hkcec.com or (852) 2582 8888 should you need further assistance.

4.2.14 All Exhibitors and Contractors must comply with the following requirements

Custom-built Stand Exhibitors must ensure that they and their Contractors are fully aware of the following requirements when preparing design proposals. Failure to observe such requirements may result in costly alterations on site being required by the Organiser and/or the Venue Operator. In the worst case, the Organiser may prohibit the construction of the intended Custom-built stand. Any charges so incurred will be entirely at the Exhibitor's expense:

| | |
|-----|--|
| 1) | Site measurements are given in metric. Exhibitors/Contractors, upon arrival and before commencing construction work, are required to check if the site is set out as per floor plan issued by the Organiser, and to report any errors to the Organiser immediately. If the Contractor does not report any errors to the Organiser immediately, the Organiser will not be liable to any errors once construction work has been started by the party lodging the claim without first reporting the error to the Organiser. |
| 2) | All structures built on ground must be self standing without the absolute use of hanging points. If any material is found attached to the Official Contractor's materials, site work deposit will be deducted and the Contractor is responsible to detach the attached point(s) accordingly. Extra deposit will be deducted if the Official Contractor's materials are damaged. |
| 3) | No parts of any structures may extend beyond the boundaries of the site allocated except for general lighting devices (e.g. floodlight, Gilbert lamp, HQI light, spotlight etc... with extension arm) extruded not exceeding an overall length of 0.4m from booth boundary. These might include but not limit to plasma TVs, exhibits, decorative lighting, Exhibitor's company name or logo. Otherwise, site work deposit will be deducted. |
| 4) | Any main constructions set-up deviated from the drawings submitted to the Organiser will be subjected to site work deposit deduction. |
| 5) | No suspensions could be made from the ceiling of the Exhibition Hall, nor may any fixings be made to the floor, walls or any other parts of the building. |
| 6) | The Contractor is responsible to put its company name on the contractors' badges in a clearly identifiable way and/or without properly displaying at the Exhibition Venue. Otherwise, site work deposit will be deducted. |
| 7) | The name and/or booth number of the Exhibitors must be prominently displayed and faced to aisle. If this rule is not observed, the Organiser reserves the rights to affix them as they consider fit and to charge the cost incurred to the Exhibitor. |
| 8) | Any signage and visual (including but not limit to company name, logo, slogan, photo and pattern) at height over 2.5m facing adjacent booth must be set back 0.5m from booth boundary. All viewable areas of the common side-wall bordering neighboring stands should be smooth and well dressed in plain color without any graphics. Otherwise, site work deposit will be deducted. |
| 9) | Exhibitors are not allowed to utilize and/or apply decoration on the back of the partitions of their adjacent booths. |
| 10) | The Organiser must be notified in advance of any changes to the type or colour of the floor covering provided. Any cost incurred must be borne by the Exhibitor/Contractor. |
| 11) | All electrical fittings and wirings must be installed in compliance with Electricity (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E). |
| 12) | All lighting fixtures should be installed at least 2.2m above ground. If not, they should be well protected so as not to cause danger to the general public. |

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| 13) | Main switch and distribution board may be required to install within space area at Official Contractor's discretion. |
| 14) | All materials used in the construction and decoration of exhibition stands or set-ups should be flame retardant and be subject to inspection by the Venue Operator and/or the Organiser. |
| 15) | Paint spraying, welding and the use of circular saw are strictly prohibited inside the Exhibition Hall. Otherwise, site work deposit will be deducted. Please use jig saw instead of circular saw. |
| 16) | Contractors should strictly follow the move-in/move-out schedule set by the Organiser. No prior move-in/move-out without Organiser's prior consent is allowed. Otherwise, all workers and construction materials will be required to leave the hall immediately until the official time and site work deposit will be deducted. |
| 17) | Banners are restricted to two-dimensional signs only. Please refer to order form for details. |
| 18) | Waste materials (including packing materials) must be disposed in the waste cages immediately after unpacking. Otherwise, site work deposit will be deducted. |
| 19) | There will be no storage space provided in the Exhibition Venue. Any empty crates, equipment, goods, tools or materials found leaving unattended in the Exhibition Venue, loading area and/or any non-designated areas will be disposed without prior notice and site work deposit will be deducted. |
| 20) | For safety reasons, CEC has specially assigned several metal crates for dumping the glass materials during set-up and dismantling period. Please remove the glass materials and dispose at these metal crates properly before using hydraulic grab truck. Otherwise, site work deposit will be deducted. |
| 21) | All contractor badges and vehicle passes are available for contractors' or their agents' pick-up at HKTDC, 83 Chun Yat Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong. Any other pick-up methods may be subject to extra charges and will be deducted from the site work deposit. |
| 22) | All contractor badges are strictly non-transferable. Otherwise, site work deposit will be deducted. |

4.2.15 Deduction of Site Work Deposit

Please ensure that Stand Contractors comply with the conditions herein. Without prejudice to the Organiser's rights to indemnification and/or reimbursement specified herein and in the Rules and Regulations, the Organiser may deduct the specified amount/percentage of the site work deposit upon failure to comply with a condition as specified below.

| Conditions | | Deposit to be Deducted upon Violation of Conditions |
|------------|---|---|
| 1) | Contractor did not follow the move-in or move-out schedule set by the Organiser. | 100% |
| 2) | Paint spraying, welding or using circular saw inside the Exhibition Hall or any non-designated areas. | 100% |
| 3) | Storage of construction materials, tools, empty boxes and/or other materials in the Exhibition Venue. | 100% |
| 4) | Any items found outside the respective booth area, after the daily working hours, may be disposed without prior notice. | 50% |

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| 5) | Stand construction exceeds the maximum height limit and/or boundaries assigned, including but not limit to plasma TV, decorative lighting, 3-D letterings & graphics etc... | 50% |
| 6) | Any main constructions set-up deviated from the drawings submitted to the Organiser. | 50% |
| 7) | Any signage or visual (including, but not limit to, company name, logo, slogan, photo and pattern) at height over 2.5m facing adjacent booth does not set back 0.5m from booth boundary. | 50% |
| 8) | All viewable booths' partitions/walls decorated not up to a smooth acceptable plain color finish; or such finish is not fully fixed by 2359 hrs on the day before delegate move-in. | 50% |
| 9) | Debris, packing materials and stand materials not handled/disposed properly and timely during move-in and move-out. | 50% |
| 10) | All glass fixtures not properly handled before using hydraulic grab lorry to dispose the booth structure. | 50% |
| 11) | Stand construction or dismantling in an improper or unsafe manner. | 50% |
| 12) | Employing unqualified personnel for work at the Exhibition Venue. | 50% |
| 13) | Smoking in non designated smoking area of Exhibition Venue | HK\$1,000/count |
| 14) | If extra electricity is required, they should order from Official Contractor and pay for the extra cost. Any illegal electricity wiring connection or any inadequate connection order etc will be charged the price difference with surcharge applied plus administration charges. | HK\$1,000/9 sqm |
| 15) | Any construction materials, empty cartoons, wooden structure, display stands and equipment placed outside booth area during the fair period will be disposed without prior notice and extra removal charges will be incurred. | HK\$500/cbm |
| 16) | Fail to meet Organiser's submission deadline of required certificates/documents on last move-in day. | HK\$500/item |
| 17) | Contractor badge without clearly identifiable contractor's company name and/or without properly displaying at the Exhibition Venue. | HK\$300/badge |
| 18) | No prior collection of Contractor badges and vehicle passes until on-site pick-up. | HK\$300/exhibitor or pavilion |
| 19) | Transfer of contractor badges/vehicle passes. | HK\$500/badge/pass |
| 20) | Screwing, drilling, painting or nailing on the panels of standard shell booth. | HK\$300/panel |
| 21) | Any materials of any kind attached to the shell scheme booth built by the Official Contractor. | HK\$200/attached point |

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| 22) | All alteration or removal of shell scheme fascia board should be done by the Official Contractor. Otherwise, the Official Contractor reserves the rights to reinstall it at a charge. If the company fascia is damaged or lost, re-production cost will be incurred. | Reinstall @ HK\$200/fascia Reproduction @ HK\$200/m |
| 23) | Any facilities (wall, entrance door, carpet, marble floor etc...) of the Exhibition Venue being damaged. | Actual Cost claimed by the Venue Operator plus Administrative Charge |
| 24) | Any additional hall rental charges incurred due to over-time move-in and move-out. | Please refer to Section 4.2.4 |

Remarks:

- a) If the site work deposit is not sufficient to cover the actual cost/penalty incurred, the Organiser reserves the rights to dun the Contractor for the outstanding balance.
- b) Even if the Exhibitor/Contractor violates the conditions/rules and regulations other than the above, the Organiser reserves the rights to deduct from the deposit as deemed necessary.
- c) The Organiser will not be responsible for any loss and claim on all disposed items arose from the violation of conditions, rules and regulations by the Exhibitor/Contractor.
- d) For those frequent offenders, the Organiser reserves the rights to ban the Contractor and/or its Company from any construction works organised by the HKTDC.
- e) Deductions from the site work deposit are without prejudice to other rights and claims that may be made by the Organiser under the Rules and Regulations.
- f) In case of any disputes, the decision of the Organiser should be final and binding.

In case of discrepancy between the English and Chinese versions, the English version shall prevail.