# 5. Booth Design and Facilities

**Please visit "Resources Centre", "Order Form Electronic Version" at https://www.hktdc.com/event/hkstationeryfair/en for accessing Form 1~7 mentioned under this section.**

**These terms and conditions are in addition to, and supplement, the Rules and Regulations in [Section 4]. Without limitation paragraphs 67 - 74 of the Rules and Regulations shall apply in relation to all works undertaken in accordance with this Section 5.**

## 5.1 Standard Booth / Premium Booth

All shell booths will be designed, erected and decorated by the Organisers. Facilities provided include partitions, company fascia, table, chairs, display shelves, cabinets, spotlights and carpet. The Organisers reserve the right 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 Organisers' discretion.

**Fascia Board with company name will be provided free of charge. Exact wording of the company name (in English) as supplied in your application form will be used.**

Exhibitors are not allowed to make all kinds of alterations in whatever nature to the structure of the booths or removal of 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 2A - 2D (Additional/Modification of standard facilities)** to the Organisers no later than **08 December 2025.**

**Deletions** of standard items are free of charge only if the Organisers are notified no later than the deadline of **08 December 2025.**

**Standard and Premium Booth Exhibitors and their appointed contractors must adhere to the following points:**

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 aluminium profile or structure or panels or fascia 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 Organisers any loss or damage suffered by failing to comply with paragraph 1, including without limitation 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 Organisers reserve 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 Organisers. Any materials left behind at the Exhibition Venue shall be deemed abandoned. The Organisers reserve 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 Organisers' rules and regulations, the Organisers reserve 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 Organisers.

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 Organisers's option the Organisers may impose a surcharge determined by it.

12) All the Shell Booth structures, lighting fixtures and furniture items are property of the Organisers. 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 Organisers when the fair ends. The Organisers reserve the right to claim the Exhibitor for any missing or damaged items.

13) The Exhibitor shall fully indemnify the Organisers, their 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, exterior of or space above their booth areas (whether or not in adherence to the requirements) ;
c) any death or personal injury suffered by a third party, including but not limited to the Exhibitor, Exhibitor's agents, representatives, contractors, employees, the Organisers' agents or employees, or visitors attributable to use or decoration by the Exhibitor of their booth and/or suffered in their booth area;
d) loss or damage, including without limitation death or personal injury, caused by the Exhibitor, Exhibitor's agents, representatives, contractors, employees, or other third parties or his failure to comply with the rules and regulations of the Organisers;
e) loss or damage caused by the Exhibitor or the Exhibitor's contractors, to the Organisers, 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 Organisers when the fair ends, howsoever arising.

14) The Organisers hereby exclude 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 Organisers' liability for death or personal injury arising from its negligence. The Exhibitor shall fully indemnify the Organisers in the event that any person has sustained personal injury and/or property damage as a result of unauthorised alternation/ modification on the booths undertaken by the Exhibitor, Exhibitor's agents, representatives, contractors, employees, or other third parties.

### 5.1.1 Booth Decoration

Prior written approval has to be obtained from the Organisers, if the Exhibitors and/or their appointed Contractors wish to move into the venue **after 1800 hrs** on **10 January 2026** for wood-work assembly inside booth. Failing to comply with the move-in/out schedule, the site work deposit will be fully deducted **without prior notice**.

To gain access to the venue for contracting work, please complete **Form 3** (Contractors' Information) together with design drawing and full payment of site work deposit (please refer to section 5.2.2, 5.2.14 & 5.2.15 for details) to the Organisers. **Application after deadline (15 December 2025) will not be entertained.**

Move-in/move-out schedule set by the Organisers should be strictly followed. The decoration should be properly dismantled and placed within booth area between 2000-2100 hrs on the last show day so as not to affect booth dismantling work of the official contractor. The decoration and waste should be cleared from exhibition venue by 2400 hrs on the last show day. Otherwise, site work deposit will be forfeited.

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 decoration/modifications at a competitive price. You are most welcome to contact Ms Manvy Chan at phone: (852) 2240 5471, fax: (852) 2270 5798 or email: manvy.wm.chan@hktdc.org.

Distribution of Contractor's Badges & Vehicle Passes

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

Please contact our project in-charge in advance for reasonable extras of badges and passes.

### 5.1.2 Additional Facilities

Exhibitors requiring additional facilities such as telephone, furniture, audio visual equipment, etc. should use **Forms 3 to 6** for ordering the required facilities. Pre-payment in full will be required.

### 5.1.3 Over-time Hall Rental Charges for Move-in/Move-out

Please refer to section 5.2.4 for details.

### 5.1.4 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.

## 5.2 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 stands and adhere to the Rules and Regulations as stipulated in Para. 3.1 as well as any other conditions which the Organisers 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 Ms Manvy Chan at phone: (852) 2240 5471, fax: (852) 2270 5798 or email: manvy.wm.chan@hktdc.org.

Custom-built Participation Exhibitors may also appoint any competent local Stand Contractor to design and construct their stands. 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 https://www.hktdc.com/event/hkstationeryfair/en.

For Custom-built Participation Exhibitors, Form1 (Custom-built Participation Contractors' Information), construction drawings, site work deposit and a copy of valid public liability insurance should reach Mr. Roy Chau (roy.ks.chau@hktdc.org), Exhibition Services, Hong Kong Trade Development Council for review no later than **01 December 2025**. Otherwise, a late charge of HK$3,000 (US$400) 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 Organisers with full payment before deadline.

### 5.2.1 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 (Regarding Booth Height Limitation, Pls refer 5.2.5) | ≥ 4.5mH or two-storey construction (Regarding Booth Height Limitation, Pls refer 5.2.5) |
| Stages or platforms | >1.1m & <1.5mH | ≥ 1.5mH |
| Suspended lighting truss & equipment | <100 kg | ≥ 100 kg |
| Self-standing speakers and/or lighting towers | <2.5m | ≥2.5m |

| | | |
|---|---|---|
| Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to | Verify stability of design drawings | Verify stability of design drawings & endorse structural calculations |
| | Supervise construction works at site; verify stability after completion by issuing structural safety certificate | |
| Submit design drawings to Organisers by **01 December 2025** | By email | |
| Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on **11 January 2026** | 1. Structural safety certificate (refer to section 5.2.6)<br>2. Fire Services certificate (submit upon request) (refer to section 5.2.8) | |
| Submit to Official Electrical Contractor by 1500 hrs on **11 January 2026** | Certificate of installation, inspection & testing (Form WR1) (please refer to section 5.2.7) | |

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

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. However, no contractor's badge or vehicle pass will be issued for entry of Exhibition Venue and no custom-built stand is permitted to be erected at the Exhibition Venue unless Form 1 (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 Organisers.

**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

| Stand area up to (sqm) | Single/Double-Storey Construction | | Remarks |
|---|---|---|---|
| | Contractor's Badge | Vehicle Pass (move-in & out) | |
| 27 | 10 | 2 | If considerable amount of custom-built stand is to be built by a contractor, TDC reserves the right to issue lesser vehicle pass in total |
| 60 | 20 | 4 | |
| 120 | 30 | 6 | |
| 180 | 45 | 8 | |
| 288 | 60 | 10 | |
| 288+ | Please liaise with project-in-charge | | |

**National/District Pavilion** - Please liaise quantity with our project in-charge.

Please contact our project in-charge in advance for reasonable extras of badges and passes.

## 5.2.2 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$300 / US$40 per sqm**. For two-storey construction stand, the site work deposit is doubled. However, the **minimum and maximum deposit amounts are HK$5,000 (US$ 667) and HK$75,000 (US$ 10,000)**.

All deposits will be **bank-in** and the amount will be refunded within **TWO** months after conclusion of the Fair if their exhibition sites are, in the Organisers' view, clear of damage to the exhibition hall and all rubbish are cleared according to the time schedule of the Organisers and without violating the conditions as stipulated under section 5.2.15. Otherwise, the deposit will be deducted.

Payment methods as below: (Please choose either one)

1) By Credit Card (Visa / Master Card)
   Please provide credit card number, expiry date, cardholder's name and signature to the Organisers for arrangement. Refund will be credited to the credit card account after deducting the handling charge, if applied.

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

   Mr. Roy Chau
   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.

3) By Local Transfer (Telegraphic Transfer is not acceptable)

   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 Organisers. Refund will be arranged by cheque.

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 **01 December 2025**.
c) We do not accept payment by cheque after **01 December 2025**, please settle by transfer or credit card.

### 5.2.3 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, contractors are required to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover their liabilities both under the ECO and at common law for injuries at work in respect of all their employees, irrespective of the length of employment contract or working hours, full time or part time, permanent or temporary employment. A contractor should also 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 Organisers 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. **10-16 January 2026**. A copy of the public liability insurance policy should be provided to the Organisers by **01 December 2025.**

Labour inspectors are authorised to check the contractors working for exhibitors/Organisers in the Exhibition Venue at all reasonable times under section 72(1) of Employment Ordinance, section 45(1) of Employees' Compensation Ordinance and section 17L(1) of Immigration Ordinance. Relevant records and documents should be arranged accordingly.

### 5.2.4 Over-time Hall Rental Charges for Move-in/Move-out

If the Exhibitors and/or their appointed Contractors work beyond the time as specified by the Organisers during move-in and move-out period, they should bear the over-time charges claimed by the Venue Operator against the Organisers 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 stand area assigned.

| Stand Area | Charges per stand per hour |
|---|---|
| Up to 20 sqm | HK$ 2,990 |
| 21~50 sqm | HK$ 4,310 |
| 51~100 sqm | HK$ 5,860 |
| 101~500 sqm | HK$ 7,200 |

**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 stand location.

| Location | Charges per stand per hour for the day following last show day | |
|---|---|---|
| | Stand dismantling<br>From 0001 hrs | Stand dismantling / Waste clearing<br>From 0301 hrs |

| | | |
|---|---|---|
| Hall 1A, 1B, 1C, 1E, 3C, 3E | HK$ 30,150 | HK$ 60,300 |
| Hall 1D, 3D | HK$ 21,800 | HK$ 43,600 |
| Hall 3B | HK$ 25,100 | HK$ 50,200 |
| Hall 3F, 3G, 5F, 5G | HK$ 31,900 | HK$ 63,800 |
| Hall 5B+C | HK$ 54,350 | HK$ 108,700 |
| Hall 5D | HK$ 8,500 | HK$ 17,000 |
| Hall 5E | HK$ 32,700 | HK$ 65,400 |
| Grand Hall | HK$ 31,950 | HK$ 63,900 |
| Grand Foyer | HK$ 17,250 | HK$ 34,500 |
| Convention Hall A, C | HK$ 4,350 | HK$ 8,700 |
| Convention Hall B | HK$ 6,300 | HK$ 12,600 |
| Convention Foyer | HK$ 14,350 | HK$ 28,700 |
| Theatre Foyer | HK$ 3,800 | HK$ 7,600 |

1) Charges for reference only. Subject to the final rate charged by HKCEC.
2) Over-time work less than an hour will be rounded up to one hour.

### 5.2.5 Height Limit

| Location | Maximum Stand Height | |
|---|---|---|
| * Hall 1A~E, Hall 3B~G, Hall 5BCEFG, Convention Hall, Grand Hall | Single-Storey Construction | 4m |
| | Two-Storey Construction | 5m |
| Convention Foyer, Grand Foyer | 4m | |
| 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 5E South Concourse, Hall 5FG Concourse | 3m | |
| Hall 5BC Concourse, Mezzanine 2, Mezzanine 4 | 2.5m | |
| * Applicable for two-storey construction | | |

Smoke Curtain

For any stand situated within ± 0.5m of the smoke curtain, the maximum allowable stand height is 2.5m or 3m. Please refer to the hall plan or check with Organisers, if required.

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

## 5.2.6 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 Organisers and/or the Venue Operator. All stand constructions must be conducted under the supervision of an **Authorized Person/Registered Structural Engineer (AP/RSE)** and he/she 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://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE.

The mentioned certificate above (together with structural calculations, where applicable under section 5.2.1) should be submitted to the Organisers at Technical Services Counter by 1500 hrs on the last move-in day, i.e. **11 January 2026**. The Organisers will forward the original to the Venue Operator. If this rule is not observed by 2200 hrs on the last move-in day, the Organisers 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 stand by evenly distributing the exhibits on the fixtures. Please consult your contractor or AP/RSE if necessary.

## 5.2.7 Electricity

The Official Contractor appointed by the Organisers shall only carry out electrical works at Exhibitors' expenses. Design plans or proposals for electrical installation must reach the Organisers for review together with aforementioned stand design proposals by **01 December 2025**. Electricity can be supplied in 220 volt (± 6%), single phase, 50 Hz or 380 volt (± 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. **11 January 2026**. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period.

## 5.2.8 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 Organisers 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 two-storey construction or booth structure with TV wall, at least one functional extinguisher **MUST** be placed at a conspicuous spot within the assigned area during the construction and show period for safety reason. One functional extinguisher is recommended for all construction with wooden materials too.

Based on the rules & regulations which announced by Venue Operator, all the ceiling cover by fabric (No matter partly OR fully covered), booth contractors are required to fill-in and submit the Fabrics Testing Application Form with fabrics sample (size must be 1m x 1m). The submission must be addressed to Venue Operator at least one month before show for fire retardant and water-permeable testing. Also Certificate of Fire Services Installations and Equipment (FS251) must be submitted on or before 3pm on exhibitor's move-in day. (that is 11 January 2026).

Venue Operator has the sole right to determine the fabric test result and prohibit any parties from installation of fabric ceiling cover on booths within the venue if this rules & regulations is violated.

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.

### 5.2.9 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. If this rule is not observed, the Venue Operator will have the rights to refrain the personnel from entering the exhibition venue.

### 5.2.10 Scaffold & Ladders

Using ladders of height on or above 2 meters is strictly prohibited in the HKCEC. Failing so, HKCEC will ask the user to leave the venue immediately, and whose worker badge and wristband will be confiscated. No re-entry will be allowed on the same day. Moreover, Worker should carry the non-compliant ladders and leave the HKCEC or the ladders will be confiscated. All confiscated ladders must be collected within the designated time period and at the designated location, otherwise the ladders will be disposed as garbage after the events. It will also be considered as a violation of the exhibitor's manual regulations, resulting in the deduction of the deposit.

All construction/dismantling work at these areas should be carried out by using high reach equipment (e.g. scaffolding, evaluated working platform, platform ladder etc…). 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 still not observed, HKTDC / MFHK and/or the Venue Operator will have the rights to suspend the relevant construction activity immediately.

According to HKCEC new implementation, all ladders must be certified whatever materials used, and the certified label is visible on the ladder. For further details, please visit the website at http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf for the Selection of Ladders and Safety Standards.

### 5.2.11 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.

### 5.2.12 Waste Reduction and Recovery Measures

The HKSAR Government unveiled the Waste Reduction Framework Plan in 1998 and the Waste Reduction Guidebook for Large Scale Event Organisers (Green Event Guideline) in December 2017, which set out various guidelines and initiatives on waste reduction and recovery. Exhibitors and/or Contractors should observe the following waste reduction and minimization guidelines:

**Marketing Stage**

1) Consider using sustainable communication and marketing channels.
2) Ultilise publicity via e-channels such as e-brochures and e-leaflets and provide QR code to download.
3) Choose green promotional giveaways while minimizing their packaging materials.

**Booth Design Stage**

1) Plan for waste reduction before on-site operation to minimize unnecessary 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.
5) Avoid using energy intensive appliances.

**Booth Installation and Dismantling Stage**

1) Check with the Organisers 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.

The Green Event Guidebook is available on Environmental Protection Department's website for reference: https://www.wastereduction.gov.hk/en/assistancewizard/recyc_guideline.htm

**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.

## 5.2.13 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 displayed upon request 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.

## 5.2.14 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 Organisers and/or the Venue Operator and deduction of site work deposit. In the worst case, the Organisers 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 Organisers, and to report any errors to the Organisers immediately. If the Contractor does not report any errors to the Organisers immediately, the Organisers 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 Organisers. |
| 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 sum will be claimed by the Official Contractor if their 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 0.35m from stand boundary. These may 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 Organisers will be subject to site work deposit deduction. |
| 5) | No suspensions could be made from the ceiling of the Exhibition Hall (except above mentioned hanging truss for lighting devices), 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. |
| 7) | The name and/or stand number of the Exhibitors must be prominently displayed and faced to aisle. If this rule is not observed, the Organisers reserve 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 stand must be set back 0.5m from stand boundary. boundary. All viewable areas of the common side-wall bordering neighbouring stands should be smooth and well dressed in plain colour without any graphics. (Please note that the use of carpets, any fabrics, or vinyl are not accepted.). |
| 9) | Exhibitors are not allowed to utilize and/or apply decoration on the back of the partitions of their adjacent stands. |
| 10) | The Organisers 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 or they should be well protected so as not to cause danger to the general public. |
| 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 Organisers. |
| 15) | Paint spraying, welding and the use of circular saw are strictly prohibited inside the Exhibition Hall. Please use jig saw instead of circular saw. |
| 16) | Contractors should strictly follow the move-in/move-out schedule set by the Organisers. No prior move-in/move-out without Organisers' prior consent is allowed. All workers and construction materials will be required to leave the hall immediately until the official time. |
| 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. |
| 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 etc… will be disposed without prior notice. |
| 20) | For safety reasons, Venue Operator 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. |
| 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. |
| 22) | All contractor badges/vehicle passes are strictly non-transferable. |

| | |
|---|---|
| 23) | Any materials of any kind attached to the shell scheme booth built by the Official Contractor. |

## 5.2.15 Deduction of Site Work Deposit

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

| | Conditions | Deposit to be Deducted upon Violation of Conditions |
|---|---|---|
| 1) | Contractor did not follow the move-in or move-out schedule set by the Organisers. | 100% |
| 2) | Paint spraying, welding or using circular saw inside the Exhibition Venue. | 100% |
| 3) | Storage of construction materials, tools, empty boxes and/or other materials in the Exhibition Venue. | 100% |
| 4) | Any main constructions set-up deviated from the drawings submitted to the Organisers. | 100% |
| 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… | 100% |
| 6) | Stand construction or dismantling in an improper or unsafe manner. | 100% |
| 7) | Employing unqualified personnel for work at the Exhibition Venue. | 100% |
| 8) | Using ladders of height on or above 2 meters | 100% |
| 9) | All viewable stands' partitions/walls decorated by carpets, any fabrics, or vinyl; or not up to a smooth, acceptable plain colour finish; or such finish is not fully fixed by 2359 hrs on the day before delegate move-in. | 100% |
| 10) | Any items found outside the respective stand area, after the daily working hours, may be disposed without prior notice. | 50% |
| 11) | Any signage or visual (including, but not limit to company name, logo, slogan, photo and pattern) at height over 2.5m facing adjacent stand does not set back 0.5m from stand boundary. | 50% |
| 12) | Debris, packing materials and stand materials not handled/disposed properly and timely during move-in and move-out. | 50% |
| 13) | All glass fixtures not properly handled before using hydraulic grab lorry to dispose the stand structure. | 50% |

| | | |
|---|---|---|
| 14) | Improperly handled paint used for the booth has stained the exhibition hall facilities. | 50% |
| 15) | Fail to sign the Move out form and provide photo evidence showing that the booth has been fully cleared | 30%<br>(The actual amount will depend on the circumstances.) |
| 16) | Fail to meet Organisers' submission deadline of required certificates/documents on last move-in day. | HK$3,000/item |
| 17) | Smoking in non-designated smoking area of Exhibition Venue | HK$1,000/count |
| 18) | Transfer/mis-use of vehicle passes. | HK$1,000/pass |
| 19) | Transfer of contractor badges. | HK$500/badge |
| 20) | Contractor badge without clearly identifiable contractor's company name and/or without properly displaying at the Exhibition Venue. | HK$500/badge |
| 21) | Any construction materials, empty cartoons, wooden structure, display stands and equipment placed outside stand area during the fair period will be disposed without prior notice. Extra removal charges will be incurred. | HK$500/cbm |
| 22) | No prior collection of Contractor badges and vehicle passes until on-site pick-up. | HK$500/exhibitor or pavilion |
| 23) | Screwing, drilling, painting or nailing on the panels of standard shell booth. | HK$300/panel |
| 24) | 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 |
| 25) | Any additional hall rental charges incurred due to over-time move-in and move-out. | Please refer to Section 5.2.4 |

Remarks:

a) If the site work deposit is not sufficient to cover the actual cost/deduction incurred, the Organisers reserve the rights to peruse the Contractor for the outstanding balance.

b) Even if the Exhibitor/Contractor violates the conditions/rules and regulations other than the above, the Organisers reserve the rights to deduct from the deposit as deemed necessary.

c) The Organisers 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 Organisers reserve the rights to ban the Contractor and/or its Company from any construction works organised by the organisers.

e) Deductions from the site work deposit are without prejudice to other rights and claims that may be made by the Organisers under the Rules and Regulations.

f) In case of any disputes, the decision of the Organisers should be final and binding.

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