

Circular 通告 (1.1)
Points to Note / New Measures on Custom-Built Stand
展覽特裝參展新措施及注意事項

In order to enhance the overall safety and efficiency of the fair, new measures have been implemented. Please pay attention to the summary as follows. For details, please refer to section 4 of the Exhibitors' Manual.

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

Section 部份	Items 內容
4.2	<p>Information submission / 提交資料</p> <p>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\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor.</p> <p>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 3,000 港元 (400 美元) 的逾期行政費。</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. 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>Site work deposit / 施工按金</p> <p>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) respectively.</p> <p>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。而最低及最高按的金額分別為 5,000 港元 (667 美元) 及 75,000 港元 (10,000 美元)。</p>
4.2.3	<p>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 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.</p> <p>承建商必須購買有效之公眾責任保險。每次事故賠償限額不少於港幣 1,000 萬，而保險期內累積賠償額則須無限。此外，承建商必須遵從香港條例第 282 章僱員補償條例（“該條例”）第 40 條的規定，以承擔該承建商在該條例及普通法就他們全部的僱員在工作時受傷而引起的法律責任，不論僱員的合約期或工作時數長短、是全職或兼職、是長工或臨時工。私人承建商必須一直於展覽期間（包括進場及離場）就私人承建商的財物及其活動及其他項目存有生效及充足的保險，包括盜竊、火災、財物損毀、意外、自然災害、天災以及其他通常由承建商投保的及主辦機構要求投保的風險。</p> <p>The insurance should be maintained in force at all times during move-in period, exhibition period and move-out period, i.e. 11 – 17 October 2025.</p> <p>保險有效期須包括進場、展覽期間及離場〔即 2025 年 10 月 11 至 17 日〕。</p>
4.2.4	<p>Hall rental charges for over-time move-in and move-out.</p> <p>進場及離場超時租場收費。</p>
4.2.5	<p>Maximum stand height.</p> <p>攤位高度限制。</p>

4.2.1

Structural Safety Certificate and/or Structural Calculations Submission
提交「結構安全證明書」及/或「數據證明」

Stands & temporary structures 攤位及臨時搭建物	>2.5m & <4.5mH >2.5 米而 <4.5 米高	≥4.5mH or two-storey construction ≥4.5 米高或雙層結構
Stages or platforms 平台或舞台	>1.1m & <1.5mH >1.1 米而 <1.5 米高	≥1.5mH ≥1.5 米高
Suspended lighting truss & equipment 懸空照明支架及設備	<100 kg <100 公斤	≥100 kg ≥100 公斤
Self-standing speakers and/or lighting towers 獨立揚聲器和/或照明燈架連燈	≤2.5m ≤2.5 米	>2.5m >2.5 米
Authorised Person/ Registered Structural Engineer (AP/RSE) should be deployed to 認可人士/註冊結構工程師應	Verify stability of design drawings 證明其設計圖則穩定性	Verify stability of design drawings & prepare structural calculations* 證明其設計圖則穩定性及數據證明*
	Supervise construction works at site; verify stability after completion by issuing structural safety certificate 監督搭建工程及在完成搭建後驗證並簽發結構安全證明書	
Submit design drawings to Organiser by 30 Aug 2025 於 2025 年 8 月 30 日 或之前提交圖則予主辦機構	By email 以電郵方式	
Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 12 Oct 2025 於 2025 年 10 月 12 日 下午 3 時或之前投放到 「攤位設施」展位之收集箱	1. Structural safety certificate (refer to section 4.2.6) 結構安全證明書* 2. Fire Services certificate (submit upon request) (refer to section 4.2.8) 消防證明書〔按要求下提交〕〔詳情請參閱第 4.2.8 章〕	
Submit to Official Electrical Contractor by 1500 hrs on 12 Oct 2025 於 2025 年 10 月 12 日 下午 3 時或之前交予 大會電力承建商	Certificate of installation, inspection & testing (Form WR1)* (please refer to section 4.2.7) 電力裝置完工證明書〔表格 WR1〕* 〔詳情請參閱第 4.2.7 章〕	

* 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.

*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。

Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.

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。

An Authorised 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 Authorised 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

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：https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registrationsearch-disclaimer.html?req_type=RSE

4.2.7	<p>Electricity / 電力裝置</p> <p>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.</p> <p>按電力條例〔第406章〕電力〔線路WR1及須於〕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，並須簽發表格上述指定時間交予大會電力承建商，以茲證明。</p>
4.2.8	<p>Fire Precaution / Fire Service Certificate / 防火措施 / 消防證明書</p> <p>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.</p> <p>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、煙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。</p> <p>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 https://www.hkfsd.gov.hk/eng/fire_protection/cert/index.html for details. For Registered Fire Service Installation Contractor registry, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf.</p> <p>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 https://www.hkfsd.gov.hk/chi/fire_protection/cert/index.html。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。</p> <p>For all construction with two-storey construction, 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.</p> <p>為安全起見，凡搭建雙層結構攤位，承建商必須於施工及展覽期間在攤位內的顯眼地方放置一個有效滅火筒。所有木材搭建的攤位亦建議設置一個有效滅火筒。</p> <p>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 (12 October 2025).</p> <p>按展館營運者的規定，如攤位天花結構有布料覆蓋（不論全封或部份用布封頂），需於展覽會開展前一個月或之前填回布料測試申請表格，並連同布料樣本（尺寸必須為一米乘一米）一併提交予展館營運者以作阻燃（注意將會以真火測試）及可透水的測試，而該攤位承建商亦需於2025年10月12日下午3時前直接提交消防裝置及設備證書（FS251）予展館營運者。</p> <p>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.</p> <p>展館營運者擁有布料測試的最終結果決定權並有權禁止違反上述條款及細則的相關攤位承建商在展館範圍內進行搭建工作。</p> <p>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.</p> <p>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。</p>

4.2.9	Reflective Vest/Belt / 反光背心/帶 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/Belt. 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/帶。
4.2.12	Waste Reduction and Recovery Measures / 減少廢物及回收措施 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. 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	Construction Industry Safety Training Certificate / 建築業安全訓練證明書 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. 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。 Please feel free to contact the Event Planning & Co-ordination Team of HKCEC at hkcecepc@hkcec.com or (852) 2582 8888 should you need further assistance. 如有任何查詢，可透過電郵 hkcecepc@hkcec.com 或致電（852）2582 8888 與香港會議展覽中心之項目策劃及統籌部聯絡。
4.2.14	Rules to be complied by the Exhibitors and his/her appointed Contractors. 參展商及其承建商須注意及遵守事項。
4.2.15	Deduction of site work deposit. 施工按金罰則。


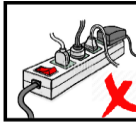
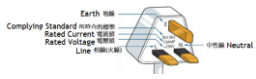

We believe that you and your appointed contractor(s) will support us in this initiative in creating a safer working environment. To ensure a full compliance on the above rules, we will penalize offenders by refusing their participation in our future fairs, and forfeiting totally the site work deposits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

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。



For queries, please feel free to contact 如有查詢，請聯絡：

Contact 聯絡人	Tel 電話	Email 電郵
Mr. Andrew Cheung 張銘暉先生	2240 5460	andrew.mf.cheung@hktcdc.org
Mr. Roy Chau 巢景新先生	2240 5452	roy.ks.chau@hktcdc.org

Circular 通告 (1.2)
Booth Decoration/Construction Safety Issues
展位裝飾/裝修之安全事項
Electricity Supply 電力供應

 	<p>Exhibitor should check which type of socket you have ordered including those standard socket included in the booth provided by organizer (if any) and its power limitation. Each socket can connect one electrical appliance only. The fuse will be broken if electricity consumption exceeds 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>參展商請留意閣下所租用或大會提供(如包括)之電力插座供電量，每一個插座均有其負電上限，以及只供單一電器使用，切勿超過負荷，以免保險絲斷路。現場重新安裝保險絲的費用為港幣五十元。參展商切勿於插座上安裝萬能插頭或拖板，一經發現本局將保留終止供電權利直至有關參展商將問題插座改正。</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>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>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. Please do not exceed the power supply limit.</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“攤位設施服務台”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負擔所有責任，切勿超過負荷。</p>

Fair System & Furniture 攤位結構及傢俱

	<p>No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. No additional booth fitting (including exhibitor's own shelves), 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 booth. 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>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。展台的鋁架或結構或圍板或公司名牌上均不能以任何方式附加任何額外的展台裝置(包括自攜層架)、結構、燈具、陳列品、裝飾物或展品等。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>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> <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>

The exhibitor undertakes to indemnify the organizer from any claims caused by their decoration / construction works done to the shell scheme. 參展商保證，對於任何因其或其聘用之承建商於展台施工或佈置而引致的索償，主辦機構毋須負責。

The exhibitor is recommended to take out insurance policies to cover itself against all potential liabilities. The exhibitor shall be solely responsible for death, injury, damages or any consequences in relation to the violation of any of the above guidelines. 建議參展商須就可能對其構成的所有潛在責任購買保險。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。

ES Onsite Circular – V4.1