

**Circular 2 : Points to Note/New Measures on Custom-Built Participation**  
**通告 2: 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><b>Information submission / 提交資料</b></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.<br/>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/承建商收取港元 3,000 (美元 400)的逾期行政費。</p> <p>Submission of "Structural Safety Certificate", Documentary Proof of Fire Services Compliance and "Certification of &lt;Electrical&gt; installation, inspection &amp; testing" (Form WR1) are also required.<br/>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><b>Site work deposit / 施工按金</b></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.<br/>按金以每平方米港元 300 (美元 40) 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港元 5,000 (美元 667)及港元 75,000 (美元 10,000)。</p>  |
| 4.2.3      | <p>Contractors are required to carry out and maintain <b>public liability insurance</b> 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 <b>not less than HK\$10 million for any single claim, unlimited in aggregate</b>. 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>The insurance should be maintained in force at all times during <b>move-in period, exhibition period and move-out period, i.e. 2-9 March 2025</b>. A copy of the public liability insurance policy should be provided to the Organiser by <b>21 January 2025</b>.</p> <p>承建商必須購買有效之<b>公眾責任保險</b>。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>保險有效期須包括進場、展覽期間及離場〔即 2025 年 3 月 2 至 9 日〕。承建商須於 2025 年 1 月 21 日或之前將其公眾責任保險單副本交予主辦機構。</p> |

|  |  |  |  |
|--|--|--|--|
| 4.2.4  | Hall rental charges for over-time move-in and move-out.<br>進場及離場超時租場收費。  |  |  |
| 4.2.5  | Maximum stand height.<br>攤位高度限制。   |  |  |
| 4.2.6  | <b>Structural Safety Certificate and/or Structural Calculations Submission</b><br>提交「結構安全證明書」及/或「數據證明」   |  |  |
|  | Stands & temporary structures<br>攤位及臨時搭建物  | >2.5m & <4.5mH<br>(Regarding Booth Height Limitation, Pls refer 4.2.5)<br>>2.5 米 而 <4.5 米高<br>(攤位高度限制, 請參考 4.2.5)  | >2.5m & <4.5mH<br>(Regarding Booth Height Limitation, Pls refer 4.2.5)<br>≥ 4.5 米高或雙層結構<br>(攤位高度限制, 請參考 4.2.5) |
|  | Stages or platforms<br>舞台或平台   | >1.1m & <1.5mH<br>>1.1 米而<1.5 米高   | ≥ 1.5mH<br>≥ 1.5 米高  |
|  | Suspended lighting truss & equipment<br>懸空照明支架及設備  | <100 kg<br><100 公斤   | ≥ 100 kg<br>≥ 100 公斤   |
|  | Self-standing speakers and/or lighting towers<br>獨立揚聲器和/或照明燈架連燈  | ≤2.5m<br>≤2.5 米  | >2.5m<br>>2.5 米  |
|  | Authorised Person/<br>Registered Structural Engineer<br>(AP/RSE) should be deployed to<br>認可人士/註冊結構工程師應  | Verify stability of design drawings<br>證明其設計圖則穩定性  | Verify stability of design drawings & prepare structural calculations<br>證明其設計圖則穩定性及數據證明                       |
|  | Submit design drawings to Organiser by <b>21 Jan 2025</b><br>於 <b>2025 年 1 月 21 日</b><br>或之前提交圖則予主辦機構  | Supervise construction works at site; verify stability after completion by issuing structural safety certificate<br>在完成搭建後驗證並簽發結構安全證明書   |  |
|  | Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on <b>3 March 2025</b><br>於 <b>2025 年 3 月 3 日</b><br>下午 3 時或之前投放到「攤位設施」之收集箱 | By email<br>以電郵方式  |  |
|  | Submit to Official Electrical Contractor by 1500 hrs on <b>3 March 2025</b><br>於 <b>2025 年 3 月 3 日</b><br>下午 3 時或之前<br>交予大會電力承建商                                 | 1. Structural safety certificate (refer to section 4.2.6)*<br>結構安全證明書〔詳情請參閱第 4.2.6 章〕*<br>2. Fire Services certificate (submit upon request) (refer to section 4.2.8)<br>消防證明書〔按要求下提交〕〔詳情請參閱第 4.2.8 章〕 |  |
|  |  | Certificate of installation, inspection & testing (Form WR1) (please refer to section 4.2.7)*<br>電力裝置完工證明書〔表格 WR1〕<br>〔詳情請參閱第 4.2.7 章〕*  |  |
| * Failing to provide the required certificate and form by 1500 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period.<br>*如未能於最後進場日下午 3 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。<br>Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.<br>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。 |  |  |  |

|              |   |
|--------------|---|
|              | <p>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 <a href="https://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE">https://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE</a></p> <p>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：<a href="https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE">https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE</a></p>   |
| <p>4.2.7</p> | <p><b>Electricity / 電力裝置</b></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 &amp; testing” (Form WR1) should be submitted to the <b>Official Electrical Contractor</b> as per schedule mentioned above.</p> <p>按電力條例〔第 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代辦，並須簽發表格 WR1 及須於上述指定時間交予大會電力承建商，以茲證明。</p>  |
| <p>4.2.8</p> | <p><b>Documentary Proof of Fire Services Compliance / 符合相關消防規定證明書</b></p> <p>In compliance with the Venue’s Rules &amp; 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. 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及符合防火和建築規定。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。</p> <p>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 <b>Registered Fire Services Installation Contractors</b>. For the List of Registered Fire Services Installation Contractors, please visit <a href="http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf">http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf</a>.</p> <p>所有用作裝飾的可燃物料必須符合消防處處長接受的標準，或使用消防處處長接受的防火溶液加以處理以達到任何該等標準。以防火溶液加以處理的工作，須由註冊二級消防裝置承辦商進行，完工後須於上述指定時間提交一份證書〔消防表格 251〕，以證明符合規定。在主辦機構要求下，須提交相關證書。有關註冊消防裝置承辦商的名冊，請瀏覽消防處網頁：<a href="http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf">http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf</a>。</p> <p>For all construction with two-storey construction, at least one functional extinguisher <b>MUST</b> 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<b>必須</b>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 &amp; 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</p> |

|        |  |
|--------|--|
|        | <p>Equipment (FS251) must be submitted on or before 3pm on exhibitor's move-in day. (that is <b>3 March 2025</b>).</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 <b>2025年3月3日</b> 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 &amp; 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 &amp; Co-ordination Team of the Venue Operator at <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> or (852) 2582 8888 should you need further assistance.</p> <p>如有任何查詢，可透過電郵 <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> 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  | <p><b>Reflective Vest/Belt / 反光背心/帶</b></p> <p>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.</p> <p>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。</p>   |
| 4.2.13 | <p><b>Construction Industry Safety Training Certificate / 建築業安全訓練證明書</b></p> <p>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.</p> <p>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。</p> <p>Please feel free to contact the Event Planning &amp; Co-ordination Team of the Venue Operator at <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> or (852) 2582 8888 should you need further assistance.</p> <p>如有任何查詢，可透過電郵 <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> 或致電 [ 852 ] 2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p>   |
| 4.2.14 | <p><b>Rules to be complied by the Exhibitors and his/her appointed Contractors.</b></p> <p>參展商及其承建商須注意及遵守事項。</p>   |
| 4.2.15 | <p><b>Deduction of site work deposit.</b></p> <p>施工按金罰則。</p>   |

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。

"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.

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



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 Aston Fong 方詠鴻先生    | (852) 2240 5459 | <a href="mailto:aston.wh.fong@hktdc.org">aston.wh.fong@hktdc.org</a>       |
| Mr Andrew Cheung 張銘暉先生 | (852) 2240 5460 | <a href="mailto:andrew.mf.cheung@hktdc.org">andrew.mf.cheung@hktdc.org</a> |
| Mr. Chris Yip 葉志成先生    | (852) 2240 5336 | <a href="mailto:chris.cs.yip@hktdc.org">chris.cs.yip@hktdc.org</a>         |

