

4. 攤位設計及設施

請瀏覽網頁 www.hktdc/innodesigntechexpo 「參展商中心」、「額外設施及服務申請表格電子版本」以索取本文提及之表格二至七。

4.1 標準攤位/特級攤位參展商

所有標準攤位的設計、搭建及裝修工作均由主辦機構負責。大會提供的設施包括圍板、公司名牌、桌子、椅子、陳列架、地櫃、聚光燈及地毯等。主辦當局有權在展覽會開幕前，更改所提供的設施，並有權將開關掣及過載保護分線箱安裝於攤位內的適當位置。

主辦機構負責免費提供公司名牌。公司名牌之正確英文寫法將根據申請表格所提供之名稱作準。角位/三邊/四邊開放攤位參展商可於指定限期前，選擇以圍板封閉原先開放的一邊或多邊。在這情況下，任何適用於角位/三邊/四邊開放攤位的附加費將不獲豁免。

一般而言，參展商不得改動攤位結構或拆除攤位的任何部份。參展商如有特別需要，如更改設施位置或刪除設施，須填寫「額外/改動設施服務申請表」內之表格四及六，並於**2010年10月20日**前交回主辦機構。

如有需要刪除任何標準設施，請於**2010年10月20日**前通知主辦機構，可免收費用。

租用標準攤位的參展商及其委託之承建商必須注意及遵守下列各項規定：

- 1) 非大會供應的設施均不得裝嵌在標準攤位結構的物料上。
- 2) 圍板、地板、天花板上不得貼上任何膠紙或膠布，亦不得釘上釘子或加裝任何裝置。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。大會承建商可向參展商追討其清潔費用。
- 3) 任何物品的高度不得超過 2.5 米，或伸展超逾劃定的攤位界限。有關物品包括但不限於參展商帶來的裝置、展品、公司名牌、宣傳材料、標記及充氣物。

4. Booth Design and Facilities

Please visit “Exhibitors’ Centre”, “Order Form Electronic Version” at www.hktdc.com/innodesigntechexpo for accessing Form 2~7 mentioned under this section.

4.1 Standard Booth / Premium Booth

All shell booths are designed, erected and decorated by the Organiser. Facilities provided include partitions, company fascia, table, chairs, display shelves, cabinets, spotlights and carpet. The Organiser reserves 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 organiser’s discretion.

Fascia Board with company name will be provided free of charge. Exact wording of company name (English lettering) as supplied in your application form will be used. An Exhibitor occupying a booth at the corner/peninsular/island site has a choice to close its open side(s) with panels before the specified deadline. Any corner/peninsula/island location surcharge applicable will not be waived under such circumstances.

Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths at their own. Exhibitors requiring special assistance to relocate or delete standard facilities should submit their request using the **Forms 4 and 6** (Additional/Modification of standard facilities) to the Organiser no later than **20 Oct 2010**.

Deletions of standard items are free of charge only if the Organiser is notified no later than the deadline of **20 Oct 2010**.

Standard booth Exhibitors and their appointed contractors must adhere to the following points:

- 1) No additional booth fitting or display may be attached to the shell booth structure.
- 2) No tapes, stickers, graphics, nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the Fair and the Official Contractor reserves the right to claim the cleaning cost if these items are not removed at the end of the Fair.
- 3) No items may exceed a height of 2500mm or extend beyond the boundaries of the booth allocated. These include but not limit to fittings, exhibits, and company names, advertising material logos, inflatables brought along by the Exhibitor.

- 4) 展覽會完結時，所有展品、攤位物料必須在主辦機構規定的指定時間內立刻清理。任何展品、攤位物料擱置於展覽會場將視為棄置物品，主辦機構會向有關參展商收取所需的清理費用。
- 5) 如攤位不符合認可規格或主辦機構所訂之規則，主辦機構保留權利進行改建或清拆而毋須另行通知。有關費用一概由參展商/承建商負責。
- 6) 參展商裝設的電器設備 (包括照明裝置) 必須符合香港政府電力條例之電力規定。嚴禁參展商在攤位內安裝不符安全標準的電力裝置或電線。
- 7) 如需額外供電，應向大會承建商申請並付款。如發現任何非法的電源接駁或電力申請不足，必須繳付其差價及臨場附加費。施工按金亦會被扣除。

4.1.1 攤位佈置

參展商及/或其委託之承建商必須先獲主辦機構書面批准，方可在 **2010 年 11 月 30 日下午 6 時後**進場進行涉及木工的攤位佈置。

若參展商委託之承建商需要提早進場，請填妥**表格七(承建商資料申報表)**並連同設計圖則及施工按金全數(請參閱第 4.2.2、4.2.14 及 4.2.15 條)於指定截止日期前一併交付主辦機構。**主辦機構恕不接受逾期申請。**

貴司之申請一經批核，請貴司於香港貿易發展局展覽營運中心(香港九龍將軍澳將軍澳工業邨駿日街 83 號)領取承建商証及車証。

本局之展覽服務部亦可提供攤位修飾 / 設計服務，歡迎貴司與有關職員聯絡查詢，電話：(852) 2240 5499；傳真：(852) 2519-8223；電郵：ex.ser@hktdc.org。

4.1.2 額外設施

參展商如需額外設施，如電話、陳列設施、視聽器材等，須填寫**表格四至六**申請租用，所有費用必須預先繳付。

- 4) All exhibits stand materials and the like shall be removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organiser. Any exhibits or stand materials left behind at the Exhibition Venue shall be deemed abandoned. Exhibitors are liable for the disposal expense so incurred by the Organiser.
- 5) If any booth which differs from the approved specifications or does not confirm to the Organiser's rules and regulations, the Organiser reserves the right to alter or remove without prior notice at the Exhibitor's/Contractor's own expense.
- 6) Installation of electrical equipment, including lighting fixtures, must adhere to the Electrical Regulations of Hong Kong Electricity Ordinance stringently. Exhibitors are prohibited to install any sub-standard fittings or wirings, which compromise the electrical safety standard.
- 7) If Contractor needs extra electricity, they should order from the Official Contractor and pay for the extra cost. Any illegal electricity wiring connection or any inadequate connection order will be charged for the price difference plus on-site surcharge and the site work deposit will be deducted.

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 1800hrs on 30 Nov 2010 for wood-work booth decoration

To gain access to the venue for contracting work, please complete **Form 7**, 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 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 Exhibition Services & Logistics Centre, 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 our colleagues for such service at phone: (852) 2240 5499, fax: (852) 2519-8223 or email: ex.ser@hktdc.org.

4.1.2 Additional Facilities

Exhibitors requiring additional facilities such as telephone, furniture, audio visual equipment, etc. should use **Forms 4 to 6** for ordering the required facilities. Pre-payment in full will be required.

4.1.3 供水及排水設施

申請及安裝指引：

- 1) 不可將供/排水的接駁位再分拆使用。
- 2) 用具的排水位與地面之距離不能少於 0.4 米。
- 3) 排水之水溫不能逾攝氏 40 度或低於供水之溫度。
- 4) 不可用於大排水量的用具，如洗碗碟機。
- 5) 不可阻礙出水之槽位，以免妨礙工程人員隨時作檢查。
- 6) 設置地台的攤位不建議加裝供/排水設施。
- 7) 申請供/排水設施須連同安裝位置圖於截止日期前提交。
- 8) 出水槽位不可置於主通道上。
- 9) 所有電掣或掣箱須與洗滌槽有適當的分隔。
- 10) 供/排水位不能安裝在雙層建築物之上層。
- 11) 如需要安裝魚缸，應設置盛水器於魚缸之下以防漏水。

4.1.4 進場/離場超時租場收費

請參閱第 4.2.4 條。

4.1.3 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 cannot be block off by all means in order not to hinder technician inspection.
- 6) Raised floor is not recommended for booths ordering water service.
- 7) The service orders must be submitted together with its location plan before the deadline.
- 8) The booth layout should be well arranged so that service pits or trenches for water supply and drainage are not within the main aisles.
- 9) All electrical switches and distribution boards should be properly partitioned off from the water sink.
- 10) The water point cannot be installed at the upper deck of the booth if a double deck structure is to be built.
- 11) If fish tank is installed, dripping pan should be in placed under the tank.

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

Please refer to section 4.2.4 for details.

4.2 在展覽空地自建攤位

選擇這種參展方式的參展商，只獲分配鋪有地毯的展覽空地。參展商須自行設計及搭建攤位，並須遵守規例第 3.1 段，以及主辦機構在展出前或舉行期間的其他規定。

租用展覽空地的參展商可委聘任何本地符合資格的承建商設計及搭建攤位。參展商如聘用海外(非香港)承建商，其必須遵守香 入境處的有關要求。請確保其員工持有有效香港工作許可証。參展商可瀏覽網頁 www.hktdc.com/innodesigntechexpo 「參展商中心」、「其他服務資料」、「展台承建商目錄」以參閱最新的「香港展覽會展台承建商名錄」。

參展商或其委託之承建商須於 2010 年 10 月 7 日或之前將承建商資料申報表(表格二)、設計圖則及燈圖、施工按金交到香港貿易發展局展覽服務部左敏思小姐(vicky.ms.chor@hktdc.org)。而有效的保單副本亦須於 2010 年 10 月 21 日或之前交到展覽服務部左敏思小姐存檔。否則主辦機構會收取 1200 港元(150 美元)的遲交罰款。

4.2.1 設計圖則

圖則比例必須不少於 1:100，並須註明十足尺寸及詳附平面布置圖、攤位正視圖、電力裝置、地毯、用色及用料、流動展品、視聽器材、展品重量及點荷載等資料。

所有高逾 2.5 米但少於 4.5 米的攤位及臨時搭建物或搭建高逾 1.1 米但少於 1.5 米的平台或舞台：

- 1) 必須由認可人士/註冊結構工程師證明其設計圖則的穩定性後，方可搭建。
- 2) 設計圖則可以電郵方式交予主辦機構，圖則會轉交展館營運者審批。
- 3) 必須在認可人士/註冊結構工程師監督下搭建。
- 4) 完成搭建後必須由認可人士/註冊結構工程師驗證其結構安全並簽發結構安全證明書。
- 5) 所有結構安全證明書須於 2010 年 12 月 1 日下午 3 時或之前投放到鄰近之「攤位設施」展位之收集箱。詳情請參閱第 4.2.6 章。

4.2 Custom-built Stands on Raw Space

For this option of participation, Exhibitors will be given carpeted raw exhibition floor space only. They 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 may specify before or during the Exhibition.

Raw Space Exhibitors may appoint any competent local Stand Contractor 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 www.hktdc.com/innodesigntechexpo.

For raw space Exhibitors, raw space contractors' information (Form 2), construction drawings and lighting distribution plan and site work deposit should be submitted to reach Ms Vicky Chor (vicky.ms.chor@hktdc.org), Exhibition Services, Hong Kong Trade Development Council for review no later than 7 Oct 2010, and a copy of a valid insurance policy should reach Ms Vicky Chor no later than 21 Oct 2010. Otherwise, a late charge of HK\$1,200 (US\$150) will be charged to the Exhibitor or its appointed contractor.

4.2.1 Plans & Design Proposals

Drawings submitted must be in reasonable scale of not less than 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.

For stands and temporary structures exceeding 2500mm but below 4500mm in height or stages or platforms exceeding 1100mm but below 1500mm in height:

- 1) An Authorized Person/Registered Structural Engineer's (AP/RSE) shall verify the stability of the design drawings.
- 2) Submission of design drawings to Organiser via email is accepted. The drawings will be forwarded to the Venue Operator for approval.
- 3) Construction should be conducted under the supervision of AP/RSE.
- 4) AP/RSE should verify the stability after completion by completing the structural safety certificate.
- 5) The structural safety certificate must be submitted to the Organiser by dropping it into the collection box at the nearest Technical Services Counter by 1500 hrs on 1 Dec 2010. Please refer to section 4.2.6 for details.

按照食物環境衛生署申請「臨時公眾娛樂場所牌照」之要求，所有高 4.5 米或以上的攤位及臨時搭建物或搭建高 1.5 米或以上的平台或舞台：

- 1) 必須由認可人士/註冊結構工程師以數據證明其設計圖則的穩定性後，方可搭建。
- 2) 必須呈交一式五份擬議設計圖並附上由認可人士/註冊結構工程師證明其穩定性的數據予主辦機構。主辦機構會：
 - a、保留一份作審閱之用
 - b、遞交一份予展館營運者審批
 - c、於活動首日的最少 42 天前遞交三份予食物環境衛生署署長(繼而再分發予消防處及屋宇署審閱)

按照《電子交易條例》(2000 年第一號) 第 11(1) 條訂立的《電子交易(豁免)令》，署長不會接受以電子形式提出申請牌照的圖則。

- 3) 必須在認可人士/註冊結構工程師監督下搭建。
- 4) 完成搭建後必須由認可人士/註冊結構工程師驗證其結構安全並簽發結構安全證明書。
- 5) 所有結構安全證明書須於 2010 年 12 月 1 日下午 3 時或之前投放到鄰近之「攤位設施」展位之收集箱。詳情請參閱第 4.2.6 章。

所有已交到主辦機構之圖則如有改動，亦須交予主辦機構審閱。圖則亦會轉交有關部門審批/審閱。

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：

http://www.bd.gov.hk/chineseT/inform/index_ap.html

請貴司於香港貿易發展局展覽營運中心(香港九龍將軍澳將軍澳工業邨駿日街 83 號)領取承建商証及車証。假若自建攤位的承建商資料申報表(表格二)、設計圖則及燈圖、施工按金(包括逾期服務費，如適用)及有效的保單副本未達主辦機構，參展商或其委託之承建商將不獲發適用於展覽場地的承建商証及車証，亦不得在展覽場地搭建攤位。

參展商如需額外設施，須填寫表格三申請租用，所有費用必須預先繳付。

As required by the Food & Environmental Hygiene Department for applying Temporary Places of Public Entertainment (TPPE) license, for stands and temporary structures at 4500mm in height or above or stages or platforms at 1500mm in height or above:

- 1) The design drawings must be verified by an AP/RSE with structural calculations for stability before construction.
- 2) 5 copies of design drawings with structural calculations endorsed by AP/RSE should be submitted to the Organiser of which the Organiser will:
 - a. Keep 1 copy for review
 - b. Submit 1 copy to HKCEC for approval
 - c. Submit 3 copies to Director of Food & Environmental Hygiene **at least 42 days before** first show day for their further distribution to Fire Services Department and Buildings Department for review

Pursuant to Electronic Transactions (Exclusion) Order made under Section 11(1) of the Electronic Transaction Ordinance (1 of 2000), the Director will not accept any electronic submission of plans.

- 3) Construction should be conducted under the supervision of AP/RSE.
- 4) AP/RSE should verify the stability after completion by completing the structural safety certificate.
- 5) The structural safety certificate must be submitted to the Organiser by dropping it into the collection box at the nearest Technical Services Counter by 1500 hrs on 1 Dec 2010. Please refer to section 4.2.6 for details.

An Authorized 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 Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For the latest AP/RSE registry, please visit http://www.bd.gov.hk/english/inform/index_ap.html.

Any alteration after drawing submission should be addressed to the Organiser for review and for further distribution to relevant parties concerned.

You will be asked to collect the contractor's badge and vehicle pass at HKTDC Exhibition Services & Logistics Centre, 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 the Exhibition Venue and no custom-built stand will be permitted to be erected at the Exhibition Venue unless raw space contractors' information, construction drawings and lighting plan and site work deposit (including late charge, if applicable) and a copy of a valid insurance policy have been received by the Organiser.

Exhibitors requiring additional facilities such as electricity supply, communications facilities etc..., please complete **Form 3** and return to the Organiser with full payment before deadline.

4.2.2 施工按金

所有展覽空地及申請提早佈置攤位的標準/特級攤位參展商/承建商必須繳交施工按金，按金以每平方米 200 港元(25 美元)計算。搭建雙層展覽攤位必須繳雙倍施工按金。而最低及最高的金額分別為 5,000 港元及 50,000 港元。

施工按金將存入銀行，假若主辦機構認為攤位已妥善清理、裝置並無任何損壞、在大會指定時間內完成及沒有違反第 4.2.15 條者，按金將於展覽會結束後 2 個月內退回。

繳交方式如下：(請選其一)

1) 支票方式

抬頭「香港貿易發展局」，必須是香港銀行可提款之支票，並郵寄或交到本局
地址：香港貿易發展局 展覽營運中心
香港 九龍 將軍澳 將軍澳工業邨 駿日街 83 號

支票背面請註明「施工按金」、「展覽會名稱」、「攤位號碼」及「參展商名稱」。按金會以支票形式退回發票者。

2) 現金入賬方式

港元戶口號碼：004-002-222701-005
戶口名稱：香港貿易發展局
銀行名稱：香港上海滙豐銀行

請於入賬收據副本註明「施工按金」、「展覽會名稱」、「攤位號碼」及「參展商名稱」並電郵/傳真致主辦機構。按金會以支票形式退回。

3) 信用卡方式(VISA / Mastercard)

請提供信用咭號碼、持咭人姓名及信用卡屆滿日期以供主辦機構安排。按金將會在扣除信用卡公司之手續費後(如適用)退回信用咭戶口。

備註： a) 施工按金須於 **2010 年 10 月 7 日**或之前入帳。
b) 於 **2010 年 11 月 18 日**後繳交的**施工按金**，請以信用卡方式或現金入賬方式付款。以支票方式繳付恕不接受。

4.2.2 Site Work Deposit

Exhibitors/Contractors of raw space 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 booth, the 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 be refunded within two months after the conclusion of the Fair if their exhibition sites are, in the Organiser's view, clear of damage to the exhibition hall and of 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, the deposit will be deducted.

Payment methods as below: (Please choose either one)

1) **By Cheque**

Cheque must be issued from a bank in Hong Kong made payable to "Hong Kong Trade Development Council" and mailed/delivered to:
HKTDC Exhibition Services & Logistics Centre
83 Chun Yat Street, Tseung Kwan O Industrial Estate
Tseung Kwan O, Kowloon
Hong Kong

Please indicate "**Site Work Deposit**", "**Fair name**", "**Booth numbers**" and "**Exhibitor's name**" on the back of the cheque. Refund will be arranged by cheque to the **cheque issuer**.

2) **By Cash Deposit**

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

Please indicate "**Site Work Deposit**", "**Fair name**", "**Booth numbers**" 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 / MasterCard)

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

Remarks: a) **The site work deposit should reach us by 7 Oct 2010.**
b) **We do not accept payment by cheque after 18 Nov 2010, please settle by credit card or cash deposit instead.**

4.2.3 保險

承建商必須購買有效之公眾責任險。每次事故賠償限額不少於港幣 1000 萬，而保險期內累積賠償額則須無限。保險範圍應包括但不限於人身傷害、財物損毀。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有效及充足的保險，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。

保險有效期須包括進場、展覽期間及離場 (即 2010 年 11 月 30 日至 12 月 5 日)。承建商須於 2010 年 11 月 5 日或之前將其保險副本交予主辦機構。

4.2.4 進場/離場超時租場收費

假若參展商或其委託之承建商未能在主辦機構指定的進場及離場時限完成有關的工作，須向主辦機構繳交由香港會議展覽中心向主辦機構徵收的超時場租如下：

進場超時租場 - 即進場日午夜 12 時後進行工作，收費將按攤位面積計算。

攤位面積	超時租場每小時收費
20 平方米或以下	2,100 港元
超越 20 – 50 平方米	3,100 港元
超越 50– 100 平方米	4,200 港元
超越 100 – 500 平方米	5,200 港元

離場超時租場 - 即 2010 年 12 月 4 日午夜 12 時後進行工作，收費按攤位所在的展館位置以每小時計算。

4.2.3 Insurance

Contractors are required to take out and maintain **public liability insurance** in respect of the contractor's liability for death or injury to any person, 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 take 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 the move-in period, exhibition period and move-out period, i.e. 30 Nov ~ 5 Dec 2010. The said insurance policy should be provided to the Organiser by **5 Nov 2010**.

4.2.4 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 Organiser during move-in and move-out period, they shall pay to the Organiser the over-time charges 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	Overtime Charge per hour
20 sqm or below	HK\$ 2,100
Exceeding 20 sqm to 50 sqm	HK\$ 3,100
Exceeding 50 sqm to 100 sqm	HK\$ 4,200
Exceeding 100 sqm to 500 sqm	HK\$ 5,200

Over-time Move-out, i.e. working after 2400hrs (midnight) on 4 Dec 2010. Charges will be calculated on multiple of hours and according to its exact booth location.

於 2010 年 12 月 5 日凌晨零時 1 分至凌晨 3 時進行工作：

位置	超時租場每小時收費
展覽廳 1A、1B、1C、1E、3C 或 3E	22,150 港元
展覽廳 1D 或 3D	16,000 港元
展覽廳 3B	18,450 港元
展覽廳 3F、3G、5F 或 5G	23,400 港元
展覽廳 5B+C	39,900 港元
展覽廳 5D	6,250 港元
展覽廳 5E	24,000 港元
大會堂	23,500 港元
大會堂前廳	12,700 港元
會議廳 A 或 C	3,200 港元
會議廳 B	4,650 港元
會議廳前廳	10,550 港元
演講廳前廳	2,800 港元
博覽道展廳 A	7,900 港元
博覽道展廳 B	28,900 港元

於 2010 年 12 月 5 日凌晨 3 時後進行工作：

位置	超時租場每小時收費
展覽廳 1A、1B、1C、1E、3C 或 3E	44,300 港元
展覽廳 1D 或 3D	32,000 港元
展覽廳 3B	36,900 港元
展覽廳 3F、3G、5F 或 5G	46,800 港元
展覽廳 5B+C	79,800 港元
展覽廳 5D	12,500 港元
展覽廳 5E	48,000 港元
大會堂	47,000 港元
大會堂前廳	25,400 港元
會議廳 A 或 C	6,400 港元
會議廳 B	9,300 港元
會議廳前廳	21,100 港元
演講廳前廳	5,600 港元
博覽道展廳 A	15,800 港元
博覽道展廳 B	57,800 港元

Overtime Work between 0001-0300 hrs on 5 Dec 2010:

Location	Overtime Charge per hour
Hall 1A, 1B, 1C, 1E, 3C or 3E	HK\$ 22,150
Hall 1D or 3D	HK\$ 16,000
Hall 3B	HK\$ 18,450
Hall 3F, 3G, 5F or 5G	HK\$ 23,400
Hall 5B+C	HK\$ 39,900
Hall 5D	HK\$ 6,250
Hall 5E	HK\$ 24,000
Grand Hall	HK\$ 23,500
Grand Foyer	HK\$ 12,700
Convention Hall A or C	HK\$ 3,200
Convention Hall B	HK\$ 4,650
Convention Foyer	HK\$ 10,550
Theatre Foyer	HK\$ 2,800
Expo Drive Hall A	HK\$ 7,900
Expo Drive Hall B	HK\$ 28,900

Overtime Work beyond 0300 hrs on 5 Dec 2010:

Location	Overtime Charge per hour
Hall 1A, 1B, 1C, 1E, 3C or 3E	HK\$ 44,300
Hall 1D or 3D	HK\$ 32,000
Hall 3B	HK\$ 36,900
Hall 3F, 3G, 5F or 5G	HK\$ 46,800
Hall 5B+C	HK\$ 79,800
Hall 5D	HK\$ 12,500
Hall 5E	HK\$ 48,000
Grand Hall	HK\$ 47,000
Grand Foyer	HK\$ 25,400
Convention Hall A or C	HK\$ 6,400
Convention Hall B	HK\$ 9,300
Convention Foyer	HK\$ 21,100
Theatre Foyer	HK\$ 5,600
Expo Drive Hall A	HK\$ 15,800
Expo Drive Hall B	HK\$ 57,800

4.2.5 高度限制

位置	高度限制
展覽廳 1A~E、3B~G、5BCEFG	5.5 米
會議廳及前廳、大會堂及前廳	5 米
展覽廳 1A~E 大堂、3B~D 大堂、5D、演講廳前廳	4 米
會議室	3.5 米
展覽廳 3E~G 大堂、3E 南面大堂、3FG 卸貨區、5E 南面大堂、5FG 大堂、5FG 卸貨區	3 米
展覽廳 5BC 大堂、大堂中樓 2 及 4、會議室走廊及前廳	2.5 米
博覽道展廳、會議廳大堂中樓	2.2 米

防煙閘

在防煙閘下±0.5 米的範圍內，攤位高度不得超過 2.5 米或 3 米。請參閱展覽廳平面圖第 11 及 12 頁。

防煙閘位置	高度限制
展覽廳 1A~E、3B~E、5B~E	3 米
展覽廳 1、3 及 5 大堂、展覽廳 3FG 及 5FG	2.5 米

4.2.6 結構安全證明書

所有高度超逾 2.5 米的展覽空地攤位、懸空照明支架及/或主辦機構及/或展館 運者認為有需要者，必須提交展覽攤位結構安全證明書。所有攤位必須由認可人士/註冊結構工程師監督下搭建。該認可人士/註冊結構工程師須驗證其結構安全並簽發結構安全證明書。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。

所有結構安全證明書須於最後進場日（即 2010 年 12 月 1 日）下午 3 時或之前投放到鄰近之「攤位設施」展位之收集箱。主辦機構會複制一份作存檔，而正本會轉交展館營運者。如不遵守此規定，主辦機構/展館營運者有權禁止所有人士進入有關攤位。

懸空支架(只供照明用途)

不得在展覽場地的天花結構懸垂攤位構件或照明裝置。所有照明裝置必須安裝在照明支架，而其高度不得超過 1 米、離地高度介乎 2.5 米與 6 米之間。

4.2.5 Height Limit

Location	Maximum Booth Height
Hall 1A~E, Hall 3B~G, Hall 5BCEFG	5500mm
Convention Hall and Foyer, Grand Hall and Foyer	5000mm
Hall 1A~E Concourse, Hall 3B~D Concourse, Hall 5D, Theatre Foyer	4000mm
Meeting Rooms	3500mm
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	3000mm
Hall 5BC Concourse, Mezzanine 2, Mezzanine 4, Meeting Room Corridors and Foyers	2500mm
Expo Drive Hall, Convention Hall Mezzanine	2200mm

Smoke Curtain

For booths situated within ± 500 mm of the smoke curtain, the maximum allowable booth height is 2500 or 3000mm. Please refer to the hall plan on page 11 & 12 for details.

Location of Smoke Curtain	Maximum Booth Height
Hall 1A~E, 3B~E, 5B~E	3000mm
Hall 1, 3 & 5 Concourse, Hall 3FG, Hall 5FG	2500mm

4.2.6 Structural Safety Certificate

A structural safety certificate must be submitted for all custom-built stands on raw space exceeding 2500mm in height, using a hanging lighting truss and/or otherwise deemed required by the Organiser and/or the Venue Operator. All stand construction must be constructed under the supervision of an **Authorized Person/Registered Structural Engineer (AP/RSE)**. The AP/RSE shall verify the stability of the stand by completing the structural safety certificate.

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

The said certificate should be submitted to the Organiser by dropping it into the collection box situated at the nearest Technical Services Counter by 1500 hrs on the last move-in day, i.e. **1 Dec 2010**. The Organiser will make copy for own record and will forward the original to the Venue Operator. If this rule is not observed, the Organiser and/or the Venue Operator reserve the right to prohibit all access to the Stand.

Hanging Truss (For lighting purpose only)

The suspension of Stands or lighting devices from the ceiling structure of the Exhibition Venue will not be permitted. All lighting devices have to be attached onto a lighting truss of no more than 1.0m height, with a minimum of 2.5m and a maximum of 6.0m ground clearance.

4.2.7 電力裝置

所有電力裝置必須由大會指定的承建商進行，有關費用由參展商負責。所有電力安裝技工必須持有「香港電業工程人員註冊證明書」。電力裝置設計草圖及圖則須連同上述攤位設計圖，於 **2010 年 10 月 7 日** 前呈交主辦機構審閱。會場供應電力為 220 伏特 ($\pm 6\%$)、單相、50 赫或 380 伏特 ($\pm 6\%$)、三相、50 赫。

4.2.8 防火措施

為安全起見，凡使用木材搭建之攤位承建商必須在攤位施工期間預備一個有效滅火筒在攤位內的顯眼地方。

上述規例亦適用於國家館，每 60 平方米就須有一個有效滅火筒在攤位內的顯眼地方。

4.2.9 反光背心

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。

4.2.10 金屬棚架

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

http://www.labour.gov.hk/eng/public/content2_8b.htm。

若有違規者，展館營運者及本局有權立即中止有關建築活動。

4.2.7 Electricity

The Official Contractor appointed by the Organiser shall only carry out any electrical works at Exhibitors' expenses. In addition, all electrical installations must be carried out by a qualified electrician with a valid "Certificate of registration of electrical worker". Design plans or proposals for electrical installation must be submitted to reach the Organiser for review together with aforementioned stand design proposals before **7 Oct 2010**. Electricity can be supplied in 220 volt ($\pm 6\%$), single phase, 50 Hz or 380 volt ($\pm 6\%$), three phases, 50 Hz.

4.2.8 Fire Precaution

For all construction with wooden materials involved, raw space contractors are required to prepare one functional fire extinguisher at a conspicuous spot within the assigned area during the construction period for safety reason.

This rule is also applicable to pavilion which has to prepare one functional fire extinguisher for every 60 sqm of its assigned area.

4.2.9 Reflective Vest

All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of the 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 in height is prohibited within the Exhibition Venue by persons working in association with a Scheduled Exhibition. If the construction/dismantling work is carried out at a level over 2 meter or more above the ground, Contractors should use high reach equipment, such as, metal scaffolding. In addition, the scaffold shall not be used on a construction site unless the 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, specifying the location, the extend 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 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 right to stop the relevant construction activity immediately.

4.2.11 職業安全及健康條例

在搭建及拆除攤位期間，參展商或其承建商必須遵守職業安全及健康條例：

- 1) 確保僱員在工作時的安全及健康；
- 2) 提供或維持安全作業裝置及工作系統；
- 3) 委派一名負責人在場監管搭建及拆除攤位的施工。

此職業安全及健康條例是因應展館營運者的要求

4.2.12 減少廢物及回收措施

香港特區政府於 1998 年制定了減少廢物綱要計劃，列出多項措施來提高市民減廢和回收再造的意識，參展商和/或承建商須參照下列的減廢指引：

設計期

- 1) 在場內施工前預先計劃減廢措施，減少廢物的產生。
- 2) 盡量採納組件形式的展架設計和場外預先製組件工序。
- 3) 攤位設計及宣傳物品應採用環保物料，如再造物料。
- 4) 採納彈性的展架設計，增加將來重用的可行性。於設計期應考慮重用建材，及使用再造物料和可回收物料作為建材。

裝置及拆除期

- 1) 向主辦單位查詢回收設施的位置，和可回收的物料種類。
- 2) 向員工指導場內的正確回收工序。
- 3) 適當地裝置及拆除展台，避免破壞物品，特別是可供回收再用的物品。
- 4) 拆除攤位須有周詳的計劃，增加物料重用和回收的可行性。
- 5) 盡用所有原材料，避免浪費。
- 6) 小心處理特殊廢物，如化學廢物。
- 7) 在棄置物料前，先考慮能否重用及回收再造。
- 8) 如需技術支援，請聯絡環保署的回收熱線：(852) 2755-2750。

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.

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 erection, 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.

4.2.13 建築業安全訓練證明書

勞工處、香港展覽會議業協會及展館 運 已達成共識，同意在展館推行建築業安全訓練證明書措施（即「平安咭」），並已生效。凡進入展館裝拆攤位的承建商必須持有有效的建築業安全訓練證明書。其目的是確保承建商在展館工作前已受到強制的的基本安全訓練。

凡進入展館工作的承建商，必須持有平安咭並須清楚地展示出來。否則，展館 運 之保安人員有權拒絕該人士進入或要求該人士離開展館。

如有任何查詢，可透過電郵 hkcepc@hkcec.com 或致電 (852) 2582 8888 與展館 運 之項目策劃及統籌部聯絡。

4.2.14 所有參展商及其承建商必須注意及遵守下列各項規定

租用展覽空地的參展商，必須保證其與承建商製備的設計草圖完全符合以下各項規定。否則展館 運者及/或主辦機構可要求作出修改，因而招致的昂貴修改費用，將由參展商自行負責。在最壞的情況下，主辦機構可能禁止承建商搭建計劃中的自行搭建攤位。任何因此而招致的費用將由參展商全數承擔。

- | | |
|----|---|
| 1) | 攤位尺寸以米為單位。參展商/承建商在動工搭建攤位前，必須確定攤位位置與主辦機構公布的場地圖則相符，如有任何不符，應立即通知主辦機構。凡事前未有知會主辦機構而於動工後始提出的投訴，主辦機構概不受理。 |
| 2) | 所有在地上建築的結構必須能獨立支撐，不得使用任何吊件輔助。任何物料不得安裝在大會承建商之物料上，一經發現，承建商要負責將其拆除而施工按金亦會被扣除。如發現大會承建商之物料有損毀，本局將扣除施工按金。 |
| 3) | 任何攤位裝置不得伸展超逾劃定的攤位界限，該等裝置包括但不限於等離子電視、展品、裝飾燈具、參展商名牌或標記。唯燈具裝置不可超逾攤位界限0.45米以外。 |
| 4) | 現場攤位之主結構與交予主辦機構之圖則如有不符之處，本局將扣除施工按金。 |
| 5) | 不得在展覽場館內的天花板懸吊垂飾，亦不得在地板、牆壁或建築物的任何部份裝設任何固定裝置。 |

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 right 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 hkcepc@hkcec.com or (852) 2582 8888 should you need further assistance.

4.2.14 All Exhibitors and Contractors must comply with the following points

Raw space Exhibitors must ensure that they and their Contractors are fully aware of the following points when preparing design proposals. Failure to observe such rules 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 booth. 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 lighting devices with extension arm extruded not exceeding an overall length of 450mm from booth 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 construction set-up deviated from the drawings submitted to the Organiser will be subject to site work deposit deduction. |
| 5) | No suspensions are to 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)	承建商証應清楚可辨認地顯示承建商的公司名稱及/或沒有在展館內佩帶。否則，本局將扣除施工按金。
7)	參展商的名稱及攤位號碼必須擺放於面向通道的顯眼位置。如違反上述規定，主辦機構有權代為安裝在適當位置，費用由參展商自付。
8)	任何超過2.5米面向毗鄰攤位的名牌及裝飾 (包括公司名稱、商標、標語、相片及背景圖案等)，必須放置於攤位界線0.5米以內的地方。所有視線範圍的結構必須平滑及粉飾達到可接受的標準而沒有任何圖案等裝飾。
9)	參展商不可用毗鄰攤位之圍板作任何裝飾及依靠等用途。
10)	如要改變地毯類型或顏色，必須事先通知主辦機構，所需費用概由參展商負責。
11)	所有電力裝置及電線安裝必須遵照香港電力條例(第406章)的電力(電線接駁)規定。
12)	所有燈飾裝置必須安裝於離地2.2米以上。否則，應有適當的保護設施以保障公眾安全。
13)	大會承建商有權將開關掣及過載保護分線箱安裝於攤位內的適當位置。
14)	所有用以搭建和裝修攤位或設施的材料，必須具防火功能及經由展館營運者及/或主辦機構檢驗。
15)	展場內嚴禁噴漆、燒焊及使用電鋸。一經發現，本局將扣除施工按金。
16)	承建商必須遵照大會編定之進場及離場時間表，不得提早進場及離場。一經發現，所有工人及其建築物料須即時離場直至大會所指定的時間方可施工，本局將扣除施工按金。
17)	所有橫額或旗幟之尺寸及重量均有限制，總重量不可超越20公斤，包括橫額及其所有吊掛部份和零件，而尺寸則不大於2.44米 (闊) x 1.22米 (高)，並只可橫向吊掛在其攤位範圍上空及吊掛高度不少於離地6米。
18)	施工建築期間之廢料 (如包裝材料) 必須立即放於廢料籠內。否則，本局將扣除施工按金。
19)	會場不會提供儲存服務。所有空箱、設備、貨物、工具及物料不得放置於會場、卸貨區及/或非指定的地方。一經發現，會將其棄置而不獲事先通知，而施工按金會被扣除。

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 right 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 2500 mm facing adjacent booth must be set back 500 mm 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) Regulation of Hong Kong Electricity Ordinance (Chapter 406).
12)	All lighting fixtures should be installed at least 2200mm above ground. If not, 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 shall be flame retardant and be subject to inspection by the Venue Operator and/or the Organiser.
15)	Paint spraying, welding and the use of electrical saw are strictly prohibited inside the Exhibition Hall. Otherwise, site work deposit will be deducted.
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 and total maximum weight is 20kg including all supplementary hanging accessories. The maximum size is 2.44m(W) x 1.22m(H) in horizontal hanging format only of which must be hung atop the Space area with a minimum height of no less than 6m above ground.
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)	為確保安全，展館已在進場及撤場期間特設專為棄置玻璃物料之廢料籠，以便與其他物料分開處理。在使用夾斗車清理攤位建築物料之前，請把玻璃物料與其他物料分別棄置於展館有關之廢料籠內，以免發生意外。若發現有處理失當，本局將扣除施工按金。
21)	承建商證嚴禁轉讓他人使用。否則，本局將扣除施工按金。
22)	承建商或其委託者須於香港貿易發展局展覽營運中心(香港九龍將軍澳將軍澳工業邨駿日街83號)領取承建商証及車証。否則，本局將收取行政費並於施工按金中扣除。

4.2.15 施工按金扣款制

請確保所委託之承建商得悉以下細則及施工按金之扣款。

施工按金罰則		違規之按金扣款
1)	參展商/承建商沒有依照主辦機構所定之時間進場或離場。	100%
2)	在展覽廳及/或非指定的地方進行噴漆、焊接或使用電鋸。	100%
3)	儲存建材、工具、空箱及/或其他物品於會場。	100%
4)	所有裝備沒有在施工時間後擺放於所屬之攤位內將會被清理而不作方另行通知。	50%
5)	攤位結構超逾攤位高度上限及/或界限，包括但不限於等離子電視、裝飾燈具、立體字及噴畫等。	50%
6)	任何主結構之裝嵌與呈交主辦機構之圖則不符。	50%
7)	任何高逾 2.5 米並面向毗鄰攤位的招牌展覽板(包括但不限於公司名稱、商標、口號、相片及圍身板)由攤位界線沒有後移 0.5 米。	50%

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 are strictly non-transferable. Otherwise, site work deposit will be deducted.
22)	All contractor badges and vehicle passes are available for contractors' or their agents' pick-up at HKTDC, Exhibition Services & Logistics Centre, Tseung Kwan O Industrial Estate, 83 Chun Yat Street, 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.

4.2.15 Deduction of Site Work Deposit

Please ensure that the Stand Contractors are well aware of the conditions of the site work deposit deduction below.

		Deposit to be deducted upon Violation of Conditions
Conditions		
1)	Contractor does not follow the move-in/move-out schedule set by the Organiser.	100%
2)	Paint spraying, welding or using electrical saw inside the Exhibition Hall or any non-designated areas are strictly prohibited.	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%
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 construction 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 2500mm facing adjacent booth does not set back 500mm from booth boundary.	50%

8)	攤位之所有見光位之裝飾未達致平滑及可接受的標準。	50%
9)	在進場期間未能適當/及時處理其產生之垃圾包裝材料及建材。	50%
10)	沒有在使用夾斗車清理攤位建築物料之前，將所有玻璃物料拆除。	50%
11)	僱用不合資格人員於展覽場地工作。	50%
12)	在展覽場地及/或非指定的地方吸煙。	每次 1,000 港元
13)	如攤位需要額外用電，必須向大會承建商申報及繳費。任何非法駁電或所用電力超出其應有數量，除要繳付其差額及附加費外，另收取行政費用。	每 9 平方米 1,000 港元
14)	任何建料、空箱、木結構、展示牌及工具一旦被發現置於攤位以外將會被清理而不作另行通知並收取清理費。	每立方米 500 港元
15)	承建商証沒有清楚可辨認地顯示承建商的公司名稱及/或沒有在展館內佩帶。	每証 300 港元
16)	未有事前領取承建商証及車証而需臨場交收。	每參展商/國家館 300 港元
17)	工作証轉讓予他人使用。	每証 300 港元
18)	在圍板上鑽鏢絲、油漆或錘釘。	每件 300 港元
19)	任何攤位構件安裝在大會承建商之物料上。	每連接點 200 港元
20)	所有公司名牌的改動或拆除須由大會承建商代辦。否則，大會承建商保留權利將其裝回及收費。如公司名牌有損毀或遺失，大會承建商會重造及收費。	重裝每招牌 200 港元 重造招牌每米 200 港元
21)	展館設施損毀(如牆壁、門口、雲石地面等)。	按展館營運者 實際收費收取
22)	任何進場及/或離場超時收費。	請參閱第 4.2.4 條

備註:

- a) 如施工按金不足以抵償實際支出/收費，主辦機構有權追收承建商之差額。
- b) 即使參展商/承建商違反其他罰則/條例，主辦機構有權按需要而扣減其施工按金。
- c) 主辦機構對參展商/承建商因違反罰則/條例而棄置物品之遺失及損失概不負責。
- d) 主辦機構有權禁止慣性違規者及/或其公司在主辦機構所主辦項目之所有工作。
- e) 主辦機構對所有的紛爭有最終的決定權。

8)	All viewable booths' partitions/walls decorated not up to a smooth acceptable plain color finish.	50%
9)	Debris, packing materials and stand materials not handled/disposed properly and timely during move-in period.	50%
10)	All glass materials not properly removed before using hydraulic grab lorry to dispose the booth structure.	50%
11)	Employing unqualified personnel for work at the Exhibition Venue.	50%
12)	Smoking inside the Exhibition Venue and/or non designated smoking area.	HK\$1,000/count
13)	If extra electricity is required, they should order from the 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
14)	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
15)	Contractor badge without clearly identifiable contractor's company name and/or without properly displaying at the Exhibition Venue.	HK\$300/badge
16)	No prior collection of Contractor badges and vehicle passes until on-site pick-up.	HK\$300/exhibit or or pavilion
17)	Transfer of contractor badges.	HK\$300/badge
18)	Screwing, drilling, painting or nailing on the panels of standard shell booth.	HK\$300/panel
19)	Any materials of any kind attached to the shell scheme booth built by the Official Contractor.	HK\$200/attached point
20)	All alteration or removal of shell scheme fascia board should be done by the Official Contractor. Otherwise, the Official Contractor reserves the right 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
21)	Any facilities (wall, entrance door, marble floor etc...) of the Exhibition Venue being damaged.	Actual Cost claimed by the Venue Operator
22)	Any additional hall rental charges incurred due to over-time move-in and/or 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 right to pursue 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 right 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 right to ban the Contractor and/or its Company from any construction works organised by the HKTDC.
- e) The Organiser reserves all rights on the final decision on all disputes.