



Hong Kong Computer & Communications Festival 2023
香港電腦通訊節 2023
EXHIBITORS' MANUAL AND RULES & REGULATIONS
參展商手冊 及 條款與細則

Organizer 主辦單位：



Table of Content 目錄

| | |
|---|-----|
| 1. General Information 一般資料..... | 3 |
| 1.1 Exhibition Details 展覽資料..... | 3 |
| 1.2 Move-in & Move-out Schedule 進場及撤場時間表..... | 4 |
| 1.3 Exhibitors' Access 進場守則..... | 4 |
| 1.4 Official Contractor 大會承建商..... | 5 |
| 2. Exhibitors' Memorandum 參展商備忘..... | 5 |
| 2.1 Exhibitors' & Contractors' Badges 參展商及承辦商工作證..... | 5 |
| 2.1.1 Exhibitors' Badges 參展商工作證..... | 5 |
| 2.1.2 Non-Official Contractor's Badge 承建商工作證..... | 6 |
| 2.2 Vehicle Delivery Pass 上落貨車輛通行證..... | 6 |
| 2.2.1 Contractors' Vehicle Pass 承建商上落貨車輛通行證..... | 7 |
| 2.2.2 Exhibitors' Vehicle Pass 參展商上落貨車輛通行證..... | 7 |
| 2.3 Delivery of Exhibits 展品進場..... | 7 |
| 2.4 Storing of the Exhibits 展品貯藏..... | 7 |
| 2.5 Replenishment of Exhibits 展品補給..... | 8 |
| 2.6 The Trade Descriptions Ordinance 商品說明條例..... | 8 |
| 2.7 Electrical Products (Safety) Regulation 電氣產品(安全)規例..... | 8 |
| 2.8 Custom-built Booths on Raw Space / Standard Booth with Special Design 展覽光地／標改展位須知..... | 9 |
| 2.8.1 Plan and Design Proposal 設計圖則..... | 9 |
| 2.8.2 Height Limit 高度限制..... | 9 |
| 2.8.3 Electricity 電力裝置..... | 10 |
| 2.8.4 Fire Precaution 防火措施..... | 10 |
| 2.8.5 Occupational Safety and Health Ordinance 職業安全及健康條例..... | 12 |
| 2.8.6 Reflective Vest 反光背心..... | 12 |
| 2.8.7 Scaffold & Ladders 金屬棚架及梯具..... | 12 |
| 2.8.8 Site Work Deposit 施工按金..... | 13 |
| 2.8.9 Insurance 保險..... | 13 |
| 2.9 Stand Cleaning 攤位清潔..... | 14 |
| 2.10 Audio – Visual Presentations 使用視像及音響器材須知..... | 14 |
| 2.11 Canvassing 招徠活動..... | 15 |
| 2.12 Leatheroid Collection Center 紙皮收集站..... | 15 |
| 2.13 Crowd Management 人流控制..... | 16 |
| 2.14 Hire of Security Guards 聘請護衛員..... | 16 |
| 2.15 Internet Service 連線上網安排..... | 16 |
| 2.16 Performance of Music at the Show 會場內播放音樂..... | 16 |
| 3. Shell Scheme Booth 攤位設備..... | 18 |
| 3.1 The Layout of Standard Booth 標準攤位圖..... | 18 |
| 3.2 Shell Scheme Booth Specification 標準攤位規格..... | 19 |
| 4. Decoration Guide 攤位裝飾須知..... | 20 |
| 4.1 Official Booth Contractor 大會承辦商..... | 20 |
| 4.1.1 Payment Method 付款方法..... | 20 |
| 4.2 Important Notices 重要事項..... | 20 |
| 5. Hong Kong Convention and Exhibition Centre – Road Map 香港會議展覽中心 – 行車路線圖..... | 223 |
| 6. Arrangements in times of Typhoon Warning Signal No. 8 or above, or Black Rainstorm Warning 八號或以上颱風警告及黑色暴雨警告訊號下之安排..... | 244 |
| 7. Hong Kong Convention and Exhibition Centre Emergency Procedures 香港會議展覽中心緊急事故應變措施..... | 266 |

1. GENERAL INFORMATION 一般資料

1.1 EXHIBITION DETAILS 展覽資料

Official Fair Name: Hong Kong Computer & Communications Festival 2023
展覽名稱：香港電腦通訊節 2023

Venue: Hall 1, Hong Kong Convention & Exhibition Centre
場地：香港會議展覽中心 1 號展覽廳

Organizer: The Chamber of Hong Kong Computer Industry
主辦單位：香港電腦商會

Fair Dates: 25 – 28 Aug 2023 (Friday to Monday)
展覽日期：2023 年 8 月 25 至 28 日（星期五至一）

| | | |
|---------------------|------------------------|---------------|
| Opening Hours 展覽時間: | 25 Aug 2023 (Friday) | 10:00 – 21:30 |
| | 26 Aug 2023 (Saturday) | 10:00 – 21:30 |
| | 27 Aug 2023 (Sunday) | 10:00 – 21:30 |
| | 28 Aug 2023 (Monday) | 10:00 – 18:00 |

InnoFest Hong Kong 2023

| | | |
|---------------------|------------------------|---------------|
| Opening Hours 展覽時間: | 25 Aug 2023 (Friday) | 10:00 – 21:30 |
| | 26 Aug 2023 (Saturday) | 10:00 – 21:30 |
| | 27 Aug 2023 (Sunday) | 10:00 – 21:30 |
| | 28 Aug 2023 (Monday) | 10:00 – 18:00 |

Exhibition Enquiry 展覽事務查詢

Tel 電話: (852) 2742-8890
Fax 傳真: (852) 3526-0898
Email 電郵: operation@chkci.org.hk

Visitors' Information 公眾人士參觀手續

Hong Kong Computer & Communications Festival 2023 is open to public by ticket admission. HK\$35 admission fee, and free admission for children under 1m tall & elderly over 65. There will be no admission to the venue 60 minutes before the announced daily closing time of the Fair.

公眾人士可持票入場參觀香港電腦通訊節 2023。門票港幣 35 元，身高 1 米或以下小童及六十五歲或以上長者免費入場。展覽會每日關閉前 60 分鐘停止參觀人士進場。

1.2 MOVE-IN & MOVE-OUT SCHEDULE 進場及撤場時間表

| | | Raw Space 展覽光地 | Standard Booth w/ Special Design 標改攤位 | Standard Booth 標準攤位 |
|--|--|--|--|------------------------|
| Move-in 進場 | Booth Construction 攤位搭建 | 23 Aug 2023 12:00 | 23 Aug 2023 16:00 | N/A |
| | Booth decoration & Move – in Exhibits 攤位裝飾及展品進場 | 24 Aug 2023 09:00 All booths must be fully decorated by 24 Aug 2023 20:00 所有攤位必須於 2023 年 8 月 24 日晚上 8 時前完成攤位裝飾 | | |
| | Termination of Booth Electricity 攤位電力中止 | 25 Aug 2023 22:00 | | |
| | | 26 Aug 2023 22:00 | | |
| 27 Aug 2023 22:00 28 Aug 2023 19:00 | | | | |
| Move-out 撤場 | Move – out Exhibits 展品撤場 | 28 Aug 2023 19:00 – 21:00 | | |
| | Booth Dismantling (including Additional Lighting) 攤位清拆 (包括額外加設之燈光) | 28 Aug 2023 21:00 – 23:59 | | |
| Replenishment of Exhibits 展品補給 | | 25 – 27 Aug 2023 09:00 – 10:00 & 21:30 – 22:00 28 Aug 2023 09:00 – 10:00 | | |

1.3 EXHIBITORS' ACCESS 進場守則

- To allow preparation work for exhibitors during fair period, the fairground will be opened for exhibitors 60 minutes before the exhibition open. Exhibitors are reminded to wear the exhibitor badges when entering the exhibition hall. No exhibitors under 15 will be admitted.
於展覽期間，會場將於每日開放時間前 60 分鐘讓參展商入內準備。參展商於進入會場時必須佩戴參展商工作證，參展商如未滿 15 歲均不准進場。
- Exhibitors must not remove or pack up their exhibits from their booth until the exhibition is officially closed.
在展覽正式閉幕後，參展商方可收拾或搬走攤位內的展品。
- Exhibitors and/or their appointed contractors shall follow the move-in/out schedule. If the exhibitors or their appointed contractors work after 23:59, they shall pay the over-time penalty claimed by HKCEC.
參展商及/或其委託之承建商必須遵守進場及離場時間表。假若參展商或其委託之承建商於晚上 23 時 59 分後進行工作，必須向香港會議展覽中心繳交超時罰款。

1.4 OFFICIAL CONTRACTOR 大會承建商

L&F Associates Co. Ltd. 力輝展示服務有限公司

Contact Person 聯絡人: Mr. Steven Wong

Tel 電話: (852) 2781 0620

Email 電郵: HKCCF2023@landf.com.hk

Address 地址: Unit 501, Fuk Shing Commercial Building, 28 On Lok Mun Street, Fanling, HK
香港粉嶺安樂門街 28 號福成商業大廈 501 室

2. EXHIBITORS' MEMORANDUM 參展商備忘

2.1 EXHIBITORS' & CONTRACTORS' BADGES 參展商及承辦商工作證

Exhibitors' and Contractors' badges will be issued to all Exhibitors and the staffs manning their stands. Exhibitors' badges will be prepared according to the list of names given on Form 2. Please return to the Organizer before the stipulated deadline.

For security reasons, Exhibitors and their staffs are requested to wear their badges while in the hall for the duration of the show and Contractors to wear their badges for access to the hall during the Move-in and move-out period. Please note that all the Exhibitor badges are not transferable.

大會將印製名牌予所有參展商及承辦商，所有參展商及承辦商必須填妥表格 2，並於截止日期前交回大會。大會將根據表格上之名單印製工作證。

為保安理由，請各參展商於進出展覽場地及展覽期間必須配戴參展商工作證，工作證不能轉予他人。所有承辦商於入場及離場期間進出會場也必須配戴工作證。

2.1.1 Exhibitors' Badges 參展商工作證

The number of exhibitors' badges is subject to the total booth area as follows:

參展商可根據其攤位面積，獲發基本數量的參展商工作證。有關數量如下：

| | | | | | | | |
|---|--------|---------|---------|---------|---------|---------|----------------|
| Booth area (square meters) 攤位面積 (平方米) | 9 – 17 | 18 – 26 | 27 – 35 | 36 – 44 | 45 – 53 | 54 – 80 | 81 or above |
| Number of Badge 參展商工作證數量 (張) | 4 | 8 | 12 | 16 | 20 | 28 | 32 |

2.1.2 Non-Official Contractor's Badge 承建商工作證

The number of non-official contractors' badges is subject to the total booth area as follows:
空地參展商可根據其攤位面積，獲發基本數量的承建商工作證。有關數量如下：

| Booth area (square meters) 攤位面積 (平方米) | 36 or below | 37 – 72 | Above 72 |
|---------------------------------------|-------------|---------|----------|
| Number of Badge 參展商工作證數量 (張) | 8 | 12 | 18 |

***Contractors' Badges are valid during the move-in and move-out period only.

承建商工作證只適用於搭建及拆卸期間，並不適用於展覽期間。

2.2 Vehicle Delivery Pass 上落貨車輛通行證

- 1) No vehicles can be entered the loading dock & drive-in ramps of the Hong Kong Convention & Exhibition Centre without an authorized Vehicle Pass. The passes are valid on move-in, show dates and move-out dates stipulated by the Organizer. Please note that vehicle passes are not parking permits. All vehicle/trucks must leave the loading area after delivery or collection. Please contact organizer to obtain a vehicle pass.

所有車輛進入香港會議展覽中心起卸區必須持有車証。車証於進場、離場及展覽期間有效。該証並非泊車証，所有車輛必須於起卸貨物後立即駛離貨物起卸區。如欲索取車証，請聯絡主辦單位。

- 2) For lorry/truck entering the loading area and cargo lifts must present the authorized Vehicle Delivery Pass. 進入會場指定範圍/卸貨區/停車處的參展商及其所聘請的承建商及運輸的車輛，必須持有大會發出的有效上落貨車輛通行證。

- 3) All lorries/trucks obtain 60 minutes for loading/unloading; they must leave the loading bay immediately after loading of their goods.

所有車輛只有 60 分鐘上落貨，上落貨完畢後，所有車輛必須立即駛離卸貨區。

- 4) Vehicle Delivery Pass of Raw Space Exhibitors is only valid for move-in and move-out period. The Time of using Vehicle Delivery Pass are restricted by Organizer.

光地參展商同時獲發可於佈展及撤展期間使用的上落貨車通行證。上述通行證只限於大會指定的時間內使用。

2.2.1 Contractors' Vehicle Pass 承建商上落貨車輛通行證

The number of Vehicle Pass is subject to the total booth area as follows:

承建商可根據其攤位面積，獲發基本數量的上落貨車輛通行證。有關數量如下：

| Booth area (square meters) 攤位面積（平方米） | No. of Vehicle Pass for Move-in 搭建期間上落貨車輛通行證（張） | No. of Vehicle Pass for Move-out 撤展期間上落貨車輛通行證 （張） |
|---|--|---|
| Below 72 | 2 | 2 |
| Above 72 | 3 | 3 |

*** Vehicle Pass is only valid during move-in and move-out period.

***通行證只適用於搭建及撤展期間，展覽期間不適用。

2.2.2 Exhibitors' Vehicle Pass 參展商上落貨車輛通行證

The number of Vehicle Pass is subject to the total booth area as follows, additional printing cost will be charged at HKD\$20 each.

參展商可根據其攤位面積，獲發基本數量的上落貨車輛通行證，其後每張收取港幣\$20 作列印費用。有關數量如下：

| Booth area (square meters) 攤位面積（平方米） | Number of Vehicle Pass for <u>Move-in</u> 佈展期間之上落貨 車輛通行證(張) | Number of Vehicle Pass for Stock <u>Replenishment</u> 展覽期間之上落貨 車輛通行證（張） | Number of Vehicle Pass for <u>Move-out</u> 撤展期間之上落貨 車輛通行證（張） |
|--|--|---|---|
| Below 18 | 1 | 1 | 1 |
| 19 – 72 | 2 | 2 | 2 |
| Above 72 | 4 | 4 | 4 |

2.3 DELIVERY OF EXHIBITS 展品進場

Exhibits should not be sent to the venue until the stands are readily constructed. Exhibitors should have their own representatives at the stand to receive goods as the Organizer will not accept nor sign for any goods, exhibits or other materials on behalf of any Exhibitors.

參展商必須於攤位建設完成後方可把展品進場。參展商須自行安排職員於會場內簽收貨品，大會恕不會代表參展商簽收任何展品或物資。

2.4 STORING OF THE EXHIBITS 展品貯藏

There are no storage spaces available in the exhibition halls during the fair. Any goods or packing material stored beyond your stand area may be disposed of without prior notice.

會場內不設有公用地方供參展商貯藏貨品。任何貨品或包裝物料放置在其攤位以外的位置均視作廢物

處理，並不給予事前通知。

2.5 REPLENISHMENT OF EXHIBITS 展品補給

For daily stock replenishment, please be reminded that no pallet jet will be allowed to access the exhibition hall 30 min before the fair opening time i.e. 9:30 am. All stocks and pallets must be stored and placed inside your booth area 15min before the fair opening time i.e. 9:45 am on all show days. Any exhibits found placed in public areas after 9:45am till end of the show day will be confiscated by the Organizer without any prior notification. To retrieve the confiscated exhibits, the responsible exhibitor must complete the formalities and pay the fine (HK \$500 per pallet). If exhibitors do not retrieve the confiscated exhibits within 24 hours, the Organizer staff will dispose all the goods and the exhibitor will be charged for a disposal fee.

日常展品補給於展覽期間，展會開幕 30 分鐘前(即上午 9:30 前)，所有「唧車」不得進入展館範圍內，此外所有貨物和儲存板必須於展會開幕 15 分鐘前即上午 9:45 前妥善存放於展位範圍。展覽當日早上 9:45 至展覽完結前，參展商於公眾地方放置貨物，本會將沒收有關貨物而不另行事前通知。參展商必須辦理手續並繳交罰款（每板港幣 500 元）以取回被沒收之貨物。如參展商於 24 小時內未有領取沒收之貨物，會展中心的工作人員將棄置有關物品，並收取垃圾處理費用。

2.6 THE TRADE DESCRIPTIONS ORDINANCE 商品說明條例

Exhibitors selling five types of regulated electronic products- digital audio players (including MP3 players), digital camcorders, digital cameras, mobile phones and portable multimedia players (including MP4 players) have to issue invoices or receipts containing the prescribed product information, including details of after-sale services to the buyers.

出售五類受規管電子產品，即數碼音響播放器（包括 MP3 播放器）、數碼攝錄機、數碼相機、手提電話和便攜式多媒體播放器（包括 MP4 播放器）的參展商，必須向顧客發出發票或收據，列出法例規定須要披露的產品資料，包括售後服務詳情。

2.7 ELECTRICAL PRODUCTS (SAFETY) REGULATION 電氣產品(安全)規例

The Electrical Products (Safety) Regulation provides statutory control over the safety of all household electrical products. The Regulation requires all electrical products designed for household use and supplied in Hong Kong shall comply with the applicable safety standards and shall be issued with Certificates of Safety Compliance and shall be readily available for the inspection by EMSD within specified notice. EMSD has published a “Guidance Notes for the Electrical Products (Safety) Regulation” to interpret the Regulation. This Guidance Notes has also been uploaded onto EMSD’s website at:

http://www.emsd.gov.hk/emsd/eng/pps/pub_gng_reg01.shtml

《電氣產品（安全）規例》規範在香港供應家用電氣產品的安全。根據《電氣產品（安全）規例》規定，供家庭使用的電氣產品，須符合適用的國際安全標準，及獲發「符合安全規格證明書」。並須在指定時間內向機電工程署出示。機電工程署也印製《電氣產品（安全）規例指南》，以說明規例的要求及一般電氣產品適用的國際安全標準。這指南亦上載於機電工程署網頁，以方便公眾覽閱，網址為：

http://www.emsd.gov.hk/emsd/chi/pps/pub_gng_reg01.shtml

2.8 CUSTOM-BUILT BOOTHS ON RAW SPACE / STANDARD BOOTH WITH SPECIAL DESIGN

展覽光地／標改展位須知

Raw Space Exhibitors have to carpet, design and construct their own floor space.

展覽光地參展商須自行設計及蓋建攤位，並鋪上地毯。

2.8.1 Plan and Design Proposal 設計圖則

Original plans and design proposals in duplicate copies must be submitted to the Organizer for approval no later than **14 Jul 2023**. Submission via email is also accepted. Drawings submitted must be in reasonable scale of not less than 1:100 in full dimensions and must contain information such as floor plan, stand elevation, fittings, carpeting, colors and materials to be used, moving exhibits, audio-visual equipment, weights, point loading of exhibits and etc.

參展商須於 **2023 年 7 月 14 日**前將攤位設計草圖正本及圖則一式兩份呈交主辦單位審批，有關圖則請寄予主辦單位（電郵亦可）。圖則比例必須不少於 1:100，並須註明尺寸及詳附平面佈置圖、攤位正視圖、攤位所用物料、顏色、影視器材、重量等各項資料。

2.8.2 Height Limit 高度限制

- 1) For Standard booth or Standard Booth with Special Design, the height limit is 3 meters in maximum.
標準展位或標改展位高度限制為 3 米。
- 2) For Raw Space 1, the height limit is 6 meters in maximum.
展覽光地 1 高度限制為 6 米。
- 3) For Raw Space 2, the height limit is 4.5 meters in maximum.
展覽光地 2 高度限制為 4.5 米。
- 4) All Stands or Structures exceeding 3 meters in height must be constructed under the supervision of an Authorized Person / Registered Structural Engineer. The Authorized Person / Registered Structural Engineer shall verify the stability of the Stands or Structures on-site and submit a safety report to Organizer prior to the first show day (**24 Aug 2023 on/before 18:00**).
所有展位或結構高過 3 米必須由認可人士或註冊結構工程師現場監督，以及在開展前 1 天（**2023 年 8 月 24 日下午 6 時正**）或以前由認可人士或註冊結構工程師簽發的安全報告
- 5) No Structure including Stands 4.5 meters in height or above may be erected unless a Registered Structural Engineer has verified their structural calculations and design for stability prior to set-up or erection. Design drawing must be submitted to the Organizer on or before **14 Jul 2023** for approval by Building Department. The Authorized Person / Registered Structural Engineer must also verify the stability of the Stands or Temporary Structures on-site and submit a safety report and structural calculation to Organizer prior to the first show day (**24 Aug 2023 before 18:00**).
所有展位結構高於 4.5 米或以上，必須於 **2023 年 7 月 14 日**或以前提交結構工程師報告、展位設計圖及施工圖至主辦單位集中提交到屋宇署審批。在搭建展位其間必須由認可人士或註冊結構工程師現場監督，以及在開展前 1 天（**2023 年 8 月 24 日下午 6 時正**）或以前提交由認可人士或註冊結構工程師簽發的安全報告及結構測量報告(Safety report and Structural calculation)。

- 6) Please refer to http://www.bd.gov.hk/english/inform/index_ap.html, the list for Authorized Person / Registered Structural Engineer.
認可人士或註冊結構工程師名單請參考以下網址：
http://www.bd.gov.hk/chineseT/inform/index_ap.html
- 7) For booths located within 0.5 meter area under the smoke curtain, the maximum allowable height is 3 meters.
在防煙閘下 0.5 米的範圍內，攤位高度不得超過 3 米。
- 8) If any parts of a stand is built above 2.5 meters, this must not adversely affect adjacent exhibitors; any decoration including panels, wordings, logos, company names etc must be set back at least 1 meter from adjacent stands.
如攤位超過 2.5 米，包括圍板、字樣、圖案及公司名稱，必須距離分隔鄰近展臺之圍板至少一米。
- 9) “Standard Booth with Special Design” and “Raw Space “, Design drawing must be submitted to the organizer for approval.
「標改展位」及「展覽光地」必須遞交設計圖予主辦單位批核。
- 10) The organizers have the right to authorize dismantling or rebuilding of any stand or structure, which does not meet regulation.
主辦單位有權要求承建商拆除或重建不合乎標準的攤位及結構。

2.8.3 Electricity 電力裝置

All electrical works shall only be carried out at exhibitors’ expenses by the official contractor appointed by the Organizer. In addition, all electrical installation 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 Organizer for approval together with aforementioned stand design proposals before **21 Jul 2023** Electricity can be supplied in 220 volt (6%), single phase, 50Hz or 380 volt (6%), three phases, 50 Hz.

所有電力裝置必須由大會指定的承辦商進行，有關費用由參展商負責。並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」。電力裝置設計草圖則須連同上述攤位設計圖，於 **2023 年 7 月 14 日** 前呈交主辦單位審批。會場供應電力為 220 伏特（6%）、單相、50 赫或 380 伏特（6%）、三相、50 赫。

2.8.4 Fire Precaution 防火措施

- 1) In compliance with the Venue’s Rules & Regulations, all construction and Juration 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.
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。

- 2) 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 Organizer upon request.

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。

- 3) 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/eng/source/FSIC_list_eng.pdf

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

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

不論是否經過防火處理，展館營運者一概禁止使用禾稈草。

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

為安全起見，凡使用木材搭建的攤位，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。

- 6) For all Raw Space Booth must be submit the Certificate of Fire Service Installation and Equipment, to Organizer prior to the first show day (**24 Aug 2023 before 18:00**).

所有光地展位必需於開展前一天(**2023 年 8 月 24 日下午 6 時前**) 提交消防裝置及設備證書證明展位使用防火物料。

- 7) 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 6pm on exhibitor's move-in day (**24 Aug 2023**). 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.

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 **2023 年 8 月 24 日下午 6 時前**直接提交消防裝置及設備證書（FS251）予展館營運者。

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。

2.8.5 Occupational Safety and Health Ordinance 職業安全及健康條例

Exhibitors and / or their contractors must comply with Occupational Safety and Health Ordinance in construction and dismantling the stand.

在搭建及拆除攤位期間，參展商或其承辦商必須遵守職業安全及健康條例

- 1) Make sure the workplace is safe and healthy
確保僱員在工作時的安全及健康
- 2) Provide and maintain safety working equipment and procedure
提供或維持安全作業裝置及工作系統
- 3) Appoint authorized person for on-site supervising of installation / dismantling works.
委派一名負責人在場監管搭建及拆除攤位的施工

2.8.6 Reflective Vest 反光背心

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.

任何訪客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。若有不遵守者，展館營運者有權禁止該人士進入展廳。

2.8.7 Scaffold & Ladders 金屬棚架及梯具

Using ladders of height exceeding 2 meters is strictly prohibited in the HKCEC. Failing so, the user will be asked to leave the Exhibition premise immediately.

All construction/dismantling work at these areas should be carried out by using high reach equipment (e.g. scaffolding, evaluated working platform 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, Organizer 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](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.

香港會議展覽中心已全面禁止使用超過 2 米高的梯具。若有不遵守者，將被立即要求離開會展中心。該等地方的搭建或拆卸工程必須使用金屬棚架、動力操作升降工作台等高空工作設備。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/tc/public/content2_8b.htm。

若再有不遵守者，主辦單位及/或展館營運者有權立即中止有關建築活動。

香港會議展覽中心已實行新措施，所有梯具(不論材質)必須附有認證標示於梯具的當眼位置。如需獲取更多資料，請瀏覽《梯具的安全標準》，網址：

[http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20\(Issue%2039\).pdf](http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf)。

2.8.8 Site Work Deposit 施工按金

Exhibitors/Contractors of Custom-built participation and of raw space and standard 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 per sqm by **21 Jul 2023**. For two-storey construction stand, the site work deposit is doubled. However, the minimum and maximum deposit amounts are HK\$5,000 and HK\$50,000. The deposit will be refunded to the concerned within a month after the show if their exhibition sites are, in Organizer's view, clear from damages to the exhibition hall and/or of any rubbish.

所有空地攤位及申請提早佈置標準攤位的參展商/承建商必須於 **2023 年 7 月 21 日**前繳交施工按金，按金以每平方米 300 港元計算。搭建雙層結構攤位須繳交雙倍施工按金。最低及最高的金額分別為 5,000 港元及 50,000 港元。如主辦單位認為攤位已清理妥當及裝置無任何損毀，按金則於展覽完結後一個月內發還。

2.8.9 Insurance 保險

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\$30 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 Organizer 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. **23-28 Aug 2023**. A copy of the public liability insurance policy should be provided to the Organiser by **21 Jul 2023**.

Labour inspectors are authorised to check the contractors working for exhibitors/organizer 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.

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 3,000 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。

保險有效期須包括進場、展覽期間及離場（即 **2023 年 8 月 23 至 28 日**）。承建商須於 **2023 年 7 月 21 日**或之前將其公眾責任保險單副本交予主辦機構。

按《僱傭條例》第 72（1）條、《僱員補償條例》第 45（1）條及《入境條例》第 17L（1）條，授權予勞工處人員於任何合理時間，於展館內視察及檢查其相關記錄及文件。

2.9 STAND CLEANING 攤位清潔

The Organizer will be responsible for the general cleaning of stands and the hall passage way each day after the exhibition. All disposals of waste materials etc during the move-in period is the responsibility of the individual stand Contractors/Exhibitors concerned. Disposal of Contractor's waste materials by the Organizer will result in the Contractor's / Exhibitor's deposit being forfeited.

主辦單位於每天展覽會結束後，負責各攤位和通道的一般清潔工作。所有進場期間的垃圾及剩餘物料須由各攤位承辦商/參展商自行處理。任何沒有妥善處理垃圾及剩餘物料之參展商/承辦商，主辦單位將沒收其清理廢物按金。

2.10 AUDIO – VISUAL PRESENTATIONS 使用視像及音響器材須知

It's not advised to use loudspeakers in the exhibition. If any exhibitors are necessary to use this, please control the Julibel not more than 90dbs. If the noise is found to be more than 90dbs, the Organizer will present a verbal warning to the exhibitor. If the exhibitor continued to do so, the Organizer will reserve the right to terminate the electricity of its booth without prior notice. In particular, audio-visual display equipment must be positioned and the sound level adjusted not more than 90dbs, so as not to annoy other exhibitors or visitors. If the exhibitor continued to do so, the Organizer will reserve the right to terminate the electricity of its booth without prior notice.

主辦單位不建議參展商使用揚聲器作為行銷推廣，若必要使用時，請先鎖定麥克風音量，最高音量不得超過 90 分貝。倘有超過 90 分貝噪音或相關違規，主辦單位將會給予一次口頭警告。如情況沒有改善或及再次發出音量超過 90 分貝，主辦單位將終止其展位之電力裝置，且參展商不得作出異議。此外，參展商之視像器材（包括電視或螢幕等視像器材）的展示範圍及音量不得超過 90 分貝，以及以不影響其他參展商及參觀者為原則。倘有超過 90 分貝噪音或相關違規，主辦單位將會給予一次口頭警告。如情況沒有改善或及再次發出音量超過 90 分貝，主辦單位將終止其展位之電力裝置，且參展商不得作出異議。

2.11 CANVASSING 招徠活動

- 1) An Exhibitor who plans to launch any promotion events during the Fair like new product launch, sale of a limited quantity special edition or autographing sessions must submit a separate written application to the Organizer at least one month prior to the opening of the exhibition. Full particulars of the proposed promotion events should be supplied in the written application to the Organizer so as to control the man flow. The Organizer will reply every application in written form. In case of an Exhibitor does not submit its promotional plan(s) to the Organizer (which is likely to draw crowds in the fair), the Organizer reserves the right to ask the exhibitor for the fee of security and special arrangement.

任何參展商如有意在是次展覽期間於推出限量發行產品、低價發售產品或舉行明星簽名會等吸引人流活動，必須在展示開幕前至少一個月以書面形式向主辦單位申請。該書面申請必須詳細列出擬舉辦活動的性質及詳情，以作出相應的人流管制。大會將以書面回覆所有有關申請。如參展商事前沒有向大會申報有關活動，大會有權向參展商追討因該活動而作出保安調配及特別安排之費用。

- 2) Canvassing in any form outside Exhibitors' stand is strictly forbidden. Any exhibitor found canvassing in aisles or other common areas will be liable to expulsion from the exhibition.

參展商一律嚴禁在攤位範圍以外進行任何形式的招徠活動。如在通道或其他公共地方進行招徠，可能會被逐離場。

- 3) The Organizer will terminate the Exhibitor's participation if the Exhibitor conducts activity which in the opinion of the Organizer interferes with the rights of other Exhibitors at the fair.

主辦單位倘若認為參展商在會場的活動侵犯其他參展商的權利，可終止其參展權。

- 4) If exhibitors have to hold any form of lottery (such as roulette) or gambling (such as the dart/shooting) activities, must apply to the Office of the Licensing Authority of Home Affairs Department (<http://www.hadla.gov.hk>).

參展商如在攤位內舉行任何形式的抽獎（如輪盤）或博彩（如飛鏢／投籃）活動，必須向民政事務總署轄下的牌照事務處(<http://www.hadla.gov.hk>)申請。

- 5) If exhibitors hold any signature show, auction, lottery games and products spokesman of invitational contest within the venue, must be applied in written form to the Organizer on or before **21 Jul 2023**, providing the details of date, time, mode, process, invitation list and security submitted to the Organizer, and have to conform to the additional conditions by the Organizer.

倘參展商於展覽會期間在會場內舉行簽名會、拍賣、抽獎遊戲及邀請賽產品代言人、舉辦推廣活動，必須於 **2023年7月21日** 或之前向大會提出書面申請，提供活動的舉行日期、時間、模式、流程、邀請名單及保安方案等詳細資料，必須於開展前提交大會，同時亦須遵守大會批核時的附加規則及條款。

2.12 LEATHEROID COLLECTION CENTER 紙皮收集站

Leatheroid Collection Center is located in designated station for convenience. During the exhibition, exhibitors should handle leatheroid appropriately and store in the appointed Leatheroid Collection Center. In order to prevent congestion or dangerous, putting leatheroid outside the booth or trash is strictly prohibited.

紙皮收集站設於指定位置，以便各參展商棄置紙皮。展覽會開放期間，所有參展商必須每天自行把帶來的包裝空紙盒拆開及妥當摺疊，並擺放在大會指定的紙皮或廢紙收集站內，不得隨處亂放。大會嚴禁參展商把紙皮棄置於攤位外或垃圾桶，以免阻塞通道，造成危險。

2.13 CROWD MANAGEMENT 人流控制

Under general condition, the Organizer will open all main entrances in Hall 3. Visitors will enter the hall according to the color of the tickets. If it is too crowded, for safety reasons, the Organizer will undertake special arrangement to ensure the smoothness of entrance.

在一般情況下，大會將開放各個門口讓參觀者根據門券顏色進入會場。當人數眾多的時間，大會將採取特別措施，以確保進場流程暢順及安全。

2.14 HIRE OF SECURITY GUARDS 聘請護衛員

The Organizer will deploy adequate security guards to patrol the exhibition hall during the opening hours. Exhibitors may hire additional security guards to guard their own stand if considered necessary. All security guards must be hired through the Hong Kong Convention and Exhibition Centre. Exhibitors requiring such service should contact Hong Kong Convention and Exhibition Centre at (852) 2582-8888.

展覽開放期間，主辦單位會聘請足夠的護衛員在場巡邏。參展商如有需要，可增聘護衛員看守攤位。所有護衛員必須經由香港會議展覽中心聘請。參展商如需增聘護衛員，請聯絡香港會議展覽中心，電話：(852) 2582-8888。

2.15 INTERNET SERVICE 連線上網安排

There is no internet service provided in the exhibition halls during the fair. To ensure seamless connection throughout the exhibition period, it is recommended to order a separate broadband line by filling up Form 7B. 會場內不設有上網服務，如參展公司在展覽期間需要穩定流暢之網路連線，如網頁示範、檔案下載或遠程連接電腦伺服器，主辦單位強烈建議參展公司自行向大會承建商訂購獨立的寬頻上網線路以便在展位中使用，申請程序請見「申請表格」內的表格 7B。

*** One 2M Broadband Line supports one computer only, router is not allowed.

***每 2M 寬頻線只支援一台電腦，不可使用路由器。

2.16 PERFORMANCE OF MUSIC AT THE SHOW 會場內播放音樂

Any musical performance, including the use of music recording for demonstration or as background music, requires the permission of:

The Composers and Authors Society of Hong Kong Ltd.

18/F Universal Trade Centre, 3 Arbutnot Road, Central, Hong Kong

Tel: (852) 2846-3268 Fax: (852) 2846-3261

Phonographic Performance (South East Asia) Ltd.

Room 3705, Hopewell Centre, 16/F, Guardian House, 32 Oi Kwan Road, Wanchai, HK

(For Recorded music only)

Tel: (852) 2861- 4318 Fax: (852) 2866-6869

Hong Kong Recording Industry Alliance Limited

22/F., Shanghai Industrial Investment Building, 48-62 Hennessy Road, Wan Chai, Hong Kong

Tel: (852) 2520- 7000 Fax: (852) 2882-6897

E-mail (Info.): general@hkria.com E-mail (License): marketing@hkria.com

Exhibitors who will use music at the fair are required to apply permits from above organizations directly by contacting them directly..

一切音樂表演或錄音產品之播放，須事先獲得下列機構許可：

香港作曲家及作詞家協會

中環亞畢諾道環貿中心 18/F

電話：(852) 2846-3268，傳真：(852) 2846-3261

錄音製品播放版權（東南亞）有限公司

灣仔愛群道 32 號愛群商業大廈 16 樓 3705 室

電話：(852) 2861- 4318，傳真：(852) 2866-6869

香港音像聯盟有限公司 (HKRIA)

香港灣仔軒尼詩道 48-62 號上海實業大廈 22 樓

電話：2520 7000，傳真：2882 6897

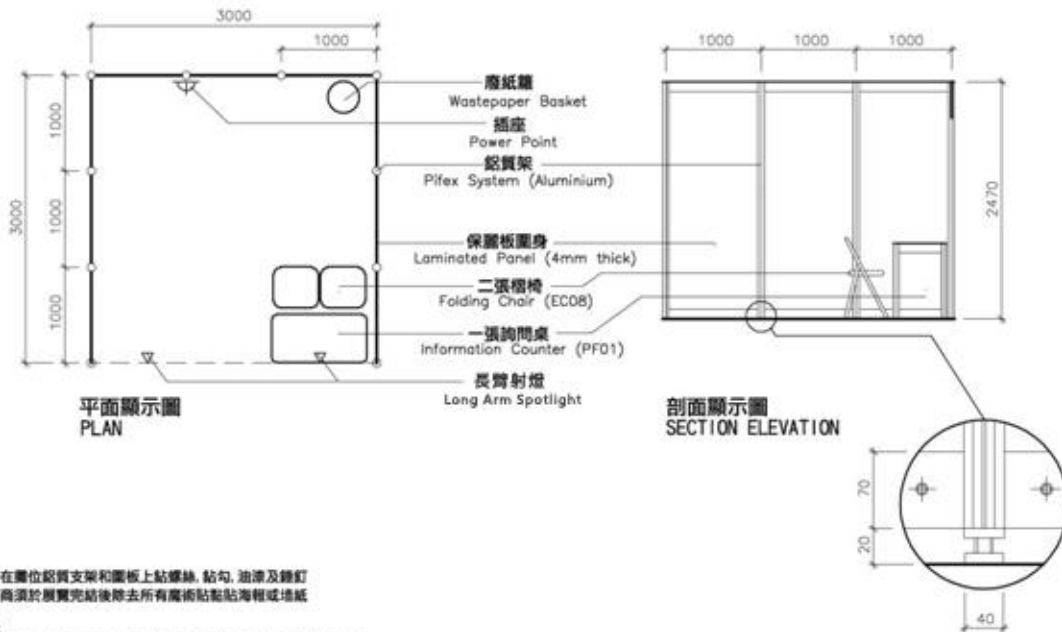
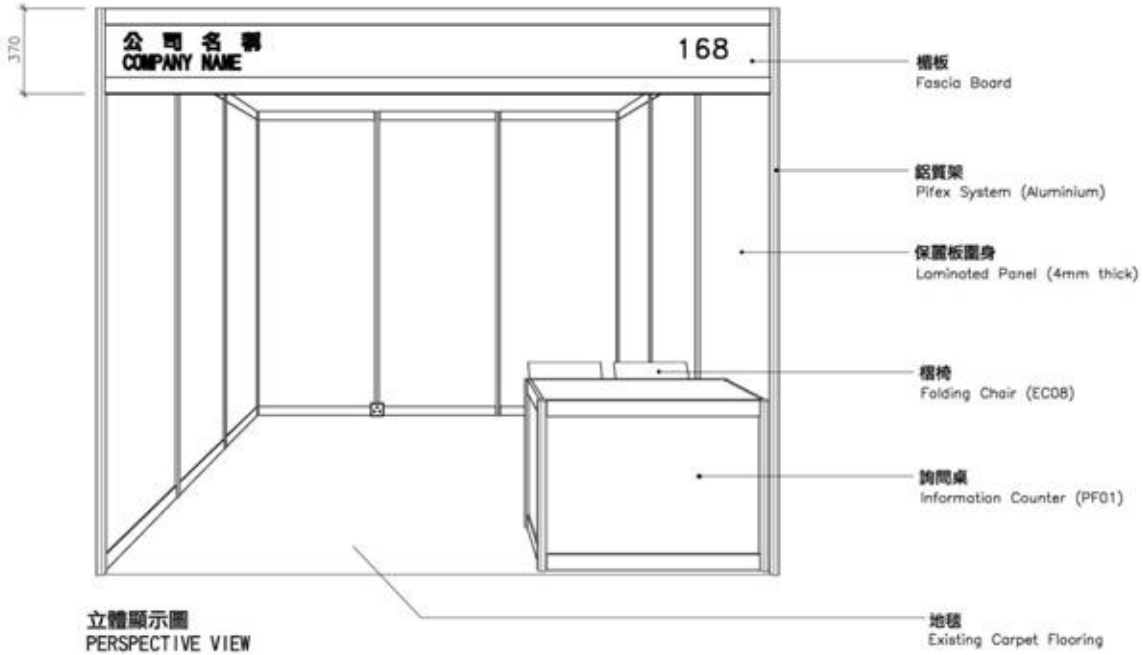
電郵：general@hkria.com 牌照部：marketing@hkria.com

參展商如欲申請音樂許可證，請直接聯絡以上機構。

3. SHELL SCHEME BOOTH 攤位設備

3.1 THE LAYOUT OF STANDARD BOOTH 標準攤位圖

標準展台 3米 x 3米 STANDARD SHELL SCHEME BOOTH (3M x 3M)



附註:

1. 不得在攤位鋁質支架和圍板上粘膠紙、黏勾、油漆及鏽釘
2. 參展商須於展覽完結後除去所有膠紙黏貼海報或牆紙

NOTES:

1. No nailing, stickers or painting allowed on aluminium frames and panels.
2. Double-sided tape, stickers placed by exhibitors on panels must be removed by exhibitors at end of exhibition

3.2 SHELL SCHEME BOOTH SPECIFICATION 標準攤位規格

Each 9 sqm Shell Scheme Booth will be provided with:

每九個平方米標準攤位均包含以下設備及規格：

| | |
|------------------------|--|
| Fascia Board 公司招牌 | Fascia with company name in English and Chinese and stand number by sticker cutout 楣板，參展公司中英文名稱及攤位號碼 |
| Carpet 地毯 | 9sqm Color carpet 9 平方米地毯 |
| Wall Panels 圍板 攤 | Three sidewalls (white laminated panels) held by aluminum modular system. For the case of corner booth, it will be two sidewalls and two fascia boards. For the case of a peninsular booth, it will be one sidewall and three fascia boards. 攤位由鋁質支架及三面白色圍板組成，角位攤位有兩面圍板及兩塊楣板，半島型位有一面圍板及三塊楣板 |
| Furniture 家具 | One no. of Information Counter Two nos. of White Folding Chair One no. of Wastepaper Basket 一張詢問桌 兩張白摺椅 一個廢紙簍 |
| Electrical 電器 | One no. of 13A s/p (max 500W) power socket (Not permitted for lighting connection) Two nos. of Long Arm 23W Energy Saving Lamp (Yellow Light) 一個 500 瓦單相插座（不可用作照明工具之電源） 兩支 23W 長臂省電射燈（黃光） |

Notes

- 1) Please note that all furniture and electrical items included in the Shell Scheme Package are not exchangeable. 所有標準攤位配套設備（包括傢俬及電器）都不可更換。
- 2) Unless requested by the exhibitor, the Organizer shall assume that exhibitor occupying 2 or more adjoining booths will choose to delete the partition panels in between.
如參展商訂購兩個或以上連續排列攤位，除非參展商特別要求，否則大會將拆除攤位間之圍板。
- 3) All extra requirements, e.g. special decoration, extra lighting, furniture etc., not provided above, should be ordered separately. They are supplied at extra costs, Please refer to order from 7A-7E.
其他設備，如特別裝飾，額外照明，傢俬等，須另付費用，請參閱「申請表格」7A-7E.

4. DECORATION GUIDE 攤位裝飾須知

4.1 OFFICIAL BOOTH CONTRACTOR 大會承辦商

L&F Associates Co. Ltd.

Unit 501, Fuk Shing Commercial Building,

28 On Lok Mun Street, Fanling, N.T., Hong Kong

4.1.1 Payment Method 付款方法

Cheque should be crossed made payable to “L and F Associates Company Limited”, send to Unit 501, Fuk Shing Commercial Building, 28 On Lok Mun Street, Fanling, Hong Kong

1. Telegraphic Transfer to the following bank account.

Account Name : L and F Associates Company Limited

Bank Name : Hang Seng Bank

Bank Address : Fanling Branch, 9 Luen Hing Street, Luen Wo Market, Fanling, HK

A/C No : 024- 237- 349360- 883 (HKD & USD)

Swift Code : HASEHKHH

Please quote your booth or invoice number on payment or return copy of remittance advice

Remarks:

1. All bank charges will be borne by the payer.
2. If you have paid, please send notification (Bank statement / receipt / remittance advice) to us for our easy checking.
3. Payment should be settled on/before 4 Aug 2023

Contact Person 聯絡人

Mr. Steven Wong

Tel: (852) 2781 0620

Email: HKCCF2023@landf.com.hk

4.2 IMPORTANT NOTICES 重要事項

- 1) All orders must be accompanied with full remittance. Orders without remittance will not be entertained.
所有租用表格必須連同匯款憑證，否則一概無效。
- 2) Facilities and services not indicated on the forms are subject to quotation on individual job basis.
參展商如欲租用本冊內未有刊出之物品，可直接向承建商查詢。
- 3) No hammering of nails, drilling or making holes on wall partitions will be permitted. All items are on rental basis only and exhibitors must not make any damage/loss during the period of rental.
參展商必須保持所有租用物品完整無缺。如有損毀，必須負責賠償。
- 4) All electrical works are to be carried out by the Official Contractor only.
所有電力裝置及接駁必須由大會承建商施行。
- 5) Order received after deadline **21 Jul 2023** is subject to 30% surcharge. For order received after **4 Aug 2023**

or on-site, 50% surcharge will be imposed.

注意：所有 **2023 年 7 月 21 日** 後交回之表格，一律視作逾期，會按租借物品之租值收取百分之三十的附加費，**2023 年 8 月 4 日** 後或進場和展會期間租借之物品，則收百分之五十的附加費，參展商務請依期交回所有租借表格。

- 6) Cancellation of any orders must be submitted in writing. Cancellation after the deadline **21 Jul 2023** is subject to 30% cancellation charge. No cancellation will be accepted after **4 Aug 2023**.

取消租用傢具／電力，必須於截止日期前以書面提出；於 **2023 年 7 月 21 日** 以後取消的申請需繳付 30% 作取消手續費用。於 **2023 年 8 月 4 日** 後之申請概不接受。

- 7) All electricity power points installed are for machine use only, not for lighting. If exhibitors or non-official contractors bring their own lighting devices for booth decoration, they must submit all lighting distribution details and pay the lighting connection charges to the official contractors. **Exhibitors / Contractor are not allowed to install any additional lighting devices without prior application / notification to the official contractors. Penalty fee will be applied if such situation is found.**

所有租用插座只限於發動機器使用。參展商或私人承建商若自備燈俱作攤位裝修用途，必須支付的接駁費用，而燈光安裝及接駁必須諮詢大會承建商。**如被發現參展商或私人承建商擅自接駁燈俱，需徵收雙倍費用。**

- 8) Connectors or joints and wiring from the power point to their exhibits / machinery are to be provided by exhibitors.

接駁器及電線/電纜須由參展商自行提供。

- 9) One socket or power supply is for the use of one electrical appliance / machinery only. No multi-plug is allowed.

每個插座或電源只供一件電器或機器使用，不能使用萬能插座。

- 10) One 2M Broadband Line supports one computer only, router is not allowed.

每 2M 寬頻線只支援一台電腦，不可使用路由器。

- 11) All furniture and electrical items included in the Shell Scheme Package are not exchangeable.

所有標準攤位配套設備（包括傢俬及電器）均不可更換。

| Exhibitors Type | Items | Deadline |
|---|--|--------------------------------|
| All Exhibitors 所有參展商 | Submit Form 1 - 2 提交申請表格 1 - 2* | 14 Jul 2023 2023 年 7 月 14 日 |
| | Submit Form 3 - 5 提交申請表格 3 - 5 | |
| | Special Publicity Functions 特別宣傳活動 | |
| Raw Space and Special Design 展覽光地或標改展位之參展商 | Original plans and design proposals 攤位設計草圖正本及圖則* | 2023 年 7 月 14 日 |
| | Working drawing and Design drawing 展位設計圖及施工圖* | |
| | RSE Report with Structural Calculations 認可人士或註冊結構工程師簽發的結構測量報告* | |
| All Exhibitors 所有參展商 | Submit Form 6 - 7 提交申請表格 6 - 7 | |
| Raw Space and Special Design 展覽光地或標改展位之參展商 | Site Work Deposit of HK\$300/sqm 繳交港幣每平方米\$300 施工按金* | 21 Jul 2023 2023 年 7 月 21 日 |
| | Public Liability Insurance 公眾責任保險* | |
| | RSE Safety Report 認可人士或註冊結構工程師簽發的安全報告* | 24 Aug 2023 On/Before 6PM |
| | Certificate of Fire Service Installation and Equipment 消防裝置及設備證書* | 2023 年 8 月 24 日 下午 6 時前 |

*Must be returned 必須提交

5. HONG KONG CONVENTION AND EXHIBITION CENTRE – ROAD MAP 香港會議展覽中心 – 行車路線圖



前往會展中心二期

由中環方向可經博覽道或龍和道、博覽道東及博覽道。

由銅鑼灣方向可經龍和道、立法會道、龍匯道、龍合街及博覽道或港灣道、分域碼頭道、龍合街及博覽道。

由北角方向可經龍和道、立法會道、龍匯道、龍合街及博覽道。

To HKCEC Phase 2

Drive along Expo Drive or Lung Wo Road, Expo Drive East and Expo Drive from Central.

From Causeway Bay, drive along Lung Wo Road, Legislation Council Road, Lung Wui Road, Lung Hop Street and Expo Drive, or Harbour Road, Fenwick Pier Street, Lung Hop Street and Expo Drive.

From North Point, drive along Lung Wo Road left turn onto Harbour Road, Fleming Road and Convention Avenue to Phase 1 Loading Dock or Harbour Road to Harbour Road Entrance.

<https://www.hkcec.com/en/road-map>

6. ARRANGEMENTS IN TIMES OF TYPHOON WARNING SIGNAL NO. 8 OR ABOVE, OR BLACK RAINSTORM WARNING

八號或以上颱風警告及黑色暴雨警告訊號下之安排

All exhibitors are requested to note the emergency measures under the following situations. The measures will be implemented should there be a Tropical Cyclone (commonly known as “typhoon”) or Black Rainstorm Warning Signal during the HKCCF.

敬請各參展商留意以下熱帶氣旋(俗稱“颱風”)或黑色暴雨警告信號下，主辦機構所作出之特別安排。

A. Special Arrangements for Tropical Cyclone Warning Signal 熱帶氣旋警告信號下之特別安排

I. During Move-in, Move-out 進館日、撤館日

- 1) If a Pre-No. 8 Special Announcement or Tropical Cyclone Warning Signal No. 8 (or above) is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

如八號預警或八號(或以上)熱帶氣旋警告信號於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

II. Prior to Opening Hours 展覽會開放前

- 1) If a Pre-No. 8 Special Announcement is issued after 8:15am, the fair will remain closed. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued after 8:15am without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply.

如八號預警於上午 8 時 15 分後發出，展覽會將暫時關閉。在罕有情況下，如八號(或以上)熱帶氣旋警告信號在未有發出預警下於上午 8 時 15 分後懸掛，展覽會同樣暫時關閉。

- 2) If a Tropical Cyclone Warning Signal No. 8 is cancelled at or before 4:30pm, the fair will re-open to the public two hours after the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation 30 minutes after the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is cancelled after 4:30pm.

如八號熱帶氣旋警告信號於下午 4 時 30 分或之前取消，展覽會將會在八號熱帶氣旋警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在八號熱帶氣旋警告信號取消 30 分鐘後進入會場準備。請各參展商於展覽會重開前 盡快返回工作崗位。若八號熱帶氣旋警告信號於下午 4 時 30 分後取消，展覽會將繼續關閉。

III. During Opening Hours 展覽會進行期間

- 1) If Hong Kong Observatory issues a prior alert that Typhoon Signal No.8 or above will be hoisted during the exhibition, the Ticket Office will cease to sell admission tickets and no further admission will be allowed until re-opening. The Organizer will announce such news and the exhibition will be closed 2 hours after the issuance of the alert. All exhibitors and visitors will be asked to leave the venue within 2 hours.

當懸掛三號強風信號警告時，如天文台發出預警，表示可能考慮改掛更高颱風信號：表示八號烈風或暴風信號將於展覽期間懸掛，售票處將停止售票，欲購票者或已購預售票

者將不可進入會場，主辦機構會即時作出廣播，宣佈展覽會將於預警發出兩小時後關閉，並請在場的參展及參觀人士於兩小時內盡快離開會場。

- 2) In the event when no prior alert was issued by the Hong Kong Observatory, when the Typhoon Signal No.8 or above is hoisted during the exhibition, the Ticket Office will immediately cease to sell admission tickets and no further admission will be allowed until re-opening. The Organizer will announce such news and the exhibition will be closed promptly after the hoisting of the Typhoon Signal No. 8 or above. All exhibitors and visitors will be asked to leave the venue as soon as possible.

當懸掛三號強風信號警告時，如天文台未能及時發出改掛更高颱風信號預警：當八號烈風或暴風訊號懸掛時，售票處將停止售票，欲購票者或已購預售票者將不可進入會場，主辦機構會即時作出廣播，宣佈展覽會於八號烈風或暴風訊號懸掛時立即關閉，並基於安全理由請在場的參展及參觀人士盡快離開會場。

B. Special Arrangements for Black Rainstorm Warning Signal 黑色暴雨警告信號下之特別安排

I. During Move-in, Move-out 進館日、撤館日

- 1) If a Black Rainstorm Warning Signal is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

如黑色暴雨警告信號於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

II. Prior to Opening Hours

- 1) If a Black Rainstorm Warning Signal is issued after 8:15am, the fair will remain closed.

如黑色暴雨警告信號於上午 8 時 15 分後發出，展覽會將暫時關閉。

- 2) If a Black Rainstorm Warning Signal is cancelled at or before 4:30pm, the fair will re-open to the public two hours after the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation 30 minutes after the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public. The fair, however, will remain closed if the Black Rainstorm Warning Signal is cancelled after 4:30pm.

如黑色暴雨警告信號於下午 4 時 30 分或之前取消，展覽會將會在黑色暴雨警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號取消 30 分鐘後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。若黑色暴雨警告信號於下午 4 時 30 分後取消，展覽會將繼續關閉。

III. During Opening Hours 展覽進行期間

- 1) If a Black Rainstorm Warning Signal is issued during the fair's opening hours, the fair will remain open. Exhibitors and visitors will be encouraged to stay in the exhibition venue for their own safety.

如黑色暴雨警告信號於展覽會進行期間發出，展覽會將繼續舉行，主辦機構將立刻作出廣播，呼籲在場參展商及參觀人士留在會場，直至到黑色暴雨警告信號取消為止，以策安全。

C. Other Issues 其他注意事項

- I. Admission tickets (including VIP tickets and complimentary tickets) that cannot be used because of the temporary closure of the fair may be used during the remaining fair days. Alternatively, ticket holders can request a refund upon presentation of unused valid tickets. Refund arrangements will be announced and handled after the fair. VIP tickets and complimentary tickets are not eligible for refunds.

入場券（包括貴賓票及贈券）如因展覽會暫停開放而無法使用，可在餘下開放日如常使用。或者，持票人士可憑未經使用及完整無缺的入場票申請退票。有關退票安排將於展覽會結束後公布及處理。退票不適用於貴賓票及贈券。

- II. The Organizer will make an announcement on the above special arrangements through the fair website and the mass media, including radio and television stations. Exhibitors may call the Organizer hotline, at (852) 2785-8867, should they have any questions concerning the above arrangements.

主辦機構會透過展覽會網頁、電台及電視台等各傳播媒介公布以上特別安排。參展商如有任何疑問，可致電 (852)2785-8867 查詢。

- III. Implementation of the above special arrangements may be adjusted at the time, depending on the actual conditions or upon request by the police officer in charge or security unit of the Hong Kong Convention and Exhibition Centre. The Organizer will announce the changes, if any, as soon as possible.

主辦機構可能因應現場實際情況，或因應現場警方或會展中心保安組要求而調整以上安排。如有任何改動，主辦機構會盡快公布有關細節。

7. HONG KONG CONVENTION AND EXHIBITION CENTRE EMERGENCY PROCEDURES

香港會議展覽中心緊急事故應變措施

8.1 FIRE EMERGENCY 火警緊急應變

IF YOU DETECT FIRE OR SMOKE

- ◆ Activate the nearest fire alarm station if possible and safe to do so.
- ◆ Leave the fire area immediately by the nearest exit (emergency exits marked in green); do not use lifts.
- ◆ Close doors behind you.
- ◆ Leave building by the nearest exit (emergency exits marked in green); do not use lifts.

當發現火警或煙霧

- ◆ 在安全情況下，按動最就近之火警鐘
- ◆ 立即由最就近出口（綠色緊急出口）離開火警現場；切勿使用升降機
- ◆ 緊閉身後防煙門
- ◆ 由最就近出口（綠色緊急出口）離開大樓；切勿使用升降機

IN CASE OF FIRE ALARM

(1) IF YOU HEAR A FIRE ALARM

- ◆ Remain alert and prepare to leave the building upon hearing a fire alarm or possible announcements over the public address system, or upon receiving instructions by HKCEC staff.
- ◆ Continue as normal should fire alarm be discontinued.

(2) IF YOU HEAR A FIRE ALARM EVACUATION ANNOUNCEMENT OR INSTRUCTION

- ◆ Leave the building via the nearest exit (emergency exits marked in green); do not use lifts.
- ◆ If you encounter smoke in the stairway, use alternate exits where available.
- ◆ Do not attempt to remove vehicles from parking garage or loading docks.
- ◆ Follow announcements over the public address system or instructions by HKCEC staff and/or fire/police officials.
- ◆ Once outside building, stay clear of the building and do not return until declared safe to do so by fire/police officials.

當火警鐘響起

(1) 當聽到火警鐘聲

- ◆ 當聽到火警鐘聲，保持鎮定及提高警覺，隨時準備遵照廣播或會展中心工作人員的指示離開大樓
- ◆ 火警鐘聲停止後一切活動回復正常

(2) 當聽到火警疏散廣播指示

- ◆ 立即由最就近出口(綠色緊急出口)離開火警現場；切勿使用升降機
- ◆ 如在梯間遇到濃煙，改用其他出口
- ◆ 切勿試圖把車輛駛離停車場或貨物起卸區
- ◆ 遵照廣播或由會展中心工作人員及/或消防人員/警方發出的指示
- ◆ 離開大樓後，與大樓保持適當距離，切勿折返，直至消防人員/警方正式宣佈可以安全重返為止

8.2 MEDICAL EMERGENCY 緊急醫療事故

IN CASE OF A MEDICAL EMERGENCY

- ◆ Dial emergency number for security office (“33”) from the closest house phone
- ◆ Give exact location (as indicated above house phone)
- ◆ Give detailed information when possible of the injury and the cause of the injury
- ◆ Remain in contact with HKCEC staff until emergency personnel have arrived

當遇到緊急醫療事故

- ◆ 使用最就近之內線電話致電內線 (“33”) 通知保安部控制室
- ◆ 提供肇事正確位置 (明確顯示於內線電話之上)
- ◆ 盡可能提供受傷人士之傷勢資料及事故原因
- ◆ 與會展中心工作人員保持聯絡直至醫護人員到達現場