

FORM 5
Compulsory
表格五
必須交回

Deadline
30th Aug,
2024
最後呈交日期
八月三十日



mega
SHOW



20 - 23 / 10 / 2024

HONG KONG CONVENTION & EXHIBITION CENTRE

For Exhibitors at Hall 1A-E & Concourse,
Hall 3B-E & Concourse Only
只適用於展覽廳 1A-E 及大堂、展覽廳 3B-E 及大堂

Return to 請交回:

Uniplan Hong Kong Limited 優尼營銷傳播 (香港) 有限公司
Room 2A, 2/F, Beverly House, No. 93 -107 Lockhart Road,
Wanchai, Hong Kong
香港灣仔駱克道 93-107 號利臨大廈 2 樓 2A 室
Contact Person & Direct Line 聯絡人及直線:

Hall 1A-1B 展覽廳 1A-1B: Ms. Minna Lo 盧漢娜小姐
(852) 2294 3618

Hall 1C-1D 展覽廳 1C-1D: Ms. Stella Lee 李麗琳小姐
(852) 2294 3602

Hall 1E & 1A-1E Concourse: Mr. Andy Kan 簡翹文先生
展覽廳 1E 及 1A-1E 大堂 (852) 2294 3659

Email 電郵: hongkong.msp1.hall1@uniplan.com

Hall 3B-3C 展覽廳 3B-3C: Ms. Canny Wong 王熙婷小姐
(852) 2294 3640

Hall 3D-3E 展覽廳 3D-3E: Ms. Carmen Wan 溫嘉盈小姐
(852) 2294 3678

Email 電郵: hongkong.msp1.hall3@uniplan.com

Please make a copy for your own record

請自行複印副本，以作記錄

Raw Space / Standard Booth Exhibitor Early Move-in for Construction or Decoration Application Form
展覽淨地 / 標準展台參展商提早施工承建或佈置申請表格

1. Exhibitor Information 參展商資料

Company Name 公司名稱: _____

Booth No. 攤位編號: _____

Booth Size 攤位面積: _____ Dimensions 尺寸: _____ m 米 x _____ m 米

Contact Person 聯絡人: _____ Position 職位: _____

Tel. 電話: _____ Email 電郵: _____

2. Contractor Information 承建商資料

(Local contractors must be appointed for the stand design and construction.)

(必須委聘本地符合資格的承建商設計及蓋建展台。)

Name of Contractor 承建商名稱: _____

Contact Person 聯絡人: _____ Position 職位: _____

Address 地址: _____

Tel 電話: _____ Mobile Phone 手提電話: _____ Email 電郵: _____

On-site Supervisor's Name

On-site Supervisor's Mobile Phone No.

現場負責人姓名: _____ 現場負責人電話: _____

3. Electrical Contractor 電力裝置承建商

(Pursuant to Electricity [Wiring] Regulations of Electricity Ordinance 所聘的電力裝置承建商必須符合香港電力條例之電力【電線接駁】之規定)

Name of Contractor 承建商名稱: _____

Registration No. 電力註冊編號: _____

Contact Person 聯絡人: _____ Position 職位: _____

Address 地址: _____

Tel. 電話: _____ Mobile Phone 手提電話: _____ Email 電郵: _____

Security Deposit 承建展台保證金	Raw Space Booth 展覽淨地展台 HK\$ 10,000 / US\$ 1,280	National/Regional Pavilion 國家/地區館 HK\$ 30,000 / US\$ 3,840
Standard Booth Site Work Deposit 標準展台施工按金	18 sqm or below 18 平方米或以下	19 sqm or above 19 平方米或以上
	HK\$ 3,000 / US\$ 384	HK\$ 5,000 / US\$ 640

* Raw Space Exhibitors are required to pay a Security Deposit while Standard Booth Exhibitors are required to pay a Site Work Deposit as stated above. The deposit will be refunded after the exhibition.

展覽淨地展台須預先繳交以上之承建展台保證金，而標準展台則須預先繳交以上之標準展台施工按金，該等預繳按金於完展後將予退回。

** This form must be submitted to the Official Stand Subcontractor no later than **30th August, 2024.**

此表格必須在 **2024 年 8 月 30 日或以前** 交回大會指定展台承建分判商。

Signature & Company Chop

簽署及公司印章: _____

Date 日期: _____

Special Notes For Form 5 / (表格五) 特別注意事項

(Please refer to Exhibitor Manual for more details 詳細內容請參閱參展商手冊)

RAW SPACE

1. Booth Layout Plans & Design Proposals

Booth layout drawings, plans and design proposals must be submitted to the Official Stand Contractor for approval **no later than 30th August, 2024**. Drawings submitted must be in a scale of not smaller than 1:100 with full dimensions and they must contain such information as the floor plan, stand elevation, telephone/broadband internet installation, electrical fittings, audio-visual equipment, colours and materials to be used, etc.

Any signage and visual parts (including the company name, logo, slogan, photo, pattern, etc.) at the height of over 2.5 metres facing the adjacent booth must be set back 0.5 metres from the booth boundary.

The common side-wall bordering neighbouring stands with the height of over 2.5 metres has to be in smooth finishing, coloured WHITE and without any logos or graphics on it.

2. Height Limit

No stand decoration, stand fittings or exhibits shall exceed 4 metres in height, unless prior approval in writing has been sought from the Show Organiser, the Official Stand Contractor. For any structure exceeding the height of 3 metres, a safety certificate issued by **an Authorised Person / a Registered Structural Engineer ("RSE")** must be provided to the Official Stand Contractor before the opening of the show.

Stand Structure Type	Stand Height Limit
Single-decker Stand	4 metres
Double-decker Stand (Prior Application & Approval Required)	5 metres

Please note that there are varied maximum booth heights for different halls or ancillary areas. We recommend the Exhibitors to seek advice from the Official Stand Contractor for more information.

For booths located within ± 500 mm area under the hall's smoke curtain, the maximum permitted height is 2.5 or 3 metres as per below specifications. The Official Stand Contractor will notify and alert the concerned Exhibitors individually about their booth height limits.

Booths under the Smoke Curtain in	Maximum Booth Height
Hall 1A-E, Hall 3B-E	3 metres
Hall 3FG, Hall 5FG	2.5 metres

3. Hanging Structures & Trusses

Exhibitors must apply prior approval from the Show Organiser for hanging structures/trusses. The Official Stand Contractor will permit hanging structures/trusses only with such an approval. Any hanging structure and truss from the hall ceiling must also carry a "Safety Certificate" and structural calculations issued by **an Authorised Person / a Registered Structural Engineer**. Exhibitors must submit this safety certificate and structural calculations to the Official Stand Contractor before the opening of the show.

4. Two-Storey Structures

Exhibitors must apply to the Show Organiser for approval of any two-storey structure. The two-storey structure construction is permissible only with approval by the Official Stand Contractor. Exhibitors must bear full responsibilities for the safety of the structure as stipulated in the Construction Site Safety Regulation (Chapter 59).

Any custom-built exhibition structure with access to the second level must also carry a Safety Certificate and Structural Calculations issued by **an Authorised Person / a Registered Structural Engineer**. Exhibitors have to submit this Safety Certificate and Structural Calculations to the Official Stand Contractor by the end of the stand construction period before the opening of the show. In case of failure to do so, the Official Stand Contractor reserve the right to prohibit access to the second level of the structure.

5. Floor Load Limits

The total weight of stand and exhibits shall not exceed the floor load limits of respective halls.

Hall No.	Floor Load Limit (KG / sq.m.)
Hall 1DE, Hall 3DE	1,250
Hall 1ABC, Hall 3BC, Hall 3FG, Hall 5FG	1,700
Hall 1, 3 and 5 Concourses	500

6. Electricity

All electrical works shall only be carried out at Exhibitors' expenses by the electrical contractors appointed by the Official Stand Contractor. Design plans or proposals for electrical installation together with aforementioned stand design proposals must be submitted to the Official Stand Contractor for approval **before 30th August, 2024**. Electricity will be supplied in 220 volt ($\pm 6\%$), single phase, 50Hz or 380 volt ($\pm 6\%$), three-phase, 50Hz. One electric socket only serves one electrical appliance. All electrical fittings and wiring must be installed in compliance with the Electricity (Wiring) Regulations of the Hong Kong Electricity Ordinance (Chapter 406).

In compliance with the Electricity (Wiring) Regulations of Electricity Ordinance (Chapter 406), all electrical installations, inspections and testing must be carried out by a qualified electrical worker from a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Stand Contractor by 3:00pm on 19th October, 2024. Failure to provide the properly certified Form WR1 by 10:00pm on that

day will result in suspension of electricity supply for the stand throughout the show period.

7. Fire Precautions / Fire Service Certificate

To ensure fire safety for all construction with wooden materials, raw space contractors are required to install one fire extinguisher at a conspicuous spot within the assigned booth area during the construction period for safety reasons. This rule is also applicable to group pavilion and themed zone area with installation of one fire extinguisher for every 60 sqm within its assigned area.

Also for all two-storey booths, one functional extinguisher must be available at a conspicuous spot within the assigned booth area during the construction and show period.

For stand structure using cloth fabric as its ceiling cover, please refer to the Clause 5.2.2 for the requirement details.

All combustible materials used for raw space stands shall conform to the standards acceptable to the Director of Fire Services of Hong Kong SAR; or shall be brought up to those standards by treating with a fire-retardant paint or solution acceptable to the 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 must be submitted to the Official Stand Contractor by **3:00pm on 19th October, 2024** as a documentary proof of the fire safety compliance. For enquiry, please contact the Official Stand Contractor.

8. Exhibitor-Appointed Contractor

a. Employment of Exhibitor-appointed Contractor

A Raw Space Exhibitor **must appoint competent local contractor to design and construct its stand**. Exhibitors should provide the names of their appointed contractors, contact persons, telephone and address information to the Official Stand Contractor by using **Form 5** for approval. The Official Stand Contractor reserves the right to withhold approval to any contractor appointed by the Exhibitors concerned, evaluating their past record in discipline, safety, etc. Exhibitors requiring assistance in appointing contractors for their custom-built stands should contact the Official Stand Contractor directly.

b. Construction Industry Safety Training Certificate

The Hong Kong 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 Exhibition Venue. Contractors entering the Exhibition 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 Exhibition Venue. All stand fitting contractors must acquire the aforementioned certificates (cards) and have them properly displayed while working at the Venue. The Venue Operator's security reserves the rights to refuse entry or remove personnel who fail to provide valid credentials.

c. Insurance

The Exhibitor-Appointed Contractor shall effect or procure to be effected by its relevant subcontractor(s) public liability insurance(s) exclusively for the provision of the contracting works for a sum (or the aggregate sum if more than one insurance policy will be effected) of not less than Ten Million Hong Kong Dollars (HK\$10,000,000) for any one occurrence and unlimited for the period of insurance with an insurance company authorised under the Insurance Companies Ordinance (Chapter 41 of the Laws of Hong Kong) during the period from the Move-in Day to the Closing Day of the Exhibition against liability to pay damages and compensation for injuries to or death of any persons and for losses or damages to any properties where such injuries, death, loss, or damage as the case can be caused or arisen out of any act or default of the Exhibitor-Appointed Contractor and its employees, agents and subcontractors in relation to their carrying out of the Contracting Work or defects of the Construction Materials.

In addition, contractors are obligated to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover liabilities both under the ECO and the 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.

The insurance liability encompassing thefts, fire, property damage, accidents, natural disasters and other general risks as demanded by the Show Organiser should fully cover all periods throughout the Move-in Day, Show Days, Move-out Day and booth dismantle period (i.e. from 18th to 23rd October, 2024).

Inspectors from Labour Department are authorised to check the contractors working 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 provided for checking and inspection as required.

UPGRADED STANDARD BOOTH

1. Booth Design Drawing

Upgrade Booth Exhibitors who need an early move-in for stand construction or booth decoration must submit on or before **30th August, 2024** the duly completed **FORM 5** together with their full-detailed booth design drawings to the Official Stand Contractor for prior approval.

2. Fire Safety Precautions / Fire Service Certificate

According to the Venue's regulations, Exhibitors with their booth ceiling structures covered with fabrics (whether be it fully or partially enclosed) must notify the Official Stand Contractor about the concerned setup for approval six weeks before the start of the exhibition and verify its flame-retardant property and water permeability. Exhibitors or their self-appointed contractors also need to submit a valid Fire Service Certificate (FS251) to the Official Stand Contractor by 3 pm on 19th October, 2024 as a proof document for the materials being in compliance with relevant fire protection regulations. For further details and inquiries, please contact the Official Stand Contractor.

Please note that regardless of whether they have been fireproof-treated or not, the use of straws and any kind of covering materials which are impermeable to cause heat and smoke to accumulate are all strictly prohibited.

The Venue and the Show Organiser reserve the right to stop the contractors who are not in compliance with the above rules from carrying out their stand construction work inside the Venue.

1. 展台設計圖則

自建展台的參展商必須於 2024 年 8 月 30 日前 填妥並提交表格五, 連同展台設計草圖及圖則呈交到大會指定展台承建商審批, 所呈交的展台圖則比例必須不小於 1:100, 並需註明十足尺寸及詳附平面佈置圖、展台正視圖、電話/上網網絡安裝位置、電力裝置、視聽器材、用色及用料等資料。

任何超過 2.5 米面向毗鄰展台的招牌板及裝飾 (包括: 公司名稱、商標、標語、相片、及背景圖案等), 必須放置於展台界線 0.5 米以內的地方。

面向毗鄰交界之牆壁, 位於 2.5 米以上之部份, 必須為白色和平滑, 並不可附有任何公司商標或圖案等裝飾。

2. 高度限制

除非參展商事先獲得主辦機構、大會指定展台承建商書面批准, 否則所有展台裝飾、裝置及展品高度均不得超過 4 米。此外, 任何展台裝置、裝飾及展品的高度超出 3 米者, 則必須向大會指定展台承建商提交一份由認可人士 / 註冊結構工程師簽發之安全證明書。

展台結構	展台高度限制
單層結構	4 米
雙層結構 (需事先申請及獲得批准)	5 米

另外, 不同展覽廳可能有不同的高度限制, 建議參展商事先與大會指定展台承建商確認。在展廳防煙閣下±0.5 米的範圍內的展台高度, 更一律不得超過 2.5 米或 3 米。

位處在展廳防煙閣範圍內的展台	高度限制
展覽廳 1A-E, 展覽廳 3B-E	3 米
展覽廳 3FG, 展覽廳 5FG	2.5 米

3. 懸空結構及支架

參展商如欲懸掛任何懸空結構及支架, 請預先以書面向大會指定展台承建商申請, 並必須獲得主辦機構書面批准。任何懸空結構及支架必須取得一份由具認可資格人士 / 註冊結構工程師簽發之安全證明書及數據證明, 並須將證明書及數據證明於展覽會開幕前呈交大會指定展台承建商備案。

4. 雙層展台

參展商如欲興建雙層展台, 須預先以書面向主辦機構申請, 並必須獲得大會指定展台承建商書面批准。參展商需完全負責展台結構的安全, 詳情可參照《建築地盤(安全)條例》第 59 章。

所有可進入上層的特別展覽展台必須擁有由認可人士 / 註冊結構工程師簽發之安全證明書及數據證明, 並須將證明書連同數據證明於展台興建工程完成後交予大會指定展台承建商備案。如有不符規定要求者, 大會指定展台承建商有權禁止所有人士進入該展台之上層。

5. 地面承重限制

展台及展品的重量, 不可超越以下地面承重限制。

展廳位置	地面承重限制 (公斤/平方米)
展覽廳 1DE, 展覽廳 3DE	1,250
展覽廳 1ABC, 展覽廳 3BC, 展覽廳 3FG, 展覽廳 5FG	1,700
展覽廳 1A-E 大堂, 展覽廳 3B-G 大堂, 展覽廳 5B-G 大堂	500

6. 電力裝置

所有電力裝置必須由大會指定的電力承建商進行安裝和接駁, 所涉費用由參展商負責。電力裝置設計草圖則需連同上述展台設計圖, 於 2024 年 8 月 30 日前 呈交大會指定展台承建商審批。會場供應電力為 220 伏特 (±6%)、單相、50 赫或 380 伏特 (±6%)、三相、50 赫。每個電力插頭只可供一件電器使用。所有電力裝置及電線的安裝必須遵循香港《電力條例》(第 406 章)之《電力(線路)》規定。

按《電力條例(第 406 章)電力(線路)規例》, 所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行, 並須簽發表格 WR1 及於 2024 年 10 月 19 日下午 3 時前交予大會指定展台承建商, 以茲證明。如未能於當晚 10 時前交妥表格 WR1, 展期內將不會獲電力供應。

7. 防火措施 / 消防證書

為安全起見，凡使用木材蓋建之展台承建商，必須在展台施工期間預備一個有效的滅火筒，並放置在展台內的顯眼位置。上述規例亦適用於各地區或專題館，每六十平方米就須有一個有效的滅火筒裝置。

為安全理由，如興建雙層結構展台，承建商必須在展台施工及展覽期間，放置一個有效的滅火筒在展台內的顯眼位置。

如展台天花結構有布料覆蓋，請參閱參展商手冊 5.2.2 的要求。

所有用作搭建及裝飾的物料必須符合香港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致任何該等標準。以防火溶液加以處理的工序，須由註冊二級消防裝置承辦商進行，完工後須於 2024 年 10 月 19 日下午 3 時前提交一份證書〔消防表格 251〕予大會指定展台承建商，以證明該物料符合相關防火規定。如有查詢，請與大會指定展台承建商聯絡。

8. 參展商自聘承建商注意

甲. 參展商自聘承建商

租用展覽淨地的參展商必須自行委聘本地符合資格的承建商為其設計及蓋建展台。參展商需將其自聘承建商的公司名稱、聯絡人、電話及地址填報於表格五內，然後呈交大會指定展台承建商審批，大會指定展台承建商將評估有關承建商的公司背景及過往的安全紀錄，並有權拒絕有關申請及無需作出任何解釋。如在委聘展台承建商方面需要協助，參展商可與大會指定展台承建商聯絡。

乙. 建築業安全訓練證明書

香港勞工處、香港展覽會議業協會及展覽營運者已達成共識，並同意在香港會議展覽中心推行建築業安全訓練證明書的認可措施（即「平安咭」）。凡進入香港會議展覽中心進行裝拆展台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旗下的工人在展館工作前已接受強制的�基本安全訓練。

凡進入展館的承建商工人，必須持有，並須清楚展示其「平安咭」，否則展館的保安人員有權拒絕該人士進入或要求有關人士離開展館。

丙. 保險

參展商自聘的承建商必須從條例所認可之保險公司(參閱香港條例第 41 章)購買有效之公眾責任險。每次事故賠償限額不少於港幣 1,000 萬，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及財物損毀。

此外，該參展商自聘的承建商也必須遵從香港條例第 282 章僱員補償條例第 40 條的規定，以承擔該承建商在該條例及普通法就其僱員在受僱工作期間因工作遭遇意外以致受傷的法律責任，不論該僱員的合約期或工作時數長短、全職或兼職、長工或臨時工等。

有關承建商必須於展覽期間（包括進場及離場）就其財物及其活動和其他項目投保足夠的保險，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 2024 年 10 月 18 日至 23 日）。

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，在展覽館內進行視察及檢查相關記錄及文件資料。

升級標準展台

1. 展台設計圖則

如需要提早施工承建或佈置升級標準展台，參展商必須於 2024 年 8 月 30 日前 填妥並提交表格五，連同展台設計草圖呈交到大會指定展台承建商審批。

2. 防火措施 / 消防證書

按展館規定，如展台天花結構有布料覆蓋(不論全封或部份用布封頂)，需於展覽會開展前六星期或之前通知大會指定展台承建商，並確認可阻燃及透水。參展商或承建商須亦於 2024 年 10 月 19 日下午 3 時前提交一份證書〔消防表格 251〕予大會指定展台承建商，以證明該物料符合相關防火規定。如有查詢，請與大會指定展台承建商聯絡。

不論有否經過防火處理，展館一概禁止使用禾稈草。

展館有權禁止違反上述要求及細則的相關展台承建商在展館範圍內進行搭建工作。