

*** Special Circular (9) ***

Booth Construction Points to Note/New Measures on Custom-Built Participation

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built stands have been implemented. Please pay attention to the summary as follow and refer to section 4 of the Exhibitors' Manual for details.

Section	Items																											
4.2	<u>Information submission</u> Please note the deadline for submission of Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting distribution plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor. Submission of "Structural Safety Certificate", "Fire Service Certificate" and "Certification of <Electrical> installation, inspection & testing" (Form WR1) are also required.																											
4.2.2	<u>Site work deposit</u> Calculation based on HK\$300/US\$40 per sqm. For two-storey construction stand, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000/US\$667 and HK\$75,000/US\$10,000 respectively.																											
4.2.3	Contractors are required to carry out and maintain public liability insurance in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. 16-25 Jul 2018 .																											
4.2.4	Hall rental charges for over-time move-in and move-out																											
4.2.5	Maximum stand height																											
4.2.6	<u>Submission of Structural Safety Certificate, Structural Calculations and Fire Service Certificate</u> <table><tr><td>Stands & temporary structures</td><td>>2500mm & <4500mmH</td><td>≥ 4500mmH or two-storey construction</td></tr><tr><td>Stages or platforms</td><td>>1100mm & <1500mmH</td><td>≥ 1500mmH</td></tr><tr><td>Suspended lighting truss & equipment</td><td><100 kg</td><td>≥ 100 kg</td></tr><tr><td rowspan="3">Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to</td><td>Verify stability of design drawings</td><td>Verify stability of design drawings & prepare structural calculations</td></tr><tr><td colspan="2">Supervise construction works at site</td></tr><tr><td colspan="2">Verify stability after completion by issuing structural safety certificate</td></tr><tr><td>Submit design drawings to Organiser by 30 May 2018</td><td>By email</td><td>4 original copies with structural calculations*</td></tr><tr><td>Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 17 Jul 2018</td><td colspan="2">1. Structural Safety Certificate** (please refer to section 4.2.6) 2. Fire Services Certificate** (please refer to section 4.2.8)</td></tr><tr><td>Submit to Official Electrical Contractor by 1500 hrs on 17 Jul 2018</td><td colspan="2">Certificate of installation, inspection & testing (Form WR1)** (please refer to section 4.2.7)</td></tr></table> * Of which 2 sets will be forwarded to Director of Food & Environmental Hygiene at least 42 days before first show day as required by the Food & Environmental Hygiene Department for applying Temporary Places of Public Entertainment (TPPE) license ** Failing to provide the said certificates/WR1 by 2200 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the expo period. Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable. 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			Stands & temporary structures	>2500mm & <4500mmH	≥ 4500mmH or two-storey construction	Stages or platforms	>1100mm & <1500mmH	≥ 1500mmH	Suspended lighting truss & equipment	<100 kg	≥ 100 kg	Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings	Verify stability of design drawings & prepare structural calculations	Supervise construction works at site		Verify stability after completion by issuing structural safety certificate		Submit design drawings to Organiser by 30 May 2018	By email	4 original copies with structural calculations*	Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 17 Jul 2018	1. Structural Safety Certificate** (please refer to section 4.2.6) 2. Fire Services Certificate** (please refer to section 4.2.8)		Submit to Official Electrical Contractor by 1500 hrs on 17 Jul 2018	Certificate of installation, inspection & testing (Form WR1)** (please refer to section 4.2.7)	
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	Buildings Ordinance Chapter 123. For API/RSE registry, please visit http://www.bd.gov.hk/english/inform/e_rse_1.html. Fire Services Certificate In compliance with the Temporary Places of Public Entertainment Licence (TPPE) application for Fairs/Fetes/Exhibitions (small scale), no decoration of a readily combustible nature shall be permitted. A documentary proof of compliance for all custom-built stands with the use of combustible materials for false ceilings, partitions or wall furnishings, draperies and curtains shall conform to any standard acceptable to the Director of Fire Services; or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be submitted to the Organiser as per schedule mentioned above, as documentary proof of compliance for submission to the Fire Services Department. Please refer to http://www.hkfsd.gov.hk/eng/source/licensing/premises.htm#e3 for details. For Registered Fire Service Installation Contractor registry, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf.
4.2.7	Electricity In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Electrical Contractor as per schedule mentioned above.
4.2.9	Reflective Vest/Belt All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest/Belt.
4.2.12	Waste Reduction and Recovery Measures In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention & Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area.
4.2.13	Construction Industry Safety Training Certificate All stand fitting contractors must acquire the said certificates (cards) and have it displayed upon request when working at the Venue. The Venue Operator's security reserves the rights 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	Requirements must be complied with by the Exhibitor and his/her appointed Contractor
4.2.15	Deduction of site work deposit

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

For queries, please feel free to contact:

Hall 5 – Ms Candy Cheung <email candy.hm.cheung@hktdc.org or phone (852 2240 5410)>

Thank you for your kind understanding and co-operation.