



Life & Health Tech Expo

生命健康科技博覽

International Health Expo

香港國際健康博覽

EXHIBITORS' MANUAL AND RULES & REGULATIONS

參展商手冊 及 條款與細則

Version 1

第一版

Organizer 主辦單位：

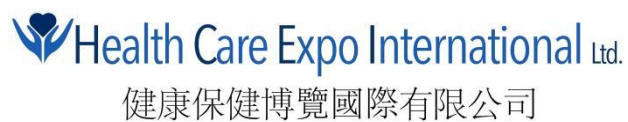


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1. GENERAL INFORMATION 一般資料

1.1 EXHIBITION DETAILS 展覽資料

Organizer: 主辦單位：	Health Care Expo International Limited 健康保健博覽國際有限公司	
Name of Fair : 展覽名稱：	International Health Expo Life & Health Tech Expo 香港國際健康博覽 生命健康科技博覽	
Venue: 場地：	Hall 5, AsiaWorld-Expo 5 號展覽廳	
Fair Dates: 展覽日期：	27 – 29 Jun 2024 (Thursday to Saturday) 2024 年 6 月 27 至 29 日 (星期四至六)	
Decoration Time : 佈展時間:	25 - 26 Jun 2024 (Tue & Wed)	09:00 – 18:00
Time for Exhibitor : 展商佈展時間：	26 Jun 2024	12:00 – 18:00
Opening Time 展覽時間:	27 Jun 2024 (Thur) 28 Jun 2024 (Fri) 29 Jun 2024 (Sat)	10:00 – 19:00 10:00 – 19:00 10:00 – 19:00

Enquiry 展覽事務：
Tel 電話: (852) 6910-1922
(852) 6061-2122
Email 電郵: info@ihexpohk.com
Website :網址: www.ihexpohk.com

Information for Visitor 參觀人士知：

International Health Expo and Life & Health Tech Expo is a trade show and free admission to all industry visitors , professionals and invited guests

香港國際健康博覽及生命健康科技博覽是一個專業貿易展覽會，招待業界及應邀人士出席。

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

		<i>Raw Space</i> 展覽光地	<i>Standard Booth w/ Special Design</i> 標改展位	<i>Standard Booth</i> 標準展位
Move-in 進場	Booth Construction 展位搭建	25 Jun 2024 15:00	26 Jun 2024 09:00	26 Jun 2024 12:00
	Booth decoration & Move in / Exhibits 展位裝飾及展品進場	26 Jun 2023 12:00 All booths must be fully decorated by 26 Jun 2023 18:00 所有攤位必須於 2024 年 6 月 26 日晚上 6 時前完成攤位裝飾		
	Termination of Booth Electricity 展位電力中止	25 Jun 2024 20:00 26 Jun 2024 20:00		
Move-out 撤場	Move out / Exhibits 展品撤場	29 Jun 2024 15:00 – 19:00		
	Booth Dismantling 大會展位清拆	29 Jun 2024 19:00 – 23:59		

1.3 Rules for EXHIBITORS' ACCESS 進場守則

- During the fair period, the fairground will be opened for exhibitors 60 minutes before the exhibition open to allow the exhibitor to do the preparation works . Exhibitors are required to show the exhibitors' badges when entering to the exhibition hall.
於展覽期間，會場將於每日展覽開放時間前 60 分鐘讓參展商入內作準備。參展商於進入會場時必須佩戴參展商工作證。
- Exhibitors must not remove or pack up their exhibits from their booth until the exhibition is officially closed.
在展覽會仍未正式閉幕前，參展商不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 AWE.
參展商及/或其委託之承建商必須遵守進場及離場時間表。若參展商或其委託之承建商於晚上 23 時 59 分後仍在進行工作，必須向亞洲博覽館繳交超時罰款。

1.4 OFFICIAL CONTRACTOR 大會主承建商

Official Contractor 主承建商:	Milton Exhibits (Hong Kong) Limited 名唐展覽(香港)有限公司
Contact 聯絡人:	Salina Siu
Tel 電話號碼:	(852) 3605 9606
Email 電郵地址:	mhaone@milton-hk.com

2. Important Notes to Contractor 參展商須知

2.1 Badges for EXHIBITORS & CONTRACTORS 參展商及承辦商工作證

Badges for Exhibitors and Contractors will be issued by Organizer before the show. Exhibitors and contractors' badges will be printed according to the list of names given on **Form A**. Please return to the Organizer on or before Jun 20. For security reasons, Exhibitors and their staffs must wear their badges while in the hall during the show and Contractors must wear their badges for access to the hall during the move-in and move-out period. Please note that all the 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 A**，並於截 6 月 20 日止日期前交回大會。大會將根據表格上之名單印製相關的工作證。

因保安理由，請各參展商於進出展覽場地及展覽期間必須配戴參展商所發的工作證，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。工作證不能轉予他人使用。

2.1.1 Badges for Exhibitors 參展商工作證

The issuing quantity of exhibitors' badges is subject to the total booth quantity are as following:

參展商可根據其展位數量，獲發基本數量的參展商工作證。有關數量如下：

Booth Qty 展位數量	Number of Badges 獲發數目	Booth Qty 展位數量	Number of Badges 獲發數目
1 -- 2	4	4--6	12
2 ---3	6	6 以上	14

2.1.2 Badges for Custom-built Contractor 展位承建商工作證

The issuing quantity of badges for Custom-built contractors is subject to the total booth area are as following:

根據其展位面積，空地參展位的承建商可獲發工作證數量如下：

Booth Qty 展位數量	Number of Badge 承建商獲發工作證數量
4	8
4 以上	12

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

承建商工作證只適用於搭建及拆卸期間使用，不適合使用於展覽期間。

2.2 Vehicle Delivery Pass 上落貨車輛通行證

- 1) No any vehicles can enter the loading dock & drive-in ramps of the AsiaWorld-Expo without an authorized e-Vehicle Pass. The pass is valid during move-in, show dates and move-out dates stipulated by the Organizer. Please note that the vehicle pass is not a parking permit. All vehicle/trucks must leave the loading area after delivery or collection in less than 45mins. Otherwise parking fee would be charged. Please contact organizer to obtain a e-Vehicle pass.

所有車輛進入亞洲博覽館起卸區必須持有電子車証。車証於進場、離場及展覽期間有效。該証並非泊車証，所有車輛必須於完成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，必須持有大會所發出的有效上落貨車輛通行證。
- 3) All vehicles/trucks are allowed to have 45 minutes free of charge parking for loading/unloading; they must leave the loading bay immediately after loading of their goods.

所有車輛只有 45 分鐘上落貨時間，上落貨完畢後，所有車輛必須立即駛離卸貨區。否則需繳付泊車費

- 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:

展位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) 展位面積 (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 36	2	2
Above 36	3	3

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

**上落貨車輛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.

參展商可根據其展位面積，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 <u>Stock 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 – 36	2	2	2
Above 36	4	4	4

2.3 DELIVERY OF EXHIBITS 展品進場

Exhibits should not be delivered to the venue until the stands are readily constructed. Exhibitors should have their own representatives at the stand to receive goods. Organizer will not accept or 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 STORAGE OF THE EXHIBITS 展品存放

There are no storage space available in the exhibition halls during the fair. Any goods or packing material stored beyond your stand area may be disposed without prior notice. For any storage service, please contact organizer for renting.

會場內不設有公用地方供參展商存放貨品。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。如需存放服務，請與大會聯系並索取收費詳情。

2.5 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

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

展覽平地／標改展位須知

Raw Space Exhibitors have to design and construct their own floor space through recommended contractors or their own contractors (must be pre-approved by the organizer).

光地參展商須設計及蓋建攤位，可使用主辦單位推薦的展位承辦商或自行聘請承辦商但必需獲大會書面批准後方可使。若自行聘請承辦商，必需遵守香港入境處條例，禁止使用非法外勞。

2.5.1 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 May 30, 2024. 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 **2024年5月30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。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。

2.5.2 Height Limit 高度限制

- 1) For Standard Booth with Special Design, the height limit is 2.5 meters in maximum.
標改展位高度限制為 2.5 米。
- 2) For **Raw Space**, the height limit is in maximum should be lower than 3 meters .
展覽平地高度限制為 3 米。
- 3) 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
- 4) 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。

- 5) 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。

- 6) “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。

- 7) The organizers have the right to authorize dismantling or rebuilding of any stand or structure, which does not meet the 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。

2.5.3 Electricity **supply** 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 May 25 2024. 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 **2024 年 5 月 25 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。**

2.5.4 Fire Precaution 防火措施

- 1) In compliance with the HKCEC Venue's Rules & Regulations, all construction and **decoration** of stands (including, but not limited to, drapes, curtains, fabrics, banners, backdrops) must be non-combustible, inherently non-flammable or durably flameproof and be in accordance with all applicable fire prevention and building regulations. Authorized personnel of Venue Operator or the Hong Kong Government may need to inspect and verify its compliance.

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，展館內一律禁止使用禾稈草。

- 5) For all construction with wooden materials involved, at least one functional extinguisher **must be located** 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, the Certificate of Fire Service Installation and Equipment must be submitted to Organizer **on or before Jun 17, 2024 if any**.

所有光地展位必需於於 **2024 年 6 月 17 前** 提交消防裝置及設備證書證明展位使用防火物料(如有)。

- 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 to Venue Operator **on or before Jun 17 if any**. 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 **2024 年 6 月 17 日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。

2.5.5 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 stands.

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

2.5.6 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 and Organiser 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，展館營運者及大會有權禁止該人士進入展廳。

2.5.7 Scaffold & Ladders 金屬棚架及梯具

Using ladders of height exceeding 2 meters is strictly prohibited in the AsiaWorld-Expo. 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 Scaffolds-Reports has been approved by official contractor 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 AsiaWorld-Expo 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.

亞洲博覽館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。

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)。

2.5.8 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 1 May 2024**. 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 **2024 年 5 月 1 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。

2.5.9 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. 25 Jun 2024 to 29 Jun 2024**. A copy of the public liability insurance policy should be provided to the Organiser by **Jun 1 2024**. 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 2024 年 6 月 25 至 29 日）。承建商須於 2024 年 6 月 1 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。

2.6 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，主辦單位將沒收其按金。

2.7 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 decibel not more than 70dbs. 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。

2.8 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。

2.9 Waste paper COLLECTION CENTER 紙皮收集站

Waste paper Collection Center is located in designated station for convenience. During the exhibition, exhibitors should handle Waste paper appropriately and store in the appointed Waste paper Collection Center. In order to prevent congestion or dangerous, putting Waste paper 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。

2.10 CROWD MANAGEMENT 人流控制

Under general condition, the Organizer will open main entrances in Hall 5. 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 5 號館主門口讓參觀者進入會場。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。

2.11 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 Organizer**. Exhibitors requiring such service should contact **the Organizer**.

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大會聘請。參展商如需增聘護衛員的服務，請聯絡大會。

2.12 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 through the Organizer.**

會場內不設有上網服務，如參展商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訂購獨立的寬頻上網線路以便在展位中使用。

*** Router is not allowed.

***不可使用路由器。

2.13 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 Arbuthnot 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

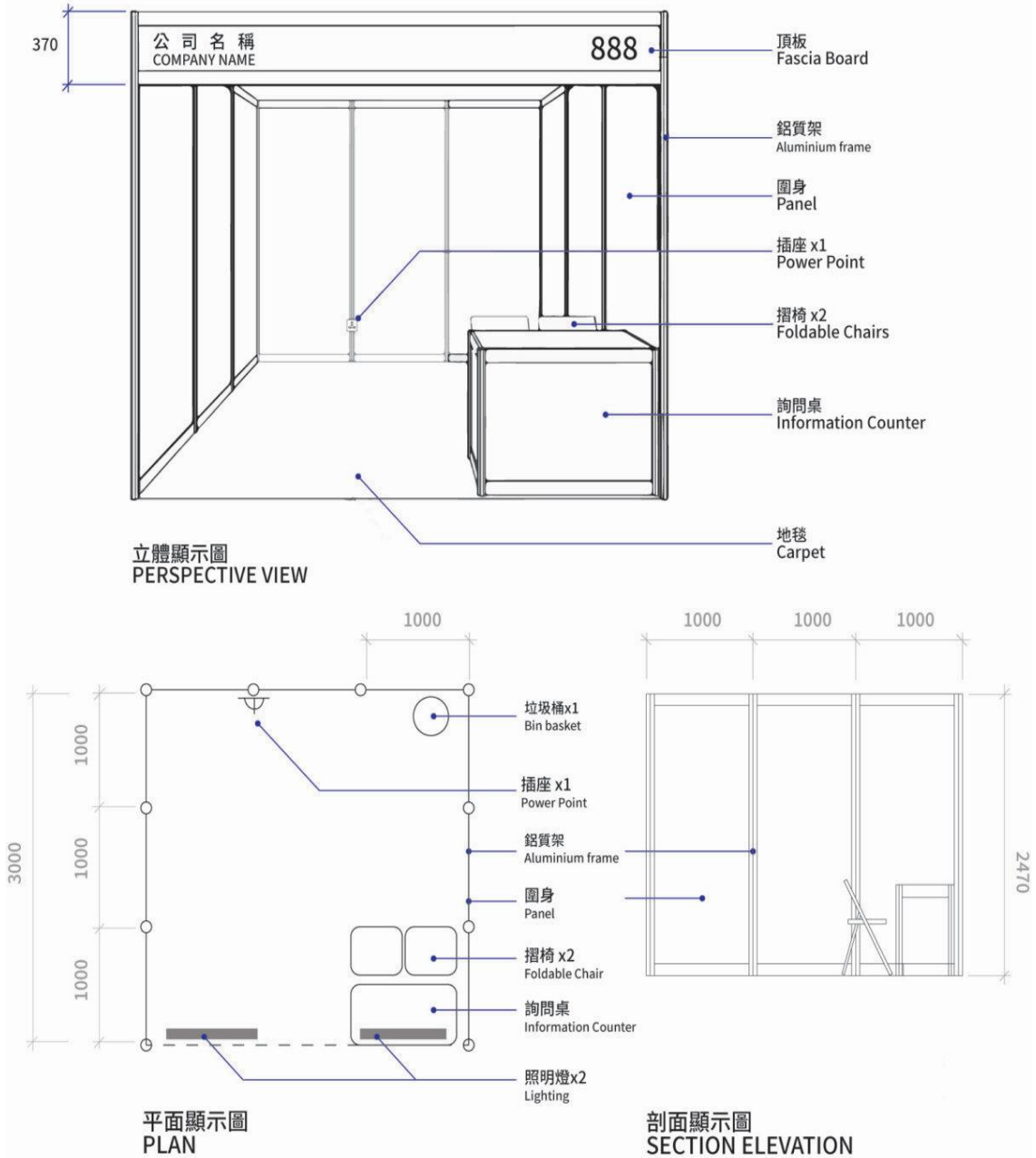
電郵：general@hkria.com

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。

3.1 THE LAYOUT OF STANDARD BOOTH 標準攤位圖

標準展位3米 x3米
STANDARD SHELL SCHEME BOOTH (3M × 3M)



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	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，半島型攤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 13W LED spot light (Yellow Light) 一個 500 瓦單相插座（不可用作照明工具之電源） 兩支 13W LED 射燈（黃光）

Notes

- 1) Please note that all furniture and electrical items included in the Shell Scheme Package is 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 contact the Organizer for details.
其他設備，如特別裝飾，額外照明，傢俬等，須另付費用，請與大會聯絡。

4. DECORATION GUIDE 攤位裝飾須知

4.1 OFFICIAL CONTRACTOR 大會主承辦商

Milton Exhibits(Hong Kong) Limited

Ms. Salina Siu 蕭女士

Tel : 852 3605 9606

Email : mhaone@milton-hk.com

4.2 IMPORTANT NOTICES 重要事項

- 1) All orders must be accompanied with full payment. Orders without full payment will not be entertained.
所有租用表格必須連同匯款憑證，全數繳付，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，可直接向主承建商聯絡。
- 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圍板及租用物品完整無缺。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 **May 30 2024** is subject to 30% surcharge. For order received on or after **Jun 11 2024** 50% surcharge will be imposed. If **order on-site**, 100% surcharge will be imposed.
注意：所有 **2024年5月30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，**2024年6月11日** 後，則收百分之五十的附加費，在展會期間租借則收百分之一的附加費，請依期交回所有租借表格。
- 6) Cancellation of any orders must be submitted in writing. All **cancellation is subject to 30% cancellation charge. No cancellation will be accepted after Jun 11 2024.**
取消租用傢具／電力，需繳付 **30%** 作取消手續費用。於 **2024年6月11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 and Organizer. 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由大會承建商承辦。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) Router is not allowed.

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。

Reminder 備忘

All the above terms and conditions are subject to change and supplement without prior notice.

所有上述條款和細則如有更改和補充，恕不另行通知

Exhibitors Type	Items	Deadline
All Exhibitors 所有參展商	Submit Form 1 - 2 提交申請表格 1 - 2*	Before May 25 2024 2024 年 5 月 25 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 展位設計草圖正本及圖則*	
	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*	
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*	Before May 25 2024 2024 年 5 月 25 日
	Public Liability Insurance 公眾責任保險*	Jun 17 2023 6 月 17 日
	RSE Safety Report 認可人士或註冊結構工程師簽發的安全報告*	下午 6 時前
	Certificate of Fire Service Installation and Equipment 消防裝置及設備證書*	

*Must be returned 必須提交

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, 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，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, 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，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. 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 AsiaWorld-Expo. 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。

6. AsiaWorld-Expo EMERGENCY PROCEDURES

緊急事故應變措施

6.1 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 EVACUTION 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

6.2 MEDICAL EMERGENCY 緊急醫療事故

IN CASE OF A MEDICAL EMERGENCY

- ◆ 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

- ◆ 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

參展商/承辦商名牌申請表
Exhibitors/Contractors -- Badges Application form

公司名稱/Company Name : _____

參展商 Exhibitor or 承辦商 Contractor or 其他 Others : _____

展位號碼/ Booth Number : _____

No.	名字/Name	電話號碼/Phone Number

申請人簽名/ Applicants :

聯絡電話/Telephone # :

日期 Date :