Exhibition Event
Rules and Regulations
HONG KONG CONVENTION AND EXHIBITION CENTRE

EXHIBITION EVENT RULES AND REGULATIONS

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1. **INTRODUCTION AND DEFINITIONS**

The Hong Kong Convention and Exhibition Centre (HKCEC) Exhibition Event Rules and Regulations form a part of the HKCEC's Exhibition Licence Agreement. These Rules and Regulations specify the conditions which must be met by a Licensee when holding a Scheduled Exhibition (which includes an Exhibition) at the HKCEC. **The Licensee is fully responsible and must ensure that any and all employees, companies (exhibitors, contractors, etc.), persons (buyers, guests, etc.), and agents, or their employees, companies, persons or agents associated with the Scheduled Exhibition, comply completely with any applicable provisions of these Exhibition Event Rules and Regulations.**

Hong Kong Convention and Exhibition Centre (Management) Ltd. (HML) is the exclusive management company for the HKCEC under an Operating Agreement with the Hong Kong Trade Development Council (HKTDC) and is responsible for the administration and enforcement of these Rules and Regulations. HML will notify Licensee should observations be made by HML of any non-compliance regarding these Rules and Regulations by Licensee or any party associated with the Licensee and Scheduled Exhibition after which the Licensee must ensure appropriate action to correct such non-compliance. Submittals and notices of requests required by the Licensee to HML and specified within these Rules and Regulations may be delivered to and made through HML's Event Managers (see summary table at Section 10).

The HKCEC must not be used for any illegal purposes nor are any illegal actions to occur at the HKCEC during use.

No activity may be carried on in any part of the HKCEC, which in the reasonable opinion of HML, may cause: a violation of any of the Relevant Legislation and Regulations or of these Rules and Regulations; any breach of the Licence Agreement; or, a breach of the peace.

The Licensed Area must be used solely for the purpose of the Scheduled Exhibition, and the Licensee must not permit any exhibit or any category of exhibit which does not properly fall within the description and disclosed profile of the Scheduled Exhibition.

The Licensee shall not carry on any activity related to the Scheduled Exhibition in any part of the HKCEC other than the Licensed Area without the prior consent of HML.

The safety considerations for which the Licensee, contractors, production houses, workers and other parties associated with the Licensee must be aware of, and more specifically, must comply with, are critically important and included within this document in Section 8.

The HKCEC has been designated as a smoke free venue as have certain areas on the exterior and immediately adjacent to the main entrances. Smoking is not permitted anywhere inside the HKCEC. However, a small area in a portion of the Hall 3B loading area is marked as a permissible smoking area for HKCEC staff and Licensee’s employees, contractors, agents and others working for the Licensee during the Licensed Period.

In this document, the following definitions apply:

“**Aisle**”
any passage, gangway or walkway within the HKCEC;

“**Convention Area**”
any portion of the HKCEC used for a conference, convention or meeting;
“Event Manager”
an employee of HML, sometimes represented by an Assistant Event Manager,
responsible for the planning and coordination of the Scheduled Exhibition and assigned
to work in cooperation with the Licensee;

“Event Equipment and Service Charges” booklet
the summary of HKCEC’s charges for event services and equipment applicable to the
Licensee during the Licensed Period;

“Exhibition”
any demonstration or display in the form of a tradeshow, trade fair, public or consumer
event or other exhibition of products, materials, services, etc. held with a convention,
conference or other licensed event at the HKCEC;

“HKCEC”
Hong Kong Convention and Exhibition Centre, the physical premises situated at 1 Expo
Drive, Wanchai, Hong Kong, China including all of its internal venues and service areas,
or other areas detailed in a Licence Agreement, as well as any and all furniture, fixtures
and equipment on the premises belonging to the HKCEC;

“HML”
Hong Kong Convention and Exhibition Centre (Management) Ltd, the management and
operating company of the HKCEC, its management personnel (including Event
Managers and Assistant Event Managers), and other staff members acting under the
authority of the management;

“Hong Kong Government”
The Government of the Hong Kong Special Administrative Region and any statutory
body or authority of Hong Kong Government;

“Licence Agreement”
the agreement entered into between HML and the Licensee by which HML licenses the
Licensee to use and occupy specific areas and spaces of the HKCEC;

“Licensed Period”
the period of time specified in the Licence Agreement to be used in connection with a
Scheduled Exhibition;

“Licensed Area”
the areas or spaces of the HKCEC specified in the Licence Agreement to be used in
connection with a Scheduled Exhibition;

“Licensee”
the person, company, organisation, or other entity licensed to use and occupy the
Licensed Area during the Licensed Period under the Licence Agreement;

“Licence Fee”
the fees and charges specified in the Licence Agreement;

“Licensor”
Hong Kong Convention and Exhibition Centre (Management) Ltd. (“HML”);

“Multi-level Stand”
a Stand for exhibitions having 1 or more raised floors or platform areas exceeding
600mm in height from the HKCEC floor elevation or where 1 storey is constructed
within and designed to structurally accommodate people and/or equipment as a part of
the Stand;
“Open Period”
the period of time specified in the Licence Agreement during which a Scheduled Exhibition is normally open to the Licensee’s guests and/or public;

“Order Form”
form used by Licensee or User of services and/or equipment provided by HKCEC;

“Relevant Legislation and Regulations”
any law, ordinance, regulation, code of practice, approval, licence or permit of the Hong Kong Government applicable to the Scheduled Exhibition, or to the use or occupation of the Licensed Area (including related construction and installations);

“Scheduled Exhibition”
the exhibition event, including an Exhibition as defined herein, specified in the Licence Agreement and for which the HKCEC is licensed;

“Stand”
any structure, platform, shell-scheme, booth, kiosk, display, space or other installation intended for exhibition purposes;

“Temporary Structure”
any stage, platform, podium, movable seating system, scaffolding, installation, etc. temporarily erected and/or used for exhibition related purposes during the Scheduled Exhibition;

“User”
includes Licensee, or any contractor, subcontractor or other person or entity that utilises the services or equipment included in this document or the “Event Equipment and Service Charges” booklet; and,

“Utility Service Provisions”
utility trenches, subways, floor boxes, wall outlets, closets, rooms or other areas providing access and related to electricity, natural gas, telephone, internet, public address, water, drainage, and other such services.

2. SERVICES PROVIDED BY THE HKCEC

2.1 Cleaning Services

General Cleaning
HML will provide general cleaning during the Licensed Period within the HKCEC including cleaning of restrooms, organiser offices, material handling areas, marshalling areas and public circulation areas, but the Licensee is responsible and HML will charge Licensee for:

(a) collecting and removing waste and rubbish produced by the Scheduled Exhibition;

(b) removing any spillages of oil, paint or other substances caused by the Scheduled Exhibition; and,

(c) cleaning Stands, Licensee’s furniture and Aisles throughout the Licensed Area.

Charges are made for disposal by truck of general waste, rubbish, and industrial materials.

Cleaning Before the Opening Day of the Scheduled Exhibition
Before the opening day of the Scheduled Exhibition, the Event Manager will arrange for night-time cleaning. To facilitate this cleaning prior to the Open Period, the following requirements apply to the day before (as of midnight) the start of the Open Period of the Scheduled Exhibition:
(a) the erection and/or installation of all Stands and Temporary Structures must be completed and all Stands must be accessible;

(b) all materials and equipment used for setting up any Stands and Temporary Structures must be removed from the Licensed Area;

(c) all items must be removed from Aisles and placed inside the Stands; and,

(d) all unused items and contractor materials, supplies and equipment within the Licensed Areas and elsewhere in the HKCEC must be removed or disposed of by Licensee.

Cleaning During the Open Period of a Scheduled Exhibition
Dry refuse placed in plastic bags and left in the Aisles within 1 hour following the close of the Scheduled Exhibition will be removed by cleaning staff.

Wash basins and toilets must not be used for the disposal of waste. The cost of clearing any blockages of drains arising from such disposal will be charged to the Licensee. Special arrangements can be made with Event Manager for the disposal of liquids (please refer to Clause 6.6 herein).

Cleaning at End of the Licensed Period
All Stands, equipment and contractor materials must be removed from the HKCEC before the end of the Licensed Period so that cleaning can be performed. HML will remove and dispose of any materials left behind and charge Licensee with any applicable costs.

2.2 Food, Beverage and Other Concession Services
The supply and use of catering equipment, and the sale, distribution and sampling of food, beverages and other concession items are prohibited without prior permission from HML. Except as authorised by HML, the exclusive rights to food, beverage and concession operations belong to HML. Deliveries of food and beverage items from outside suppliers to the HKCEC are prohibited.

2.3 Event Staffing
The Licensor shall submit a plan to the Licensee for the staffing of the Scheduled Exhibition. The Licensee shall review the plan and it shall be the Licensee’s obligation to check that the level and type of staffing identified in the plan is adequate for the Scheduled Exhibition. If the Licensee considers the number and deployment of staff identified in the plan inadequate or unsuitable, the Licensee shall notify the Licensor in writing. The Licensor shall incorporate any reasonable amendments to the plan requested by the Licensee. In the event of any disagreements, HML’s decision will be final. The Licensee shall be obliged to pay the Licensor for staffing provided by the Licensor at the Licensor’s applicable staffing rates.

2.4 Security Services
HML has the exclusive right to provide or arrange for the provision of security services in the HKCEC. All HKCEC security personnel will follow established guidelines as directed by HML in accordance with any applicable Relevant Legislation and Regulations. Event security and special security arrangements personnel must be requested from the Event Manager (quantity, schedule details, etc.) at least 2 weeks before the start of the Licensed Period. HML reserves the right to determine the final quantity of security personnel deployed for the Scheduled Exhibition and this will be dependent on the scale and nature of the Scheduled Exhibition. Scheduled Exhibition related security personnel provided as a part of the License Fee is summarised at Appendix I of these Rules and Regulations.
2.5 **Wireless Internet Services**

Wireless internet access is available in selected areas of the HKCEC. Licensees must apply at least 1 month before the start of the Licensed Period for use of the service and agree to pay any applicable charges to HML including technical labour support which is mandatory during any utilisation of the services. For more technical details, please refer to Section 7 herein.

2.6 **Ticketing Services**

HML has the exclusive right to provide ticketing services for any and all Scheduled Exhibitions or other events held within HKCEC when paid admission tickets are required for public admission. The waiving of such right will be at the sole discretion of HML.

2.7 **Utility Services and Connections**

**Services**

Utility services such as electricity (provision of connection to power mains), compressed air, water, drainage, as well as telephones and data communication services, will be supplied only by HML or an HML approved contractor. Time periods that such services will be supplied must be agreed before the start of the Licensed Period in accordance with these specific provisions and these Rules and Regulations.

Consistent with the indemnification provisions of the Licence Agreement, HML accepts no liability for any failure or interruptions of these services, or the consequences associated therewith.

Prior arrangement with Event Manager is required for 24-hour supply of any utility service.

**Connections**

The Utility Service Provisions in the Licensed Area do not form part of the Licensed Area. Access to and use of Utility Service Provisions are limited to HML’s technical staff, or contractors designated or approved by HML, for the purpose of installing and connecting main supply cables, piped services, telephones, or other such services available from these areas. No person may enter the Utility Service Provision areas without prior permission from authorised HML technical staff.

Arrangements must be made between Event Manager and Licensee at least 1 month before the start of the Open Period if water-cooled machinery is to be brought into exhibition halls.

2.8 **Additional Services Requested by Licensee**

HML will assist at Licensee’s request with identifying potential contractors for additional services which may be needed such as: audio-visual and lighting equipment; translation and interpretation; and, signage and graphics.

2.9 **Lighting, Air Conditioning and Ventilation**

HML will provide Licensee adequate general lighting in all public circulation areas and in the Licensed Area during the Open Period of the Scheduled Exhibition. An adequate level of lighting will be provided during move-in, move-out and rehearsal periods.

Air conditioning will be provided within the Licensed Areas during the Scheduled Exhibition. Hong Kong Government has asked all business to make best efforts to conserve energy and maintain temperature levels at 25.5°C. Ventilation and/or a reasonable level of air conditioning will be maintained during move-in, move-out and rehearsal periods.
On the last day of move-in, air conditioning will be provided without additional charge for 6 hours within the Licensed Period; otherwise, ventilation will be provided.

On the final day of Open Period, air conditioning will remain on for 2 hours, following the close of the Scheduled Exhibition.

2.10 Other Services and General Information

Licence Fees for the Licensed Area as well as for venue equipment and services are not subject to any sales or property taxes, VAT or GST.

The following services are provided to the Licensee for the Scheduled Exhibition during the Licensed Period at no additional charge:

(a) manpower for security and fire control rooms, freight lifts and loading/unloading/marshalling areas for traffic control;

(b) 24-hour telephone operator service;

(c) listing of the Scheduled Exhibition on the HKCEC’s electronic directories and other event directories as space/time is available;

(d) registration counters allocated by HML during concurrent events as available;

(e) back of house facilities, e.g., dressing rooms, media rooms, organiser offices, cloak rooms, allocated by HML during concurrent events as available;

(f) personnel to position HKCEC built-in operable walls within the Licensed Area (if applicable) for the Scheduled Exhibition;

(g) technical personnel for the sound control room, lighting control room and stage technical areas in the Convention Hall, Grand Hall and Theatres;

(h) a single technician for each of Meeting Rooms N101, N201, S221 and S421 if the venue is used for non-exhibition purposes; and,

(i) use of non-licensed public circulation areas which include Harbour Road Entrance, Expo Drive Entrance, Harbour Road Entrance Reception Concourse, Hall Concourses, Mezzanines, Meeting Room Foyers and Corridors for, by way of example, Scheduled Exhibition opening ceremony (including the use of 150 chairs and 30 full seat covers to be used only for ceremony), management office, show sales offices, registration and form filling counters, ticket offices, contractor’s office, technical service counter, media room, travel and information desk, business centre, cloak room, first aid area, floral shop, prayer room, all subject to the requirements and conditions within these Rules and Regulations and prior approval by Event Manager.

2.11 Facilitation and Accessibility of Persons with Disabilities

Every reasonable effort will be made by HML, and the Licensee must make every effort, to facilitate and provide access to persons with disabilities. Activities by the Licensee in connection with the Scheduled Exhibition must not adversely impact this objective in any public circulation areas of the HKCEC.
3. SCHEDULED EXHIBITION SET UP

3.1 Submission of Layout Plans, Exhibitor Manuals, Permits, Licences, Exhibition Information and Approvals

The Licensee must provide Event Manager with a copy of any dimensioned Scheduled Exhibition layout plans (and relevant documents) for Stands, Temporary Structures or Custom Built Stands, to a scale of not less than 1:400, in A3 format, together with any exhibitor manual(s) at least 6 months before the start of the Licensed Period, even if preliminary layout status is reflected. Event Manager will inform the Licensee of any modifications that may be required within 14 days of Licensee’s submission.

At least 3 months before the start of the Licensed Period, the Licensee must provide Event Manager with a copy of the final layout plans which must:

(a) identify any high risk areas, Stands or exhibits, special effects or any apparatus that require safety considerations; and,

(b) final details of the Scheduled Exhibition, e.g., opening hours, estimated attendance, exhibitor and visitor profiles, as well as the planned or intended use of any public circulation areas.

At least 1 month before the start of the Licensed Period, the Licensee must provide Event Manager with the following final details:

(a) show Stand identification numbers and the names of exhibiting companies, together with a list of Licensee’s authorised contractors;

(b) clearly identify all Stand schemes, raw space for custom-built Stands and any Multi-level Stands, along with any special features, including platforms, stages, Temporary Structures, Aisle widths, service areas, displays and entrance layouts;

(c) indicate gross and net space (space occupied by Stands) indicating amounts in square metres;

(d) show and provide complete requirements for any and all electrical and Stand pipework provisions taking into full account all provisions of these Rules and Regulations, particularly Sections 5 and 6; and,

(e) provide detail for any seating areas, e.g., seminar rooms, theatres, hospitality and catering areas, temporary prayer rooms, etc., and exits from these areas which must not conflict with dedicated Aisles or escape (exit) routes.

Before the Open Period, the Licensee must provide Event Manager with a copy of all relevant permits, licences or certificates required under the Relevant Legislation and Regulations or by Hong Kong Government (please refer to Clause 9.13 herein).

No move-in activity may commence without prior final layout approval by Event Manager.

3.2 Layout Plans – Application to Rules and Regulations

Layout plans for a Scheduled Exhibition must conform to the following:

(a) fire protection, equipment and security systems, and their control devices must be kept clear and accessible at all times; at least 1.5 metres clearance must be maintained around all fire hose reels;

(b) a clear space of at least 0.75 metres must be maintained around columns containing Utility Service Provisions;
(c) for columns located in Aisles, at least 2 metres of clear passage must be maintained on at least three sides;

(d) any Stand, Temporary Structure or other structures located under and within 0.5 metres of any smoke curtain “drop/closure location” are subject to height limit of 2.5 metres in Hall 3FG and Hall 5FG and 3 metres in Hall 1, Hall 3BCDE and Hall 5BCDE;

(e) a clear space of at least 1 metre clearance must be maintained around all fire shutters;

(f) every reasonable effort must be made to assure that Utility Service Provisions located within any Aisle are not used for providing technical services to Stands;

(g) electrical cable connections within any Aisle must be covered by a non-slip ramp, which must be clearly highlighted, especially if covered by carpet;

(h) venue entrances and exits must have a clear space of at least a 3 metres radius from the door, or from the outside door in a set of doors; this minimum distance will increase to be consistent with greater Aisle widths required for certain public or consumer events (please refer to Appendix IV herein);

(i) a minimum of 40% of the gross exhibition floor area (net floor area) must be available for circulation space; and,

(j) the Event Manager will notify the Licensee of the maximum permissible Licensed Area capacities (patron occupancies) as allowed by Hong Kong Government, and this capacity must be observed at all times.

3.3 Public Circulation Areas (Except when Licensed in Conjunction with a Scheduled Exhibition)

Grand Foyer, Convention Foyer, Theatre Foyer, arrival plazas, main entrances, meeting room corridors, concourses, mezzanines, service corridors of Convention Hall and Grand Hall; and food and beverage outlet access areas are public circulation areas and the following rules apply:

(a) all activities and objects located in the public circulation areas, such as registration counters, advertising, special exhibits or displays, information counters and ticket booths, must have prior approval from the Event Manager;

(b) clear access must be maintained at all times for crowd management and circulation;

(c) forklifts are prohibited within the public circulation areas;

(d) the placing of directional or promotional signs, banners or decorations in any public circulation areas must be approved reasonably in advance by Event Manager;

(e) requests to build or place offices, desks, counters, signs, banners, decoration features or other structures in public circulation areas must be made to Event Manager at least 3 months before the start of the Licensed Period; and,

(f) no work shall commence in the public circulation areas until the Event Manager has issued an approval.

Please refer to Clause 3.5 herein regarding requirements related to construction activity in the public circulation area(s).
3.4 **Aisles and Routes of Exit**

Aisles and routes of escape (exits) must conform to the following regulations:

(a) Aisles with no access (no intersecting or cross-aisle) or exit at the end must be no longer than 18 metres;

(b) Aisles for tradeshows and trade fairs must have a minimum width of 2 metres unless attendance or safety conditions necessitate additional width which HML will determine in its sole discretion;

(c) Aisles for public or consumer exhibitions must have a minimum width of 3.5 metres unless expected visitor attendance or special conditions necessitate a variation from this minimum which HML will determine in its sole discretion;

(d) Aisles must at all times remain unobstructed by any services, exhibitor products and displays or otherwise;

(e) exits, including any emergency Aisles, must be clearly defined and marked;

(f) exits must remain unobstructed at all times by any obstacles; and,

(g) no rigid barriers or any other device shall be placed across any Aisles or exits.

3.5 **Construction of Stands, Temporary Structures, and Custom Built Stands**

Unless special arrangements are made with Event Manager, the procedures below must be adhered to whenever a Licensee carries out construction or installations within any licensed or public circulation area when: (i) provision is made for a closely seated audience; (ii) any part of any construction or installation exceeds 3 metres in height above the floor; (iii) the distance from any part within a Stand to an open side, exit or Aisle is greater than 18 metres; or, (iv) connections to floor structure are required.

The Licensee must give notice reasonably in advance to Event Manager of its intention to erect such structures.

All Stands or Temporary Structures exceeding 3 metres in height must be constructed under the supervision of an Authorised Person / Registered Structural Engineer. The Authorised Person / Registered Structural Engineer must also verify the stability of the Stands or Temporary Structures on-site and submit a safety report to HML prior to the first day of the Open Period. An Authorised 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). Please refer to [http://www.bd.gov.hk/english/inform/index_ap.htm](http://www.bd.gov.hk/english/inform/index_ap.htm).

An "Authorised Person" is legally defined in the HKSAR Buildings Ordinance Chapter 123.

No Temporary Structure including Stands 4.5 metres 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. The Authorised Person / Registered Structural Engineer must also verify the stability of the Stands or Temporary Structures on-site and submit a safety report to HML prior to the first day of the Open Period.

For public events that require a TPPE (Temporary Places of Public Entertainment) Licence, the structural calculations must be signed off by a Registered Structural Engineer and submitted to the Buildings Department for approval via the Food and Environmental Hygiene Department.

The Licensee must provide Event Manager, on request, a copy of all relevant permits, licences, approvals or certificates granted by the Hong Kong Government as soon as Licensee receives such documents.
Where required approvals by the Hong Kong Government cannot be granted prior to 1 month preceding the Licensed Period, the Licensee must inform Event Manager in writing so that alternative arrangements may be pursued and considered.

3.6 Platforms and Stages

Platform and stage installations for public use may require suitable handrails. Other means of protection must be provided on any riser type platform that exceeds 1 metre in height.

Use of any platforms or stages more than 1.1 metres but lower than 1.5 metres in height must be constructed under the supervision of an Authorised Person / Registered Structural Engineer. The Authorised Person / Registered Structural Engineer must also verify the stability of the platforms and stages on-site and submit a safety report to HML prior to the first day of the Open Period.

No stage or platform 1.5 metres 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. The Authorised Person / Registered Structural Engineer must also verify the stability of the platforms and stages on-site and submit a safety report to HML prior to the first day of the Open Period.

For public events that require a TPPE (Temporary Places of Public Entertainment) Licence, the structural calculations must be signed off by a Registered Structural Engineer and submitted to the Buildings Department for approval via the Food and Environmental Hygiene Department.

3.7 Statement of Completion or Certification of Stands, Multi-level Stands and Temporary Structures

Licensee must accept full responsibility for the safety of structures when Hong Kong’s Construction Site Safety Regulation (Chapter 59) is applicable. Licensee may be required, in the sole discretion of HML based on set-up complexities of a Scheduled Exhibition, to provide the following to Event Manager:

(a) structural stability statement or certification by Registered Structural Engineer together with the structural plan of the applicable Stands at least 2 months before the start of the Licensed Period.

Before the Open Period of the Scheduled Exhibition, the Licensee must provide:

(a) statement of completion and safe construction of Stands, Temporary Structures or other installations provided by a competent person, e.g., the official stand contractor(s), confirming that all such structures or installations have been built in a satisfactory manner and are fit and safe; and/or,

(b) certification (e.g., “Safety Certificate” if applicable) by Registered Structural Engineer or Authorised Person who has examined designated (and possibly all) Multi-level Stands, Temporary Structures, rigging or other installations deemed complex enough by HML to prudently require certification, certifying them constructed, and installed in accordance with the designer’s specifications and fit and safe for use. (Please refer to Clause 8.18 herein regarding patron and weight and patron capacities of these areas and the requirement to post such capacities.)

3.8 Construction or Installations within Carpeted Areas

The following will apply to carpeted areas of the HKCEC:

(a) carpeted floors must be overlaid with protective covering if installation materials can damage the carpet and wooden boards must be used when operating
equipment such as boom lifts, pallet jets, dollies, scissors lifts, etc. to transport materials or exhibits, i.e., no movement of materials is allowed on non-protected carpeted areas;

(b) contractors hired by Licensee are responsible for providing carpet and plywood material to provide adequate flooring protection and are responsible for removing materials as well as tidying up following removal;

(c) cutting of carpets, signs, logos, etc. with knives and/or razor blades directly on carpeted areas is prohibited;

(d) entry doors must be covered with protective padding to avoid damage;

(e) the use of forklifts in carpeted areas and service corridors is prohibited;

(f) prefabricated assembly work is permitted, however welding and other “hot works” equipment (producing sparks or excessive heat) are prohibited; and,

(g) an appropriate cover for absolute protection of existing carpet, floor flats or platforms must first be laid if alternative floor covering is to be used.

3.9 Construction and Decoration Materials and Finishes

All drapes, curtains, fabrics, signs, fascias, decorative materials night sheets, backdrops, banners, coverings, plastics, skirts, carpet flooring and all other materials used in the construction and decoration of Stands, Temporary Structures, stages or other Scheduled Exhibition installations or components, **must be non-combustible, inherently non-flammable or durably flameproof** and may be inspected by authorised personnel of HML or the Hong Kong Government to verify compliance. The Licensee must make available, if requested by HML, relevant documentation relating to fire tests, flame tests, fume tests, and other similar tests which may be required by the Relevant Legislation and Regulations.

**Adhesives**
Water-based products must be used whenever possible in permissible areas.

**Floor Covering**
Any materials used over carpeted or hard floor areas must be of a nature that no slipping (even when moist or wet) or other safety issues will occur.

**Paint**
Water-based paint must be used on site whenever possible. If paint-spraying equipment is to be used, the system must be approved by Event Manager. Protective measures must be taken to ensure that no paint is spilt or sprayed on the surfaces or finishes of HKCEC.

**Glass Panels**
All glass panels and glazing used in the construction of Stands must consist of safety glass a minimum of 4 mm thick. Any uninterrupted, large areas of clear glazing shall be indicated so as to be readily apparent (e.g., by applying warning stripes, dots or logos).

3.10 Access Equipment, Hanging and Suspended Temporary Structures, and Rigging

Access equipment includes scaffolding, towers, mobile elevating work platforms, hydraulic lifts, lifting tables (scissor lifts), and such other equipment.

HML requires all operators working on such access equipment to wear appropriate safety equipment or such equipment required by the Relevant Legislation and Regulations.
Weight restrictions apply to the structure of the HKCEC. To ensure the safety of all hanging structures, the Licensee must notify Event Manager of any proposals for rigging and provide structural drawings of hanging objects with detailed dimensions, relevant calculations and design specifications, at least 1 month before the start of the Licensed Period. A Surveyor’s Report may be required by HML for banners or other rigging of irregular items.

3.11 Decorations and Signs

Licensees that affix decorations, signs, banners, bunting, streamers, stickers or such items to any surface within the HKCEC will be responsible for any costs incurred by HML for cleaning or repairing damage caused by removal of such items.

3.12 Maximum Height Restrictions

The maximum heights permitted for Stands, Multi-level Stands, special features, installations, Temporary Structures or custom-built Stands are as follows:

<table>
<thead>
<tr>
<th>Venue</th>
<th>Maximum Height (metres)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall 1ABCDE</td>
<td>9.5</td>
</tr>
<tr>
<td>Hall 3BCDE</td>
<td></td>
</tr>
<tr>
<td>Hall 5BC</td>
<td></td>
</tr>
<tr>
<td>Hall 3FG</td>
<td>7.0</td>
</tr>
<tr>
<td>Hall 5E, Hall 5FG</td>
<td></td>
</tr>
<tr>
<td>Convention Hall and Foyer</td>
<td>5.0</td>
</tr>
<tr>
<td>Grand Hall and Foyer</td>
<td></td>
</tr>
<tr>
<td>Hall 1ABCDE Concourses</td>
<td>4.0</td>
</tr>
<tr>
<td>Hall 3BCD Concourses</td>
<td></td>
</tr>
<tr>
<td>Hall 5D*</td>
<td></td>
</tr>
<tr>
<td>Theatre Foyer</td>
<td></td>
</tr>
<tr>
<td>Expo Drive Entrance</td>
<td></td>
</tr>
<tr>
<td>Meeting Rooms</td>
<td>3.5</td>
</tr>
<tr>
<td>Harbour Road Entrance Reception Concourse</td>
<td>3.2</td>
</tr>
<tr>
<td>Hall 3E Concourse</td>
<td>3.0</td>
</tr>
<tr>
<td>Hall 3FG Concourse</td>
<td></td>
</tr>
<tr>
<td>Hall 5FG Concourse</td>
<td></td>
</tr>
<tr>
<td>Hall 3E South Concourse</td>
<td></td>
</tr>
<tr>
<td>Hall 5E South Concourse</td>
<td></td>
</tr>
<tr>
<td>Level 2 Mezzanine</td>
<td>2.5</td>
</tr>
<tr>
<td>Level 4 Mezzanine</td>
<td></td>
</tr>
<tr>
<td>Hall 5BC Concourse</td>
<td></td>
</tr>
<tr>
<td>Meeting Room Corridors &amp; Foyers</td>
<td></td>
</tr>
<tr>
<td>Expo Drive Hall</td>
<td>2.2</td>
</tr>
<tr>
<td>Convention Hall Mezzanine</td>
<td></td>
</tr>
</tbody>
</table>

* Hall 5D Concourse is intended for public circulation usage only. Any erection of Stands and/or Temporary Structures are subject to prior approval of Event Manager.

* Maximum structure height can be restricted by its location (e.g., when located under smoke curtains or HKCEC blue way finding signs).

3.13 Floor Loading Limits

The floor loadings specified below must not be exceeded under any circumstances. Excessive point or dynamic loads are not permitted.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Floor Loading Limit ( kg/m² (lbs/ft²) )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall 1ABC, Hall 3BC, Hall 3FG, Hall 5BC, Hall 5FG</td>
<td>1,700 (350)</td>
</tr>
<tr>
<td>Hall 1DE, Hall 3DE, Hall 5DE</td>
<td>1,250 (255)</td>
</tr>
<tr>
<td>Hall 1ABC &amp; Hall 3BC Loading Area</td>
<td>1,700 (350)</td>
</tr>
<tr>
<td>Hall 3G &amp; 5G Material Handling Area and Loading Area</td>
<td>1,200 (250)</td>
</tr>
<tr>
<td>Area</td>
<td>Capacity</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Harbour Road Arrival Plaza (HRE exterior)</td>
<td>800 (160)</td>
</tr>
<tr>
<td>Expo Drive Hall, Convention Hall and Foyer, Grand Hall and Foyer, Theatre 1 and 2 and Foyers, Meeting Rooms, Harbour Road and Expo Drive Entrances (interior), Hall 1, 3 and 5 Concourses, Harbour Road Entrance Reception Concourse</td>
<td>500 (100)</td>
</tr>
<tr>
<td>Level 2 and 4 Mezzanines</td>
<td>300 (60)</td>
</tr>
</tbody>
</table>

3.14 **Access to the HKCEC**

**Deliveries and Removal**

Loading and unloading is confined to the relevant loading and unloading areas and material handling areas applicable to the Licensed Area. (Please refer to Section 4 herein regarding the use of vehicles.)

**HML Equipment Operation and Allocation**

Mechanical equipment belonging to the HKCEC, such as scissor lifts and platforms, and container and freight lifts, may only be operated and manned by trained and/or certified operators authorised by HML. When two or more events are held in the HKCEC concurrently, allocation of such equipment and facilities owned by HKCEC will be at the sole discretion of HML.

**Allocation of Areas and Facilities**

HML will allocate loading and unloading areas, loading dock facilities and material handling areas to the Licensee during the periods when two or more concurrent events are occurring at the HKCEC.

**Freight Forwarding and/or Marshalling**

An authorised central freight forwarding service and/or off-site vehicle marshalling area, appointed by Licensee, must be used for a Scheduled Exhibition when:

(a) a record from the preceding year shows that more than 500 delivery/removal trucks were used for the move-in or move-out;

(b) 25,000 sqm gross of exhibition space or more is licensed for the first time event; or,

(c) a recurrent show with significant growth in Licensed Area and number of exhibitors is anticipated to use more than 500 delivery/removal trucks for the move-in or move-out.

**Freight Deliveries**

HML staff will not accept advance or late freight shipments without special arrangement with Event Manager. Such arrangement may cause the Licensee to incur extra charges. Freight forwarders and contractors officially appointed by Licensee will have the priority to use material handling equipment or storage facilities at the HKCEC.

**Access outside Licensed Period**

Access to or delivery of any materials to the HKCEC during times outside the Licensed Period will require prior arrangement with Event Manager. This will normally result in additional charges to Licensee.

**Hazardous Work Areas**

The loading and unloading areas, the material handling areas and the marshalling areas are designated as hazardous work areas. As such, the following activities are strictly prohibited:

(a) the consumption of alcoholic beverages and smoking (as is prohibited in all areas);

(b) speeding or reckless use of vehicles or equipment (as is prohibited in all areas);
(c) storage of gasoline, kerosene, diesel fuel or other flammable liquids, even temporarily;

(d) refuelling activity of any kind; and,

(e) the presence of children under 16 years of age during move-in and move-out periods.

3.15 Removal of Materials Prior to Open Period

All vehicles, ladders, scaffoldings, trolleys, contractors’ spare materials and other such items used in connection with the construction and erection of Stands, Temporary Structures, etc. must be removed from the Licensed Area prior to the Open Period.

No Exhibition shall be opened to visitors until all Aisles and exits are clear of obstructions. Not less than 1 hour before the Open Period of the Scheduled Exhibition, the Event Manager or an authorised representative of the HML may request that the opening time be deferred until any such obstruction has been removed. This notice of delay shall be presented to Licensee. Licensee shall take steps to either clear such obstructions to the satisfaction of Event Manager or prevent entry to the Scheduled Exhibition until the obstruction has been cleared. HML also may exercise its right, should the Licensees not take action to do so, to remove such materials and/or obstructions to allow for a timely opening and Licensee will pay to HML any and all related charges associated therewith.

3.16 Credential Requirements

The Licensee must issue credentials valid for the move-in and move-out periods or Open Period to all those requiring admission to the Licensed Area for any reason related to moving in or moving out. These credentials must be visibly displayed at all times. Example copies of these credentials must be provided to Event Manager in advance.

At least 1 week before the start of the Licensed Period, the Licensee must notify Event Manager of the procedures to be followed by exhibitors, staff and attendees for gaining entry to the Licensed Area and service areas during the Licensed Period. The Licensee must also provide Event Manager with example copies of all passes, tickets and other entry credentials intended for use during the Licensed Period.

Members of the public may only be admitted to the Licensed Area for the purpose of attending the Scheduled Exhibition upon production of an authentic credential issued by the Licensee unless admission at no charge is in effect (e.g., public or consumer events).

3.17 Packing and Crate Removal and Storage

The storage of empty crates, cartons, boxes, shavings or other packing materials is prohibited outside the Stand and must be removed once unpacking has been completed. Storage of packing cases by Licensee, contractors or exhibitors in any part of the HKCEC is subject to the prior approval of Event Manager. Where HML, in its sole discretion, believes that safety risks exist, it may dispose of any such materials stored in the vicinity of the Stands at Licensee’s expenses and without fault.

3.18 Removal of Materials at End of Licensed Period

All Stands and other materials brought into the Licensed Area for the Scheduled Exhibition, including materials to be scrapped, must be safely removed from the Licensed Area by the Licensee in sufficient time for HML to clear the floors by the end of the Licensed Period (unless specific arrangements to the contrary are made between Event Manager and the Licensee). The Licensee shall leave the Licensed Area in as
good and clean condition as it was received at the start of the Licensed Period. The Licensee must return an emptied hall to the Licensor when dismantling is completed, and such status shall be verified by both parties on-site. If no on-site verification is conducted, HML has the sole right to determine the completion time by the Licensee in accordance with the HKCEC Move-Out Definitions and Guidelines (which can be obtained from the Event Manager). The Licensee will be responsible for any charges that HML may incur and submit to Licensee for reimbursement as payment for extending the Licensed Period, for removing and/or disposing of materials, or for any additional services required by HML, if the Licensed Area is not cleared by the end of the Licensed Period. Should HML not be able to, or elect in its sole discretion to clear the Licensed Area of any Stands or other materials by the end of the Licensed Period, the Licensee will be subject to hourly rental charges for the Licensed Area until such time the Licensee fulfils its responsibility under this Clause.

3.19 Responsibility for Damage Incurred

At the start of the Licensed Period, an HML representative will conduct an inspection of the Licensed Area with the Licensee to record any existing damage.

At the end of the Licensed Period, HML will prepare a list of any damage occurring within the Licensed Area during the Licensed Period which is attributable to the Scheduled Exhibition. HML will repair these defects at the expense of the Licensee. The Licensee must pay to HML on demand the cost of making good all damages to the Licensed Area or any other part of the HKCEC during the Licensed Period.

4. TRAFFIC AND VEHICLES

Vehicles including forklift trucks and electric carts are prohibited within any part of the HKCEC while it is open to the public unless prior approval is obtained from Event Manager. If approved, safety restrictions will apply, especially with regard to vehicles containing petrol.

To comply with the Government and HML safety regulations herein, Users must provide evidence that any operator of any such vehicle:

(a) is 18 years or older; and,
(b) holds a valid certificate to operate such vehicle.

Vehicles must comply with all speed limits, directional and headroom signs, and must follow any instructions given by authorised personnel of HML. Exhibitor goods and products must only be delivered at locations approved for the Scheduled Exhibition.

Authorised vehicles displaying the correct official pass are allowed to access established parking areas for limited periods agreed between HML and the Licensee. Vehicles parked without authorisation may be removed at the owner’s expense, and/or may be subject to an impound fee by HML.

Only authorised personnel of the HKCEC may operate freight vehicle entry doors and shutters.

Vehicles used within the HKCEC must remain confined to the exhibition halls (when permitted), the loading and unloading areas, and/or the marshalling area. Movement of vehicles within the HKCEC will be directed by authorised personnel of HML.

Depending on the nature of the Scheduled Exhibition, HML in its sole discretion may require vehicles displayed within HKCEC:

(a) be static and have their engine switched off and hand-brake applied during the Open Period;
(b) contain minimal fuel (generally, no more than 1/8th of fuel tank capacity); and,

(c) have a drip tray or protective floor covering material placed under the engine.

Subject to a risk assessment, battery disconnection may be required for vehicles of age or in poor condition.

Electric forklift may be used within all HKCEC exhibition halls. Gasoline operated forklift may be used only in Hall 5BCDE.

5. STAND ELECTRICAL INSTALLATIONS AND ELECTRICAL CONTRACTORS

5.1 Stand Electrical Installations

Regulations
All electrical installations for Stands, features, displays or exhibits must comply with: i) these Rules and Regulations; and, ii) any applicable Relevant Legislation and Regulations. HML will not supply electricity to any installation which does not comply. Information about all general electrical layouts, power consumption, and the other necessary technical information must be submitted by the Licensee to Event Manager for approval at least 1 month before the start of the Licensed Period.

Testing
To ensure compliance, HML staff may inspect and test any or all installations at its sole discretion. If an installation is found to be unsatisfactory, Event Manager will advise the contractor responsible, who must rectify any faults and advise Event Manager when the installation is ready for re-inspection and re-testing.

Responsibility
HML will not accept responsibility for: i) any delays in supplying power to installations found unsatisfactory, or for which insufficient time has been allowed for testing; or, ii) any faults discovered in installations after testing and supplying power.

5.2 Electrical Contractors

HML places certain restrictions on the selection of contractors used to carry out electrical installation work, and the selection of such contractors is subject to review and disapproval by HML. Contractors must be licensed by Hong Kong Government as applicable for the electrical work being accomplished for the Scheduled Exhibition. The Licensee is responsible for ensuring that all contractors with which it contracts observe these Rules and Regulations and Relevant Legislation and Regulations.

5.3 Electrical Cable Configuration and Distribution

Each Stand must be supplied by a separate electrical main cable except that a single main cable may be installed to supply a group of adjoining Stands where the electrical installation for all Stands within the block is the responsibility of a single contractor.

Each of the Stands in a group of adjoining Stands fed from a single electrical supply main must have its own means of isolation, situated in an accessible position on the Stand.

Distribution boards and similar equipment must be installed adjacent to the fused isolators provided by HML’s technical staff. The mounting board provided by the contractor for this equipment must be large enough to allow the fused isolators to be fixed on it. Switch and fuse gear, motor controls, starters and similar items must be easily accessible, suitably connected and out of reach of the public (and preferably out of public view). The electrical contractor responsible for installing the Stand electrical
service must supply service mains suitable for connecting the installation to the fused isolators on the main supply cables (please refer to Appendix III herein).

5.4 **Earthing (Grounding)**

All metal conduits, metal apparatus casings, metal framework, motor frames, light fittings, etc., must be efficiently bonded to earth using the earthing (grounding) system provided within the HKCEC’s permanent electrical distribution system.

5.5 **Electric Motors**

Electrical equipment and exhibits must have qualified staff assigned as necessary during installation to prevent accidental contact with live metal or any moving parts, short circuiting, live terminals, etc.

**Isolators**
Every motor must be provided with an effective means of isolation on all poles, and such isolators must be positioned next to the motor they control.

**Starting**
Motors in excess of 10 HP (7.46 KW) must be fitted with current limiting devices for starting, i.e., must not be started “direct-on-line”. However, when “direct-on-line” starting of a motor is essential to the satisfactory operation of a machine, details must first be submitted to the Event Manager for approval.

The electrical contractor is responsible for ensuring that any starting current surge will not have any negative effect on the HKCEC’s power source.

**Overload Release**
Every motor in excess of 0.5 HP (0.37 KW) must be fitted with a starter and possess an overload release for each pole.

**Motor Load**
The installation and use of any motor in excess of 70 HP (52 KW) is subject to HML’s inspection by its technicians and Event Manager’s written approval.

5.6 **Transformers and Frequency Converters**

**Step-Up Transformers**
Step-up transformers must not be installed without written permission from HML through Event Manager. When requested, drawings and full details must be submitted upon application for review by HML engineering personnel. When a step-up transformer is used as an integral part of any electronic or similar apparatus, appliance or piece of equipment, permission is not required provided its use conforms to customary practice within a particular industry, or where its installation conforms to the conditions of Paragraph 5.11 below.

**Step-Down Transformers**
Step-down transformers must have separately wound primary and secondary windings. The iron core and frame must be grounded. In addition to the normal fuse protection for each pole of the primary circuit, the secondary circuit must be fitted with fuse protection for each pole and transformers must have a neutral ground.

**Auto-Transformers**
Auto-transformers must only be used when they form an integral part of motor starters.

**Location**
Any approved transformers must be placed out of reach of the public and must be adequately ventilated.
Oil-Filled Transformers
Oil-filled transformers containing more than 20 litres of oil must be mounted in a suitable catch-pit or tray capable of containing the entire quantity of oil plus a 10% margin of excess.

Frequency Converters
The Event Manager must be notified in advance of the intention to provide apparatus for converting the frequency of the electrical supply to any machine or exhibit. A frequency converter must not cause any interference with the HKCEC’s power supply system.

Space for Working
Electrical apparatus (other than exhibits and portable equipment) must be fixed in positions that allow adequate space for operation and maintenance.

5.7 Chokes and Capacitors

Location
Choke and capacitor equipment for fluorescent lighting must be fixed in accessible and well-ventilated positions, and must be located at least 10 millimetres away from any potential combustible material, separated by an air gap or by non-combustible material.

Connecting Wiring
Where choke and capacitor equipment for fluorescent lighting is not contained within the lighting fitting, any connecting wiring exceeding 1 metre in length must utilise conduit. For shorter lengths, adequately insulated flexible wiring must be placed well away from readily flammable articles, and must not be installed beneath flooring or in spaces enclosed by Stand construction.

5.8 Suspended Lighting Fittings

Suspended lighting fittings (other than single lamp fixtures) must have adequate means of suspension independent of the electrical cables or conductors. Heavy lighting fittings must be provided with secondary means of suspension for safety.

5.9 Lighting of Showcases

Externally
Except when exhibits are guaranteed non-combustible, showcases must only be illuminated from the outside.

Internally
Internally lighted showcases must be constructed of non-combustible materials, wired using approved type cables (not flexible cords), and adequately ventilated.

5.10 Electrical Discharge Lamp Installations

Installations of any type of electrical discharge lamps as an illuminated unit within a Stand, or as an exhibit, must conform to the conditions within this Clause 5.10.

Location
The sign or lamp exhibit must be installed out of reach of the public.

Installation
(a) Signs
The fascia or Stand fitting material behind luminous signs of this nature must consist of non-combustible material and be protected.
(b) **High Tension Gear**

High tension gear must be mounted on non-combustible material and protected.

**Fireman’s Switch**

The electrical circuit supplying such signs or lamp exhibits must be a separate circuit controlled by an approved “Fireman’s Emergency Switch” in an accessible and visible position, and labelled “Fireman’s Switch” in accordance with any requirements of the relevant authorities.

**Approval**

Licensee must assure that electrical contractors responsible for installing this type of apparatus must advise Event Manager of their plans prior to installation. No installation of this type will be permitted without approval from Event Manager.

### 5.11 Electrical Cookers, Kettles, Irons, Radiators

**General**

Any apparatus which has a hot surface, and all electrical appliances such as electric kettles, radiators, irons, etc. must be adequately protected where necessary and placed or mounted on non-combustible material. Surface temperature of such appliances which may exceed 70°C must be supplied from a socket outlet with a pilot lamp indicating whether the appliance is switched on. Kettles, irons, radiators and similar appliances must not be connected to a lighting circuit, but be separately connected to the electrical supply. Electrical cookers must be wired on an independently fused final sub-circuit.

**Electric Kettles**

Electric kettles must be fitted with an automatic safety device so that if they boil dry, they are automatically disconnected.

**Adjacent Construction**

Walls adjacent to all electrical cookers, irons, kettles, hotplates, etc. must be protected using non-combustible material. Shelves are not allowed immediately above such appliances, and adequate ventilation must be provided.

### 5.12 Batteries (50mA and above)

**General**

Charged batteries possessing a capacity of 50mA or above may only be exhibited when they are used to provide current for electric lighting, ignition or starting of motor vehicles, boat engines, small demonstration house lighting plants or other small working devices. No Stand lighting may be connected to charged batteries.

**Terminals**

All terminals of charged batteries, whether in use or not, must be fitted with a cover of non-conducting and non-combustible material.

**Switches and Fuses**

A double pole metal clad switch with suitable fuses must be fitted to control all connections serving appliances being run by batteries.

**Charging**

(a) **Current Regulation**

Battery charging units must be fitted with an automatic current regulator which cuts off the electrical main supply to the rectifier when the battery is fully charged.
(b) **Times of Charging**

Batteries may only be charged at the Stand at times when the public does not have admittance to the Licensed Area.

(c) **Charger Isolation**

The circuit to the charger unit must be connected directly to the HKCEC’s power supply with its own isolator, separate from all other circuits, to permit the isolation of the other circuits without affecting the charging circuit.

(d) **Enclosure**

Vehicles or equipment containing batteries, and the battery charger, must be located in a free and enclosed space. The battery box cover must be removed and the gas vents of the cells cleared and inspected daily.

**Batteries not in Use**

Charged batteries not in use in exhibit vehicles or other equipment must be disconnected at both terminals and terminals covered (as in paragraph on “Terminals” above).

5.13 **Electrical Supply**

**Right of Supply**

All electrical current for consumption in the HKCEC, will be supplied by HML as provided by the HKCEC’s electricity supply company.

**Standard Supplies**

The standard supplies are:

(a) **Single Phase Neutral & Ground 220V ± 6%**

   50 cycles per second AC supply

(b) **Three Phase Neutral & Ground 380V ± 6%**

   50 cycles per second AC supply

**Separate Lighting and Machinery Mains**

The HML will supply separate mains for machinery, lighting and items requiring small quantities of power.

**Neutrals**

Neutrals are earthed (grounded) at the HKCEC’s sub-station.

**Load Limitation**

HML in its sole discretion will limit the power rating of a main supply or main supplies where in HML’s opinion, the electrical load or combination of loads requested may have an adverse effect on main supplies to other exhibitors. Where the Licensee proposes to group exhibitors together who are demonstrating heavy current-consuming machines in such a way as to cause abnormal demand, the Licensee must discuss the proposed arrangement with Event Manager prior to the final allocation of Stand space to exhibitors and must conform to any re-arrangements required by Event Manager.

**Balancing of Single-phase Loads**

All single phase loads in an electrical installation with a three-phase supply, especially those with non-linear characteristics such as computers, dimmers, and frequency inverter circuits, must be evenly and reasonably distributed among the phases.

**Power Factor**

HML is required by the electricity supply company to maintain a Power Factor of not less than 0.85 lagging. Where electrical machines or equipment at the Scheduled Exhibition are such that, in the opinion of the HML, the Power Factor is likely to fall below 0.85, Power Factor correction apparatus shall be supplied and installed by the person responsible for the electrical installation.
(a) **Correction Apparatus**
Correction apparatus shall be connected on the “load” side of the main switches controlling the supply to the Stand or individual piece of equipment. The scale of provision shall be submitted to Event Manager for approval.

(b) **Notification**
Licensee will notify HML at the time the Licence Agreement is being negotiated of the likelihood of correction apparatus being required at the Scheduled Exhibition.

### 5.14 Electrical Main Supply Cables

**Supply and Installation**
All main supply cables from the HKCEC’s electrical supply source (service pits, trenches, columns, and/or overhead busducts) to the point of supply to an exhibit, Stand, group of Stands or other locations will be supplied and installed by HML staff or HML’s appointed contractor.

**Termination and Routing**
Each main supply cable must be terminated with a fused isolator or circuit breaker supplied by HML.

**Routing**
The main supply cables must be brought into the Stand from a floorbox within the area of the Stand. Connections from the floorbox of an adjacent Stand are not permitted unless either there is no floorbox within the Stand, or the Licensee and adjacent Stand holder have given prior permission to Event Manager.

**Separate Lighting and Machinery Mains**
All main supply cables supplied for machinery must be separated from those providing electricity for lighting and items requiring small quantities of power. A machine is defined as a single item of equipment which cannot be powered using a 13 amp socket or spur unit.

**Proliferation of Main Supply Cables**
Where installation of a group of Stands or items requiring small power would, in the opinion of HML, lead to an unacceptable combination of main supply cables, HML may, at its discretion, either itself install a large main supply cable and provide the cables ordered by sub-distribution within the group of Stands, or instruct the nominated electrical contractor that only a single main supply cable will be installed to the group of Stands.

**Access for Installation**
The main supply cables to Stands or exhibits will be installed before or on the first day of the Licensed Period, provided that the supply has been ordered from Event Manager by the agreed date (see Clause 5.15 below). Before occupying the Stand, exhibitors or their contractors must confirm that the main supply cables have been installed and, if not, must only occupy areas of the Stand which will not impact that installation of cables until installed.

### 5.15 Ordering of Electrical Main Supply Cables

**Placing of Orders**
Main supply cables must be ordered from Event Manager by the Licensee, their nominated electrical contractors or their nominated representatives using HML procedures and at charges agreed between HML and the Licensee. Orders will only be accepted when made in writing and include the appropriate payment. The preferred method for placing orders is by using the standard HKCEC Order Form, copies of which are available from Event Manager.
Deadline for Orders
Orders for main supply cables must be placed with Event Manager at least 3 weeks before the start of the Licensed Period.

Late Orders
(a) Completion
HML cannot guarantee to complete orders received after the deadline within this Clause 5.15 above. In any event, priority will be given to the completion of orders placed before the deadline.

(b) Procedure
HML reserves the right to deal with orders placed after the deadline in the order in which they are received.

(c) Surcharge
Orders for main supply cables received by the Event Manager after the deadline (including on-site orders which can be accommodated) will be subject to a surcharge. Please refer to the “Event Equipment and Service Charges” booklet.

Payment
HML reserves the right to refuse connection of any main supply cables until payment has been made.

Routing and Termination Positions
All orders must indicate specific positions required for the routing and termination of electrical main supply cables and must contain full information on these positions, including a plan with specific dimensions showing cable positioning in relation to the Stand and the location and orientation of the Stand in the Scheduled Exhibition area. If this information is not given, the routing and termination of supply cables will be determined by Event Manager. HML will accept no responsibility for any costs involved in relocating a supply cable or altering Stand fittings or Stand electrical installations if no adequate main supply cable location plan is submitted with the order.

Note: Persons responsible for designing the layout of Stands, and/or the electrical installation of Stands, must acquaint themselves with the locations of the Utility Service Provisions used for installing Stand services to ensure that their Stand layouts allow the termination of main supply cables over, or as close as possible to, these Utility Service Provisions. The Utility Service Provisions locations must be shown on the layout plans for the Scheduled Exhibition.

Alterations to Orders
(a) Termination Position
When the termination position of a main supply cable can be and is altered after the deadline date within this Clause 5.15 above for placing orders, HML will treat this as a late order. Any late or on-site order will be subject to a surcharge. For details, please refer to the “Event Equipment and Service Charges” booklet.

(b) Rating
Where the rating of a main supply cable can be and is altered after the deadline date for orders within this Clause 5.15, HML will treat the new main supply as a late order. Any late or on-site order will be subject to a surcharge. Please refer to the “Event Equipment and Service Charges” booklet.

5.16 Time of Operation of Electrical Power Supply

During Move-In Period
Main electrical power supply will only commence when all electrical connections and installation works have been properly carried out and tested, and will operate according
to a “power on and off” schedule agreed between Event Manager and the Licensee within the normal working hours for move-in.

**During Open Period**
Main electrical power supply will be switched on 1 hour before the Open Period and switched off 1 hour after the close of the Scheduled Exhibition each day.

**Adjustments During Open Period**
By agreement between Event Manager and Licensee, the “power on and off” schedule may be adjusted to meet the needs of the Scheduled Exhibition. Any request for such adjustments shall be made at least 1 working day in advance of the requirement.

**During Move-Out Period**
All main electrical power supplies will be switched off within 1 hour of the closing time of the Scheduled Exhibition on the last day of the Open Period. Where a User requires an electrical main supply after the close of the Scheduled Exhibition, a request must be made to the Event Manager, through the Licensee, by midday on the last open day of the Scheduled Exhibition.

**Stand Circuits**
All Stand circuits not requiring continuous power supply must be switched off by the contractor according to the exhibitor’s instruction, using the Stand isolator, as soon as possible after the close of the Scheduled Exhibition each day of the Open Period.

**24-Hour Electrical Service**
Where continuity of electrical service is required, a 24-hour power supply must be ordered. The continuous supply will run from the opening morning of the move-in until the close of the Scheduled Exhibition. During the move-in period, the supply may be switched on and off to accommodate total electrical service installation unless special arrangements have been made with Event Manager.

6. PIPEWORK STAND INSTALLATIONS AND PIPEWORK MAIN SUPPLIES

6.1 Pipework Stand Installations

**Regulations**
All pipework installations within the HKCEC for the Scheduled Exhibition relative to Stands, features, displays or exhibits must comply with: i) these Rules and Regulations; and, ii) any applicable Relevant Legislation and Regulations. Any and all installations will be coordinated through the Event Manager. HML will not supply services to any installation which does not comply with compliance.

**Testing**
To ensure compliance, HML staff may inspect and test any or all installations. If an installation is found to be unsatisfactory, Event Manager will advise the contractor responsible, who must rectify any faults and advise Event manager when the installation is ready for re-inspection and re-testing.

**Responsibility**
HML will not accept responsibility for: i) any delays in connecting installations found unsatisfactory, or for which insufficient time has been allowed for testing; or, ii) any faults discovered in installations after testing and connection.

6.2 Pipework Contractors

**Selection of Contractors**
HML places certain restrictions on the selection of contractors used to carry out pipework installation work and the selection of such contractors by Licensee must be from HML’s approved list of pipework contractors. HML’s approved contractors will submit quotes for carrying out installation work on Stands upon request. All contractors
must observe these Rules and Regulations and Relevant Legislation and Regulations. Exemptions will only be permitted with prior written agreement from HML.

6.3 **Installations within Stands**

**General**

(a) **Pipework**

All pipework used in installations must be suitable for the operating pressures of HKCEC’s service mains from which they are to be used. In general, compressed air line pressure varies from 4 to 6 bars (60-90psi) with a flow rate of 10 l/s (21cfm). Exhibitors must arrange to have pressure regulators installed on their equipment if required or desired. Domestic water mains are supplied through a 25mm pipe at a pressure of approximately 1-2 bars in Hall 1ABCDE, Hall 3BCDE and Hall 5BCDE, 1 bar in Hall 5FG, and 2 bars in Hall 3FG. The maximum capacity from this supply is 0.3 liters per second (4 gallons per minute).

(b) **Isolating Valves**

Where Stand platforms are installed, all stopcocks or valves on piped services must be above the platform and in an accessible position.

**Water**

(a) **No Water without Drainage**

No mains for water service will be connected to a Stand unless a drainage system is installed at the same Stand to remove used water.

(b) **Direct Machine Connections**

Direct connections from the HKCEC’s water mains to machinery, if available and approved, are not permitted unless an isolating valve is fitted at the inlet to the machine. The Event Manager will arrange a quote for installing an appropriate isolating valve on request.

6.4 **Time of Operation of Pipework Service Supply**

**During Move-In Period**

Main pipework service supply will only commence when all pipework connections and installation works have been properly carried out and tested, and will operate according to a schedule agreed to between Event Manager and the Licensee within the normal working hours for move-in.

**During Open Period**

Main pipework service supply will be switched on 1 hour before the Open Period and switched off 1 hour after the close of Scheduled Exhibition each day.

**During Move-Out Period**

All main pipework service supplies will be switched off within 1 hour of the closing time of the Scheduled Exhibition on the last day of the Open Period.

6.5 **Discharge of Water onto Exhibition Venue Floors**

All exhibits and ancillary equipment containing water must be carefully drained at the end of a Scheduled Exhibition in such a way that no water is discharged onto the venue floors. The Licensee will be charged for costs to remove and clean, due to water discharge, or for any damage caused to the Utility Service Provisions.

6.6 **Discharge of Waste**

**Discharge Prohibition**

No paint, oils, spirits, chemicals or other substances may be discharged into any HKCEC drainage outlets or systems. Such materials must be discharged into closed
containers manufactured of material suitable for the purpose. Full details of these kinds of waste must be submitted to Event Manager, who will arrange for their disposal at the cost of the Licensee.

**Cost of Repairing Damage**
The Licensee will be responsible for the cost of clearing or repairing any drainage outlet or system or making good any other damage caused by improper substances placed in drainage outlets.

### 6.7 Bathing Pools, Ponds and Other Large Vessels

**Details**
Full details of all vessels containing 250 litres (55 gallons) or more of water or other liquids must be submitted to the Event Manager for approval at least 6 weeks before the start of the Licensed Period.

**Drainage Provisions**
All vessels of this type containing water must be fitted with a drainage system which will also be available to easily drain the vessel at the end of the Scheduled Exhibition, or at any time during an emergency situation.

**Prior Arrangement**
Enquiries regarding the supply of water to and draining of vessels of any type must be made to the Event Manager at least 6 weeks before the start of the Licensed Period. HML will charge the cost of providing these services to the applicant, and will advise the cost before hand.

### 7. TELEPHONE, FACSIMILE, CABLING, DATA, BROADBAND AND WIRELESS INTERNET INSTALLATION

#### 7.1 Telephone, Facsimile and Cabling Services

All telephone, facsimile and/or cabling installation orders within the HKCEC for the Scheduled Exhibition must be accompanied by a detailed drawing indicating the specific locations of services required and/or any special instructions. Order Forms for services must be completed. Otherwise, installation of services will occur at the discretion of HML’s technician.

For facsimile service, 24-hour power supply normally required for facsimile machine must be ordered separately.

Telephone sets will be delivered on the last move-in day afternoon. Telephone services will be terminated 1 hour before the close of the Scheduled Exhibition on the last open day.

For all telecom services, HML shall be under no liability for any loss or damage, whether direct, indirect or consequential which the Licensee or exhibitors may suffer by reasons of equipment failure or defects, or any causes beyond the direct control of HML.

#### 7.2 Broadband Internet Services

Each 2M broadband line will support 1 computer only. If Licensee or exhibitors require their computers to be tested before use, a minimum notice of 1½ hours must be given to technician prior to the beginning of the Scheduled Exhibition.

Computers using the HKCEC’s Broadband Internet Services must be IBM compatible computers **ONLY** and possess the following system requirements:

- Pentium II 400 Mhz or above
- 10/100M Ethernet LAN Card
- 64MB RAM or above
- 100MB or above of free hard disk space
- CD-ROM drive
- OS MS, Windows 2000 or Windows XP
- Internet Browser (Internet Explorer 5.0 or Netscape 4.7 (or newer versions of either))
- “Gateway” and “IP Address” parameters in Network setting of User’s PC which may be deleted if required

Licensee or exhibitors are strictly prohibited from connecting the rented broadband lines to any device such as Wireless Access Points or computers to provide any form of ad-hoc wireless networking services which may adversely impact in any way HKCEC’s existing Wireless System.

7.3 Wireless Internet Services

Wireless connection is available in the following venues within the HKCEC and will only be activated in the licensed venues during the Open Period:

<table>
<thead>
<tr>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall 1, 3 and 5</td>
</tr>
<tr>
<td>All concourse areas to Exhibition Hall 1, 3, &amp; 5</td>
</tr>
<tr>
<td>Level 2 and Level 4 Mezzanines</td>
</tr>
<tr>
<td>Grand Hall, Grand Foyer, Convention Hall, Convention Foyer and</td>
</tr>
<tr>
<td>Theatre Foyer</td>
</tr>
<tr>
<td>Expo Drive Hall</td>
</tr>
</tbody>
</table>

Major venues in which wireless connection is not available are the Theatres, Meeting Rooms and Restaurants.

HML technician service is included in the wireless system service charges. Please refer to the “Event Equipment and Service Charges” booklet (Section D). However, HML will not be able to assist Licensee or exhibitors to install hardware or software onto their computers and/or any network devices.

7.4 Placing of Orders

Orders for initial broadband line service must be submitted on an Order Form at least 3 weeks before the start of the Licensed Period and orders for any additional broadband lines must be placed at least 2 weeks before.

Orders for wireless internet service must be submitted on an Order Form at least 1 month before the start of the Licensed Period.

8. SAFETY CONSIDERATIONS

HML reserves the absolute right and may take any and all steps in relation to the Licensed Area and the public circulation areas as it considers necessary to protect the HKCEC and ensure the safety of those using it and attending its events. The Licensee must comply with any and all directions given by HML in regards to safety.

Strict rules and regulations exist regarding requirements that materials be non-combustible, inherently non-flammable or durably flame proof. Please refer to Clause 3.9 herein for details.
8.1 Public Safety and Crowd Management

The Licensee must abide by any and all procedures prescribed by HML covering public safety, use of common public spaces, crowd management and vertical lift facilities (escalators and lifts). Decisions regarding these matters will be made by HML and will be final in all cases.

8.2 Laser Products, Radioactive Substances, Special Effects and Gas-Filled Balloons

Licensee or exhibitors intending to use laser products, radioactive substances or special effects must obtain approval from Event Manager at least 1 month before the start of the Licensed Period, and comply with all Relevant Legislation and Regulations. Suitable fire protection equipment and warning notices must also be provided as appropriate.

Special effects include such items as pyrotechnic displays that require a licence from the authority or similar devices that require electrical sparking mechanism but do not require a licence from the authority, or of any special effect equipment such as strobe and laser lighting and smoke machines. Overnight storage of pyro materials is prohibited within HKCEC.

Permission will always be subject to internal safety considerations and any applicable Relevant Legislation and Regulations. HML may require suitable public notices to be posted warning attendees to the Scheduled Exhibition of such special effects.

Gas-filled balloons, with the exception of helium filled balloons, are prohibited.

Confetti devices utilizing compressed air in excess of 5 psi are prohibited in all meeting rooms.

8.3 Boilers, Stoves and Furnaces

The use of boilers, stoves or furnaces must be electric and approved by the Event Manager at least 3 months in advance. Suitable non-combustible insulating materials must be used to prevent the transmission of heat to any potential combustible part of the Stand and to the floor, ceiling or any surface of the exhibition venue.

8.4 Cooking within the Licensed Area

Cooking during the Scheduled Exhibition must be approved by the Event Manager and must conform to the following regulations:

(a) approval must be obtained at least 3 months in advance from the Event Manager for any cooking to be conducted within the area of Stands or in demonstration areas;

(b) the use of open flames cooking equipment is prohibited in any area of the HKCEC;

(c) gas bottles or the use of gas cooking equipment is prohibited in any area of the HKCEC;

(d) appropriate equipment for extracting fumes (based on the size and number of cooking ranges used) must be provided;

(e) a single approved fire blanket (list available on Hong Kong Fire Services website [www.hkfsd.gov.hk]) must be provided for each Stand containing electric cooking appliances;

(f) all deep-frying equipment must be electric and equipped with safety shielding and appropriate exhaust/filtering apparatus when appropriate; and,
(g) the Licensee must comply with all Relevant Legislation and Regulations relating to
the temporary provision and preparation of food.

8.5 Working Machinery

All reasonable means of safety protection must be utilised where necessary, and
approved by the Event Manager, for working machinery. Machinery must only be
operated by qualified and trained persons authorised by the Licensee or exhibitors, and
must not be left unattended when operational.

8.6 Dangerous or Toxic Substances and Fluids

No substance or equipment which in the opinion of HML is of a dangerous, toxic,
explosive, hazardous or objectionable in nature may be brought into the HKCEC by the
Licensee or any other party without the prior approval of the Event Manager.

8.7 Noise Control

Equipment used in any part of the HKCEC must not generate noise that exceeds a
maximum permitted noise level of 50 dB (A), except with Event Manager’s prior
approval.

The following Noise Level Restrictions apply:

(a) general background noise may not exceed 60dB;

(b) entertainment features may reach 70dB for cumulative periods of no more than 15
minutes in any 1 given hour;

(c) noise levels will be metered from any edge of the applicable Stand or area
boundary; and,

(d) the Licensee is responsible for ensuring that any music or other noise occurring in
the Licensed Areas does not exceed 80dB at any time.

8.8 Fire Safety

Licensee, its employees, exhibitors and contractors must observe and comply with any
and all fire regulations applicable to the HKCEC and the Scheduled Exhibition.

Open (naked) flames are prohibited within the HKCEC and compliance is required of
the following:

(a) equipment provided for the purpose of fire fighting must not be abused, misused,
relocated or concealed;

(b) the operational effectiveness of sprinkler installations must not be compromised;

(c) fire alarm call points must not be operated without due cause;

(d) fire exit doors must not be obstructed and must remain available for use at all
times; and,

(e) fire hydrants must not be used as a source of water, except for fighting fires.

If an increased fire risk is presented by a specific activity at the Scheduled Exhibition or
by the nature of any event itself, any additional security staff required will be deployed
by HML and charged to the Licensee.
8.9 **Use of “Candles”**

The term “Candle” means 1) candles made from wax; 2) incense or oil burners possessing a flame; or, 3) multiple candelabras and incense sticks.

Licensees that have exhibitors who intend to display candles must submit details and obtain approval from the Event Manager at least 1 month in advance of the beginning of the Licensed Period.

Candles must be placed in containers or candle holders extending a minimum of 3.0 centimetres above the height of any flame. Any flame must be protected to eliminate any risks of flames making contact with persons or combustible materials. Candles must be placed at least 1 metre from any Aisle. Where deemed necessary by HML, additional Security Guards will be assigned by HML (at the expense of the Licensee) to act as Fire Wardens during the event Open Period. The Licensee, through coordination with the Event Manager, must also agree to and pay for any provision for or arrangement of any additional fire extinguishers deemed necessary by the Event Manager and that may be placed within or near the Stand.

In the event of any disagreement related to potential safety concerns regarding the use of Candles, HML’s decision will be final.

8.10 **Exit Notices**

HML reserves the right to supply and fix additional notices and/or signage at the expense of the Licensee if Stands, Temporary Structures, stages, decorations, signage or other items are positioned so as to obstruct permanent exit signs or notices.

8.11 **Fumes, Exhaust Smoke and Internal Combustion Engines**

Any machine, equipment or any other items which generates fumes, exhaust or smoke must have an effective exhaust system in order to assure no complications of any nature to HML staff, workers, contractors, the public or other attendees to the Licensed Area.

The use of internal combustion engines in the Licensed Area is strictly prohibited during periods when the public is in that Licensed Area.

8.12 **First Aid**

The Licensee may be required to schedule and pay for qualified personnel to provide first aid services during all or certain periods of the Scheduled Exhibition. Such requirement will be at HML’s sole discretion dependent on the nature of the Scheduled Exhibition.

8.13 **Emergency Procedures**

Licensee agrees that all Scheduled Exhibition staff, e.g., Licensee’s registration personnel, ushers, service booth attendants or host/customer service personnel, will be sufficiently briefed on fundamental emergency procedures of the HKCEC (reference Appendix II herein). This is intended to enable such personnel to provide basic directions to exhibitors, guests, the public, etc. directing them to emergency exits and to recognise emergency alarms, and public address system announcements when they occur. Such information will be made available to Licensee by HML and it is Licensee’s responsibility to ensure this information is a part of daily briefings and information given to all such exhibitors and personnel working in association with the Scheduled Exhibition during the entire Licensed Period.
8.14 **Public Address System**

The Licensee must ensure that the public address system supplied for their use is operational and under the control of a competent member of staff at all times during the Open Period. This system may be used at any time should announcements related to safety be required by HML authorised personnel.

8.15 **Reflective Safety Vest Requirement**

Licensees, their staff and any person requiring admission to the Licensed Areas, when vehicles (autos, trucks and/or forklifts) are being operated in connection with move-in or move-out of the Stands, Temporary Structures or other installations, will be required to wear a reflective safety vest supplied by the Licensee or employer of related company working in association with the Scheduled Exhibition.

8.16 **Safe Conditions of Stands and Temporary Structures**

Before attendees are admitted to the Scheduled Exhibition, the Licensee is fully responsible for assuring that all Stands and Temporary Structures, including Multi-level Stands, have been constructed and/or installed in a proper manner and are completely safe for the intended purpose of the Stand or Temporary Structures. Special attention will be given by the Licensee to complex Stands, Multi-level Stands and Temporary Structures, including rigging, to assure they are safe, fit for use, and constructed in accordance with the designer’s specifications.

8.17 **Toe-boards and Railings**

For Safety purposes, toe-boards and/or railings will be required in accordance with Clause 3.6 herein.

8.18 **HKCEC Area Patron Capacities**

In addition to complying with the patron capacities of various halls, rooms, etc. within the HKCEC established by Hong Kong Government, Licensee will assure that any capacities (patron or weight) established for Multi-level Stands or other structures are clearly posted within clear view of the Users of such areas. Such capacities must be strictly adhered to.

8.19 **Safety Measures for Working at Height**

In accordance with Section 6 of Occupational Safety and Health Ordinance (OSHO, Cap. 509, Laws of Hong Kong), the Licensee is advised to ensure that their contractors have established and maintained a safety management system for working at height, in particular for using ladders in excess of 2 metres in height.

When metal walking platform is used, Form 5 for [reg.38F (1)] must be clearly displayed with authorised signature on the platform and workers must wear safety belts.

9. **ADDITIONAL POINTS**

9.1 **Corporate Identity**

Any use of the HKCEC’s branding, including its logo, is prohibited without the prior written approval of HML. All publicity materials related to HKCEC must be approved by HML prior to publication.
9.2 **Co-operation with Other Users**

Multiple Licensees may be using various parts of the HKCEC at any one time. A Licensee must exercise reasonable and best efforts to co-operate and not to interfere with use of areas within the HKCEC other than the Licensee’s specific Licensed Area.

9.3 **Right of Access**

HKCEC staff and authorised personnel of HML with appropriate credentials have the right of access to all areas of the HKCEC at all times including all Licensed Areas. HML also reserves the right to erect scaffolding within the Licensed Area or any other part of the HKCEC, even if this results in a reduction in light or ventilation or otherwise affects the use of the Licensed Area, in order to inspect or carry out work on any emergency related services within the Licensed Area, such as work to water pipes, electric wiring, heating and ventilation equipment.

9.4 **Escalators and Passenger Lifts**

Escalators and passenger lifts are for the use of passengers only and must not be blocked or used to transport materials or equipment unless clearly designated, at times, for such use.

9.5 **HKCEC Furnishings, Fixtures and Equipment**

Furnishings, fixtures, equipment, planters or displays within or outside the HKCEC may not be removed or re-positioned by the Licensee or any contractor, exhibitor, or person associated with the Licensee and Scheduled Exhibition without the approval of the Event Manager.

The Licensee shall not suspend lighting or sound equipment or other fittings devices or equipment from the ceiling structure of the Licensed Area without the prior approval of the Event Manager.

9.6 **Advertising, Promotion and Publicity**

The Licensee undertakes that all advertising of the Scheduled Exhibition by or on behalf of the Licensee will be truthful and accurate.

HML retains the exclusive right to use all designated advertising space within the Licensed Area and the HKCEC and to erect and maintain any posters, notices or illuminated signs. The Licensee may lease advertising space within HKCEC subject to HML’s approval of location and content.

A charge will apply for display panels, showcases or lightboxes placed in public circulation areas to promote individual exhibitor services/products during the Open Period. Where such advertising exceeds 1m (W) x 0.5m (L) x 2.5m (H), detailed information regarding location and configuration of such advertising must be submitted for HML approval at least 3 weeks before the start of the Licensed Period. Advertising that will require significant space or structures for display will be subject to the notice permission within Clause 3.3(d).

For use and rental of fixed advertising lightboxes and banner locations, or for any available temporary advertising locations within the HKCEC, the Marketing and Sales Department may be contacted for assistance at (852) 2582 1111 or via e-mail: info@hkcec.com.
9.7 **Closed Circuit Television**

A Closed Circuit Television (CCTV) system will be operational at all times within the HKCEC and is monitored by HML personnel in the Security Control Room. The CCTV system records on a 24 hour daily basis and HML reserves the right, if required, to pass CCTV recordings to the relevant authorities of Hong Kong Government.

9.8 **Risk and Lost Property**

All property brought into the HKCEC by a User is at the User’s risk, and HML accepts no responsibility for theft, loss or damage to such property.

The Licensee and other Users must make insurance arrangements in this regard to cover all risks.

All lost property found within the HKCEC will be handed over to HKCEC’s Security Department staff for recording and handling.

Users must ensure that their invitees give a waiver in favour of HML and HML’s directors, officers, employees and agents in respect of any claims for theft, loss or damage of their property brought into the HKCEC.

9.9 **Temporary Seating**

When required, chairs or other single seats used in setting up a row must be secured together in groups of not fewer than 4 seats and not greater than a row of seats measuring 6 metres from end to end. The seating must also be divided into sections not more than 9 metres measured between the front edge of the seats forming the front row and the back of the seats forming the back row within the section. The required width of the Aisles between groups of seats will depend on the total number of seats and their layout, but the minimum Aisle width must be 1.2 metres. The seating and Aisles must be arranged so as to allow free and direct access to emergency exits.

At least 1 month in advance, the Licensee must submit to Event Manager construction details of seminar areas, to include means of access and exits, Aisles, seating layout, seating clearance, and methods of securing seating. The Event Manager will inform the Licensee of any modifications required.

9.10 **Distribution of Literature**

Publicity materials of any exhibitor may only be distributed from the exhibitor’s own Stand. No exhibits or advertising signs shall be placed outside the confines of the exhibitor’s Stand.

The distribution of publicity materials, pamphlets or literature, and advertising, demonstration or canvassing are strictly prohibited elsewhere in the HKCEC. For the avoidance of doubt, this rule applies to any location, Licensed or not Licensed, on HKCEC property, internally or externally.

9.11 **Filming, Broadcasting and Radio Transmission**

HML’s approval is required reasonably in advance for filming, sound or video recording, telecasting and broadcasting within the HKCEC. These activities may be subject to additional charges for security, labour, utility services, etc.

Licensees desiring to use radio transmitting equipment must obtain the approval of the Event Manager and supply details of the equipment, and of the frequency and power of the signal, together with a copy of the transmitting licence or equivalent from the relevant authorities of Hong Kong Government, e.g., Office of the Telecommunications Authority (OFTA).
9.12 Animals

Any animals with the exception of guide dogs for persons with visual impairment are prohibited in any part of the HKCEC unless used as some form of exhibit, display or performance, in which case they must be approved by Event Manager reasonably in advance, and Licensee is advised to apply for relevant permits or licences.

9.13 Relevant Legislation and Regulations

The Licensee must apply for all relevant permits, licences or certificates required under the Relevant Legislation and Regulations or by HML pertaining to such matters as:

(a) Animals
   Animal Exhibition Licence/Animal Temporary Exhibition Permit
   Agriculture, Fisheries and Conservation Department
   www.afcd.gov.hk

(b) Copyrights
   Copyright Music Performance One-Off Permit
   Composers and Authors Society of HK Ltd (CASH)
   www.cash.org.hk

   Public Performance Licence for Single Event
   Phonographic Performance (South East Asia) Limited (PP(SEA)L)
   www.ppseal.com

   Public Performance Licence
   Hong Kong Recording Industry Alliance Limited (HKRIA)
   www.hkria.com

(c) General Charitable Fund Raising Activities
   Public Subscription Permit
   Social Welfare Department
   www.swd.gov.hk

(d) Public Entertainment
   Temporary Places of Public Entertainment Licence
   Food and Environmental Hygiene Department
   www.fehd.gov.hk

(e) Work Visa or Permit
   Hong Kong Immigration Department
   www.immd.gov.hk
### 10. SUMMARY - APPROVALS AND DOCUMENTS REQUIRED

(Please refer to the reference clause for more details.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Time of Submittal</th>
<th>Reference Clause</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notify the likelihood of correction apparatus being required at the Scheduled Exhibition</td>
<td>At the time of execution of Licence Agreement</td>
<td>5.13</td>
</tr>
<tr>
<td>Placing of directional or promotional signs, banners or decorations in any public circulation areas</td>
<td>Reasonably in advance</td>
<td>3.3(d)</td>
</tr>
<tr>
<td>Erect any Stands, Temporary Structures and custom built Stands (closely seated audience, height exceeding 3 metres, proximity to exit or Aisle and connections to floor structure)</td>
<td>Reasonably in advance</td>
<td>3.5</td>
</tr>
<tr>
<td>Submit request for filming, broadcasting and radio transmission</td>
<td>Reasonably in advance</td>
<td>9.11</td>
</tr>
<tr>
<td>Any animals used as some form of exhibit, display or performance except for guide dogs for persons with visual impairment</td>
<td>Reasonably in advance</td>
<td>9.12 9.13(a)</td>
</tr>
<tr>
<td>Submit layout plans and (relevant documents) for Stands, Temporary Structures or custom built Stands, together with any exhibitor manual(s)</td>
<td>At least 6 months before the start of the Licensed Period</td>
<td>3.1</td>
</tr>
<tr>
<td>Submit final layout plans which must include indication of high risk areas, opening hours, estimated attendance, exhibitor and visitor profile and planned or intended use of the public circulation areas, etc.</td>
<td>At least 3 months before the start of the Licensed Period</td>
<td>3.1 (a) &amp; (b)</td>
</tr>
<tr>
<td>Request for building or placing offices, desks, counters, signs, banners, decoration feature or other structures in public circulation areas</td>
<td>At least 3 months before the start of the Licensed Period</td>
<td>3.3 (e)</td>
</tr>
<tr>
<td>Requests for the use of boilers, stoves or furnaces</td>
<td>At least 3 months in advance</td>
<td>8.3</td>
</tr>
<tr>
<td>Requests for any cooking to be conducted within the area of Stands or in demonstration areas</td>
<td>At least 3 months in advance</td>
<td>8.4 (a)</td>
</tr>
<tr>
<td>Submit structural stability statement or certification with the structural plan of the applicable Stands</td>
<td>At least 2 months before the start of the Licensed Period</td>
<td>3.7</td>
</tr>
<tr>
<td>Submit full details of all vessels containing 250 litres (55 gallons) or more of water or other liquids or Request for supply of water to and drainage of vessels of any type</td>
<td>At least 6 weeks before the start of the Licensed Period</td>
<td>6.7</td>
</tr>
<tr>
<td>Request for wireless internet service</td>
<td>At least 1 month before the start of the Licensed Period</td>
<td>2.5 7.4</td>
</tr>
<tr>
<td>Submit details for bringing water-cooled machinery into exhibition halls</td>
<td>At least 1 month before the start of the Open Period</td>
<td>2.7</td>
</tr>
<tr>
<td>Task</td>
<td>Deadline</td>
<td>Section</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Submit final details including Stand numbers, names of exhibiting companies, all Stand schemes, gross and net space areas, electrical and pipework requirements, and any seating areas, etc.</td>
<td>At least 1 month before the start of the Licensed Period</td>
<td>3.1</td>
</tr>
<tr>
<td>Submit proposals for rigging with calculations and design specifications</td>
<td>At least 1 month before the start of the Licensed Period</td>
<td>3.10</td>
</tr>
<tr>
<td>Submit information about general electric layouts, power consumption and other necessary technical information</td>
<td>At least 1 month before the start of the Licensed Period</td>
<td>5.1</td>
</tr>
<tr>
<td>Request for using laser products, radioactive substances or special effects, etc.</td>
<td>At least 1 month before the start of the Licensed Period</td>
<td>8.2</td>
</tr>
<tr>
<td>Request for use of “Candles”</td>
<td>At least 1 month in advance</td>
<td>8.9</td>
</tr>
<tr>
<td>Request for construction details of seminar areas</td>
<td>At least 1 month in advance</td>
<td>9.9</td>
</tr>
<tr>
<td>Deadline for main supply cables</td>
<td>At least 3 weeks before the start of the Licensed Period</td>
<td>5.15</td>
</tr>
<tr>
<td>Request for initial broadband lines</td>
<td>At least 3 weeks before the start of the Licensed Period</td>
<td>7.4</td>
</tr>
<tr>
<td>Request for use of public circulation areas for display panels/showcases/lightboxes to promote individual exhibitor services/products in public circulation areas during the Open Period where such advertising exceeds 1m(W) x 0.5m(L) x 2.5m(H)</td>
<td>At least 3 weeks before the start of the Licensed Period</td>
<td>9.6</td>
</tr>
<tr>
<td>Request for event security and special security arrangements personnel (quantity, scheduled details, etc.)</td>
<td>At least 2 weeks before the start of the Licensed Period</td>
<td>2.4</td>
</tr>
<tr>
<td>Deadline for additional broadband lines</td>
<td>At least 2 weeks before the start of the Licensed Period</td>
<td>7.4</td>
</tr>
<tr>
<td>Submit: (1) the procedures for entry; and, (2) example copies of entry credentials</td>
<td>At least 1 week before the start of the Licensed Period</td>
<td>3.16</td>
</tr>
<tr>
<td>Request for power adjustments</td>
<td>At least 1 working day in advance</td>
<td>5.16</td>
</tr>
<tr>
<td>Submit copies of all relevant permits, licences or certificates, etc.</td>
<td>Before the Open Period</td>
<td>3.1, 9.13</td>
</tr>
<tr>
<td>Submit statements of completions and/or safety certifications of Stands, Multi-level Stands and Temporary Structures</td>
<td>Before the Open Period</td>
<td>3.7</td>
</tr>
</tbody>
</table>
APPENDIX I   Security Personnel Included in Licence Fee for Venues under Exhibition Use

For Scheduled Exhibition, security personnel will be provided as part of the Licence Fee in the Exhibition Halls, Convention Hall, Grand Hall and Expo Drive Hall during the Licensed Period at the following levels based upon area licensed:

<table>
<thead>
<tr>
<th>Venue</th>
<th>Gross Area (in sq m)</th>
<th>No. of guard(s) provided</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Move-in/Move-out Period (0800-2400)</td>
<td>Event Open Period (0800-1900)</td>
</tr>
<tr>
<td>Convention Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CH A+B or CH B+C</td>
<td>1,289</td>
<td>1</td>
</tr>
<tr>
<td>CH B</td>
<td>764</td>
<td>-</td>
</tr>
<tr>
<td>CH A or CH C</td>
<td>525</td>
<td>-</td>
</tr>
<tr>
<td>Grand Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H1A + H1B + H1C + H1D + H1E</td>
<td>19,890</td>
<td>5</td>
</tr>
<tr>
<td>H1A + B or H1B + C</td>
<td>8,424</td>
<td>2</td>
</tr>
<tr>
<td>H1A + 1B + 1C</td>
<td>12,636</td>
<td>3</td>
</tr>
<tr>
<td>H1D + 1E</td>
<td>7,254</td>
<td>2</td>
</tr>
<tr>
<td>H1A or 1B or 1C or 1E</td>
<td>4,212</td>
<td>1</td>
</tr>
<tr>
<td>H1D</td>
<td>3,042</td>
<td>1</td>
</tr>
<tr>
<td>H3B + H3C + H3D + H3E</td>
<td>14,982</td>
<td>4</td>
</tr>
<tr>
<td>H3B + H3C</td>
<td>7,728</td>
<td>2</td>
</tr>
<tr>
<td>H3D + H3E</td>
<td>7,254</td>
<td>2</td>
</tr>
<tr>
<td>H3B</td>
<td>3,510</td>
<td>1</td>
</tr>
<tr>
<td>H3C</td>
<td>4,218</td>
<td>1</td>
</tr>
<tr>
<td>H3D</td>
<td>3,042</td>
<td>1</td>
</tr>
<tr>
<td>H3E</td>
<td>4,212</td>
<td>1</td>
</tr>
<tr>
<td>H5BC + H5D + H5E</td>
<td>13,665</td>
<td>3</td>
</tr>
<tr>
<td>H5BC</td>
<td>7,910</td>
<td>2</td>
</tr>
<tr>
<td>H5D</td>
<td>1,185</td>
<td>-</td>
</tr>
<tr>
<td>H5E</td>
<td>4,570</td>
<td>1</td>
</tr>
<tr>
<td>H3F + H3G</td>
<td>8,917</td>
<td>2</td>
</tr>
<tr>
<td>Progressive take-up</td>
<td>7,728</td>
<td>2</td>
</tr>
<tr>
<td>Hall 3F or H3G</td>
<td>4,456</td>
<td>1</td>
</tr>
<tr>
<td>Hall 3F or H3G</td>
<td>2,000</td>
<td>1</td>
</tr>
<tr>
<td>H5F + H5G</td>
<td>8,917</td>
<td>2</td>
</tr>
<tr>
<td>Progressive take-up</td>
<td>7,728</td>
<td>2</td>
</tr>
<tr>
<td>Hall 5F or 5G</td>
<td>4,456</td>
<td>1</td>
</tr>
<tr>
<td>Hall 5F or 5G</td>
<td>2,000</td>
<td>1</td>
</tr>
<tr>
<td>Expo Drive Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expo Drive Hall A</td>
<td>1,497</td>
<td>1</td>
</tr>
<tr>
<td>Expo Drive Hall B</td>
<td>5,499</td>
<td>1</td>
</tr>
</tbody>
</table>

*Security personnel provided for designated venues only.
APPENDIX II  Emergency Procedures

EMERGENCY PROCEDURES
Hong Kong Convention and Exhibition Centre
1 Expo Drive, Wanchai, Hong Kong

FIRE EMERGENCY

IF YOU DETECT FIRE OR SMOKE

• Activate the nearest fire alarm if possible and safe to do so.
• Leave the area of a fire immediately by the nearest exit (emergency exits marked in green); do not use lifts.
• Close doors behind you.
• Leave the HKCEC, if necessary, by the nearest exit (emergency exits marked in green); do not use lifts.

IN CASE OF FIRE ALARM

(1) IF YOU HEAR A FIRE ALARM

• Remain calm and alert, prepare to leave the HKCEC.
• Resume to normal activities once fire alarm is stopped.

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

• Leave the HKCEC 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 the HKCEC, stay clear of the HKCEC and Convention Plaza complex; do not return until conditions are declared safe to do so by HKCEC management or fire/police officials.

MEDICAL EMERGENCY

IN CASE OF A MEDICAL EMERGENCY

• Dial emergency number for Security Control Room “33” from the closest house phone or call 2582 7162 (24 hours).
• Give exact location.
• Give detailed information when possible of the situation concerning injuries and the cause of any injuries.
• Remain in contact with HKCEC staff until emergency personnel have arrived.
APPENDIX III  Electrical Cable Configuration and Distribution

*Note A – Regarding HKCEC’s power supply main and cables, suitable fuse-rating and cable length are provided for the position as indicated on contractor’s electrical plan which must be approved by HML. Final location and protective covering are adjusted and provided by the contractor.

*Note B – Regarding the Official Contractor’s Cable and Distribution Boards, the contractor will terminate their cable at HKCEC’s main switch and connect to a distribution board.
APPENDIX IV  Exhibit for Measurement of Minimum Distance to Door

Note: This minimum distance will increase to be consistent with greater Aisle widths required for certain public or consumer events (please refer to Clause 3.2(h)).