



# mega SHOW HONG KONG

**PART 2 • 27-29/10/2025**  
HONG KONG CONVENTION & EXHIBITION CENTRE



# ORDER FORM

Organiser :



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**PART 2 • 27-29 / 10 / 2025**

HONG KONG CONVENTION & EXHIBITION CENTRE

## Exhibition Service & Facilities Order Forms 展會服務及設施申請表格

Form No. 表格編號	Subject 服務或設施項目說明	Submission Condition 呈交方式	Submission Deadline 最後呈交日期
1	Fair Directory Listing, Photo Promotion 免費於場刊內登載公司資料、提供產品照片作免費宣傳	Online Submission <b>COMPULSORY</b> 必須在網上交回	16 <sup>th</sup> Sept, 2025 2025 年 9 月 16 日
2	Submission of Attendee's Information for Exhibitor Badge 參展商證申請 - 提交出席展會人員資料	Online Submission <b>COMPULSORY</b> 必須在網上交回	24 <sup>th</sup> Oct, 2025 2025 年 10 月 24 日
3A & 3B	Additional Facilities Order Forms (For Standard Booth Exhibitors Only) 租用攤位額外設施申請表格 (只適用於標準展台參展商)	OPTIONAL 按需要交回	16 <sup>th</sup> Sept, 2025 2025 年 9 月 16 日
3C	Additional Facilities Order Form (For Raw Space Exhibitors Only) 租用攤位額外設施申請表格 (只適用於展覽淨地參展商)	<b>COMPULSORY</b> 必須交回	16 <sup>th</sup> Sept, 2025 2025 年 9 月 16 日
4	Basic & Additional Facilities Indication Form 攤位設施位置圖	<b>COMPULSORY</b> 必須交回	16 <sup>th</sup> Sept, 2025 2025 年 9 月 16 日
5	Raw Space / Standard Booth Exhibitor Early Move-in for Construction or Decoration Application Form 展覽淨地 / 標準展台參展商提早施工承建或佈置申請表格	<b>COMPULSORY</b> 必須交回	16 <sup>th</sup> Sept, 2025 2025 年 9 月 16 日

Exhibitors should return the above relevant Order Forms to the Show Organiser or respective Official Stand Contractors well before the submission deadlines as specified. Order Forms without appropriate payments will not be entertained.

參展商請於指定截止日期前把有關表格填妥，並連同所應付費用一併交回主辦機構或大會指定展台承建商。請注意：任何未附所需費用之申請概不受理。

**\* A 20% surcharge will be levied if the Additional Facilities Order Form (Form 3A/3B/3C) is/are received by the Official Stand Contractors after the submission deadline. Any orders received after 10<sup>th</sup> October, 2025 will be regarded as on-site orders and a 50% surcharge will be applied.**

**\*若於上述截止日期後才提交租用額外設施申請表(表格 3A/3B/3C)，需額外繳付 20% 的附加費。任何於 2025 年 10 月 10 日 後才收到之申請表格一概視作即場申請論，並需額外繳付 50% 的附加費。**



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## Online Submission of Form 1 網上呈交表格一

### Free Listing in Show Directory & Product Photo Promotion 免費於場刊內登載公司資料及提供產品照片作免費宣傳

To save your time and help enhance accuracy, the Show Organiser has set up an online platform for exhibitors to submit the information electronically.

Exhibitors just need to log on to the following online URL path and go through a few simple procedures to complete the submission.

為了讓參展商可更直接、省時和準確呈交以上的表格一，主辦機構特別設計了一個網上呈交平台，閣下祇需登入下列網址及依循操作指示，在相關的網上表格輸入所需資料，即可完成呈交程序。

<http://exhibitor.comasia.net.cn/login.html>

After logging on to the above URL path, please use the designated User Name and Password provided by the Show Organiser to access and complete the online submission.

閣下於登入以上網址後，請使用由主辦機構提供給 貴公司的特定使用者名稱和密碼進入有關網上表格，並按指示完成呈交程序。

### PRODUCT PHOTOS for Free Publicity

#### 提供產品照片 盡享免費宣傳

We can include your product photos in our press releases and buyer newsletters which will be sent out to influential trade publications and prospective buyers attending the show, and being posted on the show website.

Simply submit 3 to 6 product photos (in JPEG format) via the Online Submission Platform URL below by **16<sup>th</sup> September 2025**.

大會為各參展商呈獻一項免費的「參展產品」宣傳服務：透過在本展會的新聞發佈、貿易刊物上的特稿、給買家發送的宣傳函，以及本展會的官方網站上展示及發放，讓 貴公司的產品在展會正式開幕前率先曝光，盡享一個額外的宣傳機會。

敬請 貴公司於 **2025 年 9 月 16 日或之前** 登入以下網址，把 **3-6 張 貴公司精選的產品照片** (註：必須為 JPEG 格式) 及相關資料上載至網上呈交平台。

## Online Submission of Form 2 網上呈交表格二

### Submission of Attendee's Information for Exhibitor Badge

#### 參展商證申請 - 提交出席展會人員資料

所有參展商必須透過以下連結提供所有出席展會人員的姓名、電話號碼及電郵地址，以編製參展商證。請注意，參展商證上將顯示人員姓名，不可轉讓他人使用，展會期間請佩戴參展商證以進出展覽廳。

請通過線上平台提交人員名單，並於 **10 月 5 日後再次登入** 線上平台預先列印參展商證。為確保順暢入場及節省時間，請攜帶實體參展商證到場。

All exhibitors need to provide the names, phone numbers, and email addresses of all personnel attending the exhibition through the link below for exhibitor badge. Please note that exhibitor badges display the attendee's name, are non-transferable, and must be worn at all times to enter and exit the exhibition hall.

Submit your personnel list via the online platform and you can print your exhibitor badges in advance after **5<sup>th</sup> October**. For seamless entry and to save time, please arrive with your physical exhibitor badge.

<http://exhibitor.comasia.net.cn/login.html>





FORM 3A  
Optional  
表格3A  
按需要交回

Deadline  
16th Sept, 2025  
最後呈交日期  
九月十六日



PART 2 • 27-29 / 10 / 2025  
HONG KONG CONVENTION & EXHIBITION CENTRE

Return to請交回:  
Uniplan Hong Kong Limited  
優尼營銷傳播 ( 香港 ) 有限公司  
Level 22, Plaza 228,Wanchai Road, Wanchai, Hong Kong  
香港灣仔灣仔道228號22樓全層

Contact Person & Direct Line聯絡人及直線:  
  
Halls 3F&G 展覽廳3F&G  
  
Ms. Canny Wong 王熙婷小姐 (852) 2294 3640  
Email 電郵: hongkong.msp2.hall3@uniplan.com

Halls 5F&G 展覽廳5F&G  
  
Ms. Christy Man 文子欣 (852) 2294 3618  
Email 電郵: hongkong.msp2.hall5@uniplan.com

Please make a copy for your own record 請自行複印副本, 以作記錄

Official Order Form for Additional Facilities (For Standard Booth Exhibitors Only)  
租用額外設施申請表 (只適用於標準展位參展商)

No.	Description of Facilities 設施名稱	Unit Rate 價格 (3 days 三天)		Qty 數量	Total Amount 金額	
		HK\$ 港幣	US\$ 美元		HK\$ 港幣	US\$ 美元
Additional Facilities 租用額外傢具類設施						
1	Wooden Display Shelf - 1m L x 0.3m W (FLAT) 木層板 (平放)	185.00	24.00			
2	Wooden Display Shelf - 1m L x 0.3m W (SLOPE) 木層板 (斜放)	185.00	24.00			
3	Glass Display Shelf - 1m L x 0.3m W (FLAT) 玻璃層板(平放)	265.00	35.00			
*4	White Pegboard with 30 hooks (1m W x 2.4m H) 長洞洞板連30個掛勾	550.00	72.00			
*5	White Pegboard with 30 hooks (1m W x 1.5m H) (SHORT) 短洞洞板連30個掛勾	550.00	72.00			
	* A HK\$10.00 deposit per hook will be required for the collection of pegboard hooks. The said deposit will be refunded upon the return of hook(s) at the end of the show. 每支掛鉤押金港幣10元，並於撤館歸還全數掛鉤時退回押金。					
6	Information Counter (1m L x 0.5m W x 0.75m H) w/3-Sided Panels 諮詢枱連三面側板	350.00	46.00			
7	Square Table (0.66m L x 0.66m W x 0.75m H) 正方桌	320.00	42.00			
8	Chair 椅子	110.00	15.00			
9	Lockable Cabinet (1m L x 0.5m W x 0.75m H) 帶鎖儲物櫃	520.00	68.00			
10	Ceiling Beam (per metre) 天花橫樑 (每米計算)	75.00	10.00			
11	Single Wall Panel (1m W x 2.5m H) 間格圍板	320.00	42.00			
12	Folding Door with Lock (1m W x 2.5m H) 帶鎖摺門	720.00	94.00			
13	Tall Showcase w/2 nos. Halogen Light (1m L x 0.5m W x 2.5m H) 高身陳列飾櫃連兩盞鹵素射燈	2,200.00	285.00			
14	Low showcase w/ lockable cabinet (1m L x 0.5m W x 1m H) 矮身陳列飾櫃連帶鎖儲物櫃	720.00	94.00			
15	Telephone (Local call) *HK\$900.00 deposit included 電話 (本地) 含*HK\$900 押金	2,250.00	291.00			
16	Telephone (Local + IDD) *HK\$2,800.00 deposit included 電話 (本地及國際長途) 含*HK\$2,800 押金	4,450.00	576.00			
17	2M bps Broadband Internet Service *HK\$4,300.00 deposit included 寬頻上網服務 含*HK\$4,300 押金	6,850.00	886.00			
All orders must be submitted with full payment made payable to "Uniplan Hong Kong Limited" before 16th September, 2025. 此申請表須於 二零二五年九月十六日前連同所需費用交回「優尼營銷傳播 (香港) 有限公司」。 Remarks : Orders without full payment will not be processed. 備註: 未附所需費用之申請概不受理。 All bank charges should be borne by the payer. 所有銀行手續費用需由付款人支付。  Name of Bank : The Hongkong and Shanghai Banking Corporation Ltd. 銀行名稱: 香港上海滙豐銀行有限公司 Bank Address : 1 Queen's Road, Central, Hong Kong 銀行地址: 香港皇后大道中1號 Payee Name : Uniplan Hong Kong Limited 受款人: 優尼營銷傳播 (香港) 有限公司 A/C No. 戶口號碼: 567-214283-001 (HKD 港元) 567-214283-274 (USD美元) Swift Code : HSBCHKHCHKH						
		Sub-total 小計				
		20% surcharge for late order received after 16th Sept, 2025 九月十六日後申請20% 逾期附加費				
		50% surcharge for late order received after 10th Oct, 2025 十月十日後申請50% 逾期附加費				
		Total Amount 總金額				

Company Name 公司名稱 : \_\_\_\_\_


Contact Person 聯絡人 : \_\_\_\_\_Booth No. 攤位編號 : \_\_\_\_\_

Tel. 電話 : \_\_\_\_\_Fax 傳真 : \_\_\_\_\_

Signature & Company Chop  
簽署及公司印章 : \_\_\_\_\_Date 日期 : \_\_\_\_\_

FORM 3B  
Optional  
表格3B  
按需要交回

Deadline  
16th Sept, 2025  
最後呈交日期  
九月十六日



PART 2 • 27-29 / 10 / 2025  
HONG KONG CONVENTION & EXHIBITION CENTRE

Return to請交回:  
Uniplan Hong Kong Limited  
優尼營銷傳播 ( 香港 ) 有限公司  
Level 22, Plaza 228,Wanchai Road, Wanchai, Hong Kong  
香港灣仔灣仔道228號22樓全層

Contact Person & Direct Line聯絡人及直線:  
  
Halls 3F&G 展覽廳3F&G  
  
Ms. Canny Wong 王熙婷小姐 (852) 2294 3640  
Email 電郵: hongkong.msp2.hall3@uniplan.com  
  
Halls 5F&G 展覽廳5F&G  
  
Ms. Christy Man 文子欣 (852) 2294 3618  
Email 電郵: hongkong.msp2.hall5@uniplan.com

Please make a copy for your own record 請自行複印副本, 以作記錄

Official Order Form for Additional Facilities (For Standard Booth Exhibitors Only)  
租用額外設施申請表 (只適用於標準展台參展商)

No.	Description of Facilities 設施名稱	Unit Rate 價格 (3 days 三天)		Qty 數量	Total Amount 金額	
		HK\$ 港幣	US\$ 美元		HK\$ 港幣	US\$ 美元
	<b>Additional Electricity Supply, Lightings 租用額外供電及照明設施</b>					
1	Square Pin Socket (220V) Max. 500W for one electrical appliance only (NOT FOR LIGHTING CONNECTION) 只供一件電器用之 <b>500</b> 瓦特電源方腳插座 <b>[220伏特]</b> (不可用於照明裝置)	450.00	59.00			
2	Square Pin Socket (220V) Max. 1,000W for one electrical appliance only (NOT FOR LIGHTING CONNECTION) 只供一件電器用之 <b>1,000</b> 瓦特電源方腳插座 <b>[220伏特]</b> (不可用於照明裝置)	950.00	123.00			
3	Spotlight 23 watt Energy Saving Lamp (Yellow Light) 短臂射燈 23瓦特節能燈 (黃光)	360.00	47.00			
4	Longarm Spotlight 23 watt Energy Saving Lamp (Yellow Light) 長臂射燈 23瓦特節能燈 (黃光)	360.00	47.00			
5	Fluorescent Tube 40W 40瓦特光管	365.00	48.00			
6	Floodlight 300W (Yellow Light) 300瓦特鹵素泛光燈 [俗稱小太陽] (黃光)	810.00	105.00			
7	Floodlight 500W (Yellow Light) 500瓦特鹵素泛光燈 [俗稱小太陽] (黃光)	920.00	120.00			
8	HQI Light 70W (White Light) 70瓦特HQI白光燈	1,200.00	156.00			
9	HQI Light 150W (White Light) 150瓦特HQI白光燈	1,400.00	182.00			
10	HQI Light 250W (White Light) 250瓦特HQI白光燈	1,550.00	201.00			
11	Halogen Tracklight 50W 50瓦特鹵素路軌石英燈	480.00	63.00			
#12	Lighting Connection 100W 100瓦特電線接駁及供電 (以每個燈頭 100 瓦特為限)	270.00	35.00			
#13	Lighting Connection 200W 200瓦特電線接駁及供電 (以每個燈頭 200 瓦特為限)	360.00	47.00			
#14	Lighting Connection 300W 300瓦特電線接駁及供電 (以每個燈頭 300 瓦特為限)	450.00	59.00			
#15	500W Square-Pin Power Socket (220V) for Lighting Connections AND Power Supply to Electrical Machines 供電燈接線及小型電器用之 500瓦特電源方腳插座 (220伏特)	1,500.00	195.00			
#16	1,000W Square-Pin Power Socket (220V) for Lighting Connections AND Power Supply to Electrical Machines 供電燈接線及小型電器用之 1,000瓦特電源方腳插座 (220伏特)	2,950.00	382.00			
#17	2,000W Square-Pin Power Socket (220V) for Lighting Connections AND Power Supply to Electrical Machines 供電燈接線及小型電器用之 2,000瓦特電源方腳插座 (220伏特)	5,600.00	725.00			
	<u>For item #12 to #17, exhibitors must have their own Hong Kong qualified electricians. The Official Stand Contractor will not provide installation and connection services for these items.</u> Total power consumption shall not exceed the current specified. Please note that all electricians working in the exhibition hall must comply with the subsidiary regulation in the Government Electricity Ordinance - Electricity (Registration). The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements. <b>#12至#17</b> 項設施，參展商必須聘用在本地香港持牌電工，大會指定展台承建商不提供上述項目之安裝及接線服務。參展商不可使用超過上述指標的總電量。所有在館內施工之電工必須遵守香港特別行政區政府電力條例的電力註冊規定，如電工未能配合上述規例要求，即其僱主須負責賠償因此引起之一切損失。					
All orders must be submitted with full payment made payable to "Uniplan Hong Kong Limited" before 16th September, 2025. 此申請表須於 二零二五年九月十六日前連同所需費用交回「優尼營銷傳播 (香港) 有限公司」。 Remarks : Orders without full payment will not be processed. 備註: 未附所需費用之申請概不受理。 All bank charges should be borne by the payer. 所有銀行手續費用需由付款人支付。  Name of Bank : The Hongkong and Shanghai Banking Corporation Ltd. 銀行名稱: 香港上海滙豐銀行有限公司 Bank Address : 1 Queen's Road, Central, Hong Kong 銀行地址: 香港皇后大道中1號 Payee Name : Uniplan Hong Kong Limited 受款人: 優尼營銷傳播 (香港) 有限公司 A/C No. 戶口號碼 : 567-214283-001 (HKD 港元) 567-214283-274 (USD美元) Swift Code : HSBCHKHHHKH						
		Sub-total 小計				
		20% surcharge for late order received after 16th Sept, 2025 九月十六日後申請20% 逾期附加費				
		50% surcharge for late order received after 10th Oct, 2025 十月十日後申請50% 逾期附加費				
		Total Amount 總金額				

Company Name 公司名稱 : \_\_\_\_\_

Contact Person 聯絡人 : \_\_\_\_\_ Booth No. 攤位編號 : \_\_\_\_\_

Tel. 電話 : \_\_\_\_\_ Fax 傳真 : \_\_\_\_\_

Signature & Company Chop  
簽署及公司印章 : \_\_\_\_\_ Date 日期 : \_\_\_\_\_

FORM 3C  
Compulsory  
表格3C  
必須交回

Deadline  
16th Sept, 2025  
最後呈交日期  
九月十六日



PART 2 • 27-29 / 10 / 2025  
HONG KONG CONVENTION & EXHIBITION CENTRE

Return to請交回:  
Uniplan Hong Kong Limited  
優尼營銷傳播（香港）有限公司  
Level 22, Plaza 228,Wanchai Road, Wanchai, Hong Kong  
香港灣仔灣仔道228號22樓全層

Contact Person & Direct Line聯絡人及直線:  
Halls 3F&G 展覽廳3F&G  
  
Ms. Canny Wong 王熙婷小姐 (852) 2294 3640  
Email 電郵: hongkong.msp2.hall3@uniplan.com  
  
Halls 5F&G 展覽廳5F&G  
  
Ms. Christy Man 文子欣 (852) 2294 3618  
Email 電郵: hongkong.msp2.hall5@uniplan.com

Please make a copy for your own record 請自行複印副本,以作記錄

Official Order Form for Electricity Supply Facilities (For Raw Space Exhibitors Only)  
租用供電設施申請表 (只適用於淨地展台參展商)

No.	Description of Facilities 設施名稱	Unit Rate 價格 (3 days 三天)		Qty 數量	Total Amount 金額	
		HK\$ 港幣	US\$ 美元		HK\$ 港幣	US\$ 美元
	<b>Electricity Supply 租用供電設施</b>					
001	15 Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Appliances 供電燈接線及小型電器用之15 安培 單相 配電總制	6,400.00	828.00			
002	30 Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Appliances 供電燈接線及小型電器用之30 安培 單相 配電總制	11,700.00	1,514.00			
003	15 Amp Three Phase (380V) for Lighting Connections AND Power Supply to Electrical Appliances 供電燈接線及小型電器用之15 安培 三相 配電總制	17,500.00	2,264.00			
004	30 Amp Three Phase (380V) for Lighting Connections AND Power Supply to Electrical Appliances 供電燈接線及小型電器用之30 安培 三相 配電總制	32,000.00	4,140.00			
005	60 Amp Three Phase (380V) for Lighting Connections AND Power Supply to Electrical Appliances 供電燈接線及小型電器用之60 安培 三相 配電總制	60,300.00	7,801.00			
006	Telephone (Local call) *HK\$900.00 deposit included 電話 (本地) 含*HK\$900 押金	2,250.00	291.00			
007	Telephone (Local + IDD) *HK\$2,800.00 deposit included 電話 (本地及國際長途) 含*HK\$2,800 押金	4,450.00	576.00			
008	2M bps Broadband Internet Service *HK\$4,300.00 deposit included 2M bps 寬頻上網服務 含*HK\$4,300 押金	6,850.00	886.00			

Exhibitors must have their own Hong Kong qualified electricians. The Official Stand Contractor will not provide installation and connection services for the above 001 -005 items. Total Power consumption shall not exceed the current specified. Please note that all electricians working in the exhibition hall must comply with the subsidiary regulation in the Government Electricity Ordinance - Electricity (Registration). The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements. The license of the electrician and the employer must be submitted to the Stand Subcontractors accompanied with this order form. No separate order for individual power sockets will be entertained. Exhibitors should take full responsibility for daily on/off their own main switches and maintenance.

參展商如選擇以上 001-005 的設施，必須聘用在本地香港持牌電工。大會指定展台承建商不提供上述項目之安裝及接駁服務。參展商不可使用超過上述指標的總電量。所有在館內施工之電工必須遵守香港特別行政區政府電力條例的電力註冊規定，如電工未能配合上述規例要求，即其僱主須負責賠償因此引起之一切損失。參展商須於遞交此表格時連同所聘用的電力工人及公司牌照副本。淨地參展商採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。參展商須負責其攤位每日之配電總制開關及維修。

All orders must be submitted with full payment made payable to "Uniplan Hong Kong Limited" before 16th September, 2025.  
此申請表須於 二零二五年九月十六日前連同所需費用交回「優尼營銷傳播（香港）有限公司」。  
Remarks : Orders without full payment will not be processed.  
備註：未附所需費用之申請概不受理。  
All bank charges should be borne by the payer.  
所有銀行手續費用需由付款人支付。

Name of Bank : The Hongkong and Shanghai Banking Corporation Ltd.  
銀行名稱：香港上海滙豐銀行有限公司  
Bank Address : 1 Queen's Road, Central, Hong Kong  
銀行地址：香港皇后大道中1號  
Payee Name : Uniplan Hong Kong Limited  
受款人：優尼營銷傳播（香港）有限公司  
A/C No. 戶口號碼：567-214283-001 (HKD 港元)      567-214283-274 (USD美元)  
Swift Code : HSBCHKHHHKH

Sub-total 小計

20% surcharge for late order received after 16th Sept, 2025  
九月十六日後申請20% 逾期附加費

50% surcharge for late order received after 10th Oct, 2025  
十月十日後申請50% 逾期附加費

Total Amount 總金額

Company Name 公司名稱：\_\_\_\_\_

Contact Person 聯絡人：\_\_\_\_\_Booth No. 攤位編號：\_\_\_\_\_

Tel. 電話：\_\_\_\_\_Fax 傳真：\_\_\_\_\_

Signature & Company Chop 簽署及公司印章：\_\_\_\_\_Date 日期：\_\_\_\_\_



## Conditions of Order for FORM 3 / (表格三) 一般守則

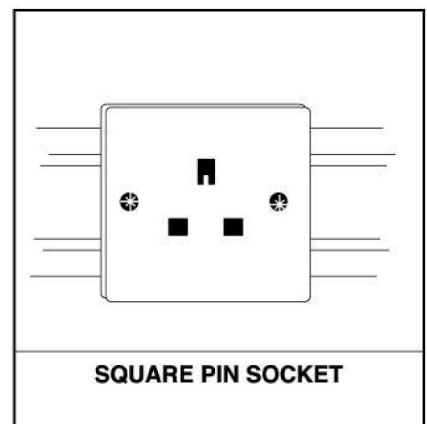
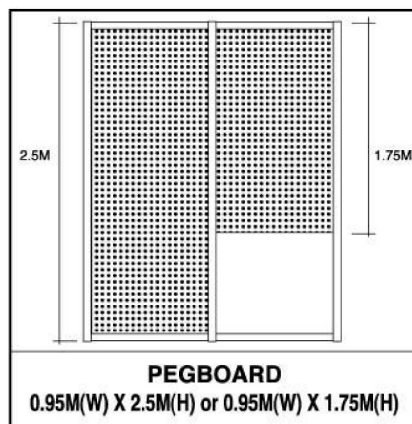
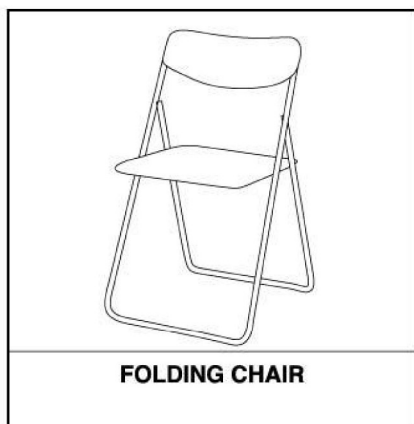
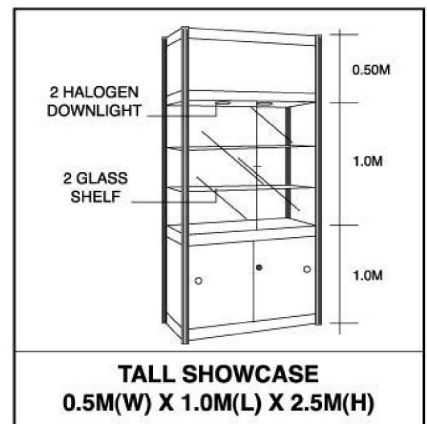
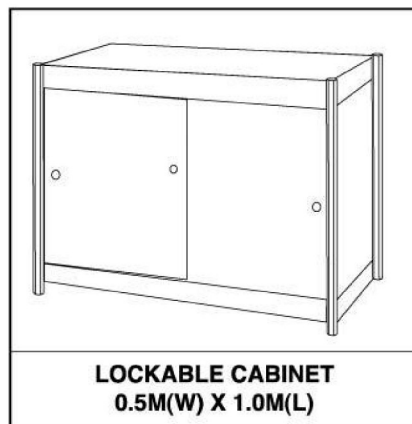
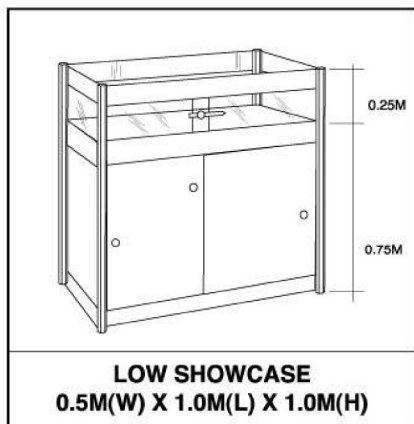
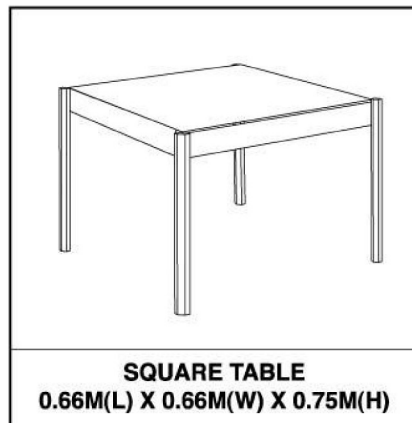
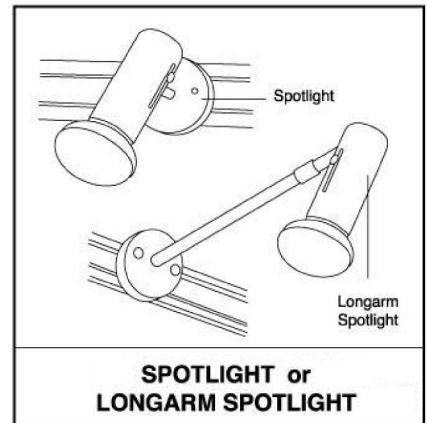
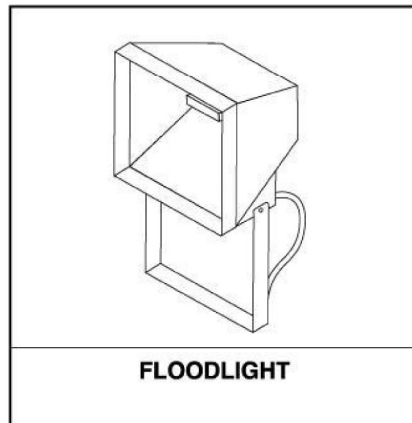
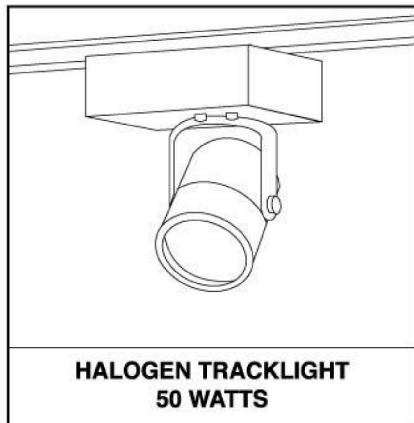
- 1) All dimensions are in metres, L=length, W=width, H=height, D=depth.
- 2) All rental orders for the facilities and equipment should be submitted to the Official Stand Contractor before the specified deadlines, otherwise a 20% surcharge will be levied on the basic rates. Moreover, orders submitted after 10th October, 2025 and on-site orders (if accepted) are subject to a 50% surcharge on the basic rates.
- 3) All rental orders for services / equipment / booth facilities should be submitted with full payment together with any damage / security deposit if necessary. Orders without the required payment(s) will not be entertained.
- 4) All equipment / booth facilities provided by the Official Stand Contractor shall only be utilised within the Venue exclusively for the Exhibition.
- 5) Provisions of any services / equipment / booth facilities by the Official Stand Contractor are subject to their availability at the time of ordering. Orders will be entertained on a "first-come, first-served" basis. However, the Organiser and Official Stand Contractor reserve the right not to entertain any orders received, and in such cases the users will be notified and payment cheque will be returned or refunded.
- 6) If by reason of force majeure, labour difficulties, shortages of materials or any other cause outside the control of Official Stand Contractor who is unable to provide all or any of the services or equipment or booth facilities ordered during the whole or any part of the duration of the Exhibition, hirer's right shall be limited to the return of a corresponding proportion of the charges paid for such undelivered services or equipment or booth facilities.
- 7) Hirer shall be responsible for returning all rented equipment and related materials to the Official Stand Contractor within one hour on the last show day following the close of the Exhibition.
- 8) Hirer shall use the equipment in a careful and proper manner and in accordance with the Rules and Regulations issued by the Organiser. Hirer is not allowed to make any alterations, modifications, attachments and / or additions to the equipment / booth facilities rented.
- 9) Hirer shall be liable to any loss or damage to the equipment arising from the hirer's negligence, unintentional act, unauthorised maintenance or other cause within the reasonable control of the hirer, its representative, employees, agents or invitees. In the event of any loss or damage to the equipment for which the hirer is liable, the hirer shall reimburse the Official Stand Contractor for all cost incurred for repair or replacement.
- 10) Hirer shall be in default hereunder if hirer fails to pay any charges when due or any other indebtedness or fails to return the equipment / booth facilities to the Official Stand Contractor after use.
- 11) At any time after the hirer's default, the Official Stand Contractor may terminate the rental services, by notice to hirer and repossess the equipment / booth facilities. Hirer shall remain liable to all unpaid charges and the Official Stand Contractor may apply and retain all or a portion of the hirer's security / damager deposit as may be necessary to compensate the Official Stand Contractor for any unpaid charges or damages and expenses incurred on account of such default; or the Official Stand Contractor may exercise any other rights occurring to a less or under any applicable law upon a default by the hirer.
- 12) Hirer must ensure that the additional bank handling charges are included on top of the telegraphic transfer of remitted payments for an order.

- 1) 申請表格內長、闊、高及深等量度尺寸, 全以米為單位。
- 2) 所有租用服務及設施的表格, 須於截止申請日期前交回大會指定展台承建商, 否則會在基本費用外加收 20% 附加費。此外, 在 2025 年 10 月 10 日之後才提交的申請或即場租借申請(如獲接納), 最少將加收基本費用的 50%。
- 3) 所有租用服務/設施申請表, 必須連同全部費用一併交回, 及在需要時加付保障/損壞保金。任何不連款項的申請表, 概不受理。
- 4) 由大會指定展台承建商提供的所有設施, 只供在本展覽會場專用。
- 5) 大會指定展台承建商能否提供參展商所需的服務/設施, 要視乎接到申請時有關服務/設施是否仍可供租用。申請將以「先到先得」的方式處理, 但大會指定展台承建商保留不接納任何申請的權利, 遇此情況時當通知申請者, 並退回支票或款項。
- 6) 如因不可抗力、勞工問題、物資短缺或其他非大大會指定展台承建商所能控制的因素, 致使大會指定展台承建商不能在展會期間提供已申請租用的部份或全部服務或設施, 承租人只能就未能提供之服務或設施按比例取回已付出的服務或設施費用; 而已完成安裝設施和已提供服務的部份將不作退款。
- 7) 承租人須負責在展覽會最後一天結束後一小時內, 將所有租用的設備及有關物料交回大會指定展台承建商。
- 8) 承租人必須謹慎而正確地使用有關設施, 遵守大會指定展台承建商定下的條款和規則, 不得擅自更改設施的結構和用途或增添附加裝置。
- 9) 因承租人的疏忽、非蓄意行為, 未經許可的維修或租用者、其代表、僱員、代理人或所邀請訪客在可以控制的情況下對設施造成的損毀, 承租人必須承擔賠償責任。大會指定展台承建商因此而需更換設施或作出維修所引致的費用, 須由承租人繳付。
- 10) 承租人如未能如期繳款、償付其他欠款或於設施使用完畢後未能交回大會指定展台承建商, 一概作違約論。
- 11) 承租人違約, 大會指定展台承建商可在發出通知後, 終止提供的租賃服務, 收回租出的設施, 而承租人仍須負責所有未付款項。主辦機構及大會指定展台承建商在必要時, 有權扣除承租人所繳交的部份或全部保障/損壞賠償按金, 或根據法例行使其他索償權利。
- 12) 如承租人以電匯繳付款項, 必須確保已包括另加付的銀行手續費用在內。



## ADDITIONAL ITEMS FOR RENTAL

### 額外設施圖



For reference only, subject to change if necessary

只供參考，如有需要，隨時作出更改。

**PART 2 • 27-29 / 10 / 2025**

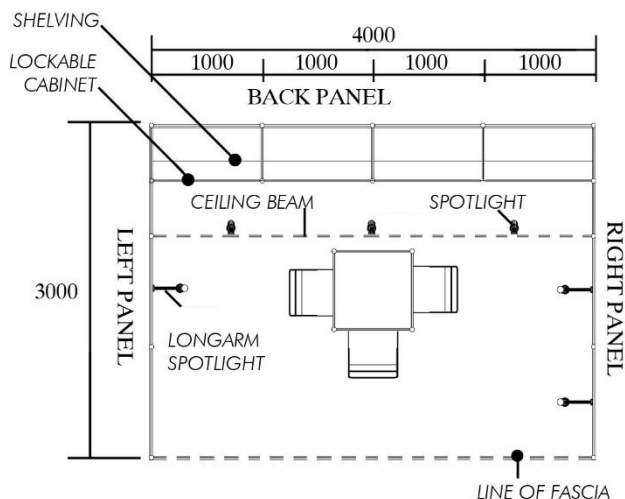
HONG KONG CONVENTION & EXHIBITION CENTRE

## FURNISHED STAND SPECIFICATIONS

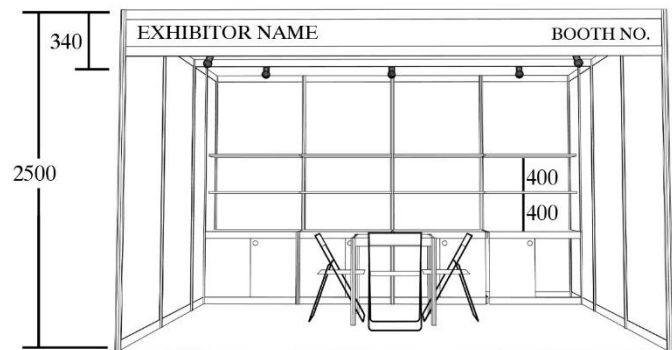
### 標準展覽攤位規格

#### Furnished Shell Scheme 3m(D) x 4m(W)

標準攤位 三米(深) x 四米(闊)



**PLAN VIEW**



**PERSPECTIVE VIEW**

\* All dimensions in mm

#### **Booth Facilities**

- Fascia
- Wall Panels
- Carpet
- 3 Long-arm Spotlights
- 3 Spotlights
- 1 Square Table
- 3 Chairs
- 4-metre Lockable Cabinets
- 8-metre Display Shelves
- 4-metre Ceiling Beam

#### **攤位設施**

- 公司招牌板
- 圍板
- 地毯
- 三枝長臂射燈
- 三枝射燈
- 一張方檯
- 三張椅子
- 四米帶鎖儲物櫃
- 八米陳列層板
- 四米天花橫樑鋁條

**PART 2 • 27-29 / 10 / 2025**

HONG KONG CONVENTION & EXHIBITION CENTRE

## FURNISHED STAND SPECIFICATIONS

### 標準展覽攤位規格

(For Stationery Category Only 只適用於文具及辦公室用品類別)

**Furnished Shell Scheme 3m(D) x 4m(W)**

標準攤位 三米(深) x 四米(闊)



#### PERSPECTIVE VIEW

\* All dimensions in mm

##### **Booth Facilities**

- Fascia
- Wall Panels
- Carpet
- 3 Long-arm Spotlights
- 3 Spotlights
- 1 Square Table
- 3 Chairs
- 4-metre Lockable Cabinets
- 8-metre Display Shelves
- 4-metre Ceiling Beam
- 1 Tall Showcase

##### **攤位設施**

- 公司招牌板
- 圍板
- 地毯
- 三枝長臂射燈
- 三枝射燈
- 一張方檯
- 三張椅子
- 四米帶鎖儲物櫃
- 八米陳列層板
- 四米天花橫樑鋁條
- 一高身陳列飾櫃

**FORM 4**  
**Compulsory**  
表格四  
必須交回

**Deadline**  
**16th Sept,**  
**2025**  
最後呈交日期  
九月十六日



**PART 2 • 27-29/10/2025**  
HONG KONG CONVENTION & EXHIBITION CENTRE

**Return to 請交回:**

**Uniplan Hong Kong Limited**  
優尼營銷傳播(香港)有限公司  
Level 22, Plaza 228, Wanchai Road,  
Wanchai, Hong Kong  
香港灣仔灣仔道 228 號 22 樓全層

**Contact Person & Direct Line 聯絡人及直線:**  
Halls 3F&G Ms. Canny Wong 王熙婷小姐  
展覽廳 3F&G (852) 2294 3640

**Email 電郵: hongkong.msp2.hall3@uniplan.com**

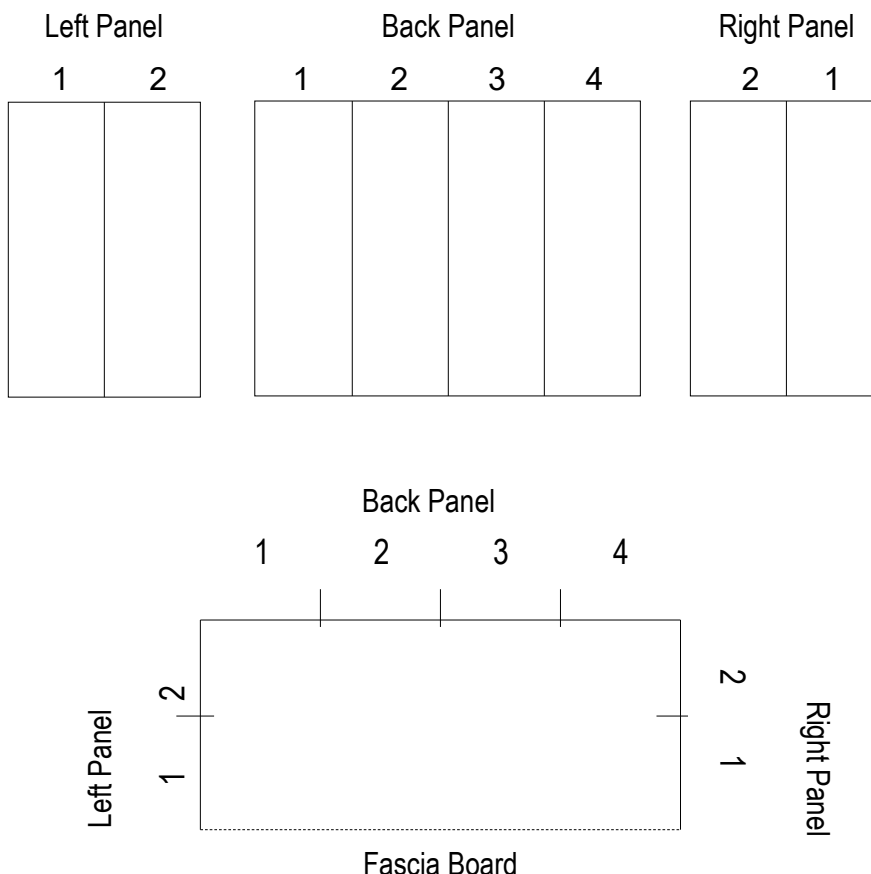
Halls 5F&G Ms. Christy Man 文子欣小姐  
展覽廳 5F&G (852) 2294 3618

**Email 電郵: hongkong.msp2.hall5@uniplan.com**

Please make a copy for your own record  
請自行複印副本·以作記錄

**Basic Facilities / Additional Facilities Indication Form**  
**基本設施及額外設施位置圖**  
**2m (D) x 4m (W)**

<b>Common Key Symbols</b>	
<b>For General Facilities:</b>	
Flat Shelf	
Slope Shelf	
Glass Shelf	
Lockable Cabinet	
Pegboard	
<b>For Electrical Items:</b>	
Spotlight	
Longarm Spotlight	
HQI (White)	
Floodlight (Yellow)	
Square Pin Socket	



Company Name 公司名稱: \_\_\_\_\_

Booth No. 攤位編號: \_\_\_\_\_

Contact Person 聯絡人: \_\_\_\_\_ Tel. 電話: \_\_\_\_\_

Signature & Company Chop

簽署及公司印章: \_\_\_\_\_ Date 日期: \_\_\_\_\_



**FORM 4**  
**Compulsory**  
表格四  
必須交回

**Deadline**  
**16th Sept,**  
**2025**  
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九月十六日



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**Basic Facilities / Additional Facilities Indication Form**  
**基本設施及額外設施位置圖**  
**3m (D) x 4m (W)**

**Common Key Symbols**

**For General Facilities:**

Flat Shelf	Slope Shelf	Glass Shelf	Lockable Cabinet	Pegboard
------------	-------------	-------------	------------------	----------

Left Panel

1	2	3

Back Panel

1	2	3	4

Right Panel

3	2	1

**For Electrical Items:**

Spotlight	
Longarm Spotlight	
HQI (White)	
Floodlight (Yellow)	
Square Pin Socket	

Back Panel

	1	2	3	4	
Left Panel	3				Right Panel
	2				
	1				

Fascia Board

Company Name 公司名稱: \_\_\_\_\_

Booth No. 攤位編號: \_\_\_\_\_

Contact Person 聯絡人: \_\_\_\_\_ Tel. 電話: \_\_\_\_\_

Signature & Company Chop

簽署及公司印章: \_\_\_\_\_ Date 日期: \_\_\_\_\_

**FORM 4**  
**Compulsory**  
表格四  
必須交回

**Deadline**  
**16th Sept,**  
**2025**  
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**PART 2 • 27-29 / 10 / 2025**  
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**Basic Facilities / Additional Facilities Indication Form**  
**基本設施及額外設施位置圖**

**Common Key Symbols**

**For General Facilities:**

**3m (D) x 8m (W)**

Flat Shelf	Slope Shelf	Glass Shelf	Lockable Cabinet	Pegboard
------------	-------------	-------------	------------------	----------

Left Panel

Back Panel

Right Panel

1	2	3

1	2	3	4	5	6	7	8

3	2	1

**For Electrical Items:**

Spotlight	
Longarm Spotlight	
HQI (White)	
Floodlight (Yellow)	
Square Pin Socket	

		Back Panel									
		1	2	3	4	5	6	7	8		
Left Panel	3									3	Right Panel
	2										
	1										

Fascia Board

Company Name 公司名稱: \_\_\_\_\_

Booth No. 攤位編號: \_\_\_\_\_

Contact Person 聯絡人: \_\_\_\_\_ Tel. 電話: \_\_\_\_\_

Signature & Company Chop


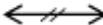



簽署及公司印章: \_\_\_\_\_ Date 日期: \_\_\_\_\_

<p><b>FORM 4</b> <b>Compulsory</b> 表格四 必須交回</p>	<div style="text-align: center;">   <p><b>PART 2 • 27-29 / 10 / 2025</b> HONG KONG CONVENTION &amp; EXHIBITION CENTRE</p> </div>	<p><b>Return to 請交回:</b>  <b>Uniplan Hong Kong Limited</b>          優尼營銷傳播(香港)有限公司          Level 22, Plaza 228, Wanchai Road, Wanchai, Hong Kong          香港灣仔灣仔道 228 號 22 樓全層</p> <p><b>Contact Person &amp; Direct Line 聯絡人及直線:</b></p> <p><b>Halls 3F&amp;G 展覽廳 3F&amp;G</b>  <b>Ms. Canny Wong 王熙婷小姐 (852) 2294 3640</b>          Email 電郵: <a href="mailto:hongkong.msp2.hall3@uniplan.com">hongkong.msp2.hall3@uniplan.com</a></p> <p><b>Halls 5F&amp;G 展覽廳 5F&amp;G</b>  <b>Ms. Christy Man 文子欣 (852) 2294 3618</b>          Email 電郵: <a href="mailto:hongkong.msp2.hall5@uniplan.com">hongkong.msp2.hall5@uniplan.com</a></p>
<p><b>Deadline</b>  <b>16th Sept, 2025</b>          最後呈交日期          九月十六日</p>		

Please make a copy for your own record 請自行複印副本，以作記錄

**Basic Facilities / Additional Facilities Indication Form 基本設施及額外設施位置圖 6m (D) x 8m (W)**






Common Key Symbols  
For General Facilities:

Flat Shelf 	Slope Shelf 	Glass Shelf 	Lockable Cabinet 	Pegboard 
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<p>Left Panel</p> <p>1 2 3 4 5 6</p> <table border="1" style="width: 100%; height: 150px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>							<p>Back Panel</p> <p>1 2 3 4 5 6 7 8</p> <table border="1" style="width: 100%; height: 150px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>									<p>Right Panel</p> <p>6 5 4 3 2 1</p> <table border="1" style="width: 100%; height: 150px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>						

**For Electrical Items:**

Spotlight 	Longarm Spotlight 	HQI (White) 	Floodlight (Yellow) 	Square Pin Socket 
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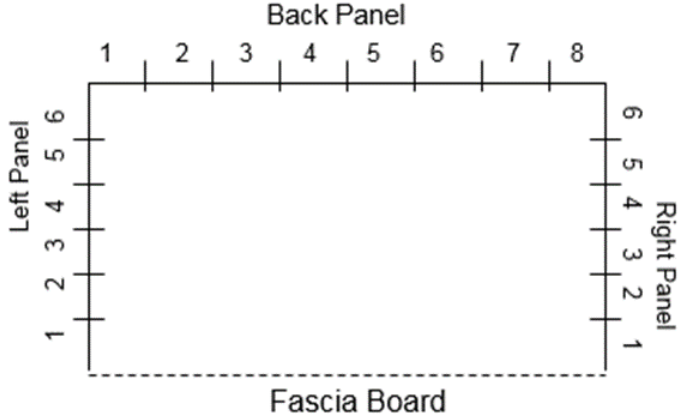
Company Name 公司名稱: \_\_\_\_\_

Booth No. 攤位編號: \_\_\_\_\_

Contact Person 聯絡人: \_\_\_\_\_ Tel. 電話: \_\_\_\_\_

Signature & Co. Chop: \_\_\_\_\_ Date 日期: \_\_\_\_\_

簽名及公司印章



**FORM 5**  
**Compulsory**  
**表格五**  
**必須交回**

**Deadline**  
**16th Sept,**  
**2025**  
**最後呈交日期**  
**九月十六日**



**PART 2 • 27-29/10/2025**  
HONG KONG CONVENTION & EXHIBITION CENTRE

**Return to 請交回:**

Uniplan Hong Kong Limited  
優尼營銷傳播(香港)有限公司  
Level 22, Plaza 228, Wanchai Road,  
Wanchai, Hong Kong  
香港灣仔灣仔道 228 號 22 樓全層

**Contact Person & Direct Line 聯絡人及直線:**

Halls 3F&G Ms. Canny Wong 王熙婷小姐  
展覽廳 3F&G (852) 2294 3640

**Email 電郵:** [hongkong.msp2.hall3@uniplan.com](mailto:hongkong.msp2.hall3@uniplan.com)

Halls 5F&G Ms. Christy Man 文子欣小姐  
展覽廳 5F&G (852) 2294 3618

**Email 電郵:** [hongkong.msp2.hall5@uniplan.com](mailto:hongkong.msp2.hall5@uniplan.com)

Please make a copy for your own record

請自行複印副本，以作記錄

**Raw Space / Early Move-in For Decoration - Exhibitor Submission Form**

**展覽淨地 / 要求提早佈置展台申報表格**

**1. Exhibitor Information 參展商資料**

Company Name 公司名稱: \_\_\_\_\_

Booth No. 攤位編號: \_\_\_\_\_

Booth Size 攤位面積: \_\_\_\_\_ Dimensions 尺寸: \_\_\_\_\_ m 米 x \_\_\_\_\_ m 米

Contact Person 聯絡人: \_\_\_\_\_ Position 職位: \_\_\_\_\_

Tel. 電話: \_\_\_\_\_ Email 電郵: \_\_\_\_\_

**2. Contractor Information 承建商資料**

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

**(必須委聘本地符合資格的承建商設計及蓋建展台。)**

Name of Contractor 承建商名稱: \_\_\_\_\_

Contact Person 聯絡人: \_\_\_\_\_ Position 職位: \_\_\_\_\_

Address 地址: \_\_\_\_\_

Tel 電話: \_\_\_\_\_ Mobile Phone 手提電話: \_\_\_\_\_ Email 電郵: \_\_\_\_\_

On-site Supervisor's Name

On-site Supervisor Mobile Phone No.:

現場負責人姓名: \_\_\_\_\_ 現場負責人電話: \_\_\_\_\_

**3. Electrical Contractor 電力裝置承建商**

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

Name of Contractor 承建商名稱: \_\_\_\_\_

Registration No. 電力註冊編號: \_\_\_\_\_

Contact Person 聯絡人: \_\_\_\_\_ Position 職位: \_\_\_\_\_

Address 地址: \_\_\_\_\_

Tel. 電話: \_\_\_\_\_ Mobile Phone 手提電話: \_\_\_\_\_ Email 電郵: \_\_\_\_\_

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

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

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

\*\* This form must be returned to the Official Stand Contractor **no later than 16<sup>th</sup> September, 2025.**

此表格必須在 二零二五年九月十六日或以前 交回大會指定展台承建分判商。

Signature & Company Chop

簽署及公司印章：

Date 日期：



# Special Notes For Form 5

(Please refer to Exhibitor Manual for more details)

## 1. Booth Layout Plans & Design Proposals

Booth layout drawings, plans and design proposals must be submitted to the Official Stand Contractor for approval **no later than 16 September, 2025**. Drawings submitted must be in a scale of not smaller than 1:100 with full dimensions and they must contain such information as the floor plan, stand elevation, telephone/broadband internet installation, electrical fittings, audio-visual equipment, colours and materials to be used, etc.

## 2. Height Limit

No stand decoration, stand fittings or exhibits shall exceed 4 metres in height, unless prior approval in writing has been sought from the Organiser, the Official Stand Contractor and/ or the Official Stand Contractor. For any structure exceeding the height limit of 3 metres, a safety certificate issued by **a Registered Structural Engineer ("RSE")** must be provided to the Official Stand Contractor before the opening of the exhibition. Please note that there are varied maximum booth height for different halls or ancillary areas. We recommend the Exhibitor to seek advice from the Official Stand Contractor for more information. For booths located within  $\pm 500\text{mm}$  area under the hall's smoke curtain, the maximum allowable height is 2.5 or 3 metres as per below specifications. The Official Stand Contractor will notify and alert the concerned exhibitors individually about the height limits.

Booths under Smoke Curtains in	Maximum Booth Height
Hall 3FG, Hall 5FG	2.5 metres

## 3. Hanging Structures & Trusses

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

## 4. Two-Storey Structures

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

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

## 5. Electricity

All electrical works shall only be carried out at Exhibitors' expenses by the electrical contractors appointed by the Official Stand Contractor. Design plans or proposals for electrical installation together with aforementioned stand design proposals must be submitted to the Official Stand Contractor for approval **before 16<sup>th</sup> September 2025**. Electricity will be supplied in 220 volt ( $\pm 6\%$ ), single phase, 50Hz or 380 volt ( $\pm 6\%$ ), three-phase, 50Hz. One electric socket only serves one electrical appliance. All electrical fittings and wiring must be installed in compliance with Electricity (Wiring) Regulations of the Hong Kong Electricity Ordinance (Chapter 406).

In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a qualified electrical worker from a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Stand Contractor by 1500hrs on **26<sup>th</sup> October 2025**. Failure to provide the properly certified Form WR1 by 2200 hrs on that day will result in suspension of electricity supply for the stand throughout the show period.

## 6. Fire Precautions / Fire Service Certificate

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

For all stands with two-storey structures, one functional extinguisher must be available at a conspicuous spot within the assigned booth area during the construction and show period.

A documented proof of fire safety compliance for all raw space stands using combustible materials shall conform to the standards acceptable to the Director of Fire Services; or shall be brought up for treatment with a fire-retardant paint or solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect must be submitted to the Official Stand Contractor by 1500hrs on **26<sup>th</sup> October 2025**.

7. **a. Exhibitor-Appointed Contractor**

Raw space exhibitors should appoint competent local contractors to design and construct their stands. Exhibitors should provide the names of their appointed contractors, contact persons, telephone and address information to the Official Stand Contractor by using **FORM 5** for approval. The Official Stand Contractor reserves the right to withhold approval to any exhibitor-appointed contractors, based on results of evaluating their past record in discipline, safety, etc. Exhibitors requiring assistance in appointing contractors for their custom-built stands can contact the Official Stand Contractor directly.

**b. Construction Industry Safety Training Certificate**

The Hong Kong Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA) and the operator of the Hong Kong Convention and Exhibition Centre (HKCEC) have concurrently agreed to endorse the Contractor Green Card System at the HKCEC. All contractors and their workers entering the HKCEC for construction works are required to obtain the Construction Industry Safety Training Certificates (also known as "Green Card"). The main objective is to ensure that mandatory basic safety training has been provided to contractors before working at the HKCEC. All stand fitting contractors must acquire the aforementioned certificates (cards) and have them properly displayed while working inside the HKCEC. The HKCEC's security will have the rights to refuse entry or remove personnel who fail to provide valid credentials. Please feel free to contact the Event Planning & Coordination Department (EPC) of the HKCEC at [hkcecepc@hkcec.com](mailto:hkcecepc@hkcec.com) or (852) 2582 8888 should you need further assistance.

**c. Insurance**

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

In addition, exhibitor-appointed contractors are obligated to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover liabilities both under the ECO and the common law for injuries at work in respect of all their employees, irrespective of the length of employment contract or working hours, full time or part time, permanent or temporary employment. Inspectors from Labour Department are authorised to check the contractors working in the HKCEC at all reasonable times under section 72(1) of Employment Ordinance, section 45(1) of Employees' Compensation Ordinance and section 17L(1) of Immigration Ordinance. Relevant records and documents should be provided for checking and inspection as required.

The insurance liability should fully cover all periods throughout the Move-in Day, Show Days, Move-out Day and booth dismantle period (i.e. from 25 to 30 October, 2025).

# (表格五)特別注意事項

(詳細內容請參閱參展商手冊)

## 1. 展台設計圖則

自建展台的參展商必須於 **2025 年 9 月 16 日前**將展台設計草圖及圖則呈交到大會指定展台承建商審批，所呈交的展台圖則比例必須不小於 1:100，並需註明十足尺寸及詳附平面佈置圖、展台正視圖、電話/網路位置、電力裝置、視聽器材、用色及用料等資料。

## 2. 高度限制

除非參展商事先獲得主辦機構、大會指定展台承建商及大會指定展台承建商書面批准，否則所有展台裝飾、裝置及展品高度均不得超過 4 米。如超出 3 米則須向大會指定展台承建商提交一份由認可人士 / 註冊結構工程師簽發之安全證明書。不同展覽廳可能有不同的高度限制，建議參展商事先與大會指定展台承建商確認。

在展廳防煙閣下±0.5 米範圍內的展台高度均一律不得超過 2.5 米。

位處在防煙閣範圍內的展台	高度限制
展覽廳 3FG, 展覽廳 5FG	2.5 米

## 3. 懸空結構及支架

參展商如欲懸掛任何懸空結構及支架，請預先以書面向大會指定展台承建商申請，並必須獲得主辦機構書面批准。任何懸空結構及支架必須取得一份由認可人士 / 註冊結構工程師簽發之安全證明書，並須將證明書於展覽會開幕前交予大會指定展台承建商作備案。

## 4. 雙層展台

參展商如欲興建雙層展台，須預先以書面向主辦機構申請，並必須獲得大會指定展台承建商書面批准。參展商需完全負責展台結構的安全，詳情可參照《建築地盤(安全)條例》第 59 章。所有可進入上層的雙層展覽展台必須擁有由認可人士 / 註冊結構工程師簽發之安全證明書及數據證明，並須把該安全證明書連同數據證明於展台興建工程完成後交予大會指定展台承建商備案。如有不符規定要求者，大會指定展台承建商有權禁止任何人士進入該展台之上層。

## 5. 電力裝置

所有電力裝置必須由大會指定的電力承建商進行安裝和接駁，所涉費用由參展商負責。電力裝置設計草圖則需連同上述展台設計圖，於 **2025 年 9 月 16 日前**呈交大會指定展台承建商審批。會場供應電力為 220 伏特(±6%)、單相、50 赫或 380 伏特(±6%)、三相、50 赫。每個電力插頭只可供一件電器使用。所有電力裝置及電線安裝必須遵照香港電力條例(第 406 章)的電力(電線接駁)規定。按電力條例(第 406 章)電力(線路)規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於 2025 年 10 月 26 日下午 3 時前交予大會指定展台承建商，以茲證明。如未能於當晚 10 時前交妥，展期內將不獲電力供應。

## 6. 防火措施 / 消防證明書

為安全起見，凡使用木材蓋建之展台承建商，必須在展台施工期間預備一個可完全有效使用的滅火筒，並放置在展內的顯眼位置。上述規例亦適用於各地區或專題館，每六十平方米就須有一個有效的滅火筒裝置。為展台興建雙層結構展台承建商必須在展台施工及展覽舉行期間，放置一個有效的滅火筒在展台內的顯眼位置。所有用作搭建及裝飾的物料必須符合香港消防處處長接受的標準，或使用消防處處長接受的防火溶液加以處理以達致任何該等標準。所有以防火溶液加以處理的工序，須由註冊二級消防裝置承辦商進行，完工後須於 2025 年 10 月 26 日下午 3 時前提交一份證書〔消防表格 251〕予大會指定展台承建商，以證明符合規定。

## 7. 甲. 參展商自聘承建商

租用展覽淨地的參展商必須委聘任何符合資格的承建商為其設計及蓋建展台。參展商需將其自聘承建商的公司名稱、聯絡人、電話及地址填報於**表格五**內，呈交大會指定展台承建商審批，大會指定展台承建商將評估有關承建商的公司背景及過往的安全紀錄，並有權拒絕有關的申請。如在委聘展台承建商方面需要協助，參展商可與大會指定展台承建商聯絡。

## 乙. 建築業安全訓練證明書

香港勞工處、香港展覽會議業協會及香港會議展覽中心的營運者已達成共識，並同意在香港會議展覽中心推行建築業安全訓練證明書的認可措施(即「平安咭」)。凡進入香港會議展覽中心進行裝拆展台的承建商必須持有效的建築業安全訓練證明書，其目的是確保承建商旗下的工人在展館工作前已接受強制性的基本安全訓練。凡進入展館的承建商工人，必須持有，並須清楚展示其「平安咭」，否則展館的保安人員有權拒絕該人士進入或要求有關人士離開展館。如有任何查詢，可電郵至 [hkcepc@hkcec.com](mailto:hkcepc@hkcec.com) 或致電 (852) 2582 8888 與香港會議展覽中心的項目策劃及統籌部聯絡。

## 丙. 保險

參展商自聘承建商必須從條例所認可之保險公司購買有效之公眾責任險。每次事故賠償限額不少於港幣 1,000 萬，保險期內累積賠償額則須無限。保險範圍應包括但不限於人身傷害及財物損毀。此外，該參展商自聘承建商也必須遵從香港條例第 282 章僱員補償條例(“該條例”)第 40 條的規定，以承擔該承建商在該條例及普通法就其僱員在受僱工作期間因工作遭遇意外以致受傷的法律責任，不論該僱員的合約期或工作時數長短、全職或兼職、長工或臨時工等。有關承建商必須於展覽期間(包括進場及離場)就其財物及其活動和其他項目投保足夠的保險，包括盜竊、火災、財物損毀、意外、自然災害、天災以及其他通常由承建商投保及主辦機構要求投保的風險。保險有效期須包括進場、展覽期間及離場(即 **2025 年 10 月 25 日至 30 日**)。按《僱傭條例》第 72(1)條、《僱員補償條例》第 45(1)條及《入境條例》第 17L(1)條，授權予勞工處人員於任何合理時間，在展覽館內視察及檢查相關記錄及文件資料。