



## Circular 14 New measures on Custom-Built Stand

We have summarised the changes below and would like to draw your attention to them. You are strongly advised to download the full version of the Exhibitor Manual & Order Form at <https://www.hktdc.com/event/hkwinefair/en/exhibitors-manual> and go through the details.

Drawings submitted must be in reasonable scale of at least 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, electrical fittings, carpeting, colours and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits etc.

Stands & temporary structures	>2.5m & <4.5mH	≥ 4.5mH or two-storey construction
Stages or platforms	>1.1m & <1.5mH	≥ 1.5mH
Suspended lighting truss & equipment	<100 kg	≥ 100 kg
Self-standing speakers and/or lighting towers	≤2.5m	>2.5m
Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings	Verify stability of design drawings & endorse structural calculations
	Supervise construction works at site; verify stability after completion by issuing structural safety certificate	
Submit design drawings to Organiser by <b>15 Sep 2023</b>	By email	4 original copies with structural calculations*
Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on <b>2 Nov 2023</b>	1. Structural safety certificate (refer to section 4.2.6) 2. Fire services certificate (refer to section 4.2.8)	
Submit to Official Electrical Contractor by 1500 hrs on <b>2 Nov 2023</b>	Certificate of installation, inspection & testing (Form WR1) (please refer to section 4.2.7)	

\* Of which 2 sets will be forwarded to Director of Food & Environmental Hygiene at least **42 days** before first show day as required by the Food & Environmental Hygiene Department for applying Temporary Places of Public Entertainment (TPPE) license

\* The Government Authorizes has the sole right to determine the safety of booth structure, exhibitors and contractors should fulfil their comments at all times

**Pursuant to Electronic Transactions (Exclusion) Order made under Section 11(1) of the Electronic Transaction Ordinance (1 of 2000), the Director of Food & Environmental Hygiene Department will not accept any electronic submission of plans.**



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Any alterations after drawing submission should be addressed to the Organiser and relevant parties for review.

You will be asked to collect the contractor's badge and vehicle pass at HKTDC, 83 Chun Yat Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong. However, no contractor's badge or vehicle pass will be issued for entry of Exhibition Venue and no custom-built stand is permitted to be erected at the Exhibition Venue unless Form 1 (Custom-built participation contractors' information), construction drawings, site work deposit (including late charge, if applicable) and a copy of valid insurance policy have been received by the Organiser.

**Hanging Truss (For lighting purpose only)**

The suspension of Stands or lighting devices from the ceiling structure of Exhibition Venue is not permitted. All lighting devices should be attached to a lighting truss of no more than 1.0m height, with a minimum of 2.5m and a maximum of 6.0m ground clearance.

Hong Kong Trade Development Council



## 通告 14 展覽淨地攤位新措施

我們修改了參展商手冊及申請表格的部分內容，其中較主要的部份以列於以下的通告。致於詳細的變動，請於 <https://www.hktdc.com/event/hkwinefair/en/exhibitors-manual> 下載，並細閱參展商手冊的內容。

圖則比例必須不少於 1:100，並須註明十足尺寸及詳附平面布置圖、攤位正視圖、電力裝置、地毯、用色及用料、流動展品、視聽器材、展品重量及點荷載等資料。

攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構
舞台或平台	>1.1 米 而 <1.5 米高	≥ 1.5 米高
懸空照明支架及設備 獨立揚聲器和/或照明燈架連燈	<100 公斤 ≤2.5 米 證明其設計圖則穩定性	≥ 100 公斤 >2.5 米 證明其設計圖則穩定性 及簽發數據證明
認可人士/註冊結構工程師應	監督搭建工程	
	在完成搭建後驗證並簽發結構安全證明書	
於 <b>2023 年 9 月 15 日</b> 或之前提交圖則予主辦機構	以電郵方式	一式四份設計圖則 及數據證明*
於 <b>2023 年 11 月 2 日</b> 下午 3 時或之前投放到 「攤位設施」之收集箱	1. 結構安全證明書〔詳情請參閱第 4.2.6 章〕 2. 消防證明書〔詳情請參閱第 4.2.8 章〕	
於 <b>2023 年 11 月 2 日</b> 下午 3 時或之前 交予大會電力承建商	電力裝置完工證明書〔表格 WR1〕 〔詳情請參閱第 4.2.7 章〕	
* 其中兩份設計圖則及數據證明須按食物環境衛生署申請「臨時公眾娛樂場所牌照」之要求，於活動首日的最少 <b>42 天</b> 前，轉交予食物環境衛生署署長審閱 *政府相關部門就一切展位結構性安全保留最終裁決權， 各參展商及承建商在任何時候必須依從他們發出之要求而作出配合		
<b>按照《電子交易條例》〔2000 年第一號〕第 11〔1〕條訂立的《電子交易〔豁免〕令》，署長不會接受以電子形式提出申請牌照的圖則。</b>		

所有已交到主辦機構之圖則如有改動，亦須交予主辦機構及相關機構審閱。

請貴公司於香港貿易發展局位於香港 九龍 將軍澳 將軍澳工業邨 駿日街 83 號辦公室；領取承建商證及車輛通行證。假若特裝攤位的表格一〔承建商資料申報表〕、設計圖則、施工按金〔包括逾期行政費，如適用〕及有效的保險單副本未達主辦機構，參展商或其委託之承建商將不獲發適用於展覽場地的承建商證及車輛通行證，亦不得在展覽場地搭建攤位。



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**懸空支架(只供照明用途)**

不得在展覽場地的天花結構懸垂攤位構件或照明裝置。所有照明裝置必須安裝在照明支架，而其高度不得超過 1 米、離地高度介乎 2.5 米與 6 米之間。

香港貿易發展局

