

Circular 18 Guidance to Custom Built exhibitors for on-site usage of electricity

- For electricity supply you have ordered from HKTDC, exhibitors must have their own electrician. **The official contractor will not provide installation and connection services for these items.**
- Total power consumption shall not exceed the current specified. In case of overload, the organiser reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.
- In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements.
- It is important that custom built exhibitor should take full responsibility of **turning off main switch of the booth after fair closes every day.** For safety and energy-saving purposes, the respective contractor will be asked to come back to the fair ground for turning off main switch if it is found still on in the empty booth. The organiser will not be responsible for any loss subsequently caused by turning off the booth main switch if the responsible contractor is not accessible.

Exhibition Services, Hong Kong Trade Development Council

通告 18 特裝參展商注意事項 - 現場使用電力指引

- 特裝參展商必須聘有持牌電器工人。大會承建商將不會提供安裝及接駁服務予特裝參展商所使用的自攜電燈及電器用品。
- 參展商須申請足夠供電及不可使用至超過已申請之總電量。如因用電超荷，主辦機構有權立即終止供電至有關參展商將問題改正。
- 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 及於最後進場日下午 3 時前交予大會電力承建商，以茲證明。如未能於該晚下午 10 時前交妥，展期內將不獲電力供應。如電器工人未能符合上述規例要求，則其僱主須負責賠償因此引起的一切損失。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。特裝參展商如採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。
- 特裝參展商**每日展會後須負責關掉攤位配電總制**，為安全與環保起見，展會後配電總制倘未關掉，攤位承建商將被要求返會場處理。倘承建商未能及時返會場，大會將會代勞，對造成之任何損失概不負責。

香港貿易發展局 展覽服務部

通告 18 特装参展商注意事项 - 现场使用电力指引

- 特装参展商必须聘有持牌电器工人。大会承建商将不会提供安装及接驳服务予特装参展商所使用的自携电灯及电器用品。
- 参展商须申请足够供电及不可使用至超过已申请之总电量。如因用电超荷，主办机构有权立即终止供电至有关参展商将问题改正。
- 按电力条例〔第 406 章〕电力〔线路〕规例，所有电力安装、检查及测试必须由注册电业工程人员及注册电业承办商代行，并须签发表格 **WR1** 及于最后进场日下午 **3** 时前交予大会电力承建商，以兹证明。如未能于该晚下午 **10** 时前交妥，展期内将不获电力供应。如电器工人未能符合上述规例要求，则其雇主须负责赔偿因此引起的一切损失。参展商须于递交此表格时连同所聘用的电力工人及公司牌照副本。特装参展商如采用配电总制，应将所有配电要求计算在总制内，不能分拆租用独立插座。
- 特装参展商**每日展会后须负责关掉摊位配电总制**，为安全与环保起见，展会后配电总制倘未关掉，摊位承建商将被要求返会场处理。倘承建商未能及时返会场，大会将会代劳，对造成之任何损失概不负责。

香港贸易发展局 展览服务部