



18 July 2024

Dear Sir / Madam,

Tender Reference No. (572) in P/AE/PUR/AGC
Invitation to Tender for the Provision of Event Management and Production
Services for Global Construction Digitalisation Forum and Exhibition 2024
for the Construction Industry Council

You are invited to submit a tender for the Provision of Event Management and Production Services for Global Construction Digitalisation Forum and Exhibition 2024 for the Construction Industry Council as specified in the tender documents.

1. Your tender proposal, **in copies specified in the tender**, should be submitted in two separate sealed envelopes.
2. The tenderer shall deposit two separate sealed envelopes with labels as specified below into the tender box located at **G/F, Hong Kong Institute of Construction - Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong** **not later than 12:00 noon on 16 August 2024.** Late tenders will NOT be considered.
 - a) Label with "Technical Proposal for Provision of Event Management and Production Services for Global Construction Digitalisation Forum and Exhibition 2024 for the Construction Industry Council "
 - b) Label with "Fee Proposal for Provision of Event Management and Production Services for Global Construction Digitalisation Forum and Exhibition 2024 for the Construction Industry Council "

Please note that the envelope labelled with "Technical Proposal" shall **NOT** include any pricing details. Failure to do so will render the tender null and void. Tenders submitted after the above time or tenders deposited at places other than that stated above will **NOT** be considered.

3. The tenderer shall provide the completed 'Application Form for Inclusion in the CIC Vendor List' as provided in the tender invitation, containing basic information of the interested tenderer (For Non-CIC Registered Vendor only).
4. In the event of Typhoon Signal No. 8 or above, or Black Rainstorm Warning is hoisted within the office hour (8:30 am – 6:18 pm) on the tender closing date, the closing time will be postponed to 12:00 noon of the next working day.

5. Construction Industry Council is not bound to accept any proposal it may receive. In addition, it will reject bids which are considered to have been priced unreasonably low.
6. It should be noted that the Council will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission.
7. The invited tenderer who has decided to decline the bid shall return the Reply Slip for Declining Bid provided in Appendix F of the Conditions of Tender.
8. The tender documents can be downloaded from CIC's website: http://www.cic.hk/eng/main/aboutcic/procurement/tender_details/.
9. For queries regarding this tender invitation or/and tender process, please contact Ms. Ruby WONG, Assistant Manager - Procurement, on telephone 2100 9420 or via e-mail: rubywong@cic.hk.

Yours sincerely,



Eric LEE
Manager – Procurement

Encl.

Checklist for Submission of Tender

Please go through the following checklist to ensure that all necessary information and documents for the tender have been provided in your tender submission. Please note that the checklist is for guidance and reference purposes only and shall not be deemed to form part of the Tender Document. The address labels at the bottom of this checklist may be used on the envelopes for submitting the tender.

Tenderers should note that their tenders may be invalidated if the information in the tender submission is incorrect or the required documents are not provided together with the tender document.

Particulars	<u>Reference</u>
Technical Proposal	
1. Tenderer's Track Record & Project Reference	Conditions of Tender, Appendix A Clause 1.1 to 1.4
2. Organisation and Qualifications of Proposed Project Team	Conditions of Tender, Appendix A Clause 2.1.1, 2.1.2 and 2.1.3
3. Project Approach and Requirements to (i) fulfill the technical requirements; and (ii) deliver all deliverables outlined in the Assignment Brief and its Annexes	Conditions of Tender, Appendix A Clause 3.1 and 3.2
4. A duly completed Standard Letter for complying with Anti-Collusion Clause	Conditions of Tender, Appendix B
5. A duly signed CIC's General Conditions of Contract and Guidelines for Works or Services (2b)-CAR	CIC's General Conditions of Contract and Guidelines for Works or Services (2b)-CAR
6. All documents mentioned in the Technical Assessment Marking Scheme	Conditions of Tender, Appendix E
Fee Proposal	
7. Form of Tender	Conditions of Tender, Appendix C
8. Fee Proposal	Conditions of Tender, Appendix D

Note: The tenderer is required to submit all information specified in Appendix A of the Conditions of Tender with his tender. In addition, the tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in Appendix B of the Conditions of Tender. Should the tenderer fails to submit all information mentioned above with his tender, his tender may not be considered.

“Please be reminded that NO COMMERCIAL OR COST INFORMATION SHALL BE INCLUDED IN TECHNICAL SUBMISSION. You are reminded that should any commercial or cost information be included in this Technical Submission, you may be disqualified from this Tender.”

Construction Industry Council

Provision of Event Management and Production Services for Global Construction Digitalisation Forum and Exhibition 2024 for the Construction Industry Council

Please adhere the following labels on separate sealed envelope of your submitted tender.

“Confidential”	Construction Industry Council (CIC) The Tender Box G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong	TENDER
Technical Proposal	Ref. No.: [(572) in P/AE/PUR/AGC] Provision of Event Management and Production Services for Global Construction Digitalisation Forum and Exhibition 2024 for the Construction Industry Council	
	Name of Tenderer: _____	
	Closing Time and Date: <u>12:00 noon on 16 August 2024</u>	



“Confidential”	Construction Industry Council (CIC) The Tender Box G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong	TENDER
Fee Proposal	Ref. No.: [(572) in P/AE/PUR/AGC] Provision of Event Management and Production Services for Global Construction Digitalisation Forum and Exhibition 2024 for the Construction Industry Council	
	Name of Tenderer: _____	
	Closing Time and Date: <u>12:00 noon on 16 August 2024</u>	

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

This form should be completed in FULL BLOCK LETTERS
and returned to :

請詳細填寫本申請表並交回：

Procurement Department
Construction Industry Council
38/F, COS Centre, 56 Tsun Yip Street
Kwun Tong, Kowloon, Hong Kong

香港九龍觀塘駿業街56號
中海日升中心38樓
建造業議會
採購部

Tel. No.: 2100 9000
Fax. No.: 2100 9439
E-mail: vendor@cic.hk

電話號碼：
圖文傳真號碼：
電子郵件：

2100 9000
2100 9439
vendor@cic.hk

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the above Department.

如查詢此表格內的資料，包括查閱途徑及修訂資料，請與上述部門聯絡。

PART I - DETAILS OF THE COMPANY 第一部 - 公司資料

(i) Company Name : _____
(English) 【Company name should correspond with that registered under the Business Registration Ordinance (Cap 310)】

公司名稱 : _____
(中文) 【公司名稱須與商業登記條例(第310章)內所登記的名稱相同】

(ii) Company Address : _____
(English)

公司地址 : _____
(中文)

(iii) E-mail 電子郵件 : _____ (iv) Website 網址 : _____

(v) Tel. No. 電話號碼 : _____ (vi) Fax. No. 圖文傳真號碼 : _____

In order to reduce paper consumption, all future CIC notifications will be dispatched by means of email, unless specifically requested in writing to the CIC otherwise.

為減少紙張用量，除非另作書面要求，所有議會通訊將以電郵傳遞。

PART II - ORGANISATIONS AND STAFF 第二部 - 公司組織及職員資料

(i) Company Type 公司類別：

- A body corporate registered under the Companies Ordinance (Cap 32) 根據《公司條例》(第32章)註冊的法人團體
 A partnership (unincorporated) 合夥(非屬法團)
 A sole proprietorship (unincorporated) 獨資(非屬法團)
 Others (Please specify) 其他(請註明) _____

(ii) Members of organisation 公司成員：

English Name 英文姓名

Chinese Name 中文姓名

* Directors / Proprietors / Partners
董事 / 東主 / 合夥人

English Name 英文姓名	Chinese Name 中文姓名
_____	_____
_____	_____
_____	_____

* Delete where inappropriate 將不適用者刪去

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(iii) Person(s) to contact on matters relating to tenders / contracts :

獲授權回答有關投標 / 合約等問題的負責人資料 :

	Name(s) 姓名	Official Capacity 職位	Tel. No. 電話號碼	Mobile No. 流動電話號碼
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____

(iv) Please confirm whether your organisation is a registered subcontractor under the CIC's Registered Specialist Trade Contractors Scheme (RSTCS).

請貴公司確認是否在註冊專門行業承造商制度 (RSTCS) 下的註冊分包商。

Yes, RSTCS Number :
是, 註冊專門行業承造商制度註冊編號 :

No
不是

PART III - BUSINESS TYPE 第三部 - 業務性質

(i) Services and Goods which your company can provide/supply 貴公司所供應的服務及貨品

Please select your business type and corresponding coverage area (s) 請選擇 貴公司所屬的業務性質及相應的覆蓋範圍

Please tick as appropriate 請在適當空格加上

Business Type 業務性質

Type 1 - Supplier

類別一 - 供應商

Trade of Services 服務行業

1 Construction
Materials
(建築材料)

- 1.1 Accelerator (催乾劑)
- 1.2 Acrylic Paint (亞加力漆)
- 1.3 Air-conditioning & Ventilation Accessory (空調及通風配件)
- 1.4 Adhesive / Sealant (膠漿 / 封邊膠)
- 1.5 Aggregates (石仔)
- 1.6 Air-conditioning & Ventilation (空調及通風)
- 1.7 Aluminium Bar / Hollow (鋁條 / 通)
- 1.8 Aluminium Foamwork Accessory (鋁模板配件)
- 1.9 Aluminium Foamwork (鋁模板)
- 1.10 Aluminium Pipe (鋁管)
- 1.11 Aluminium Sheet (鋁板)
- 1.12 Anti-ant Paint (抗蟻油漆)
- 1.13 Asphalt (瀝青)
- 1.14 Bamboo & Accessory (竹料及配件)
- 1.15 Bar-bending & Fixing (鋼筋屈扎)
- 1.16 Bronze / Copper / Brass Pipe (青銅 / 銅 / 黃銅管)
- 1.17 Bearing (啤令)
- 1.18 Belt (坑帶)
- 1.19 Bitumen Compounds (瀝青混合物)
- 1.20 Boring Drill Accessory (岩土鑽探配件)
- 1.21 Bronze / Copper Bar (青銅 / 銅條)
- 1.22 Bronze / Copper Sheet (青銅 / 銅板)
- 1.23 Bronze / Copper Wire (青銅 / 銅線)
- 1.24 Brushing Lacquer (手掃漆)
- 1.25 Bucket (桶 / 泥斗)
- 1.26 Cable Accessory & Trunking (電線配件及線槽)
- 1.27 Cable (電線)
- 1.28 Canvas Goods (帆布及布帳製品)
- 1.29 Ceiling (天花)

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

- 1.30 Cement (水泥)
- 1.31 Cement Paint (雪花英泥)
- 1.32 Centre Punch (中心沖 / 賓子)
- 1.33 Clear Lacquer (透明漆)
- 1.34 Clay Sand (黃花沙)
- 1.35 Clear Varnish (透明清漆)
- 1.36 Concrete Blocks (混凝土磚)
- 1.37 Concrete (混凝土)
- 1.38 Concrete Pipe (混凝土管道)
- 1.39 Curtain Wall / External Cladding (幕牆/幕板)
- 1.40 Drill Bit & Cutter Bit (鑽咀及刀咀)
- 1.41 Door & Accessory (大門及配件)
- 1.42 Dry Wall (石膏板)
- 1.43 Electrode (電焊支)
- 1.44 Electrical Supplies (電器材料)
- 1.45 Emulsion Paint / Latex (乳膠漆)
- 1.46 Epoxy Coating (環氧塗料)
- 1.47 Epoxy (環氧樹脂漆)
- 1.48 Fencing / Mesh / Chain (圍欄 / 鐵絲網 / 鎖鏈)
- 1.49 Fibre Glass Products (玻璃纖維產品)
- 1.50 Filter (過濾器)
- 1.51 Fire Retardant Paint (防火漆)
- 1.52 Floor Board Coating (地台油)
- 1.53 Gaseous Fuels / Welding (氣體燃料 / 焊接)
- 1.54 Glazed Ceramic Wall Tiles (牆壁瓷磚)
- 1.55 Gloss Latex Paint (悅亮漆)
- 1.56 Gloves (手套)
- 1.57 Gold (金)
- 1.58 Granite (麻石)
- 1.59 Grinding / Polish (研磨 / 拋光)
- 1.60 Hammertone Paint (鎚紋漆)
- 1.61 Heat Insulating Materials (隔熱物料)
- 1.62 Hot-dip Galvanizer (熱浸鍍鋅)
- 1.63 Hose and Fittings (膠喉及配件)
- 1.64 Homogeneous Floor Tiles (過底地磚)
- 1.65 Hydrated Lime (熟石灰)
- 1.66 Insulation Materials (絕緣體)
- 1.67 Iron Work (訂製鐵器)
- 1.68 Jointing (接口)
- 1.69 Laminated Plywood (夾板)
- 1.70 Luminous Paint (螢光漆)
- 1.71 Marble & Accessory (雲石及配件)
- 1.72 Metal / Plastic Container (金屬 / 塑膠容器)
- 1.73 Metal Etching (金屬蝕刻)
- 1.74 Mosaic Tiles (紙皮石)
- 1.75 Multi-Colour Paint (多彩漆)
- 1.76 Nail / Staple & Accessory (釘及配件)
- 1.77 Non-slip Treatment (防滑處理)

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

- 1.78 Nylon (尼龍)
- 1.79 Pipe Fittings (管道配件)
- 1.80 Pipe (喉管)
- 1.81 Pigment / Staining (色粉)
- 1.82 Plastering (抹灰)
- 1.83 Plastic Sheet / Board (膠片 / 膠板)
- 1.84 Plastic / Wood Flooring (膠 / 木地板)
- 1.85 Polyurethane Paint (聚脂漆)
- 1.86 Polishing / Sharpening (拋光 / 磨石)
- 1.87 Primer / Sealer (封底漆)
- 1.88 Rain Gear (雨具)
- 1.89 Red Bricks (紅磚)
- 1.90 River Sand (淡水沙)
- 1.91 Road Marking Paint (馬路劃線漆)
- 1.92 Sanitary (潔具)
- 1.93 Sanding Paper / Cloth (砂紙 / 布)
- 1.94 Saw Blade / Wheel & Accessory (鋸片 / 碟及配件)
- 1.95 Screw & Accessory (螺絲及配件)
- 1.96 Scantling & Planking (什木枋板)
- 1.97 Silk Screen (絲網)
- 1.98 Stone Like Coating Paint (石頭漆)
- 1.99 Solvent (溶劑)
- 1.100 Spraying Paint (噴漆)
- 1.101 Steel / Iron Bar (鋼 / 鐵條)
- 1.102 Steel / Iron Gate (鋼 / 鐵門)
- 1.103 Steel / Iron Pipe (鋼 / 鐵管)
- 1.104 Steel / Iron Sheet (鋼 / 鐵片)
- 1.105 Steel / Iron Wire (鋼 / 鐵線)
- 1.106 Stone (開山大石)
- 1.107 Stopping (填補料)
- 1.108 Steel Reinforcement (鋼筋)
- 1.109 Stainless Steel Bar (不銹鋼條)
- 1.110 Stainless Steel Pipe (不銹鋼管)
- 1.111 Stainless Steel Sheet (不銹鋼片)
- 1.112 Stainless Steel Wire (不銹鋼線)
- 1.113 Steel Wire Rope / Nylon Webbing Sling (鋼絲繩 / 尼龍帆布帶)
- 1.114 Surveying Supplies (測量材料)
- 1.115 Switch (掣)
- 1.116 Synthetic Paint (合成油漆)
- 1.117 Textured Latex (砂膠漆)
- 1.118 Undercoat Pattern (底漆)
- 1.119 Valve (閘門)
- 1.120 Washable Distemper (可洗膠灰水)
- 1.121 Wall Paper (牆紙)
- 1.122 Water Proofing Material (防水物料)
- 1.123 Water-boiled Proved Laminated Plywood (防水夾板)
- 1.124 Weldmesh (馬路網)
- 1.125 Window & Accessory (窗戶及配件)

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

<input type="checkbox"/>	2	Tools (手工具)	<input type="checkbox"/>	1.126	Wire Rope (鋼纜)
			<input type="checkbox"/>	1.127	Wood Stripe (木線)
			<input type="checkbox"/>	2.1	Brush & Accessory (刷及配件)
			<input type="checkbox"/>	2.2	Chisel (鑿)
			<input type="checkbox"/>	2.3	Crowbar (鐵筆)
			<input type="checkbox"/>	2.4	Drawing Instrument (繪圖工具)
			<input type="checkbox"/>	2.5	Electric Drill / Hammer Drill & Accessory (電鑽及配件)
			<input type="checkbox"/>	2.6	Edge Rule (壓尺)
			<input type="checkbox"/>	2.7	File (銼)
			<input type="checkbox"/>	2.8	Hammer (錘仔)
			<input type="checkbox"/>	2.9	Masonry Tools (泥水工具)
			<input type="checkbox"/>	2.10	Meter / Tester (測試儀錶)
			<input type="checkbox"/>	2.11	Portable Electrical Tools & Accessory (手提式電動工具及配件)
			<input type="checkbox"/>	2.12	Pipe Bender & Expander (喉管屈曲器及掙大器)
			<input type="checkbox"/>	2.13	Pick (泥耙)
			<input type="checkbox"/>	2.14	Pipe Cutter (喉管剪鉗)
			<input type="checkbox"/>	2.15	Pipe Dies and Head (牙模及扳頭)
			<input type="checkbox"/>	2.16	Plane (刨)
			<input type="checkbox"/>	2.17	Plier / Pincer / Nipper (鉗子)
			<input type="checkbox"/>	2.18	Saw (鋸)
			<input type="checkbox"/>	2.19	Screwdriver (螺絲批)
			<input type="checkbox"/>	2.20	Spanner / Wrench (扳手)
			<input type="checkbox"/>	2.21	Scraper / Shovel / Pottery Tool (刮 / 鏟 / 泥刮)
			<input type="checkbox"/>	2.22	Steel Snip/ Cutter (剪鉗)
			<input type="checkbox"/>	2.23	Surveying Level (測量平水儀)
			<input type="checkbox"/>	2.24	Surveying Scale (測量磅)
			<input type="checkbox"/>	2.25	Trowel (抹子 / 批匙)
			<input type="checkbox"/>	2.26	Vise (虎鉗 / 夾)
			<input type="checkbox"/>	2.27	Welding Tools (焊接工具)
<input type="checkbox"/>	3	Industrial Safety & Protective Products (安全及防護產品)	<input type="checkbox"/>	3.1	Anti-Surge Protection (防電保護)
			<input type="checkbox"/>	3.2	Confined Space Equipment (密閉空間設備)
			<input type="checkbox"/>	3.3	Eye Protection (眼部保護)
			<input type="checkbox"/>	3.4	Fall Protection (高空防墮保護)
			<input type="checkbox"/>	3.5	First Aid Supplies (急救用品)
			<input type="checkbox"/>	3.6	Fire Extinguisher & Equipment (滅火筒及設備)
			<input type="checkbox"/>	3.7	Foot Protection (腳部保護)
			<input type="checkbox"/>	3.8	Gas & Radiation Detector (氣體及輻射探測器)
			<input type="checkbox"/>	3.9	Hand Protection (手部保護)
			<input type="checkbox"/>	3.10	Hearing Protection (聽覺保護)
			<input type="checkbox"/>	3.11	Head Protection (頭部保護)
			<input type="checkbox"/>	3.12	Noise Assessment Tools (噪音評估工具)
			<input type="checkbox"/>	3.13	Respiratory Protection (呼吸保護)
			<input type="checkbox"/>	3.14	Road Safety Equipment & Reflective Vest (交通安全用品及反光衣)
			<input type="checkbox"/>	3.15	Safety Net & Tool Box (安全網及工具箱)
			<input type="checkbox"/>	3.16	Safety Sign / Label (安全標貼/告示牌)
			<input type="checkbox"/>	3.17	Self-Contained Breathing Apparatus & Air Compressor (自供式呼吸器及空氣壓縮機)
			<input type="checkbox"/>	3.18	Welding Protection (燒焊保護)

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建造業議會一般供應商名單申請表

- | | |
|---|--|
| <input type="checkbox"/> 4 Petroleum & Fuel Products
(石油及燃油產品) | <input type="checkbox"/> 4.1 Anti-Rust Spray (防銹噴霧)
<input type="checkbox"/> 4.2 Brake Fluid (剎掣油)
<input type="checkbox"/> 4.3 Cutting Oil (切割油)
<input type="checkbox"/> 4.4 Hydraulic Oil (液壓油)
<input type="checkbox"/> 4.5 Industrial Diesel Oil (工業柴油)
<input type="checkbox"/> 4.6 Lubricant Oil / Grease Oil (潤滑油/潤滑脂油)
<input type="checkbox"/> 4.7 Transmission Oil (傳動油)
<input type="checkbox"/> 4.8 Ultra Low Sulphur Diesel Oil - Ex-petroleum Filling Stations
(超低含硫柴油 - 油站加油)
<input type="checkbox"/> 4.9 Unleaded Petrol - Ex-petroleum Filling Stations (無鉛汽油 - 油站加油) |
| <input type="checkbox"/> 5 Construction Equipment & Machinery
(建築設備及機械) | <input type="checkbox"/> 5.1 Aluminium / Galvanized Iron Working Platform (高空工作台)
<input type="checkbox"/> 5.2 Air Compressor & Blower (風機)
<input type="checkbox"/> 5.3 Bolt & Pipe Threading Machine / Groove Machine (電動管紋機 / 壓坑機)
<input type="checkbox"/> 5.4 Builder's Lift (建築工地升降機 - 工人籠)
<input type="checkbox"/> 5.5 Cable Dectector (地下電纜探測器)
<input type="checkbox"/> 5.6 Concrete Mixers (混凝土攪拌機)
<input type="checkbox"/> 5.7 Concrete Vibrator (混凝土震機)
<input type="checkbox"/> 5.8 Crawler Crane (履帶式吊機)
<input type="checkbox"/> 5.9 Dozers (推土機)
<input type="checkbox"/> 5.10 Dust Collectors (集塵器)
<input type="checkbox"/> 5.11 Forklifts and Tow Tractors (叉車及拖引車)
<input type="checkbox"/> 5.12 Gantry Crane (龍門式吊機)
<input type="checkbox"/> 5.13 Generator Set (發電機組)
<input type="checkbox"/> 5.14 Gondola Systems (吊船)
<input type="checkbox"/> 5.15 Hydraulic Punching / Shearing / Swing Beam Machine (液壓沖 / 剪 / 擺式剪板機)
<input type="checkbox"/> 5.16 Hydraulic Excavators (液壓挖土機)
<input type="checkbox"/> 5.17 Loaders (裝載機)
<input type="checkbox"/> 5.18 Mobile / Trucks / Lorry Crane (汽車吊機)
<input type="checkbox"/> 5.19 Metal Work Machine & Equipment (金屬工作機)
<input type="checkbox"/> 5.20 Pipe Welding Machine (喉管熱熔對接焊機)
<input type="checkbox"/> 5.21 Plate Compactor (壓路板)
<input type="checkbox"/> 5.22 Pump (泵)
<input type="checkbox"/> 5.23 Roller Shutter (捲閘)
<input type="checkbox"/> 5.24 Spray Booth (噴漆柜)
<input type="checkbox"/> 5.25 Surveying Measuring Instrument (測量儀器)
<input type="checkbox"/> 5.26 Thickness Planer (壓鉋機)
<input type="checkbox"/> 5.27 Tower Crane (塔式吊機)
<input type="checkbox"/> 5.28 Wood Turning Lathe (木車床) |
| <input type="checkbox"/> 6 Repair & Maintenance Equipment / Tools
(維修及保養設備或工具) | <input type="checkbox"/> 6.1 Repair & Maintenance – Air-conditioning & Ventilation (空調及通風維修保養)
<input type="checkbox"/> 6.2 Repair & Maintenance – Builders' Lift – Hoists (建築工地升降機維修保養)
<input type="checkbox"/> 6.3 Repair & Maintenance – Carpark System (停車場系統維修保養)
<input type="checkbox"/> 6.4 Repair & Maintenance – Cleaning Equipment (清潔設備維修保養)
<input type="checkbox"/> 6.5 Repair & Maintenance – Construction Machine & Equipment (建築機械及設備維修保養)
<input type="checkbox"/> 6.6 Repair & Maintenance – Crawler Crane (履帶式吊機維修保養)
<input type="checkbox"/> 6.7 Repair & Maintenance – Diesel Generating Set (柴油發電機組維修保養)
<input type="checkbox"/> 6.8 Repair & Maintenance – Drinking Facilities & Equipment (飲用水設施及設備維修保養) |

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

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| <input type="checkbox"/> | 6.9 | Repair & Maintenance – Electrical (電工工程維修保養) |
| <input type="checkbox"/> | 6.10 | Repair & Maintenance – Fire Service Facilities & Equipment (消防設施及設備維修保養) |
| <input type="checkbox"/> | 6.11 | Repair & Maintenance – Gantry Crane (龍門式吊機維修保養) |
| <input type="checkbox"/> | 6.12 | Repair & Maintenance – Glass (玻璃維修保養) |
| <input type="checkbox"/> | 6.13 | Repair & Maintenance – Gondola System (吊船系統維修保養) |
| <input type="checkbox"/> | 6.14 | Repair & Maintenance – Hydraulic Mobile Crane (液壓輪胎式吊機維修保養) |
| <input type="checkbox"/> | 6.15 | Repair & Maintenance – Kitchen Equipment & Facilities (廚房設備及設施維修保養) |
| <input type="checkbox"/> | 6.16 | Repair & Maintenance – Lift & Escalator (升降機及扶手電梯維修保養) |
| <input type="checkbox"/> | 6.17 | Repair & Maintenance - Lightning System (避雷系統維修保養) |
| <input type="checkbox"/> | 6.18 | Repair & Maintenance – Lorry Crane (起重機貨車維修保養) |
| <input type="checkbox"/> | 6.19 | Repair & Maintenance – Measurement Equipment (量度設備維修保養) |
| <input type="checkbox"/> | 6.20 | Repair & Maintenance – Metal Work Machine & Equipment (金屬工作機械及設備維修保養) |
| <input type="checkbox"/> | 6.21 | Repair & Maintenance – Non-Destructive Testing Equipment (非破壞性測設備維修保養) |
| <input type="checkbox"/> | 6.22 | Repair & Maintenance – Office Equipment (辦公室設備維修保養) |
| <input type="checkbox"/> | 6.23 | Repair & Maintenance – Photocopier Machine (影印機維修保養) |
| <input type="checkbox"/> | 6.24 | Repair & Maintenance – Plumbing & Drainage (水務工程維修保養) |
| <input type="checkbox"/> | 6.25 | Repair & Maintenance – Power Supply Facilities (電力裝置設備維修保養) |
| <input type="checkbox"/> | 6.26 | Repair & Maintenance – Power Tools (電動工具維修保養) |
| <input type="checkbox"/> | 6.27 | Repair & Maintenance – Private Car (私家車維修保養) |
| <input type="checkbox"/> | 6.28 | Repair & Maintenance – Safety Equipment (安全設備維修保養) |
| <input type="checkbox"/> | 6.29 | Repair & Maintenance – Security Facilitate (警衛設備維修保養) |
| <input type="checkbox"/> | 6.30 | Repair & Maintenance – Sports Equipment (體育設備維修保養) |
| <input type="checkbox"/> | 6.31 | Repair & Maintenance – Survey Equipment (測量設備維修保養) |
| <input type="checkbox"/> | 6.32 | Repair & Maintenance – Tower Crane (塔式起重機維修保養) |
| <input type="checkbox"/> | 6.33 | Repair & Maintenance – Water Pump (水泵維修保養) |
| <input type="checkbox"/> | 6.34 | Repair & Maintenance – Walkie Talkie (對講機維修保養) |
| <input type="checkbox"/> | 6.35 | Repair & Maintenance – Welding Tools & Equipment (焊接工具設備維修保養) |
| <input type="checkbox"/> | 6.36 | Repair & Maintenance – Windows (窗戶維修保養) |
| <input type="checkbox"/> | 7 | Testing & Survey (測試及檢驗) |
| <input type="checkbox"/> | 7.1 | Testing & Survey - Air Quality (室內空氣質素測試) |
| <input type="checkbox"/> | 7.2 | Testing & Survey - Acoustic Test / Noise Assessment (噪音評估測試) |
| <input type="checkbox"/> | 7.3 | Testing & Survey - Car & Lorry (車輛續牌驗查) |
| <input type="checkbox"/> | 7.4 | Testing & Survey - Compressor & Blower (空氣壓縮機測試) |
| <input type="checkbox"/> | 7.5 | Testing & Survey - Drinking Water (飲用水測試) |
| <input type="checkbox"/> | 7.6 | Testing & Survey - Fire Service Installation & Equipment (消防裝置及設備檢測) |
| <input type="checkbox"/> | 7.7 | Testing & Survey - Gas Cylinder & Tester (氣樽及試錶測試) |
| <input type="checkbox"/> | 7.8 | Testing & Survey - Gondola System (吊船系統測試及檢查) |
| <input type="checkbox"/> | 7.9 | Testing & Survey - Illumination Quality (照明質量測試) |
| <input type="checkbox"/> | 7.10 | Testing & Survey - Inspection, Testing & Certification for Fixed Electrical Installations (固定電力裝置定期測試及檢查) |
| <input type="checkbox"/> | 7.11 | Testing & Survey - Jack & Lifting (千斤頂安全測試) |
| <input type="checkbox"/> | 7.12 | Testing & Survey - Lift & Escalator (升降機安全負荷測試) |
| <input type="checkbox"/> | 7.13 | Testing & Survey - Loader & Crane (裝載及起重機械安全負荷測試) |
| <input type="checkbox"/> | 7.14 | Testing & Survey - Measurement Tool (儀器精確度測試及調較) |
| <input type="checkbox"/> | 7.15 | Testing & Survey - Non-Destructive (非破壞性檢測) |
| <input type="checkbox"/> | 7.16 | Testing & Survey - Power Supply Facilities (電力裝置設備測試及檢查) |

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| | <input type="checkbox"/> | 7.17 | Testing & Survey - Safety Equipment (安全設備測試及檢查) |
| | <input type="checkbox"/> | 7.18 | Testing & Survey - Testing Materials / Laboratory Services (物料 / 化驗服務測試) |
| | <input type="checkbox"/> | 7.19 | Testing & Survey - Tower Crane (塔式起重機測試及調查) |
| <input type="checkbox"/> | 8 | Environmental Engineering & Waste Disposal (環保工程及廢物處理) | <input type="checkbox"/> 8.1 Asbestos Removal (清理石棉)
<input type="checkbox"/> 8.2 Dumping - Construction Materials (建築物廢料處理)
<input type="checkbox"/> 8.3 Grease Trap Cleaning & Maintenance (隔油池清洗及保養)
<input type="checkbox"/> 8.4 Environment Planning (環保規劃)
<input type="checkbox"/> 8.5 Environment Recycling (環保再造)
<input type="checkbox"/> 8.6 Sewage Treatment (污水處理)
<input type="checkbox"/> 8.7 Tree Risk Assessment (樹木風險評估)
<input type="checkbox"/> 8.8 Waste & Scrap Disposal (廢置材料回收) |
| <input type="checkbox"/> | 9 | Office Furniture & Equipment (辦公室傢俱及設備) | <input type="checkbox"/> 9.1 Carpet / Floor Mat (地毯)
<input type="checkbox"/> 9.2 CCTV System (閉路電視監控系統)
<input type="checkbox"/> 9.3 Chair (椅子)
<input type="checkbox"/> 9.4 Cleaning Supplies (清潔用品)
<input type="checkbox"/> 9.5 Cleaning Tools (清潔工具)
<input type="checkbox"/> 9.6 Clock & Watch (鐘錶)
<input type="checkbox"/> 9.7 Communication System (通信系統)
<input type="checkbox"/> 9.8 Curtain & Blinds (窗簾及百葉簾)
<input type="checkbox"/> 9.9 Doorphone System (門禁系統)
<input type="checkbox"/> 9.10 Electric Household Appliance (家用電器)
<input type="checkbox"/> 9.11 Filing Cabinet / Locker (文件櫃/儲物櫃)
<input type="checkbox"/> 9.12 Glass & Accessory (玻璃及配件)
<input type="checkbox"/> 9.13 Ink Cartridges, Toner Cartridges & Ribbons (打印機油墨盒, 碳粉盒及色帶)
<input type="checkbox"/> 9.14 Information Display System and Service (資訊顯示系統和服務)
<input type="checkbox"/> 9.15 Kitchen Equipment (廚房設備)
<input type="checkbox"/> 9.16 Lighting / Bulb (照明/燈泡)
<input type="checkbox"/> 9.17 Medicine & Health Supplies (藥物及健康)
<input type="checkbox"/> 9.18 Office / Storage Container (辦公室/貯物貨櫃)
<input type="checkbox"/> 9.19 Partition Panel and Accessory (屏風及配件)
<input type="checkbox"/> 9.20 Paper (紙張)
<input type="checkbox"/> 9.21 Paper Shredder / Laminator (碎紙機 / 過膠機)
<input type="checkbox"/> 9.22 Pantry Supplies (茶水間用品)
<input type="checkbox"/> 9.23 Paper Towels & Tissues (紙巾及廁紙)
<input type="checkbox"/> 9.24 Sign (門牌)
<input type="checkbox"/> 9.25 Stage & Accessory (舞台用品)
<input type="checkbox"/> 9.26 Stationery (文具)
<input type="checkbox"/> 9.27 Steel Desk (鋼枱)
<input type="checkbox"/> 9.28 Wall Board Assembly (組合壁板)
<input type="checkbox"/> 9.29 Water Dispenser & Service (飲水機及服務)
<input type="checkbox"/> 9.30 Wooden Desk (木枱) |
| <input type="checkbox"/> | 10 | Printing & Photocopying Services (印刷及複印服務) | <input type="checkbox"/> 10.1 Printing of Annual Report (印刷年報)
<input type="checkbox"/> 10.2 Printing of Aluminium Roll-Up Screen (印製易拉架)
<input type="checkbox"/> 10.3 Printing of Booklet & Handouts (印刷小冊子及講義)
<input type="checkbox"/> 10.4 Printing of Certificate (印刷證書)
<input type="checkbox"/> 10.5 Printing of Company Letterhead Materials (印刷公司印刷品)
<input type="checkbox"/> 10.6 Printing of Flag / Banner (印製旗/旗幟) |

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	<input type="checkbox"/>	10.7	Printing of Name Card (印刷卡片)
	<input type="checkbox"/>	10.8	Photocopying Services (複印服務)
	<input type="checkbox"/>	10.9	Printing of Promotional Items (印刷宣傳用品)
	<input type="checkbox"/>	10.10	Printing / Production of Backdrop (印刷 / 製作背景幕)
	<input type="checkbox"/>	10.11	Printing of P.V.C. Card (印製證明卡)
<input type="checkbox"/>	11		Information Technology and Computers (資訊科技及電腦)
	<input type="checkbox"/>	11.1	Computer Hardware Accessory (電腦硬件配件)
	<input type="checkbox"/>	11.2	Computer Hardware (電腦硬件)
	<input type="checkbox"/>	11.3	Computer Hardware Leasing (電腦硬件租用)
	<input type="checkbox"/>	11.4	Computer Hardware Peripheral (電腦硬件周邊)
	<input type="checkbox"/>	11.5	Computer Network (電腦網絡)
	<input type="checkbox"/>	11.6	Contract Out Works - Computer Service (外判工程 - 電腦服務)
	<input type="checkbox"/>	11.7	Computer Software (電腦軟件)
	<input type="checkbox"/>	11.8	Computer Software & Services Subscription (電腦軟件及服務租用)
	<input type="checkbox"/>	11.9	Information Technology & Telecommunications (資訊科技及電信)
	<input type="checkbox"/>	11.10	Repair & Maintenance – Audio / Visual (音頻 / 視頻維修保養)
	<input type="checkbox"/>	11.11	Repair & Maintenance – Computer Equipment (電腦設備維修保養)
	<input type="checkbox"/>	11.12	Repair & Maintenance – Card Printer (證明卡打印機維修保養)
	<input type="checkbox"/>	11.13	Repair & Maintenance – Computer Room Facilities (電腦房設備維修保養)
	<input type="checkbox"/>	11.14	Repair & Maintenance – Software and Application Support (軟件及應用系統支援維修保養)
	<input type="checkbox"/>	11.15	Repair & Maintenance – Server and Network Services (伺服器及網絡服務維修保養)
	<input type="checkbox"/>	11.16	Repair & Maintenance – Telecom System & Equipment (電訊系統及設備維修保養)
	<input type="checkbox"/>	11.17	Contract Out Works - Software Development (外判工程 - 軟件開發)
	<input type="checkbox"/>	11.18	Rental of Telecom System & Equipment (租用電訊系統及設備)
	<input type="checkbox"/>	11.19	Telecom Services (電訊服務)
<input type="checkbox"/>	12		Rental Services (租用服務)
	<input type="checkbox"/>	12.1	Rental of Crane (租用吊機)
	<input type="checkbox"/>	12.2	Rental of Cylinder Service & Air Filling (租用氣樽及充氣)
	<input type="checkbox"/>	12.3	Rental of Digital Photocopier (租用影印機)
	<input type="checkbox"/>	12.4	Rental of Generator Set (租用發電機組)
	<input type="checkbox"/>	12.5	Rental of Gown (租用禮服)
	<input type="checkbox"/>	12.6	Rental of Horses and Carriage Service (租用馬車服務)
	<input type="checkbox"/>	12.7	Rental of Machinery Equipment (租用機械設備)
	<input type="checkbox"/>	12.8	Rental of Portable Mobile Toilets with Hygiene Service (租用流動式廁所及清理服務)
	<input type="checkbox"/>	12.9	Transportation Service - Goods (貨運服務)
	<input type="checkbox"/>	12.10	Transportation Service - Passenger (客運服務)
<input type="checkbox"/>	13		General Supplies (一般供應)
	<input type="checkbox"/>	13.1	General Fixture (一般固定裝置)
	<input type="checkbox"/>	13.2	Light Truck / Coaster (輕型貨車及小巴)
	<input type="checkbox"/>	13.3	Private Car (私家車)
	<input type="checkbox"/>	13.4	Promotional Items (宣傳物品)
	<input type="checkbox"/>	13.5	Reference Book/ Reference Report & Publication (參考書/ 參考報告及刊物)
	<input type="checkbox"/>	13.6	Seasonal Decoration (節慶裝飾)
	<input type="checkbox"/>	13.7	Souvenir (紀念品)
	<input type="checkbox"/>	13.8	Sports Equipment (適體健身器材)
	<input type="checkbox"/>	13.9	Stage Accessory (舞台用品)
	<input type="checkbox"/>	13.10	Building Management Supplies (物業管理供應)
	<input type="checkbox"/>	13.11	Trophy / Medals (獎杯 / 獎牌)

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建造業議會一般供應商名單申請表

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| | <input type="checkbox"/> | 13.12 Uniform (制服) |
| | <input type="checkbox"/> | 13.13 Walkie Talkie (對講機) |
| <input type="checkbox"/> | 14 | General Services (一般服務) |
| | <input type="checkbox"/> | 14.1 Advertisement - Advertising Design & Production (廣告設計及製作) |
| | <input type="checkbox"/> | 14.2 Advertisement - Advertisement Production & Placement Services (廣告製作及報刊廣告代理服務) |
| | <input type="checkbox"/> | 14.3 Referee Services (裁判服務) |
| | <input type="checkbox"/> | 14.4 Catering Services (餐飲服務) |
| | <input type="checkbox"/> | 14.5 Clipping Services (剪報服務) |
| | <input type="checkbox"/> | 14.6 Catering / Kitchen Equipment and Services (餐飲/廚房設備及服務) |
| | <input type="checkbox"/> | 14.7 Cleaning Services (清潔服務) |
| | <input type="checkbox"/> | 14.8 Copywriting & Editorial Services (撰稿及編輯服務) |
| | <input type="checkbox"/> | 14.9 Drycleaning & Laundry Services (乾洗及洗衣服務) |
| | <input type="checkbox"/> | 14.10 Driver Services (司機服務) |
| | <input type="checkbox"/> | 14.11 Disposal Services (棄置服務) |
| | <input type="checkbox"/> | 14.12 Design Services - Graphics Design (平面設計) |
| | <input type="checkbox"/> | 14.13 Design Services - Illustration / Character Design (插畫 / 角色設計) |
| | <input type="checkbox"/> | 14.14 Design Services - Interior / Exterior Design (室內 / 室外設計) |
| | <input type="checkbox"/> | 14.15 Design Services - Product and Logo Design (產品及商標設計) |
| | <input type="checkbox"/> | 14.16 Design Services - Website / Apps Design & Development (設計網頁 / 應用程式及製作) |
| | <input type="checkbox"/> | 14.17 Event Management - Exhibition Booth Design, Production & Installation (展覽攤位設計、製作及佈置) |
| | <input type="checkbox"/> | 14.18 Event Management - Event Production & Management Services (活動籌辦及管理服務) |
| | <input type="checkbox"/> | 14.19 Event Management - Photography Services (照相服務) |
| | <input type="checkbox"/> | 14.20 Event Management - Video Broadcast Services (視頻廣播服務) |
| | <input type="checkbox"/> | 14.21 Event Management - Video Shooting and Editing Services (影片製作及剪接) |
| | <input type="checkbox"/> | 14.22 Football Referee Services (足球裁判服務) |
| | <input type="checkbox"/> | 14.23 Landscape & Gardening (園境及園藝) |
| | <input type="checkbox"/> | 14.24 Lettershop Services (入信服務) |
| | <input type="checkbox"/> | 14.25 Logistics & Transport Services (物流及運輸服務) |
| | <input type="checkbox"/> | 14.26 Mailing / Courier & Delivery Services (郵寄 / 速遞及運送服務) |
| | <input type="checkbox"/> | 14.27 Pest Control (蟲害防治) |
| | <input type="checkbox"/> | 14.28 Property / Facility Management (物業 / 設施管理) |
| | <input type="checkbox"/> | 14.29 Public Relations (公共關係) |
| | <input type="checkbox"/> | 14.30 Scanning Services (掃描服務) |
| | <input type="checkbox"/> | 14.31 Security Guarding Services (保安護衛服務) |
| | <input type="checkbox"/> | 14.32 Signage Production (指示牌製作) |
| | <input type="checkbox"/> | 14.33 Translation Services - Annual Report Translation (年報翻譯) |
| | <input type="checkbox"/> | 14.34 Translation Services - General Translation (一般翻譯) |
| | <input type="checkbox"/> | 14.35 Translation Services - Simultaneous Translation & Interpretation (即時翻譯及傳譯) |
| <input type="checkbox"/> | 15 | Professional Services (專業服務) |
| | <input type="checkbox"/> | 15.1 Agency Services (代理服務) |
| | <input type="checkbox"/> | 15.2 Consultancy Services (顧問服務) |
| | <input type="checkbox"/> | 15.3 Auditing Services (審計服務) |
| | <input type="checkbox"/> | 15.4 Building Information Modelling (BIM) (建築訊息模型) |
| | <input type="checkbox"/> | 15.5 Certificate Services (認證服務) |
| | <input type="checkbox"/> | 15.6 Counseling Services (輔導服務) |
| | <input type="checkbox"/> | 15.7 Human Resources Services (人力資源服務) |
| | <input type="checkbox"/> | 15.8 Insurance - General Insurance (一般保險) |

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- 15.9 Insurance - Medical Insurance (醫療保險)
- 15.10 Legal Services (法律服務)
- 15.11 Market Research (市場調查)
- 15.12 Medical Services (醫療服務)
- 15.13 Quality Management Services (質量管理服務)
- 15.14 Risk Management and Data Privacy Assessment (風險管理及數據私隱評估)
- 15.15 Trade Testing (技能測試)
- 15.16 Training - Course (培訓課程)
- 15.17 Training - Management (培訓管理)
- 15.18 Training - Safety (培訓安全)

Type 2 - Construction Contractor

- 類別二 - 建築工程承辦商
- 1 Contractors – Air-conditioning & Ventilation (空調及通風)
 - 2 Contractors – Building Information Modelling (建築訊息模型)
 - 3 Contractors – Carpark System (停車場系統)
 - 4 Contractors – Curtain / Blind / Carpet Tile/ Floor Finishes (窗簾/簾/方塊地毯/ 地板)
 - 5 Contractors – Design & Construction (設計及施工工程)
 - 6 Contractors – Demolishment Work (拆除工程)
 - 7 Contractors – Electrical (電工工程)
 - 8 Contractors – External Wall (外牆工程)
 - 9 Contractors – Facility Security (設備保安)
 - 10 Contractors – Civil, Foundation & Geotechnical (土木, 地基及土力工程)
 - 11 Contractors – Fire Service Facilities & Equipment (消防設施及設備工程)
 - 12 Contractors – Gas & Oil (煤油及石油氣工程)
 - 13 Contractors – Glass (玻璃工程)
 - 14 Contractors – Grass Cutting (剪草)
 - 15 Contractors – Kitchen Equipment & Facilities (廚房設備及設施工程)
 - 16 Contractors – Lift & Escalator (電梯及扶手電梯)
 - 17 Contractors – Platform (平台)
 - 18 Contractors – Plumbing & Drainage (水務工程)
 - 19 Contractors – Playground Equipment (遊樂場設備)
 - 20 Contractors – Scaffolding Work (建築棚架工程)
 - 21 Contractors – Steel Door Work (鋼門工程)
 - 22 Contractors – Structure Repair (結構修復工程)
 - 23 Contractors – Steel Structural Work (鋼鐵結構工程)
 - 24 Contractors – Waterproof (防水工程)
 - 25 Contractors – Windows (窗戶工程)
 - 26 Contractors – Wooden Door Work (木門工程)
 - 27 Contractors – Workshop Equipment & Facilities (測試場設備及設施工程)

Type 3 - Others

類別三 - 其他

(please specify if the above is found inappropriate) 請細列明如上述沒有適用者

- 3.1 _____

- 3.2 _____

(Note : If found insufficient space, please use separate sheet)
 (註：如空位不足，請另紙列出)

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

(iii) Please provide names of your major clients / customers for our internal reference purposes.
請提供貴公司的主要客戶名稱，作內部參考之用。

- (1) _____ (2) _____
(3) _____ (4) _____

PART IV - DOCUMENTS TO BE SUBMITTED 第四部 - 須提交證明文件清單

Type 1 - Supplier (類別一 - 供應商)

- (i) Please attach a copy of the valid Business Registration Certificate for our reference and record.
請寄交有效的商業登記證文件副本以供參考和存照。
(ii) Please attach one set of relevant product / service catalogue(s) for our consideration.
請夾附最少一份有關產品 / 服務目錄以供參閱。

Type 2 - Construction Contractor (類別二 - 建築工程承辦商)

- (i) Please attach a copy of the valid Business Registration Certificate for our reference and record.
請寄交有效的商業登記證文件副本以供參考和存照。
(ii) Please attach one set of relevant product / service catalogue(s) for our consideration.
請夾附最少一份有關產品 / 服務目錄以供參閱。
(iii) Please attach company profile
請夾附公司簡介
(iv) Please attach past 2 years financial report
請夾附最近兩年之財務報表
(v) Please attach the past 3 years relevant job reference with the contract amount for each selected category(s)
請夾附最近三年每個選定類別之相關工作參考及合同金額
(vi) Please attach relevant construction works licence(s)
請夾附有關工程牌照
(vii) Please attach Quality Assurance policy
請夾附質量保證政策
(viii) Please attach Health and Safety policy
請夾附健康及安全政策
(ix) Please attached Quality Management System certification(s) (if any)
請夾附品質管理系統認證 (如有)
(x) Reference/ Appreciation Letter(s) (if any)
請夾附參考/感謝信 (如有)

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

PART V - CERTIFICATION 第五部 - 證明

(i) Personal Information Collection Statement 收集個人資料聲明

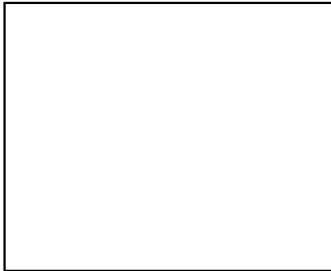
- (1) CIC will use the provided information for the purpose of processing this registration form and dealing with our procurement-related matters.
提供的資料會用作本議會處理有關申請登記成為本議會之一般供應商及與採購相關的事宜。
- (2) Under the provisions of the Personal Data (Privacy) Ordinance (Cap.486), you have the right to request access to or correction of personal data. Written requests should be addressed to CIC.
根據個人資料(私隱)條例(第486章), 你有權要求查閱和更改個人資料, 有關申請須以書面向本議會提出。
- (3) CIC will not be able to process and consider incomplete forms.
如果資料有任何遺漏, 本議會將不能處理本表格事宜。

(ii) Declaration 聲明

- (1) I declare that all information given in this registration form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and I shall forfeit my right to submit quotations and tender.
本人聲明本表格內所提供的一切資料, 依本人所知均屬真確, 並知道倘若虛報資料, 申請即屬無效, 且喪失其後落標資格。
- (2) I agree that if registered, I will conform to the regulations, terms and conditions set by the CIC.
本人同意如本人註冊成為建造業議會之一般供應商, 當遵守建造業議會之工作守則。
- (3) I declare that our company as stated in this form shall uphold the highest ethical principles in relation to our procedures as well as having a corrupt free environment in rendering of goods and services to the CIC operations including compliance with all applicable laws and regulations, maintaining confidentiality where appropriate, adopt an open and fair competition, anti-bribery and corruption.
本人聲明本申請書上的公司會在運作過程中堅守道德原則, 並在廉潔的環境下向建造業議會提供貨品及服務, 包括遵守所有適用法例及規則、保密原則、防賄法例、反貪法例, 以及維護公開公平的競爭。

I apply on behalf of the aforementioned company for inclusion in the CIC General Vendor List.

本人謹代表上述公司, 申請登記成為建造業議會一般供應商。



(Space for company chop)
(公司印鑑)

Signature:

簽署: _____

Name in block letters:

姓名(正楷): _____

Designation:

職銜: _____

Date:

日期: _____

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表 DOCUMENT CHECKLIST 文件核對表

Please enclosed the following items (請夾附以下文件) :

Type 1 - Supplier (類別一 - 供應商)

- Completed application form for inclusion in the CIC General Vendor List (Form PRO-01)
已填妥建造業議會一般供應商登記申請書
- Copy of valid Business Registration Certificate
有效的商業登記證文件副本
- Relevant product / service catalogue(s)
有關產品 / 服務目錄

Type 2 - Construction Contractor (類別二 - 建築工程承辦商)

- Completed application form for inclusion in the CIC General Vendor List (Form PRO-01)
已填妥建造業議會一般供應商登記申請書
- Copy of valid Business Registration Certificate
有效的商業登記證文件副本
- Relevant product / service catalogue(s)
有關產品 / 服務目錄
- Company profile
公司簡介
- Past 2 years financial report
最近兩年之財務報表
- Past 3 years relevant job reference with the contract amount under each selected item category(s)
最近三年每個選定類別之相關工作參考及合同金額
- Relevant construction works licence(s)
有關工程牌照
- Quality Assurance policy
質量保證政策
- Health and Safety policy
健康及安全政策
- Quality Management System certification(s) (if any)
品質管理系統認證 (如有)
- Reference/ appreciate letter(s) (if any)
參考/感謝信 (如有)

Note : Please put a “✓” in the box under each column to indicate that the document has been enclosed.

注意事項：請在欄內方格加上「✓」號以示已附上該文件。

Tender Documents
for
Provision of Event Management and Production Services
for
Global Construction Digitalisation Forum
and Exhibition 2024
for
the Construction Industry Council

Employer

**Construction Industry Council (CIC)
38/F, COS Centre,
56 Tsun Yip Street,
Kwun Tong, Kowloon,
Hong Kong**

July 2024

**Provision of Event Management and Production Services for
Global Construction Digitalisation Forum and Exhibition 2024**
for
the Construction Industry Council

List of Tender Documents

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2. Appendices to Conditions of Tender	
Appendix A – Details for Technical Submission	CT-10
Appendix B – Standard Letter for Complying with Anti-Collusion Clause	CT-16
Appendix C – Form of Tender	CT-18
Appendix D – Fee Proposal	CT-20
Appendix E – Tender Evaluation Procedures and Criteria	CT-41
Appendix F – Reply Slip for Declining Bid	CT-45
3. Assignment Brief and its Annexes	AB-1 to AB-71
- Annex 1	3 Pages
- Annex 2	54 Pages
- Annex 3	1 Page
- Annex 4	1 Page
- Annex 5	61 Pages
- Annex 6	8 Pages
- Annex 7	1 Page
- Annex 8	1 Page
- Annex 9	2 Pages
- Annex 10	1 Page
- Annex 11	1 Page

4. Memorandum of Agreement	MA-1 to MA-3
5. General Conditions of Employment	CE-1 to CE-18
6. CIC's General Conditions of Contract and Guidelines for Works or Services (2b) – CAR	9 Pages
7. Contractor's Safety Requirements	10 Pages
8. Guidelines On Work-Above-Ground Safety	21 Pages

Conditions of Tender
for
Provision of Event Management and Production Services
for
Global Construction Digitalisation Forum
and Exhibition 2024
for
the Construction Industry Council

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1 Notes to Tenderers

- 1.1 All tenderers shall read the instructions contained in this Conditions of Tender carefully prior to preparing their tender submissions. Any tender submission, which does not follow these instructions is deemed to be incomplete and may be disqualified.
- 1.2 The tender documents consist of:
- a) Conditions of Tender;
 - b) Appendices to Conditions of Tender;
 - c) Assignment Brief and its Annexes;
 - d) Memorandum of Agreement;
 - e) General Conditions of Employment;
 - f) CIC's General Conditions of Contract and Guidelines for Works or Services (2b) – CAR;
 - g) Contractor's Safety Requirements;
 - h) Guidelines On Work-Above-Ground Safety

2 Invitation

- 2.1 Tenderers are invited by the Construction Industry Council (hereinafter referred to as the "CIC") to submit proposal and bid for Provision of Event Management and Production Services for Global Construction Digitalisation Forum and Exhibition 2024. Further details are given in the **Assignment Brief and its Annexes**.
- 2.2 The tender shall be submitted in accordance with the **Conditions of Tender**.
- 2.3 If the tender is accepted and the contract is awarded, the tender documents specified in Clause 1.2 above, the tender proposal submitted by the tenderer and other relevant contract correspondence as agreed by the tenderer and CIC will form part of the contract.

3 Tenderers' Response to CIC Enquiries

- 3.1 In the event that the CIC determines that clarification of any tender is necessary, it will advise the tenderer to supplement its tender. Unless otherwise specified in the request for clarification, the tenderer shall thereafter have THREE (3) working days to submit such requested information. Any clarification made shall be at the tenderer's own cost and expense.

4 Completion of Tender

- 4.1 The tenderer is required to submit all information specified in **Appendix A** of the Conditions of Tender with his tender. In addition, the tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in **Appendix B** of the Conditions of Tender. Should the tenderer fails to submit all information mentioned above with his tender, his tender may not be considered.
- 4.2 If CIC's participation is required, the tenderer should clearly state the details and the expected resources, skills, level of participation, responsibilities, and duration.
- 4.3 The tenderer shall state in his proposals the implementation plan of delivering the deliverables as described in the **Assignment Brief and its Annexes**.
- 4.4 The tenderer must submit his offer in Hong Kong Dollars. **OFFERS SUBMITTED IN OTHER CURRENCIES SHALL NOT BE CONSIDERED.**
- a) The tenderer is required to submit the completed **Form of Tender as per Appendix C** of the Conditions of Tender.
 - b) In addition, the tenderer is required to submit **the Fee Proposal** using the prescribed form provided in **Appendix D** of the Conditions of Tender. There shall be no adjustment for any price fluctuations; and
 - c) The tenderer should ensure that the fee quoted is sufficient before submitting the tender. Under no circumstances will the CIC accept any change of quoted lump sum fee on the ground that a mistake has been made in the tender price.
- 4.5 A two-envelope approach is adopted for tender submission, i.e. the tenderers should submit all information specified in **Appendix A** of the Condition of Tender, and the letter annexed in **Appendix B** and mentioned in Clause 4.27 of the Conditions of Tender (collectively known as "technical proposal") in one envelope and the completed Form of Tender using the prescribed form provided in **Appendix C** of the Conditions of Tender and the Fee Proposal using the prescribed form provided in **Appendix D** of the Conditions of Tender (collectively known as "fee proposal") in a separate envelope. Failure to do so will render the tender void.
- 4.6 The tenderer shall submit **ONE (1)** hard copy and corresponding files in electronic form (e.g. in MS Word / MS Excel / PDF format) stored in an electronic medium (eg: USB / CD-ROM / DVD-ROM) of the technical proposal in a sealed envelope marked "Technical Proposal" and **ONE (1)** hard copy of the fee proposal in a separate sealed envelope marked "Fee Proposal" clearly indicating the tenderer's name and tender title. In the event of discrepancies between original and electronic versions of the Tender Submission, the former shall prevail.

- 4.7 Tender should be submitted to the Tender Box of CIC at **G/F, Hong Kong Institute of Construction - Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong by 12:00 noon on 16 August 2024.** Late submission will NOT be considered. Failure to do so shall render the tender void.
- 4.8 In the event that a Typhoon Signal No. 8 or above or Black Rainstorm Warning is hoisted within the office hour (8:30 am – 6:18 pm) on the tender closing date, the tender closing time will be postponed to 12:00 noon on the following working day.
- 4.9 The CIC will not reimburse any cost incurred by tenderers for the preparation and submission of the tender.
- 4.10 The CIC may reject a tender which in CIC's opinion is unreasonably low in terms of price and may therefore affect the tenderer's capability in carrying out and complete the services and delivering the deliverables in accordance with the Assignment Brief and its Annexes.
- 4.11 Any amendments to the rates offered must be signed by the person who signs the tender. Failure to do so will render the tender null and void.
- 4.12 Unless otherwise stated, tenders shall be valid for 120 days from the specified closing date. If no letter of acceptance or order is placed within the validity period of the offer, the tenderer may assume that the offer has not been accepted.
- 4.13 This is an invitation to offer. The CIC is not bound to accept the lowest tender or the highest combined scores under the technical and fee proposal or any tender.
- 4.14 The CIC reserves the right to negotiate with any or all tenderer(s) on the terms of the tender.
- 4.15 Tenderer should ascertain the prices quoted are sufficient before submitting his tender. Under no circumstances will the CIC accept any request for price adjustment due to any mistake made in the tender prices.
- 4.16 The CIC shall have the right, in its absolute discretion, to disclose to any person and for any purpose, any information submitted to the CIC as part of the tender or otherwise in connection with the awarded contract, without further notification to the successful tenderer. In submitting the tender, the tenderer irrevocably consents to such disclosure.
- 4.17 In the event that a tenderer discovering a genuine error in his tender after it has been deposited, he may in writing draw attention to the error and submit amendment which may be accepted, provided that the amendment has been deposited on or before the closing time fixed for the receipt of tenders.
- 4.18 The CIC will not consider prices missing in Unit Rate, Total Value and Total Amount. The Unit Rate will be used should the Total Value and / or Total Amount have any discrepancy with the Unit Rate. No adjustment will be made for fluctuations in salaries, material prices and exchange rates of currencies,

freight charges, insurance premium or for any other reason whatsoever.

- 4.19 Should examination of a tender reveal errors of such magnitude as in the opinion of the CIC would involve the tenderer in serious loss then the nature and amount of such errors will be communicated to the tenderer and he will be asked to confirm in writing that he is prepared to abide by his tender.
- 4.20 The tenderer shall be required to check the numbers of the pages of the tender documents against the page numbers given in the contents. If the tenderer finds any missing, in duplicate or indistinct, he must inform the CIC at once and have the same rectified.
- 4.21 Should the tenderer for any reason whatsoever be in doubt as to the precise meaning of any item or description, he must inform the CIC in order that correct meaning may be decided before the date for submission of tender.
- 4.22 No liability will be admitted, nor claim allowed in respect of errors in the tenderer's tender due to mistakes in the tender documents which should have been rectified in the manner described above.
- 4.23 Tenderer shall be deemed to be in possession of a valid business registration certificate and, if necessary, be registered with the relevant authority authorizing him to carry out the works described in the tender documents.
- 4.24 Tenderer shall comply with the CIC's General Conditions of Contract and Guidelines for Works or Services. The tender price shall deem to be included all cost incurred.
- 4.25 Any qualification of tender or of the tender documents may cause the tender to be disqualified.
- 4.26 No unauthorized alteration or erasure to the text of the tender documents will be permitted. Any tender containing such alteration or erasure may not be considered.
- 4.27 The tenderer shall strictly comply with the following anti-collusion clause:
- (1) (a) Subject to sub-clause (2) of this Clause, the tenderer shall not communicate to any person other than the CIC the amount of the tender price or any part thereof until the tenderer is notified by the CIC of the outcome of the tender exercise.
- (b) Further to paragraph (a) of this sub-clause, the tenderer shall not fix the amount of the tender price or any part thereof by arrangement with any other person, make any arrangement with any person about whether or not he or that other person will or will not submit a tender or otherwise collude with any person in any manner whatsoever in the tendering process.
- (c) Any breach of or non-compliance with this sub-clause by the tenderer shall, without affecting the tenderer's liability for such breach or non-compliance, invalidate his tender.
- (2) Sub-clause (1)(a) of this Clause shall have no application to the tenderer's communications in strict confidence with:

- (a) his own insurers or brokers to obtain an insurance quotation for computation of tender price;
 - (b) his consultants or sub-contractors to solicit their assistance in preparation of tender submission; and
 - (c) his bankers in relation to financial resources for the Contract
- (3) The tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in Appendix B of the Conditions of Tender. The signatory to the letter shall be a person authorized to sign CIC contracts on the tenderers's behalf.
- (4) The tenderer shall indemnify and keep indemnified the CIC against all losses, damages, costs or expenses arising out of or in relation to any breach of or non-compliance with sub-clause (1) of this Clause by the tenderer, including but not limited to additional costs due to price escalation, costs and expenses of re-tendering and other costs incurred.
- 4.28 The tenderer shall not and shall ensure that his agents and employees shall not give or offer any advantages as defined under the Prevention of Bribery Ordinance to any agent or employee of CIC. Any breach of the clause by the tenderer shall, without affecting the tenderer's liability for such breach, invalidate his tender.
- 4.29 The invited tenderer who has decided to decline the bid shall return the Reply Slip for Declining Bid provided in **Appendix F** of the Conditions of Tender.

5 Tender Interview

- 5.1 During the tender evaluation stage the tenderer may be requested to attend a tender interview to present his tender proposals. Details of the interview may be announced to the shortlisted tenderers THREE (3) days prior to the interview. Upon receipt of a request from the CIC, the tenderer shall provide a tender presentation to demonstrate whether the proposal can fulfill the requirements specified in the Assignment Brief and its Annexes.
- 5.2 The presentation shall be set up with the tenderer's own resources and expense. The CIC shall not bear any costs associated with the presentation.
- 5.3 The presentation should at least include the project team profile, the approach to fulfill the objectives described in the Assignment Brief and its Annexes and an

outline programme for completing the assignment. The presentation shall be conducted, where possible, by the leader of the proposed project team for performing the project management.

- 5.4 In view that tender interview forms part of the technical assessment, tenderers should NOT disclose any fee related information during the interview including PowerPoint presentation and handouts. Failure to do so may result in disqualification of tender.
- 5.5 Each interview presentation should be no longer than 25 minutes, including a 10-minute questions and answers session.

6 Tender Evaluation

- 6.1 Tenderers shall note that their tender proposals, presentations and responses to CIC's queries in connection with the tender will be assessed in accordance with **the tender evaluation procedures and criteria** specified in **Appendix E** of the Conditions of Tender.

7 Tenderer's Commitment

- 7.1 All information and responses from the tenderer must be submitted in writing. The relevant provisions of this invitation to tender and such documents so submitted shall be the representation of the tenderer and may be incorporated into and made part of the Contract between the CIC and the successful tenderer.
- 7.2 The CIC reserves the right to disqualify any tender that directly or indirectly attempts to preclude or limit the effect of the requirements as mentioned on the Assignment Brief and its Annexes.
- 7.3 Tender shall remain valid and open for acceptance for **120 days** after the tender closing date.

8 Amendments

- 8.1 The CIC reserves the right to amend or withdraw the Assignment Brief and its Annexes before acceptance of a tender.
- 8.2 The CIC may issue Tender Addendum and / or Replies to Tender Queries no later than SEVEN (7) days before tender closing if CIC found it necessary.

9 Award of Contract

- 9.1 The successful tenderer will receive a letter of acceptance as an official notification of acceptance. Unless and until a formal contract agreement is prepared and executed, this letter of acceptance together with the tender submission shall constitute a binding contract between the successful tenderer and the CIC. Tenderers who do not receive any notification within the validity period of their offer shall assume that their tenders have not been accepted.
- 9.2 The CIC reserves the right of not awarding the contract after receipt of submissions by the tenderer.
- 9.3 In order to ensure the fairness of the tender process, all answers to tender queries / tender clarifications and tender addendums will be uploaded to CIC's website. All tenderers have to take note of this arrangement. Any claim for extension of time or additional payment due to ignorance of this clause shall not be entertained by the CIC.

10 Rights to Exercise

- 10.1 The CIC may, at any time during the contract period by notice of writing, direct the Contractor to alter, amend, omit, add to, or otherwise vary any of the work items stated in the Contract and/or works required as specified by the CIC, and the Contractor shall carry out such variations. The contract sum will be adjusted all in accordance with the relevant provisions specified else in the tender documents and/or works required as specified by the CIC.

11 Submitted Documents

11.1 All submitted documents will not be returned.

12 Enquiries

12.1 In case the tenderer has any tender enquiries or/ and tender clarification queries, he should submit in writing to the procurement department with details as below:-

Ms Ruby Wong
Assistant Manager - Procurement
Construction Industry Council
38/F, COS Centre,
56 Tsun Yip Street, Kwun Tong,
Kowloon, Hong Kong

Tel : (852) 2100-9420
Fax: (852) 2100-9439
Email: rubywong@cic.hk

APPENDIX A – Details for Technical Submission

**To be included
in
Technical Proposal**

The Tenderer is required to provide all details as described in the technical submission therein.

1. Tenderer’s Track Record & Project Reference

- 1.1 The tenderer is required to provide company’s profile, background and expertise;
- 1.2 The tenderer is required to provide a full list of project references undertaken in the **past 5 years** (as of the tender closing date) for projects similar to this Assignment, giving the details by adhering to the submission format as specified in Section 1.3 below.
- 1.3 The tenderer shall submit a list of **relevant project references** in the following format with support of copies of job references or recommendation letters from previous clients.

	Name of your Client / Organization		
Scope of work			
Project Type (Scale and complexities)			
Organisation Type		Involved Stakeholders Type	
Project Cost		Project Duration	
Completion Date			

- 1.4 In case the tenderer is unable to disclose of track record and project reference due to the signing of confidentiality agreement with its previous clients, please specify in the tender submission accordingly. In this circumstance, the tenderer will be asked to describe this information to the Assessment Panel during the tender interview.

2. Tenderer's Staff Resources

2.1 Organization and Qualification of Proposed Project Team

2.1.1 The tenderer shall submit:

- (a) An **Organization chart** indicating the proposed project team structure and strength of the proposed project team. The project team shall include members who have experience in supplying the Deliverables as outlined in the Assignment Brief and its Annexes, in particular the Project Manager, Chief Designer, Technical Managers, Safety Officer and other Administrative Supporting Staff as stated in the Assignment Brief.

2.1.2 The project team members shall possess the required **Qualifications, Professional Knowledge and Relevant Experience** to supply the Deliverables as outlined in the Assignment Brief and its Annexes.

2.1.3 The project team proposed in the tender submission shall form part of the Agreement. The tenderer shall provide the details included but not limited to the following information of proposed project team members in the tender submission:

- a) Name
- b) Post / Title in this Project
- c) Core Team or Supporting Team Members (Yes/No)
- d) Language (Chinese/English/Both)
- e) Qualifications
- f) Duties and Responsibilities in the Assignment
- g) Years of Relevant Experience
- h) Relevant experience in projects of similar nature mentioned in the Assignment Brief

Project Team Structure and Qualifications
(using the following format to list the team information)

	Proposed Roles / Title / Post in this project		
Name of Proposed Team Member		Core Team or Supporting Team	
Language		Degree holder	
List of relevant certificates and/or qualifications			
Duties and responsibilities in the assignment			
Years of services in your company		Years of relevant experiences	
Relevant experience in projects of similar nature			

3. Project Approach and Requirements

3.1 The tenderer is required to submit the following to demonstrate his capabilities in fulfilling the project approach and technical requirements and to present all the deliverables outlined in the Assignment Brief and its Annexes :-

- (i) A completed **Project Methodology** shall be provided to demonstrate a full understanding of the Assignment and its Annexes, including but not limited to the following:
 - (a) Event proposal including deployment plan showing manpower and resources allocation during pre-event preparation, on-site event management, as well as post-event works;
 - (b) Exhibition Layout plan with proposed zoning and allocation mechanism;
 - (c) Design proposal including the design concept of the overall Events, CIC raw space booth, and the gimmick for GCDFE Opening Ceremony;
 - (d) Proposal of SaaS-based Event Management Solution for the Website, registration and event management platform (including a demo);
 - (e) Proposal of Exhibitor Manual;
 - (f) Reference of email templates of registration confirmations and reminders of events; and
 - (g) Proposal of contingency plan and/or special measures for unforeseeable conditions and the epidemic before and during the Events.

- (ii) Detailed Work Programme shall be provided (in the form of a linked bar chart preferred) identifying the critical path for key actions of each deliverable /service, including but not limited to the following activities:
- (a) Event planning and design;
 - (b) Website layout and UAT of web portal;
 - (c) Exhibitor application form and Exhibitor Manual;
 - (d) Exhibition hall layout;
 - (e) Online registration system and status reporting system;
 - (f) Business matching platform; and
 - (g) Production of event materials and décor items
- (iii) **Health and Safety.** The Tenderer shall include the following:-
- (a) **Detailed CV's** of personnel to be responsible for implementing the Health and Safety Policy and whether they are site-resident or on a visiting basis, in particular the full-time Resident Registered Safety Officer (RSO) as stated in Section 8.1(d) of the Assignment Brief;
 - (b) An **Outline Health & Safety Plan** contain sufficient information to demonstrate the tenderer's proposals for achieving effective and efficient health & safety procedures, on a formal statement of policy in relation to health & safety which should include:
 - i. An assessment of risks associated with the works activities when carrying out the Works,
 - ii. An outline of the health & safety procedures and protective controls to be developed,
 - iii. Manner by which they would be implemented and monitored to ensure health & safety on the Site;
 - (c) **Accident statistics** covering a period of two years to date, inclusive of subcontracted labour with the method of calculation and definitions clearly shown.

3.2 The tenderer shall refer to the other requirements laid down in the Assignment Brief and its Annexes of the tender document.

4. Documents and Information to be submitted for the Technical Proposal

4.1 The Tenderer is required to provide the following documents and information in the technical submission as described in the tender documents:

4.2

<u>Particulars</u>	<u>Reference</u>
Technical Proposal	
1. Tenderer's Track Record & Project Reference	Conditions of Tender, Appendix A Clause 1.1 to 1.4
2. Organisation and Qualifications of Proposed Project Team	Conditions of Tender, Appendix A Clause 2.1.1, 2.1.2 and 2.1.3
3. Project Approach and Requirements to (i) fulfill the technical requirements; and (ii) deliver all deliverables outlined in the Assignment Brief and its Annexes	Conditions of Tender, Appendix A Clause 3.1 and 3.2
4. A duly completed Standard Letter for complying with Anti-Collusion Clause	Conditions of Tender, Appendix B
5. A duly signed CIC's General Conditions of Contract and Guidelines for Works or Services (2b)-CAR	CIC's General Conditions of Contract and Guidelines for Works or Services (2b)-CAR
6. All documents mentioned in the Technical Assessment Marking Scheme	Conditions of Tender, Appendix E

Note: The tenderer is required to submit all information specified in Appendix A of the Conditions of Tender with his tender. In addition, the tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in Appendix B of the Conditions of Tender. Should the tenderer fails to submit all information mentioned above with his tender, his tender may not be considered.

“Please be reminded that NO COMMERCIAL OR COST INFORMATION SHALL BE INCLUDED IN TECHNICAL SUBMISSION. You are reminded that should any commercial or cost information be included in this Technical Submission, you may be disqualified from this Tender.”

APPENDIX B – Standard Letter for complying with Anti-Collusion Clause

To: Construction Industry Council (CIC)

Date:

**To be included
in
Technical Proposal**

Dear Sir/Madam,

Tender Ref: _____ (572) in P/AE/PUR/AGC _____

Tender Title: Provision of Event Management and Production
Services for Global Construction Digitalisation Forum
and Exhibition 2024 for Construction Industry Council

*[I/We], [(_____)] of
name of the tenderer

(_____)]¹,
address of the tenderer

refer to *[my/our] tender for the above Contract.

*[I/We] confirm that, before *[I/We] sign this letter, *[I/We] have read and fully understand this letter and the anti-collusion clause in Conditions of Tender Clause 4.27.

*[I/We] represent and warrant that in relation to the tender for the above Contract:

- (i) *[I/We], other than the Expected Communications referred to in the last paragraph of this letter, have not communicated and will not communicate to any person other than the CIC the amount of the tender price or any part thereof until *[I/We] have been notified by the CIC of the outcome of the tender exercise;
- (ii) *[I/We] have not fixed and will not fix the amount of the tender price or any part thereof by arrangement with any person;
- (iii) *[I/We] have not made and will not make any arrangement with any person as to whether *[I/We] or that other person will or will not submit a tender; and

- (iv) *[I/We] have not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the tendering process.

*[I/We] shall indemnify and keep indemnified the CIC against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and/or warranties above, including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred.

In this letter, the expression “Expected Communications” means *[my/our] communications in strict confidence with:

- (i) *[my/our] own insurers or brokers to obtain an insurance quotation for computation of tender price;
- (ii) *[my/our] consultants or sub-contractors to solicit their assistance in preparation of tender submission; and
- (iii) *[my/our] bankers in relation to financial resources for the Contract.

Signed for and on behalf of [_____]
name of the tenderer

by [_____]²:
name and position of the signatory

Name of Witness: _____

Signature of Witness: _____

Occupation: _____

Note:

* Delete as appropriate

1. Where the tenderer comprises two or more persons or companies acting in partnership, joint venture or otherwise, this part in square brackets should be expanded to include the respective names and addresses of such persons or as the case may be companies.

2. Where the tenderer comprises two or more persons or companies acting in partnership, joint venture or otherwise, all such persons or as the case may be companies must sign. The signatory for each of such persons or companies shall be a person authorised to sign CIC contracts on behalf of that person or as the case may be company.

APPENDIX C – Form of Tender

**To be included
in
Fee Proposal**

FORM OF TENDER

FOR

PROVISION OF EVENT MANAGEMENT AND PRODUCTION SERVICES FOR
GLOBAL CONSTRUCTION DIGITALISATION FORUM AND EXHIBITION 2024

FOR

THE CONSTRUCTION INDUSTRY COUNCIL

**To: Construction Industry Council
38/F, COS Centre,
56 Tsun Yip Street,
Kwun Tong, Kowloon,
Hong Kong**

Dear Sirs,

1. Having examined the Conditions of Tender, Appendices to Conditions of Tender, Assignment Brief and its Annexes, Memorandum of Agreement, General Conditions of Employment, CIC's General Conditions of Contract and Guidelines for Works or Services (2b-CAR), Contractor's Safety Requirements and Guidelines On Work-Above-Ground Safety thereto for the execution of the above named Services, we offer to execute and complete the whole of the said Services in conformity with the said Conditions of Tender, Appendices to Conditions of Tender, Assignment Brief and its Annexes, Memorandum of Agreement, General Conditions of Employment, CIC's General Conditions of Contract and Guidelines for Works or Services (2b-CAR), Contractor's Safety Requirements and Guidelines On Work-Above-Ground Safety and the tender proposals submitted herewith within _____ Calendar Days including Sundays and Public Holidays from the date of contract awarded and for the sum of Hong Kong Dollars(HK\$.....)
(not being subject to fluctuations in labour and material costs) or such sums as may be ascertained in accordance with the Conditions of Employment.
2. We agree to abide by this tender and not to withdraw it for a period of 120 days from the date fixed for receiving it and including that date and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

3. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof subject to the provisions of Clause 2 hereof shall constitute a binding Contract between us.
4. We understand that you are not bound to accept the lowest or any tender you may receive.

Signature _____

In the capacity of _____

Duly authorized to sign tenders for and on behalf of * _____

Registered Address of the Firm

Date _____

Witness _____

Address

Occupation

Date _____

Business Registration Certification No. _____

Name of Partner(s)

Residential Address of Partner(s)

* In the cases of a (a) Limited Company or (b) Partnership or unincorporated body, (a) the name of the Company or (b) the name(s) of the partner(s) must be inserted in the space provided above.

APPENDIX D – Fee Proposal

**To be included
in
Fee Proposal**

FEE PROPOSAL
FOR THE
PROVISION OF EVENT MANAGEMENT AND PRODUCTION SERVICES FOR
GLOBAL CONSTRUCTION DIGITALISATION FORUM AND EXHIBITION 2024

FOR THE
CONSTRUCTION INDUSTRY COUNCIL

The Contractor shall be paid a Lump Sum fee of HK\$_____ for the provision of all services and all expenses incurred in connection with the carrying out and satisfactory completion of the Assignment as detailed in the Assignment Brief and its Annexes.

The tenderer shall enclose with his tender the completed Schedule of Rates as below:

- (1) The Schedule of Rates shall be in sufficient details to indicate the breakdown of the works. Failure to submit the Schedule of Rates may cause his tender not to be considered by the Employer.
- (2) Upon award of the Contract, the Schedule of Rates shall be deemed to be the Contractor's Schedules and will be regarded as firm and will not be subject to remeasurement or adjustment whatsoever otherwise than in accordance with the expressed provisions of the terms of the Contract.
- (3) The total of the Schedule of Rates must agree with the amounts carried to the Summary of Tender. Any items which are not included in the Schedule of Rates but shown on the drawings or described in the specifications under the tender documents shall be deemed to have been included in the tender figures. Where the Employer considers appropriate, the rates in the Schedule may be used for the valuation of variations ordered by the Employer, but the quantities referred to in the Schedule of Rates shall not form part of the Contract Documents.
- (4) The tenderer should note that the quantities as inserted in the Schedule of Rates for all measured work should be consistent with those shown on the tender drawings and the drawings to be prepared and provided by the tenderer. Where large discrepancy or apparent inconsistency in the quantity of any item is identified, the item total will remain intact and the tenderer will be requested to adjust the unit rate and the quantity to tally with the item total.

(5) The tenderer is required to enter quantities, rate and the total against all items in the Schedule of Rates. The submitted quantities are at the sole risks of the tenderer. The tenderer shall be deemed to have allowed for all other miscellaneous works which are not mentioned in the Specification nor or on the Drawings but which are indispensably necessary for the satisfactory completion of the Works.

(6) Dimensions provided in the Schedule of Rates shall be for reference only.

(7) The tenderer's rates for the items contained in the Schedule of Rates shall be deemed to include cost of all incidentals of labour, material, plant (working or idle), supervision, general attendance, profit and all other things and matters necessary for the carrying out of the Works and all provisions of the Conditions of Contract and Specification and for the timely and satisfactory completion of the entire Works contained in the Contract.

(8) If so required by the CIC and/or its representative, the Main Contractor shall submit further breakdown of the Schedule of Rates showing the build-up of any 'lump sums' included in the Schedule of Rates.

Schedule of Rates

Table 1 - Detailed breakdown of tender price

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
1	4.2.1	Secretariat, Liaison, Coordination, Recruitment and General Event Management Services			
1.1	4.2.1 (1) – (19)	Overall Event Management And Support Services	1 job		
1.2	4.2.1 (20) – (26)	Coordination and Management of Exhibitors and Speakers	1 job		
1.3	4.2.1 (27) – (28)	Payment Handling	1 job		
Sub-Total Amount of Item 1 (HK\$):					
2	4.2.2	Design and Production of Exhibitor Manual, Booth Application Form and Sponsorship Package			
2.1	4.2.2 (1)	Write-up, Design and Production of Exhibitor Manual	1 job		
2.2	4.2.2 (2) and (4)	Design and Development of Booth Application Form and Contract - Including output in fillable electronic format	1 job		
2.3	4.2.2 (3)	Printing and Delivery of Booth Application Forms	400 copies*		
2.4	4.2.2 (5)	Design and Development of Sponsor Package - Including output in fillable electronic format	1 job		
2.5	4.2.2 (6)	Printing and Delivery of Sponsor Package	400 copies*		
Sub-Total Amount of Item 2 (HK\$):					

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3	4.2.3	Design, Production, Installation, Management, Dismantling and Disposal of Overall Area, Exhibition Area, Forum Area, Award Area, Dinner Area and VIP Lunch Area			
		I. Overall Area			
3.1	4.2.3 (1) - (3)	Layout for Overall Area	1 job		
3.2	4.2.3 (2)(i)	Design, Production, Installation and Dismantling of Foamboard Signage - Smaller Than or Equal To 600mm (W) x 420mm (H)	1 set*		
3.3	4.2.3 (2)(ii)	Design, Production, Installation and Dismantling of Handheld Foamboard Signage - 600mm (W) x 420mm (H), with (wooden) stick handle of 1.8m (H)	10 sets*		
3.4	4.2.3 (2)(iii)	Design, Production, Installation and Dismantling of Stance Free Standing Foamboard Signage - 800mm (W) x 1820mm (H)	4 sets*		
3.5	4.2.3 (4)	Design, Production, Installation, Dismantling and Disposal of Microphone Tags	10 sets*		
3.6	4.2.3 (5) (i)	Design, Production, Installation, Dismantling and Disposal of Reception Backdrop	1 set*		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3.7	4.2.3 (5) (ii)	Design, Production, Installation, Dismantling and Disposal of Media Room Backdrop	1 set		
3.8	4.2.3 (6)	Design, Production, Installation, Dismantling and Disposal of Entrance Arch	1 set		
3.9	4.2.3 (7)	Design, Production, Installation, Dismantling and Disposal of Feature Wall - Single side die-cut acrylic with digital print graphic sticker	1 set		
3.10	4.2.3 (8)	Provision of First Aid Services with 2 First Aiders	1 job		
3.11	4.2.3 (9)	Coordinate with the HKCEC on arranging Food and Beverage Counters for Visitors	1 job		
		II. Exhibition Area			
3.12	4.2.3 (15) - (17), (24)-(26)	Overall Design and Management of the Exhibition Area	1 job		
3.13	4.2.3 (18) (i)	Design, Construction and Dismantling of Standard Booth of 1 Sq. M.	31 sets*		
3.14	4.2.3 (18) (ii)	Design, Construction and Dismantling of Standard Booth of 2 Sq. M.	14 sets*		
3.15	4.2.3 (18) (iii)	Design, Construction and Dismantling of Premium Booth of 9 Sq. M.	12 sets*		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3.16	4.2.3 (18) (iv), (22)-(23)	Communicate and Coordinate with Exhibitors for Raw Space Booth Designs, Move-in, Set-up, Dismantle and Move-out	1 job		
3.17	4.2.3 (19)	Design, Production, Installation, Dismantling and Disposal of the CIC Raw Space Booth	1 job		
3.18	4.2.3 (20)	Design, Production, Installation, Dismantling and Disposal of Business Matching Area	1 job		
3.19	4.2.3 (21)	Design, Production, Installation, Dismantling and Disposal of Media Booth	1 job		
3.20	4.2.3 (27)	Operate and Manage the House Announcement at Exhibition Area	1 job		
3.21	4.2.3 (28)	Design, Production, Installation, Dismantling and Disposal of Exhibitor List Board	1 set		
III. Forum Area					
3.22	4.2.3 (37)	Forum Area setup	1 job		
3.23	4.2.3 (38)	Design, Production, Installation, Dismantling and Disposal of Event Photo Backdrop	1 job		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3.24	4.2.3 (39)	Design and Produce backdrop, static and animated graphics for LED TV wall to the programmes of all forum sessions	1 job		
3.25	4.2.3 (40)	Provision of Podium with Design and Production; and Rent, set-up and dismantle choir riser	1 job		
3.26	4.2.3 (41)	Provision of Press Stage	1 job		
3.27	4.2.3 (42)	Provision of Registration Counter	1 job		
3.28	4.2.3 (43)	Proposal, Design, Production and Execution of a Kick-off Gimmick for Opening Ceremony with 3-min Animation	1 job		
3.29	4.2.3 (45)	Proposal, Design, Production and Execution of a Kick-off Gimmick for Award Launching Ceremony with 2-min Animation	1 job		
3.30	4.2.3 (46)	Design and produce titles slides in presentation format for all forum sessions	1 job		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3.31	4.2.3 (47)	Rental, Setup and Dismantling of Lighting System at the Conference Area	1 job		
3.32	4.2.3 (48)	Rental, Setup and Dismantling of PA System at the Conference Area - Including provision background music	1 job		
3.33	4.2.3 (49)	Rental, Setup and Dismantling of Sound Box	1 job		
3.34	4.2.3 (50)	Rental, Set-Up and Dismantling of Stage Monitors	2 jobs (i.e. 2 monitors)		
3.35	4.2.3 (51)	Provision of at least ONE (1) Soundman and TWO (2) Technicians at the Conference Area	1 job		
3.36	4.2.3 (52)	Provision of Live Feeding for the Forum to On-site Participants	1 job		
		IV. VIP Lunch Area and VIP Tours			
3.37	4.2.3 (57) – (61)	VIP Lunch Management	2 sessions*		
3.38	4.2.3 (62)	VIP Tours Management	6 tours*		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
V. Award Presentation Ceremony and Gala Dinner					
3.39	4.2.3 (63)-(64), (66)-(70)	Overall Design and Management of the Award Presentation and Gala Dinner Area	1 job		
3.40	4.2.3 (65)	Provision of Design and Production of LED backdrops based on the GCDFE's and CIC Construction Digitalisation Award's key visuals	1 job		
3.41	4.2.3 (66)	Provision of Design and Production of podium with foamboard covering	1 job		
3.42	4.2.3 (72)	Provision of Design, produce, install and dismantle THREE (3) photo booths with full colour print	3 jobs		
3.43	4.2.3 (73)	Provision of Design, produce, install and dismantle TWO (2) floor standing seating plan	2 jobs		
3.44	4.2.3 (74)	Provision of Design and produce approximate THREE HUNDRED (300) name tags.	300 jobs		
3.45	4.2.3 (75)	Design and produce approximate SIXTY (60) table place cards.	60 jobs		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3.46	4.2.3 (79)	Design and produce THREE (3) versions of digital slides template for the Award presentation for all awardees.	3 jobs		
Sub-Total Amount of Item 3 (HK\$):					
4	4.2.4	Artwork Design, Production and Delivery of Event Brochure			
4.1	4.2.4 (1) – (5)	Design of Event Brochure - Including production of event brochure in PDF or e-book format	1 job		
Sub-Total Amount of Item 4 (HK\$):					
5	4.2.5	Artwork Design, Production and Delivery of Flyers and Posters			
5.1	4.2.5 (1), (13)-(14)	Design of Flyers for the Event Promotion	5 sets		
5.2	4.2.5 (1)	Production of Flyers for the Event Promotion - 5 sets x 300 copies	1500 copies*		
5.3	4.2.5 (3), (13)-(14)	Design of Flyers for the Forum Sessions	4 sets		
5.4	4.2.5 (3)	Production of Flyers for the Forum Sessions - 4 sets x 300 copies	1200 copies*		
5.5	4.2.5 (5), (13)-(14)	Design and Production of Poster	200 copies*		
5.6	4.2.5 (6), (13)-(14)	Provision of Design, Production, Blasting out of EDMs, EDM banners, and social media posts	10 sets		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
5.7	4.2.5 (7)-(8)	Draft email templates and Issue reminders emails to participants	1 job		
Sub-Total Amount of Item 5 (HK\$):					
6	4.2.6	Design, Production of Promotional Videos and EDMs			
6.1	4.2.6 (1)	Design and Production of Promotional Videos in duration of 1 minute 30 seconds	6 jobs* (i.e. 6 videos)		
6.2	4.2.6 (2)	Design and Production of Videos in duration of 2 minutes for CIC Chairman / ED	7 jobs* (i.e. 7 videos)		
6.3	4.2.6 (5)	Provision of Service of Drafting Press Invitation and Press Release	1 job		
Sub-Total Amount of Item 6 (HK\$):					
7	4.2.7	Management of Event Registration			
7.1	4.2.7 (1) – (9)	Overall Management Service of a SaaS-based Event Management Solution for the Website, registration and event management platform	1 job		
7.2	4.2.7 (10) – (12)	Overall Management of Onsite Registration	1 job		
7.3	4.2.7 (13)	Provision, Setup and Dismantling of Registration Booths	1 job		
7.4	4.2.7 (14) – (16)	Post-Event Arrangement	1 job		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
7.5	4.2.7 (17)	Coordination, Design and Production of a Post-Conference and Exhibition Evaluation Survey	1 job		
7.6	4.2.7 (18)	Design and Provision of Electronic Attainment Certificates	1 job		
Sub-Total Amount of Item 7 (HK\$):					
8	4.2.8	On-site Simultaneous Interpretation Service			
8.1	4.2.8 (1) – (4)	Provision of On-site Simultaneous Interpretation Service for the Forums	4 jobs		
8.2	4.2.8 (5) – (8)	Provision of On-site Simultaneous Interpretation Service for the Award Presentation Ceremony and Gala Dinner	1 job		
Sub-Total Amount of Item 8 (HK\$):					
9	4.2.9	Structural Calculations and Insurance			
9.1	4.2.9 (1) – (4)	Structural Calculations and Insurance	1 job		
Sub-Total Amount of Item 9 (HK\$):					

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
10	4.2.11	Design, Production and Delivery of Name Badges and Lanyards			
10.1	4.2.11 (1), (2), (6) and (7)	Design Standard Template of Name Badges and Lanyards	1 job		
10.2	4.2.11 (3)	Production of Name Badges	10,000 Sets*		
10.3	4.2.11 (4) – (5)	Report and Provide Onsite Name Badge Counter	1 job		
10.4	4.2.11 (6)	Production of Lanyards	10,000 Sets*		
11	4.2.12	Live Streaming Services			
11.1	4.2.12 (1) – (16)	Provision of Live Streaming Services	1 job		
Sub-Total Amount of Item 11 (HK\$):					
12	4.2.13	Provision of Emcee Services (“MC”)			
12.1	4.2.13 (1)	Emcee (MC) Engagement for Forums and Gala Dinner	1 job		
Sub-Total Amount of Item 12 (HK\$):					
13	4.2.14	Photo and Video Shooting and Editing Services			
13.1	4.2.14 (1), (3), (4), (11)	Provision of Photography Services with 4 Photographers and Photo Shooting Equipment on each event day during the Events	1 job		
13.2	4.2.14 (5), (11), (12)	Provision of Videography Services with 4 Videographers with Video Shooting Equipment on each event day during the Events	1 job		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
13.3	4.2.14 (6)	Provision of Event highlight videos on the each event day	2 jobs		
13.4	4.2.14 (8), (11), (12)	Provision of Time-lapse Filming during Move-in	1 job		
13.5	4.2.14 (9) , (11), (12)	Production and Editing of Videos for the Exhibition	1 job		
13.6	4.2.14 (10) , (11), (12)	Recording and Editing of Videos for the Conferences, the Award Presentation Ceremony and the Future Project Forums	1 job		
Sub-Total Amount of Item 13 (HK\$):					
14		Provisional Sums			
		The following Provisional Sums may be expended in whole or in part as directed by the Employer or wholly deducted from the Contract Sum if not required :-			
14.1	4.2.3 (18), (19)	Provide the provisional sum of \$200,000.00 for design, typeset, produce, install, dismantle, and dispose of the CIC Raw Space Booth and exhibition booths.			HK\$200,000
	4.2.3 (63) – (80)	Provide the provisional sum of \$400,000.00 for design, venue set-up, propose, produce and manage performance activity at Gala Dinner			HK\$400,000
CARRY FORWARD TO FORM OF TENDER AND FEE PROPOSAL -					
Total Amount of Items 1 - 14 (HK\$):					

(Note: All the fees quoted for the Mandatory Items 1 to 14 above shall include all related expenses in retrieving all necessary documents and drawings and in attaining all necessary statutory approval.)

Fee Proposal for Optional Deliverables

The following are optional items. The CIC has absolute right to determine whether these optional items will be carried out within the contract period. Detailed cost breakdown of the Unit Rates for the optional items are set out in Table 2 below:

Table 2 - Detailed breakdown of tender price

Optional Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Optional Deliverables	Provisional Quantity*	Unit Rate (HK\$)
1	4.2.3	Design, Production, Installation, Management, Dismantling and Disposal of Overall Area, Exhibition Area, Conference Area, Award Area, Dinner Area and VIP Lunch Area		
1.1	4.2.3 (3)	Design and Production of Additional Half Sq. M. of Foamboard Signage	0.5 sq. m.	
1.2	4.2.3 (10)	Design, produce, set-up, dismantle and dispose Decorative Lightboxes at Concourse	8 sets	
1.3	4.2.3 (11)	Design, produce, set-up, dismantle and dispose Decorative Lightboxes at Hallway	8 sets	
1.4	4.2.3 (12)	Design, produce, set-up, dismantle and dispose concourse banner above the escalator from HKCEC	1 job	
1.5	4.2.3 (13)	Design, produce, set-up, dismantle and dispose THREE (3) concourse banner along the corridor at Hall 1 Concourse	1 job	
1.6	4.2.3 (14)	Design, produce, set-up, and dispose a PEC Light Box along the Harbour Road	1 job	
1.7	4.2.3 (29)	Design and Execution of an interactive gimmick at the Concourse / Hallway Area	1 job	
1.8	4.2.3 (30)	Provide and Decorate White Panels - 4m (W) x 1.2m (H)	1 job	
1.9	4.2.3 (31)	Design, Construction and Dismantling of Service Counter for Visitors and Exhibitors	1 job	

Optional Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Optional Deliverables	Provisional Quantity*	Unit Rate (HK\$)
1.10	4.2.3 (33)	Design, Production, Installation, Dismantling and Disposal of Zoning Banners	4 sets	
1.11	4.2.3 (34) (i)	Rental, Setup and Dismantling of Interactive Touch Kiosk (43 – 46 inch Screen Size)	1 set	
1.12	4.2.3 (34) (ii)	Rental, Setup and Dismantling of Interactive Touch Kiosk (55 inch Screen Size)	1 set	
1.13	4.2.3 (35)	Round-Trip Transportation of CIC Exhibits - 1 job per round-trip for one exhibit	5 jobs	HK\$ per exhibit
1.14	4.2.3 (36)	Round-Trip Transportation of CIC Exhibits - 1 job per round-trip for one exhibit	2 jobs	HK\$ per exhibit
1.15	4.2.3 (44)	Propose, design, create and manage a kick-off gimmick for the GCDFE 2024 Opening Ceremony, with robots or robotic elements.	1 job	
1.16	4.2.3 (53)	Provide, set-up and dismantle extra TV monitor for live broadcasting	2 jobs (2 monitors)	
1.17	4.2.3 (54)	Design and Production of Framed A4 Sized Certificates for the Forum Speakers and GOHs	20 sets	
1.18	4.2.3 (55)	Design and Production of e-Certificates for the Forum Speakers and GOHs with provision of iPad(s)	20 sets	
1.19	4.2.3 (56)	Provide an interactive Q&A platform for Q&A session with at least 2 tablets for each forum sessions	4 jobs (4 forum sessions)	
1.20	4.2.3 (77)	Design and Production of Framed A4 Sized Certificates for the Award Judges and GOHs	9 sets	
1.21	4.2.3 (78)	Design and Production of e-Certificates for the Award Judges and GOHs with provision of iPad(s)	9 sets	

Optional Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Optional Deliverables	Provisional Quantity*	Unit Rate (HK\$)
1.22	4.2.3 (80)	Design and Production of Framed A4 Sized Certificates for the Award Winners	12 sets	
2	4.2.4	Artwork Design, Production and Delivery of Event Brochure		
2.1	4.2.4 (6)	Production and Delivery of Event Brochures	5,000 copies	
3	4.2.5	Artwork Design, Production and Delivery of Flyers and Posters		
3.1	4.2.5 (2)	Design and Production of an Additional Set of Flyers for Event Promotion	300 copies	
3.2	4.2.5 (4)	Design and Production of an Additional Set of Flyers for the Conference Sessions	300 copies	
3.3	4.2.5 (10)	Design, Production and Sending of an Additional Set of EDM	1 job	
3.4	4.2.5 (11)	Design and Production of an Additional Set of Posters	200 copies	
3.5	4.2.5 (12)	Design of Programme Booklet for the Award Presentation Ceremony - Including production of an online PDF format	1 job	
4	4.2.6	Design, Production of Promotional Videos		
4.1	4.2.6 (1) (xii)	Design and Production of Additional 30 Seconds Afterward for the Promotional Video	1 job	
4.2	4.2.6 (3)	Video Filming Services (Half Filming Day, 1 - 5 Hours)	1 job	
4.3	4.2.6 (3)	Video Filming Services (Full Filming Day, 6 - 9 Hours)	1 job	
4.4	4.2.6 (4)	Design and Production of One Additional Promotional Video of 1 minute 30 seconds	1 job	

Optional Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Optional Deliverables	Provisional Quantity*	Unit Rate (HK\$)
5	4.2.8	On-site Simultaneous Interpretation (“S.I.”) Service		
5.1	4.2.8 (9) – (12)	Provision of Simultaneous Interpretation Service for the Mainstage	1 job	
6	4.2.10	Design and Development of Exhibitor QR Code Scanning Application		
6.1	4.2.10 (1)-(2)	Design and Development of Exhibitor QR Code Scanning Application	1 job	
7	4.2.11	Design, Production and Delivery of Name Badges and Lanyards for Visitors		
7.1	4.2.11 (8)	Production and Delivery of Additional Name Badge	1,000 sets	
7.2	4.2.11 (9)	Production and Delivery of Additional Lanyards	1,000 sets	
8	4.2.12	Live Streaming Services		
8.1	4.2.12 (17)	Provision of Pre-recording Services for Speakers	10 jobs*	
8.2	4.2.12 (18)	Provision of Live Streaming Services for the Exhibition Main Stage Programmes	1 job	
9	4.2.13	Provision of Emcee Services (“MC”)		
9.1	4.2.13 (2)	Provision of Emcee (MC) Engagement for Exhibition (Mainstage)	1 job	
10	4.2.14	Photo and Video Shooting		
10.1	4.2.14 (2)	Provision of Additional 1 Photographer with Photo Shooting Equipment - Quotation per photographer per day	1 job	
10.2	4.2.14 (7)	Provision of Additional 1 Videographer with Video Shooting Equipment - Quotation per videographer per day	1 job	

Optional Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Optional Deliverables	Provisional Quantity*	Unit Rate (HK\$)
11	4.2.15	Design, Installation and Dismantling of VIP Lounge		
11.1	4.2.15 (1)	Design, Installation and Dismantling of VIP Lounge	1 job	
12	4.2.16	Production of House Announcement		
12.1	4.2.16 (1)	Production of House Announcement	1 job	
13	4.2.17	Design and Production of Post-event Commemorative Album		
13.1	4.2.17 (1)	Design of Post-Event Commemorative Album	1 job	
13.2	4.2.17 (2)-(5)	Production and Delivery of Post-Event Commemorative Album	500 copies	
14	4.2.18	Provision of Hygiene Services		
14.1	4.2.18 (1) – (2)	Provision of Hygiene Services	1 job	

** The provisional quantity is the CIC's best estimation. Actual requirements and quantities shall be confirmed on an as-required basis. The CIC does not commit to ordering any item / provisional quantity at this time. Actual quantity shall be re-measured with the CIC's confirmation.*

Upon receipt and acceptance of the Deliverables for each Payment Stage/ Date by the CIC with satisfaction and upon the submission of invoices to the CIC by the Contractor, the Contractor shall be paid in accordance with the following payment schedule within 30 days of the receipt of the invoices subject to verification of the invoice.

The percentages of payment do not imply or indicate the relative or absolute amount of resources and expenses to be spent by the Contractor to produce the concerned deliverables and to complete the tasks and services. The payment schedule is as follows:-

Deliverable No.	Deliverable Description	Completion Date	Payment Schedule (%)
1	Upon signing of the Contract 2nd week after the Contract	Upon signing of the Contract 2nd week after the Contract	10%
2	The deliverables are as follows: 1. Confirm design concept 2. Approval of website layout and UAT 3. Approval of exhibitor’s application form 4. Approval of exhibitor’s manual	6 weeks before the Event	30%
3	The deliverables are as follows: 1. Completion of inviting VIPs to Innovation awards, Conferences and Expo 2. Confirm exhibition hall layout 3. Approval of online registration system and the registration status reporting system 4. Approval of business matching platform and the exhibitor QR code scanning application 5. Confirm all artwork design 6. Approval of detailed programme rundown and technical rundown 7. Completion of registration to conference of Expo 8. Completion of setting up of the exhibition hall 9. Completion of move-in of exhibits 10. Completion of living streaming of Conferences	2 weeks before the Event	50%

Deliverable No.	Deliverable Description	Completion Date	Payment Schedule (%)
4	Completion of all the services provided to the satisfaction of the CIC, including Submission of Final Report	1 month after the Event	10%
5	Upon signing of the Contract 2nd week after the Contract	Upon signing of the Contract 2nd week after the Contract	10%
6	The deliverables are as follows: 1. Confirm design concept 2. Approval of website layout and UAT 3. Approval of exhibitor’s application form 4. Approval of exhibitor’s manual	6 weeks before the Event	30%
		Total	100%

Name of Company : _____

Signature of Person Authorized to Sign for the Proposal* : _____

(with company chop)

Address _____

Tel No.: _____ Fax No. _____

Email: _____ Date: _____

* If the tender is submitted by a Joint Venture, all participants in the Joint Venture must sign the Fee Proposal.

APPENDIX E – Tender Evaluation Procedures and Criteria

1. INTRODUCTION

- 1.1 A two-envelope approach is adopted for tender submission, i.e. Tenderer should submit the technical proposal including all information specified in **Appendix A of the Conditions of Tender** and the letter annexed in **Appendix B** and mentioned in Clause 4.27 of the Conditions of Tender in one envelope and the fee proposal comprising the completed Form of Tender using the prescribed form provided in **Appendix C of the Conditions of Tender** and the Fee Proposal using the prescribed form provided in **Appendix D of the Conditions of Tender** in a separate envelope. Fee proposal would only be opened after the technical assessment is completed subject to Clause 1.4 below.
- 1.2 A marking scheme as described below will be used for evaluating the tenders. Tender proposals shall be evaluated based on two separate aspects, namely the technical assessment and the fee assessment.
- 1.3 The pre-determined weights for technical and fee assessments are 70% and 30% respectively.
- 1.4 If the technical assessment mark in Table 1 below is less than 50% of the maximum marks, the tender proposal will be rejected and will NOT be further assessed and its fee proposal envelope will NOT be opened.
- 1.5 The rejected tender proposal will NOT be included in the weighted technical assessment score formula in Clause 2.2 and the weighted fee assessment score formula in Clause 3.2 below. The CIC reserves its right to cancel this tender exercise and re-tender thereof without further notice to the tenderer.
- 1.6 An assessment panel will be established for tender evaluation. The proposal received will be evaluated in accordance with the requirements in this Appendix.

2. TECHNICAL EVALUATION

- 2.1 Detailed evaluation of the technical proposal including all information specified in Appendix A of the Conditions of Tender shall be made in accordance with the assessment criteria described in Table 1.

Table 1 – Technical assessment marking scheme

Assessment Criteria	Assessed Marks (%)	Maximum Marks (%)
<p>Assessment will be based on the following criteria:-</p> <p>1. Tenderer’s Track Record & Project Reference (20%)</p> <ul style="list-style-type: none"> - Company’s practical experience and expertise in Event Management and Production. - The Tenderer’s relevant experience in event management of awards, conferences and exhibitions in the past 5 years as of tender closing date, and provide the name of the client, name and duration of the event, the number of attendees and visitors, the contract start and end date, and the contract sum, and the tenderer’s role in the contract. - The Tender is required to provide email templates of registration confirmations and reminders of the event, which they had managed. <p>2. Response to the Assignment Brief (5%)</p> <ul style="list-style-type: none"> - Understanding of objectives - Identification of key issues - Appreciation of project assignment constraints and requirements - Presentation of new ideas <p>3. Project Approach and Methodology to fulfil the objectives and complete all the tasks described in the Assignment Brief (40%)</p> <ul style="list-style-type: none"> - Approach to the assignment - Detailed programme - Arrangements for assignment management - Manpower breakdown - Contingency/ special measures for epidemic or other unforeseeable events <p>The following sub-criteria shall be considered:</p> <p>a) Event Proposal (15 %)</p> <p>b) Exhibition Layout Plan with Zoning and the Mechanism to Allocate Booths for Applicants (5%)</p> <p>c) Design Proposal</p> <p>The Tenderer shall submit a Design Proposal showing the following items and the price shall be based on the proposal:</p> <p>(i) Design of the Event (5%)</p> <ul style="list-style-type: none"> - The Tenderer shall provide at least TWO (2) proposals about the design concept of the Event. 	<p style="text-align: center;">20%</p> <p style="text-align: center;">5%</p> <p style="text-align: center;">40%</p>	

<ul style="list-style-type: none"> (ii) Design of Exhibition Booths (5%) <ul style="list-style-type: none"> - The Tenderer shall provide TWO (2) exhibition booth designs with method statement in the technical proposal. - The Tenderer shall propose at least TWO (2) designs of the CIC Raw Space Booth with method statement in technical proposal. (iii) Design of Gimmicks (5%) <ul style="list-style-type: none"> - The Tender shall provide at least TWO (2) gimmick ideas for the Event Opening Ceremony of the Event according to the nature of the core activities. d) Proposal of Deployment Plan and Improvement on Exhibitor Manual. Content list of Exhibiter’s manual, and a copy of manual they had produced suitable for GCDFE 2024 (5%) 		
<p>4. Experience and Qualifications of Proposed Project Leader and Team Members (5%)</p> <ul style="list-style-type: none"> - Staff organisation chart with clear indication of line of communication and staff hierarchy among the project leader and team members - Responsibilities and degree of involvement of project leader and team members - Project team’s experience in providing similar services to GCDFE 2024 - Adequacy of professional and technical manpower input 		5%
<p>5. Safety Plan (20%)</p> <ul style="list-style-type: none"> - Contractor meets the Contractual Requirement for High Risk Event stated in CIC Event Safety Manual - Proposal of method statement and risk assessment of proposed TDS (Temporary Demountable Structure) (e.g. backdrop) and setup of electric installation, working platform / passenger walkway above ground, stage intended to take load, standalone structure over 3 meters height and overhead suspension 		20%
<p>6. Tenderer’s Performance in CIC’s Past Projects (10%)</p>		10%
Total:		100%

2.2 The weighted technical assessment score of a tender shall be determined in accordance with the following formula:

$$70 \times \frac{\text{Technical assessment mark of the subject tender}}{\text{Highest technical assessment mark of all tenders}}$$

3. FEE EVALUATION

- 3.1 Tender fee for evaluation shall be the lump sum quoted in Appendix D – Fee Proposal of the Conditions of Tender.
- 3.2 The weighted fee assessment score of the tender proposal shall be worked out in accordance with the following formula:

$$30 \times \frac{\text{Lowest total lump sum fee of all tenders}}{\text{Total lump sum fee of the subject tenders}}$$

4. CALCULATION OF COMBINED SCORES

- 4.1 The combined assessment score of a tender proposal shall be the sum of the weighted technical assessment score (Cl.2.2) and the weighted fee assessment score (Cl.3.2).

APPENDIX F – Reply Slip for Declining Bid

With reference to your tender invitation (Tender Reference: (572) in P/AE/PUR/AGC, Closing Date: 16 August 2024), I/we regret that I am/we are unable to bid due to the following reason(s):

(Please tick against the box(es) where applicable)

- Inadequate time to prepare tender proposal. Suggested timeframe for proposal preparation: _____ days
- Invitation document contains insufficient details.
Suggested supplementary details: _____

- Work scope too broad. Would you consider bidding if the work scope is reduced?
 Yes
 No
Or which part(s) of the work scope shall be reduced to facilitate your consideration in bidding (please specify)? _____

- Work scope too narrow. Would you consider bidding if the work scope is broadened?
 Yes
 No
Or what supplementary details shall be added to facilitate your consideration in bidding (please specify)? _____

- Not interested in this type of service.
- Working at full capacity at the moment.

- Work scope beyond firm's / organisation's expectation.
- Cannot meet project time schedule. Suggested timeframe for the project:
_____ months
- Requirements / Specifications too restrictive.
- Others (please specify): _____

Signature : _____

Full Name of Contact Person : _____

Position : _____

Name of Company : _____

Telephone No. : _____

Fax No. : _____

E-mail : _____

Date : _____

Note:

- 1) Please return the completed reply slip to E-mail: rubywong@cic.hk or fax no: 2100 9439 no later than 12:00 p.m. on **16 August 2024**.
- 2) Please contact Ms. Ruby WONG at Tele: 2100 9420 or E-mail: rubywong@cic.hk for any enquiry.

Assignment Brief
for
Provision of Event Management and Production Services
for
Global Construction Digitalisation Forum
and Exhibition 2024
for
the Construction Industry Council

July 2024

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Assignment Brief
for Provision of Event Management and Production Services
for Global Construction Digitalisation Forum and Exhibition 2024
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Annex 1 – Floor Plan of Event Venues

Annex 2 – Event Venues' Event Rules and Regulations

Annex 3 – GCDFE Key Visual Design

Annex 4 – CIC Construction Digitalisation Award 2024 Key Visual Design

Annex 5 – Exhibitor Manual for GCSFE 2023

Annex 6 – Event Safety Manual

Annex 7 – Intellectual Property Right and Ownership

Annex 8 – Indemnity and Intellectual Property Right Indemnities

Annex 9 – Reference Pictures of Exhibition Booths

Annex 10 – Reference Pictures of past CIC Booths

Annex 11 – Reference Pictures of Decorative Lightbox

1. Background

- 1.1 The CIC has been playing a significant role in spearheading the transformation to smart construction by serving as a hub for innovation and digitalisation resources and knowledge, offering training and certification programmes to upskill industry practitioners, supporting research and development efforts to create and refine digital tools, as well as providing standards, guidelines and reference materials for the industry to follow.
- 1.2 The CIC has been playing a significant role in spearheading the transformation to smart construction by serving as a hub for innovation and digitalisation resources and knowledge, offering training and certification programmes to upskill industry practitioners, supporting research and development efforts to create and refine digital tools, as well as providing standards, guidelines and reference materials for the industry to follow.
- 1.3 Digitalisation in the construction industry involves the integration of advanced technologies and software solutions throughout the project lifecycle. It encompasses a wide range of technologies and practices, including BIM, virtual and augmented reality, Internet of Things (IoT) devices, drones, robotics, cloud computing, artificial intelligence (AI), and data analytics, etc. These technologies support various aspects of construction, from planning and design to project management and facility operation and maintenance. Ultimately, embracing digitalisation drives forward productivity, safety, sustainability, and enhances project delivery outcomes.
- 1.4 As such, the CIC will organise the CIC Global Construction Digitalisation Forum and Exhibition (GCDFFE) in 2024, a large-scale and international platform which allows comprehensive and in-depth discussion and sharing on integration and application of digital technologies and processes to enhance and streamline various aspects of the construction lifecycle.
- 1.5 GCDFFE 2024 will be positioned as a grand and forward-looking Hong Kong construction industry event.

1.6 The objectives of the event are as follows:

- (a) become an ideal platform to link the entire construction value chain from local and overseas to explore collaboration and business opportunities on digital solutions and technologies;
- (b) accelerate the industry development on digitalisation by introducing leading technologies from local and international exhibitors to our local industry and overseas counterparts;
- (c) build knowledge sharing platform for best practices and strategies in the industry and exchange ideas and experience on innovative solutions and digital technologies locally and globally; and
- (d) facilitate local business evolution and promotion as the industry shifts towards a smarter, safer and more sustainable future.

1.7 The proposed GCDFE 2024 features the following events:

- (a) Forum
- (b) Exhibition
- (c) Gala Dinner

2. Events Details and Rundown

The tentative details of the GCDFE are listed below (subject to the final confirmation by the CIC):

Tentative Details of the Events	
Organisers	Construction Industry Council (“CIC”)
Co-organiser	Development Bureau (“DEVB”) of the HKSAR
Event Name	CIC Global Construction Digitalisation Forum and Exhibition 2024
Event Period	<p>1. Forum</p> <p><u>Day 0: 28 Oct 2024</u></p> <ul style="list-style-type: none"> • 08:00-24:00 set-up & rehearsal <p><u>Day 1: 29 Oct 2024</u></p> <ul style="list-style-type: none"> • 07:00-09:00 set-up & rehearsal • 09:00-17:00 Forum • 18:00-20:00 rehearsal <p><u>Day 2: 30 Oct 2024</u></p> <ul style="list-style-type: none"> • 07:00-09:00 set-up & rehearsal • 09:00-17:00 Forum • 18:00-24:00 dismantle & move-out

Tentative Details of the Events	
	<p>2. Exhibition</p> <p><u>Day 0: 28 Oct 2024</u></p> <ul style="list-style-type: none"> • 08:00-24:00 move-in & set-up <p><u>Day 1: 29 Oct 2024</u></p> <ul style="list-style-type: none"> • 07:00-09:00 set-up • 09:00-18:00 Exhibition <p><u>Day 2: 30 Oct 2024</u></p> <ul style="list-style-type: none"> • 07:00-09:00 set-up (if necessary) • 09:00-18:00 Exhibition • 18:00-24:00 dismantle & move-out <p>3. Gala Dinner (“Dinner”)</p> <p><u>Day 1: 29 Oct 2024</u></p> <ul style="list-style-type: none"> • 10:00-18:00 set-up & rehearsal • 19:00-21:00 Gala Dinner <p>4. VIP Lunch (“Lunch”)</p> <p><u>Day 1: 29 Oct 2024</u></p> <ul style="list-style-type: none"> • 11:30-12:00 set-up • 12:00-13:30 Lunch <p><u>Day 2: 30 Oct 2024</u></p> <ul style="list-style-type: none"> • 11:30-12:00 set-up • 12:00-13:30 Lunch
Core Activities	<p>1. Forum</p> <ul style="list-style-type: none"> • Opening Ceremony for GCDFFE with the presence of Secretary for Development and other Award presentation/ launching ceremonies with the presence of government officials • CIC Construction Innovation Award 2025 Launching Ceremony • 2 days Conferences (4 half-day conference sessions and live-streaming on online platform) • Approximate 300 delegates for each half-day conference session and the Opening Ceremony <p>2. Exhibition</p> <ul style="list-style-type: none"> • Exhibition with 20+ Exhibitors • Exhibitors’ Presentation within the exhibition area

Tentative Details of the Events	
	<ul style="list-style-type: none"> • Business Matching Area • 2-day Mainstage at exhibition area (Live-streaming at online platform) • (Live) Broadcast of Forum Programme (selected sessions) <p>3. Gala Dinner (CIC Construction Digitalisation Award 2024 Presentation Ceremony)</p> <ul style="list-style-type: none"> • Approximate 350 people • Presentation to Award Winners <p>4. VIP Lunch</p> <ul style="list-style-type: none"> • Approximate 60 guests for each session <p>5. Corporate Media Announcements</p> <p>The above activities shall be collectively referred to as the “Events” hereinafter.</p>
Venue	<p>1. Forum</p> <ul style="list-style-type: none"> • Meeting Room S421, HKCEC <p>2. Exhibition</p> <ul style="list-style-type: none"> • Meeting Room S423-428, HKCEC <p>3. Gala Dinner</p> <ul style="list-style-type: none"> • 8/F, Renaissance Harbour View Hotel <p>4. VIP Lunch</p> <ul style="list-style-type: none"> • Boardroom 3-5, M/F, Renaissance Harbour View Hotel <p>(Refer to Annex 1 - Floor Plan of HKCEC)</p>
Target Audience	<p>Target of 5,000+ visitors, including:-</p> <ul style="list-style-type: none"> (a) Project Clients and Practitioners in the Construction Industry (b) Construction Community Business Partners (c) Technology Companies (d) Research & Educational Institutions (e) Government (f) Media (g) Students

		Day 0	Day 1	Day 2
2024		28 Oct (Sun)	29 Oct (Mon)	30 Oct (Tue)
Forum	AM	Move-in, setup, rehearsal (08:00-24:00)	Grand Opening, CIC Construction Innovation Award 2025 Launching Ceremony, and Forum (Theme: Visionary, Leadership)	Forum (Theme: Project Level, Hand-on Experience)
	PM		Forum (Theme: Project Level, Hand-on Experience)	Forum (Theme: Futuristic, Forward-looking, Future Talents) Move-out (18:00-24:00)
Exhibition	AM	Move-in, setup (08:00-24:00)	Exhibition	Exhibition
	PM		Exhibition	Exhibition Move-out (18:00-24:00)
Hospitality	AM	--	VIP Lunch	VIP Lunch
	PM	--	Gala Dinner CIC Construction Digitalisation Award 2024 Presentation Ceremony	--

3. Objectives

- 3.1 The CIC has decided to engage an external contractor (the “Contractor”) to provide event management and production services for the Events.
- 3.2 The CIC wishes to achieve the following objectives through the marketing collaterals:
 - (a) Showcasing construction-related technologies, products and solutions for improving the performance / competitiveness of the HK construction industry;
 - (b) Facilitating knowledge exchange and the adoption of construction digitalisation technologies, techniques, methods, and materials; and
 - (c) Enhancing the corporate image of the CIC.

4. Assignment Scope

- 4.1 The Contractor shall provide a full range of services for design, production, setup and dismantling of the Events (inclusive of all involved venues for the Award, Dinner, Forum, Exhibition and related open areas) and to serve as the Official Contractor to deliver a successful exhibition and perform related pre-event and onsite management.

4.2 The scope of the event management and production services shall include the following items:

Section	Description
4.2.1	Secretariat, Liaison, Coordination, Recruitment and General Event Management Services
	<p>I. <u>Overall Event Management and Support Services</u></p> <p>(1) Act as the Event Secretariat from the time of appointment until the end of Events.</p> <p>(2) Provide professional advice on the overall venue layout and design, production method, and carry out the whole sub-contracting process, if necessary and applicable, in a cost-effective manner.</p> <p>(3) Attend meetings with any relevant parties including but not limited to the GCDFE 2024 Organising Committee(“OC”) and at own cost upon request of the CIC.</p> <p>(4) Estimated Number of OC Meetings: Not less than 5 nos. of meetings.</p> <p>(5) Provision of ONE (1) Project Manager with at least TEN (10) years of management experience to manage the overall programme, pre-event production and preparation and on-site arrangement and coordination. The Project Manager shall be present in all OC and WG meetings.</p> <p>(6) The Contractor shall be responsible for preparing meeting documents, presentation materials, papers and taking minutes.</p> <p>(7) Assist the CIC in communicating with the Hong Kong Convention and Exhibition Centre (HKCEC) and Renaissance Harbour View Hotel (Renaissance) on venue set-up and all necessary arrangements for the Events, and conduct technical site visits with CIC representatives and relevant parties to resolve all logistics matters relating to the Events.</p>

Section	Description
	<p>(8) The Contractor is responsible for delivering the Events in compliance with CIC Event Safety Manual conduct (Annex 6), as well as the HKCEC and Renaissance’s Event Rules and Regulations (Annex 2) and any updates issued by HKCEC and Renaissance.</p> <p>(9) Act as the Event Manager to ensure on-time and smooth running of the Events, including but not limited to the registration, and the onstage and floor management for the opening ceremony, award launching / presentation ceremony, forum sessions, presentations and panel discussions, exhibitions, lunch, dinner, tours and corporate announcement.</p> <p>(10) Act as programme development and planner for the Events, including the rundown of Gala Dinner, Main stage programmes, etc.</p> <p>(11) Manage the whole onsite process from move-in, setup to dismantling, including the management of workers and sub-contractors, if applicable.</p> <p>(12) The Contractor shall deploy staff, with accessible mobile phones at all times, to provide technical and administrative support to the CIC and all exhibitors during move-in, event and move-out period.</p> <p>(13) Provide comprehensive production plans, time schedule, drawings and consultation for the design and production work and all necessary tasks in relation to the Events.</p> <p>(14) Preparation of Layout Plans, Exhibitor Manuals, Permits, Licenses, Exhibition Information and Approval according to the venues’ Rules and Regulations and submit to event venues upon review and confirmation of the CIC.</p> <p>(15) The Contractor shall advise and handle the application of all necessary licenses and permits from government departments and related organisations, if applicable, including but not limited to Places of Public Entertainment (PPE), Composers and Authors Society of</p>

Section	Description
	<p>Hong Kong Ltd (CASH), License for Public Performance of Sound Recordings and/or Music Videos from Hong Kong Recording Industry Alliance Limited (HKRIA), Phonographic Performance (Southeast Asia) Limited (PPSEAL), etc. The application fee shall be reimbursed by the CIC.</p> <p>(16) Propose contingency plans for extreme weather conditions, social activities, no-show of speakers or exhibitors, as well any precaution of epidemic, adjustment and management of the Events in response to any restriction that may be in effect due to the pandemic, etc. before and during the Events. The Contractor shall execute any measure in the contingency plans as agreed and confirmed by the CIC. The Contractor shall also notify the exhibitors, speakers, registered delegates, attendees and visitors and all related parties on the arrangement of any contingency measures to be implemented within TWO (2) hours after the decision has been made by the CIC.</p> <p>(17) Meals and transportation of all onsite staff, including those of the sub-contractors, for pre-event setup, on-site coordination, management and support, as well as post-event dismantling shall be responsible by the Contractor.</p> <p>(18) Adopt and modify the existing key visual as referenced to Annex 3 to fit-in all marketing needs for the Events, design the promotional materials and event décor items, as well as other artworks associated with the Events.</p> <p>(19) All artworks of any design and production items shall be submitted in JPG and AI format for CIC's comment and approval. Approval of artworks must be obtained from the CIC before production of respective items.</p>

Section	Description
	<p>II. <u>Coordination and Management of Exhibitors and Speakers</u></p> <p>(20) The Contractor is responsible for recruitment, enrolment, registration, liaison and escorting of visits of all exhibitors and visitors.</p> <p>(21) Coordinate with all exhibitors as the Official Contractor for the GCDFE which shall start from the time of the Contractor's engagement until the end of the Contract.</p> <p>(22) Manage and coordinate with other non-official contractors employed by exhibitors for raw space.</p> <p>(23) Responsible for communicating and coordinating with all speakers, supporting organisations, sponsors, exhibitors, and visitors, including but not limited to handling enquiries, collecting all necessary information for promotional use, booth set up and dismantle, providing necessary technical, structural and HKCEC licensing advices, managing logistics arrangement (including but not limited to move-in and out of Exhibition, assisting in customs clearance and transportation of exhibits for overseas exhibitors.</p> <p>(24) Dispatch information and materials by courier including but not limited to deliver goodie bags with souvenirs provided by the CIC and the sponsors, badges and permits to exhibitors and raw space management at least THREE (3) days prior to the Event Day. The Contractor shall ensure the receipt of goodie bag by respective party with a signing slip.</p> <p>(25) At least TWO (2) contact persons with a range of reliable means (e.g. Phone number, WhatsApp and WeChat, etc.) shall be provided by the Contractor before and during the Events for the local, Mainland China and overseas exhibitors, to contact the Contractor on the move-in and out arrangement.</p> <p>(26) The responsible staff of the Contractor for the services stated in Item (28) under this Section 3.2.1 shall be accessible by mobile phone and e-mails at all times.</p>

Section	Description
	<p>III. <u>Payment Handling</u></p> <p>(27) Handle payment procedures, i.e. developing and managing the payment portal / method (e.g. electronic payment, by cheque and transfer) and checking the payment progress of (i) all exhibitors and sponsors, (ii) conference and technical tour attendees.</p> <p>(28) Assist the CIC to manage payment from all exhibitors, sponsors, and forum attendees (the “Payment”), provide record on the Payment with an audit report performed by an independent third party, and transfer the Payment to the CIC designated bank account.</p>
4.2.2	Design and Production of Exhibitor Manual, Booth Application Form and Sponsorship Package
	<p>(1) Write up, design and produce the Exhibitor Manual in multilingual format (English, Traditional and Simplified Chinese) in PDF or an electronic format that is readily accessible and printable by the exhibitors, including but not limited to the following contents:-</p> <ul style="list-style-type: none"> (i) Contact list of exhibition services; (ii) General information on the Events; (iii) Location map; (iv) Exhibition rules and regulations that comply with HKCEC’s Exhibition Event Rules and Regulations (Annex 2) and Guideline of “A Waste Reduction Guidebook For Large Scale Event Organisers” issued by the EPD of the HKSAR Government (https://www.wastereduction.gov.hk/sites/default/files/GreenEvent_Guidebook_Eng_201801.pdf); (v) Overview; (vi) Floor plan; (vii) Booth planning; (viii) Exhibition services; and (ix) Custom-built stands for raw space exhibitors. <p>(Reference from GCSFE 2023’s exhibitor manual:</p>

Section	Description
	<p>https://www.cic.hk/gcsfe/assets/cic2023/downloads/exhibitor-manual-2023.pdf)</p> <p>(2) Design and develop the Booth Application Form in multilingual format (English, Traditional and Simplified Chinese) in fillable electronic format of Word or PDF, including but not limited to the following contents:-</p> <ul style="list-style-type: none"> (i) Exhibitor packages; Types of booth; Rental fees; Exhibits to be showcased; and Standard Terms and Conditions. <p>(3) Printing of Booth Application Forms</p> <ul style="list-style-type: none"> (i) Folded Size: A4 (ii) Pages: 4 pages, double-sided printing; Total 8 printed pages (iii) Paper: 128gsm FSC matt art paper (iv) Colour: 4C+4C <p>Provisional Printing Quantity: 400 copies</p> <p>(4) Design the participation contract for exhibitors in bilingual format (English and Traditional Chinese), with standard terms and conditions in fillable electronic format of Word or PDF, or any other suggested format that is readily fillable and printable by the exhibitors. Legal vetting on the contract will be done by the CIC separately.</p> <p>(5) Design and develop the Sponsor Package in TEN (10) pages in multilingual format (English, Traditional and Simplified Chinese), with standard terms and conditions in fillable electronic format of Word or PDF, or any other suggested format that is readily fillable and printable by the sponsors. The contents of Sponsor Package shall be provided by the CIC.</p> <p>(6) Printing of the Sponsor Package</p> <ul style="list-style-type: none"> (v) Size: A4 size (vi) Pages: 5 pages, double-sided printing; Total 10 printed pages

Section	Description
	(vii) Paper: 128gsm FSC matt art paper (viii) Colour:4C+4C (ix) Provisional Printing Quantity: 400 copies
4.2.3	Design, Production, Installation, Management, Dismantling and Disposal of Overall Area, Exhibition Area, Forum Area, Award Area, Dinner Area and VIP Lunch Area
	<p>I. <u>Overall Area</u></p> <p>(1) <u>Production Plans</u> Provide comprehensive production plans, drawings in 3D rendering and consultation for the installation work of the overall area.</p> <p>(2) <u>Foamboard Signage and Props</u> Design, production, setup and dismantling of foamboard signage and props at HKCEC for route direction (from main entrance to Event venue). Quotation shall be provided according to the scales below:</p> <ul style="list-style-type: none"> (i) ONE (1) set of foamboard signage with size smaller than or equal to 600mm (W) x 420mm (H) (ii) TEN (10) sets of handheld foamboard signage with size of 600mm (W) x 420mm (H), with (wooden) stick handle of 1.8m (H) (iii) FOUR (4) sets of stance free standing foamboard signage with size of 800mm (W) x 1820mm (H) <p>(3) (Optional Item) The Contractor shall provide quotation on design and production of an additional half square meter (0.5 sq. m.) for foamboard if the size is larger than those stated in the above table. Additional area of less than half square meter will be counted as a half square meter.</p> <p>(4) <u>Microphone Tags</u> Design, produce, install, dismantle and dispose TEN (10) microphone tags for all staged events.</p>

Section	Description
	<p>(5) <u>Event Backdrops</u> Design, produce, install, dismantle and dispose event backdrops (foamboard or vinyl with wooden backdrop stand), including (i) ONE (1) reception backdrop, in dimensions of approximately 9.5m (W) x 4m (H) (ii) ONE (1) media room backdrop, in dimensions of approximately 2.5m (W) x 2.5m (H).</p> <p>(6) <u>Entrance Arch</u> Design, produce, install, dismantle and dispose ONE (1) entrance arch (digital print on vinyl wrapping a wooden backdrop stand, with lightbox logo), size to be confirmed, which shall be installed at the entrance of S420s.</p> <p>(7) <u>Feature Wall</u> Design, produce, install, dismantle and dispose ONE (1) feature wall at the concourse area, in dimensions of approximately 8m (W) x 3.5m (H) x 3m (D). The Feature Wall shall be in single side die-cut acrylic with digital print graphic sticker stand or digital print on vinyl wrapping a wooden backdrop.</p> <p>(8) <u>First Aid Services</u> Provision of First Aid Services during the Events. The first aiders shall be equipped with adequate materials and equipment to handle any emergency and first aid cases. The first aiders shall possess valid St. John or Red Cross (or equivalent) first aid certificate. TWO (2) first aiders are required during the opening hours of the Exhibition. Coordinate with the HKCEC on arranging food and beverage counters for visitors.</p> <p>(9) <u>Refreshment Coordination</u> Coordinate with the HKCEC on arranging food and beverage counters for visitors.</p> <p>(10) (Optional Item) <u>Decorative Lightboxes at Concourse</u> Design, produce, set-up, dismantle and dispose EIGHT (8) decorative</p>


Section	Description
	<p>lightboxes in the hallway of HKCEC meeting room S420s. Reference please see Annex 11.</p> <p>(11) (Optional Item) <u>Decorative Lightboxes at Hallway</u> Design, produce, set-up, dismantle and dispose EIGHT (8) decorative lightboxes in the hallway of HKCEC meeting room S420s. Reference please see Annex 11.</p> <p>(12) (Optional Item) <u>Concourse Banner</u> Design, produce, set-up, dismantle and dispose ONE (1) concourse banner above the escalator from HKCEC G/F to meeting room S420s, in vinyl with dimension of approximately 6m (W) x 5m (H) (2-sided), including rigging the banners at the HKCEC's approved rigging points.</p> <p>(13) (Optional Item) <u>Concourse Banner</u> Design, produce, set-up, dismantle and dispose THREE (3) concourse banner along the corridor at Hall 1 Concourse, in vinyl with dimension of approximately 2.7m (W) x 5m (H) (2-sided), including rigging the banners at the HKCEC's approved rigging points.</p> <p>(14) (Optional Item) <u>PEC Light Box</u> Design, produce, set-up, and dispose a PEC Light Box along the Harbour Road with the event key visual in dimension of approximately 3m (W) x 1.4m (H).</p> <p>II. <u>Exhibition Area</u></p> <p>(15) Design and manage exhibition area, which shall include but not limited to booths, service counters, backdrops, photo spots, audio visual equipment, exhibit boxes and other furniture, etc.</p> <p>(16) The Contractor shall be responsible for overall management of the exhibition area, including fulfilling the Event Safety Manual conduct of Annex 6.</p> <p>(17) <u>Exhibition Area Layout Plan</u> Propose and design layout for Exhibition Area. The exhibition area</p>

Section	Description
	<p>should accommodate at least 60 booths, a business matching area, business matching area, and refreshment area(s). Please refer to Annex 1 for the Floor Layout of HKCEC Meeting Room S421-430.</p> <p>The 4 preliminary areas for exhibitions are:</p> <ul style="list-style-type: none"> (i) Smart Site Safety Systems (SSSS) (ii) Robotic (iii) Digitalisation Platform (iv) Research and Innovation <p>The Contractor shall comply with the regulations / requirements set by the HKCEC when designing the layout plan and at the time of work.</p> <p>(18) <u>Exhibition Booths</u></p> <p>Design, produce, construct and dismantle approximately SIXTY (60) exhibition booths. (please see Annex 9 for reference).</p> <p>The Contractor shall propose TWO (2) booth designs with method statement in the technical proposal. The method statement shall include the followings:</p> <ul style="list-style-type: none"> (a) Description of Works <ul style="list-style-type: none"> • Name • Location • Duration (b) Manpower Arrangement (c) Plant / Machinery Involved (d) Equipment Required (e) Details of Working Method & Procedure (f) Design Calculation (g) Related Sketch & Drawing with Dimension <p>There will be 4 types of exhibition booth:</p> <ul style="list-style-type: none"> (i) Basic Booth 1 - Floor area of 1m² (1m (W) x 1m (D) x 2.5 m (H))

Section	Description															
	<p>(ii) Basic Booth 2 - Floor area of 2m² (2m (W) x 1m (D) x 2.5 m (H))</p> <p>(iii) Standard Booth - Floor area of 9 m² (3m (W) x 3m (D) x 2.5 m (H))</p> <p>(iv) Raw space booths - Floor area of 25 m² Exhibitors will be responsible for the design, produce, construct, and dismantle of their booths. The Contractor shall be responsible to communicate and coordinate with exhibitors for their booth designs, move-in, set-up, dismantle and move-out.</p> <p>The Contractor shall quote the unit rates for setting up the exhibition booths in different area. The production cost for the booths shall be measured according to the final number of booths constructed.</p> <p>Number of different exhibition booths are listed below for reference only:</p> <table border="1" data-bbox="416 1111 1291 1355"> <thead> <tr> <th>Booth Type</th> <th>Area (sq. m.)</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Basic Booth 1</td> <td>1</td> <td>31</td> </tr> <tr> <td>Basic Booth 2</td> <td>2</td> <td>14</td> </tr> <tr> <td>Standard Booth</td> <td>9</td> <td>12</td> </tr> <tr> <td>Raw Space</td> <td>25</td> <td>Subject to availability</td> </tr> </tbody> </table> <p>(19) <u>CIC Raw Space Booth</u> Design, typset, produce, install, dismantle and dispose of the CIC Raw Space Booth of area of 16-25 sq. m. (i.e. The CIC will be an exhibitor). Content wordings will be provided by CIC.</p> <p>The design should be innovative, technological, eye-catching, and match the theme of construction digitalisation and CIC's corporate image. Please see Annex 10 for past CIC Booth design for reference.</p>	Booth Type	Area (sq. m.)	Quantity	Basic Booth 1	1	31	Basic Booth 2	2	14	Standard Booth	9	12	Raw Space	25	Subject to availability
Booth Type	Area (sq. m.)	Quantity														
Basic Booth 1	1	31														
Basic Booth 2	2	14														
Standard Booth	9	12														
Raw Space	25	Subject to availability														

Section	Description
	<p>TWO (2) proposed CIC booth design with method statement should be provided together in the technical proposal. The method statement shall include the followings:</p> <ol style="list-style-type: none"> 1. Description of Works <ul style="list-style-type: none"> • Name • Location • Duration 2. Manpower Arrangement 3. Plant / Machinery Involved 4. Equipment Required 5. Details of Working Method & Procedure 6. Design Calculation 7. Related Sketch & Drawing with Dimension <p>(20) <u>Business Matching Area</u> Design, produce, set up and dismantle the Business Matching Area. Equip the Business Matching Area, in dimension of approximately 15m (W) x 12m (L), (exact size to be advised), with a reception desk, 4 coffee tables and 20 chairs, and hoarding.</p> <p>(21) <u>Media Booth</u> Provide, set up and disassemble a media booth at size of 9 sq. m.</p> <p>(22) Manage the raw space exhibitors, ensuring that their respectively engaged contractors shall set up their booths in accordance with the approved design and regulations of the HKCEC, dismantle their booths and dispose all their materials at the designated time required by HKCEC or the CIC.</p> <p>(23) Facilitate and advise exhibitors who are not using standardised design to harmonize with other booths in the vicinity and overall ambience, and to accommodate exhibitors' any other special requirements. The design of raw space booths and special requirements by the exhibitors shall subject to the CIC's approval.</p>

Section	Description
	<p>(24) Collect and consolidate the design and layout of all booths for the CIC's reference.</p> <p>(25) Provide best solutions to cater the requirements of various types of exhibitors including the Organisers and exhibitors.</p> <p>(26) <u>Onsite Support</u> Provide onsite support and an enquiry counter for exhibitors to seek assistance from the Contractor on their booth setup. At least ONE (1) dedicated person with mobile phone number accessible anytime during the move-in period is required for onsite exhibitors to contact. The Contractor shall ensure all exhibitors have checked condition of their assigned booths with receipt during the move in.</p> <p>(27) <u>House Announcement</u> Provision of an operator to operate and manage the 2-day house announcement broadcast at Exhibition Hall Control Room with the previously recorded audio. The Contractor shall coordinate with HKCEC about the uses of the control room sound system and the technical requirement of the output format of audio files.</p> <p>(28) <u>Exhibitor List and Floor Plan</u> Design, produce, set-up, dismantle and dispose an Exhibitor List Board with the Floor Plan for directing visitors in dimension of at least 3m (H) x 10m (W) x 0.5m (D), in foamboard or vinyl with wooden backdrop stand.</p> <p>(29) (Optional Item) <u>Interactive Gimmick</u> The Contractor may propose an interactive gimmick to allow visitors to interact with at the Concourse / Hallway area and to be able to share on social media platforms to promote the GCDFE for CIC's consideration. TWO (2) proposed gimmick ideas should be provided in the technical proposal.</p>

Section	Description
	<p>(30) (Optional Item) <u>White Panel Dividers</u> Provide and decorate white panels, whenever there are used for dividing partition, with panel stickers carrying key visuals or being harmonious with overall design, including but not limited to the main stage panel in dimension of approximately 4m (W) x 1.2m (H).</p> <p>(31) (Optional Item) <u>Visitors and Exhibitors Service Counter</u> Design, construct and dismantle ONE (1) Service Counter (9 – 18 sq. m.) for visitors and exhibitors, which shall match the overall design of the Events.</p> <p>(32) (Optional Item) <u>Exhibition Program Boards</u> Design, produce, set-up, dismantle and dispose TWO (2) Exhibition Program Boards in dimension of 3m (H) x 6m (W), in foamboard or vinyl with wooden backdrop stand.</p> <p>(33) (Optional Item) <u>Zoning Banners</u> Design, produce, set-up, dismantle and dispose FOUR (4) zoning banners in vinyl of 4m (H) x 3m (W) in the Exhibition Area.</p> <p>(34) (Optional Item) <u>Interactive Touch Kiosk</u> The Contractor may propose the rental, set-up and dismantling cost (with necessary cabling, associated equipment, system setting and design of graphics) per a set of interactive touch kiosk ** for Exhibition Program Boards and Signage in following sizes: (i) 43 – 46 inch (ii) 55 inch ** Reference Pictures of interactive touch kiosk</p> <div data-bbox="1109 1592 1289 1783" style="text-align: right;">  </div> <p>(35) (Optional Item) Arrangement of round-trip transportation of FIVE (5) CIC's exhibits, each of 500kg above. The collection and returning locations of each exhibit may not be the same.</p>

Section	Description
	<p>(36) (Optional Item) Arrangement of round-trip transportation of TWO (2) CIC's exhibits, each of 500kg above. The collection and returning locations of each exhibit may not be the same.</p> <p>III. <u>Forum Area</u></p> <p>(37) <u>Seating Setup</u> FOUR (4) sessions of Forum will be held at HKCEC meeting room S421 with 300 people for each session. Provision of the set up and disassemble 300 theatre seating for all forum sessions</p> <p>(38) <u>Photo Backdrop</u> Design, production, set-up and dismantling of ONE (1) set of photo backdrop based on the key visual design in Annex A at the foyer area. The backdrop size should be 18ft(W) x 8ft(H) and produced with vinyl wrapping wooden backdrop stand. The photo backdrop shall be equipped with sufficient spotlights.</p> <p>(39) <u>LED Backdrops</u> Design and produce backdrop, static and animated graphics to be projected on LED TV wall according to the programme of all forums. Refer to Annex 1 for LED TV wall size. The design should base on the event key visual (refer to Annex 3).</p> <p>(40) <u>Podium / Choir Riser</u> Design and provide / produce the podium for the forums with foamboard covering. The podium foamboard shall be in digital printing on foamboard covering three sides of the podium. An appropriate size of monitor shall be set up at the podium for presenters to view their presentation files. The Contractor shall rent, set up and dismantle a set of two-step choir riser that could accommodate TWENTY-FIVE (25) persons for group photo taking session.</p>

Section	Description
	<p>(41) <u>Press Stage</u> Provision of a press stage in dimension of approximate 5m (W) x 1.8m (D).</p> <p>(42) <u>Registration Counter</u> Provide, set up and disassemble a registration counter. This registration counter would cater to general delegates, speakers, VIPs and media.</p> <p>(43) <u>Kick-off Gimmick for Opening Ceremony</u> Propose, design, create and manage a kick-off gimmick for the GCDFE 2024 Opening Ceremony, with 3-min animation inclusive, for approximately 10 guests on stage. All necessary equipment, props and materials for the gimmick shall be responsible by the Contractor. TWO (2) proposed gimmick ideas should be provided in the technical proposal.</p> <p>(44) (Optional) <u>Kick-off Gimmick for Opening Ceremony with Robots</u> Propose, design, create and manage a kick-off gimmick for the GCDFE 2024 Opening Ceremony, with robots or robotic elements. All necessary equipment, props and materials for the gimmick shall be responsible by the Contractor. Please see link for reference: https://www.youtube.com/watch?v=9yyAKjUCeS4 ONE (1) proposed gimmick idea should be provided in the technical proposal.</p> <p>(45) <u>Kick-off Gimmick for Award Launching Ceremony</u> Propose, design, create and manage a gimmick for the CIC Construction Innovation Award 2025 Launching Ceremony, with 2-min animation inclusive, for approximately 10 guests on stage.</p> <p>(46) Design and produce titles slides in presentation format for all forum sessions.</p>

Section	Description
	<p>(47) <u>Stage Lighting System</u></p> <p>The Contractor shall set up stage lighting system, including control panel, truss lighting system, face light and stage spotlights, etc. to allow sufficient brightness on stage. The Contractor shall also provide sufficient number of on-site technicians and operators for lighting system.</p> <p>(48) <u>PA System</u></p> <p>The Contractor shall provide PA equipment with sufficient number of on-site technicians, operators and coordinators for PA system. The standard list of PA system shall include the following items:</p> <ul style="list-style-type: none"> (a) Speakers x 6 sets; (b) Wireless microphones (with microphone stands and mic clips if required) x 8 sets; (c) Control panel x 1 set; and (d) All necessary mixer, amplifiers, electronics, cabling and control systems. <p>The Contractor shall mix and produce all background music and sound effect for the Conferences with music licenses.</p> <ul style="list-style-type: none"> (i) Rental, Set-up and Dismantling of Sound Box <p>(49) <u>Sound Box</u></p> <p>The Contractor shall rent, set up and dismantle sound box with 36 channels. The Contractor shall also provide sufficient number of on-site technicians and operators for sound box.</p> <p>(50) <u>Stage Monitors</u></p> <p>The Contractor shall provide quotation for rental, set-up and dismantling of TWO (2) movable stage monitors (“貓紙Mon” with size of at least 43 inch) to be placed at the front edge of the stage with necessary cabling and on-site technician, for speakers to view their presentation slides and digital event programme timer.</p>

Section	Description
	<p>(51) Provide at least ONE (1) soundman and TWO (2) technicians for each live streaming and to standby during event period for system operation.</p> <p>(52) Provide audio and filming equipment for live feeding for the forum to on-site participants. The Contractor shall provide ONE (1) live controller with panel, streaming software, monitors, switcher, etc., ONE (1) cameraman with at least TWO (2) cameras, and all related lighting equipment including high capacity and quality of facial and environment lighting.</p> <p>(53) (Optional Item) Provide, set-up and dismantle 2 extra TV monitors which is suitable for live broadcasting presentation in the Forum Area, in size of 15m (W) x 3m (H) or suitable size, to suitably accommodate approximate 200 people to attend the Forums</p> <p>(54) (Optional Item) Design and produce TWENTY (20) pieces of framed certificates for Forum Speakers and GOH of Appreciation in A4 size.</p> <p>(55) (Optional Item) Design and produce TWENTY (20) numbers of e-certificates for Forum Speakers and GOH of Appreciation with provision of iPad(s) for presentation.</p> <p>(56) (Optional Item) Provide an interactive Q&A platform for Q&A session (e.g. Pigeonhole Live, Slido or the similar) during panel discussion sessions of each forum session. At least TWO (2) tablets shall be provided for Q&A during panel discussion sessions of the Conferences. Design and produce the related art work for the interactive Q&A platform.</p> <p>IV. <u>VIP Lunch Area and VIP Tours</u></p> <p>(57) TWO (2) sessions of VIP lunch will be held at Renaissance Harbour View Hotel Boardroom 3-5, M/F with 4 - 5 round tables of 12 seats per table for each session.</p>

Section	Description
	<p>(58) Manage the RSVP, on-site registration and seating arrangement of the VIPs.</p> <p>(59) Adopt Key Visual Design of the Event in digital format for the lunch event backdrop.</p> <p>(60) Design and produce SIXTY (60) name tags to be put on tables and ONE (1) seating arrangement board with floor stand for each of the VIP lunch sessions. Total provisional production quantity of name tags is 180 sets.</p> <p>(61) Management of THREE (3) helpers who would be directing VIPs to their seats and TWO (2) helpers as the mic runner during the lunch. (The man-hours are inclusive in Item (19) under Section 3.2.1).</p> <p>(62) Manage SIX (6) VIP tours for specific visitors as per the CIC's request. The Contractor shall provide services including but not limited to the following:</p> <ul style="list-style-type: none"> (i) Plan secured routes for VIP guests to experience the most of the Exhibition within 30 minutes. (ii) Manage necessary staff to support the VIP tours (The man-hours are inclusive in Item (19) under Section 3.2.1). <p>V. <u>Award Presentation Ceremony and Gala Dinner</u></p> <p>(63) CIC Digitalisation Award 2024 Presentation Ceremony and Gala Dinner will be held at 8/F Renaissance Harbour View Hotel with 25-30 round tables of 12 seats per table.</p> <p>(64) Propose detailed dimension and layout of the overall event venue including the stage. It should accommodate approximate 300 people to attend the Dinner respectively.</p>

Section	Description
	<p>(65) Design and produce LED backdrops based on the GCDFE's and CIC Construction Digitalisation Award's key visuals. The Contractor shall produce the graphic / video effect contents files of the indoor LED Wall. The LED backdrop shall be used for event opening, closing, award presentation ceremony, group photo sessions as well as guest presentations.</p> <p>(66) Design and provide / produce the podium with foamboard covering. The podium foamboard shall be in digital printing on foamboard covering three sides of the podium. An appropriate size of monitor shall be set up at the podium for presenters to view their presentation files.</p> <p>(67) Manage the RSVP, registration and seating arrangement of the VIPs for the Dinner.</p> <p>(68) Provide, set up and disassemble a registration counter. This registration counter would cater general delegates, speakers, VIPs and media. The Contractor shall be responsible for the on-site registration of invited participants of the Award and the Dinner.</p> <p>(69) Management of helpers who would be assigned for directing VIPs to their seats. (The man-hours are inclusive in Item (19) under Section 3.2.1).</p> <p>(70) Coordinate with the venue staff to set up of the cocktail area at Oasis Room..</p> <p>(71) Design, produce, install, dismantle and dispose ONE (1) photo backdrop of 4m (W) x 2.5m (H) x 0.5m (D) for the Dinner. The backdrop shall be in digital printing on vinyl or foamboard supported by wooden backdrop stand.</p> <p>(72) Design, produce, set up and dismantle maximum 12ftW x 8ftH of THREE (3) photo booths with full colour print. Contractor is required to submit the method statement and risk assignment on the</p>

Section	Description
	<p>installation and dismantle of the photo booth 3 day before the installation for approval.</p> <p>(73) Design, produce, install, dismantle and dispose TWO (2) floor standing seating plan of minimum A3 size for the Dinner.</p> <p>(74) Design and produce approximate THREE HUNDRED (300) name tags.</p> <p>(75) Design and produce approximate SIXTY (60) table place cards.</p> <p>(76) Propose, design, produce and manage a performance activity (approximate 10 minutes) for guest's entertainment at the Dinner. Rehearsal on the event date shall be included. TWO (2) proposed performances shall be included in the technical proposals.</p> <p>(77) (Optional Item) Design and produce NINE (9) sets of A4-sized framed certificates for the Award Judges and GOH.</p> <p>(78) (Optional Item) Design and produce NINE (9) sets of e-certificates for the Award Judges and GOH with providing iPad for presentation.</p> <p>(79) Design and produce THREE (3) versions of digital slides template for the Award presentation for all awardees.</p> <p>(80) (Optional Item) Design and produce TWELVE (12) pieces of A4-sized framed certificates for the Award winners.</p> <p>VI. <u>(Optional Item) Main Stage Area in the Exhibition Hall</u></p> <p>(81) Design, produce, set up, dismantle and dispose the stage that would be used in the Main Stage Area by exhibitors. The stage design shall match the overall design of the Events. The stage shall be covered with needle punch carpet, side hoarding and at least TWO (2) sets of stairs with 3 steps.</p>

Section	Description
	<p>(82) Provide, install and dismantle LED TV wall which is suitable for live broadcasting in the Main Stage Area, in size of 10m (W) x 4m (H), to suitably accommodate approximate 50 people to attend.</p> <p>(83) Design backdrop, static and animated graphics to be projected on LED TV wall according to the mainstage programme.</p> <p>(84) Provide, set up and disassemble 50 theatre seating for the Main Stage Area.</p> <p>(85) Design and provide / produce the podium with foamboard covering. The podium foamboard shall be in digital printing on foamboard covering three sides of the podium. An appropriate size of monitor shall be set up at the podium for presenters to view their presentation files.</p> <p>(86) Provision of a press stage in dimension of 1.5m (W) x 1.5m (D).</p> <p>(87) The Contractor shall coordinate ALL tasks that are related to the Main stage programmes, including but not limited to the inviting exhibitors' representatives as speakers, registration of the exhibitors and other speakers, managing RSVP, the collection of presentation materials from more than 20 speakers, propose and manage the programme and stage rundown and the stage effects.</p> <p>(88) Mainstage forums are shared by exhibitors or other guests in approximately 15 minutes per session for 2 days in the Main Stage Area. The time of show is 10:00 am to 12:00 noon and 2:00 pm to 6:00 pm. Time will be adjusted according to the RSVP from the exhibitors. The Contractor shall propose ideas to create exclusiveness for the sessions, e.g. physical barrier, sign-in system, beverage arrangement, etc. and execute the arrangements as approved by the CIC.</p> <p>(89) The Contractor shall at least provide the following equipment at the Main Stage Area in the Exhibition Hall:</p>

Section	Description
	<p>(i) Rental, Set-up and Dismantling of Lighting System</p> <p>(90) The Contractor shall set-up stage lighting system, including control panel, truss lighting system, face light and stage spotlights, etc. to allow sufficient brightness on stage. The Contractor shall also provide sufficient number of on-site technicians and operators for lighting system.</p> <p>(ii) Rental, Set-up and Dismantling of PA System</p> <p>(91) The Contractor shall provide PA equipment with sufficient number of on-site technicians, operators and coordinators for PA system. The standard list of PA system shall include the following items:</p> <ul style="list-style-type: none"> (a) Speakers x 2 sets; (b) Wireless microphones (with microphone stands and mic clips if required) x 8 sets; (c) Control panel x 1 set; and (d) All necessary mixer, amplifiers, electronics, cabling and control systems. <p>(92) The Contractor shall also mix and produce all background music and sound effect for the Main Stage Area with music licenses.</p> <p>(iii) Rental, Set-up and Dismantling of Sound Box</p> <p>(93) The Contractor shall rent, set up and dismantle sound box with 36 channels. The Contractor shall also provide sufficient number of on-site technicians and operators for sound box.</p> <p>(iv) Rental, Set-up and Dismantling of Stage Monitors</p> <p>(94) The Contractor shall provide quotation for rental, set-up and dismantling of TWO (2) stage monitors (“貓紙Mon” with size of at least 43 inch) to be placed at the front edge of the stage with necessary cabling and on-site technician, for speakers to view their presentation slides and digital event programme timer.</p> <p>(95) Provide at least ONE (1) soundman and TWO (2) technicians for each live broadcasting and to standby during event period for system</p>

Section	Description
	<p>operation.</p> <p>(i) Provide audio and filming equipment for live feeding on the LED TV wall for the forums, for on-site participants. The Contractor shall provide ONE (1) live controller with panel, live feeding software, monitors, switcher, etc., at least ONE (1) cameraman with at least TWO (2) cameras, and all related lighting equipment including high capacity and quality of facial and environment lighting.</p> <p>(96) The Contractor shall also provide quotation for provision, set-up and dismantling of the following PA items:</p> <p>(i) Additional speaker;</p> <p>(ii) Additional wireless microphone; and</p> <p>(iii) Video panel.</p>
4.2.4	Artwork Design, Production and Delivery of Event Brochure
	<p>(1) Design multilingual event brochure (in English, Traditional and Simplified Chinese), which matches with the key visual of the Events with 32 pages (including cover and back cover) including the following:</p> <p>(i) Size: A4 size</p> <p>(ii) Front and Back Covers</p> <p>(iii) Page dividers</p> <p>(iv) Table of Contents</p> <p>(v) Format of paragraph, bullet points, margins, font sizes, header and footer; and</p> <p>(vi) Photos, graphics, tables and charts with captions</p> <p>(2) Submit artwork design of event brochure to the CIC for approval within SEVENTY (70) calendar days from the time of appointment mass production.</p> <p>(3) Typeset all contents in form of words or photos provided by the CIC which includes but not limited to the messages from the Chairman and Executive Director of CIC, programme rundown, speakers' biographies for the forums, exhibitors' introduction and sponsors' message.</p>

Section	Description
	<p>(4) Deliver an electronic dummy of event brochure for checking of colour and pagination within SEVEN (7) calendar days after obtaining the approval without additional cost.</p> <p>(5) Produce the Event Brochure in PDF or the similar e-book format.</p> <p>(6) (Optional Item) Production and Delivery of Event Brochure</p> <p>(i) Produce event brochures with the following specifications:</p> <p>(a) Size: A4 size</p> <p>(b) Pages: 32 printed pages, including 4 printed pages Cover & Back Cover</p> <p>(c) Materials: Cover Page - 310gsm FSC matt art card Inside Pages - 140gsm FSC matt art paper</p> <p>(d) Colour: 4C + 4C</p> <p>(e) Finishing: Saddle stitch binding</p> <p>(f) Provisional Production Quantity: 5,000 copies</p> <p>(ii) Produce and deliver a dummy copy of event brochure for checking of colour and pagination within SEVEN (7) calendar days after obtaining the approval of design without additional cost. Mass production shall be proceeded after approval of dummy copy by the CIC.</p> <p>(iii) Deliver TEN (10) brochures to the CIC Headquarter by 1 November 2022 and deliver the remaining brochures to HKCEC as instructed by the CIC.</p> <p>(iv) The Contractor may propose alternative design and material for the event brochure as optional item for the CIC's consideration.</p>
4.2.5	Artwork Design, Production and Delivery of Flyers, Posters, EDMs, and Programme Booklets
	<p>(1) Design and produce FIVE (5) sets of flyers for event promotion with the following specifications:</p> <p>(i) Folded Size: A4</p> <p>(ii) Total: 4 double pages (i.e. 8 printed pages)</p> <p>(iii) Material: 128gsm FSC matt art paper</p>

Section	Description
	<p>(iv) Finishing: Double Gate Fold or Concertina Fold</p> <p>(v) Colour: 4C+4C</p> <p>(vi) Provisional Production Quantity: 300 copies per design; total 1500 copies</p> <p>(vii) Contents: The contents shall include the key visual, event programme, event highlights, application details and supporting organisations' logos. Bilingual contents will be provided by CIC.</p> <p>(2) (Optional Item) Please provide quotation for additional ONE (1) set of flyer design and production (300 copies).</p> <p>(3) Design and produce FOUR (4) sets of flyers for the Forum sessions with the following specifications:</p> <p>(i) Size: A4</p> <p>(ii) Total 1 double page (i.e. 2 printed pages)</p> <p>(iii) Material: 128gsm FSC matt art paper</p> <p>(iv) Colour: 4C+4C</p> <p>(v) Provisional Production Quantity: 300 copies per design; total 1,200 copies</p> <p>(vi) Contents: The contents shall include the key visual for each conference and conference rundown. Bilingual contents will be provided by CIC.</p> <p>(4) (Optional Item) Please provide quotation for additional ONE (1) set of flyer design and production (300 copies).</p> <p>(5) Design and produce posters with the following specifications:</p> <p>(i) Size: A2</p> <p>(ii) Material: 157g FSC gloss art paper</p> <p>(iii) Colour: 4C+0</p> <p>(iv) Provisional Production Quantity: 200 copies</p> <p>(v) Contents: The contents shall include the key visual, event date, event highlights, application details and supporting organisations' logos. Bilingual contents will be provided by CIC</p>

Section	Description
	<p>(6) Design and Production of layout designs for EDMs and social media posts</p> <p>(i) TEN (10) sets of EDM and social email posts for the promotion of the Events</p> <p>(ii) Adopt the key visual (Annex 3) and amend to produce banners for the EDMs' use.</p> <p>(iii) Blast the TEN (10) sets of EDMs to the participants according to the schedule agreed by the CIC. The invitation list and content wordings will be provided by CIC.</p> <p>(iv) The style of the EDMs should be innovative, technological and professional.</p> <p>(7) Issue reminder emails, at least TWO (2) times, before the Event Day of respective registered event of each participants.</p> <p>(8) Draft ONE (1) email template with the key visual inclusive in the email for the reminder and communication purpose with visitors and exhibitors.</p> <p>(9) Usage of maximum 10 stock photos should be allowed for design of Item (4) under this Section 3.2.6. Any stock photos that incur additional costs shall be pre-approved by the CIC.</p> <p>(10) (Optional Item) Please provide quotation for ONE (1) additional EDM design, production and sending.</p> <p>(11) (Optional Item) Please provide quotation for an additional ONE (1) set of poster design and production (200 copies).</p> <p>(12) (Optional Item) Design and produce programme booklets for the Award Presentation Ceremony with the following specifications:</p> <p>(i) Finished Size: A4 size</p> <p>(ii) Pages: 32 printed pages, including 4 printed pages Cover & Back Cover</p> <p>(iii) Materials: Cover Page - 310gsm FSC matt art card with FSC logo</p>

Section	Description
	<p>Inside Pages - 128gsm FSC matt art paper</p> <ul style="list-style-type: none"> (iv) Finishing: Saddle stitch binding (v) Colour: 4C+4C (vi) Provisional Printing Quantity: 200 copies (vii) An online PDF format shall be produced by the Contractor. <p>(13) Usage of maximum 15 stock photos shall be allowed for the design of items under this Section. Any stock photos that incur additional costs shall be pre-approved by the CIC.</p> <p>(14) Proofreading and typesetting shall also be included for the design service of flyers, posters and programme booklets. Content wordings shall be provided by the CIC.</p>
4.2.6	Design and Production of Promotional Videos
	<p>(1) Design and Production of SIX (6) Promotional Videos (animation videos with footage of CIC past events), each of approximate 1 minute 30 seconds, with the following services provided:</p> <ul style="list-style-type: none"> (i) To develop creative concept, ideas, storyboards and scriptwriting. (ii) Offline editing with full HD, color correction and grading. (iii) Any visual effects, motion graphics, photo retouch, 3D rendering, animation service. (iv) Provide rough cut and online edited version for the CIC's review upon CIC's satisfactory and confirmation. (v) Shall allow at least THREE (3) rounds of rough cut revision and FIVE (5) rounds of online revision for each video for the CIC's review. (vi) Provide musical arrangement (either tailor-made or library music), sound effects and audio mixing of the videos. (vii) Provide embedded links for local YouTube and formatted files for digital and social media marketing use upon satisfactorily acceptance by the CIC. (viii) Provide translation of scripts and subtitles. (ix) Provide voice over recording for THREE (3) languages (English, Mandarin and Cantonese). Voice talents shall be provided for the

Section	Description
	<p>CIC's consideration and confirmation.</p> <p>(x) Provide subtitles in corresponding language of each video.</p> <p>(xi) Provide video source files for each promotional video in MP4 / MOV / WMV and high-density ("HD") format in different language versions (i.e. 6 videos x 3 languages = 18 video files for each format).</p> <p>Reference Videos:</p> <p>https://www.youtube.com/watch?v=DiQAUTXmbYc</p> <p>https://www.youtube.com/watch?v=AYs7w-qEL3g</p> <p>https://www.youtube.com/watch?v=CX_8XiSI20</p> <p>https://www.youtube.com/watch?v=xnsss3rxfrm</p> <p>(xii) (Optional Item) The Contractor shall quote on extra charge for every additional 30 seconds afterward per promotional video.</p> <p>(2) Design and Production of SEVEN (7) Videos for CIC Chairman/ Executive Director to deliver speech at the Forums, VIP Lunch, and Gala Dinner (animation videos with footage of CIC past events), each of approximate 2-min with the following services i-xii provided:</p> <p>(i) To develop creative concept, ideas, storyboards, and scriptwriting.</p> <p>(ii) Offline editing with full HD, colour correction and grading.</p> <p>(iii) Any visual effects, motion graphics, photo retouch, 3D rendering, animation service. Provide rough cut and online edited version for the CIC's review upon CIC's satisfactory and confirmation.</p> <p>(iv) Shall allow at least THREE (3) rounds of rough-cut and FIVE (5) rounds of online revision for each video for the CIC's review.</p> <p>(v) Provide musical arrangement (either tailor-made or library music), sound effects and audio mixing of the videos.</p> <p>(vi) Provide embedded links for local YouTube and formatted files for digital and social media marketing use upon satisfactorily acceptance by the CIC.</p> <p>(vii) Provide translation of scripts and subtitles.</p> <p>(viii) Provide video source files for each promotional video in MP4 / MOV / WMV and high-density ("HD") format in different language versions</p>

Section	Description
	<p>(3) (Optional Item) Video filming services shall also be provided upon request of the CIC. Quotation shall be provided for indoor and outdoor shooting per (a) half filming day (1-5 hours) and (b) full filming day (6-9 hours). The video filming services shall include, but not limited to, the following:</p> <ul style="list-style-type: none"> (i) Provision of full crew, on-site technical assistant(s), camera(s), sound and lighting equipment and all other necessary equipment for location shooting / studio shooting, both indoor and outdoor (including meals and transportation). (ii) Shooting may take place at any suitable venue/location upon the CIC's confirmation. The venue/location rental cost, if any, shall be reimbursed by the CIC according to actual usage. Actual requirement and quantity will be confirmed by the CIC on an as and when required basis. (iii) Confirming the shooting schedule, venue and other arrangements within THREE (3) days or any period as agreed with the CIC upon receipt of CIC's filming request. (iv) Provision of on-site arrangements and coordination for the video filming. <p>(4) (Optional Item) Provide quotation for design and production of ONE (1) additional promotional video including all services as stated in Item (1) under this Section 3.2.6.</p> <p>(5) Provide the services of drafting ONE (1) press invitation and TWO (2) press release in bilingual (Traditional Chinese and English).</p>
4.2.7	Management of Overall Visitor Registration Services
	<ul style="list-style-type: none"> (1) Propose, provide, design, config, and manage a SaaS-based event management solution for the website, registration and event management platform for GCDFE 2024; (2) The proposed event management solution shall be an Enterprise-grade product that is mature yet flexible enough to cope with various needs of an event. Some of these solution includes Cvent, EventX, Splash, EventAir, etc.;

Section	Description
	<p>(3) The proposed solution is preferably to be hosted in Hong Kong in a dedicated tenant, separated from other customer data. Tenderer shall explicitly highlight in the technical proposal in case the solution doesn't fit to this requirement;</p> <p>(4) The proposed solution shall be capable to perform the following required features:</p> <ul style="list-style-type: none"> (i) A customisable event website with drag and drop elements, which shall support various common web elements, including but not limited to title text, text area, rich text, images, hero image, video, list, table, internal and external links, header, footer, navigation, cookie preferences, disclaimer and privacy policy statement, countdown, Google Maps, etc.; (ii) The initial website design shall also be provided and implemented by the tenderer; (iii) The website shall be responsive to support desktop, mobile and tablet displays with screen resolutions ranging from 1280 to 3840; (iv) The website shall support the latest 3 major versions of web and mobile browsers including Apple Safari, Google Chrome, Microsoft Edge and Mozilla Firefox; (v) The website shall be integrated with Google Analytics 4 (GA4) using Google Tag Manager (GTM) provided by CIC to measure and track user behaviour and usage metrics, which includes but not limited to user signup, login, device, view per page, user journey, website traffic data by day-by-day timeslot, etc. (vi) A customisable event registration form with drag and drop elements, which shall support various kinds of registration field types, including but not limited to short and long text input, radio button, checkbox, dropdown box, date picker, email, URL, etc.

Section	Description
	<p>(vii) Event registration form shall also support registrants to provide preferences on parallel sessions, gala dinner, translation services, etc.</p> <p>(viii) Event registration shall support both in-person and online webinar at the same time;</p> <p>(ix) Payment shall be supported in event registration and accept major payment channels, including but not limited not credit cards.</p> <p>(x) The payment shall also support the use of discount codes for different group visitors / conference attendees and free entry passes. The discount codes will be suggested by CIC;</p> <p>(xi) The platform shall support various needs in timely email notifications to end users (within FIFTEEN 15 minutes of any event trigger), including but not limited to registration success confirmation, unsuccessful confirmation, dropout reminder, payment confirmation, pre-event reminder (1 day before), pre-session reminder (1 hour before), post-event summary, etc. The email content shall be customisable by CIC staff;</p> <p>(xii) <u>Unique link shall also be provided via email for registrants to join online in order to track their attendance details (similar to Zoom Webinar, each registrants has their own unique link for joining the webinar);</u></p> <p>(xiii) The platform shall provide an add to calendar function for registrants to mark the event and sessions to their personal calendar, including Microsoft Outlook, Google Calendar and Apple iCal;</p> <p>(xiv) The website domain shall be customisable and support both subdomain (e.g. gcdfe.cic.hk) and inner path (e.g. cic.hk/gcdfc);</p>

Section	Description
	<p>(xv) The website and registration form shall be ready and open for registration around THREE (3) months prior to the event day (i.e. on or before 29 July 2024);</p> <p>(xvi) For webinar, the tenderer shall support the use and integration of CIC subscribed Zoom service, and provide a live video feed for attendees joining online;</p> <p>(xvii) The proposed solution shall support on-site check-in and badge printing;</p> <p>(xviii) The proposed solution shall also include corresponding white-labelled mobile application for attendees to perform basic event activities on their mobile devices, e.g. checking the overall and personal event schedule, check-in event and sessions, networking, etc.;</p> <p>(xix) The event management platform shall also include mobile web or application for on-site staff to facilitate event and session check-in;</p> <p>(xx) A dashboard interface to show the latest event statistics including registration, enrolment, payment status, full guest list, etc. Similar statistics shall also be provided via a report format in both XLSX and PDF formats; <u>Report shall also include full registration report and attendance report similar to Zoom Webinar;</u></p> <p>(xxi) The admin portal of the platform shall support single sign on via Microsoft Entra ID (Azure AD);</p> <p>(xxii) Apart from the event management platform admin interface, all the customer-facing content, including website, registration form, email confirmation, notification, mobile apps, etc. shall support English, Traditional and Simplified Chinese at the same time</p>

Section	Description
	<p>(5) The proposed solution shall meet the following security requirements:</p> <ul style="list-style-type: none"> (i) Meets the OGCIO's baseline IT Security Policy published on their website (https://www.ogcio.gov.hk/en/our_work/information_cyber_security/government/); (ii) Carry out 3rd party Security Risk Assessment & Audit and fix the identified risks up to CIC's satisfaction before the launch of the system / website in accordance with the Practice Guide for Security Risk Assessment & Audit, Practice Guide for Mobile Security and Practice Guide for Cloud Computing Security; (iii) If any hosting services are required, the hosting provider shall comply with the Information Security Management System (ISMS) specification ISO27001:2013 and shall provide the corresponding certificates to CIC for review; (iv) All cookies shall adopt the secure flag, and all session cookies shall use HTTPS protocol; (v) Has spam, bot protection and mitigation using reCAPTCHA or other advanced risk analysis mechanisms within the entire integration; (vi) Supports content in transit using TLS with TLS 1.2 or newer; (vii) The Contractor shall source a third-party audit assessor to conduct a Security Risk Assessment and Audit (SRAA) and submit the corresponding report to CIC; and (viii) The Contractor shall also support fixing any issues reported by the CIC-appointed security assessor.

Section	Description
	<p>(6) The proposed solution shall meet the following access security requirements:</p> <ul style="list-style-type: none"> (i) Access to services and data shall be controlled based on necessities with approval; (ii) The use of special privileges shall be restricted and controlled; (iii) Access to system utilities shall be strictly controlled and only granted with a defined need; (iv) The system shall be monitored to ensure conformity to access policy and standards; and (v) All passwords being typed on the screen must be masked. <p>(7) The proposed solution shall meet the following data security requirements:</p> <ul style="list-style-type: none"> (i) The Contractor shall propose measures (e.g. encryption for data at rest and data in transit) on data protection, transfer, retention, and removal for information security protection; (ii) All information must be encrypted during transmission over communication networks whenever applicable, such as between web server and database, client and web server, and other inter-server data exchanged through API calls; (iii) All user and system access to sensitive data and cryptographic keys shall be strictly controlled and tracked by audit trail; and (iv) Industry-standard encryption algorithms such as AES-256 must be used to encrypt sensitive data on all related servers, including backups and databases, to prevent data breaches.

Section	Description
	<p>(8) The proposed solution shall meet the following data privacy requirements:</p> <ul style="list-style-type: none"> (i) The Contractor shall design the platform, data schema, and data storage with the least impact on personal privacy. It is mandatory for the proposed solution that observes the Hong Kong Personal Data (Privacy) Ordinance; (ii) The Contractor shall include information to clarify how their design addresses the 6 data protection principles; (iii) The Contractor shall carry out Privacy Impact Assessment (PIA) for personal data (and the credentials) to be stored on the platform at the agreed point of time; (iv) Given that there will be users from European Union countries, tenderers shall be aware of the applicable rights to individuals who could exercise General Data Protection Regulations (GDPR) rights during the design of the platform and relevant processes. <p>(9) The proposed solution shall meet the following audit control requirements:</p> <ul style="list-style-type: none"> (i) Logs shall be created for the following: <ul style="list-style-type: none"> (a) All system access, including successful and failed attempts; (b) All data updates; and (c) All system and application errors. (ii) Log entries shall include sufficient information to support comprehensive audits of the effectiveness of the system and its compliance with security measures, such as the user identity, IP address, timestamp, actions taken, geolocation, etc.;

Section	Description
	<p>(iii) All logs shall be accessible by CIC at any time; and</p> <p>(iv) The system shall retain logs for a period commensurate with their usefulness as an audit tool. During this period, all records shall be secured so that they cannot be modified but can only be read by authorised persons.</p> <p>1. On-site Registration</p> <p>(10) Provide check-in and real-time checking system with iOS or Android devices and ensure check-in method smoothly. The system shall be compatible with the online registration form of the website for the Events, including the Opening Ceremony, Exhibition, Forums, the Award Presentation Ceremony and the Dinner.</p> <p>(11) Operate on-site registration and log the attendance record.</p> <p>(12) Provide on-site printing services of name labels at the Exhibition reception, Forum reception and Dinner reception counter. The Contractor shall provide, set up and dismantle at least FOUR (4) sets of laptop connected to laser printers compatible for printing labels used for the name badges. The helpers stationed at the reception counter(s) shall need to manage these name labels/cards for ad-hoc guests and VIP escort.</p> <p>(13) The Contractor shall provide at least TEN (10) registration booths, set-up and dismantle service included, to accommodate smooth visitors' registration.</p> <p>2. Post-Event Arrangement</p> <p>(14) The Contractor shall generate a final report, <u>including both online and physical report</u>, in spreadsheet format on all aspects upon conclusion of the Events with analysis on registration, attendance and other key parameters, survey feedback and KPIs</p>

Section	Description
	<p>set by the CIC or the OC after FIVE (5) working days of the Events.</p> <p>(15) Compile and consolidate a database in spreadsheet or similar format consisting of all enquiries and contact points involved in the Events and categorise the contacts by function, such as speaker & guest invitation, registration, sponsorship, exhibition, etc., and pass back the well-structured and clean database to the CIC in FIVE (5) days upon conclusion of Event</p> <p>(16) The Contractor shall not keep any of the personal and contact information. All personal and contact information shall be deleted and discarded from computers and database of the Contractor, its sub-contractors and/or staff upon acceptance of the final report by the CIC.</p> <p>(17) Coordinate, design and produce the following post-conference and exhibition evaluation survey in e-form format to obtain feedback from speakers, delegates, sponsors and exhibitors, and to report findings in the final report:</p> <ul style="list-style-type: none"> • SIX (6) sets for attendees of Conferences (1 set for each Conference) • ONE (1) set for visitors of the Exhibition • ONE (1) set for Exhibitors <p>(18) Design, provide and issue electronic attainment certificates to all attendees attended online and / or physical Forums.</p>
4.2.8	On-site Simultaneous Interpretation (“S.I.”) Services
	<p>I. <u>Forums</u></p> <p>(1) Provide on-site interpretation service for FOUR (4) forum sessions. The interpreter should specialize in simultaneous interpretation from Putonghua and Cantonese to English, English and Cantonese to Putonghua, and English and Putonghua to Cantonese. The Interpreter is required to report duty from 08:30 to 18:00 for 2 days.</p>

Section	Description
	<p>(2) Provide, set up and dismantle mobile interpreter booths with consoles at the Forum Area.</p> <p>(3) Arrange, set up and dismantle all necessary equipment for SI services including control panel, transmitter, radiators, etc.</p> <p>(4) Provide receivers and headsets in good hygiene for approximately HUNDRED (100) guests for each Forum.</p> <p>II. <u>Award Presentation Ceremony and Gala Dinner</u></p> <p>(5) Provide on-site interpretation service. The interpreter should specialize in simultaneous interpretation from Putonghua and Cantonese to English, English and Cantonese to Putonghua, and English and Putonghua to Cantonese. Interpreter is required to report duty from 18:30 to 22:30.</p> <p>(6) Provide, set up and dismantle mobile interpreter booths with consoles at the Gala Dinner Area.</p> <p>(7) Arrange, set up and dismantle all necessary equipment for SI services including control panel, transmitter, radiators, etc.</p> <p>(8) Provide receivers and headsets in good hygiene for approximately FIFTY (50) guests for the Award.</p> <p>III. <u>(Optional Item) Mainstage at Exhibition Area</u></p> <p>(9) Provide on-site interpretation service for all forum sessions. The interpreter should specialize in simultaneous interpretation from Putonghua and Cantonese to English, English and Cantonese to Putonghua, and English and Putonghua to Cantonese. Interpreter is required to report duty from 09:00 to 18:00 for 2 days.</p>

Section	Description
	<p>(10) Provide, set up and dismantle mobile interpreter booths with consoles at the Exhibition area.</p> <p>(11) Arrange, set up and dismantle all necessary equipment for SI services including control panel, transmitter, radiators, etc.</p> <p>(12) Provide receivers and headsets in good hygiene for approximately TWENTY (20) guests.</p>
4.2.9	Structural Calculations and Insurance
	<p>(1) Prepare any necessary structural calculations by Registered Structural Engineer (RSE) for the Events, in order to fulfil HKCEC's requirement.</p> <p>(2) Submit the structural calculations endorsed by RSE to HKCEC.</p> <p>(3) Arrange all applicable insurances of all necessary staff for the pre-event set-up, liaison, on-site support and management, as well as post-event dismantling. The Contractor shall liaise with an insurance company to provide insurance for the Events covering public safety, third party liability, damage and destruction of the HKCEC property, any item or equipment rentals, compensation insurance for the Contractor's full and part-time staff, and other related matters. The Contractor shall pay for all necessary insurances for the Events at their own cost. All insurance certificates shall be submitted either in physical or electronic format upon engagement.</p> <p>(4) Fulfil the timeline of approvals and documents required in Chapter 10 of HKCEC's Exhibition Event Rules and Regulations (Annex 2).</p>
4.2.10	(Optional Item) Design and Development of Exhibitor QR Code Scanning Application
	<p>(1) Provide or develop an application with a function for onsite usage during the Exhibition, for exhibitors to use their own mobile devices to</p>

Section	Description
	<p>scan the QR code of the visitors' name batch for collection of respective contact information.</p> <p>(2) The exhibitors shall be able to export a list of contact information of visitors scanned by the exhibitors from the Application. The Application shall be able to read the encrypted contact information saved under the GCDFE registration system after log-in by exhibitors.</p>
4.2.11	Design, Production and Delivery of Name Badges and Lanyards for Visitors
	<p>(1) Design standard template of name badges which matches with the overall design theme of the Events with different variations to identify different groups of participants.</p> <p>(2) Submit name badge design to the CIC for approval within SEVENTY (70) calendar days from the time of appointment before mass production.</p> <p>(3) Produce approximately 10,000 nos. of name badges for visitors and deliver 80 pre-printed name badges to the CIC Headquarter by 21 Oct 2024 and deliver the remaining name badges to HKCEC at time as assigned by the CIC.</p> <p>(4) Provide to the CIC the names and organisations of the attendees on a daily basis for each Conference session to be held in the following 3 days. The attendee information shall be confirmed with the CIC and then pre-printed or printed on-site on name labels at the event reception counter according to the instructions from the CIC.</p> <p>(5) Provide onsite name badge counter at the registration counter for Exhibition and Conferences.</p> <p>(6) Design and Production of Lanyards (2.5cm width) for the name badges in three colours to categorise different groups of participants</p>

Section	Description
	<p>in a total quantity of 10,000 nos.</p> <p>(7) Produce and deliver ONE (1) set of samples within SEVEN (7) calendar days after obtaining the approval without additional cost.</p> <p>(8) (Optional Item) Contractor please provide quotation for 1,000 nos. additional name badge production and delivery.</p> <p>(9) (Optional Item) Production and delivery of additional 1,000 nos. of lanyards in three colour variations.</p>
4.2.12	Provision of Live Streaming Services
	<p>(1) The Forum shall be livestreamed via Zoom for the 2-day Forum, total of 4 forum sessions. The Contractor shall apply the CIC Zoom's webinar license. The Contractor shall be responsible for the following items in relation to the live streaming services for the events under the Programme upon request by the CIC:</p> <p>(2) The Contractor shall provide the production of the video(s) and livestream services from CIC designated livestreaming platform, i.e. Zoom. The livestream shall support multiple video sources such as camera stream, webcams, pre-recorded videos, images, PowerPoint presentations and apps. The Contractor shall ensure that additional equipment will be rented to ensure a smooth flow of live streaming, including but not limited to ONE (1) live controller with panel, streaming and/or other necessary software, monitors, switcher, cabling, etc.; TWO (2) cameramen with at least TWO (2) cameras; all related lighting equipment, including high capacity and quality of facial and environment lighting, with ONE (1) lighting gaffer; all related PA equipment, including professional sound devices, 6-8 wireless microphones with microphone stands and/or clips, with ONE (1) soundman; as well as on-site coordinators and technicians for smooth live streaming of the Event.</p>

Section	Description
	<p>(3) The Contractor shall design and develop a graphic to be showed before the start of the Event live streaming.</p> <p>(4) The Contractor shall provide at least Wireless HDMI 50m, 4G network to connect all cameras and necessary equipment to ensure the live streaming would be taken under stable WI-FI connection.</p> <p>(5) The Contractor shall be responsible for design and production of ONE (1) HD Output of whole live streaming video with graphic adaptation (e.g. addition of CIC logos, bilingual captions, opening, transition and ending frames, etc.) aligning with the key visual of the Event.</p> <p>(6) The Contractor shall record all the livestreaming in panel, including all the videos and audio sources, as well as SI audio.</p> <p>(7) The Contractor shall be responsible for the following items:</p> <p>(8) Manage onsite speakers and participants during live streaming (if any);</p> <p>(9) Fold-back monitors, script prompter and timer with display screen of 20" or above for speakers and emcee;</p> <p>(10) Manage online speakers;</p> <p>(11) Manage Q&A session and indicated answered questions;</p> <p>(12) Provide flow and design of camera switch, transitions, speaker name tag and animation for beginning and ending;</p> <p>(13) Full recording by both Zoom/Microsoft Teams and FHD camera onsite;</p> <p>(14) Editing for FHD cameras recording and Zoom recording for posting on website and Youtube in TWO (2) working days;</p>

Section	Description
	<p>(15) Included unlimited turnaround comments; and</p> <p>(16) The CIC is granted exclusive and unlimited usage and reproduction rights to the raw footage and final cut videos.</p> <p>(17) (Optional Item) Pre-recording Services for Speakers The Contractor shall provide pre-recording services for the speakers through a Zoom or video conferencing platform with good quality. The services shall include provide accounts and all the setup for the speakers on pre-recording, and video editing services. The CIC will be responsible to contact and liaise with the speakers for pre-recoding. The Contractor shall also prepare a quick start guide for the speakers on tips for recording, such as general setting of camera, microphone and background (e.g. clear background with good lighting), the minimum video requirement (e.g. video resolution of full HD at minimum of 25 fps) and other points to note. Post-production of the recording, including addition of subtitle and editing, shall be included. The edited recording of each speaker shall be approximately 30 minutes for his / her presentation. It is estimated that such pre-recording service will be required for approximately TEN (10) speakers.</p> <p>(18) (Optional Item) Provision of Live Streaming Services for the Exhibition Main Stage Programmes The Forum shall be livestreamed via Zoom. The Contractor shall apply the CIC Zoom’s webinar license. The Contractor shall be responsible for the following items mentioned in 4.2.11(2) – (15) in relation to the live streaming services for the events under the Programme upon request by the CIC.</p>
4.2.13	Provision of Emcee Services (“MC”)
	<p>(1) Emcee (MC) Engagement for Forums and Gala Dinner</p> <p>(i) Forum: Propose and provide at least TWO (2) professional and experienced MCs with at least 5 years experiences, who are fluent in English, Cantonese, and Mandarin and decently groomed for 2</p>

Section	Description
	<p>day forum sessions of total 16 hours.</p> <ul style="list-style-type: none"> (ii) Gala Dinner: Propose and provide ONE (1) professional and experienced MC with at least 5 years experiences, who are fluent in English, Cantonese, and Mandarin and decently groomed for Gala Dinner for 4 hours. (i) Rehearsal for the Events on the day before or the same day of respective event (subject to event start time) (ii) Time and location refer to Section 1.4 (iii) MC briefing, make-up, hair-setting, attire, meals and transportation shall be included (iv) Write up MC scripts in bilingual languages (Chinese and English) according to the programme rundown for CIC's approval (v) The final MC appointment is subject to the CIC's decision. <p>(2) (Optional Item) Emcee (MC) Engagement for Exhibition (Mainstage)</p> <ul style="list-style-type: none"> (iii) Propose and provide at least ONE (1) professional and experienced MCs with at least 5 years experiences, who are fluent in English, Cantonese, and Mandarin and decently groomed for 2 day mainstage sessions of total 16 hours. (vi) Rehearsal for the Events on the day before or the same day of respective event (subject to event start time) (vii) Time and location refer to Section 1.4 (viii) MC briefing, make-up, hair-setting, attire, meals and transportation shall be included (ix) Write up MC scripts in bilingual languages (Chinese and English) according to the programme rundown for CIC's approval (x) The final MC appointment is subject to the CIC's decision.
4.2.14	Provision of Photo and Video Shooting and Editing Services
	<ul style="list-style-type: none"> (1) Provide FOUR (4) photographers per day with sufficient lighting and photo taking equipment and on-site assistant / operator to provide photo shooting services during the Events. (2) (Optional Item) ONE (1) additional photographer per day for photo shooting during the Events.

Section	Description
	<p>(3) Provide and edit photos for all exhibition booths and process of venue setup to be taken before the start of the Events.</p> <p>(4) Provide CIC with all selected edited photos of the Events within ONE (1) working day and all raw photos within THREE (3) working days after the end of the Events. At least TWENTY (20) highlighted edited photos shall be provided to the CIC for publicity purpose on each event day.</p> <p>(5) Provide FOUR (4) videographers per day and full filming crew with all necessary audio and lighting equipment for video shooting during the Events.</p> <p>(6) Provide CIC with TWO (2) 2-mins Event highlight videos within the same Event day (ie. One video on 29 Oct and another one on 30 Oct). The highlighted videos should cover the Ceremony, Forum, and Exhibition.</p> <p>(7) (Optional Item) ONE (1) additional videographer per day during the Events.</p> <p>(8) <u>Time-lapse Filming during Move-In</u></p> <p>(i) Provide time-lapse filming for the set-up during the move-in of the Conferences and the Exhibition. Videographers and full filling crew shall be included as listed in Item (5) under this Section 3.2.14.</p> <p>(ii) The videos taken shall be used for production and editing of videos stated in Item (8) (iii) under this Section 3.2.14.</p> <p>(9) <u>Recording and Editing Videos for the Exhibition</u></p> <p>(i) The Contractor shall use all necessary equipment and apply necessary measures to make sure the video recording is free from noise and other disturbance as well as having good acoustics. Videographers and full filling crew shall be included as listed in</p>

Section	Description
	<p>Item (5) under this Section 3.2.14.</p> <p>(ii) The Contractor shall provide video editing service which includes, but not be limited to, video editing and copying, addition of captions and subtitles in Chinese and English, simple graphics, background music arrangement (with tailor-made or library music), sound effects and audio mixing, 2D/3D animation, and others which are related to and applicable for the Events. Bilingual versions (Chinese and English versions) shall be provided.</p> <p>(iii) Videos to be submitted shall include the following:</p> <p>(a) Master version: ONE (1) Full version of the Events at length of 10 minutes after editing.</p> <p>(b) Filming of interviews for all selected exhibitors / booths, editing to one highlighted video. Duration within 1 minute for each of approximately 40 exhibitors.</p> <p>(c) THREE (3) Exhibitors' Testimonial Videos at length of 3 minutes each after editing.</p> <p>(d) 3-minutes edited version: covering highlights as assigned by the CIC.</p> <p>The videos shall be submitted in full high-density (HD) format in source files including but not limited to MP4 / MOV / WMV. All production files with full mix and M&E (Music and Effect) shall also be submitted.</p> <p>All modifications and editing of the videos shall be made up to CIC's satisfaction at no additional charges.</p> <p>(10) Recording and Editing Videos for the Conferences, the Award Presentation Ceremony and Gala Dinner</p> <p>(i) Master version: Full version of each Conference, the Award Presentation Ceremony and the Future Project Forums respectively.</p> <p>(ii) Edited version: A separate video covering the presentation slides and the speakers' speech for each speaker.</p> <p>Videographers and full filming crew as per Item (5) under this Section 3.2.14 shall be included. Post production service which includes, but not be limited to, video editing and copying, addition of captions and subtitles (in Chinese and English), simple graphics, background music arrangement (with tailor-made or library music),</p>

Section	Description
	<p>sound effects and audio mixing, 2D/3D animation.</p> <p>(iii) The videos shall be submitted in full high-density (HD) format in source files including but not limited to MP4 / MOV / WMV. All production files with full mix and M&E (Music and Effect) shall also be submitted.</p> <p>(iv) All modifications and editing of the videos shall be made up to CIC's satisfaction at no additional charges.</p> <p>(11) Profiles of the suggested photographers and videographers shall be submitted to the CIC's for approval.</p> <p>(12) Submit first draft of edited videos to CIC within FIVE (5) working days after the end of the Events.</p>
4.2.15	(Optional Item) Design, Installation and Dismantling of VIP Lounge
	<p>(1) Design, produce, build, dismantle and dispose a VIP Lounge in dimension of 9m (W) x 3m (H) in Hall 1C - E. Inclusive of furniture as follows:</p> <p>(i) 10 x Single Seating Sofas;</p> <p>(ii) 6 x Mini Coffee Tables; and</p> <p>(iii) 2 x Rectangular Tables with suitable table cloth.</p>
4.2.16	(Optional Item) Production of House Announcement
	<p>(1) The Contractor shall provide the following upon request of the CIC:</p> <p>(i) Rental of studio for recording 100 nos. of script line</p> <p>(ii) Voice over for the script in multilingual, i.e. Cantonese, Mandarin and English</p> <p>(iii) Inclusive of background music and sound effects and audio editing</p> <p>(iv) Design and script writing for all house announcements</p> <p>(v) Provision of professional Voice Over talents for the three required languages</p>

Section	Description
4.2.17	(Optional Item) Design and Production of Post-event Commemorative Album
	<p>(1) Design a Post-Event Commemorative Album, which matches with the overall design theme of the Events, including the following:</p> <ul style="list-style-type: none"> (i) Front and Back Covers; (ii) Page dividers; (iii) Table of Contents; (iv) Format of paragraph, bullet points, margins, font sizes, header and footer; (v) Photos, graphics, tables and charts with captions; and (vi) Typeset and formatting of all contents (to be provide by the CIC) in form of words or photos. <p>(2) Produce a Post-Event Commemorative Album with specifications as below :</p> <ul style="list-style-type: none"> (i) <u>Cover Page</u> <ul style="list-style-type: none"> (a) Paper: 157gsm paper mount on 2.5mm grey board (ends 140gsm wood free), glossy or matt lamination (b) Opened size: 297mm (H) x 420mm (W) (c) Finished size: Smaller than A4 210mm(H) x 297mm(W) (d) Colour: 4C + 4C (e) Finishing: Saddle stitch binding (ii) <u>Inside Pages</u> <ul style="list-style-type: none"> (a) Paper: 210gsm matt art (FSC Certified paper with FSC logo) / 250gsm woodfree paper, 2 pieces mount together (b) Size: Smaller than A4 210mm(H) x 297mm(W) (c) Colour: 4C + 4C (d) Pages: 12 pages, double sided printing; 24 printed pages (e) Binding Method: Hard-Case Binding (iii) Provisional Production Quantity: 500 copies <p>(3) The Contractor may propose alternative design and material for the Post-event Commemorative Album for CIC's consideration.</p> <p>(4) Produce and deliver a dummy copy of the Album for checking of colour and pagination within SEVEN (7) calendar days after obtaining the</p>

Section	Description
	approval of design without additional cost. (5) One local delivery shall be included.
4.2.18	(Optional Item) Provision of Hygiene Services
	(1) The Contractor shall liaise with the HKCEC, to develop preventive measures and provide hygiene services in response to the pandemic, including but not limited to strict access control with temperature check, enhanced cleaning and disinfecting measures, provision of cleaning materials for exhibitors and visitors, crowd control, trace and contact measures and others. Such measures and services shall be in compliance with the CEISS's requirements. (2) The Contractor's proposed measures shall be adjusted subject to the condition of pandemic in Hong Kong.

4.3 Other items of work directly or indirectly related to this Contract may be added by the CIC with the agreement of the Contractor and shall form part of the overall scope of the production and event management and be covered by the terms of the Agreement with additional fees mutually agreed between the CIC and the Contractor.

5. Presentations

- 5.1 To attend all meetings with the CIC, OC, WG and/or other relevant parties for updating the progress of the design and production;
- 5.2 To report the progress of overall event management and production to the CIC and the Organising Committee on a regular basis or as required by the CIC, OC and WG during the contract period; and
- 5.3 The presentation materials shall be bilingual (English and Chinese) as necessary and required.

6. Deliverables

- 6.1 The services and all deliverables shall comply with the Contract requirements to the satisfaction of the CIC. Should there be different interpretations between the CIC and the Contractor against any requirements in the Contract, the CIC shall have the final jurisdiction on the explanation and approach of the implementation for the requirements. The Contractor shall follow the explanation of the requirements and the instructions given by the CIC to implement the solution to the satisfaction of the CIC.
- 6.2 Prepare design concept proposal, master work plan including command structure and staffing, subject to final approval by the CIC.
- 6.3 Fulfil the safety requirement stated in Annex 6 and provide the method statement and risk assessment in the technical proposal.
- 6.4 Complete the Dynamic Risk Assessment throughout the Events.
- 6.5 Design and produce the exhibitor's application form and Exhibitor Manual, subject to final approval by the CIC.
- 6.6 Invite VIPs to the Awards, Forums, the Exhibition and the Opening Ceremony.
- 6.7 Prepare exhibition area layout with allocated exhibitors, subject to final approval by the CIC.
- 6.8 Design, develop and produce an online registration system and the registration status reporting system, subject to final approval by the CIC.
- 6.9 Develop key design for all on-site production items (e.g. backdrop, registration booth, banner, conference leaflets, promotional material, and etc.) for GCDFE, subject to final approval by the CIC.
- 6.10 Prepare detailed programme rundown, technical rundown, work plan and deployment plan for the Events, subject to final approval by the CIC.

- 6.11 Design, produce and install of exhibition booths, main stage area and meeting rooms with all decorations needed.
- 6.12 Prepare a contingency plan for extreme weather conditions, terrorist/social events, traffic arrangement, crowd control, security upgrade, etc.
- 6.13 Manage the registration on the event days, move-in all exhibits and live streaming for the Event, subject to final approval by the CIC.
- 6.14 All designs shall be submitted to the CIC for approval within 70 calendar days after project commencement.
- 6.15 All documents, designs, photos and videos produced by the Contractor shall be subject to the acceptance by the CIC. The CIC will endeavour to respond to and comment on the documents submitted by the Contractor within one week of submission as soon as practical. The Contractor shall revise and supplement the submissions within SEVEN (7) calendar days or other agreed period upon receiving comments from the CIC.
- 6.16 All documents shall be submitted electronically in their native file format of the software that was created with (e.g. MS Word, MS Excel, etc.), and a corresponding copy in PDF format which is readily printable upon confirmation of respective item.
- 6.17 All design artworks should be provided to the CIC in editable Adobe Illustrator (AI) format with all layers and a corresponding copy in PDF format within TWO (2) calendar days upon confirmation of the respective design. All AI files shall be opened and updated with the latest version of the AI in Microsoft Windows environment.
- 6.18 All documents must be submitted in English and Chinese to the satisfaction of the CIC.
- 6.19 The copyright of all reports, documents, recommendations, data, designs, photos and any other deliverables prepared or collected by the Contractor, its specialist(s) and the sub-contractors (s) and their employees and agents for the Events shall belong to the CIC.

6.20 Worldwide and perpetual copyright of the videos, footages, VCDs / DVDs / CD-ROMs and other publicity materials produced by the Contractor, its sub-contractor(s), agent(s) and staff shall belong to the CIC. No restriction is imposed as to how the video(s) is/are used to be released and published freely and without limit to TV, radio, video walls, outdoor, the Internet and multi-media advertisement on public transport, and at conferences, seminars, exhibitions and other public functions / activities, etc. without limitation of time period.

6.21 Unless otherwise specified, the talent fee (including VO talents, if applicable) quoted in the Fee Proposal shall include the Talents' Usage Buy Out for All Electronic Media and Internet for the CIC without limitation of time period.

6.22 Timeline illustrating the completion milestones for deliverables:

Item No.	Deliverable Description	Date of Completion
1	Confirm design concept	31 May 2024
2	Confirm master work plan including staffing	31 May 2024
3	Approval of Registration website layout and UAT	31 May 2024
4	Approval of exhibitor's application form	15 June 2024
5	Approval of exhibitor's manual	30 June 2024
6	Completion of inviting VIPs to Innovation awards, Conferences and Expo	31 July 2024
7	Confirm exhibition area layout	15 Aug 2024
8	Approval of online registration system and the registration status reporting system	15 Aug 2024
9	Confirm all art work design	15 Sep 2024
10	Approval of detailed programme rundown and technical rundown	30 Sep 2024
11	Completion of registration to conference of Expo	22 Oct 2024
12	Completion of setting up of the exhibition hall	28 Oct 2024
13	Completion of move-in of exhibits	28 Oct 2024

14	Completion of living streaming of Conferences	30 Oct 2024
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7. Brief Programme

- 7.1 The services shall be completed under the supervision of the CIC starting from the Project Commencement Date to ONE (1) month after the last date of the Events (i.e. 30 Nov 2024 tentatively).
- 7.2 The Contractor undertakes to carry out the services and submit deliverables as stipulated in the Assignment Brief and its Annexes to the CIC in accordance with the tentative programme specified in Paragraph 6.4 below or as directed / agreed by the CIC from time to time.
- 7.3 Supplementary information or reports other than the deliverables stated below shall be prepared and delivered at such time upon request by the CIC.
- 7.4 The Contractor shall strictly follow the schedule stipulated by the CIC and be able to accomplish the Services in the specified period of time given in the table below. Any amendment of the programme will be based on mutual agreement between the CIC and the Contractor.

Item	Description	Tentative Completion Date
1	Approval of master work plan including command structure and staffing	31 May 2024
2	Approval of exhibitor's application form	15 June 2024
3	Approval of Exhibitor Manual	30 June 2024
4	Completion of inviting VIPs	15 July 2024
5	Confirmation of exhibition area layout	15 August 2024
6	Approval of online registration system and the registration status reporting system	15 August 2024
7	Confirm all artwork design for on-site productions	15 Sep 2024

Item	Description	Tentative Completion Date
8	Approval of detailed programme rundown, technical rundown, work plan and deployment plan	30 Sep 2024
9	Completion of registration to all Conferences and the setting up of conference rooms	22 Oct 2024
10	Completion of setting up of the exhibition hall and move-in of exhibits	29 Oct 2024, 23:59
11	Completion of live streaming of all Conferences	30 Oct 2024
12	Completion of move-out of exhibits and handed over to the HKCEC	30 Oct 2024, 23:59
13	Approval of final report, submission of all source files of designs, raw and edited photos and videos	15 Nov 2024

7.5 The Contractor shall notify the CIC when a potential or actual delay arises and shall detail what in its opinion are the reasons for the delay, the consequences or likely consequences of the delay and any additional time would be anticipated when comparing to the baseline programme or the previous version of programme preferably in the form of a bar chart / Gantt Chart. The Contractor shall prepare a revised programme for CIC's comment and approval.

8. Management of the Contractor

8.1 The Contractor shall prepare an organisation chart, project contact list, emergency contact list, etc. for the CIC's approval.

8.2 The Contractor shall prepare company's profile with track record and project reference.

8.3 The Contractor shall be directed and supervised by the CIC and the Organising Committee. It is the obligation of the Contractor to allocate

sufficient resources to complete all required services and submit deliverables in relation to the Events according to the programme as approved by the CIC.

- 8.4 References to the CIC in this Assignment Brief and its Annexes shall include the Organising Committee/ Working Group set up under the CIC. The CIC Secretariat will facilitate the CIC in supervising the Contractor.
- 8.5 The Contractor shall obtain the approval of the CIC (and the Organising Committee/ Working Group, where appropriate) before commencement of each stage of the services / production.
- 8.6 The Project Manager and other relevant project team members shall attend all meetings held by the CIC formed for the Events and the internal meetings of the CIC as required and necessary. It is expected the Project Manager shall be available to assist on site in person approaching the Events and on the event dates.
- 8.7 The Contractor shall be responsible for preparing the meeting minutes and submitting them to the CIC within 1 week after the meeting. Meeting papers and documents shall be prepared and submitted by the Contractor within 1 week before the meeting.
- 8.8 The Contractor shall be responsible for preparing the action items lists arising from meetings with the CIC and the Organising Committee/ Working Group.

9. Contractor's Office and Staffing

- 9.1 The Contractor shall maintain for the duration of this contract an office in Hong Kong under the control of a Project Manager with at least TEN (10) years of management experience in production of similar events in similar scale. Separate approval from the CIC should be obtained for any subsequent change of the Project Manager.
- 9.2 The composition of the contractor's team shall include at least the following team members:

- (a) A Project Manager (with at least 10 years of design, management and production experience in mega events subject to CIC's acceptance);
 - (b) A Chief Designer (with at least 8 years of design experience in mega events subject to CIC's acceptance);
 - (c) Two Technical Managers for general management (each with at least 5 years of technical experience in the event industry);
 - (d) One Technical Manager for exhibition management, the manager shall be the designated contact point for exhibitors to contact during move-in and set-up; and
 - (e) At least one registered safety officer with 5 years post experience
 - (f) Administrative Supporting Staff.
- 9.3 The contractor's team as a whole, and each individual (except administrative support staff) within the team shall have the experience of providing services of similar nature and scope to those required for the Events.
- 9.4 The Contractor may outsource some of the tasks, with the prior approval of CIC, if the Contractor deems the expertise and experience of the sub-contractor / agent fits for performing the tasks up to the CIC's expectation and standard. However, the Contractor shall be the ultimate responsible party of the Events and remain liable for any act or omission of the approved sub-contractor(s) / agent(s).
- 9.5 The Contractor's team shall provide all specialist and sub-contractor services required for the satisfactory completion of the services. No additional fee or expenses rendered locally or overseas for the provision of services from any specialist(s), sub-contractor(s) or agent(s) required for the satisfactory completion of the services and submission of deliverables for the Events shall be payable by the CIC.
- 9.6 The Contractor shall provide the CIC with full details of staff to be deployed for the Events together with their curriculum vitae and proof of relevant experience for prior approval of the CIC. Separate approval from the CIC shall be obtained for any subsequent changes of staff.
- 9.7 The Contractor shall provide staff and manpower input in accordance with

the technical proposal made at the tender stage, and that the CIC shall have the right to check the daily time-log record of the Contractor's staff deployed for the contract.

- 9.8 In the event, for reasons beyond its control, the Contractor is unlikely to provide or maintain any team member as specified in the proposal or the approved master work plan, it shall report to the CIC as soon as practicable and propose for the CIC's approval of a substitute staff having experience comparable to the staff who is leaving the Contractor's team.

10. Event Safety Requirements

10.1 The contractor shall fulfil the safety requirements indicated in Annex 6a.

10.2 The contractor shall submit Project Specific Safety Plan, the plan shall include but not limited to:

- Project scope with detail of setup items and related major works activities
- Organisation chart with roles and responsibilities
- Hazard identification according major work activities
- Risk assessment with proposed mitigation to manage risk in acceptable level
- Specific safe work procedure for identified hazard and risk
- Training / briefing and competency arrangement for work crew
- Emergency procedure for handling injury / medical case or other emergency (e.g. fire), during setup, dismantle and event in progress
- Incident reporting for internal communication between contractor and client if emergency case present
- Safety supervision schedule and approach

10.3 The contractor shall submit method statement and risk assessment of proposed TDS* (refer to Annex 6b) in the technical proposal.

10.4 The contractor is responsible to complete the Dynamic Risk Assessment for the Events. Please refer to Annex 6c for the template.

*Temporary Demountable Structure (TDS) (e.g. backdrop & marquee over) and setup of electric installation, working platform / passenger walkway above ground, stage intended to take load, standalone structure over 3 meters height and overhead suspension

platform – shall comply requirement stated in Labour publication ‘Overview of Work-at Height Safety’

11. Other Requirements

- 11.1 The CIC reserves the right to update, change or amend all the requirements and specifications with mutual agreement between the CIC and the Contractor. Further details will be provided by the CIC upon engagement of the Contractor.
- 11.2 Tenderers should note that the GCDFE 2024 is still at the planning stage, thus some of the services stated in this Assignment Brief and its Annexes may eventually not be further pursued. The CIC is not bound to accept all the items tendered, and will commit only the necessary items as appropriate in the period leading to the Events. The rates quoted in the Fee Proposal for the Events shall remain valid until completion of the Events.
- 11.3 The provisional quantities listed in this Assignment Brief are the CIC's best estimate. Actual requirements and quantities shall be confirmed on an as-required basis. The CIC does not commit to ordering any item / quantity at this time. Actual quantity shall be re-measured with the CIC's confirmation.
- 11.4 The Contractor shall provide necessary insurance to all their onsite staff who are responsible for the Event, including pre-event set-up and post-event dismantling services, etc.
- 11.5 The Contractor shall provide all necessary measures to fix all the decoration materials and event equipment including but not limited to backdrop, materials and equipment for venue decoration, gimmick, PA and lighting systems, etc., in secured position so that they will not harm or injure any person.
- 11.6 The Contractor shall employ Qualified Workers for Electrical Works who are registered under Section 30 of the Electricity Ordinance (Cap. 406) to carry out testing and commissioning works for both NEW and EXISTING fixed electrical installations and submit a completed WR1 Certificate together with the relevant drawings, test records and checklists to EMSD for endorsement and approval.
- 11.7 The Contractor shall include erection of scaffolding / working platform

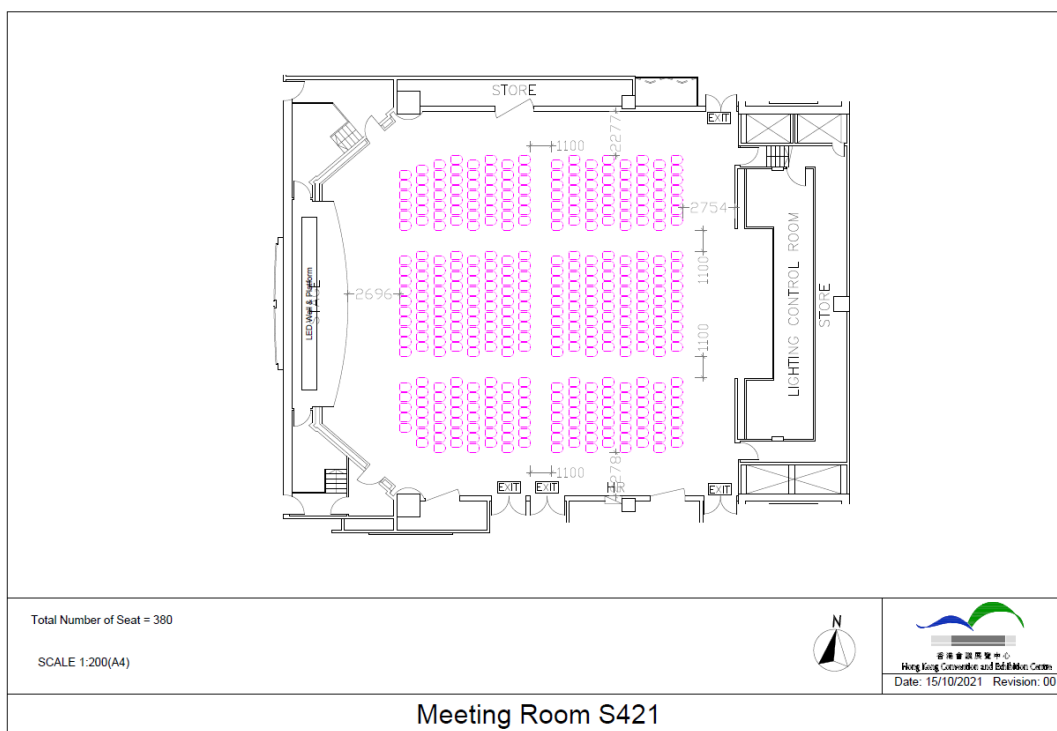
- including issuance and upholding of Statutory Form 5 for the works when required and refer to the Guidelines on Work-Above-Ground Safety for details. Bamboo scaffolding shall not be used unless with the prior approval of the CIC.
- 11.8 The set-up and dismantling work of all decoration materials and event equipment shall not cause any damage to the surface of the wall and floor of the event venues. The Contractor shall bear full liability of the maintenance cost caused by any damage relating to set-up and dismantling works.
- 11.9 All event arrangements and services shall comply with the Laws of the Hong Kong Special Administrative Region.
- 11.10 The Contractor shall strictly follow Personal Data (Privacy) Ordinance while handling personal data obtained for the provision of services under the contract.
- 11.11 The Contractor shall ensure the absence of discrimination of all forms and gender mainstreaming in all designs, proposals, videos and other deliverables for the Events.
- 11.12 The Contractor shall revise all designs in relation to the Events to the CIC's satisfaction. Approval of designs shall be obtained from the CIC prior to production.
- 11.13 All arrangements in the providing services under the contract shall carefully consider safety and health issues.
- 11.14 All submissions, arrangements in relation to the Events shall have the prior approval of the CIC.
- 11.15 All the costs proposed for the Events shall include the sources files submission to the CIC based on the finalised version. The ownership and all rights of design, artwork, photos and contents of the (raw and edited) videos prepared by the Contractor and/or its sub-contractors, agents and staff shall be vested in and belong to the CIC, and may not be reproduced in whole or in part without the expressed permission of the CIC.

- 11.16 The Contractor shall ensure all materials (no matter photo/ graphic/ music/ audio/ video/ text, etc.) used in the design and production of deliverables for the Events are/ have been copyright cleared. Should the works prepared by the Contractor, its sub-contractor(s), agent(s) or staff involve any Intellectual Property Rights infringement of a third party's work or any elements partially copied or modified from a third party's work, the CIC would not be held liable.
- 11.17 For details about Intellectual Property Right and Ownership, please refer to Annex 8. With regards to Indemnity and Intellectual Property Right Indemnities, please refer to Annex 9.
- 11.18 The CIC reserves the right to terminate or suspend the services for any reason(s) with no cost implications provided that an advanced notice is issued in writing prior to the commencement of the scheduled services. The termination or suspension of the services shall not affect any rights of the CIC set forth in the contract, including the ownership and Intellectual Property Rights of all deliverables.
- 11.19 In case of suspension or termination of the services, the Contractor has the obligations to stop all works immediately in an orderly manner upon receipt of notification from CIC.
- 11.20 For termination, subject to provision of proof on the works done, the Contractor shall be paid all fees and expenses commensurate with the services performed by them up to the date of notification about the termination less all fees and expenses previously paid to the Contractor. The CIC shall not be liable for any loss of profits and other losses incurred by the Contractor as a result of such termination.
- 11.21 For service resumption after suspension, the CIC shall give a written notice to the Contractor in no less than SEVEN (7) calendar days before the planned resumption date of the services. The Contractor shall thereafter continue with the services with the same terms and conditions set forth in the contract. The programme of the services shall be extended for a period corresponding to the period of suspension or otherwise mutually agreed between the CIC and the Contractor.

- 11.22 For the arrangement of bad weather or any emergency situation, the CIC reserves the right to reschedule the date and/or change the venue of any programme under the Events. The Contractor shall not be entitled to additional payment due to reschedule of any programme under the Events, except the additional design and production costs incurred by the Contractor for re-production of event materials as agreed and confirmed by the CIC.
- 11.23 When the CIC notifies the Contractor on the reschedule of any programme under the Events, the actual cost of or an amount in fair compensation for any financial commitment or obligation which the Contractor has properly incurred in accordance with the Services prior to the date of notification about the reschedule may be reimbursed by the CIC, subject to any relevant proof.
- 11.24 Should the services be terminated prematurely due to any reasons or completed satisfactorily as certified by the CIC, the Contractor shall return all related design artworks, photos, videos, documents and materials belonging to the CIC and related to the Events within FIVE (5) working days of the termination or completion.

Provision for Event Management and Production Services for
Global Construction Digitalisation Forum and Exhibition 2024 for
Construction Industry Council
Ref. (572) in P/AE/PUR/AGC

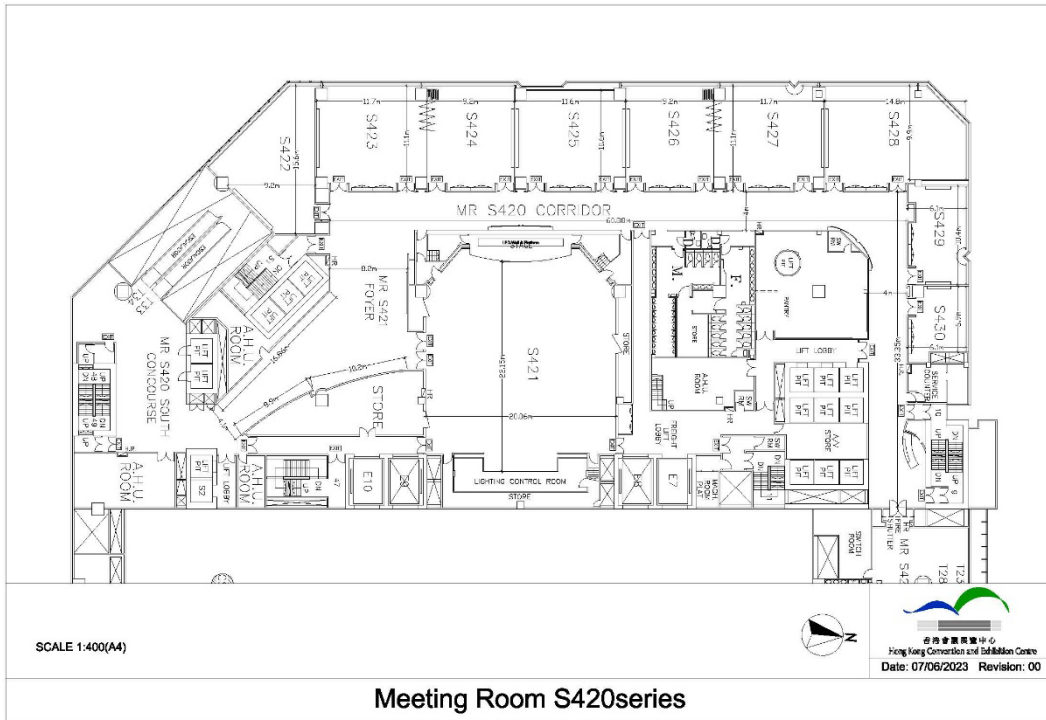
Annex 1 – Floor Plan of HKCEC S421-430 and Renaissance Hotel **HKCEC Meeting Room S421 (Forum):**



Equipment and Furniture included in Venue of Meeting Room S421:

- 1 build-in stage (35'W x 9'10"D x 3'3"H)
- Extension stage (36'W x 8'D x 32"H)
- 1 whiteboard or 1 flipchart
- 6 standard wired microphones
- 1 podium
- Silk flower arrangement on reception table
- Include the first time set up of seating, any set up changes within the same day will be subject to additional charge

HKCEC Meeting Room 421-430 (for both Forum and Exhibition):



Proposed Floorplan with exhibition booths:

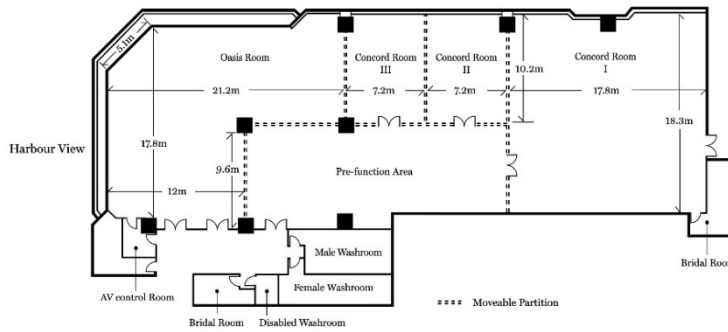


Renaissance Hotel 8/F Function Rooms (For Gala Dinner):

R
 CONCORD AND OASIS ROOMS

8/F FUNCTION ROOMS

MEETING ROOM	AREA SQM	L X W X H (M)	SET UP					
			THEATER	CLASSROOM	CONFERENCE	U-SHAPE	RECEPTION	BANQUET
Concord Room	669	41.4 x 18.3 x 2.5	468	216	96	96	700	408
Pre-function area	196	-	-	-	-	-	-	-
Concord I	327	17.8 x 18.3 x 2.5	234	108	48	48	250	144
Concord II	73	7.2 x 10.2 x 2.5	50	24	18	18	50	36
Concord III	73	7.2 x 10.2 x 2.5	50	24	18	18	50	36
Concord II and III	146	14.4 x 10.2 x 2.5	108	48	36	36	100	72
Oasis Room	296	21.2 x 17.8 x 2.5	96	63	30	27	250	168
Concord Room + Oasis Room	965	53.3 x 17.8 x 2.5	598	288	96	96	950	600



RENAISSANCE®
 HARBOUR VIEW HOTEL, HONG KONG
 1 HARBOUR ROAD, WANCHAI, HONG KONG
 T: 2802 8888 • F: 2802 8833
 WWW.RENAISSANCEHARBOURVIEWHK.COM

LED wall size:

Concord Room: 8.5m x 2m (3264W x 768H pixel)

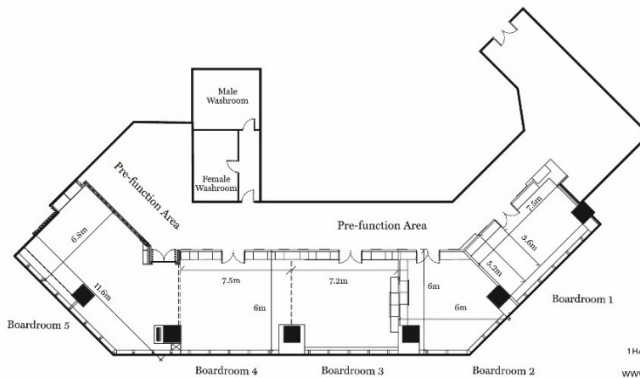
Oasis Room: 5m x 2m (1920W x 768H pixel)

Renaissance Hotel M/F Boardroom 1-5 (for VIP Lunch):

R
 BOARDROOM 1-5

MEZZANINE FLOOR

MEETING ROOM	AREA SQM	L X W X H (M)	SET UP					
			THEATER	CLASSROOM	CONFERENCE	U-SHAPE	RECEPTION	BANQUET
Boardroom 1	27	7.2 x 3.8 x 2.2	-	-	10	-	-	-
Boardroom 2	19	6 x 6 x 2.2	18	12	12	15	10	12
Boardroom 3	53	7.2 x 6 x 2.2	34	18	12	15	25	32
Boardroom 4	54	7.5 x 6 x 2.2	34	18	12	15	25	32
Boardroom 5	67	11.6 x 6.8 x 2.2	32	18	18	15	25	34
Boardroom 3-4	107	14.7 x 6 x 2.2	54	42	30	33	60	48
Boardroom 4-5	121	16.9 x 6 x 2.2	40	34	30	27	50	48
Boardroom 3-5	174	24.1 x 6 x 2.2	60	42	36	33	80	72



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Annex 2

Venue
Booking Hotline
2582 1111



香港會議展覽中心
Hong Kong Convention and Exhibition Centre



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 and, where applicable, the House Rules for Visitors.**

Hong Kong Convention and Exhibition Centre (Management) Limited (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 (EMs) (see summary table at Clause 10).

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; the House Rules for Visitors or a breach of the peace.

The Licensor reserves the right to remove all materials which in the Licensor's opinion may be considered offensive or obscene. Upon request from the Licensor the Licensee shall remove from the Licensed Area any person or persons acting in a way which, or any advertising or other installation or material of any nature whatsoever which, in the reasonable opinion of the Licensor is undesirable, inappropriate, harmful (including harmful to the commercial interests of the Licensor), offensive, obscene or illegal or which constitutes or may cause a breach of any of the provisions of the Relevant Legislation and Regulations or a breach of the peace. The Licensor has the right to deny access to or remove from the Licensed Area such person, installation or material.

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 are included within this document in Clause 8 of this document.

The HKCEC is a smoke free venue, including certain areas on the exterior and immediately adjacent to the main entrances. Smoking is not permitted anywhere inside the HKCEC. However, a small designated area at the loading area of Hall 3B and Hall 5BC 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. (This area is NOT for the use of members of the Public or event attendees.) (Note: Smoking within the confines of the HKCEC is an offence against the Laws of Hong Kong.)

These Rules and Regulations will be subject to review and may be amended and altered at any time at the sole discretion of the Licensor. The most updated version is posted on the official HKCEC website at <http://www.hkcec.com>

Definitions

In this document, the following definitions apply:

“Aisle”

any passage, gangway or walkway within the Licensed Area of the Scheduled Exhibition;

“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 of products, materials, works of art and services, etc. in the form of a trade-show, trade fair, public or consumer event held with or without 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) Limited, 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 (HKSARG) and any statutory body or authority of Hong Kong Government;

“House Rules for Visitors”

The House Rules for Visitors and the Activity Permit Application Form, as published on the HKCEC web-site, as amended from time to time.

“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) Limited (“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”

The form used by the Licensee or User of services and/or equipment provided by HKCEC;

“Public Circulation Area”

the arrival plazas, main entrance lobbies, foyers, meeting room corridors, concourses, mezzanines, and food and beverage outlet access areas are deemed Public Circulation Areas (“PCA”) within the 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, shell-scheme, booth, kiosk, custom built-stand, 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 HML

2.1 Cleaning Services

General Cleaning

HML will provide general cleaning during the Licensed Period within the HKCEC including cleaning of restrooms, organizer offices, material handling areas, marshaling areas and Public Circulation Areas. HML will charge the Licensee for:

- (a) collecting and removing any unreasonable or abnormal amounts of waste produced by the Scheduled Exhibition;
- (b) removing any spillages of oil, paint or other substances caused by the Scheduled Exhibition; and
- (c) disposing of general waste, rubbish, industrial materials and recycling materials by truck, if applicable

Cleaning of the Licensed Area During the Scheduled Exhibition move-in Period

During the move-in days, HML will remove all lightweight refuse placed in the aisles. The Licensee is responsible for the removal of construction waste.

Cleaning of the Licensed Area 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 the Licensee.

HML is not responsible for the initial cleaning of the Stands after the completion of construction.

Cleaning of the Licensed Area During the Open Period of a Scheduled Exhibition

Licensee shall pay the mandatory cleaning fee based on the Licensed Area. HML's cleaning staff will carry out the following duties:

- (a) Prior to the show hours each day:
 - wipe the working table and chair once in the morning.
- (b) During the show hours:
 - empty the stand's rubbish bin regularly.
- (c) After the show hours each day (except for the last show day):
 - remove all lightweight refuse placed in the aisles,
 - vacuum the carpeted area including aisles and stand carpet, and wet mop the hard flooring.

Cleaning of the Licensed Area at the End of the Licensed Period

All Stands, equipment and contractor materials must be removed from the HKCEC at the end of the Licensed Period so that post-event cleaning can be performed. Any materials left behind will be removed and disposed of by HML, and any applicable costs will be charged to the Licensee. (Please refer to the Move-Out definition at Clause 3.18 below).

Extra Cleaning and Rubbish Disposal

The Licensee is responsible and HML will charge the Licensee additionally for:

- (a) collecting and removing waste and rubbish produced by the Scheduled Exhibition. Charges are made for disposal by truck of general waste, rubbish, industrial materials and recycling materials;
- (b) removing any spillages of oil, paint or other substances caused by the Scheduled Exhibition;
- (c) cleaning Stands and the Licensee's furniture throughout the Licensed Area; and
- (d) wash basins and toilets are not to be used for the disposal of waste and the cleaning of equipment. The cost of clearing any blocked 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).

2.2 Food, Beverages and Other Concession Services

HML has the exclusive right to provide food & beverages, and concession stands operations within the HKCEC. 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. The Licensee shall ensure that exhibitors and contractors are aware that deliveries of food and beverage items from outside suppliers to the HKCEC are strictly prohibited; both during move-in and at Exhibition Open Period.

2.3 Event Staffing

When appropriate, the Licensor will present a plan to the Licensee for the staffing of usher service and other event personnel for 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 and advise Licensor of any additional requests. The Licensor shall incorporate any reasonable amendments to the plan accordingly. In the event of any disagreements, HML's decision will be final. The Licensee shall be obliged to pay the Licensor for staffing provided, 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 follow established guidelines as directed by HML in accordance with applicable Relevant Legislation and Regulations. Exhibition security and special security arrangements personnel must be requested through the Event Manager at least 2 weeks before the start of the Licensed Period. The Licensee is required to pay the Licensor for staffing provided, at the Licensor's applicable staffing rates.

HML reserves the right to determine the final number of security personnel that needs to be deployed for the Scheduled Exhibition. This decision will be dependent on several factors, including the scale and nature of the Scheduled Exhibition and

HML's past experience of similar events. Scheduled Exhibition related to security personnel provided as part of the Licence Fee is summarised at Appendix I of this document.

2.5 Wireless Internet (Wi-Fi) Services

Complimentary wireless Internet access suitable for browsing, social media and email messaging is available at the HKCEC. A premium Wi-Fi service is also available. Please contact Event Manager for details and quotation. Please refer to Clause 7.3.

2.6 Ticketing Services

HML has the exclusive right to provide ticketing services for all Scheduled Exhibition or other events held within the HKCEC which require paid admission tickets for public admission. The waiving of this right is 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, may be supplied only by HML or an HML approved contractor. The time periods when such services will be provided must be agreed before the start of the Licensed Period.

In line with the indemnification provisions of the Licence Agreement, HML accepts no liability for any failure or interruption of these services, or the consequences of any such failure or interruption.

Connections

The space used for the Utility Service Provisions in the Licensed Area does not form part of the Licensed Area. Access to and use of the Utility Service Provisions is limited to HML's technical staff or contractors designated or approved by HML, for the purpose of installing and connecting mains 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 the Event Manager and the Licensee at least 1 month before the start of the Open Period if water-cooled machinery is to be brought into the Licensed Area.

2.8 Lighting, Air Conditioning and Ventilation

HML will provide Licensee with adequate general lighting in all Public Circulation Areas and in the Licensed Area during the Open Period of the Scheduled Exhibition. Adequate level of lighting will also be provided during move-in, move-out and rehearsal periods.

Air conditioning will be provided within the Licensed Areas during the Open Period of the Scheduled Exhibition. 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, if considered necessary and appropriate by HML, air conditioning may 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 1 hour, following the scheduled close of the Scheduled Exhibition.

2.9 Other Services and General Information

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

- (a) provision of manpower for security and fire control rooms, freight lifts and loading/unloading/marshaling areas for traffic control;
- (b) listing of the Scheduled Exhibition on the HKCEC's electronic directories and other event directories;
- (c) allocation of registration counters by HML as available and applicable;
- (d) allocation of built-in back of house facilities, e.g. dressing rooms, media rooms, organiser offices) by HML as available and applicable;
- (e) provision of technical personnel for the control of AV and lighting equipment in the Convention Hall, Grand Hall and Theatres;
- (f) provision of a single technician for each of Meeting Rooms N101, N201, S221 and S421 if the venue is being used for meeting or seminar purposes; and,
- (g) use of non-licensed Public Circulation Areas (which include the Harbour Road Entrance, the Expo Drive Entrance, the Harbour Road Entrance Reception Concourse, Hall Concourses, Mezzanines, Meeting Room Foyers and Corridors) for event supporting functions, for example, Scheduled Exhibition opening ceremony (including the use of 150 chairs and 30 full seat covers to be used only for ceremonies), 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 of these Rules and Regulations and prior approval by the Event Manager.

2.10 Additional Services Requested by Licensee

HML will assist at the Licensee's request with identifying potential contractors for additional services which the Licensee may need, such as for the provision of audio-visual and lighting equipment, translation and interpretation services, and signage and graphics. The charges for these additional services will be borne by the Licensee.

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 the needs of and to provide access to persons with disabilities. Activities in any Public Circulation Areas by the Licensee in connection with the Scheduled Exhibition must not adversely impact this objective.

3. SCHEDULED EXHIBITION SET UP

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

The Licensee must provide the Event Manager with a set of 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 it is a preliminary layout. The Event Manager will inform the Licensee of any modifications that may be required within 14 days of Licensee's submission of the plans.

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

- (a) identify high risk areas in any Stands or exhibits, such as areas where special effects are demonstrated, areas that contain apparatus requiring special safety considerations, and areas that may draw crowds due to special performances or sales tactics arranged by the Licensee / exhibitor; and,
- (b) provide 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 the Event Manager with the following final details, whenever applicable:

- (a) Stand identification numbers and the names of exhibiting companies, together with a list of Licensee's authorised contractors;
- (b) details of Stands and Temporary Structures at or higher than 3m and 4.5m respectively, highlighted in different colours on the layout plans;
- (c) details of 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, clearly identified on the layout plans;
- (d) details of gross and net space occupied by Stands, with measurements given in sqm;
- (e) a complete list of requirements for all electrical, telecommunications and Stand pipework provisions taking into account all provisions of these Rules and Regulations, particularly Clause 5 and 6; and
- (f) details of any seating areas, e.g. seminar rooms, theatres, hospitality and catering areas, temporary prayer, etc., with their exits clearly marked on the layout plan.

Before the Open Period, the Licensee must provide the Event Manager with copies of all relevant permits, licences and certificates required under the Relevant Legislation and Regulations or by the Hong Kong Government. If the Licensee fails to do so, HML reserves the right to suspend the opening of part or all of the Scheduled Exhibition. (Please refer to Clause 9.16 of this document.)

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

3.2 Layout Plans – Application to Rules and Regulations

Layout plans for a Scheduled Exhibition must conform to the following to ensure there is no obstruction to HKCEC's built-in facilities and Fire safety system:

- (a) all fire service installations and protection systems (fire exits, fire alarms, fire extinguishers, fire hydrants, drenchers, sprinkler system valves, smoke curtains, fire shutters, fire hoses, etc.), security, communication & monitoring systems, and air louvers, must be kept clear and accessible at all times;
- (b) fire hose reels must maintain a clearance of at least 1.5m ;
- (c) fire shutters must maintain at least 1m clearance on both sides;
- (d) the Fire Control Staging Area located at Hall 5D loading area must be kept clear at all times and may not be used for the storage of materials of any kind, or as a smoking area;
- (e) a clear space of at least 0.75m around the columns containing Utility Service Provisions in Hall 3FG and Hall 5FG must be maintained;
- (f) for columns located in Aisles, at least 2m and 3.5m of clear passage must be maintained on at least three sides for trade show and public shows respectively;
- (g) any Stand, Temporary Structure or other structures located under any smoke curtain in the exhibition halls is subject to a clearance width of 0.5m on either side of any smoke curtain's drop/closure location, and a height limit of 2.5m in Hall 3FG and Hall 5FG, and 3m in Hall 1ABCDE, Hall 3BCDE and Hall 5BC;
- (h) any Stand, Temporary Structure or other structure located under any smoke curtain in hall concourse areas is subject to a clearance width of 0.5m on either side of the smoke curtain's drop/closure location, and a height limit of 2.5m; and
- (i) all sprinkler heads should have at least 0.5m clear space underneath them, and for the avoidance of doubt, there should be no obstruction underneath the sprinkler head which could affect its effective operation.

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

Public Circulation Areas are areas that can be accessed by HKCEC visitors other than those attending the Scheduled Exhibition. The following rules apply to these areas:

- (a) all activities taking place and objects located in Public Circulation Areas, such as registration counters, advertising activities, special exhibits or displays, information counters and ticket booths, must have prior approval from the Event Manager;
- (b) clear access of Public Circulation Areas must be maintained at all times for the purposes of crowd management and circulation;
- (c) use of high reach equipment in Public Circulation Areas is subject to prior approval from the Event Manager;
- (d) the placing of directional or promotional signs, banners or decorations in

Public Circulation Areas must be approved in advance by the 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 the Event Manager at least 3 months before the start of the Licensed Period;
- (f) the use of ladders of 2m or more in height is not permitted
- (g) no work shall commence in Public Circulation Areas until the Event Manager has issued an approval;
- (h) no Multi-level stand is allowed in Public Circulation Areas; and
- (i) any Stand, Temporary Structure or other structure erected along the glass railing of a hall concourse must not exceed 2.5m high and must have a clearance of at least 0.5m from the railing.

HML may give approval for the Licensee to have exclusive use of a Public Circulation Area, or may license the exclusive use of certain parts of the Public Circulation Areas. In such cases, the relevant areas will be deemed as part of the Licensee's Licensed Area, but all rules concerning Public Circulation Areas in these Rules and Regulations will remain applicable. Any situation beyond the abovementioned will subject to HML's final approval.

3.4 Aisles and Routes of Escaped (Exits)

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

- (a) Aisles with no access (i.e. no intersecting aisles or cross-aisles) or with no exit at the end must not exceed 18m in length;
- (b) Aisles for trade exhibitions must have a minimum width of 2m 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 3.5m, although some exhibitions with expected high visitor attendance or special conditions may necessitate a variation from this minimum which HML will determine at its sole discretion;
- (d) Aisles must at all times remain unobstructed; exhibitor products and displays, or any other item may not be placed or left in any Aisle;
- (e) all exits, including any emergency aisles, must be clearly defined and marked with an illuminated sign or an EXIT light box in compliance with the Relevant Legislation and Regulations;
- (f) exits must remain unobstructed at all times;
- (g) no rigid barriers or any other device may be placed across any Aisle or exit;
- (h) during move-in and move-out, certain Aisles should be designated as emergency aisles for the purposes of evacuation and emergency access. These Aisles must be kept clear at all times;

- (i) a perimeter of at least 3m along the four walls inside the halls must be kept clear of any obstructions; for certain public Exhibition, this distance must be kept at 4m to 6m for the wall along the main entrance;
- (j) a minimum of 40% of the gross exhibition floor area must be kept for circulation space;
- (k) the Utility Service Provisions located within any Aisle must not be used for providing technical services to Stands without prior written approval from the Event Manager, and
- (l) electrical cable connections within any Aisle must be covered by a non-slip ramp, which must be clearly highlighted, especially if covered by carpet.

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

The Licensee accepts full responsibility for the safety of Stands and Temporary Structures. The following requirements must be fulfilled if the Licensee wishes to construct or install within any Licensed Area or Public Circulation Area: (i) temporary built meeting rooms, and/or (ii) any construction or installation at or higher than 3m above the floor. Temporary Structures include but are not limited to backdrops, arches, free stand signage and banners.

In line with Clause 3.1, the Licensee must provide Event Manager with the final layout plan at least 3 months before the start of the Licensed Period.

All Stands or Temporary Structures higher than 3m must be constructed under the supervision of an Authorised Person/Registered Structural Engineer. In addition, any Stands of 4.5m or above in height must be designed with structural calculations and have its stability verified by a Registered Structural Engineer prior to 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.

An Authorised Person can either be a Registered Architect (AP-List I), a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-List III). An Authorised Person is legally defined in the HKSAR Buildings Ordinance Cap.123 of the Laws of Hong Kong; please refer to: http://www.bd.gov.hk/english/inform/index_ap.html.

The Licensee must ensure that any capacity limits established for Multi-level Stands or other structures (e.g. number of patrons or weight limits) are clearly posted within view of the users of the areas. Such capacities must be strictly adhered to.

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

The Licensee must provide the Event Manager with a copy of all relevant permits, licences, approvals or certificates granted by the Hong Kong Government prior to the first day of the Open Period. If the Licensee fails to present these required documents before the opening of the Scheduled Exhibition, HML reserves the right to suspend the opening of part or the entire Scheduled Exhibition.

Where approvals required from the Hong Kong Government cannot be granted earlier than 1 month prior to the start of the Licensed Period, the Licensee must inform the Event Manager in writing so that alternative arrangements may be considered.

3.6 Fire Safety Considerations for Ceilings of Stands and Structures

The sprinkler system and the heat/smoke detection systems are essential elements of the HKCEC's Automated Fire Alarm (AFA) system. It is crucial that Stands and Structures do not adversely affect the operation of these systems, i.e. that they do not restrict the flow of sprinkler water from above, or the detection of heat and smoke rising from below. The following requirements must therefore be observed:

- (a) Stands and other Structures must not have solid or hard ceilings that defeat the AFA system by being impenetrable to water and by allowing heat and smoke to accumulate within them. Please refer to Clause 3.2 (a);
- (b) ceiling coverings made of light, fire-retardant, water-permeable cloth or light non-combustible wire mesh are permissible, as long as they are in strict compliance with the 'Certificate of Fire Service Installations and Equipment (FS251)' and do not restrict the effectiveness of the AFA system);
- (c) if fabric is used as a ceiling covering, details of the fabric material(s) must be submitted to the Event Manager 3 months in advance for approval, strictly in accordance with the provisions of Clause 3.9 below;
- (d) fabric ceiling coverings may not cover a continuous area of more than 100sqm. Any greater coverage requires a separation gap between coverings of 0.6m;
- (e) the ceilings of Stands should always remain open. If solid materials are installed that cover part of the ceiling, whether for decorative or support purposes, the solid materials must be no wider than 0.1m each at their widest point and spaced a minimum of 1m apart;

For any extensive Stands and Structures design that is beyond the abovementioned requirements, please notify the Event Manager at least 3 months prior to the Licensed Period. The Licensee may be required to install additional measures, such as an alternative fire suppression system and/or fire extinguishers.

3.7 Platforms and Stages

Platforms or stages over 1m in height must be constructed under the supervision of an Authorised Person/Registered Structural Engineer. For any platform or stage of 1.5m in height or above, a Registered Structural Engineer must be appointed to verify its structural calculations and design 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 exhibitions that require a Temporary Places of Public Entertainment (TPPE) 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. For public exhibitions, stage that exceeds 600mm in height require installation of a 1.1m high of handrail/barrier

3.8 Prevention of Damage to HKCEC Property during Construction, Installations and Material Transportation

The Licensee and the Licensee's employees, contractors, exhibitors and agents must exercise due care to avoid causing damage to HKCEC property. Examples of such care include but are not limited to the following:

- (a) protective covering must be used if installation materials could cause damage to carpet / granite flooring; plywood must be used to protect floor surfaces when equipment such as boom lifts, pallet jack, dollies, scissors lifts, etc. is being operated; contractors are responsible for removing such materials and tidying up afterwards;
- (b) the cutting of carpets, signs, logos, etc. with knives and/or razor blades directly on carpeted areas is prohibited;
- (c) venue entrances must be covered with protective padding;
- (d) pre-fabricated assembly work is permitted, but heavy wood and /or metal cutting with circular saws and power saws is not allowed within hall areas or any Public Circulation Areas;
- (e) welding and metal-cutting are prohibited. The use of other "hot works" equipment (without sparks) requires a 'Hot Work Permit' from the Event Manager; and
- (f) an appropriate covering for the protection of existing carpet, granite, or wood surfaces must first be laid if an alternative floor covering is to be used for an event.

The Licensee is liable for dilapidation charges resulting from any damage to materials / property occurring during the Licensed Period, as stated in Clause 3.19.

3.9 Construction and Decoration Materials and Finishes

All drapes, curtains, fabrics, signs, fascia, decorative materials, backdrops, banners, coverings, plastics, skirts, carpet flooring and 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 water-permeable in the case of booth ceiling material). Authorised personnel of HML or of the Hong Kong Government have the right to inspect these materials to verify compliance. HML reserves the right to prohibit the use of materials and finishes if there are doubts about their safety. If requested by HML, the Licensee must make available 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

Only water-based adhesive products may be used in permissible areas.

Floor Covering

Any materials used over carpeted or hard floor areas must be of a nature that does not lead to slipping (even when damp or wet) or other safety issues.

Paint

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

Glass Panels

All glass panels and glazing used in the construction of Stands must consist of safety glass (laminated or tempered). Any large uninterrupted areas of clear glazing must be readily visible to all, e.g. by the application of warning stripes, dots, logos, or similar markings.

3.10 Use of Access Equipment and Rigging

Access equipment includes scaffolding, towers, mobile elevating work platforms, hydraulic lifts, lifting tables (scissor lifts), and other similar equipment. HML requires all operators working on such access equipment to (i) wear appropriate safety gear or gear required by the Relevant Legislation and Regulations, and (ii) present relevant certification where applicable.

Weight restrictions apply to the rigging points at various locations within the HKCEC. To ensure the safety of all hanging structures, the Licensee must notify the Event Manager of any proposals for rigging, and provide structural drawings of hanging objects that include detailed dimensions and relevant calculations and design specifications, at least 1 month before the start of the Licensed Period. No rigging or suspended temporary structural items are allowed in any location without the approval of the Event Manager. A Registered Structural Engineer's report is required by HML for suspended structures and items.

Hanging Truss / Lighting & Speaker Towers

A structural safety certificate, endorsed by a Registered Structural Engineer / Authorised Person is required if the total weight of these items is less than 100 kg. If the total weight is equal to or greater than 100 kg, a structural calculation and structural safety certificate, endorsed by a Registered Structural Engineer / Authorised Person, is required.

3.11 Decorations and Signs

No items, decorations, signs, banners, bunting, streamers, stickers or similar items may be affixed to any surface or floor of the HKCEC without the approval of the Event Manager. The Licensee will be responsible for all costs for cleaning and/or for repairing damage caused by the removal of such items placed by its contractors, exhibitors, invitees, or guests.

3.12 Maximum Height Restrictions

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

Venue	Maxium Height # (m)
Hall 1ABCDE Hall 3BCDE Hall 5BC	7.0
Hall 3FG Hall 5E, Hall 5FG	7.0
Feature Wall	6.0
Convention Hall and Foyer Grand Hall and Foyer	5.0
Hall 1ABCDE Concourses * Hall 3BCD Concourses * Hall 5D ** Theatre Foyer Expo Drive Entrance	4.0
Meeting Rooms	3.5

Venue	Maxium Height # (m)
Harbour Road Entrance Reception Concourse	3.0
Hall 3E Concourse Hall 3FG Concourse Hall 5FG Concourse Hall 3E South Concourse Hall 5E South Concourse	3.0
Level 2 Mezzanine Level 4 Mezzanine Hall 5BC Concourse Meeting Room Corridors & Foyers Chancellor Room and Bauhinia Room	2.5
Expo Drive Hall Convention Hall Mezzanine	2.2

The maximum height of a structure may also be restricted by its location (e.g. if it is located under smoke curtains or HKCEC blue way-finding signs).

* To minimise safety hazards, the maximum height of stands / temporary structures erected along the glass railing of a hall concourse is 2.5m
Structures / stands must be kept at least 0.5m from the railing.

** The Hall 5D Concourse is intended for public circulation only. Any request to erect Stands and/or Temporary Structures here requires review by and prior approval of the Event Manager. Such requests should be made at least 3 months prior to the start of the Licensed Period.

3.13 **Floor Loading Limits**

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

Venue	Floor Loading Limit (kg/m ²)
Hall 1ABC, Hall 3BC, Hall 3FG, Hall 5BC, Hall 5FG	1,700
Hall 1DE, Hall 3DE, Hall 5DE	1,250
Hall 1ABC & Hall 3BC Loading Bay	1,700
Hall 3G & Hall 5G Material Handling Area and Loading Area	1,200
Harbour Road Arrival Plaza (HRE exterior)	800
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 Chancellor Room	500
Level 2 and 4 Mezzanines	300

3.14 Materials Access at the HKCEC

Move-in and Move-Out Logistics Plans

A plan containing full details of the move-in and move-out logistics of the Scheduled Exhibition must be submitted by the Licensee to the Event Manager for approval at least 2 months before the start of the Licensed Period. The plan must include the following details:

- (a) time zones for each day of the move-in and move-out period;
- (b) number of exhibitors/contractors/Standards entitled to move in or move out in each time zone; and
- (c) number of vehicle passes to be delivered for each time zone.

Central Freight Forwarding and/or Off-site Marshalling

A central freight forwarder (appointed by the Licensee) and/or an off-site vehicle marshalling area must be used for a Scheduled Exhibition when any one of the following conditions apply:

- (a) records from the preceding year show that more than 200 delivery / removal trucks were used during any one move-in or move-out day;
- (b) records from the preceding year show that the move-in or move-out logistics had a major impact on general traffic in the vicinity of the HKCEC;
- (c) the Licensee has licensed 25,000 square metres gross of exhibition space or more for a single exhibition or for multiple concurrent exhibitions;
- (d) a recurrent Scheduled Exhibition has recorded significant growth in the Licensed Area or in the number of exhibitors, and this is anticipated to have a major impact on local traffic.

Deliveries and Removal

Loading and unloading is confined to the relevant loading and unloading areas and materials handling areas applicable to the Licensed Area. Please refer to Clause 4 below.

Goods and products may only be delivered at locations approved by HML for the Scheduled Exhibition.

Allocation of Areas and HML Facilities

HML will allocate and assign loading and unloading areas, loading dock facilities and material handling areas to the Licensee during periods when two or more concurrent events are taking place at the HKCEC. Unauthorised use of the loading dock area is strictly prohibited. Also, HML may exercise its right to remove and dispose of any materials stored in any unauthorised location. In such cases, the Licensee will be required to pay to HML any charges incurred for the removal and disposal of materials.

Container and freight lifts must only be operated by trained operators of HML. When two or more events are held in the HKCEC concurrently, the allocation of such HKCEC-managed facilities will be at the sole discretion of HML.

Hazardous Work Areas

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

- (a) smoking, and the consumption of alcoholic beverages (as is prohibited in all areas);
- (b) speeding or reckless use of vehicles or equipment (as is prohibited in all areas);
- (c) storage of petrol, kerosene, diesel fuel or other flammable liquids, even temporarily; and
- (d) refueling activity of any kind.

In addition, children under 16 years of age are not permitted to be present in hazardous work areas during set-up and dismantling periods.

Access outside Licensed Period

HML staff will not accept deliveries of any materials to the HKCEC during times outside the Licensed Period unless special arrangements have been made with the Event Manager. Such arrangements may incur extra charges for the Licensee. Freight forwarders and contractors officially appointed by the Licensee will be given priority use of materials handling equipment and storage facilities at the HKCEC.

3.15 Removal of Materials Prior to Open Period

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

No Scheduled Exhibition may be opened to visitors until all Aisles and exits are clear of obstructions. If exits are obstructed, not less than 15 minutes before the Open Period of the Scheduled Event, the Event Manager or an authorised representative of HML may notify the Licensee that the opening time will be deferred until the obstructions have been removed. An announcement to exhibitors and visitors on deferred opening time should be made either by Licensee or HML. Licensee may notify of such. No entry to the Scheduled Event will be permitted until the Licensee has cleared all obstructions to the satisfaction of the Event Manager. Should the Licensee not take the required action, HML may exercise its right to remove such obstructions, and the Licensee will be required to pay to HML all related charges associated with this.

3.16 Credential Requirements

The Licensee must issue credentials, valid for the move-in and move-out periods or Open Period, to all parties that the Licensee wishes to be admitted to the Licensed Area for any reason related to moving in or moving out. These credentials may not be shared among different parties. They must be visibly displayed at all times. Samples of these credentials must be provided to the Event Manager in advance

At least 1 week before the start of the Licensed Period, the Licensee must notify the Event Manager of the procedures to be followed by exhibitors, staff and attendees for gaining entry to the Licensed Area and the service areas during the Licensed Period. The Licensee must also provide the Event Manager with samples of all passes, tickets and other entry credentials to be used 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 presenting an authentic credential issued by the Licensee, unless admission is at no charge and no credentials are required (e.g. public or consumer events).

Before accessing any Licensed Area, all workers must enter the HKCEC via a designated contractors' entrance and present valid credentials, when they will be issued with a daily wristband by HML. Only workers in possession of a valid Green Card (Construction Industry Safety Training Certificate) or Container Yard Safety Card (Container Handling Industry Safety Training Certificate) are entitled to a wristband issued specifically to carry out work at height. HML reserves the right to refuse entry to or remove personnel in cases of disputes regarding credentials or unacceptable past behaviour at the HKCEC (for example, smoking or fighting.)

3.17 Packing, Crate Removal and Storage

Designated storage space in the loading and unloading area for the Licensee and official contractors will be assigned by the Event Manager, prior to the Licensed Period. Due to space limitations, the allocation of storage areas is at the sole discretion of HML.

The storage of empty crates, cartons, boxes, shelving or other packing materials outside Stands is prohibited, and all such materials must be removed once unpacking is completed unless prior approval from the Event Manager has been obtained. If HML believes that safety risks exist, it may dispose of any such materials at the Licensee's expense and without liability.

3.18 Removal of Materials at End of Licensed Period

The Licensee must take all reasonable measures to ensure that all visitors have vacated the licensed venues at the end of the Scheduled Exhibition before permitting contractors or production houses to access these venues to carry out dismantling work.

All materials brought into the Licensed Area for the Scheduled Exhibition, including all Stands and structural materials intended to be scrapped, must be safely removed from the Licensed Area by the Licensee by the end of the Licensed Period. The Licensee must leave the Licensed Area in the same good condition as it was in when 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). If the Licensed Area is not completely cleared by the end of the Licensed Period, any extended time required for the Licensee to complete the work will be chargeable to the Licensee. Should HML elect at its sole discretion to clear the Licensed Area or any Stands or other materials after the Licensed Period, the Licensee will be charged for the extended time required, the associated labour costs, and any other related expenses.

The Licensee has full responsibility for the proper management of all dismantling activities, and for avoiding improper dismantling practices for Stands, especially the dismantling of heavy structures which could cause damage to the building or generate excessive vibration. The Licensee will be responsible for any charges that HML may incur for associated damage.

HML regards the Licensee as having completed all move-out activities in the Licensed Area and its related usage of the Public Circulation Areas, provided the following conditions are met:

- (a) Clearance and removal of all exhibitors' goods out of the HKCEC,
- (b) Dismantlement of all stands and show related structures and fixtures to the extent that:
 - All shell schemes have been dismantled and stand materials are packed into storage racks; and
 - All special-built stands and structures, including any structures rigged to the ceiling, have been dismantled and are ready for removal; and
- (c) Clearance and disposal of all remaining industrial wastes are completed by contractors as appointed by the Licensee or its exhibitors.

3.19 Responsibility for Damage Incurred

Both at the start and at the conclusion of the Licensed Period, an HML representative will conduct separate inspections of the Licensed Area with the Licensee, and both parties will verify the relevant dilapidation form.

If any damage to HKCEC property is identified during the Licensed Period, the Event Manager will record the damage in a damage report, to be endorsed by the Licensee or official contractor.

HML will repair all damage endorsed in the damage report at the expense of the Licensee. The Licensee is responsible for ensuring that no person other than an authorised representative of HML conducts any repairs.

4. TRAFFIC AND VEHICLES

Vehicles including forklift and electric carts are prohibited within any part of the HKCEC during the Scheduled Exhibition Open Period, unless prior approval is obtained from the Event Manager. If approved, safety restrictions will apply, especially with regard to vehicles containing petrol.

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

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

Vehicles must comply with all speed limits and directional and headroom signs, and their operators must follow any instructions given by authorised personnel of HML.

Forklift operators must strictly follow the "Guidance Notes for Safe Use of Forklift" to ensure the health and safety at work. Please refer to the following links for this document:

<https://www.labour.gov.hk/eng/public/os/C/GN-FLT.pdf>

http://www.oshc.org.hk/oshc_data/files/HotTopic/FLT/BB110070C.pdf

Electric forklifts may be used within all HKCEC exhibition halls. Petrol powered forklifts may be used only in Hall 5BCDE.

Authorised vehicles displaying the correct official pass are allowed to access established loading and unloading areas for limited periods, as determined by HML.

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 the sliding gate doors and shutters at the loading dock for freight vehicle entry.

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

Requests to display vehicles must be submitted to HML for approval at least 3 months in advance. Depending on the nature of the Scheduled Exhibition, HML at its sole discretion may require vehicles displayed within the HKCEC:

- (a) to be static and have their engine / motor switched off and hand-brakes applied during the Open Period;
- (b) to contain minimal fuel (generally, no more than 1/8 of fuel tank capacity);
- (c) to have a drip tray and/or protective floor covering material placed under the vehicle; and
- (d) subject to risk assessment by HML, battery disconnection may also be applied.

5. STAND ELECTRICAL INSTALLATIONS AND ELECTRICAL CONTRACTORS

5.1 Stand Electrical Installations

All Electrical Installations for Stands, features, displays or exhibits must comply both with these Rules and Regulations and any other applicable Relevant Legislation and Regulations. HML will not supply electricity to any installation which does not fully comply with these requirements. In such circumstances, it is inevitable that all exhibitors within the concerned zone will be affected by this temporary power suspension. The Licensee must submit information about all general electrical layouts, expected power consumption, and any other necessary technical information to the Event Manager for approval at least 1 month before the start of the Licensed Period.

Extension Cords

Licensees shall ensure that their staff (and their Exhibitors) are aware that attaching multiple devices to a single power outlet by means of an extension cord, may cause an overload and result in the load protection fuse disconnecting the power. In case of doubt, the advice of the Event Manager should be sought who will arrange for HKCEC's in-house electrical engineering staff to assess the situation and advise accordingly.

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, the Event Manager will advise the contractor responsible, who must promptly rectify all faults and advise the Event Manager when the installation is ready for re-inspection and re-testing. Power will not be provided until the installation is considered satisfactory by HML.

HML will not be responsible for:

- (a) any delays in supplying power to installations found to be unsatisfactory,

or for which insufficient time has been allowed for testing; or,

- (b) any faults discovered in installations after testing and supplying power;
or
- (c) any problems resulting from defective equipment or installation.

5.2 Electrical Contractors

HML places specific restrictions on the selection of contractors used to carry out electrical installation work, and the selection of such contractors is subject to review and approval by HML. Contractors must be licensed by the Hong Kong Government for the specific electrical work to be carried out for the Scheduled Exhibition. The Licensee is responsible for ensuring its electrical contractor(s) fully comply with these Rules and Regulations and all other Relevant Legislation and Regulations.

5.3 Electrical Cable Configuration and Distribution

Each Stand must be supplied by a separate electrical main 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. All electrical installations and equipment must be kept clear from combustible materials (e.g. paper cardboard, etc.).

Each of the Stands in a group of adjoining Stands powered by a single electrical supply main must have its own isolator, and must be placed in an accessible position in the Stand.

Distribution boards and similar equipment must be installed adjacent to the fused connectors 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 power main suitable for connecting the installation to the fused isolators of the main supply cables (please refer to Appendix III herein).

5.4 Earthing (Grounding)

All metal conduits, metal apparatus casings, metal frameworks, motor frames, light fittings and similar items must be effectively bonded to earth using the earthing (grounding) system provided within the HKCEC's permanent electrical distribution system.

5.5 Electric Motors

Electrical equipment or electrically-operated exhibits must be supervised by a qualified person to minimise the risk of accidental contact with live metal, live terminals or moving parts etc.

Isolators

Every motor must be provided with an effective means of isolation for all poles, and such isolators must be positioned next to the motor.

Starting

Motors in excess of 10 HP (7.46 KW) must be fitted with current limiting devices for starting, (i.e. they 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 review and approval at least 1 month before the start of the Licensed Period.

The official contractor is responsible for ensuring that any starting current surge will not have a negative impact 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 inspection by HML technicians and requires the Event Manager's written approval.

5.6 Transformers and Frequency Converters

Step-Up Transformers

Step-up transformers may not be installed without written permission from the Event Manager. When requested, diagrams and full details must be submitted as part of the application for review by HML engineering personnel. When a step-up transformer is used as an integral part of any electronic apparatus, appliance or piece of equipment, permission is not required provided its use conforms to customary practice within a particular industry, or its installation conforms with 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 having 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 can only be used when they form an integral part of motor starters.

Location of Transformers

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 an intention to provide apparatus for converting the frequency of the electrical supply to any machine or exhibit. A frequency converter must not cause interference with the HKCEC's power supply system.

Space for working

Electrical apparatuses (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 10mm away from any potentially combustible material, and separated from it either 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 1m in length must utilise a 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 constructions.

5.8 Suspended Lighting Fittings

Suspended lighting fittings (other than single lamp fixtures) must have adequate means of suspension independent of their 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 professionally and properly certified non-combustible, showcases must only be illuminated from the outside. Spotlights must not be placed in direct contact with, or in close proximity to, flammable material such as carpet, wood or paper.

Internally

Internally lighted showcases must be constructed of non-combustible materials, wired using approved cable types (not flexible cords), and adequately ventilated. Spotlights must not be placed in direct contact with, or in close proximity to, flammable material such as carpet, wood or paper.

5.10 Electrical Discharge Lamp Installations

The installation of any type of electrical discharge lamp as an illuminated unit within a Stand, or as an exhibit, must conform to the conditions within this Clause.

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 and heat-resistant material, and be protected from un-authorized access.

(b) High Tension Gear

High tension gear must be mounted on non-combustible and heat-resistant material, and be protected from un-authorized access.

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", placed in an accessible and visible position and visibly labelled "Fireman's Switch" in accordance with any requirements of the relevant authorities.

Approval

The Licensee must ensure that the electrical contractors responsible for installing any type of electrical discharge lamp advise the Event Manager of their technical plans on installations at least 1 month before the start of the Licensed Period. No installation of this type of apparatus will be permitted without prior approval from the Event

Manager.

5.11 Electrical Cookers, Kettles, Irons, Radiators

General

Any apparatus which has a hot surface, and all electrical appliances that can be heated up (such as electric kettles, radiators, irons, etc.), must be adequately protected where necessary and placed or mounted on non-combustible material. Appliances with surfaces on which the temperature may exceed 70°C must be supplied from a socket outlet with a pilot lamp indicating whether the appliance is switched on, and through an individual fused spur unit. Kettles, irons, radiators and similar appliances must not be connected to a lighting circuit. These appliances must be separately connected to the small power circuit of 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 or overheat, they are automatically disconnected.

Adjacent Constructions

Walls adjacent to electrical cookers, irons, kettles, hotplates, etc. must be protected with 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 used to supply power for exhibits with such built-in devices. No Stand lighting may be connected to charged batteries. Stand-alone display of batteries as exhibits must be discharged.

Terminals

All terminals of charged batteries, whether in use or not, must be fitted with a cover made 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 mains supply to the rectifier when the battery is fully charged;

(b) Times of Charging

Exhibits with built-in batteries may only be charged at Stands under supervision by the exhibitor, and must be dis-connected from the power source after daily Open Period;

(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 other circuits without affecting the charging circuit;

Batteries not in Use

Charged batteries not in use in exhibit vehicles or other equipment must be disconnected at both terminals, and the terminals covered (as in the 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± 2%
- (b) Three Phase Neutral & Ground 380V ± 6%
50 cycles per second AC supply± 2%

Separate Lighting and Machinery Mains

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

Neutrals

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

Load Limitation

HML, at its sole discretion, will limit the power rating of mains supplies where in its opinion, the electrical load or combination of loads requested may have an adverse effect on mains supplies to other exhibitors. If the Licensee proposes to group together exhibitors demonstrating high current-consuming machines in such a way as potentially to create abnormal demand for electricity, the Licensee must discuss the proposed arrangement with the Event Manager prior to the final allocation of Stand space to exhibitors. The Licensee must agree to conform with any re-arrangements required by the 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 its electricity supply company to maintain a Power Factor of not less than 0.85 lagging. Where the use of electrical machines or equipment at the Scheduled Exhibition is such that, in the opinion of HML, the Power Factor is likely to fall below 0.85, Power Factor correction apparatus must be supplied and installed by the person responsible for the electrical installation. This party will bear all related expenses for obtaining, installing, and removing the correction apparatus.

- (a) Correction Apparatus
The correction apparatus must be connected on the “load” side of the main switches controlling the supply to the Stand or individual piece of equipment.
- (b) Notification
The Licensee should notify HML at the time the Licence Agreement is being negotiated of the likelihood of correction apparatus being required at the Scheduled Exhibition.

The scale of provision of the correction apparatus must be submitted to the Event Manager for approval no later than 1 month prior to move-in of the event.

5.14 Electrical Mains Supply Cables

Supply and Installation

All mains supply cables running from HKCEC electrical supply sources (e.g. service pits, trenches, columns, and/or overhead bus-ducts) to the point of supply to an exhibit, a Stand, a group of Stands or other locations will be supplied and installed by HML staff or HML's appointed contractor.

Termination and Routing

Each mains supply cable must be terminated with a fused isolator or circuit breaker supplied by HML.

Routing

The mains supply cables must be brought into the Stand from a floor-box within the area of the Stand. Connections from the floor-box of an adjacent Stand are not permitted unless either there is no floor-box within the Stand, or the Licensee and adjacent Stand holder have been given prior permission by the Event Manager.

Separate Lighting and Machinery Mains

All mains supply cables supplied for machinery must be separated from those providing electricity for lighting and those for items requiring small amounts of power. A machine is defined as a single item of equipment which cannot be powered using a 13 amp socket or spur unit. All circuit breakers must be readily accessible and have incorporated them in the functions of isolation, switching and protection against overload and earth leakage.

Proliferation of Mains Supply Cables

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

Access for Installation

The mains 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 the Event Manager by the agreed date (see Clause 5.15 below). Before occupying a Stand, exhibitors or their contractors must confirm that the mains supply cables have been installed and, if not, must only occupy areas of the Stand which will not affect the installation of cables. Once power is supplied according to the confirmed orders, the individual exhibitor and/or its contractor is responsible for the switching on/off the respective Stand's power supply.

5.15 Ordering of Electrical Mains Supply Cables

Placing of Orders

Mains supply cables must be ordered from the Event Manager by the Licensee, the Licensee's nominated electrical contractors or their nominated representatives following HML procedures and on the basis of the Event Equipment and Service Charges. Orders will only be accepted if made in writing and accompanied by the correct payment.

Deadline for Orders

Orders for mains supply cables must be placed with the Event Manager at least 3 weeks before the start of the Licensed Period.

Late Orders

Late orders will be subject to a surcharge. HML cannot guarantee the timely completion of orders received after the deadline stated above in this Clause. In any event, priority will be given to orders properly placed before the deadline. HML reserves the right to deal with orders placed after the deadline in the order in which they are received.

Specific Cabling Routing and Termination

All orders must indicate the specific positions required for the routing and termination of electrical mains supply cables, and should include a plan with specific dimensions showing cable positioning in each Stand and the location and orientation of each Stand in the Scheduled Exhibition area. If this information is not provided, the routing and termination of supply cables will be determined by the Event Manager. HML accepts no responsibility for any costs involved in relocating a supply cable or altering Stand fittings or Stand electrical installations if an adequate mains supply cable location plan was not 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 for the termination of mains supply cables over, or as close as possible to, these Utility Service Provisions. The locations of the Utility Service Provisions must be shown on the layout plans for the Scheduled Exhibition.

Alterations to Orders

(a) Termination Position

The termination position of a mains supply cable can be altered after an order is placed, but when the alteration is made after the deadline mentioned above in this Clause, HML will treat this 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 for details.

(b) Rating

The rating of a mains supply cable can be altered after an order is placed, but when the alteration is made after the deadline mentioned above in this Clause, HML will treat the revised 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 for details.

5.16 Times of Operation of Electrical Power Supply

During Move-In Period

The mains 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 the Event Manager and the Licensee within the normal working hours for move-in.

During Open Period

Mains 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 the 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 must be made at least 1 working day in advance of the required adjustment.

During Move-Out Period

All mains 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 mains 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 at Stands that do not require a 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 during the Open Period.

24-Hour Electrical Service

Where continuity of electrical supply is required, a 24-hour power supply must be ordered. A HML technician will inspect the connection of electrical supply. The continuous supply will run from the completion of the inspection until the close of the Scheduled Exhibition.

6. PIPEWORK AND DRAINAGE INSTALLATIONS

6.1 Pipework Stand Installations

All pipework installations for Stands, features, displays or exhibits must comply with these Rules and Regulations and any applicable Relevant Legislation and Regulations. The Licensee must submit details of the pipework to the Event Manager at least 6 weeks before the start of the Licensed Period. HML will not supply services to any installation which does not comply with these requirements

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

HML will not accept responsibility for:

- (a) any delays in connecting installations found to be unsatisfactory, or for which insufficient time has been allowed for testing; or
- (b) any faults discovered in installations after testing and connection.

6.2 Pipework Contractors

HML places specific restrictions on the selection of contractors used to carry out pipework installation. All contractors who carry out pipework installation for a Scheduled Exhibition must be professional plumbers possessing an appropriate licence issued by the Hong Kong Government.

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 to which they will be connected. In general, compressed air line pressure varies from 4 to 6 bars (~60-90psi) with a flow rate of 10 litres per second. Exhibitors must arrange to have

pressure regulators installed on their equipment. Domestic water is supplied through a 25 mm pipe at a pressure of approximately 1 to 2 bars (~15-30psi) in Hall 1ABCDE, Hall 3BCDE and Hall 5BCDE, 1 bar (~15psi) in Hall 5FG, and 2 bars (~30psi) in Hall 3FG. The maximum capacity of this supply is 0.3 litre per second.

(b) Isolating Valves

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

Water Supply and Drainage

Installation guidelines for water supply and drainage services within Stands are as follows:

- (a) each supply trench can accommodate a maximum of 6 sets of water supply hoses and drain hoses (3 for the east side and 3 for the west side) in Halls 1A-E, 3B-E, 5BC&E. In Halls 3FG and 5FG, one set of water supply hoses and drain hoses will be provided for each section of water pit;
- (b) tee-off connections to water supply points and drainage points are not allowed;
- (c) the distance between the bottom of equipment drain points and the floor must not be less than 400mm;
- (d) the temperature of draining water must not be more than 40°C (104°F), or lower than the supply water temperature;
- (e) equipment that discharges large volumes of water, such as dishwashing machines, is not allowed;
- (f) for easy inspection by technicians, the water supply outlets in service trenches and pits must not be blocked off or covered by any object;
- (g) Stand layouts should be arranged so that service trenches or pits for water supply and drainage are not located within the main Aisles. HML reserves the right to reject layouts that do not comply;
- (h) all electrical switches and distribution boards should be properly partitioned off from water sinks;
- (i) water points must not be installed on the upper deck of any double-decked structure;
- (j) if a fish tank is installed, a drip-pan should be placed under the tank to collect any condensation and leaking water. Casters should be installed under the tank for ease of removal;
- (k) utensil cleaning areas should not be located inside the exhibition hall area. If this cannot be avoided, these areas should be well protected against water leaking onto the floor. Sinks should be of kitchen type and should be heavy duty. Additional Housekeeping staff will need to be hired to clean the area;
- (l) no mains supply of water will be connected to a Stand unless a drainage system is installed in the same Stand for the disposal of used water;
- (m) oil and grease are not allowed to be discharged into the drainage system unless an oil separator has been installed;

- (n) direct connections from the HKCEC's water mains to machinery, if available and approved, must have an isolating valve fitted at the inlet to the machine. The Event Manager can arrange a quote for installing an appropriate isolating valve on request;
- (o) exhibitors must shut off the local gate valve at the end of the show hours on every show day, as well as before dismantling piping connections at the end of the show.

6.4 Times of Operation of Pipework Service Supply

During Move-In Period

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

During Open Period

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

During Move-Out Period

All mains 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 and Melting Ice onto Exhibition Venue Floors

All exhibits and ancillary equipment containing water and/or melting ice must be carefully drained during and at the end of the Scheduled Exhibition in such a way that no water is discharged onto the venue floors. If water is discharged onto floors, the Licensee will be charged for costs incurred in removing the water and cleaning up, and for any damage caused to the Utility Service Provisions.

6.6 Discharge of Waste

No paint, oils, spirits, chemicals or other similar 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 the Event Manager, who will arrange for their disposal at the cost of the Licensee.

The Licensee is responsible for the cost of clearing or repairing any drainage outlet or system or making good any other damage caused by improper substances being discharged into drainage outlets.

6.7 Bathing Pools, Ponds and Other Large Vessels

All vessels containing 100 litres or more of water or other liquids must be fitted with a drainage system enabling the vessel to be easily drained at the end of the Scheduled Exhibition, or at any time during an emergency situation. Full details of the vessels, together with an emergency preparedness plan, must be provided to the Event Manager for approval 6 weeks prior to the start of the Licensed Period.

Please refer to the Event Equipment and Service Charges for relevant charges

7. TELEPHONE, FACSIMILE, CABLING, DATA, BROADBAND AND WIRELESS INTERNET INSTALLATIONS

7.1 Telephone, Facsimile and Cabling Services

Order Forms for all telephone, facsimile and cabling installation services must be accompanied by a detailed diagram indicating the specific locations of the services required, and any special instructions. Without this, installation of services will be at the discretion of HML's technician.

Telephone sets will be delivered in the afternoon of the last set-up day. Telephone services will be terminated 1 hour before the end of the Open Period on the last event day.

For all telecom services, HML accepts no liability for any loss or damage, whether direct, indirect or consequential which the Licensee or exhibitors may suffer due to equipment failure or defects, or due to any causes beyond the direct control of HML.

7.2 Broadband Internet Services

Each broadband line supports 1 computer only. If the Licensee or exhibitors require their computers to be tested before use, a minimum of 1.5 hours' notice must be given to the Event Manager prior to the beginning of the Scheduled Exhibition.

Broadband with higher bandwidth is also available. Computers using the HKCEC's broadband Internet services must comply with the minimum system requirements, which are subject to change. Please refer to the Event Equipment and Service Order form for details.

The Licensee and exhibitors are strictly prohibited from connecting rented broadband lines to any device (such as Wireless Access Points or computers) so as to create any form of ad-hoc wireless networking services that may adversely impact the HKCEC's existing Wireless System in any way. The Licensee is required immediately to correct any violations discovered on site.

7.3 Wireless Internet (Wi-Fi) Services

A complimentary Wi-Fi service is available in the following venues:

Venue
Harbour Road Entrance, Expo Drive Entrance
Halls 1, 3, 5 and Expo Drive Hall
All concourse areas to Hall 1, 3, and 5
Mezzanines 2 and 4
Grand Hall, Grand Foyer, Convention Hall and Convention Foyer
Theatre 1, Theatre 2 and Theatre Foyer
Meeting Rooms, Foyers and Corridors
Restaurant Outlets, Chancellor Room and Bauhinia Room
Most ancillary rooms

Apart from the complimentary Wi-Fi service, HML also offers a Premium Wi-Fi service for individuals (exhibitors / buyers) and Licensees. Please contact the Event Manager for details and a quotation

7.4 Placing of Orders

Orders for broadband line service must be submitted via an Order Form at least 3 weeks before the start of the Licensed Period.

Orders for Premium Wi-Fi service for Licensee's use must be submitted at least 2 months before the start of the Licensed Period.

8. SAFETY CONSIDERATIONS

It is HML's top priority to protect the HKCEC and ensure the safety of those using it and attending events, and may take any steps necessary to achieve this. The Licensee must follow all instructions given by HML regarding safety.

8.1 Public Safety and Crowd Management

The Licensee must abide by all procedures prescribed by HML covering public safety and crowd management, including those relevant to the use of Licensed Areas and Public Circulation Areas, and to vertical lift facilities (escalators and lifts). Decisions regarding these matters will be made by HML, and will be final in all cases.

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

Under the provisions of the Dangerous Goods Ordinance (Cap.295), the Crimes Ordinance (Cap.200) and other Relevant Legislation and Regulations, it is illegal for anyone in Hong Kong (except authorised operators) to possess, convey or store any fireworks (including but not limited to fire crackers, sparklers and Roman candles).

A Licensee or any of its related parties intending to use laser products, radioactive substances or special effects must obtain approval from the Event Manager at least 1 month before the start of the Licensed Period, and comply with all Relevant Legislation and Regulations.

Special effects such as pyrotechnic displays require a licence issued by the relevant local authorities. Overnight storage of pyrotechnic materials within the HKCEC is prohibited. Special effects equipment (such as strobe lighting, laser lighting and smoke machines) requires a safety certificate to be provided by suppliers, a copy of which should be presented to the Event Manager before the start of the Scheduled Exhibition. Suitable fire protection equipment and warning notices must also be provided as appropriate.

Permission will always be subject to HML safety considerations and any applicable Relevant Legislation and Regulations. HML may request the Licensee to make suitable public notices or announcements warning attendees of the presence of special effects.

Only Helium-filled balloons are permitted, except the Grand Hall, all exhibition halls and Public Circulation Area; plain air-filled balloons are permitted in all areas.

Only 1 bottle of portable compressed air of domestic size is allowed to be stored within the HKCEC. Prior approval for this must be obtained from the Event Manager, and a fire extinguisher must be placed next to the compressed air bottle.

Confetti devices utilising compressed air in excess of 5psi are prohibited in all Meeting Rooms, Chancellor Room and Bauhinia Room.

8.3 Boilers, Stoves and Furnaces

Boilers, stoves or furnaces intended for use must be operated by electrical power and approved by the Event Manager at least 3 months before the start of the Licensed Period. Suitable non-combustible insulating materials must be used to prevent the transmission of heat to any potential combustible material within the Licensed Area.

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 Licensed Area;
- (b) the use of naked flames, LP gas or flammable liquids is prohibited;
- (c) only electrical cooking equipment may be used, and such equipment should be installed with an appropriate exhaust/filtering apparatus. If the equipment is facing an Aisle, the stove top must be shielded on three sides by panels of at least 30cm in height, to avoid spillage of cooking oil or hot water;
- (d) exhibitors are responsible for ordering sufficient power supply to support their electric cooking appliances;
- (e) booths with cooking activities that generate excessive grease and smell must be installed with charcoal-filtered range-hoods to extract fumes (based on the size and number of cooking ranges used) to minimise indoor air pollution;
- (f) only 1 bottle of portable compressed air in domestic size is allowed to be stored within the building. Prior approval must be obtained from the Event Manager and a fire extinguisher must be placed within or near the stand;
- (g) booths with sales or distribution of soft ice-cream must be equipped with piping and drainage and installed with a wash-hand basin;
- (h) for regulations regarding water and drainage supply and distribution in exhibition halls, please refer to Clause 6; and
- (i) a single approved fire blanket (list available on Hong Kong Fire Services website (www.hkfsd.gov.hk) or suitable fire extinguisher must be provided for each Stand containing electric cooking appliances.
- (j) the Licensee must comply with all Relevant Legislation and Regulations relating to the temporary provision and preparation of food
- (k) certain cooking methods which generate excessive smoke and strong smells, including (but not limited to) deep-frying, grilling and Yakitori cooking, are strictly prohibited

Organisers and exhibitors of Public food exhibitions must also observe HML's Public Food Show Policy. Details can be obtained from the Event Manager.

Special considerations may be given to the non-food-themed exhibitions for exhibitors to distribute food or beverage samples which are relevant to the theme of

the specific exhibition. Organisers and exhibitors must observe the Food Sampling Guidelines for Non-Food-Themed Exhibitions. Details can be obtained from the Event Manager.

8.5 Working Machinery

The Licensee must implement all reasonable safety measures for working machinery where necessary, and comply with all Relevant Legislation and Regulations. Machinery must only be operated by qualified and trained persons authorised by the Licensee or exhibitors, and must not be left unattended when in operation.

The Licensee should notify the Event Manager of the use of any working machinery at least 3 months before the start of the Scheduled Exhibition.

8.6 Dangerous or Toxic Substances and Fluids

No substance or equipment which is of a dangerous, toxic, explosive, hazardous or objectionable nature may be brought into the HKCEC.

8.7 Noise Control

Except for entertainment events, the following noise level restrictions apply:

- (a) noise level within the Licensed Area and Public Circulation Area may not exceed 70dB; and
- (b) noise level in Harbour Road Entrance and Expo Drive Entrance may not exceed 50dB.

8.8 Fire Safety

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

Naked flames are prohibited. Under all circumstances, the following must be observed:

- (a) equipment provided for the purpose of firefighting must not be abused, misused, relocated or concealed;
- (b) the operational effectiveness of sprinkler installations must not be compromised. All sprinkler should have at least a 0.5m clear space underneath. Please refer to Clause 3.2;
- (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 firefighting.

If a specific activity at the Scheduled Exhibition or the nature of any event itself poses an increased fire risk, HML may deploy additional security staff and charge the cost to the Licensee.

8.9 Use of Candles

The term "Candle" here includes 1) candles made from wax; 2) incense or oil

burners possessing a flame; and 3) multiple candelabras and incense sticks..

Candles are only approved for use as exhibits in the Licensed Area. A Licensee intending to display candles must submit details and obtain approval from the Event Manager 1 month before the Licensed Period.

Candles must be placed in containers or candle holders that extend at least 3cm above the height of any flame. Flames must be protected to eliminate any risks of flames making contact with persons or combustible materials. Candles must be situated at least 1m 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. In coordination with the Event Manager, the Licensee must also agree to the provision of any additional fire extinguishers deemed necessary by the Event Manager, and pay for these.

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

Emergency exit signs must be visible from all parts of the hall and be capable of remaining lit in the event of a power failure. 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 obstructing permanent exit signs or notices.

8.11 Fumes, Exhaust Smoke and Internal Combustion Engines

Any machine, equipment or other item that generates fumes, exhaust or smoke must be fitted with an effective exhaust system to ensure it causes no irritation or harm to HML staff, workers, contractors, the public or other attendees in the Licensed Area.

The use of internal combustion engines in the Licensed Area is strictly prohibited.

8.12 First Aid

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

8.13 Emergency Procedures

The Licensee agrees to ensure that all Scheduled Exhibition staff (e.g. the Licensee's registration personnel, ushers, service booth attendants and host/customer service personnel) will be adequately briefed on the fundamental emergency procedures of the HKCEC (see Appendix II of this document). This will enable such personnel to provide basic directions to emergency exits, and to recognise emergency alarms and emergency public address system announcements when they occur. The Licensee is also responsible for ensuring that these fundamental emergency procedures are included in the essential information given to all 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 by authorised HML personnel should announcements related to safety be required.

8.15 Reflective Safety Vest Requirement

Whenever vehicles (automobiles, trucks and/or forklifts) are being operated in connection with the move-in or move-out of Stands, Temporary Structures or other installations, reflective safety vests are required to be worn by Licensees, their staff and any person requiring admission to the Licensed Areas. HML reserves the right to deny entry to anyone not complying with this requirement.

8.16 Safe Conditions of Stands and Temporary Structures

Before attendees are admitted to the Scheduled Exhibition, the Licensee is fully responsible for ensuring that all Stands and Temporary Structures have been constructed and/or installed correctly and are completely safe for their intended purposes. Special attention should be given by the Licensee to complex Stands, Multi-level Stands and Temporary Structures, including rigging, to ensure they are safe, fit for use, and constructed in accordance with the designer's specifications. All structures should be properly braced and supported to ensure stability and rigidity.

8.17 HKCEC Area Patron Capacities

The Licensee must comply with the patron capacities of various venues as set out by HML. Where a Temporary Places of Public Entertainment (TPPE) License is applicable, the area patron capacity determined by the Hong Kong Government should be followed.

8.18 Safety Measures for Working at Height

In accordance with Section 6 of the Occupational Safety and Health Ordinance (OSHO, Cap. 509, Laws of Hong Kong), the Licensee should ensure that its contractors have established and maintain a safety management system for working at height. The use of ladders of 2m or more in height is not permitted in the Public Circulation Areas. Detailed safety guidelines are listed in "A Guide to Ladders and Elevated Working Platforms" published by the Hong Kong Government.

When metal walking platforms are used, Form 5 for [reg.38F (1)] with an authorised signature must be clearly displayed on the platform, and workers using the platforms must wear appropriate safety gear.

8.19 HKCEC High Reach Equipment Operation

Mechanical equipment belonging to the HKCEC, such as scissor platforms, cherry pickers, forklifts, spiders, boxers and personal lifts, must be operated by trained users. For safety reasons, toe-boards, railings and safety belts are required for work on any scaffolding or working platform.

8.20 Use of Electric Walking Aids

Traditional motorised wheelchairs and electric scooter for disabled persons, persons with injuries, and others with mobility needs may be used within the HKCEC. Other scooters are prohibited, except for those inside an approved demonstration area.

8.21 Self-balancing Scooters (Hoverboards)

The demonstration and/or use of any portable, rechargeable, battery-powered, self-balancing scooters or boards is prohibited in the Aisles of the Licensed Area and in all Public Circulation Areas. These vehicles may only be operated / demonstrated in a designated area approved in advance by the Event Manager.

Unsupervised charging of these vehicles is strictly prohibited due to inherent fire risks.

HML will not accept liability for any accidents or injuries that may occur as a result of failure to comply with this clause. HML reserves the right, at its sole discretion, to suspend any activities that involve a violation of this clause.

8.22 Radio- controlled or Remotely Controlled Aerial Devices (Drones)

The use of radio-controlled or otherwise remotely controlled aerial devices (drones), other than inside an approved demonstration area, is prohibited. The Licensee will bear absolute responsibility for any injuries caused by drone operations including in approved demonstration areas.

If exhibitors intend to operate such aerial devices (of any style, design and size), the Licensee must submit details to the Event Manager for approval at least 1 month before the start of the Licensed Period.

8.23 Disruptions caused by Protests and Demonstrations

The Licensee should inform the Event Manager if there is any reason to suspect that the Scheduled Exhibition may be subject to disruption in the form of a protest or demonstration as a result of either its subject matter or its attendees. Likewise, the Event Manager will inform the Licensee if it comes to the notice of HML that such disruption is anticipated. If the Scheduled Exhibition attracts protests or demonstrations, HML reserves the right to take whatever action it deems necessary and appropriate to protect HKCEC property and to guarantee the smooth running of any concurrent events, in accordance with the provisions of the House Rules for Visitors.

HML accepts no responsibility for any costs incurred by the Licensee as a result of disruptions associated with protests and demonstrations, such as costs caused by the late opening or curtailment of the Scheduled Exhibition. The Licensee is also responsible for any manpower costs incurred by HML as a result of the need for protest management.

8.24 Performance Bonds

HML may, at its sole discretion, require a Licensee to lodge a refundable 'Performance Bond' of an amount considered suitable and sufficient in the light of past experience prior to the start of the Licensed Period to enforce the Licensee's compliance with specific safety requirements.

The Performance Bond is not a charge; HML will inform the Licensee of any amounts deducted from the Performance Bond, if applicable, at the conclusion of the Licensed Period, after which the balance will be returned to the Licensee. Where a Performance Bond has been imposed, the Event Manager will provide the Licensee with a detailed record of the relevant charges.

9. ADDITIONAL POINTS

9.1 Corporate Identity

Any use of the HKCEC's branding, including its logo and images, is prohibited without the prior written approval of HML. All publicity materials related to the 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 care and make its best efforts to co-operate with other users and not to interfere with the use of areas within the HKCEC outside 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 detracts from the exterior view or the use of the Licensed Area, in order to inspect or carry out any emergency or renovation work 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. They must not be blocked or used to transport materials or equipment unless they have been clearly designated by HML 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 or the Scheduled Exhibition without the approval of the Event Manager.

The Licensee must not suspend lighting or sound equipment or other fitting 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. The Licensee must not allow any advertising or promotion to take place before the Scheduled Exhibition is licensed without prior written approval from HML.

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

A charge will apply for display panels, showcases or light boxes placed in Public Circulation Areas to promote individual exhibitor services or products during the Open Period. Detailed information regarding the location and configuration of such proposed advertising must be submitted for HML's approval 6 months before the start of the Licensed Period (for advertising at the Harbour Road Entrance, Harbour Road Reception Concourse and Expo Drive Entrance), and at least 3 weeks for other areas.

For information about the use and rental of fixed advertising light-boxes and banner locations, or any available temporary advertising locations within the HKCEC, please

contact the Marketing and Sales Department at (852) 2582 1111 or via e-mail: booking@hkcec.com.

9.7 Concessions and Novelties

The Licensee must not sell, give away or dispense food, tobacco products, novelties, drinks, periodicals or other goods or merchandise at the HKCEC without the prior consent of HML, and such activities may be subject to an additional charge.

9.8 Intellectual Property

The Licensee warrants that the Licensee holds the right to present the Scheduled Exhibition, and has not misrepresented the nature of the Scheduled Exhibition to HML. The Licensee also agrees to indemnify HML against any infringement of any intellectual property right (including copyright) in connection with the Scheduled Exhibition.

9.9 Closed Circuit Television

The HKCEC Closed Circuit Television (CCTV) system operates within the HKCEC for general surveillance purposes, and is monitored by HML personnel. The CCTV system records on a 24-hour daily basis. HML reserves the right, if requested, to pass CCTV recordings to the relevant authorities of the Hong Kong Government.

If desired, the Licensee may make its own security plan, and include security equipment specific to the particular needs of the Scheduled Exhibition.

9.10 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 are advised to make appropriate insurance arrangements in this regard to cover all risks.

All lost property found within the HKCEC will be handed to the HKCEC's Security Department staff for recording, before being sent to the Police for further handling.

9.11 Temporary Seating

When chairs or other single seats are set up in a row, they must be secured together in groups of not fewer than 4 seats. A single row of seats must not measure more than 6m from end to end. Multiple rows of seats must be divided into sections measuring not more than 9m from the front of the seats forming the front row to the back of the seats forming the back row. The width of Aisles between groups of seats will depend on the total number of seats and their layout, but the minimum Aisle width is 1.2m. The seating and the 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 the Event Manager construction details of any seminar areas, to include means of access and exits, Aisles, seating layouts, seating clearances, and methods of securing seating. The Event Manager will inform the Licensee of any modifications required.

9.12 Distribution of Literature

Exhibitor publicity materials may only be distributed from the exhibitor's own Stand. No exhibits or advertising signs may be placed outside the confines of the exhibitor's Stand.

Distribution of publicity materials, pamphlets or literature, and advertising, demonstration or canvassing by the Licensee are strictly prohibited outside the Licensed Areas. For the avoidance of doubt, this rule applies to any location not licensed on HKCEC property, both internal and external.

9.13 Filming, Broadcasting and Radio Transmission

HML's approval is required a reasonable time in advance for filming, sound or video recording, telecasting and broadcasting outside the Licensed Areas. These activities may be subject to additional charges for security, labour, utility services, etc.

Licensees wishing 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 the Hong Kong Government, e.g. the Office of the Communication Authority (OFCA).

9.14 Animals

Animals (with the exception of guide dogs for persons with a visual impairment) are prohibited in any part of the HKCEC unless being used as some form of exhibit, display or performance, in which case the Licensee should apply to the Event Manager at least 1 month in advance of the Licensed Period, at the same time presenting all relevant permits or licences issued by the Hong Kong Government.

9.15 Pungent Odours / Strong Smells

For the comfort of patrons, HML reserves the right to decline any display of items that emit a pungent odour, including (but not limited to) durian and stinky tofu. The Licensee is responsible for removing all such items from the HKCEC as soon as notice is given by the Event Manager.

9.16 Relevant Legislation and Regulations

The Licensee must apply for all relevant permits, licences or certificates required under the Relevant Legislation and Regulations or required by HML pertaining to matters including but not limited to:

(a) Animals

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

(b) Copyrights

Public Performance Licence / Blanket Licence
Composers and Authors Society of HK Ltd (CASH)
www.cash.org.hk

Public Performance Licence for Single Event Permit
Phonographic Performance (South East Asia) Limited (PPSEAL)

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

The Licensee must provide the Event Manager with a copy of all relevant permits, licences or certificates, etc. required under the Relevant Legislation and Regulations or by Hong Kong Government, before the Open Period of the Scheduled Exhibition.

10. SUMMARY - APPROVALS AND DOCUMENTS REQUIRED

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

Description	Minimum Submission Time (in relation to the Start of the Licensed Period, unless otherwise specified)	Reference Clause
Notify the likelihood of Power Factor correction apparatus being required at the Scheduled Exhibition	At the time of execution of Licence Agreement	5.13
Submit layout plans and relevant documents for Stands, Temporary Structures or custom built Stands, together with any exhibitor manuals	6 months before	3.1
Request for use of Harbour Road Entrance, Harbour Road Entrance Reception Concourse and Expo Drive Entrance for placing directional or promotional signs, banners or decorations.	6 months before	9.6
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.	3 months before	3.1
Submit request for building or placing offices, desks, counters, signs, banners, decoration feature or other structures in Public Circulation Areas	3 months before	3.3(e)
Submit a dimensional plan for erection of any Stands, Temporary Structures and custom built Stands at or higher than 3m	3 months before	3.5
Notify the Event Manager for any extensive Stands and Structures design that is beyond the requirements mentioned in Clause 3.6	3 months before	3.6
Submit request for displaying vehicles	3 months before	4
Submit request for the use of boilers, stoves or furnaces	3 months before	8.3
Submit request for any cooking to be conducted within the Licensed Area	3 months before	8.4 (a)
Submit details of fabric material used for Stands ceiling covering	3 months before	3.6 (c)
Submit request for the use of any working machinery	3 months before	8.5

Description	Minimum Submission Time (in relation to the Start of the Licensed Period, unless otherwise specified)	Reference Clause
Submit detailed plan on the move-in and move-out logistics which must include: <ul style="list-style-type: none"> a. time zones for each day of move-in / move-out period; b. number of exhibitors, contractors, Stands entitled to move-in or move-out in each zone c. number of vehicle passes delivered for each zone 	2 months before	3.14
Submit order forms for Premium Wi-Fi Service	2 months before	7.4
Submit details of any pipework plan	6 weeks before	6.1
Submit full details of all vessels containing 100 litres or more of water or other liquids, and a related emergency preparedness plan	6 weeks before	6.7
Submit request for supply of water to and draining of vessels of any type	6 weeks before	6.7
Submit details for bringing water-cooled machinery into exhibition halls	1 month before	2.7
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.	1 month before	3.1
Submit final layout plans, highlighting booths / special features / Temporary Structures at or higher than 3m and 4.5m respectively in different colours	1 month before	3.1
Inform the Event Manager if any approval from the Hong Kong Government regarding Stands and Structures has not yet been granted	1 month before	3.5
Submit proposals for rigging with calculations and design Specifications	1 month before	3.10
Submit information about general electrical layouts, power consumption, and other necessary technical information	1 month before	5.1

Description	Minimum Submission Time (in relation to the Start of the Licensed Period, unless otherwise specified)	Reference Clause
Submit request for using electric motors	1 month before	5.5
Submit request for using electrical discharge lamp installations	1 month before	5.10
Submit the scale of provision for any Power Factor correction apparatus	1 month before	5.13
Submit request for using fireworks, laser products, radioactive substances or special effects, compressed air, etc.	1 month before	8.2
Submit request for use of Candles	1 month before	8.9
Apply for the use of remotely controlled aerial devices. (Design and location of approved demonstration area.)	1 month before	8.22
Submit construction details of seminar areas	1 month before	9.11
Submit application for animals to be used as some form of exhibit, display or performance; together with all relevant permits or licences as issued by Hong Kong Government	1 month before	9.14
Submit order of main supply cables	3 weeks before	5.15
Submit request for broadband lines	3 weeks before	7.4
Submit request for use of Public Circulation Areas other than the Harbour Road Entrance, Harbour Road Entrance Reception Concourse and Expo Drive Entrance for display panels, showcases or light-boxes to promote individual exhibitor's services or products during the Open Period	3 weeks before	9.6
Submit request for event security and special security arrangements personnel	2 weeks before	2.4
Submit all credential plans and provide samples for each type of entry badge and entry credential to be used	1 week before	3.16
Submit copies of all relevant permits, licences or certificates, etc.	Before the Open Period	3.1 & 9.16

Description	Minimum Submission Time (in relation to the Start of the Licensed Period, unless otherwise specified)	Reference Clause
Submit relevant permits, licenses, approvals or certificates for Stands, Temporary Structures and Custom Built Stands	Prior to the first day of the Open Period	3.5
Submit request for filming, broadcasting and radio transmission	A reasonable period in advance	9.13
Submit request for power adjustments during the Open Period	1 working day	5.16
Submit request for an electrical main supply to continue after 1 hour of the closing time of the Scheduled Exhibition	By midday of the last Open Day	5.16

These Rules and Regulations have been translated into Chinese. If there is any inconsistency or conflict between the English and Chinese versions, the English version shall prevail.

APPENDIX I Security Personnel Included in Licence Fee for Venues under Exhibition Use

For a Scheduled Exhibition, security personnel will be provided at designated locations 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.

Venue	Gross Area (in sq m)	No. of guard(s) provided		
		Move-in/Move-out Period (0800-2400)	Event Open Period (0800-1900)	Last Opening Day (0800-2400)
Convention Hall	1,801	1	2	2
CH A+B or CH B+C	1,289	-	-	-
CH B	764	-	-	-
CH A or CH C	525	-	-	-
Grand Hall	3,880	1	2	2
Hall1A + Hall1B + Hall1C + Hall1D + Hall1E	19,890	5	10	10
Hall1A + B or Hall1B + C	8,424	2	4	4
Hall1A + 1B + 1C	12,636	3	6	6
Hall1D + 1E	7,254	2	4	4
Hall1A or 1B or 1C or 1E	4,212	1	2	2
Hall1D	3,042	1	2	2
Hall3B + Hall3C + Hall3D + Hall3E	14,982	4	8	8
Hall3B + Hall3C	7,728	2	4	4
Hall3D + Hall3E	7,254	2	4	4
Hall3B	3,510	1	2	2
Hall3C	4,218	1	2	2
Hall3D	3,042	1	2	2
Hall3E	4,212	1	2	2
Hall5BC + Hall5D + Hall5E	13,665	3	6	6
Hall5BC	7,910	2	4	4
Hall5D	1,185	-	-	-
Hall5E	4,570	1	2	2
Hall3F + Hall3G	8,917	2	4	4
Progressive take-up	7,254	2	4	4
Hall3F or Hall3G	4,456	1	2	2
Hall3F or Hall3G	2,000	1	2	2
Hall5F + Hall5G	8,917	2	4	4
Progressive take-up	7,254	2	4	4
Hall5F or Hall5G	4,456	1	2	2
Hall5F or Hall5G	2,000	1	2	2
Expo Drive Hall	6,996	2	4	4
Expo Drive Hall A	1,497	1	2	2
Expo Drive Hall B	5,499	1	2	2

APPENDIX II Emergency Procedures

EMERGENCY PROCEDURES

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

FIRE EMERGENCY

IF YOU DETECT FIRE

- Activate the nearest fire alarm if possible and safe to do so, and warn others by loudly shouting "Fire, Fire".
- Leave the area of the 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 the fire alarm is stopped.

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

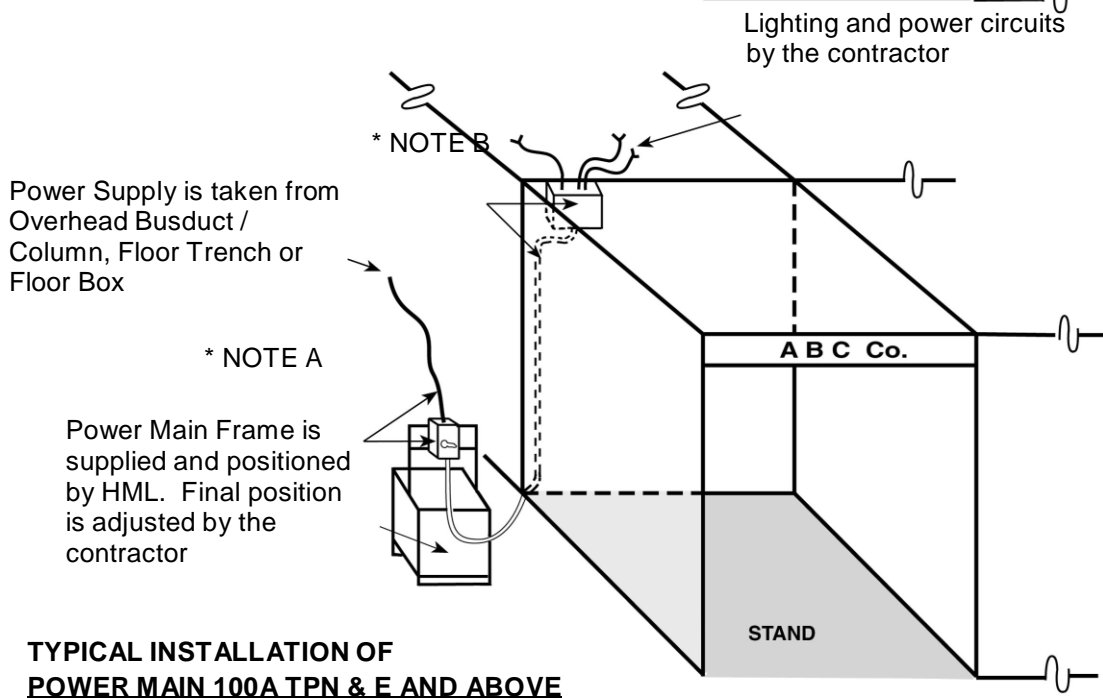
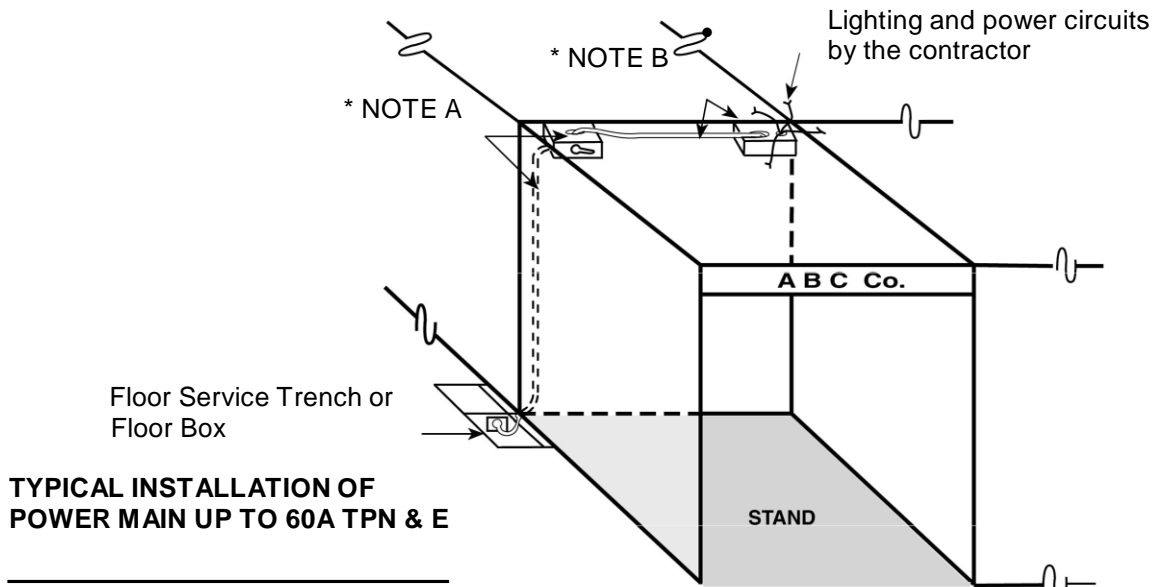
- Leave the HKCEC by the nearest exit (emergency exits marked in green); do not use lifts.
- If you encounter smoke in the stairway, use alternate exits where available.
- Do not attempt to remove vehicles from parking garage or loading docks.
- Follow announcements over the public address system or 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 by HKCEC management or the Fire Services or Police Officers.

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.

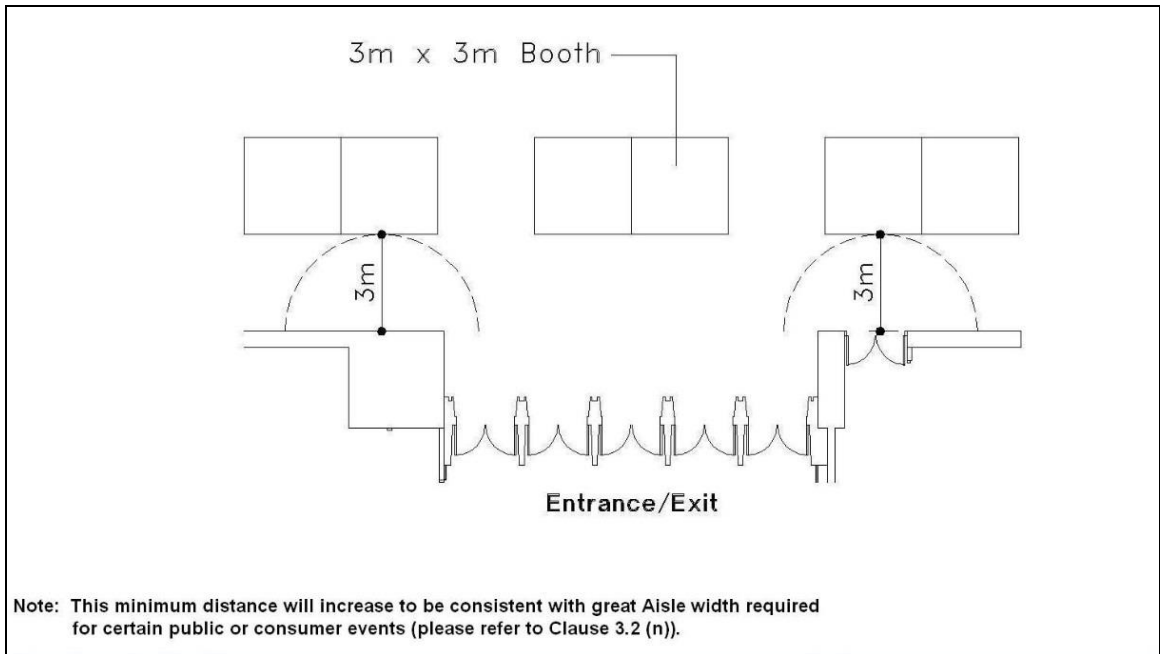
APPENDIX III Electrical Cable Configuration and Distribution




*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



 1 Expo Drive, Wanchai, Hong Kong, China

 +852 2582 8888

 +852 2802 7284

 info@hkcec.com

 www.hkcec.com

 [HKCECOfficial](#)

Provision for Event Management and Production Services for
Global Construction Digitalisation Forum and Exhibition 2024 for
Construction Industry Council
Ref. (572) in P/AE/PUR/AGC

Annex 3 – Key Visual of GCDFE 2024


 中華人民共和國香港特別行政區政府
發展局
Development Bureau
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China


CONSTRUCTION INDUSTRY COUNCIL
建造業議會

CIC GLOBAL CONSTRUCTION 20 DIGITALISATION 24 FORUM AND EXHIBITION

2024 建造業議會國際建造數碼化論壇暨展覽


29-30.10.2024
 香港會議展覽中心
 Hong Kong Convention
 and Exhibition Centre

精彩活動 Highlighted Events
2日
 day
 會議及展覽
 Forum and Exhibition

☎ 2100 9000 | ✉ gcdfe@ic.hk | 🌐 ic.hk

Provision for Event Management and Production Services for
Global Construction Digitalisation Forum and Exhibition 2024 for
Construction Industry Council
Ref. (572) in P/AE/PUR/AGC

Annex 4 – Key Visual of CIC Construction Digitalisation Award 2024



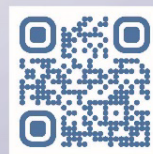
2024

建造業議會數碼化大獎

CIC Construction Digitalisation Award

截止報名日期
Application Deadline
30 · 6 · 2024

立即報名
Apply Now



查詢 Enquiries

2100 9000

cdaward@cic.hk

cdaward.cic.hk

支持機構 Supporting Organisations



主辦機構
Organisers



中華人民共和國香港特別行政區政府
發展局
Development Bureau
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China



CONSTRUCTION
INDUSTRY COUNCIL
建造業議會

CIC Global Construction Sustainability Forum and Exhibition 2023

建造業議會國際可持續建築論壇暨展覽



Exhibitor Manual 參展商手冊

(Version 版本 1.0)

CIC GLOBAL CONSTRUCTION SUSTAINABILITY FORUM AND EXHIBITION 2023
20 – 23 NOVEMBER 2023

HONG KONG

Dear Exhibitors,

Welcome to the CIC Global Construction Sustainability Forum and Exhibition 2023.

Our Official Event Management Company, Yello Limited, has compiled this Manual to provide you with the necessary forms, links, and information to make your exhibit experience a success.

Should you have any questions regarding the services covered in this manual or in need of any assistance, please contact Mr. Foris HUNG / Ms. Sarah LEE of Yello Limited via email at events@yello-marketing.com or telephone at +852 6043 3391 / +852 6094 2661. We will be happy to assist you in any way possible.

Thank you very much and we look forward to seeing you in CIC Global Construction Sustainability Forum and Exhibition 2023.

Yours faithfully,

Organising Committee

CIC Global Construction Sustainability Forum and Exhibition 2023

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SECTION 1: GENERAL INFORMATION

Name of the Exhibition: CIC Global Construction Sustainability Forum and Exhibition 2023 (GCSFE 2023)

Aim

Through GCSFE 2023, the Organisers aim to provide a cross-sector and cross-boundary knowledge-sharing and collaborative platform that stimulates dialogues, ideas and actions with the vision of a bright future for sustainable development, laying a solid foundation for the future of sustainable construction.

Organisers:	<ul style="list-style-type: none"> • Development Bureau, the Government of the Hong Kong • Construction Industry Council
Date:	20 – 23 November 2023 (Monday – Thursday)
Venue:	<p>Sky 100, 100/F, ICC, 1 Austin Road West, Kowloon, Hong Kong (Exhibition)</p> <p>The Ritz-Carlton Hong Kong, International Commerce Centre, 1 Austin Road West, Hong Kong (Forum)</p>
Highlighted Events:	<ul style="list-style-type: none"> i) 3-day Exhibition (20 – 22 November 2023) ii) 3-day International Forum (20 – 22 November 2023) <ul style="list-style-type: none"> • Environment: 1. High Productivity & Sustainable Construction; 2. Construction Digitalisation; 3 Carbon Neutrality • Governance: 4. Green Finance; 5. GBA Construction; 6. Corporate ESG • Social: 7. Talent Development; 8. Safety iii) CIC Sustainable Construction Award 2023 Presentation Ceremony iv) Hong Kong Construction Common Data Environment Award 2023 Presentation Ceremony v) CIC Construction Digitalisation Award 2024 Launching Ceremony vi) Sustainable Construction Charter Signing Ceremony vii) Construction Digitalisation Charter Signing Ceremony viii) Technical Tours (23 November 2023)
Exhibit Themes:	<ul style="list-style-type: none"> i) Construction Digitalisation ii) Green Construction iii) Green Finance iv) GBA Construction v) High Productivity Construction vi) Smart and Safe Construction vii) Talent Development
Target No. of Exhibitors:	40+ from Hong Kong, Mainland and Overseas
Target No. of Visitors:	3,000+ from Hong Kong, Mainland and Overseas

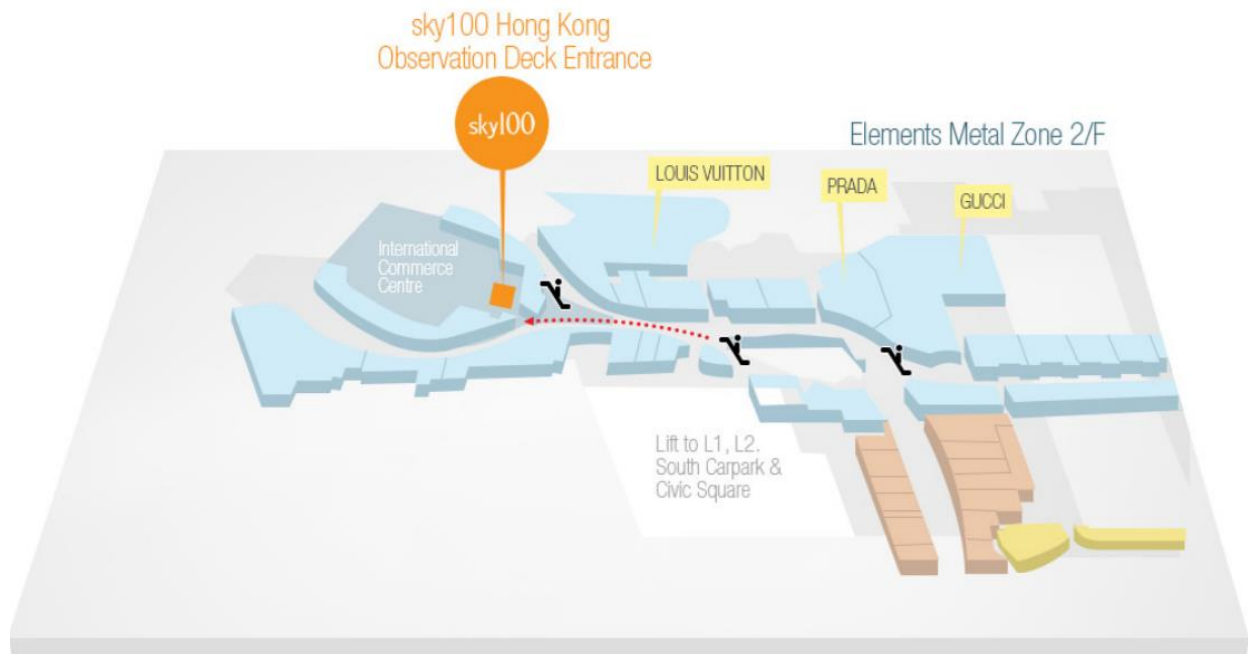
SECTION 1: GENERAL INFORMATION

1.1 Venue Location

Address: Sky 100, 100/F, ICC, 1 Austin Road West, Kowloon, Hong Kong

Website: <https://sky100.com.hk/en/>

Location Map:



SECTION 1: GENERAL INFORMATION

Parking

A public car park is located at The Elements.

Accommodation

The hotels listed below are located near the exhibition venue. They are also easily accessible via public transport.

As the allotment of hotel rooms is limited, please make your reservation as early as possible. For reservation and enquiries, please contact your preferred hotel directly.

Hotel Name	Contact	Distance to Sky100
The Ritz-Carlton, Hong Kong	Address: 1 Austin Road West, Kowloon Station, Kowloon, Hong Kong Tel: +852 2263 2263 Fax: +852 2263 2260	5 minutes walk
W Hong Kong	Address: 1 Austin Road West, Kowloon Station, Kowloon, Hong Kong Tel: +852 3717 2222 Fax: +852 3717 2888	5 minutes walk
The Harbourview Place	Address: 1 Austin Rd W, West Kowloon, Hong Kong Tel: +852 3718 8000 Fax: +852 3718 8008	5 minutes walk

SECTION 1: GENERAL INFORMATION

1.2 Exhibition Schedule

	Date	Time
Exhibitor Registration Hour	<ul style="list-style-type: none"> 19 November 2023 (Sunday): 	9:00am – 7:00pm
Exhibitor Move-in/ Move-out Schedule	<p><u>Move-in</u></p> <p><u>Raw Space Booths’ Contractor (For own design production):</u></p> <ul style="list-style-type: none"> 19 November 2023 (Sunday): 10:00am – 3:00pm <p><u>Basic Furnished Booths, Standard Furnished Booths, Premium Furnished Booths ‘Exhibitors:</u></p> <ul style="list-style-type: none"> 19 November 2023 (Sunday): 2:00pm – 9:00pm <p><i>*All booths must be ready before 10:00pm on 19 November 2023 (Sunday). During 9:00pm - 10:00pm, only minor touch up and cleaning is allowed and no more structural work. *</i></p> <p><u>Move-out</u></p> <ul style="list-style-type: none"> 22 November 2023 (Wednesday): 6:00pm – 10:00pm <p><i>*All booths must be dismantled by 10:00pm on 22 November 2023. *</i></p>	
Exhibition Opening Hours	<ul style="list-style-type: none"> 20 November 2023 (Monday): 21 November 2023 (Tuesday): 22 November 2023 (Wednesday): 	10:00am – 7:00pm 9:00am – 6:00pm 9:00am – 6:00pm
	<p><i>* Exhibitors will have access to the exhibition hall 15 minutes prior to the opening time. *</i></p> <p><i>* Electricity will be cut off at: 8:00 pm on 20 - 22 November 2023</i></p>	

SECTION 1: GENERAL INFORMATION

1.3 Contact Details

<p>Official Contractor: Yello Limited</p>	<p>Role</p> <ul style="list-style-type: none"> • layout and setup • floor plan <p><i>Basic Furnished Booths, Standard Furnished Booths & Premium Furnished Booths</i></p> <ul style="list-style-type: none"> • audio-visual equipment rental • furnished booth layout, stand fitting and construction • extra facilities rental (including system-made facilities/furniture/electricity) <p><i>Raw Space Booths</i></p> <ul style="list-style-type: none"> • raw space design submission • electricity power main rental • non-official contractor and related forms submission • site work deposit payment 	<p>Contact: Mr. Foris Hung Tel: +852 6043 3391 Fax: +852 2111 1180 Email: events@yello-marketing.com</p> <p>Contact: Ms. Sarah Lee Tel: +852 6094 2661 Fax: +852 2111 1180 Email: events@yello-marketing.com</p>
<p>Internet and telecommunication: Yello Limited</p>	<p>Role</p> <ul style="list-style-type: none"> • telephone and facsimile • broadband internet service 	<p>Contact: Mr. Foris Hung Tel: +852 6043 3391 Fax: +852 2111 1180 Email: events@yello-marketing.com</p>
<p>Organisers: Construction Industry Council</p>	<p>Role</p> <ul style="list-style-type: none"> • booth and sponsor application and payment • booth allocation 	<p>Contact: Mr. Max Chin Tel: 2100 9059 Fax: 2100 9090 Email: gcsfenquiry@cic.hk</p>

SECTION 1: GENERAL INFORMATION

1.4 Admission

All exhibitors and their staff are strictly requested to register Company names, staff names, HKID No. (first 4 digits) and car plate before move-in and move-out. Each exhibiting company will be given a certain quota according to their booth size. Only registered staffs are allowed to enter the exhibition halls. The quantity of exhibitor quota is listed in below table:

Booth Size (sqm)	Number of Exhibitor Quota	Exhibitor Vehicle Quota for Move-in & Move-out
1	4	1
9	8	2
25	14	3

All exhibitors should apply for quotas by returning **Form A1 on or before 9 October 2023**.

Exhibitors should proceed to the Sky100 registration counter/ ICC Loading Bay Registration Office on the move-in day before entering the venue. Exhibitors will need to present booth confirmation email or booth contract or company business card to the check-in staff in order to secure their quota. For security reasons, a Sky100 wristband will be distributed to each visitor during move-in and move-out day. While an ICC badge will be also distributed to visitors by entry at International Commerce Centre (ICC) loading bay. Visitors should not pass or transfer their wristbands and badges to their appointed contractors or freight forwarders.

All non-official contractors should apply for **Extra quota** by returning **Form C2** to the official contractor **on or before 9 October 2023**. Please note that **contractor quotas** are only valid during move-in and move-out periods and not valid during the show period.

SECTION 1: GENERAL INFORMATION

1.5 Disclaimer

Disclaimer

The Organisers have sole and absolute discretion in relation to the visitors' admission to the Exhibition (including but not limited to determining any admission requirements or procedures). The Exhibitor acknowledges that the Organisers have given no commitment or guarantee to the number of visitors and the results of the Exhibition, and agrees that it has no claim against the Organisers or its agents or representatives.

The Exhibitor acknowledges and agrees that the Organisers shall not be responsible for any losses or damages that the Exhibitor's business may suffer, and the Organisers have made no warranties of any kind, express or implied for services to be provided hereunder. The Organisers hereby disclaim any warranty or merchantability or fitness for any particular purpose.

The Exhibitor further acknowledges and agrees that the Organisers shall not be responsible for any system malfunctions and failure of telecommunications or other electronic communications at the Exhibition Venue which is beyond the Organisers' control.

Additional Rules & Regulations

The Organisers reserve the right to interpret, alter and amend any of these Conditions and to issue additional rules and regulations (including but not limited to the exhibitors' manual) at any time it considers necessary for the orderly operation of the Exhibition.

The amended Conditions and the additional rules and regulations shall become effective immediately upon posting of the same on the Event website at <https://www.cic.hk/gcsfe>. Once posted on the Event website, the Exhibitor will be deemed to be notified and have accepted the amended Conditions and the additional rules and regulations. All interpretations of these Conditions and any additional rules and regulations by the Organisers shall be final and bound to the Exhibitor.

The Exhibitor shall abide by the rules and regulations of the Exhibition Venue – Sky100 which are deemed to be integrated and incorporated into these Conditions. In the event of conflict between the provisions of such rules and regulations and these Conditions, these Conditions shall prevail. Copies of the rules and regulations of the Exhibition Venue are available from the Organisers on request.

The Exhibitor is responsible for all its own costs and charges incurred in entering into and carrying out the agreement governed by these Conditions, including any and all costs associated with communications facilities and access to electronic services.

SECTION 1: GENERAL INFORMATION

Notices

All submissions of notices, agreements, approvals, permissions and the like required by these Conditions must be in writing:

To the Organisers either by:

E-mail to

gcsfenquiry@cic.hk; or

Post to GCSFE 2023 Secretariat

Construction Industry Council, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong

To the Official Contractor by email, fax or post to the addresses given in the Application Form; or by such other methods as agreed or as notified by the Organisers from time to time. The Exhibitor consents to the use of electronic records, communications and online processing for all matters connected to these Conditions or their subject matter.

Conflict with Application Form

If the provisions of these Conditions conflict with the Application Form, the provisions of these Conditions shall prevail.

SECTION 2: RULES AND REGULATIONS

2.1 Rules and Regulations

General Rules

- 1) The Exhibitor agrees to abide by all rules and regulations established or adopted by the Organisers in the best interests of the exhibition. Please take note that there are rules and regulations pertaining to electricity, use of stand and safety, stand construction and shell-scheme booths as detailed in the exhibitor manual, to be observed by the Exhibitor.
- 2) The Organisers reserve the right at any time to alter or remove exhibits or any part thereof, including printed materials, products, signs, lights, or sound, and to expel Exhibitors or their personnel, agents or representatives if, in the Organisers' opinion, their conduct or presentation is objectionable to other participants of the Exhibition.
- 3) The Exhibitor shall abide by the rules and regulations of the exhibition venue – Sky100, which are deemed to be integral parts of and incorporated into these conditions. In the event of conflict between the provision of such rules and regulations and these conditions, these conditions shall prevail. A copy of the rules and regulations of the Sky100 are available from the Organisers / Official Contractor on request.
- 4) The Exhibitor shall also comply with the Sky100 House Rules for Visitors. Please visit: <https://sky100.com.hk/en/sky100-information/deck-rules-and-regulations/> for more details.
- 5) The Organisers reserve the right to interpret, alter and amend any of these conditions and to issue additional rules and regulations at any time they consider necessary for the orderly operation of the exhibition. All interpretations of these conditions and any additional rules and regulations by the Organisers shall be final.
- 6) No gas-filled balloon is allowed in all Public Circulation Areas of the Sky100.
- 7) Fireworks/ Explosive items/ confetti/ smoke machines are not allowed in any occasions.
- 8) With evaluation of the potential hazardous concerns in using open flame candles / incenses, use of open flame candles / incenses is strictly prohibited within any of the venues and public circulation areas.

SECTION 2: RULES AND REGULATIONS

- 9) Firms supplying, installing or operating display lasers should be fully conversant with the guidance given in the Laser Safety Guidance Notes for Industry, Display, and Entertainment published by the Electrical and Mechanical Services Department, in order to safeguard the general public from possible laser damage. Suitable fire protection equipment and warning notices must also be provided as appropriate. Prior to the use of any display laser product, the operator of the laser system should supply the required information to the Government Laser Safety Officer of the Electrical and Mechanical Services Department, for assessing the foreseeable hazards. Permission will always be subject to internal safety considerations and any applicable Relevant Legislation and Regulations.
- 10) The flying or demonstration of any form of radio or otherwise remotely controlled device, including but not limited to: drones, helicopters, space ships, rockets, air planes is strictly prohibited at all times within the confines of the Sky100, including its adjacent outdoor areas, without the prior, written, permission of Sky100.
- 11) According to the property management guidelines of International Commerce Centre (ICC), all aerial photography and videography is prohibited outside the surroundings of ICC. If any unmanned aircrafts were found controlled by licensees within 200 meters of ICC, he/she might violate the "Licensing of Air Services Regulations" (Chapter 448A of the Laws of Hong Kong).

SECTION 2: RULES AND REGULATIONS

Move-in and Delivery of Exhibits

- 1) Exhibitors should move in to the exhibition venue according to the move-in time schedule specified by the Organisers.
- 2) The arrangement and payment for transporting goods to the venue, and decorating exhibits is entirely the responsibility of the Exhibitor. The Organisers take no responsibility for any damages incurred to exhibits during transportation and set-up.
- 3) The Exhibitor could engage the Official Freight Forwarder. The Official Freight Forwarder will arrange for movement and delivery of their goods, but the Exhibitor is responsible for all related expense.
- 4) All Exhibitors, their staff and contractors are required to wear Sky100 official Wristband at all times during move-in, and move-out. Wristbands will be distributed at registration areas before visitors entering Sky100.
- 5) All Exhibitors, their staff and contractors must register and enter Sky100 by either two routes, Sky100 main entrance or International Commerce Centre (ICC) loading bay.
- 6) No equipment can be delivered via the gateway of Sunken Model (The Blue Tunnel on 100/F).
- 7) Ceiling height of International Commerce Centre (ICC) loading bay is 3.5m. All vehicles' height shall not exceed the ceiling.
- 8) ICC badges will be distributed to all exhibitors, staffs, contractors or any visitors by registration at International Commerce Centre (ICC) loading bay.
- 9) To deliver large exhibits to the GCSCE, please inform Yello Limited and suggest using the Official Freight Forwarder to ensure the exhibits is allowed under the venue rules and regulations, and smooth move in/move out arrangement.
- 10) All exhibits must obey the venue weight loading, i.e., 500kg per square meter at Sky100.
- 11) Exhibits cannot exceed the floor loading limit of 500 kg per sq. m.
- 12) The move-in pathway for all heavy items, including trolleys, cabinets, or any other large fixtures, must be covered with minimum 20mm wood planks. The area where the heavy items will be placed also requires a whole piece of 20mm wood plank to be placed beneath to balance out the weight as well as to protect the floor carpet.

SECTION 2: RULES AND REGULATIONS

- 13) International Commerce Centre (ICC) loading area is charged at hourly rate and only Octopus payment gateway is accepted.
- 14) No trolley with iron wheels is allowed to usage at Sky100.
- 15) Escalators and guest lifts are not allowed for any equipment delivery purposes.
- 16) The passageway of Sky100 on ground floor, upper-ground floor, first floor, and second floor are not allowed for any equipment delivery purposes, unless prior approval has been sought from Sky100.
- 17) Licensee has to ensure his employees and the employees of its production house and contractors wear properly whenever working in or passing by Sky100 and do not sleep, smoke, gamble or act in a disorderly manner while working in Sky100. The ICC Management Services Office / Sky100 reserve the right to remove such person(s) from the building whenever deemed necessary.
- 18) All exhibits, stands and display items must be prefabricated before delivery to the Area. Save for the overnight installation and all noisy installation work must be completed by 09:00pm. Only minor touch-up works shall be allowed after 09:00pm.
- 19) According to ICC building policy, NO painting work can be done at any time.

20) Delivery of Materials for Set-up

Service lifts of the following dimensions are available:

	Service Lift #46:	Service Lift #40:
Capacity	4,500kg	1,600kg
Lift Door	2300mm (W) x 2700mm (H)	1000mm (W) x 2300mm (H)
Lift Car	2400mm (W) x 3000mm (L) x 2900mm (H)	1600mm (W) x 1400mm (L) x 2900 mm (H)
Access level: B1- Door Entrance	2400mm (W) x 2700mm (H)	2300mm (W) x 2700mm (H)
Access level: 100/F- Door Entrance	1907mm (W) x 2000mm (H)	1300mm (W) x 2000mm (H)

Only specified service lift (Lift 40 & Lift 46) can be used for delivery of Event materials and items. The delivery vehicle must use the loading and unloading bay at ICC B1 level unless otherwise advised by the Licensor.

SECTION 2: RULES AND REGULATIONS

Cargo lifts (Lift 40 & Lift 46) shall not be provided for exclusive usage. Security staffs of International Commerce Centre (ICC) Management Services Office will manage all cargo lifts and examine the identity of cargo lifts' users. Registered visitor with ICC badge will be entitled the usage of cargo lifts.

*The routine maintenance of Cargo Lift 46 will be done every Tuesday (except public holiday) 08:00 – 12:00. The lift will be out of service during this period. ICC will offer Cargo Lifts 40 with lower capacity during this period.

Event move-in/dismantle recognition

天際100 手帶
sky100 Wristband



Images are for reference only.
Quantities are subjected to availability.



1) Event move-in/dismantle main entrance registration area

天際100 正門登記處 (不能運送器材)

Registration Counter at Sky100 Main Entrance (No equipment can be delivered)



SECTION 2: RULES AND REGULATIONS

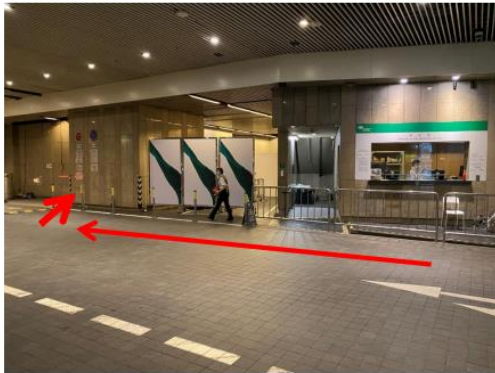
2) Event move-in/dismantle and loading bay registration area and precautions



SECTION 2: RULES AND REGULATIONS



前往 B1 裝卸區：
To B1 Loading Bay:



登記後，工作人員前往 B1 裝卸區需乘搭 G/F 電梯
(如有需要，請向ICC工作人員尋求進一步幫助)

After registration,
The crew needs to go to B1 Loading Bay by taking G/F lift.
(If needed, please ask the ICC staff for further assistance)



貨車入閘前 ICC 職員會派發車票，請連同此發票到100樓，
sky100 職員蓋上印章，可享有一小時免費泊車優惠。

ICC Security staff will distribute the car park ticket before you enter the gate.
Please bring it to the 100/F, and get a stamp from sky100 staff,
you can enjoy the free parking for an hour.



		環球貿易廣場 B1 裝卸區 客戶服務中心 1小時免費泊車服務 013080 013080
Car Plate 車牌號碼： Entry Date / Time 入場日期及時間： Timeout Date / Time 離場日期及時間： Issued by 辦卡人姓名(中文)：		
注意： 1. 生效日期：2018年9月1日 2. 停車場位置：ICC G/F及B1上落貨區 3. ICC 停車場只接受以八達通繳費(收費為每小時港幣六十元正)，不足1小時亦作1小時計算。 4. 凡按ICC停車場投納在此處停泊之車輛須受顯示於ICC停車場入口/開機之停車場使用條例規限。 5. 如車票蓋有天空100印章(如左圖)，可免1小時停泊優惠，車輛離開前可機必須攜同車票到ICC地下繳費處辦理手續。 6. 天空100蓋印時間為10:00至21:00(於100樓顧客服務台蓋印，逾時不換)*通霄設施除外 7. 於出閘口之後費務繳費後，需即時離開本停車場，不受免費後出車時間限制，超時需繳付額外泊車費。 8. 此票乃設施管理服務有限公司之財物，如有遺失，請向環球貿易廣場服務處報失(電話: 2730 0800)。		

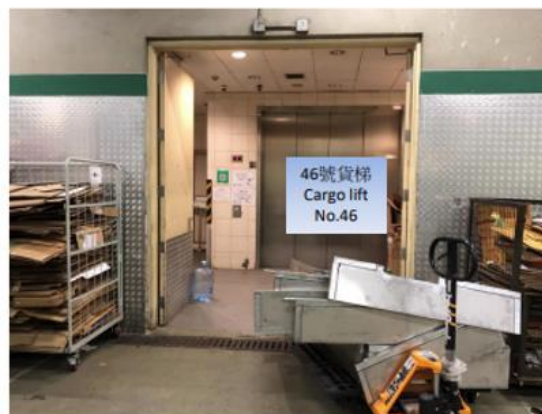
SECTION 2: RULES AND REGULATIONS



B1 / F 裝卸區：
B1 / F Loading Bay:



L46 號貨梯
The information of the L46 cargo Lift



- 電梯門尺寸 The size of the cargo lift door: 2300mmW x 2700mmH
- 電梯內尺寸 The size of the cargo (inside): 2400mmW x 3000mmD x 2900mmH
- 承重 weight: 4500Kg

從 ICC 卸貨區到 100樓 會經過的門及尺寸

From ICC unloading area to Sky100

- 卸貨區會在ICC B1樓層

- Loading area will be located at B1 floor at ICC

- Door at B1 floor next to Lift No.46, Size: 2400mmW x 2700mmH

- B1 L46 外會有一個門, 尺寸: 2400mmW x 2700mmH

SECTION 2: RULES AND REGULATIONS



100樓將設置臨時登記櫃檯
A temporary registration counter will be set up
for loading bay enter/exit at 100/F
*派發天際100手帶
*Sky100 Wristband will be distributed

到 100 樓出 L46後會有另一個門,
尺寸: 1800mmW x 2000mmH

There is a door at Sky100 after
arrival by Lift No.46
Size: 1800mmW x 2000mmH

**** 必須 ****

鋪上木板及地毯保護此區域
的地板

Please protect the wooden floor
of this area with **wooden planks
and carpet.**

100/F貨艙出口
Arrived at 100/F



SECTION 2: RULES AND REGULATIONS



不允許 NOT Allowed

**鏟車 / 叉車 / 唧車 / 等短距離運送車
進入 100/F 範圍**

**Forklift / forklift / truck / and other short-
distance delivery vehicles enter Sky100**

電唧車 / 手動唧車 / 油壓車

Electric pump/manual pump/hydraulic truck



電叉車

Electric forklift



100/F 範圍

只允許使用手推車 / 板車 (膠轆)

Sky100 only allow trolley (Plastic Wheels)



SECTION 2: RULES AND REGULATIONS

Storage of Exhibits

Under no circumstances will the Organisers be responsible for receiving or storing any exhibits or booth material. Space is extremely limited at the Sky100 and the Exhibitor needs to make direct arrangements with their own agents for the storage, transportation, set-up and removal of exhibits, packaging and promotional material. The Official Freight Forwarder can offer this service at the Exhibitor's own cost.

***Exhibitors must not remove any of their exhibits on display from the booths until GCSFE is officially closed at 6:00pm on 22 November 2023.**

Booth Cleaning

The Organisers will arrange for the general cleaning of the exhibition premises and stand (excluding exhibits and displays) prior to the opening of the Exhibition and daily thereafter. It is the responsibility of all Exhibitors to keep their own booth tidy. Exhibitors who are likely to have substantial quantities of waste materials for set-up and removal, either during or at the end of each day, must inform the Official Contractor in advance so that necessary arrangements may be made, for which a charge may be raised.

SECTION 2: RULES AND REGULATIONS

Move-out and disposal of Waste

- 1) Exhibitors should move-out of the exhibition venue within the move-out time schedule specified by the Organisers.
- 2) The removal and disposal of stand fittings or materials are not covered by the rental. Exhibitors should make direct arrangements with their own agents or the Exhibition's Official Freight Forwarder for the transportation and removal of exhibits at the Exhibitor's own cost.
- 3) Any exhibits or stand material left behind at the exhibition venue which are not disposed of by the Exhibitor, will be disposed of by the Organisers at the expense of the Exhibitor concerned.
- 4) All Exhibitors, their staff and contractors are strictly required to wear Sky100 Wristband at alltimes during move-in and move-out periods. Visitors without wristband will not be admitted under any circumstances.
- 5) During move-out, at least one of the Exhibitor's personnel must be present.
- 6) All booths should be dismantled and removed together with all other materials and waste by **10:00pm on 22 November 2023** (unless extra move-out arrangements have been agreed with Yello Limited). Otherwise, over-time hall rental charges will be imposed at exhibitor's own expenses until all such items have been cleared.

SECTION 2: RULES AND REGULATIONS

Insurance

- 1) While the Organisers will, to the best of their ability, take necessary security and safety precautions in the interest of the exhibition, the Exhibitors and visitors shall not hold the Organisers, its agent, representatives, contractors or employees, to be liable whatsoever in respect of loss, injury, theft of exhibits or any damage of persons and properties at the Exhibition during the construction, exhibition and dismantling periods. Exhibitors are responsible for the placement and cost of any and all necessary insurance related to their participations in the Exhibition to cover their exhibits, booth fittings and fixtures, and public liability. For raw space exhibitors, the limit of indemnity must be HKD 40,000,000 on any one accident and unlimited on any one period. The insurance policy shall remain effective from the period of move-in, during exhibition and move-out (i.e., 19 – 22 November 2023). Non-official contractors shall provide insurance policy to the Official Contractor on or before 9 October 2023.
- 2) The Organisers shall be entitled to inspect any such insurance policy or premium receipts at any time.
- 3) Exhibitor will be liable for any damage caused to floors, carpeting, walls, columns, standard booth equipment, or to another Exhibitor's property. No signs or other articles are to be fastened to the Exhibition Venue walls, fixtures, or electrical equipment.

Payment

- 1) All payment must be settled on or before the date shown on the invoice, failing of which, the related party reserves the right to cancel the contract with no obligation. Exhibitor will be required to pay such order at on-site price and subject to stock availability on-site, unless otherwise agreed in writing between exhibitor and the related party.
- 2) Orders submitted (either by e-mail or via online system) shall constitute a legal commitment. Cancellation must be lodged in writing and, if submitted after the first deadline or issued invoice, will be subject to a 30% cancellation fee. In any event, no cancellation shall be effective unless the related party confirms the same in writing. Orders and invoices not validly cancelled shall continue to be legally effective and payment therefore shall continue to be due. For the remaining amount after deducting cancellation fee when the invoice is paid, it will be refunded by bank transfer and bank charges are in exhibitor's own expense.

SECTION 2: RULES AND REGULATIONS

Security

- 1) All exhibits are brought to, displayed at, and removed from the exhibition venue at the Exhibitor's risk and should be safeguarded by the Exhibitor at all times. It is recommended that your property is not left unattended at any time.
- 2) The biggest deterrent to shoplifters is simply being seen. Please alert staff if you witness any suspicious behaviour. Brief your duty staff on the importance of security precautions and make sure that they have view of the whole stand and that there are no blind spots.
- 3) ICC will have security patrol for the whole building but station at sky100 in the exhibition hall from 19 – 22 November 2023. No outside security service is allowed in Sky 100.

Miscellaneous

Moving/Working Exhibits

Precautionary measures such as security guards or other means of protection must be taken to protect the public from any moving/working exhibits. Details of such working/moving exhibits must be submitted to the Organisers for prior approval. Work of any kind carried out at the exhibition venue must conform to the current local regulations in Hong Kong and those specified by the Organisers. This applies to the Exhibitor, its agents, contractors and subcontractors. The Organisers reserve the right to stop any work which contravenes any of these regulations and the Exhibitor should have no claim against the Organisers for any other losses or damages.

Promotional Activities

All activities of the Exhibitors and their staff must be confined to the stand or site allocated. Promotional materials such as brochures or catalogues may only be distributed from the Exhibitor's own stand. No advertising, demonstration or canvassing for business maybe carry out anywhere else within the exhibition venue, nor may staff recruiting be carried out during the Exhibition. No exhibits or signs should be placed outside the confines of the Exhibitor's stand. Publicizing, before or during the exhibition, the sale of a limited quantity special edition at the exhibition venue, without obtaining prior approval from the Organisers is strictly prohibited. The Organisers will terminate the Exhibitors' participation if the Exhibitors conduct activity, which in the opinion of the Organisers, interferes with the rights of other Exhibitors at the exhibition.

SECTION 2: RULES AND REGULATIONS

Commercial Activities

The GCSFE 2023 serves as a business networking event, all retail sales activities in venue is not permitted. Exhibitors must ensure that the trade and sales practices, including but not limited to the use of any invitation to purchase, promotional and sales methods involving arrangements for buyers' advanced payments on any other goods/services that may be offered, provided or sold by the Exhibitor during the exhibition would be in compliance with all relevant applicable laws, including consumer protection laws in Hong Kong. Without prejudice to the generality of the above, any unfair trade practices deployed against buyers, including false trade description of goods and/or services, misleading omissions, aggressive commercial practices, bait advertising, bait-and-switch, and wrongly accepting payment, may be subject to investigations and enforcement actions by Hong Kong Customs and Excise Department.

Copyright Issues Pertaining to Exhibits

The Exhibitor should warrant that all exhibits and publicity materials or any other part of the display on the stand do not in any way whatsoever violate or infringe any third party's rights including all intellectual property rights i.e. trademarks, copyright, designs, names, and patents whether registered or otherwise.

Filming and Broadcasting

No Exhibitor should engage in or permit filming, sound recording or video recording, telecasting and broadcasting at the exhibition venue unless approved in advance and in writing by the Organisers. Exhibitors should not give any interview, public announcement, press statement, or any other publicity whatsoever intended to publicise the exhibition as a whole without prior written consent of the Organisers. Exhibitors should not disclose any technical or confidential information regarding the business or affairs of the Organisers or any of the Exhibitors. The Organisers shall not be responsible for any error or omission relating to the Exhibitor, its equipment, products or services in the listings in any publicity materials and publications.

Intellectual Property Rights

The Organisers have the right to request Exhibitors to remove exhibits, which are alleged to be violating intellectual property rights. Any possible legal consequence as a result will have to be borne by the Exhibitors concerned.

SECTION 2: RULES AND REGULATIONS

Fire Precautions

Exhibitors, who because of the nature of their exhibits e.g. construction machine, MiC / offsite modules and construction vehicle require a special type of fire extinguisher, must make arrangements at their own cost for the provision of such equipment. Any vehicle exhibits should contain minimal fuel (generally, no more than 1/8th of fuel tank capacity). **Sky100 is a non-smoking premise. Smoking is strictly prohibited in the premises.**

Any person witnessing a fire of any size of the Exhibition site is requested to use the fire alarm immediately and then advise the Organisers. Any assistance in the removal of flammable goods and the use of fire extinguishers to prevent the fire from spreading will be greatly appreciated.

Dispensing Food and Beverage Samples/Sales of Food and Beverage Items at the Exhibition Venue

According to the rules and regulations of the Sky100, Sky100 has the exclusive right to sell or distribute in the Centre all food and beverages, confectionery or any other consumable refreshments. No person shall distribute or give away any item of food or drink not supplied by the Sky100 unless expressly appointed for the purpose in writing by the Sky100 in advance as its lessee, franchisee or concessionaire on such conditions as the Sky100 may see fit except in the case of the distribution of gifts, and then only to the extent that the amounts distributed or given away shall not be likely, in the Sky100's opinion, to have significant effect on its sale of food or drink. Where in the opinion of the Sky100 such distribution of gifts shall have a significant effect on its sale of food or drink, the Sky100 at its own discretion may nevertheless permit the distribution of gifts on the term that the Sky100 will be entitled to charge the Exhibitor such sums as shall be determined by the Sky100 as constituting the loss of profit occasioned to it in consequence of the distribution of the gifts by the Exhibitor.

In addition, the Food and Environmental Hygiene Department, Government of the Hong Kong Special Administrative Region have set forth very strict rules and regulations relating to sale of food in Hong Kong. Any food, whether imported or locally produced, intended for sale in Hong Kong shall comply with local rules, regulations and laws. Related ordinance and regulations can be purchased from Government Publication Centre or download from the website: (<https://www.doj.gov.hk/eng/index.html>). If you wish to order any food and beverage at your stand, please directly contact the Sky100.

SECTION 2: RULES AND REGULATIONS

Audio and Visual Activities

All audio-visual equipment must be sited and be kept at the minimum level so as not to cause any annoyance or inconvenience to other Exhibitors or visitors. The projection of films and slides, any amplification with the aid of loudspeakers, the production of music and/or sound as well as the use of lighting, computer monitors and television screens is acceptable within the stand space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand area. If the Organisers consider that a disturbance is being caused the exhibitor is to halt the activity immediately. If this is not done, the Organisers reserve the right to make the necessary arrangements at the expense of the exhibitor. Refusal to lower the sound level or abandon an activity upon request will be considered a violation of these regulations.

Use of Music

Any musical performance, including the use of recorded music for a demonstration or as background music, requires permission from either The Composers and Authors Society of Hong Kong or the Phonographic Performance (South East Asia) Ltd.

Conducting of Sales/Public Auctions

All retail sales activities during the exhibition are not permitted. Public auctions of any kind shall not be permitted at the exhibition venue under any circumstances.

Rules and Regulations of Sky100

The Exhibitor should observe and comply with all applicable rules and regulations of the Sky100, copies of which are obtainable from the Organisers on request.

SECTION 2: RULES AND REGULATIONS

Tropical Cyclone and Black Rainstorm Warning Signals

All exhibitors are requested to note the following emergency measures which will be implemented in case Typhoon Signal No.8 and Black Rainstorm Warning Signal is hoisted during the GCSFE.

Typhoon Signal No.8 or Black Rainstorm Warning hoisted prior to the Opening Hours

- 1) In case of Typhoon Signal No.8 or Black Rainstorm Warning Signal is hoisted on the move-in day, the Organisers will carry-on the move-in procedure under an acceptable weather condition.
- 2) If Typhoon Signal No.8 or Black Rainstorm Warning Signal is hoisted before 8:30am during the exhibition day, the exhibition will remain closed for the whole day unless the Typhoon Signal or Black Rainstorm Warning Signal is lowered at or before 2:00pm.
- 3) If Typhoon Signal No.8 or Black Rainstorm Warning Signal is lowered at or before 2:00pm, the exhibition will be re-opened two hours after the Typhoon Signal No.8 or Black Rainstorm Warning Signal is lowered. Exhibitors are reminded to re-deploy duty staff to manage their stands before the exhibition is re-opened to the public.
- 4) The exhibition will however remain closed if the Typhoon Signal No.8 or Black Rainstorm Warning Signal is lowered after 3:00pm.

Typhoon Signal No.8 Hoisted during the Exhibition

If Typhoon Signal No.8 is announced during the exhibition, the exhibition will be closed one hour after the announcement. Exhibitors and visitors may be requested to leave the exhibition within two hours.

Black Rainstorm Warning Signal hoisted during the Exhibition

If Black Rainstorm Warning Signal is announced during the exhibition, the exhibition will remain open after the announcement. Exhibitors and visitors should be encouraged to stay in the exhibition halls for their own safety.

SECTION 2: RULES AND REGULATIONS

Exclusion of Liability

- 1) All opinions expressed and technologies presented in the Exhibition are those of the original authors and Exhibitors. They do not necessarily represent the official opinions of the Organisers.
- 2) The Organisers shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as a result of the exhibition.

Force Majeure

The Exhibition may be postponed, shortened or extended due to causes beyond the control of the Organisers. The Organisers shall not be responsible for any loss sustained by the Exhibitor directly or indirectly attributable to the elements of nature of force majeure including rainstorm, typhoon, orders or directives imposed by any government authority. In the event of such circumstances, monies paid by the Exhibitor, or any part thereof, are non-refundable.

Compliance with Local Legislation

Any Exhibitor who takes part in the exhibition must comply with the relevant rules, regulations and the laws of Hong Kong; and shall be solely responsible for observing and complying with the same for obtaining all consents, approvals, authorities, licenses and the like as may be requisite to its participation in the exhibition.

Government Law

These Conditions shall be governed by and constructed in all respects in accordance with the laws of Hong Kong and the Exhibitor irrevocably submits to the non-exclusive jurisdiction of the Hong Kong Courts.

SECTION 2: RULES AND REGULATIONS

Emergency Procedures

IF YOU DETECT FIRE OR SMOKE

- Activate the nearest fire alarm if possible and safe to do so, and warn others by loudly shouting “Fire, Fire”.
- Leave the area of the fire immediately by the nearest exit (emergency exits marked in green); do not use lifts.
- Close doors behind you.

IN CASE OF FIRE ALARM

(1) IF YOU HEAR A FIRE ALARM

- Remain calm and alert, prepare to leave the Sky100.
- Resume to normal activities once the fire alarm stops.

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

- Leave the Sky100 by 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 Sky100/ ICC staffs and/or fire/police officials.
- Once outside the Sky100, stay clear of the Sky100; do not return until conditions are declared safe to do so by Sky100 management or fire/police officials.

SECTION 2: RULES AND REGULATIONS

IN CASE OF A MEDICAL EMERGENCY

- Dial 5596 1923 (08:00 – 21:00) or contact the on-site security guard after 21:00.
- Give exact location.
- Give detailed information when possible of the situation concerning injuries and the cause of the injuries.
- Remain in contact with Sky100 staff until emergency personnel have arrived

In the unlikely event of the need to search the immediate area of your exhibition stand you will hear the following announcement over the Public Address System:

'Attention Please - Staff Call CHAMPION'

If you hear this announcement, please take a moment to look carefully at your possessions and equipment and identify anything that may appear out of place, suspicious or otherwise of concern to you. **If you find anything – DO NOT TOUCH IT.** Immediately inform any Sky100 staff, or the organizer of your event, who will alert the venue management.

SECTION 3: DEADLINES AND ORDERING

3.1 Deadlines

Order Form	Item	Deadline	Submit to	Check Box (v)
Form A1 ^{#*}	Fascia Lettering & Exhibitor Quota Application	9 October 2023	Yello Limited	
Form A2 [#]	Facilities & Furniture Rental			
Form A3 [#]	Electrical Service Rental			
Form B [#]	Booth Layout Plan			
Form C1 [@]	Non-official Contractor Information			
Form C2 [@]	Contractor Quota Application Form			
Form D	Audio-Visual Rental			
Form E [@]	Electrical Service Rental (for raw space booth only)			
	Raw Space layout for approval (for raw space booth only)	9 October 2023	Yello Limited	
	Raw Space design drawings and structural calculations (for raw space booth only)	9 October 2023	Yello Limited	
	Site Work Deposit (for raw space booth only)	9 October 2023	Yello Limited	
	Contractor's All Risk and Public Liability (for raw space booth only)	9 October 2023	Yello Limited	
	Fabric Sample Submission (for raw space booth only, if applicable)	9 October 2023	Yello Limited	
	Telephone and Facsimile	6 November 2023	Yello Limited	
	Broadband service	6 November 2023	Yello Limited	
	WRI Form (for raw space booth only)	6 November 2023	Yello Limited	
	FS251 Certificate (for raw space booth only)	6 November 2023	Yello Limited	
	RSE Report (for raw space booth above 3mH only)	6 November 2023	Yello Limited	

* Compulsory to submit

Applicable to furnished booth ONLY

@ Applicable to Raw Space ONLY

No hanging truss is allowed

SECTION 3: DEADLINES AND ORDERING

3.2 Ordering

Exhibitors are welcome to place the orders with email submission.

Please note: Should the Raw Space Booth be selected, booth plans with all necessary forms are required to be submitted to **Yello Limited (attention to Mr Foris HUNG / Ms. Sarah LEE (e-mail: events@yello-marketing.com / tel. no: +852 6043 3391/ +852 6094 2661, by 9 October 2023.)**

Order forms for security, internet, and telecommunication service, please contact the **Yello Limited Mr Foris HUNG** (e-mail: events@yello-marketing.com / tel. no: +852 6043 3391) by **9 October 2023**.

SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

4.1 Exhibition Hall Specifications

Exhibition Venue	Sky 100 100/F, ICC, 1 Austin Road West, Kowloon, Hong Kong
Floor Loading	500kg/sqm
Ceiling Height	3.5 meters *Sky100 does not have ceiling rigging point.
Stand Building Height	<p><u>Basic Furnished Booths, Standard Furnished Booths and Premium Furnished Booths</u></p> <ul style="list-style-type: none"> Stand decoration, stand fitting or exhibits should NOT exceed 2.5 meters in height and NOT extend beyond the boundaries of the booth. <p><u>Custom-built booths on “raw space”</u></p> <p><i>*Please submit the surveyor report if the Custom-built booth is more than 3 meters height.</i></p> <p>The Licensee will be required to submit an independent surveyor’s certificate where applicable to the Licensor for certifying the safety of the installations on the start date of the Event.</p> <ul style="list-style-type: none"> Stand decoration, stand fitting or exhibits should NOT exceed 3 meters and NOT extend beyond the boundaries of the booth. This includes company names and advertising material provided by the Exhibitor. Please submit booth layout plan with dimensions no later than 9 October 2023 for approval by the Organisers and the Official Contractor. (For more details, please refer to P.33)
Electricity	<p>Basic hall lighting will be provided by the Organisers.</p> <p>Standard electricity supplies are: Single-Phase 220V ± 6%</p> <p>*For Official contractor, please submit WR1.</p>

SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

Ventilation	Central air-conditioning system
Aisle Width	All aisles are a minimum of 2 meters wide. (The Organisers reserve the right for adjustment.)
Loading/	<p>Exhibitors may use the freight lifts to transport hand-carried items, light exhibits or displays that can be delivered to the exhibition stands by light trolleys/dollies. However, no trolleys or dollies with metal wheels are allowed.</p> <p>The move-in pathway for all heavy items, including trolleys, cabinets, or any other large fixtures, must be covered with minimum 20mm wood planks. The area where the heavy items will be placed also requires a whole piece of 20mm wood plank to be placed beneath to balance out the weight as well as to protect the floor carpet.</p> <p>No equipment can be delivered via the gateway of Sunken Model (The Blue Tunnel on 100/F).</p>

SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

4.2 Booth Specification & Rules and Regulations

Exhibitors are required to choose among Basic Furnished Booth, Standard Furnished Booth, Premium Furnished Booth or Raw Space Booth (exhibitors to supply own build, no floor cover is allowed).

4.2.1 Furnished Booths

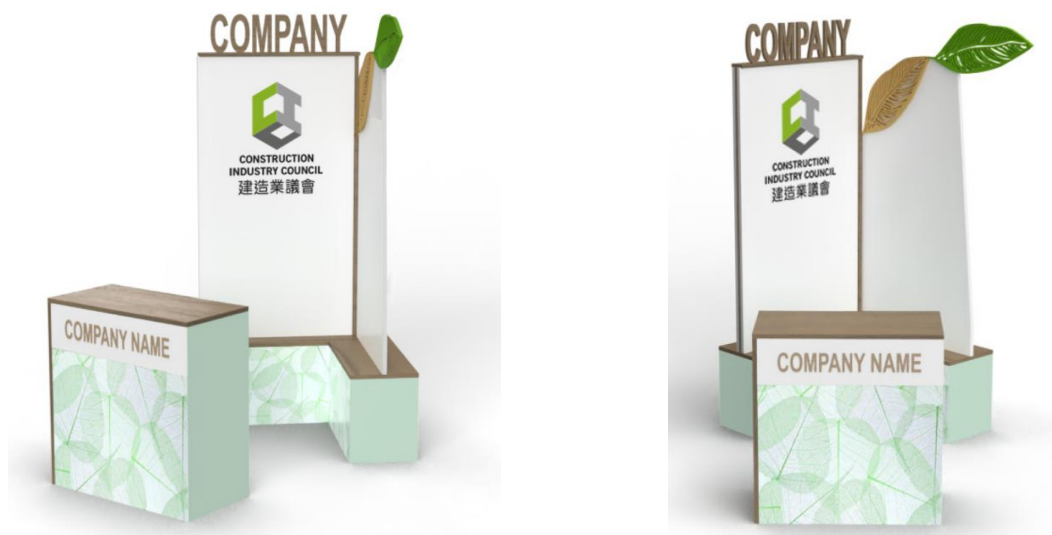
All Basic Furnished Booth, Standard Furnished Booth and Premium Furnished Booth are constructed by the Official Contractor, **Yello Limited**, appointed by the Organisers.

SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

Basic provision to all booth

[TBC] Exclusive 5G bandwidth Wifi connection for all exhibitors - 10 Mbps average speed for Internet access

Basic Furnished Booth (1m²)

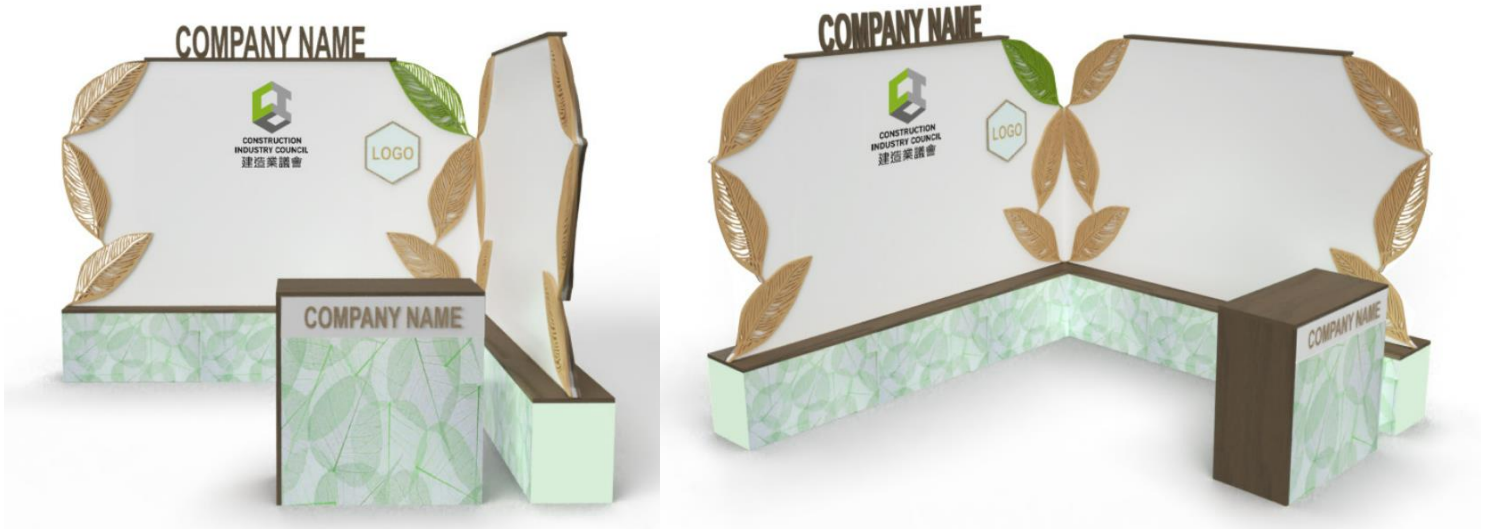


** The layout above is not finalized and subjected to changes**

Basic Scheme Entitlement 基本設備	1m ² (1mW x 1mD x 2.525mH)
Die Cut Company Name Fascia (1000mmW x 225 mmH x 20mmD) 模切展板招牌 (1000毫米長 x 225 毫米高 x 20毫米深)	1 no. 1 塊
(Left) Sustainable Plywood Panel with printed content design (975mmW x 1775mmH x 25mmD) (左) 環保木夾板含印刷展覽內容 (975毫米長 x 1775 毫米高 x 25毫米深)	1 side 1 面
(Right) Sustainable Plywood Panel with printed content design (1000mmW x 1800mmH x 25mmD) (右) 環保木夾板含印刷展覽內容 (1000毫米長 x 1800毫米高 x 25毫米深)	1 side 1 面
Sustainable Plywood wood Booth Table (1000mmW x 1050mmH x 525mmD) 環保木夾板檯 (1000毫米長 x 1050毫米高 x 525毫米深)	1 no. 1張
Company Name Sticker at Booth Table (975mmW x 250mmH) 檯公司名稱貼紙 (975毫米長 x 250毫米高)	1 no. 1張
White folding chair 白色摺椅	1 no. 1張
Waste basket 廢紙箱	Nil 不適用
500W power socket 500W電源插座	1 no. 1個

SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

Standard Furnished Booth (9m2)



** The layout above is not finalized and subjected to changes**

Basic Scheme Entitlement 基本設備	9m ² (3mW x 3mD x 2.52mH)
Die Cut Company Name Fascia (1800mmW x 225 mmH x 20mmD) 模切展板招牌 (1800毫米長 x 225 毫米高 x 20毫米深)	1 no. 1 塊
(Left) Sustainable Plywood Panel with printed content design (3000mmW x 1775mmH x 25mmD) (左) 環保木夾板含印刷展覽內容 (3000毫米長 x 1775 毫米高 x 25毫米深)	1 side 1 面
(Right) Sustainable Plywood Panel with printed content design (3000mmW x 1775mmH x 25mmD) (右) 環保木夾板含印刷展覽內容 (3000毫米長 x 1775 毫米高 x 25毫米深)	1 side 1 面
Sustainable Plywood wood Booth Table (1000mmW x 1050mmH x 525mmD) 環保木夾板檯檯 (1000毫米長 x 1050毫米高 x 525毫米深)	1 no. 1張
Company Name Sticker at Booth Table (975mmW x 250mmH) 檯檯公司名稱貼紙 (975毫米長 x 250毫米高)	1 no. 1張
White folding chair 白色摺椅	1 no. 1張
Waste basket 廢紙箱	1 no. 1個
500W power socket 500W 電源插座	1 no. 1個

SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

Premium Furnished Booth (25m²)



** The layout above is not finalized and subjected to changes**

Basic Scheme Entitlement 基本設備	25m ² (5mW x 5mD x 2.52mH)
Die Cut Company Name Fascia (2440mmW x 225 mmH x 20mmD) 模切展板招牌 (2440毫米長 x 225 毫米高 x 20毫米深)	1 no. 1 塊
(Left) Sustainable Plywood Panel with printed content design (5000mmW x 1775mmH x 25mmD) (左) 環保木夾板含印刷展覽內容 (5000毫米長 x 1775 毫米高 x 25毫米深)	1 side 1 面
(Right) Sustainable Plywood Panel with printed content design (5000mmW x 1775mmH x 25mmD) (右) 環保木夾板含印刷展覽內容 (5000毫米長 x 1775 毫米高 x 25毫米深)	1 side 1 面
Sustainable Plywood wood Booth Table (1000mmW x 1050mmH x 525mmD) 環保木夾板櫃檯 (1000毫米長 x 1050毫米高 x 525毫米深)	1 no. 1張
Company Name Sticker at Booth Table (975mmW x 250mmH) 櫃檯公司名稱貼紙 (975毫米長 x 250毫米高)	1 no. 1張
White folding chair 白色摺椅	4 no. 4 張
Waste basket 廢紙箱	1 no. 1個
500W power socket 500W電源插座	1 no. 1個

SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

General Rules

- 1) Exhibitors are not allowed to make alterations to the structure of the shell scheme booth or remove any integral parts from it on their own. Any damage caused to the panel(s) will be charged to the Exhibitor.
- 2) All workers employed in the construction of the exhibition stand shall wear Sky100 Wristband at all times when they are at the venue.
- 3) All fixtures included in the furnished booth packages are non-exchangeable and refundable.
- 4) No tape, nail or fixture of any kind is allowed to be affixed to the wall partitions, floor, ceiling or fascia. Exhibitors using adhesive tape/sticker to temporarily adhere materials to the booth panels will be held responsible for removing the tape/sticker without damage to the panels. Exhibitors are liable to any damage caused to their booth fixtures or fittings at the fair.
- 5) Main switches or power distribution boards may be needed to install within booth area at the Official Contractor's discretion.
- 6) Multi-plug or extension cord is prohibited.
- 7) Additional orders of system-made facilities/furniture/electricity/audio-visual equipment may be ordered at the Exhibitor's expense from the Official Contractor. Please complete the order forms and return to Yello Limited on **or before 9 October 2023**.
- 8) The Organisers are released from any liability to the exhibitor, its employees, agents and representatives for any loss or damage howsoever arise in relation to the booth, the booth area or their presence at the fair, including loss or damage to the booth fittings and their personal property of the exhibitor, except to the extent such exclusion is prohibited or limited by law.
- 9) Exhibitors can order custom panels (digital print sticker/digital print mounted foamboard) from Yello Limited. Please contact Yello Limited directly for quotation.

SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

4.2.2 Raw Space Booth

Exhibitors can choose to be a custom-built booth – RAW SPACE – which will be an empty exhibition floor space only without booth facilities and power supply. They must design and construct their own booths and adhere to the regulations stated below, as well as any other rules stipulated by the Organisers before or during the exhibition.

Raw Space Contractor

The Official Contractor, Yello Limited, can provide exhibition design and build service to exhibitors who have chosen to be raw space. For enquiry, please contact Mr Foris Hung (e-mail: events@yello-marketing.com / tel. no: +852 6043 3391).

Exhibitors who decorate their own booths or prefer to use their own stand contractors are regarded as “non-official contractors”.

Exhibitors may appoint any competent local stand contractor to design and construct their booths. Please ensure that their workers are local workers or have valid working visa/permits to work in Hong Kong. Exhibitors shall be solely responsible for and shall indemnify the Organisers against any liability arising from or in connection with any such contractors or workers failing to hold valid working visa/permits.

Please visit: http://www.immd.gov.hk/eng/useful_information/dont-employ-illegal.html for more details.

Booth Specification & Rules and Regulations

Plan and Design Proposal

Original plan and design proposal must be submitted to the Official Contractor, Yello Limited (contact detail to be found on P.8), for approval by **9 October 2023**. Drawings submitted must be in reasonable scale of not less than 1:100 in full dimensions and must contain side, top and perspective views and electrical installation plan. The Organisers reserve the right to disapprove any booth plans or design proposals, without giving any reasons. No alternation is allowed after the booth design is submitted, unless prior written approval is obtained from the Organisers.

The maximum booth height limit is 3 meters. No part of any structure (including lighting fixture) may extend beyond the boundaries of the booth area. Hanging banner or structures are **NOT** allowed. All structures built from ground must be able to stand alone without the absolute use of hanging points. All booths higher than 2.5m must submit registered structural engineer (RSE) report to Yello Limited on **9 October 2023** at exhibitor own expenses.

SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

For Stands and temporary structures at 2.5m in height or above; stages at 1500mm in height or above constructed at shows open to the public, design drawings and structural calculations endorsed by an AP/RSE will be required by government authorities as well as the Exhibition Venue's operator. The design drawings and structural calculations should be submitted to Yello Limited by **9 October 2023**.

Site-Work Deposit

All raw space exhibitors and their contractors are responsible for ensuring that at the end of the exhibition, their raw space sites are clean and clear of any rubbish or litter and no damage whatsoever (including without limitation any damage to the raw space sites or any part of the venue building(s), structure(s) or content(s)) is caused by or in the course of their dismantling, cleaning and/or clearing activities.

All raw space exhibitors are required to place with the Official Contractor a refundable Site-Work Deposit in an amount calculated at a rate of HK\$600 per sq. m. to secure the aforesaid obligations ("Site-work Deposit") and maximum to HK\$100,000.

If, in the Organisers' opinion, a raw space area is not cleaned and cleared as aforesaid, or if there is any damage as aforesaid, Organisers shall have the right to:

- (i) forfeit of the Site-Work Deposit in full; and
- (ii) charge to and recover from the exhibitor and/or contractor the amount of the shortfall, if the amount of the Site-work Deposit is insufficient to cover all costs, expenses, damages and/or liability incurred by the Organisers and/or Venue Management

The Site-Work Deposit will be refunded within 45 days after the end of the exhibition PROVIDED THAT the clearance of the site by the exhibitor and contractor has no damage recorded by the Sky100 and no violation of rules and regulations set by the Organisers.

Electricity

Raw space DOES NOT come with electricity supply. All raw space exhibitors should have their own contractors order appropriate electricity supply from the Official Contractor **no later than 9 October 2023**. Please submit Form D by email. For safety reason, all electrical works shall be carried out only by Yello Limited.

SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

Crew List Submission, HKID (4 digits)

The Licensee and its contractor person-in-charge must provide Sky100 with the names and HKID numbers (first four digits) of all worker(s)/representative(s), and car license plate numbers at least 3 working days prior to arrival. The workers must register with their HKID at the Control Room on Ground Floor of International Commerce Centre (ICC) upon arrival for installation work and the ICC badge containing the permit must be worn at all times.

Non-Hong Kong residents or people without any work permit are not allowed to work, setup and dismantle at Sky100 or ICC.

All workers registered at International Commerce Centre (ICC) registration counter shall use cargo lifts (Lift 40 & Lift 46) only to deliver equipment to Sky100. [Remark: Operating hours of cargo lifts - 24 hours, manage by International Commerce Centre (ICC)].

Staffs or crews should stay within the licensed area during event unless prior approval has been sought from Sky100.

SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

General Rules

- 1) The Organisers reserve the right to reject any designs they deem inappropriate.
- 2) All workers employed in the construction of the exhibition stand shall wear Sky100 Wristband at all times when they are at the venue.
- 3) Site measurements are given in meters. Exhibitors or their contractors, upon arrival and before commencing their construction work, are required to check if the site is set out as per the plan issued by the Organisers, and are required to report any errors or discrepancies to the Organisers immediately.
- 4) No structure may extend beyond the boundaries of the site allocated. This includes exhibits, the exhibitor's name and logo.
- 5) Fixtures of any kind are strictly forbidden to be affixed to the floor, wall or any part of the hall structure. Exhibitors are liable for any damages caused.
- 6) Exhibitors should provide, set up and decorate their booth partitions facing their own booth areas, aisles, and adjacent booths. These partition walls must be finished and/or covered to a standard acceptable to the Organisers. If the exhibitor/contractor fails to accomplish this requirement, the Organisers reserve the right to rectify this at the respective exhibitor's/contractor's costs. Such costs and/or expense will be deducted in full from the Site-Work Deposit. If the amount of the Site Work Deposit is insufficient to cover all costs and/or expenses, the Organisers will charge to and recover from the exhibitor/contractor the amount of the shortfall.
- 7) All electrical fitting and wiring must be installed in compliance with Electricity (Wiring) Regulation of Hong Kong Electricity Ordinance (Chapter 406). WR1 form from registered electrical service provider must be submitted on site to Yello Limited before Sky100 supplies electricity.
- 8) All lighting fixtures should be installed at least 2.2m above the ground. Otherwise, they should be well protected so as not to cause danger to the general public.
- 9) All materials used in the construction and decoration of the exhibition stands or setups must be flame retardant and subject to inspection by the Organisers.
- 10) All items must be prefabricated. Paint spraying, welding and the use of electrical saws are strictly prohibited inside the venue and all exhibition halls

SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

- 11) All booth areas must have either carpet or other suitable floor covering. These can be affixed with adhesive tape. The use of paint or glue on the floor of the exhibition hall is strictly forbidden. Exhibitors are liable for any damage caused.
- 12) Exhibitors are responsible for confirming the booth dismantling schedule with their appointed contractor. Contractors should strictly follow the move-in and move-out schedule and arrangement set by the Organisers. At the end of the show, it shall be the responsibility of the contractor to dismantle and remove the exhibition stand in accordance with the dismantling schedule.
- 13) Removal of construction waste and packaging materials is the responsibility of the exhibitors and their nominated contractors. The Organisers reserve the right to charge the exhibitor for the removal of excessive waste and garbage.
- 14) The Licensee must keep the Area clean and tidy at all times. The Licensee shall be responsible for disposing all rubbish after dismantling. All rubbish shall be disposed to public Refuse Collection Point outside ICC. If the Licensee does not keep the Area or surrounding areas of Sky100 clear of all rubbish and debris, Sky100 may employ cleaners to clean the area at the Licensee's cost. Alternatively, after evaluation, a handling charge (deduced from the security deposit) will possibly be imposed on those licensees who leave any wastes, for instance, rubble, wreckage, discarded garbage at Sky100.
- 15) No wooden ladders are allowed to be used inside the venue and all exhibition halls.
- 16) Contractors should dismantle the booth safely. Any components should be laid down gently while dismantling. If the dismantling process does not comply with the safety standard or the materials are fiercely pulled down, the Organisers and the Official Contractor reserve the right to stop the dismantling process and all site-work deposit will be deducted.
- 17) For all construction involving wooden materials, it is recommended to equip one functional fire extinguisher at a conspicuous spot within the booth area. All combustible materials used for temporary structures shall conform to British Standard 476: Part 7 Class 1 or 2 Rate of Surface Spread of Flame, or shall be brought up to the standards by treating with a fire retardant paint or solution. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor. Exhibitors and contractors must submit the certificate (FS251) to Official Contractor by 6 November 2023 for their raw space booths using wooden materials.
Please refer to the website (http://www.hkfsd.gov.hk/eng/source/FSIC_list_eng.pdf) for the list of Class 2 Registered Fire Service Installation Contractor.

SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

- 18) All aisles shall be unobstructed by services of any nature or exhibitor products or displays.
- 19) Flashing light box/ air louver cannot be blocked or covered.
- 20) All fabric material used on booth structure shall be covered by fire retardant materials.

Form (A1) Fascia Lettering & Exhibitor Quota Application

Please return the form to: **Yello Limited**
Tel: +852 6043 3391 / +852 6094 2661 Fax: +852 2111 1180
E-mail: events@yello-marketing.com
Contact: Mr. Foris HUNG/ Ms. Sarah LEE

Submission Deadline:
9 October 2023

This form is compulsory for exhibitors adopting basic, standard and premium furnished booths.

The fascia lettering in (English Only) is included in your package. Please fill in your exact company name in blockletters as you would like to appear above your booth. Should the space provided be insufficient, please use common abbreviations.

Please provide the preferred booth names according to the selected booth type:
Basic furnished booths: (no more than 8 alphabets)
Standard furnished booths: (no more than 15 alphabets)
Premium furnished booths: (no more than 20 alphabets)

English Alphabets

Booth Size (sqm)	Number of Exhibitor Quota	Exhibitor Vehicle Quota for Move-in & Move-out
1	4	1
9	8	2
25	14	3

* Please liaise the quantity with the quota above

Each pre-registered staff name provided below is entitled to one exhibitor quota. The quota is non-transferable. Duplicated staff name will only be counted once. No quota will be allotted if fails to fully complete staff name, HKID (First 4 Digits) & Car plate (If required).

	Staff Name (Shown in ID Card)	HKID (First 4 Digits)	Car plate No.		Staff Name (Shown in ID Card)	HKID (First 4 Digits)	Car plate No.
1				10			
2				11			
3				12			
4				13			
5				14			
6				15			
7				16			
8				17			
9				18			

Please note:

If we do not receive this form, we will use the company's name submitted in your booth application form. On-site changes may not be possible.

Submitted by

Exhibiting Company: _____ Booth No.: _____

Contact Person: _____ Tel.: _____

E-mail: _____ Date.: _____

Signature with
Company chop: _____

Form (A2) Facilities & Furniture Rental

Please return the form to: **Yello Limited**
 Tel: +852 6043 3391 / +852 6094 2661 Fax: +852 2111 1180
 E-mail: events@yello-marketing.com
 Contact: Mr. Foris HUNG/ Ms. Sarah LEE

Submission Deadline:
9 October 2023

Item	Unit Cost (HK\$/Per Event)	Quantity	Amount (HK\$)
Lockable Cabinet (1000 x 500 x 1000mmH)	800		
Black Bamboo Stool	400		
White Bamboo Stool	400		
White Folding Chair	120		
Black Single Seat Sofa	700		
White Single Seat Sofa	800		
Black Double Seat Sofa	1400		
White Square Table (75 x 75 x 75cm H)	400		
White Long Table (120 x 70 x 75cmH)	800		
Rubbish Bin	100		
Sub-total:			
30% surcharge for orders received after 9 October 2023:			
50% surcharge for orders received after 16 October 2023:			
Total Amount:			

*Please refer to the Catalogue for reference photo. *

Remarks

The above items are provided and payment should be directly payable to the Official Contractor, Yello Limited.

Submitted by

Exhibiting Company: _____ Booth No.: _____

Contact Person: _____ Tel.: _____

E-mail: _____ Date.: _____

Signature with
 Company chop: _____

Catalogue



Lockable Cabinet
(1000 x 500 x 1000mmH) –
\$800



Black Bamboo Stool –
\$400



White Bamboo Stool –
\$400



White Folding Chair –
\$120



Black Single Seat Sofa –
\$700



White Single Seat Sofa –
\$800



Black Double Seat Sofa –
\$1400



White Square Table
(75 x 75 x 75cm H) –
\$400



White Long Table
(120 x 70 x 75cmH) –
\$800



500W Power Socket –
\$800



Rubbish Bin –
\$100

Form (A3) Electrical Service Rental

Please return the form to: **Yello Limited**
 Tel: +852 6043 3391 / +852 6094 2661 Fax: +852 2111 1180
 E-mail: events@yello-marketing.com
 Contact: Mr. Foris HUNG/ Ms. Sarah LEE

Submission Deadline:
9 October 2023

Item	Unit Cost (HK\$/Per Event)	Quantity	Amount (HK\$)
500w/220v Power Socket (not for lighting)	800		
1000w/220v Power Socket (not for lighting)	1,200		
2000w/220v Power Socket (not for lighting)	2,000		
13Amp/220V Single Phase for lighting connections AND power supply to electrical appliances	7,400		
Sub-total:			
30% surcharge for orders received after 9 October 2023:			
50% surcharge for orders received after 16 October 2023:			
Total Amount:			

Remarks

The above items are provided and payment should be directly payable to the Official Contractor, Yello Limited.

Submitted by

Exhibiting Company: _____ Booth No.: _____

Contact Person: _____ Tel.: _____

E-mail: _____ Date.: _____

Signature with
Company chop: _____

Form (B) Booth Layout Plan

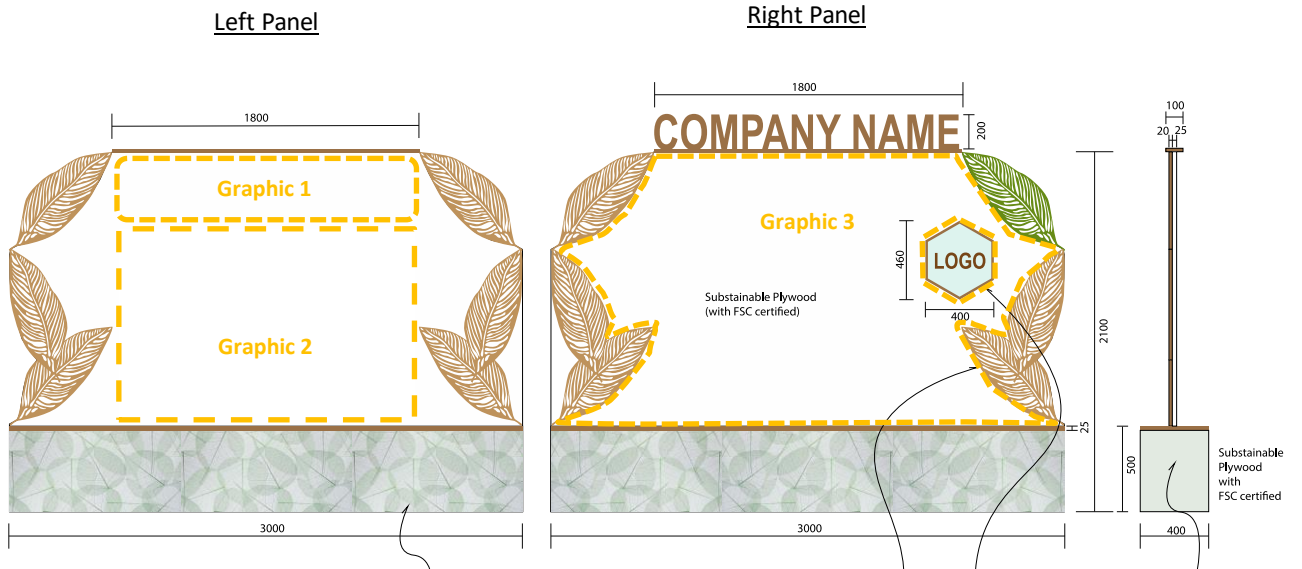
Please return the form to: **Yello Limited**
 Tel: +852 6043 3391 / +852 6094 2661 Fax: +852 2111 1180
 E-mail: events@yello-marketing.com
 Contact: Mr. Foris HUNG/ Ms. Sarah LEE

Submission Deadline:
9 October 2023

Please indicate the location of rental items on the plan as referenced below. Yello Limited will install in its discretion if no drawings/sketch is received. Request for re-positioning on-site will be subject to an extra charge.

Front View (9m² Reference Only)

Graphic Cover Area:
 (*Please provide AI file with respective sizes)



Submitted by

Exhibiting Company: _____ Booth No.: _____

Contact Person: _____ Tel.: _____

E-mail: _____ Date.: _____

Signature with
 Company chop: _____

Form (C1) Non-Official Contractor Information

Please return the form to: **Yello Limited**
Tel: +852 6043 3391 / +852 6094 2661 Fax: +852 2111 1180
E-mail: events@yello-marketing.com
Contact: Mr. Foris HUNG/ Ms. Sarah LEE

Submission Deadline:
9 October 2023

Exhibitor's Details:

Exhibitor Company Name: _____

Booth No.: _____ Booth Area: _____ (sqm) Site-Work Deposit (HK\$600/sqm): \$ _____

Contractor's Details:

Contractor Company Name: _____

On-site Contact Person: _____

On-site Contact No.: _____ E-mail: _____

Electrical Contractor: *(Pursuant to Electricity [Wiring] Regulations of Electricity Ordinance)*

Company Name of Electrical Contractor: _____

Registration No.: _____ On-site Contact Person: _____

On-site Contact No.: _____

Details for Site-Work Deposit Refund: *("√" on the appropriate box)*

Refund by Cheque Refund by Telegraphic Transfer

Refund Payee Name: _____

Bank Name: _____

Bank Address: _____

Account No.: _____

Swift Code: _____

Contact Person: _____

Contact No.: _____

Mailing Address *(applicable to refund by cheque only):* _____

Copies of insurance policy for booth construction & public liability have been submitted.

Exhibitor Company Stamp & Signature: _____

*(*No refund can be made without clear exhibitor company stamp & signature.)*

Form (C2) Contractor Quota Application Form

Please return the form to: **Yello Limited**
 Tel: +852 6043 3391 / +852 6094 2661 Fax: +852 2111 1180
 E-mail: events@yello-marketing.com
 Contact: Mr. Foris HUNG/ Ms. Sarah LEE

Submission Deadline:
9 October 2023

Contractors for Custom-built stand or standard/premium booth requesting for early move-in for booth decoration are required to submit site work deposit and relevant information etc. (please refer to details on separate reminder).

Distribution of Contractor's quota and vehicle quota is according to booth type and size selected. Please refer to the captioned for vehicle quota entitlement.

Booth Size (sqm)	Number of Exhibitor Quota	Exhibitor Vehicle Quota for Move-in & Move-out
1	4	1
9	8	2
25	14	3

* Please liaise the quantity with the contacts above

Each pre-registered staff name provided below is entitled to one contractor quota. The quota is non-transferable. Duplicated staff name will only be counted once. No quota will be allotted if fails to fully complete staff name, HKID (First 4 digits) and Car plate (If required).

No.	Staff Name (Shown in ID Card)	HKID (First 4 Digits)	Car plate No.	No.	Staff Name (Shown in ID Card)	HKID (First 4 Digits)	Car plate No.
1				10			
2				11			
3				12			
4				13			
5				14			
6				15			
7				16			
8				17			
9				18			

Submitted by

Exhibiting Company: _____ Booth No.: _____

Contact Person: _____ Tel.: _____

E-mail: _____ Date.: _____

Signature with
 Company chop: _____

Form (D) Audio-Visual Rental

Please return the form to: **Yello Limited**
 Tel: +852 6043 3391 / +852 6094 2661 Fax: +852 2111 1180
 E-mail: events@yello-marketing.com
 Contact: Mr. Foris HUNG/ Ms. Sarah LEE

Submission Deadline:
9 October 2023

Item	Unit Cost (HK\$/Per Event)	Quantity	Amount (HK\$)
LED TV (32")	2,400		
LED TV (40")	3,700		
LED TV (46") (Not apply on 1sqm booth)	4,500		
Monitor Stand with Skirt	1,300		
Black & White Desktop Printer	1,800		
Color Desktop Printer	2,500		
Copy / Print / Scan / Fax Machine	1,300		
A4 Paper (1 Box / 5 Reams)	250		
Flipchart with Adhesive Paper and (4) Color Markers	500		
Sub-total:			
30% surcharge for orders received after 9 October 2023:			
50% surcharge for orders received after 16 October 2023:			
Total Amount:			

Remarks

The above items are provided and payment should be directly payable to the Official Contractor, Yello Limited.

Submitted by

Exhibiting Company: _____ Booth No.: _____

Contact Person: _____ Tel.: _____

E-mail: _____ Date.: _____

Signature with
 Company chop: _____

Form (E) Electrical Service Rental

(For Raw Space Only)

Please return the form to: **Yello Limited**
 Tel: +852 6043 3391 / +852 6094 2661 Fax: +852 2111 1180
 E-mail: events@yello-marketing.com
 Contact: Mr. Foris HUNG/ Ms. Sarah LEE

Submission Deadline:
9 October 2023

Item	Unit Cost (HK\$/Per Event)	Quantity	Amount (HK\$)
13Amp/220V Single Phase for lighting connections AND power supply to electrical appliances	7,400		
30Amp/380V Three Phase for lighting connections AND power supply to electrical appliances	35,070		
60Amp/380V Three Phase for lighting connections AND power supply to electrical appliances	66,500		
100 Amp/380V Three Phase for lighting connections AND power supply to electrical appliances	101,000		
Sub-total:			
30% surcharge for orders received after 9 October 2023:			
50% surcharge for orders received after 16 October 2023:			
Total Amount:			

Remarks

- 1) The above items are only available for raw space exhibitors.
- 2) If the actual power consumption of booth exceeds the applied limit, additional power supply order needs to be placed and the applied order cannot be cancelled.
- 3) For exhibitors order the above items must have their own licensed electrician for installation and maintenance. The Official Contractor will not provide any installation and connection service for these items. Total power consumption shall not exceed the current specified. All electricians working in the exhibition hall must be registered and they must comply with the Government Electricity Ordinance. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with above requirement. The license of the electrician must be submitted to the Official Contractor accompanied with this form.
- 4) The above items are provided and payment should be directly payable to the Official Contractor, Yello Limited.

Submitted by

Exhibiting Company: _____ Booth No.: _____

Contact Person: _____ Tel.: _____

E-mail: _____ Date.: _____

Signature with
 Company chop: _____

SECTION 5: INTERNET AND TELECOMMUNICATION

5.1 Telephone, Facsimile and Cabling Services

All telephone, facsimile and cabling installation orders within the Yello Limited for the exhibition must be accompanied by a detailed drawing indicating the special locations of services require and/or any special instructions. Order forms for services must be submitted to Yello Limited. Please contact Mr. Foris Hung of Yello Limited, tel. no: +852 6043 3391, email: events@yello-marketing.com

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 exhibition on the last open day.

For all telecom services, exhibitors shall be under the liability for any loss or damage, whether direct, indirect or consequential which they may suffer by reasons of equipment failure or defects, or any cause beyond the direct control of Yello Limited.

SECTION 5: INTERNET AND TELECOMMUNICATION

5.2 Wireless Internet Services

For each user, there is a 60-minute usage limit of wireless internet service upon registration. The wireless Internet service user account will be automatically logged out after a 60 minutes computer idle period.

To ensure smooth Internet access during the fair period for business usage that requires stable connection throughout the Fair, exhibitors are advised to order a dedicated Broadband Line inside your booth, instead of relying on the Wireless LAN service provided by Yello Limited. Please contact Mr. Foris Hung of Yello Limited, tel. no: +852 6043 3391, email: events@yello-marketing.com

All exhibitors are kindly reminded that the free Wireless LAN service operated by Yello Limited intends only for light and causal usage by a limited number of users simultaneously. The wireless connection may fail or become slow and/or unstable during the fair period, and will disconnect if the connection is idle for over 10 minutes.

Orders for initial broadband line service must be submitted the Order Form to Yello Limited directly at least 3 weeks before the start of Licensed Period.

SECTION 6: SECURITY SERVICE

SECURITY SERVICE

CIC has exclusive right to provide or arrange for the provision of security services in the venue. All Sky100 security personnel will follow established guidelines as directed by CIC in accordance with any applicable Relevant Legislation and Regulations.

Exhibitors may elect to hire security guards for their own purposes during the fair period. Under the Standard Terms and Conditions of License of Sky100, exhibitors may procure additional security guards from the official security contractor only.

Please contact Mr. Foris Hung of Yello Limited, tel. no: +852 6043 3391, email: events@yello-marketing.com

Requests must be reached to Yello Limited at least 3 weeks before the fair; otherwise, a later ordersurcharge will be levied.

Exhibitors requiring security guard service should contact Yello Limited directly.

Thank you!

Event Safety Manual

In general, most potential hazards are present during event setup and removal. Which is due to large amount of manpower get involve in installation and dismantle work. Temporary Demountable Structure (TDS) (e.g. backdrop & marquee) is very common event setup, its erection and removal procedure is relatively complex and risk.

Those major potential hazards of event are:

- Falling from height
- Falling object
- Electric shock
- Trapped between objects
- Slip / Trip
- Fire

Beside setup / dismantle of TDS, due to improper design or poor workmanship the following setup or installation may cause personal injury during event in progress.

- Electrical installation
- Working platform / passenger walkway above ground
- Stage / stand intended to take load of person or material
- Standalone structure and decoration over 3 meters in height
- With overhand and any suspension

Therefore all TDS (over 3 meters height) and items listed in the above are classified as **High Risk Installation (HRI)**.

Use of Site and Safety and other Obligations

- The Exhibitor shall be responsible for the safety of their exhibits, their own representatives and all property with the Exhibition space allocated to it. The Exhibitor shall be liable for any damages, losses, claims, costs or other expenses suffered by any third parties resulted from the acts of the Exhibitor, its representatives, agents and by the its exhibits or any activities carried out by the aforesaid. The Exhibitor expressly releases the Organisers from any claim for any damages, losses, claims, costs or other expenses suffered by the Exhibitors, its representatives or agents occurred in or resulted from the Exhibition. The Exhibitor shall take out the appropriate insurance to cover all these risks as referred to in this clause. The Exhibitor agrees to indemnify the Organisers, its representatives and agents and from any alleged infringement relating to any exhibit or acts of the Exhibitor, its representatives or agents.
- The Exhibitor shall observe and comply with all the requirements and policies of the Exhibition Venue and Exhibitor's Manual. No advertising, display, demonstration or canvassing for business may be placed or carried out outside the allocated space.
- Exhibitor's stand must be manned by an authorised and competent representative of the Exhibitor at all times during the Exhibition Period.
- The Exhibitors shall not do or permit to do any act which may cause nuisance, inconvenience, disturbance or risks to the Organisers, other exhibitors, visitors or any third party in the Exhibition Venue.
- The Exhibitor undertakes to the Organisers that no exhibits which Infringe or may infringe any third party's intellectual property rights will be admitted to or be displayed in the Exhibition Venue during the Exhibition. The Exhibitor agrees that it will remove any items which, in the opinion of the Organisers or under allegation from any third party, may infringe the intellectual right of any third party. The Exhibitor agrees to indemnify the Organisers, its representatives and agents and hold them harmless against all claim, liabilities and expenses (including legal costs in defending itself) resulted from any alleged infringement relating to any exhibit or acts of the Exhibitor, its representatives or agents. Provided that the Organisers deems any items on exhibition infringe any third party's intellectual property or received such claims, the Exhibitor shall agree to be terminated the Exhibition.

Event Safety Manual

Contractual Requirement for High Risk Event

In order to manage and deliver event in safety manner, project team shall adopt the following requirement and safety rules into tender document as contractual requirement.

Criteria on Vendor Selection

1. Qualification: ISO 45001 – Certification of Occupational Health and Safety Management System (preferred)
2. Document Submission: Safety plan and which should include:
 - i. Safety policy
 - ii. Safety organization
 - iii. In-house safety rules
 - iv. Job hazard analysis and control
 - v. Selection and control of subcontractor
 - vi. Safety records of past 2 years
 - vii. Method statement and risk assessment of proposed Temporary Demountable Structure (TDS) over 2.5 meter (e.g. backdrop / LED wall and marquee) and additional electric installation

Manpower Requirement

Registered safety officer with 5 years post experience

Major duties:

1. In-charge safety matter of event during whole project period
2. Prepare safety document
3. Attend all safety meeting
4. Conduct on-site supervision during setup and removal

Major Safety Deliverables from Vendor

1. Responsible for overall safety and health matter of client, work crew, visitors and all related parties.
2. Provide method statement and risk assessment to illustrate the hazard and related safety control
3. Provide RPE certification for design and installation for all High Risk Installation* (HRI)
4. Take lead to arrange meeting to illustrate method statement / risk assessment and resolve related safety issue before event
5. Conduct on-site briefing to work crew and related parties to ensure sufficient understanding on safe work procedure and work sequence before setup and dismantle
6. Provide on-site supervision to ensure all safety measures in place during setup and dismantle
7. Provide and implement emergency plan for forceable emergency scenario

*HRI - Temporary Demountable Structure (TDS) (e.g. backdrop & marquee over) and setup of electric installation, working platform / passenger walkway above ground, stage intended to take load, standalone structure over 3 meters height and overhead suspension

Event Safety Manual

Contractual Requirement for High Risk Event

Event Design Requirement

1. Finishing material of temporary structure / installation must be non-combustible, inherently non-flammable or durably flameproof.
2. No sharp edge and corner is allowed
3. Floor covering material must be no slipping (even moist or wet) or other safety issues will occur.
4. Glass panels and glazing used in construction of temporary structure / installation must consist of safety class in minimum 4 mm thick.
5. Large areas of clear glazing shall be indicated so as to be readily apparent (e.g. by applying warning stripes, dots or logos)

Safety Rule for Event Setup and Dismantle

1. All operation shall fulfill requirements related to Cap. 59 Factories and Industrial Undertakings Ordinance and Cap. 509 Occupational Safety and Health Ordinance.
2. All operation shall fulfill all requirement stated by event venue provider.
3. All hands on workers shall obtain valid Labour Department mandatory safety training (Green Card)
4. All hands on workers shall equip with safety helmet with Y-chin strap and safety shoes
5. All workers are required to wear reflective vest
6. All work above ground shall employ mobile and ladder platform[#] only (no works on ladder)
7. All work over 2 meters shall employ proper working platform[#]
8. All area may affected by working at height shall be fenced off with warning notice
9. All hand tools and powered machine should be in good condition and check before use
10. No smoking on-site and no naked fire and flammable substance is allowed
11. All Machinery only operated by qualified and trained person
12. No works shall be carried out under drugs and alcohol influence

platform – shall comply requirement stated in Labour publication 'Overview of Work-at Height Safety'

Appendix 4 - Method Statement Coverage

1. Description of Works

- Name
- Location
- Duration

2. Manpower Arrangement

3. Plant / Machinery Involved

4. Equipment Required

5. Details of Working Method & Procedure

6. Design Calculation

7. Related Sketch & Drawing with Dimension

Appendix 4 - Sample Format of Risk Assessment

Project name:

Setup Date:

Dismantle Date:

Setup Venue:

General Safety Arrangement

Beside of the above preventive measures, event organization shall take note on the following safety arrangement:

-

Prepared by :
Date :

Registered Safety Officer No.

Approved by :
Date :

Event Manager:

動態風險評估 (由總承辦商填寫)

Dynamic Risk Assessment (Completed by Main Contractor)

工作內容： _____ 日期： _____
 工作地點： _____ 時間： _____
 評估時間： _____

安全協調會議 Safety Co-ordination Meeting

隊長或評估員：						(隊員簽名)
隊員：						
其他工作隊 / 訪客代表：						

主要工作安排：

1. _____
2. _____
3. _____
4. _____
5. _____

危害識別活動 Hazard Identification Activity Meeting

1. 就下列各類「工作的危險性」作出評估，在界定及選用合適的安全方法加上〔✓〕號及打圈。
2. 在工作前或工作時如發現於人機物法環各方面與正常工作出現重大轉變，未能界定合適的安全方法，必須通知上級作決定

工作的危險性		界定及選用合適的安全方法	其他安全方法
人 工作人員 可引致的 危害	<input type="checkbox"/> 技能 / 經驗 / 人手不足 / 單獨工作	<input type="checkbox"/> 安排額外人手 / 適合人員到場 <input type="checkbox"/> 提供在旁指導 / 解釋工作流程 / 清晰指示 <input type="checkbox"/> 確保有足夠技能 / 使用器械輔助 <input type="checkbox"/> 通訊器材 / 緊急應變程序	
	<input type="checkbox"/> 體力 / 健康 / 精神欠佳	<input type="checkbox"/> 安排有問題的人員離場 <input type="checkbox"/> 安排定時休息 / 安排較輕巧的工作	
機 運作中或 工作中使 用的機 械、儀器 及工具可 能帶來的 危害	<input type="checkbox"/> 有裸露帶電導體 / 暴露機械活動部分	<input type="checkbox"/> 關上電源 / 暫停機組 <input type="checkbox"/> 加裝臨時屏障 / 護罩 <input type="checkbox"/> 展示警告牌 / 圍封危險區域	
	<input type="checkbox"/> 使用動力設備 / 電動工具 / 機械 / 儀器 / 工具	<input type="checkbox"/> 安排適當人員操作 <input type="checkbox"/> 依照特定操作程序工作 <input type="checkbox"/> 檢查是否安全可用 <input type="checkbox"/> 小心衣服及配飾，避免給機器捲入 <input type="checkbox"/> 具有效測試 / 檢查證明書	
	<input type="checkbox"/> 殘餘能量 (電力 / 機械動力)	<input type="checkbox"/> 按程序釋放餘下的能量 <input type="checkbox"/> 加裝接地 <input type="checkbox"/> 保持容器 / 喉管的閥門開啓	
物 採用物料 可能帶來 的危害	<input type="checkbox"/> 危害性 / 易燃性物料 / 壓縮氣體 / 噴霧劑 / 爆炸性氣體 / 腐蝕性液體	<input type="checkbox"/> 依照標籤說明安全儲存 / 使用及棄置物料 <input type="checkbox"/> 控制火源，遠離高溫使用 <input type="checkbox"/> 留意工作位置，避免濺及身體或衣物 <input type="checkbox"/> 加設手提滅火設備 / 加強通風 <input type="checkbox"/> 裝上安全氣閥 / 防回火器	
法	<input type="checkbox"/> 電力 / 機械工作系統 / 帶電工作	<input type="checkbox"/> 有關安全文件 <input type="checkbox"/> 加裝屏障 / 圍封危險區域 <input type="checkbox"/> 依照特定工作程序進行工作 <input type="checkbox"/> 帶電工作風險評估	

動態風險評估 (由總承辦商填寫)

Dynamic Risk Assessment (Completed by Main Contractor)

工作過程中可能引發的危害	<input type="checkbox"/> 高溫 / 低溫 / 火焰 / 強光 / 高噪音 / 壓力 / 熱工序等	<input type="checkbox"/> 監察溫度或壓力 <input type="checkbox"/> 展示警告牌 / 圍封危險區域 <input type="checkbox"/> 依照特定工作程序進行工作 (如熱工序)
	<input type="checkbox"/> 物料由高處墮下	<input type="checkbox"/> 用適當容器盛載手工具 <input type="checkbox"/> 加裝踢腳板 / 物料防墮網 <input type="checkbox"/> 展示警告牌 / 圍封危險區域
	<input type="checkbox"/> 吊運危險 / 搬運危險 / 體力搬運 / 重複動作 / 超負荷 / 危害第三者 / 外力衝擊	<input type="checkbox"/> 監控重量 / 壓力警示 / 重新計算安全系數 / 物件體積及搬運位置 <input type="checkbox"/> 採用適當體力處理 / 吊重工具 / 吊運方法 / 手推車 / 唧車 <input type="checkbox"/> 展示警告牌 / 圍封危險區域 / 圍封吊運範圍 <input type="checkbox"/> 採用適當步驟減低外力衝擊 <input type="checkbox"/> 安排專業人士再行檢查 / 具備有效證書

工作的危險性	界定及選用合適的安全方法	其他安全方法	
環 此工地已認知的危險性	<input type="checkbox"/> 人體下墮 / 棚架倒塌 / 地面絆倒 / 光線不足 / 夾傷 <input type="checkbox"/> 觸電 / 火警 / 爆炸 <input type="checkbox"/> 密閉空間 / 有害氣體 / 高噪音 <input type="checkbox"/> 有高空下墮物 / 物料下墮 / 地面下陷 / 崩塌 <input type="checkbox"/> 機械 / 車輛撞擊 <input type="checkbox"/> 天氣 (酷熱 / 嚴寒 / 大雨 / 雷暴 / 颱風) <input type="checkbox"/> 動物 / 昆蟲 / 細菌感染 / 疾病傳染	<input type="checkbox"/> 加裝圍欄 / 踢腳板 / 安全網 / 合適企梯 / 重新裝設 <input type="checkbox"/> 鞏固棚架 / 坑板 / 展示警告牌 / 圍封危險區域 <input type="checkbox"/> 安排專業人士重新檢查 <input type="checkbox"/> 清理地面阻礙物 / 油污 / 漬水等 <input type="checkbox"/> 使用臨時照明 / 帶備手提電筒 <input type="checkbox"/> 將門固定 / 避免將手指或其他身體部份置於門的活動範圍 <input type="checkbox"/> 關上電源 / 加裝屏障 / 圍欄 / 局部放電探測 <input type="checkbox"/> 遠離可燃 / 易燃物品 / 隔離火源 / 嚴禁明火 <input type="checkbox"/> 依照熱工序進行工作 / 加設手提滅火設備 <input type="checkbox"/> 檢查逃生通道 <input type="checkbox"/> 選擇緊急集合地點 : 在大門口集合 / 停車位置附近 <input type="checkbox"/> 依照特定密閉空間程序進行工作 <input type="checkbox"/> 堵塞氣體來源 / 物料溢進 / 排氣抽風 / 吹風 <input type="checkbox"/> 控制下墮物料來源 / 加設支撐 / 樁頂 <input type="checkbox"/> 展示警告牌 / 圍封危險區域 <input type="checkbox"/> 重新安排工作先後次序 / 安排專業人士再行檢查 <input type="checkbox"/> 加添告示 / 雪糕筒 / 閃燈 <input type="checkbox"/> 安排訊號員指揮交通 / 倒車找人協助 <input type="checkbox"/> 留意天氣報告 / 通訊設施 <input type="checkbox"/> 設置太陽傘 / 帳篷 / 防曬物品 / 多飲水 / 適當休息 <input type="checkbox"/> 避免在當風位工作 / 暫停戶外工作 / 清除積水 <input type="checkbox"/> 趕狗棒 / 行山杖 / <input type="checkbox"/> 蜂網 / 防蚊貼 / 蚊怕水 <input type="checkbox"/> 先清理污染物 / 污水等 <input type="checkbox"/> 現場清潔 / 消毒等	

	頭	手	身	腳 / 其他
所選用的 PPE / 設備	<input type="checkbox"/> 安全帽 / 防蜂罩網 <input type="checkbox"/> 眼罩 / 面罩 / 耳塞 <input type="checkbox"/> 自供式呼吸器 / 口罩	<input type="checkbox"/> 絕緣 / 防割 / 隔熱 / 阻燃 / 防化手套 / 皮手套	<input type="checkbox"/> 反光背心 / 救生衣 <input type="checkbox"/> 阻燃服 / 防化圍裙 / 燒焊圍裙 <input type="checkbox"/> 安全套帶 / 防墮裝備	<input type="checkbox"/> 安全鞋 / 安全水靴 / 絕緣鞋 <input type="checkbox"/> 急救設備 <input type="checkbox"/> 其他

如上述工作的危險性未能涵蓋，請在下表列出其他危險及界定的安全方法，以便進行溝通和討論

	工作的其他危險	界定及選用合適的安全方法
1		
2		
3		

Annex 7 – Intellectual Property Right and Ownership

The ownership of, and all Intellectual Property Rights subsisting in this project (finished or otherwise), the delivery materials (finished or otherwise) and all the other underlying works created, generated or acquired by the Contractor, its employees, contractors, subcontractors or agents, including without limitation, any scripts, photographs, videos, choreography, dramatic works, music, plans, source code and drafts shall be vested in and belong to the CIC.

The Contractor should be responsible for clearance of all copyright issues and obtain necessary licences of musical arrangement (either tailor made or library music) at its own cost and expense for broadcasting anywhere within and outside Hong Kong, any occasion and any usage using any media, including, but not limited to, radio channels, TV, video walls, the Internet and multi-media advertisements on public transport, and at seminars, exhibitions and other public functions/ activities, and for production of VCDs/ DVDs/ CD-ROMs and other publicity materials by the CIC for non-profit making purpose. The cost of licensing should be absorbed by the Contractor.

Annex 8 – Indemnity and Intellectual Property Right Indemnities

Indemnity

The Contractor shall indemnify and keep CIC indemnified from and against:

- (i) all and any demands, claims, actions, arbitrations, proceedings, threatened, brought or instituted against CIC; and
- (ii) all liabilities and indebtedness (including without limitation liabilities to pay damages or compensation), loss, damage, costs and expenses incurred or suffered by CIC (including all legal and other costs, charges, and expenses, on a full indemnity basis, which CIC may pay or incur in initiating, defending, counter-claiming, settling or compromising any action or proceeding by or against CIC).

which in any case being arisen directly or indirectly relating to the Contract.

Intellectual Property Right Indemnities

The Contractor shall indemnify and keep CIC, its authorized users, assignees and successors-in-title (hereinafter “indemnified parties”) indemnified from and against:

- (i) all and any demands, claims, actions, arbitrations, proceedings, threatened, brought or instituted against the indemnified parties; and
- (ii) all liabilities and indebtedness (including without limitation liabilities to pay damages or compensation), loss, damage, costs and expenses incurred or suffered by indemnified parties (including all legal and other costs, charges, and expenses, on a full indemnity basis, which indemnified parties may pay or incur in initiating, defending, counter-claiming, settling or compromising any action or proceeding by or against indemnified parties).

which in any case being arisen directly or indirectly relating to the Contract.

Provision for Event Management and Production Services for
Global Construction Digitalisation Forum and Exhibition 2024 for
Construction Industry Council
Ref. (572) in P/AE/PUR/AGC

Annex 9 - Reference Pictures of Exhibition Booths

1. Basic Booth – Floor area of 1 sq. m.



Provision for Event Management and Production Services for
Global Construction Digitalisation Forum and Exhibition 2024 for
Construction Industry Council
Ref. (572) in P/AE/PUR/AGC

2. Standard Booth – Floor area of 2 sq. m.



Provision for Event Management and Production Services for
Global Construction Digitalisation Forum and Exhibition 2024 for
Construction Industry Council
Ref. (572) in P/AE/PUR/AGC

Annex 10 - Reference Pictures of past CIC Booths



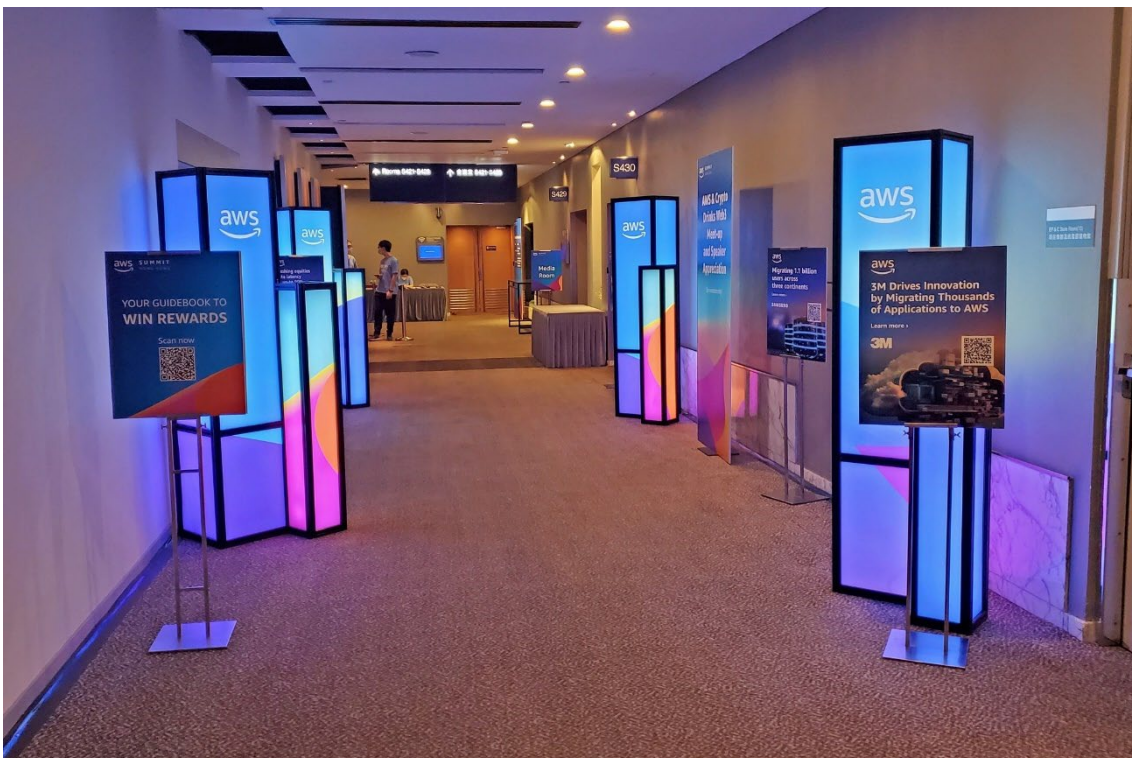
Provision for Event Management and Production Services for
Global Construction Digitalisation Forum and Exhibition 2024 for
Construction Industry Council
Ref. (572) in P/AE/PUR/AGC

Annex 11 - Reference Pictures of Decorative Lightbox

Lightbox at Concourse:



Lightbox at Hallway:



Memorandum of Agreement
of
Provision of Event Management and Production Services
for
Global Construction Digitalisation Forum
and Exhibition 2024
for
the Construction Industry Council

July 2024

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To be Signed by a Contractor

MEMORANDUM OF AGREEMENT

MEMORANDUM OF AGREEMENT made on the _____ day of _____
2024 BETWEEN THE CONSTRUCTION INDUSTRY COUNCIL of ¹ _____
_____ (hereinafter called “the Employer”)

of the one part and ² _____
_____ of ³ _____

(hereinafter called “the Contractor”) of the other part WHEREAS the Employer requires the Contractor to execute, complete and maintain the whole of the said in respect of Provision of Event Management and Production Services for Global Construction Digitalisation Forum and Exhibition 2024 for the Construction Industry Council for the Employer (hereinafter called “the Assignment”) and details of which are set out in the Assignment Brief annexed hereto AND WHEREAS the Contractor has agreed to complete the works in accordance with the Assignment Brief, Conditions of Employment annexed hereto (hereinafter referred to as “the Conditions”), and subject to the payment to him by the Employer of the fees and other payments set out in the Fee Proposal and the Conditions annexed hereto.

NOW THEREFORE IT IS AGREED AS FOLLOWS :-

1. This Agreement shall comprise :-
 - (a) Conditions of Tender and Appendices
 - (b) Form of Tender
 - (c) CIC’s General Conditions of Contract and Guidelines for Works or Services (2b-CAR)
 - (d) Assignment Brief and its Annexes
 - (e) Technical Proposal and Fee Proposal
 - (f) General Conditions of Employment
 - (g) Contractor's Safety Requirements
 - (h) Guideline On Work-Above-Ground Safety
 - (i) Any relevant correspondenceall of which are annexed hereto.

2. The Director for the purposes of this Agreement shall be ⁴ _____

3. In consideration of the payments made at the times and in the manner set forth in the Agreement by the Employer, the Contractor hereby jointly and severally⁵ undertakes to perform and complete the said works subject to and in accordance with the Agreement.

IN WITNESS this Agreement has been executed as a deed on the date first above written

SIGNED for and on behalf of)
the Employer by ⁶)
)
)

in the presence of
Signature, name and address

(a) SIGNED for and on behalf of)
the Contractor by ⁷)
)
)

in the presence of
Signature, name and address

OR

(b) SIGNED for and on behalf of and as)
lawful attorney for ²)
under power of)
attorney dated)
By)

in the presence of
Signature, name and address

OR

(c) SIGNED on behalf of the Contractor by ⁸

)
)
)
)

in the presence of
Signature, name and address

NOTES: (for preparation of but not inclusion in the engrossment of the Memorandum of Agreement)

Case (a) is for use where the Contractor executes the Assignment.

Case (b) is for use where the Contractor executes through an attorney.

Case (c) is for use where the Contractor comprises a partnership or consortium. As regards the attestation clause, each member forming the partnership or consortium just executes.

- 1 Insert the address for service of documents.
- 2 Insert the name of the Contractor.
- 3 Insert the address of the Contractor.
- 4 Insert the post title.
- 5 Delete “jointly and severally” where cases (a) or (b) apply. Initial the deletion by the signatories of the Memorandum of Agreement.
- 6 Insert the name and appointment of the officer.
- 7 Insert the name(s) and capacity of the person(s) (usually the Directors of the Contractor) executing the Agreement for the Contractor. The person’s authority to execute the Agreement for the Contractor is prescribed in the Memorandum of Association of the Contractor.
- 8 Insert the names of the partners.

General Conditions of Employment
of
Provision of Event Management and Production Services
for
Global Construction Digitalisation Forum
and Exhibition 2024
for
the Construction Industry Council

July 2024

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General Conditions of Employment for
Provision of Event Management and Production Services
for Global Construction Digitalisation Forum and Exhibition 2024
for the Construction Industry Council

1 Definitions

In the Agreement as hereinafter defined the following words and expressions shall have the meaning hereby assigned to them except when the context otherwise requires:

“Agreement” means and includes the Memorandum of Agreement, Conditions of Employment for Provision of Event Management and Production Services for Global Construction Digitalisation Forum and Exhibition 2024 for the Construction Industry Council for the Construction Industry Council, the Assignment Brief and its Annexes, Fee Proposal and such other documents as may be referred to in the Memorandum of Agreement.

“Assignment” means that part of the Project undertaken by the Contractor as detailed in the Assignment Brief and its Annexes.

“Assignment Brief” means the document attached to the Memorandum of Agreement which describes the Project and sets out the details of the Assignment.

“Contractor” means the person, firm or company named in the Memorandum of Agreement and includes the Contractor’s permitted assignees.

“Deliverables” means all the reports, drawings, documents, software, certificates and other items described in the Assignment Brief and its Annexes which are to be produced by the Contractor under the Assignment.

“Director” means the person designated in the Memorandum of Agreement to act as the Director or such other person as may be appointed from time to time by the Employer and notified in writing to the Contractor to act as the Director for the purposes of this Agreement and the person so designated or appointed.

“Employer” means the Construction Industry Council.

“Employer’s Representative” means the Architect, Engineers, Quantity Surveyor, Safety Specialist appointed by the Construction Industry Council.

“Government” means the Government of the Hong Kong Special Administrative Region.

“Project” means the scheme described in the Assignment Brief and its Annexes, of which the Assignment forms a part.

“Works” and “Services” means duties, work, services, surveys and investigations to be carried out and obligations to be fulfilled by the Contractor under this Agreement.

2 Singular and Plural

Words and expressions in the singular include the plural and words and expressions in the plural include the singular where the context so implies.

3 Marginal Headings

The index, marginal notes or headings in any documents forming part of the Agreement shall not in any way vary, limit or extend the interpretation of the Agreement.

4 Laws

The Agreement shall be governed by and construed according to the laws for the time being in force in HKSAR.

5 Interpretation

The Interpretation and General Clauses Ordinance shall apply to the Agreement.

6 Memorandum of Agreement

The Contractor when called upon to do so shall enter into and execute a Memorandum of Agreement which shall be prepared at the cost of the Employer in the form annexed with such modifications as may be necessary.

7 Documents Mutually Explanatory

- (A) Save to the extent that any Special Conditions of Employment provides to the contrary the provisions of the Conditions of Employment shall prevail over those of any other document forming part of the Agreement.
- (B) Subject to sub-clause (A) of this Clause the several documents forming the Agreement are to be taken as mutually explanatory of one another but in the case of ambiguities and discrepancies the same shall be explained and adjusted by the Employer.

8 Use of English Language and Metric Units

All the correspondence in connection with this Agreement shall be in English. All Deliverables shall be in English and metric units shall be used throughout, unless otherwise stated in the Assignment Brief or approved by the Employer and its representative.

9 Confidentiality

- (A) Save for the performance of the Services the Contractor shall not disclose the terms and conditions of this Agreement or any information, specifications, documents, drawing, plan, software, data or particulars furnished by or on behalf of the Employer and its representative in connection therewith, to any person other than a person employed or engaged by the Contractor in carrying out this Assignment or any approved sub-consultants / sub-contractors or the Contractor's legal and insurance advisers.
- (B) Any disclosure to any person, sub-consultants / sub-contractors or advisers permitted under sub-clause (A) of this Clause shall be in strict confidence and shall extend only so far as may be necessary for the purpose of this Agreement and the Contractor shall take all necessary measures to ensure the confidentiality of any such disclosure.
- (C) The Contractor shall not without the prior written consent of the Director and its representative which approval shall not be unreasonably withheld publish, either alone or in conjunction with any other person, in any newspaper, magazine, or periodical, any article, photograph or illustration relating to this Agreement.
- (D) If the Contractor has provided the Employer and its representative with documents and information which he has declared in writing to be confidential and stamped accordingly whether in relation to his practice or special circumstances or for other good causes, unless the Director within two months of receipt of such information by notice in writing disagrees, then that information will be treated as confidential. The Employer and its representative shall not permit the disclosure of such confidential information to third parties without the written consent of the Contractor.

10 Information to be supplied by the Employer

The Employer shall keep the Contractor informed on such matters as may appear to him to affect the performance of the Services and shall give such assistance, approvals, and decisions in writing as and when they shall reasonably be required for the performance of the Services.

11 Information to be supplied by the Contractors

The Contractor shall keep the Employer and its representative informed on all matters related to the Assignment within the knowledge of the Contractor including

details of all staff employed by them in the performance of the Services and shall answer all reasonable enquiries received from the Employer and its representative and render reports at reasonable intervals when asked to do so and shall assist the Employer and its representative to form an opinion as to the manner in which they are proceeding with the Assignment.

12 Retention of Documents and Audit Inspection

- (A) For a period of 2 years commencing with the completion of any works contract, supervision of which is part of the Services, the Contractor shall retain and provide spaces for that purpose all his records, data, accounts and other information in respect of the services.
- (B) The Contractor shall give assistance to Employer for the purpose of audit inspection to inspect such records, data, accounts and other information whatsoever and shall answer queries or supply information reasonably requested by such personnel in pursuance of such audit inspection.

13 Attendance at Meetings

The Contractor shall, if reasonably possible, attend or be represented at all meetings convened by the Employer to which he may be summoned and shall advise and assist the Director and the Employer and its representative on all matters relating to the Services.

14 Facilities for Inspection

The Contractor shall at all time give to the Director, Employer and its representative and any persons duly authorized by him reasonable facilities to inspect or view the documents, records and correspondence in his possession relevant to this Agreement.

15 Approval of Documents

- (A) The Contractor shall, when so requested by the Employer and its representative, submit to him for his approval such record, data, account or other documents, matters or things prepared by them as a direct requirement of the Assignment as he may specify or require.
- (B) No such approval shall affect the responsibility of the Contractor in connection with the Services.

16 Delegation of Employer's Power

The Contractor shall take instructions and directions and, where appropriate, receive the Employer's decisions and views only through the Employer and, subject to any limitations imposed by the Employer in any letter of authority granted by him, such other person to whom the Employer may delegate his powers.

17 Amendments to the Contract Conditions

- (A) The Employer shall make any changes to the Contract Conditions which he considers necessary or desirable for the successful completion of the Assignment or the Project.
- (B) Any queries on, or suggestions for amendments to the Contract Conditions shall be referred to the Employer for his clarification or instructions regarding further action.

18 Written Approval

The Contractor shall obtain the written approval of the Employer prior to entering into any commitment to expenditure for which there is provision for reimbursement under the Fee Proposal.

19 Consultation

The Contractor shall, as may be necessary for the successful completion of the Assignment, consult all authorities, or who may be appointed by the Employer in connection with the Assignment and bodies or persons affected by the Assignment.

20 Response to Queries

- (A) The Contractor shall respond to queries on the findings and conclusions of this Assignment raised during the period defined in the Assignment Brief for such queries by the Employer or by any Contractor who may be appointed by the Employer for the subsequent stage of the Project.
- (B) The Contractor shall use his best endeavours to respond to queries on the findings and conclusions of this Assignment raised after the period defined in the Assignment Brief for such queries by the Employer or any person who may be appointed by the Employer or nominated by the Employer.

21 Exclusive Ownership

The Employer shall become the exclusive owner of all Deliverables, save those Deliverables under licence or those Deliverables in respect of which there is a pre-existing copyright or patent, supplied or produced by, for or on behalf of the Contractor under this Agreement. The liability of the Contractor in respect of the Employer's use of such Deliverables shall be limited to liabilities arising from uses contemplated under this Agreement or expressly agreed to in writing by the Contractor. The Employer hereby:

- (i) Indemnifies the Contractor against all claims, damages, losses or expenses suffered by the Employer; and
- (ii) Agrees to indemnify the Contractor against all claims, made by third parties against the Contractor;

arise out of or in connection with a use by the Employer of any Deliverable which use was not contemplated under this Agreement or not expressly agreed to in writing by the Contractor.

22 Care and Diligence

- (A) The Contractor shall exercise all reasonable professional skill, care and diligence in the performance of all and singular the Services and, in so far as his duties are discretionary, shall act fairly between the Employer and any third party.
- (B) The Contractor shall, in respect of any work done or information supplied by or on behalf of the Employer, report to the Employer any errors, omissions and shortcomings of whatsoever nature of which the Contractor becomes aware in the performance of the Services.
- (C) The Contractor shall indemnify and keep indemnified the Employer against all claims, damages, losses or expenses arising out of or resulting from any negligence in or about the conduct of and performance by the Contractor, his servants or agents, of the Services.
- (D) In the event of any errors or omissions for which the Contractor is responsible and as a result of which the re-execution of the Services is required, the Contractor shall, without relieving any liability and obligation under the Agreement, at his own cost re-execute such Services to the satisfaction of the Employer.

23 Instruction and Procedure

The Contractor shall comply with all reasonable instructions of the Director or the Employer and its representative. The Employer and its representative shall issue to the Contractor general instructions on procedure and shall supply such additional information as may be required.

24 Approval for Variations and Claims

The Contractor shall obtain prior approval in writing of the Employer and its representative to the order of a variation to the contract works or to the commitment otherwise of the Employer and its representative to expenditure under the works contract other than in respect of claims, if the value of such order or commitment is estimated to exceed the sum specified in the Assignment Brief, or if not specified in the Assignment Brief, as advised in writing by the Employer and its representative. With the exception that in emergencies such prior approval shall not be required, provided that the order or other commitment is essential and that it is impractical to seek the prior approval of the Employer and its representative.

25 Referral of Variations and Claims

(A) Notwithstanding the requirements of Clause 24 the Contractor shall:

- (i) refer the details of every variation to the Contract Works under any such Works Contract, including the reasons for it and its estimated value, to the Employer and its representative for information as soon as the variation is ordered.
- (ii) as soon as the value of a variation to the Contract Works has been determined, refer the details of the evaluation to the Employer and its representative for information.
- (iii) report to the Employer and its representative all claims for additional payment made by the Contractor and, except for those solely in respect of agreement of rates, refer the principles underlying their assessment of each claim, to enable the Employer and its representative to provide its view of the matter before the Contractor reaches a decision; and
- (iv) report to the Employer and its representative all delays to the progress of the Contract Works and, except for those delays solely in respect of inclement weather conditions, refer his assessment of granting of extension of time for completion, if any, to enable the Employer and its representative to provide its view of the matter before the Contractor reach a decision.

(B) The foregoing referrals and reporting to the Employer and its representative shall be in writing.

26 Programme to be Submitted and Agreed

- (A) The Contractor may propose changes to some or all of the key dates specified in the Assignment Brief for incorporation into the draft programme prepared under sub-clause (B) of this Clause. If any of such proposed changes are agreed by the Employer and its representative, who may impose conditions on his agreement, the corresponding key dates shall be changed and the changed dates incorporated into the draft programme.
- (B) The Contractor shall submit a draft programme which shall be in accordance with the requirements of the Assignment Brief and shall incorporate the key dates specified in the Assignment Brief, including any changes agreed under sub-clause (A) of this Clause. The Employer and its representative shall either agree the draft programme or instruct the Contractor to submit a revised draft programme which he shall do.
- (C) If the Employer and its representative does not agree the revised draft programme submitted under sub-clause (B) of this Clause, he shall issue an instruction under Clause 23 to the Contractor.
- (D) When the Employer and its representative has agreed the draft programme or the revised draft programme submitted under sub-clause (B) of this Clause or such other draft programme as may result from sub-clause (C) of this Clause, the agreed draft programme or revised draft programme shall become the Agreed Programme for carrying out the Assignment and shall be amended only with the approval of the Employer and its representative.

27 Payment

Payments under this Agreement shall be made in accordance with the Fee Proposal.

28 Fees to be Inclusive

Unless provided otherwise, the fees quoted in the Fee Proposal shall be inclusive of all labour, materials and expenses incurred in the performance of the Services.

29 Payment in Hong Kong Dollars

Unless provided otherwise, payments shall be made in Hong Kong dollars.

30 Expenses incurred in currencies other than Hong Kong dollars (not used)

Not used.

31 Payment of Accounts

- (A) Except as provided for in sub-clause (B) of this Clause accounts of all money due from the Employer to the Contractor in accordance with this Agreement shall be paid within 30 days after receipt and verification of the Contractor's invoice by the Employer. In the event of failure by the Employer to make payment to the Contractor in compliance with the provisions of this Clause the Employer shall pay to the Contractor interest at the judgment debt rate prescribed from time to time by the Rules of the Supreme Court (Chapter 4 of the Laws of Hong Kong) (interpreted in accordance with the Hong Kong Reunification Ordinance) upon any overdue payment from the date on which the same should have been made.
- (B) If any item or part of an item of an account rendered by the Contractor is reasonably disputed or reasonably subject to question by the Employer and its representative, the Employer shall within 30 days after receipt of the invoice by the Employer inform the Contractor in writing of all items under dispute or subject to question. Payment by the Employer of the remainder of that account shall not be withheld on such grounds and the provisions of sub-clause (A) of this Clause shall apply to such remainder.

32 Rendering of Accounts

The Contractor shall render his accounts for interim payments in accordance with the Fee Proposal.

33 Payment for Additional Services

The Contractor shall be entitled to payment for the performance of any Services which he could not reasonably have anticipated at the time of entering into this Agreement resulting from:

- (i) explanations of adjustments made under sub-clause (B) of Clause 7;
 - (ii) changes to the Assignment Brief made under sub-clause (A) of Clause 17;
 - (iii) clarifications or instructions given under sub-clause (B) of Clause 17;
- and

- (iv) instructions given under Clause 23.

Provided that such Services are not attributable to default on the part of the Contractor.

34 Reduction of Lump Sum Fees

If there shall be a reduction in the Services resulting from:

- (i) explanations or adjustment made under sub-clause (B) of Clause 7;
- (ii) changes to the Assignment Brief made under sub-clause (A) of Clause 17;
- (iii) clarifications or instructions given under sub-clause (B) of Clause 17;
and
- (iv) instructions given under Clause 23;

then the Employer shall be entitled to a reduction in the lump sum fees in respect of such a reduction in the Services.

35 Notifications and Payment for Delays

- (A) The Contractor shall not be entitled to payment in respect of any additional costs he incurs as a result of delays arising during the performance of the Services if the causes of delay which are the fault of neither party.
- (B) The Contractor shall notify the Employer when a delay arises and shall detail what in his opinion are the reasons for the delay, the consequences or likely consequences of the delay and any additional costs he has incurred or may incur.
- (C) The Contractor shall keep such contemporary records as may reasonably be necessary to support any claim for payment under this Clause and shall give to the Employer and its representative details of the records being kept in respect thereof. Without necessarily admitting the Employer's liability, the Employer and its representative may require the Contractor to keep and agree with the Employer any additional contemporary records as are reasonable and may in the opinion of the Employer be material to the claim. The Contractor shall permit the Employer and its representative to inspect all records kept pursuant to this Clause and shall supply copies thereof as and when the Employer and its representative so requires.

- (D) After the giving of a notice of delay to the Employer and its representative under sub-clause (B) of this Clause, the Contractor shall, as soon as is reasonable, send to the Employer and its representative a first interim account giving full and detailed particulars of the circumstances giving rise to the delay and any additional costs he incurred. Thereafter at such intervals as the Employer and its representative may reasonably require, the Contractor shall send to the Employer and its representative further up-to-date accounts giving the accumulated total of the additional costs and any further full and detailed particulars in relation thereto.
- (E) If the Contractor fails to comply with the provisions of sub-clause (B) of this Clause in respect of any claim, such claim shall not be considered.
- (F) If the Contractor fails to comply with the provisions of sub-clauses (C) or (D) of this Clause in respect of any claim, the Employer and its representative may consider such claim only to the extent that the Employer and its representative is able on the information made available.
- (G) The Contractor shall take all reasonable steps to mitigate the costs which may be incurred as a result of the delays.

36 Resident Site Staff (not used)

Not used.

37 Non-Assignment

The Contractor shall not have the right to assign or transfer the benefit and obligations of this Agreement or any part thereof.

38 Employment and Replacement of sub-consultants / sub-contractors

The Contractor shall obtain the prior written approval of the Employer to:

- (i) the appointment of sub-consultants / sub-contractors to undertake any part of the Services; and
- (ii) the replacement of any sub-consultants / sub-contractors appointed under sub-clause (i) of this Clause.

39 Liability of Contractor for acts and default of sub-consultants /

sub-contractors

The appointment of sub-consultants / sub-contractors to undertake any part of the Services shall not relieve the Contractor from any liability or obligation under this Agreement and he shall be responsible for the acts, default and neglects of any sub-consultants / sub-contractors, his agents, servants or workmen as fully as if they were the acts, default and neglects of the Contractor, his agents, servants or workmen.

40 Publicity relating to contract works (not used)

Not used.

41 Suspension, resumption or termination

- (A) This Agreement may be suspended or terminated by the Employer at any time, by the Employer giving the Contractor one months' notice in writing.
- (B) On suspension or termination, the Contractor shall be paid all fees and expenses commensurate with the Services performed by them up to the date of suspension or termination less all fees and expenses previously paid to the Contractor. The Contractor has the obligations to stop work immediately but in an orderly manner and do deliver to the Employer documents in its control relating to the Project. The Employer shall not be liable for any loss of profits and other losses incurred by the Contractor as a result of termination or suspension. The Employer reserves its right to claim for loss and damages against the Contractor as a result of termination of his contract including re-nominating the others to carry out and complete the remaining items. In case the payment balance is insufficient to cover the actual loss being suffered by the Employer, the Contractor has to reimburse the same accordingly.
- (C) In the event of suspension or termination the Contractor shall be entitled to reimbursement of the actual cost of or an amount in fair compensation for any financial commitment or obligation outstanding after the giving of the notice of suspension or termination which he has properly incurred in accordance with this Agreement prior to the giving of the notice of suspension or termination.
- (D) The payments referred to in sub-clauses (B) and (C) of this Clause shall be deemed in full and final payment for the Services up to the date of suspension or termination. The Contractor shall be entitled to such payments only if the suspension or termination is not attributable to default on the part of the Contractor.

- (E) In the event of suspension and subsequent resumption of this Agreement the Contractor shall be reimbursed any expenses necessarily incurred as a result of such resumption.
- (F) If this Agreement is resumed any payment of fees under this Clause except in respect of abortive work that has to be re-done shall rank as payment on account towards the fees payable under this Agreement.
- (G) Should this Agreement continue to be suspended for a period of more than two years then either:
 - (i) it shall be terminated upon the written notice of either party; or
 - (ii) it may be renegotiated with the agreement of both parties.

42 Special Risks (not used)

Not used.

43 Appeal to Employer

The Contractor shall have the right to appeal to the Employer against any instruction or decision of the Employer's Representative, Director and its representative which he considers to be unreasonable.

44 Settlement of Disputes

- (A) If any dispute or difference of any kind whatsoever shall arise between the Employer and the Contractor in connection with or arising out of this Agreement, either party shall be entitled to refer the dispute or difference to the Employer Delegates and the partner or director of the Contractor, who shall meet within 21 days of such matter being referred to them.
- (B) If the dispute or difference cannot be resolved within 2 months of a meeting under sub-clause (A) of this Clause or upon written agreement that the dispute or difference cannot be resolved, either the Employer or the Contractor may at any time thereafter request that the matter be referred to mediation in accordance with and subject to the Hong Kong International Arbitration Centre Mediation Rules or any modification thereof for the time being in force.
- (C) If the matter cannot be resolved by mediation, or if either the Employer or the Contractor do not wish the matter to be referred to mediation then either

the Employer or the Contractor may within the time specified herein require that the matter shall be referred to arbitration in accordance with and subject to the provisions of the Arbitration Ordinance (Chapter 609, Laws of Hong Kong) or any statutory modification thereof for the time being in force and any such reference shall be deemed to be a submission to arbitration within the meaning of such Ordinance. Any such reference to arbitration shall be made within 90 days of either the refusal to mediate, or the failure of the mediation.

- (D) The Hong Kong International Arbitration Centre Domestic Arbitration Rules shall apply to any arbitration instituted in accordance with this Clause unless the parties agree to the contrary.

45 Prevention of Bribery

The Contractor shall inform his employees who are engaged either directly or indirectly on the formulation and implementation of a project of the Construction Industry Council that the soliciting or accepting of an advantage as defined in the Prevention of Bribery Ordinance is not permitted. The Contractor shall also caution his employees against soliciting or accepting any excessive hospitality, entertainment or inducements which would impair his impartiality in relation to the projects of the Construction Industry Council.

46 Declaration of Interest

- (A) On appointment and during the currency of this Agreement, the Contractor must declare any interest if it is considered to be in real or apparent conflict with the Services. The Contractor shall not undertake any services, which could give rise to conflict of interest, except with the prior approval of the Employer which approval shall not be unreasonable withheld.
- (B) In any case, the Contractor or any of his associated companies shall not undertake any services for a contractor in respect of a contract between that contractor and the Employer for which the Contractor is providing a service to the Employer.

47 Insurance

- (A) Without limiting his obligations and responsibilities nor his liability to indemnify the Employer under Clause 22 the Contractor shall, as from the date of commencement of this Agreement, and thereafter, maintain an insurance cover to meet any claims that may be made by the Employer in respect of any negligence in or about the conduct of and performance by the Contractor, his servants and agents of all and singular the Services.

- (B) In the event that through no fault of the Contractor it becomes impractical or unreasonable to maintain the said cover for the full period required by sub-clause (A) of this Clause, the Employer may approve alternative arrangements.
- (C) The foregoing insurance policy or policies shall be affected with an insurer (or insurers) and in terms acceptable to the Employer. Throughout the period of insurance the Contractor shall each year lodge with the Employer a certificate signed by and on behalf of the Contractor's insurers stating that the said policy or policies of insurance remain in force.
- (D) The amount of insurance cover as mentioned in sub-clause (A) of this Clause shall be a minimum of HK\$30 million.

48 Safety Precaution

The Contractor shall be responsible for taking all necessary steps in ensuring the safety of all persons and properties affected by the work stipulated under the Assignment in the vicinity of the works at all stages, whether or not they are engaged in the execution of the works.

49 Avoidance of Nuisance and Making Good Working Areas

- (A) All Contractor's operations shall be carried out in such a manner as to cause as little inconvenience as possible to residents, the public or the operation of construction sites. The Contractor shall be held responsible for any claim, which arises from non-compliance with this clause.
- (B) The Contractor shall take all reasonable care so as not to cause any damage to property or not to cause any nuisance. The Contractor shall indemnify the Employer against any claim arising from default of the Contractor in this respect.
- (C) The Contractor shall confine his operations to the minimum areas required for the works and shall at all times work in a tidy and considerate manner. As soon as work has been completed for any location, the Contractor shall remove all debris resulting from his activities and make good any damage.

50 Disclosure of Information

The Employer shall have the right to disclose to any person, whenever it considers appropriate or upon request by any third party (written or otherwise), and in such form and manner as it deems fit:

- (i) the fees, costs and expenses payable by the Employer for engaging the Contractor; and
- (ii) the fee proposal submitted by the Contractor.

51 Code of Conduct for Staff

- (A) The Contractor shall explicitly prohibit his employees from soliciting or accepting any advantages as defined in the Prevention of Bribery Ordinance when providing service in relation to this Assignment.
- (B) The Contractor shall implement a system requiring his employees to declare to him any interest they or their immediate families may have, or any conflict between their personal interest and their official positions, in relation to this Assignment.
- (C) The Contractor shall prohibit his employees to take up any outside work or employment, which could create or potentially give rise to a conflict of interest situation in connection with this Assignment.
- (D) The Contractor shall take adequate measures to protect any confidential / privileged information entrusted or obtained in relation to this Assignment; and his employees must not disclose to a third party any such information without prior consent from the Employer.
- (E) The Contractor shall prohibit his employees from introducing or recommending, directly or indirectly, service providers (including contractors) to owners, tenants or occupiers of premises in buildings covered by this Assignment.

52 Probity

The Contractor shall prohibit his employees, agents and sub-consultants / sub-contractors who are involved in this Contract from offering, soliciting or accepting any advantage as defined in the Prevention of Bribery Ordinance, Cap 201 when conducting business in connection with this Contract. Any such offence committed by the Contractor or his employee or agent will render the tender null and void. The Employer may also terminate the contract granted.

53 Copyright

The copyright of all reports, documents, recommendations, Guidelines, Alerts and any other information prepared or collected by the Contractor's team, and their

employees and agents in the course of this Agreement shall be with the Employer. The Contractor shall not disclose any information in relation to this Consultancy to any third party without the written consent of the Employer.

54 Contractor's Claims for Extras

- (A) The Contractor shall send to the Employer and its representative once in every month an account giving particulars (as full and detailed as possible) of all claims for any extension of contract period and / or additional expense to which the Contractor may consider himself entitled and of all extra or additional work contained in Contractor's instructions issued during the preceding month.
- (B) No consideration will be given to any claim for extension of contract period and / or payment for additional expense or extra or additional work which has not been made within a reasonable time to enable the circumstances and reasons for extensions or the additional expense to be ascertained and evaluated.

55 Commencement of the Works

The Contractor shall commence the Works on the date for commencement of the Works as notified in writing by the Employer and its representative and shall proceed with the same with due diligence. The Contractor shall not commence the Works before the notified date for commencement.

56 Time for Completion

- (A) The Works and any Section thereof shall be completed within the time or times stated in the Contract calculated from and including the date for commencement notified by the Employer in accordance with Clause 55 or such extended time as may be determined in accordance with Clause 54.
- (B) General Holidays shall be included in the time for completion unless otherwise stated in the Contract.

57 Liquidated Damages

- (A) If the Contractor fails to complete the Works or where the Works are divided into Sections any Section within the time for completion prescribed by Clause 56 or such extended time as may be granted in accordance with Clause 54, then the Employer shall be entitled to recover from the Contractor liquidated damages. The payment of such damages shall not relieve the Contractor from his obligations to complete the Works or from any other of his obligations under the Contract.

- (B) The liquidated damages shall be calculated using the rate per day prescribed in the Contract, either for the Works or for the relevant Section, whichever is applicable. Provided that, if the Employer and its representative certifies completion under Clause 58 of any part of the Works before completion of the Works or any part of any Section before the completion of the whole thereof, then the rate per day of liquidated damages for the Works or the relevant Section shall from the date of such certification be reduced in the proportion which the value of the part so certified bears to the value of the Works or the relevant Section, as applicable, both values as of the date of such certification shall be determined by the Employer and its representative.
- (C) The period for which liquidated damages shall be calculated shall be the number of days from the prescribed date for completion or any extension or revision thereof of the Works or the relevant Section until and including the certified date of completion.
- (D) All monies payable by the Contractor to the Employer pursuant to this Clause shall be paid as liquidated damages for delay and not as a penalty.

58 Completion of the Works

- (A) When the Works have been substantially completed and have satisfactorily passed any final test that may be prescribed by the Contract, the Contractor may serve notice in writing to that effect to the Employer, accompanied by an undertaking to carry out any outstanding work during the Defects Liability Period, requesting the Employer and its representative to issue a certificate of completion in respect of the Works. The Employer and its representative shall, within 21 days of the date of receipt of such notice either:
 - (i) issue a certificate of completion stating the date on which, in the Employer and its representative's opinion, the Works were substantially completed in accordance with the Contract and the Defects Liability Period shall commence on the day following the date of completion stated in such certificate, or
 - (ii) give instructions in writing to the Contractor specifying all the work which, in the Employer and its representative's opinion, is required to be done by the Contractor before such certificate can be issued, in which case the Contractor shall not be permitted to make any further request for a certificate of completion and the provisions of sub-clause (B) of this Clause shall apply.

- (B) Notwithstanding the provisions of sub-clause (A) of this Clause, as soon as in the opinion of the Employer and its representative the Works have been substantially completed and satisfactorily passed any final test which may be prescribed by the Contract, the Employer and its representative shall issue a certificate of completion in respect of the Works and the Defects Liability Period shall commence on the day following the date of completion stated in such certificate.
- (C) The Contractor shall carry out any outstanding work as soon as practicable after the issue of the certificate of completion or as reasonably directed by the Employer and its representative and in any event before the expiry of the Defects Liability Period. The Contractor's obligation to provide, service and maintain site offices, latrines and the like, shall continue for as long as may be required by the Employer and its representative.
- (D) The provisions of sub-clauses (A), (B) and (C) of this Clause shall apply equally to any Section.
- (E) (i) The Employer and its representative shall give a certificate of completion in respect of any part of the Works which has been completed to the satisfaction of the Employer and is required by the Employer for permanent occupation or use before the completion of the Works or any Section.
- (ii) The Employer and its representative, following a written request from the Contractor, may give a certificate of completion in respect of any substantial part of the Works which has been completed to the satisfaction of the Employer and its representative before the completion of the Works or any Section and is capable of permanent occupation and/or permanent use by the Employer.
- (iii) When a certificate of completion is given in respect of a part of the Works such part shall be considered as completed and the Defects Liability Period for such part shall commence on the day following the date of completion stated in such certificate.
- (F) Any certificate of completion given in accordance with this Clause in respect of any Section or part of the Works shall not be deemed to certify completion of any ground or surface requiring reinstatement unless the certificate shall expressly so state.

59 Variations

- (A) The Employer and its representative may order in writing any Variation that is necessary for the completion of the Works or is in his opinion desirable for or to achieve the satisfactory completion and functioning of the Works. The Contractor shall forthwith carry out such Variation in accordance with the Employer and its representative's instruction.
- (B) No Variation ordered by the Employer shall in any way vitiate or invalidate the Contract but all such Variations shall be valued in accordance with Clause 60.
- (C) Any Variation ordered by the Employer and its representative may include a requirement for the Contractor to prepare and submit within 14 days of the Contractor receiving the Variation order, a lump sum quotation in writing for complying with the order.
- (D) (i) Notwithstanding sub-clause (C) of this Clause, prior to ordering a Variation, the Employer and its representative may request the Contractor to submit a lump sum quotation in writing within 14 days of receipt of such request, or within such other time as may be agreed between the Employer and its representative and the Contractor.
- (ii) In the event that the Contractor is not subsequently instructed by the Employer and its representative to execute the Variation referred to in Clause 59(D)(i) above, the Contractor shall be entitled to any cost incurred in the preparation of the lump sum quotation which cost shall be ascertained and certified by the Employer and its representative.
- (E) (i) The Contractor may propose a Variation by submitting in writing to the Employer and its representative a proposal together with sufficient details and justification to show that:
- (1) the time for construction of the Works can be reduced, and/or
 - (2) the future maintenance cost can be reduced, and/or
 - (3) the quality of design and/or the construction of the Works can be enhanced, and/or
 - (4) the Contract Sum can be reduced by the amount of the lump sum reduction that the Contractor can offer to the Employer, and

- (5) in any event:
- (1) the quality of the design or construction of the Works is not prejudiced, or
 - (2) the proposed Variation is in the interests of the Employer.
- (ii) The Employer shall within 28 days of receipt of the Contractor's proposed Variation and supporting detailed information under sub-clause (E)(i) of this Clause, or within such time as may be agreed between the Contractor and the Employer and its representative, but solely at the discretion of the Employer, confirm whether or not he agrees to the proposed Variation and, if so, order the Contractor in writing to carry out the proposed Variation under this sub-clause.
- (iii) No adjustment shall be made to the Contract Sum by virtue of this sub-clause except the reduction pursuant to sub-clause (E)(i)(4) of this Clause.

60 Valuation of Variations

- (A) The Employer shall determine the sum (if any) which in his opinion shall be added to or deducted from the Contract Sum as a result of a Variation order given by the Employer and its representative under Clause 59 (other than a Variation ordered under sub-clause (E) of Clause 59) in accordance with the following principles:
- (1) by valuation in accordance with sub-clause (D) of this Clause, or
 - (2) by acceptance of a lump sum quotation prepared and submitted by the Contractor to the Employer and its representative in accordance with sub-clauses (E) and (F) of this Clause.
- (B) The valuation of any Variation ordered by the Employer in accordance with sub-clause (A) of Clause 59 shall include the cost (if any) of any disturbance to, or prolongation of both varied and unvaried work.
- (C) In the event of the Employer and its representative and the Contractor failing to reach agreement on any rate or price under the provisions of sub-clause (D) of this Clause, the Employer and its representative shall fix such rate or price as shall in his opinion be reasonable and notify the Contractor accordingly.
- (D) The Employer and its representative shall determine the value of a Variation as follows:
- (1) Any item of work omitted shall be valued at the rate or price set out in the Contract for such work or, in the absence of such a rate or price, at a rate or price agreed between the Employer and the Contractor.

- (2) Any work carried out which is the same as or similar in character to and executed under the same or similar conditions and circumstances to any item of work priced in the Contract shall be valued at the rate or price set out in the Contract for such item of work.
- (3) Any work carried out which is not the same as or similar in character to or is not executed under the same or similar conditions or circumstances to any item of work priced in the Contract shall be valued at a rate or price based on the rates or prices in the Contract so far as may be reasonable, failing which, at a rate or price agreed between the Employer and the Contractor.

Provided that if the nature or extent of any Variation ordered in accordance with sub-clause (A) of Clause 59 relative to the nature or extent of the Works or any part thereof shall be such that in the opinion of the Employer and its representative any rate or price contained in the Contract for any item of work is by reason of such Variation rendered unreasonable or inapplicable then a new rate or price shall be agreed between the Employer and its representative and the Contractor for that item, using the Contract rates or prices as the basis for determination and taking into account the provisions of sub-clause (B) of this Clause.

- (E) Any lump sum quotation submitted by the Contractor to the Employer in accordance with sub-clause (C) or (D) of Clause 59 shall indicate how the lump sum was calculated by showing separately full details of:
 - (1) the cost of complying with the order,
 - (2) the cost of preparing the lump sum quotation,
 - (3) the cost (if any) of any disturbance to or prolongation of varied and unvaried work as a consequence of complying with the order, and
 - (4) such other information as will enable the Employer and its representative to evaluate the lump sum quotation.
- (F) The Employer and its representative shall notify the Contractor not later than 14 days from the receipt of any such lump sum quotation (or such other time as may be agreed between the Employer and its representative and the Contractor) whether or not it has been accepted. If accepted, the amount specified in the lump sum quotation, or otherwise agreed between the Employer and its representative and the Contractor, shall be the full sum to which the Contractor is entitled for complying with that order.

- (G) In the event that a lump sum quotation is submitted in accordance with sub-clause (C) or (D) of Clause 59 and the lump sum quotation is not accepted by the Employer and its representative, then the work ordered under sub-clause (A) of Clause 59 shall be valued in accordance with sub-clause (E) of this Clause.
- (H) The Contractor shall supply the Employer and its representative with any further information reasonably requested by the Employer within 14 days of the request to enable him to value any Variation ordered under sub-clause (A) of Clause 59.
- (I) The Employer shall within 28 days of the receipt of the information requested under sub-clause (H) of this Clause notify the Contractor of his valuation.

61 Rights of Third Parties

Notwithstanding the Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong), no one other than a party to this Contract will have any right to enforce any of the terms in this Contract.



General Conditions of Contract and Guidelines for Works or Services

A. General Conditions of Contract

1. "Contractor" means the person who enters into the contract with the Construction Industry Council or the person or service provider whose quotation has been accepted.
2. "Contract" means the Contract, purchase order or letter of acceptance herein including the contents of the Schedule and these general conditions.
3. The Works / Services and Variation
 - (a) The works to be undertaken or services to be performed under this Contract shall be as laid down in the Quotation and Special conditions (if any) and shall be carried out to the satisfaction of Construction Industry Council.
 - (b) The Contractor shall not extend the works / services beyond the requirements specified in the Schedule except as directed in writing by Construction Industry Council; but Construction Industry Council may, at any time during the Contract period by notice in writing direct the Contractor to alter, amend, omit, add to, or otherwise vary any of the works / services and/or the contract period, and the Contractor shall carry out such variations, and be bound by the same conditions, so far as are applicable, as though the said variations were stated in the Schedule.
 - (c) Where a variation has been made to this Contract the amount to be added to or deducted from the Contract price in accordance with that variation shall be determined in accordance with the discounted rates specified in the Schedule so far as the same may be applicable and where rates are not contained in the said Schedule, or are not applicable, such amount shall be such sum as is reasonable in the circumstances. In any circumstances, such amount should be subject to the approval of Construction Industry Council.
4. Assignment
The Contractor shall not, without the written consent of Construction Industry Council, assign or otherwise transfer any part of this Contract, and the performance of this Contract by the Contractor shall be deemed to be personal to him.
5. Quality of Works / Services
The works / services shall be as specified in the Schedule and shall fulfil all the conditions and terms of any drawings and specifications (if any) supplied to the Contractor.
6. Compliance with the laws of Hong Kong Special Administrative Region and Valid Licences
The Contractor has to comply with all laws of Hong Kong Special Administrative Region. The Contractor shall not employ illegal workers or any person who are forbidden by the laws of Hong Kong Special Administrative Region or not entitled for whatever reasons to undertake any employment in Hong Kong Special Administrative Region in the execution of this Contract. The Contractor should hold valid licences when performing relevant works if required by law. If there is any breach of this clause, Construction Industry Council may terminate this Contract and the Contractor is not entitled to claim any compensation. The Contractor shall be liable for all financial loss or expenses necessarily incurred by Construction Industry Council as a result of the termination of this Contract.
7. Inspection, Rejection and Acceptance
 - (a) The Works undertaken or Services performed shall be subject to inspection by Construction Industry Council who may at its own discretion terminate this Contract or withhold payment unless the works / services have been undertaken / performed in accordance with the terms and conditions of this Contract and to the satisfaction of Construction Industry Council. Upon breach of any essential terms and conditions of this Contract by the Contractor, including but not limited to failure to comply with the performance requirements in accordance with the Schedule, Construction Industry Council shall have the right to reject unsatisfactory performance of the Works / Services and suspend payment until the defects have been rectified by the Contractor to the satisfaction of Construction Industry Council. Construction Industry Council reserves the right to claim against the Contractor for all related financial loss or expenses necessarily incurred by Construction Industry Council.
 - (b) Being notified in writing of the rejection of any works / services, the Contractor shall take immediate and necessary action to rectify such rejected Works / Services within reasonable time as agreed by Construction Industry Council.

- (c) If the Contractor shall fail to rectify such rejected works / services in accordance with item (b) above, Construction Industry Council may, without prejudice to any other rights and remedies available to Construction Industry Council, carry out and complete such works / services by its own resources or by other contractors. All costs and expenses whatsoever which may be incurred by Construction Industry Council thereof shall be recoverable in full from the Contractor forthwith.
- (d) The works undertaken or services performed in pursuance of this Contract shall not be deemed to have been accepted unless either:-
- i. Construction Industry Council shall so certify; or
 - ii. The works / services are not rejected as being unsatisfactory within 21 working days after receiving the report of certification upon the execution of the work.

8. Payment for works / services

After the receipt of goods and provision of services or completion of works in accordance with the agreed terms and conditions and to the satisfaction of Construction Industry Council, Construction Industry Council will settle payment within 30 days after receiving and verifying the invoices.

9. Injury to Persons and Property and Indemnity

- (a) The Contractor shall be liable for, and shall indemnify Construction Industry Council against, any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury to or the death of any person whomsoever arising out of or in the course of or caused by the carrying out of the works under the Contract, save to the extent that the same may be due to any act or neglect of Construction Industry Council or of any person for whom Construction Industry Council is responsible.
- (b) The Contractor shall be liable for, and shall indemnify Construction Industry Council against, any expense, liability, loss, claim or proceedings in respect of any injury or damage whatsoever to any property real or personal in so far as such injury or damage arises out of or in the course of or by reason of the carrying out of the works under the Contract, save to the extent that the same may be due to any act or neglect of Construction Industry Council or of any person for whom Construction Industry Council is responsible.

10. Employee's Compensation Insurance Policy ("EC policy")

- (a) Without prejudice to the Contractor's obligations, liabilities and responsibilities under the Contract and his obligation to insure by law, the Contractor shall at his own expenses warrant to take out and maintain an EC policy covering against all liabilities arising from any death, accident or injury to any workmen or other persons in the employment of the Contractor and any sub-contractor of any tier and Construction Industry Council shall not be liable for any damages or compensation in respect thereof. Such EC policy shall be maintained during the Contract period and for the whole of the time that such workmen or other persons are employed on the works including the Maintenance Period or Defects Liability Period (if applicable).
- (b) Before the commencement of works under the Contract, the Contractor shall, whenever required by Construction Industry Council, produce to Construction Industry Council a copy of the EC policy, joint name with Construction Industry Council (including Endorsements revised W338, W348, W204 and Waiver of Subrogation Clause against Construction Industry Council) which he is required to effect pursuant to item (a) above together with satisfactory proof of payment of the current premiums thereof.
- (c) If the Contractor shall fail to effect and maintain the EC policy or if the Contractor shall fail to provide any evidence thereof which he is required to by item (b), Construction Industry Council may at its own discretion terminate the Contract.
- (d) In the event of any of the Contractor's sub-contractors of any tier or employees or agents or the subcontractors' employees suffering any injury or death in the course of or arising out of this Contract and whether there be a claim for compensation or not, the Contractor shall within 7 working days give notice in writing of such injury or death to Construction Industry Council.

11. Contractors' All Risks Insurance Policy ("CAR")

- (a) Without limiting the obligations, liabilities and responsibilities of the Contractor under the Contract, Construction Industry Council has effected, with insurers of Construction Industry Council's choice, for the benefit inter alia of Construction Industry Council, the Contractor and his sub-contractors of any tier and other direct specialist contractors a CAR in respect of inter alia:
 - i. Loss and damage to the works under the Contract;
 - ii. Third party liability

Refer to **Section B** for an **insurance synopsis** and reference should be made thereto for its full terms and effect.
- (b) The Contractor's All Risks / Third Party Liability Insurance only covers contract within the contract details as stated in the Insurance Synopsis of Contractors' All Risks/ Third Party Liability Insurance. Should the contract not within the contract details, contractor must arrange another Contractor's All Risks / Third Party Liability Insurance, joint name with Construction Industry Council, at contractor's own cost. Minimum coverage for third party liability under

Section II of CAR policy (Liability to Third Parties) is HKD30,000,000 any one accident and unlimited in aggregate within the period of insurance". Whilst the insurance cover for Section I of CAR policy (Own Damage to Contract Work), will be up to contract value of the Work, and including its Professional Fees, Removal of Debris at the % of contract value to be agreed with CIC.

- (c) The Contractor shall for himself and on behalf of all sub-contractors of any tier accept the CAR as if it has been effected by himself and shall with all due diligence observe and fulfil, and procure that all sub-contractors of any tier observe and fulfil, the terms, provisions and conditions contained therein.
- (d) The Contractor shall be deemed to have read and understood the terms, provisions, conditions, exclusions and excesses of the CAR. If, in the Contractor's opinion, the amounts and / or risks insured are insufficient to cover the Contractor's risks, duties, obligations and liabilities under the Contract, at common law or otherwise, the Contractor may effect such further insurance at his own expense as he considers necessary.
- (e) It is acknowledged and understood that the CAR is subject to excesses and exclusions. In the event of a claim under the CAR in respect of a matter for which the Contractor is responsible or liable under the Contract, the full amount of such excesses and exclusions shall be borne by the Contractor. In the event of any default by the Contractor in making good any damage to the works where required by the terms and conditions of the Contract, Construction Industry Council may deduct the applicable policy excess from any sums due or to become due to the Contractor under this Contract or recover the same as a debt due from the Contractor.
- (f) Save for any case in which the relevant loss or injury arises from any act or neglect of Construction Industry Council or any person for whom Construction Industry Council is responsible, all costs and incidental expenses incurred in relation to claims including the preparation and submission of all formal quantified claims under the CAR shall be borne by the Contractor.
- (g) The Contractor shall forward to Construction Industry Council's representative a copy of all notices and claims submitted by him or all sub-contractors of any tier pursuant to the conditions of the CAR within 24 hours of dispatch of such notice or claim. Upon a written request from Construction Industry Council, Construction Industry Council shall be entitled to take over the conduct of any claim submitted by the Contractor or all sub-contractors of any tier under the CAR, and in any such event the Contractor hereby appoints, and shall procure that all sub-contractors of any tier appoint, Construction Industry Council as his or their agent for that purpose.
- (h) All monies to be received under the CAR shall be paid to Construction Industry Council as loss payee. The Contractor and all sub-contractors of any tier hereby irrevocably authorize Construction Industry Council to give good discharge to the insurers for such monies.
- (i) Upon the occurrence of any loss or damage to the works under the Contract, the Contractor with due diligence shall restore works damaged, replace or repair any unfixed materials or goods which have been destroyed or injured, remove and dispose any of debris and proceed with the carrying out and completion of the works. All monies received under the CAR (less any amounts to cover professional fees) shall be paid to the Contractor by instalments under the Interim Payment Certificates or Final Payment Certificates issued by Construction Industry Council's representative. The Contractor shall not be entitled to any payment in respect of the restoration of work damaged, the replacement and repair of any unfixed materials or goods, and the removal and disposal of debris other than the monies received under the said CAR.

12. Bankruptcy or Receivership

Construction Industry Council may at any time by notice in writing summarily terminate the Contract without entitling the Contractor to compensation if the Contractor shall at any time become bankrupt, insolvent, or shall be placed in receivership or go into liquidation or receivership, or if a petition for liquidation, bankruptcy or receivership (whether voluntary or involuntary, save for the purpose of reconstruction or amalgamation) is filed against the Contractor, but without any prejudice to any right or action or remedy which shall have accrued or shall accrue thereafter to Construction Industry Council.

13. Corruption

Construction Industry Council prohibits any member of the staff from soliciting or accepting any advantage. Without the approval of Construction Industry Council, it is an offense under the Prevention of Bribery Ordinance to offer or give any gift, loan, fee, reward, commission, office, employment, contract, other services of favour, discount to any staff of Construction Industry Council. Construction Industry Council will terminate the Contract without prior notice and hold the Contractor liable for any loss or damage so caused to Construction Industry Council.

14. Personal Data Submitted by Contractor

All personal data submitted by the Contractor will be used by Construction Industry Council for the purpose of this Contract only. Under the provisions of the Personal Data (Privacy) Ordinance, the Contractor has the right to request access to or correction of personal data. Written requests should be addressed to Construction Industry Council. Construction Industry Council may be unable to process and consider incomplete information submitted.

15. Working Hours

Unless it is specifically allowed in other part of the Contract, the works under this Contract shall be undertaken during normal working hours as specified by Construction Industry Council.

16. Valid Certificates of Intermediate Trade Testing or higher qualifications
Except for carrying out general cleaning, delivering or sweeping tasks or having special approval of Construction Industry Council, all workers employed by the Contractor to work under this Contract have to hold valid certificates of intermediate trade testing (or higher qualifications) relevant to the trades under which they are working. A list of such workers with their valid and relevant qualifications has to be submitted to Construction Industry Council before the commencement of works.
17. Temporary Work Permit
When carrying out the works under the Contract, all workers have to wear the temporary work permit issued by Construction Industry Council. If the temporary work permit is lost, the Contractor or worker has to report to Construction Industry Council and request a re-issue at \$30.
18. Parking
If the Contractor finds it necessary to park their motor vehicles within the premises of Construction Industry Council, application has to be lodged in advance. If the application is approved, the parking permit issued by Construction Industry Council and the contact telephone number of the driver has to be displayed on the motor vehicles.
19. Refuse Removal
All refuse has to be delivered to the refuse collection warehouse specified by Construction Industry Council at the end of each working day or on any dates specified by Construction Industry Council.
20. Rights of Third Parties
Notwithstanding the Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong), no one other than a party to this Contract will have any right to enforce any of the terms in this Contract.
21. Registered Specialist Trade Contractors Scheme (RSTCS)
 - (i) Where the Contractor is to sub-contract part of the Works, execution of which involves trades available under the Registered Specialist Trade Contractors Scheme (RSTCS) of the Construction Industry Council, the Contractor shall engage, for the purposes of execution of such part of the Works, sub-contractors who have completed their registration under the relevant trades available under the RSTCS before the commencement of the works under the relevant sub-contracts. The Contractor shall not engage a sub-contractor who is suspended or in the process of an appeal against his suspension from registration under the RSTCS unless the suspension is lifted before the commencement of the works under the relevant sub-contracts.
 - (ii) The Contractor shall ensure that where any part of the Works is sub-contracted to a sub-contractor engaged under Clause 21(i) above, execution of which involves trades available under the RSTCS is further sub-contracted (irrespective of any tier), only sub-contractors (irrespective of any tier) who have completed their registration under the relevant trades available under the RSTCS before the commencement of the works under the relevant further sub-contracts are engaged for the purposes of execution of such part of the works. The Contractor shall also ensure that a sub-contractor (irrespective of any tier) who is suspended or in the process of an appeal against his suspension from registration under the RSTCS shall not be engaged for the aforesaid further sub-contracting (irrespective of any tier) unless the suspension is lifted before the commencement of the works under the relevant further sub-contracts.

B. Insurance Synopsis of Contractors' All Risks / Third Party Liability Insurance

1. Summary

- Type : Contractors' All Risks Insurance – Cover
- Form : To follow the terms, limits and conditions of Asia Insurance Company Limited's Contractors' All Risks policy including all amendments / endorsements as detailed and agreed hereon.
- Insured : Construction Industry Council
as Principal &/or all main contractors and its sub-contractors of every tier.
- Period of Insurance : 12 months as from 00:00 1st January 2024 to 24:00 31st December 2024 Local Hong Kong Time (both days inclusive).
- Contract Details : Scope of Contract
Renovation / Restoration / Maintenance / Alteration / Repair Work and/or Installation Work of Building Services including building maintenance work and/or builder's work but excluding construction/erection/demolition of building structure (i.e. structural walls, columns, beams and slabs of a building) and/or Installation / Maintenance / Repair Work of:
- Building Service Equipment;
 - Office Equipment;
 - Training Equipment; and
 - Trade Test Equipment;
- carried out at the premises of the Insured which are covered under the Property All Risks Policy but definitely excluding any construction sites.

Maximum Contract Value of Each Contract

Contract Value at inception must not exceed HKD3,000,000 (Cost inclusive)

- Scope of Cover : Period of Insurance for Each Contract
1. Insured Contract other than Maintenance Contract Work
 - (a) Maximum Contract Period
Follow the original Contract Period of each contract work provided that: -
 - the duration of the Contract Period shall not exceed 120 days
 - Insured Contract must commence within the Period of Insurance specified in the Schedule.
 - (b) Maintenance Period
Follow the original Maintenance Period of each contact work provided that the duration of the Maintenance Period shall not exceed 12 months immediately after the Original Contract Period
 2. Maintenance Contract Work only
The Period of Insurance in respect of the Maintenance Work shall follow the original Contract Period of each Maintenance Work provided that:-
 - the duration of the Maintenance Work shall not exceed 12 months;
 - Insured Contract must commence within the Period of Insurance specified in the Schedule

Section I -- Material Damage

To indemnify the Insured in respect of loss of or damage to the Insured Property whilst at the site during the Period of Insurance arising from any cause whatsoever not excluded by the original policy.

Insured Property -- Item 1

The permanent and temporary works constructed erected or in the course of construction or erection in performance of the contract and all other property for which the insured contractors are responsible under the contract whilst on the site and subject to its value being included in the sum insured however excluding constructional plant and temporary buildings.

Sum Insured: To be declared

Insured Property -- Item 2

Removal of debris : costs and expenses necessarily incurred by the Insured with the consent of the Insurers in dismantling and removing debris of the portion or portions of the property insured under Item (1) destroyed or damaged by any peril hereby insured against.

Sum Insured: 4% of Individual Contract Value

Insured Property -- Item 3

Professional fees: costs and expenses in respect of architects', surveyors' and consulting engineers' fee necessarily incurred in the reinstatement of the Insured

Property consequent upon its loss or damage but not for preparing any claim it being understood that the amount payable hereunder shall not exceed the scale charges of the appropriate professional body.

Sum Insured: 4% of Individual Contract Value

Section II -- Liability to Third Parties

To indemnify the Insured in respect of all sums which the Insured shall become legally liable for:

- (i) accident death bodily injury illness or disease suffered by any person
- (ii) accidental loss or damage to physical property arising out of the performance of the contract and in addition the insurers shall be liable for
- (iii) all costs and expenses of litigation recovered by any claimant against the Insured
- (iv) all costs and expenses of litigation incurred by the Insured with written consent of the insurers in resisting any claim

Limit of Indemnity

HKD30,000,000 any one accident and unlimited for the period of insurance (Cost Inclusive)

Territorial / Geographical Limit(s) & Jurisdiction : Hong Kong SAR

Excess : Section I – Material Damage

	For contract with value of HKD500,000 or below	For contract with value exceeding HKD500,000 up to HKD1,500,000	For contract with value exceeding HKD1,500,000 up to HKD3,000,000
Act of God / Fire / Theft:	HKD 15,000	HKD 20,000	HKD 30,000
Designer/ Testing:	15,000	20,000	30,000
Others:	15,000	20,000	30,000
Temporary Works:	15,000	20,000	30,000
Water Damage to Work:	min or 50% of loss (*)	min or 50% of loss (*)	min or 50% of loss (*)
Strike, Riot and Civil Commotion / Malicious Damage	15,000	20,000	30,000
Typhoon / Storm / Tempest	min or 20% of loss (*)	min or 20% of loss (*)	min or 20% of loss (*)

Section II – Liability to Third Party

	HKD
Third Party Property Damage:	40,000 min or 10% of loss (*)
Vibration / Removal / Weakening of Support:	40,000 min or 20% of loss (*)
Underground Services:	40,000 min or 20% of loss (*)
Oil-Filled / Fibre-Optic Cable:	40,000 min or 40% of loss (*)
Principal Property:	40,000 min or 20% of loss (*)
Water Damage to Third Party Property:	40,000 min or 20% of loss (*)
Third Party Bodily Injury:	40,000 min or 10% of loss (*)
Strike, Riot and Civil Commotion / Malicious Damage	20,000 min or 20% of loss (*)
(*) – whichever is the greater	

Extension(s) / Cluse(s) : 1. Revised Cross Liability Clause
2. B1 – Safety Precaution Clause amended to delete the 24 hours watchman requirement.
3. B2 – Special Conditions for Underground Services Clause
4. S001 Strike, Riot and Civil Commotion and Malicious Damage Endorsement. (Applicable to Section I and II) (Limit : HKD3,000,000 for any one accident, HKD10,000,000 in annual aggregate for the whole period of insurance)

5. A6 – Extra charges for overtime, night work, work on public holiday and express freight (Limit: 20% of adjusted loss)
6. A1 – Extended to cover liability to third party property damage caused by vibration, removal or weakening of support (Limit: HKD30,000,000 any one accident and in aggregate during any one period of insurance)
7. A7 – Extended to cover employer's property under the care, custody or control of the insured contractors under Section II (Limit: HKD30,000,000 any one accident and in aggregate during any one period of insurance).
8. Yearly Declaration - CIC has to submit the actual annual turnover with details of contract whose value exceeds HKD1,500,000
9. Burning and Welding Clause
10. 90 Days' Cancellation Notice Clause (Subject to Pro-rata Refund Cancellation)
11. Extended Maintenance Period Cover
12. 90 Days' Non-Renewal Notice by Insurer
13. Claim Control Clause
14. 72 Hours Clause
15. Hong Kong Claim Jurisdiction Clause
16. Run Off Liability Clause

It is hereby noted and agreed that in the event of this policy being discontinued at mid-term, the Company's liability upon request of the Insured, shall continue in respect of those contracts to which the insurance coverage has already been attached hereto until the practical completion of each contract or being taken over by the Principal whichever is earlier. For avoidance of doubts, this Clause shall apply only to those contracts which have been declared to the Company in the declaration and have commenced within the Period of Insurance subject always to the maximum duration restriction for each Insured Contract Work.

17. Revised Arbitration Clause
18. A3 - Extension of Cover for Designer's Risks
19. A4 - Extension of Cover for Inland Transit (Limit: HKD200,000 any one loss)
20. A5 – Extension of Cover for Off-site Storage anywhere in HKSAR (Limit : HKD200,000 any one loss)
21. A2 – Extension of Cover for Testing and Commissioning (4 weeks)
22. Escalation Clause (Limit: 15% of Contract Value)
23. Subject to Annual Claims Handling Fee of 5% of annual gross premium
24. Premium Adjustment
Clause The Insured shall submit yearly declaration on the actual turnover figures during the Period of Insurance, together with details of those contracts whose contract value exceeds HKD1,500,000 with details of contract nature, contract period and contract sites. Final policy premium shall be calculated at the agreed premium rate on the overall actual contract value for the Period of Insurance. However, if the final policy premium payable is less than the agreed Minimum Premium, no refund premium shall be made to the Insured.
25. Professional Fee (4% of Contract Value)
26. No Control Clause

All other terms and conditions as per policy wordings.

- Major Exclusion(s) :
1. Cyber Exclusion
 2. Total Asbestos Exclusion
 3. Pollution Exclusion Clause
 4. War and Terrorism Exclusion Endorsement
 5. Date related Performance and Functionality Clause (A) and (B)
 6. Professional Liability Exclusion
 7. Electromagnetic Radiation Exclusion
 8. Products Liability Exclusion
 9. Self-Employed and Sole-Proprietor Exclusion
 10. Sanction Clause
 11. Exclusion of Rights of Third Parties under Contracts (Rights of Third Parties Ordinance)
Any person or entity who is not a party to this Policy shall have no rights under the Contracts (Rights of Third Parties) Ordinance (Cap. 623 of the Laws of Hong Kong) to enforce any terms of this Policy.
 12. LMA5393 Communicable Disease Endorsement (Applicable to Section (I))
 13. LMA5396 Communicable Disease Exclusion (Applicable to Section (II))
 14. LMA5401 Property Cyber and Data Exclusion
- All other terms and conditions as per policy wordings.

Insurer : Asia Insurance Company Limited – 100%
 Policy No. : TBA
 Applicable : Hong Kong SAR
 Jurisdiction and/or Law Practice

2. Contractors' Own Insurance Responsibilities

- (a) The Contractor's All Risks / Third Party Liability Insurance does not cover the liability arising out of or in connection with the following:
 - (i) motor vehicles and other Statutory Insurances.
 - (ii) employees of the Insured Parties, sole proprietors and self-employed persons acting as sub-contractors, including labour masters and persons supplied by them, persons employed by labour only sub-contractors, self-employed persons, drivers and / or operators of plant hired to the Insured, student gaining work experience, and any other persons hired or borrowed by contractors.
"Contractors allow such persons to enter site at their own risk".
 - (iii) deductibles of the Policy.
- (b) The Contractor's All Risks / Third Party Liability Insurance does not cover the physical loss of or damage to construction plant tools and equipment owned or leased by the contractors or for which the contractors may be responsible.
- (c) Contractors and Subcontractors are required to arrange Employees' Compensation Insurance complying with the Employees' Compensation Ordinance (Cap 282) in respect of their employees. Such insurance is to be endorsed to cover the Construction Industry Council as an Insured Party.
- (d) **The Third Party Liability Insurance cover is HK\$30,000,000. Construction Industry Council advises contractors to review its adequacy in relation to their risks and liability under the contract with the Construction Industry Council and to purchase additional limit, if required, at their own costs.**
- (e) The Contractor's All Risks / Third Party Liability Insurance only covers contract within the contract details as stated in the Insurance Synopsis of Contractors' All Risks/ Third Party Liability Insurance. Should the contract not within the contract details, contractor must arrange another Contractor's All Risks / Third Party Liability Insurance, joint name with Construction Industry Council, at contractor's own cost. Minimum coverage for third party liability is HK\$30,000,000.

C. Safety Guidelines

1. General Duties of Contractor and Persons Employed

Pursuant to the Factories and Industrial Undertakings Ordinance (Cap. 59) and Occupational Safety and Health Ordinance (Cap.509), whilst executing the works under the Contract, it shall be the duty of the Contractor to ensure the health and safety at work of all persons employed by him, and it shall be the duty of every person employed to take care for the safety of himself and of other persons who may be affected by his acts or omissions at work.

2. Relevant Mandatory Safety Training Certificates (please select one of the following clauses)

All subcontractors of all tiers and employees employed by the Contractor to work in the CIC premises under the Contract shall :

- hold valid Construction Industry Safety Training Certificates (commonly known as "Green Cards") and any other relevant mandatory certificates required for safe operation of the works.
- hold valid Construction Industry Safety Training Certificates (commonly known as "Green Cards") and Specified Trade Safety Training Certificates (commonly known as "Silver Cards") and any other relevant mandatory certificates required for safe operation of the works.

3. Safe Means of Access and Egress

The Contractor must maintain the workplace in a safe condition and ensure that every access to and egress from the workplace is safe. The Contractor shall also ensure that all means of escape from the workplace are kept free from obstruction.

4. Personal Protective Equipment

The Contractor must supervise and ensure all his sub-contractors and employees wear appropriate personal protective equipment, e.g. protective clothing, safety helmet, safety shoes, harness, fall arresting system, eye-protector, ear protector, and mask, etc., as Construction Industry Council may consider necessary or appropriate or as legally required. Any such personal protective equipment must be provided, maintained and replaced as necessary by the Contractor at his own expenses.

5. No Smoking and Fire Prevention Measures

Smoking is not permitted in the workplace. If the works involve the use of naked flame, the Contractor must implement sufficient fire prevention measures.

6. Working at Height

The Contractor shall take adequate steps to prevent any person from falling from a height of 2 metres or more.

D. Consequences of Breach

If the Contractor, his sub-contractors of all tiers or employees do not comply with the relevant laws of Hong Kong Special Administrative Region and the terms and conditions of this Guidelines, or if the performance of works undertaken by the Contractor causes any damages or losses to Construction Industry Council, Construction Industry Council may at its discretion terminate this Contract and the operations of the Contractor until any non-compliance or the unfavourable operation is rectified. The Contractor shall be liable to any loss or damage so caused to Construction Industry Council. Construction Industry Council shall be entitled to recover in full from the Contractor forthwith. The Contractor shall also lose his right from submitting quotations or tenders to Construction Industry Council in the future.

Additional Information

Tender Reference No.: (572) in P/AE/PUR/AGC

Period of Validity: From commencement date to completion date per contract

Location of Works / Services: Hong Kong Convention and Exhibition Centre

No. of pages for this document: 9

This document was issued on: 18-July-2024

The Contractor's Declaration

If the quotation is accepted, this document together with the tender or quotation will form part of the Contract and I/we hereby agree to comply with them.

Name of Contractor: _____

Signature with Company Chop: _____

Date: _____



Contractor's Safety Requirements

承判商安全守則

The following requirements include general safety requirements to be complied with by contractors and are by no means exhaustive. In general, contractors are to take all reasonable steps to ensure the safety and health of their employees and their subordinate workers (including their subordinate contractors). All site work activities of contractors shall be in full compliance with all relevant legislation of the Hong Kong Special Administrative Region including:

- Factories and Industrial Undertakings Ordinance (Cap 59) and its subsidiary legislation / regulations,
- Occupational Safety And Health Ordinance (Cap 509) and its subsidiary legislation / regulations,
- Dangerous Goods Ordinance (Cap 295) and its subsidiary legislation / regulations,
- Electricity Ordinance (Cap 406) and its subsidiary legislation / regulations,
- Builders' Lifts and Tower Working Platforms (Safety) Ordinance (Cap 470) and its subsidiary legislation / regulations,
- Boilers and Pressure Vessels Ordinance (Cap 56) and its subsidiary legislation / regulations.
- Construction Workers Registration Ordinance (Cap 583) and its subsidiary legislation / regulations,
- Employees' Compensation Ordinance (Cap 282) and its subsidiary legislation / regulations.

Other than legislation, contractors also must comply with relevant codes of practice or any other guidelines issued by government bodies or organization including the Labour Department, Fire Services Department, Electrical and Mechanical Services Department, Highways Department, Buildings Department, Construction Industry Council and Occupational Safety and Health Council.

Construction Industry Council (CIC) reserves the right to charge HKD 500.00 for each violation of any of CIC's internal safety requirements listed below or each violation of any relevant legislation, code of practice or guidelines.

In case of any dispute, CIC reserves all rights of final interpretation of the rules. The safety requirements to be complied by contractors include:

General Rules

- 1) Contractors must arrange a representative(s) to attend a safety briefing before work commencement. Failure to attend briefings may result in work commencement not being permitted. Attendance at a briefing will be valid for 6 months; any contractor who had

attended a briefing within the 6 months prior to the work commencement day will be exempted from attending a further briefing.

- 2) Before work commencement, contractor must obtain an Attendance Proof – Safety Briefing. Work will be suspended immediately if an Attendance Proof – Safety Briefing has not been obtained.
- 3) The contractor's representative must be a direct employee of the awarded contractor.
- 4) The contractor's representative has the duty to clearly deliver to the employer all messages from safety briefings or any safety meetings.
- 5) Contractors have the obligation to send a representative(s) to attend any safety meeting held by CIC.
- 6) The contractor must ensure all of CIC's safety requirements are delivered and clearly explained to all personnel in the working team (including direct employees and subordinate contractors) before working within CIC's premises.
- 7) The delivery of CIC's safety requirements mentioned in clause 6) above must be documented in writing and a copy must be maintained within the work area for inspection.
- 8) In case of any inspection or visit conducted by government officials, contractors must notify the site's responsible person, CIC's department responsible for the project and CIC's Corporate Safety Team immediately.
- 9) Contractors are required to prepare a method statement document ("Method Statement") and a risk assessment document ("Risk Assessment") before work commencement. The Method Statement is to be a comprehensive and step-wise statement of the work sequence and method, with the help of drawings, layout plan etc. to illustrate in detail how the work will be conducted. The Risk Assessment is to cover all foreseeable risks resulting from each step of the work sequence. Adequate and suitable rectifying measures should be stated in the Risk Assessment and implemented. The Risk Assessment should be prepared or reviewed by the contractor's safety officer.
- 10) Contractors should submit the statutory appointment notice (Forms 4 & 5 in Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulation (Cap 59Z)) of any safety supervisors or safety officers to CIC for record.
- 11) Occurrence of any kind of imminent danger or unsafe act may result in suspension of work on site until adequate and appropriate remedial action to the satisfaction of CIC is taken.
- 12) All contractors' personnel must not smoke within CIC premises.
- 13) All contractors' personnel must not work under the influence of alcohol or drugs. Non-compliant individuals may be immediately removed from the site.

- 14) Work areas and material storage areas should be fully enclosed and the following signage should be displayed at the entrance of each individual area:
 - i. "No unauthorized entry" or similar,
 - ii. "No Entry Without Wearing Safety Helmet or Safety Shoes" or similar,
 - iii. Contractor Work Commencement Permit
 - iv. Pedestrian diversion instruction (if original access was affected),
 - v. List of Competent Persons (if applicable).
- 15) Whip checks should be installed on the connections of compressed air hoses.
- 16) CIC reserves the right to request any contractor's personnel to be suspended from working within CIC premises for repeated violations of safety requirements.
- 17) If the construction area is adjacent to any public area, the affected area must be fully enclosed in order to ensure no members of the public would be able to access the site area. For example, enclosing the work area with securely erected boards.
- 18) If the construction area is directly above any public area, the contractor is required to fence off the area below or any area that may be vulnerable to any falling objects from the construction project. Sufficient, proper warning notice must be displayed.

Personal Protective Equipment

- 19) Contractors have the obligation to ensure all workers, including all their subordinate contractor workers, have been provided with suitable and adequate personal protective equipment.
- 20) Contractors have the obligation to ensure all workers, including all their subordinate contractor workers, use personal protective equipment properly.
- 21) Contractors have the obligation to ensure personal protective equipment is in safe working condition.
- 22) All personnel within the works area must wear a safety helmet (which should be in compliance with the "Guidance Notes on the Selection, Use and Maintenance of Safety Helmets" issued by the Labour Department) and safety shoes with a steel toe cap and steel midsole (which should be in compliance with BS EN ISO 20345 or any other equivalent standards).
- 23) All safety helmets used should be equipped with a Y-type chin strap.
- 24) Contractors should maintain sufficient amount of safety helmets onsite for visitors' use.
- 25) All full body harnesses used must be equipped with double lanyards and comply with the "Guidance Notes on Classification and Use of Safety Belts and their Anchorage Systems" issued by the Labour Department.

Safety Training

- 26) Copies of relevant certificates/safety training attendance records of all site personnel should be maintained onsite for inspection upon CIC's request. The Internal Safety Induction Training should be conducted by contractors' safety personnel.
- 27) All personnel engaged in site activities must possess a valid Mandatory Basic Safety Training Course (Construction Work) card and a Construction Worker Registration Card, and have attended Internal Safety Induction Training conducted by the contractor. Non-compliant individuals may be immediately removed from the site.

Safety Inspection

- 28) If a safety officer or safety supervisor must be employed for the project, all completed Forms 2A and Forms 3A under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations (Cap 59Z) should be submitted to CIC for record.
- 29) Contractors' management staff should conduct regular safety inspections. The inspections should be documented and submitted to CIC Corporate Safety Team for record.
- 30) All recommendations for improvement in the Safety Inspection report issued by CIC should be implemented by contractors within 3 working days and evidence of improvement should be submitted to CIC.
- 31) The reoccurrence of any unsafe items from a CIC Safety Inspection report may result in suspension of work until recommendations for improvement have been implemented.

Temporary Structures

- 32) Drawings and designs of all metal scaffolds, bamboo scaffolds or any temporary structures for support use or load bearing purposes must be checked by an appropriate registered engineer prior to erection, and the maximum safe load of the scaffold or structure must be determined. The registered engineer should clearly indicate the permitted load of the scaffold or structure in the drawings. Approved / endorsed drawings should be submitted to CIC's Corporate Safety Team for record.
- 33) All bamboo scaffolds that will be constructed with more than 15 meters in height should be designed and endorsed by an appropriate registered engineer, and this document should be submitted to CIC's Corporate Safety Team for record.
- 34) All structures or scaffolds mentioned in clauses 32) and 33) must be inspected by an appropriate registered engineer after construction. This inspection should be targeted at verifying whether the aforesaid structure or scaffold is in compliance with the design. The verification should be in written form with the registered engineer's endorsement and

should be submitted to CIC for record. Any works associated with the structures or scaffolds should not be commenced before the verification is made.

Emergency Preparedness

- 35) Contractors should provide one primary emergency contact number and one secondary emergency contact number to the CIC's Corporate Safety Team, and these contact numbers should be reachable 24 hours.
- 36) If there is any accident, incident, near miss, occupational disease or dangerous occurrence (as defined in Schedule 1 of the Occupational Safety and Health Regulation (Cap 509)) contractors must notify the premises occupier, CIC's Corporate Safety Team and CIC's department responsible for the project immediately.
- 37) CIC's contractors have the obligation to conduct necessary investigations of any accident, incident or near miss caused by their work activities or their sub-contractors' work activities. The investigation should be conducted within 24 hours after the occurrence of the accident. After the investigation, a detailed report should be composed to illustrate the cause(s) and suggest recommendations to avoid reoccurrence.
- 38) Reports of the investigations mentioned in clause 37) should be submitted to CIC within 3 working days after the occurrence of the incident.
- 39) CIC's contractors have the obligation to suggest and implement necessary improvement measures to prevent the reoccurrence of accidents, incidents or near misses.
- 40) In every work location, at least one first aid box should be maintained. If a contractor is engaged at more than one work location, and the work locations are physically separated or not readily accessible, a first aid box is to be maintained at each work location.
- 41) The type and quantity of first aid items contained in the first aid box should comply with Schedule 2 of the Construction Sites (Safety) Regulations (Cap 59I).
- 42) Contractors should arrange a person / team of persons to conduct regular checks on the first aid box to ensure the proper condition and quantity of first aid items. If first aider(s) is/are deployed for the construction project, the first aider should be included in the aforesaid team.
- 43) Adequate and proper firefighting equipment should be ready in the site area. At least one fire extinguisher of proper type should be maintained at each electrical distribution box and hot work area.
- 44) Clearly visible signage should be displayed to indicate the location of firefighting equipment and first aid equipment.
- 45) Contractors must not obstruct any emergency escape route or make any emergency equipment defective. If this is unavoidable, the obstruction is to be pre-approved by CIC

and alternative measure(s) provided during temporary unavailability of the emergency escape route or equipment.

Competent Person

46) All of the competent persons deployed in the works area shall be appropriately qualified as specified in relevant legislation and codes of practice, including but not limited to the following:

- i. Metal scaffold competent person
- ii. Bamboo scaffold competent person
- iii. Metal scaffolder
- iv. Bamboo scaffolder
- v. Gas Welder
- vi. Safety Supervisor
- vii. Electrical worker
- viii. Abrasive wheel mounting competent person
- ix. Crane Operator
- x. Lifting Appliance Inspector
- xi. Loadshifting Machinery operator
- xii. Confined Space Competent Person
- xiii. Confined Space Certified Worker
- xiv. First Aider
- xv. Suspended working platform operator
- xvi. Cartridge-operated fixing tools operator
- xvii. Excavation Inspector
- xviii. Power-operated elevating work platform operator
- xix. Electric Arc Welder
- xx. Rigger
- xxi. Signaler

47) For competent persons of the trades specified below, these additional qualifications shall be met:

Trade	Qualification
Cartridge-operated fixing tools operator	Attended operational training organized by the tool's supplier
Excavation Inspector	Holder of Bachelor's degree in Civil Engineering or other relevant discipline
Power-operated elevating work platform operator	Attended operational training organized by the machine's supplier
Electric Arc Welder	Holder of General Welder intermediate trade test certificate or above

Rigger and Signaler	Holder of Safety Training Course for Construction Workers of Specified Trade (Construction Material Rigger) Certificate or other equivalent
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- 48) A list of the competent persons (if any) mentioned in clauses 46) and 47) above, should be displayed at the entrance of the site.
- 49) In case work activity is not conducted by suitable competent persons, CIC reserves the right to temporarily suspend that related work activity.

Working at Height

- 50) All scaffolding works must be supervised by a relevant competent person and performed by trained workers as per the requirement stated in the Metal and Bamboo Scaffold Code of Practice issued by the Labour Department.
- 51) Contractors must provide proper fall protection to prevent any person falling from height. Contractors also have the obligation to ensure the fall protection is being used properly.
- 52) Contractors should take necessary steps to avoid any objects falling from height, such as implementing hand-tag lines for tools, installing toe boards or mesh etc.
- 53) All floor edges must be protected with rigid and secure guardrails and toe-boards at all times. The aforesaid guardrails and toe-boards are to comply with the requirements stated in Schedule 3 of the Construction Sites (Safety) Regulations (Cap 59I).
- 54) All floor openings must be covered and secured with sound and solid materials at all times. Clearly visible notices should be placed to indicate floor openings.
- 55) Proper working platforms must be provided for work carried out at 2 meters or above. Non-compliance with such will be considered as an unsafe act.
- 56) Mini scaffolds, stepladder platforms, hop-up platforms or step stools are to be provided for working at heights lower than 2 meters. The equipment mentioned must be in compliance with the requirements stated in clause 58).
- 57) Access ladders (Single sided, non-self-standing ladders), and A-type ladders (two-sided, self-standing ladders) are prohibited for use as working platforms.
- 58) Any mini scaffold, stepladder platform, hop-up platform or step stool must comply with the following standards and be free from any defects:

Equipment Type	Standard /Requirement
Mini scaffold	EN131-7 or PAS250 or any other equivalent
Stepladder platform	EN131 or ANSI A14 or AS/NZS 1892 or any other

Hop-up platform	EN131-7 or any other equivalent international standard, and may only be used when a guardrail is equipped properly
Steps stools	EN14183 or other equivalent international standard equivalent international standard

Health Hazard Control

- 59) Noise assessments should be conducted as per the requirements stated in the Factories & Industrial Undertakings (Noise at Work) Regulation (Cap 59T) and relevant codes of practice. Relevant documents such as results of noise assessments and evidence of improvement measure(s) implemented should be submitted to CIC's Corporate Safety Team for record.
- 60) Manual handling assessments should be conducted as per the requirement stated in the Occupational Safety & Health Regulation (Cap 509A) and relevant codes of practice. Relevant documents such as results of manual handling assessments and evidence of improvement measure(s) implemented should be submitted to CIC's Corporate Safety Team for record.
- 61) The quantities of any dangerous goods stored within the works area should not exceed the exemption quantities stated in Fire Protection Notice No. 4 published by the Fire Services Department, otherwise, a dangerous goods store must be set up and a licence applied for. CIC's Corporate Safety Team is to be informed beforehand.
- 62) Chemical hazard assessments are to be conducted for all chemicals on the construction site. The storage, usage of chemicals, the usage of personal protective equipment etc. are to follow the results of the assessment.
- 63) The proper prescribed form of chemical label is to be clearly displayed on chemical containers.
- 64) Contractors should conduct heat stress assessments and arrange mitigation measures accordingly whenever the work condition may lead to their employees suffering heat stroke, such as prolonged outdoor work during the summer season or exhausting work in confined spaces.
- 65) Contractors should provide sufficient drinking water to the employees.

Electrical Works

- 66) For any installation or excavation work required to be conducted on existing walls or structures, or the ground, active cable detection is to be conducted and the alignment and depth of cables are to be conveyed to the relevant personnel involved before the

start of work. The attendance record and cable detection survey report should be submitted to CIC's Corporate Safety Team for record.

- 67) Only registered electrical workers should conduct electrical installation work. A lock and tag system is to be implemented for any installation work in connection to an existing electricity power supply.
- 68) All electrical tools are to be checked by a registered electrical worker prior to use.
- 69) All mobile electricity generators are to be properly earthed before use.
- 70) When working outdoors, waterproof plugs should be used.

Lifting Operations

- 71) All lifting appliances and lifting gear used are to comply with the requirements stated in the Factories and Industrial Undertakings (Lifting Appliance and Lifting Gear) Regulations (Cap 59J) and a list of all the lifting appliances and lifting gear used by contractors should be sent to CIC for record. The certificates of the aforesaid equipment should be always ready onsite during the works period for checking.
- 72) Contractors should check the condition of lifting gear before commencement of each lifting operation.
- 73) All rigging and signaling should be conducted by a competent person. Walkie-talkies with a secured channel or other similar communication channel should be provided to the signaller and the crane operator.
- 74) Contractors should take all necessary action to ensure lifted loads are balanced, secure and will not cause any object to fall.
- 75) Lifted objects should be fitted with 2 tag lines of sufficient length.
- 76) Contractors are to take all necessary action to ensure all lifting appliances, cranes and lifting gear are free from any defects.
- 77) Overloading of any lifting appliances or cranes is strictly prohibited. The occurrence of overloading will be considered as an unsafe act.
- 78) All crane outriggers must be fully extended before conducting any lifting operations.
- 79) All cranes must be seated on firm and even ground.
- 80) All lifting zones must be fully enclosed and contractors should take all necessary action to ensure that no one is under any lifted load.
- 81) Every 3 months, contractors should conduct detailed checking of the certificates and physical condition of all lifting gear, and use the below color coding to indicate usable lifting gear:

Months/ Condition	Color
Jan to Mar	Blue
Apr to Jun	Yellow
Jul to Sep	Green
Oct to Dec	Orange
Substandard condition	Red
Invalid certificate	White

Hot Work

- 82) Contractors are to take necessary action to contain sparks generated from hot work.
- 83) Contractors should deploy a watchman in the area affected by sparks generated from hot work.
- 84) All flammable substances, materials or chemicals must be removed before conducting hot work.
- 85) All compressed air cylinders such as oxygen and acetylene should always be kept upright and secured with chains.
- 86) Proper handling tools, such as trolleys, should be used during the transport of any compressed air cylinders.
- 87) Contractors are to ensure flashback arrestors, non-return valves and springs are properly fitted to flame cutting sets before use.
- 88) Pre-use checking are to be conducted by a competent person to ensure equipment used for hot work is free from any defects.
- 89) No electric-arc welding is permitted in outdoor area when it is raining.
- 90) Contractors are to ensure all work pieces are completely cooled down before leaving the work premises.



CONSTRUCTION
INDUSTRY COUNCIL
建造業議會



GUIDELINES ON WORK-ABOVE-GROUND SAFETY

Disclaimer

Whilst reasonable efforts have been made to ensure the accuracy of the information contained in this publication, the CIC nevertheless would encourage readers to seek appropriate independent advice from their professional advisers where possible and readers should not treat or rely on this publication as a substitute for such professional advice for taking any relevant actions.

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Preface

The Construction Industry Council (CIC) is committed to seeking continuous improvement in all aspects of the construction industry in Hong Kong. To achieve this aim, the CIC forms Committees, Task Forces and other forums to review specific areas of work with the intention of producing Alerts, Reference Materials, Guidelines and Codes of Conduct to assist participants in the industry to strive for excellence.

The CIC appreciates that some improvements and practices can be implemented immediately whilst others may take more time to adjust. It is for this reason that four separate categories of publication have been adopted, the purposes of which are as follows:

Alerts Reminders in the form of brief leaflets produced quickly to draw the immediate attention of relevant stakeholders the need to follow some good practices or to implement some preventative measures in relation to the construction industry.

Reference Materials Reference Materials for adopting standards or methodologies in such ways that are generally regarded by the industry as good practices. The CIC recommends the adoption of these Reference Materials by industry stakeholders where appropriate.

Guidelines The CIC expects all industry participants to adopt the recommendations set out in such Guidelines and to adhere to such standards or procedures therein at all times. Industry participants are expected to be able to justify any course of action that deviates from those recommendations.

Codes of Conduct Under the Construction Industry Council Ordinance (Cap 587), the CIC is tasked to formulate codes of conduct and enforce such codes. The Codes of Conduct issued by the CIC set out the principles that all relevant industry participants should follow. The CIC may take necessary actions to ensure the compliance with the Codes.

If you have attempted to follow this publication, we do encourage you to share your feedback with us. Please take a moment to fill out the Feedback Form attached to this publication in order that we can further enhance it for the benefit of all concerned. With our joint efforts, we believe our construction industry will develop further and will continue to prosper for years to come.

1. Introduction

- 1.1 Unsafe work-above-ground (i.e. any work not carried out on or from the ground or from part of a permanent structure) has been one of the major causes of fall from height accidents, resulting in serious injuries or even fatalities. Most of these accidents, however, could have been prevented if suitable working platforms had been provided and properly used. In some serious and fatality cases, control, if any, on use of ladders had been very slack, and conduct of risk assessments and formulation of method statements with due consideration of task-specific factors such as job locations and work nature, etc. had not been done.
- 1.2 For any work-above-ground, suitable working platforms should be the primary means of support to be considered for use. For work-above-ground below 2m where working platforms could not be erected under special working conditions (e.g. restrictive workplace), suitable light-duty working platforms should be used. Unless in very exceptional circumstances that working platforms or light-duty working platforms are impracticable to be used, use of ladders for work-above-ground should be prohibited. Under such exceptional circumstances where ladders have to be used, task-specific risk assessment should be conducted and safe system of work, such as a permit-to-work system, should be formulated and implemented beforehand. Ladders should not be used for any work-above-ground at 2m or more.
- 1.3 This publication makes reference to the core elements of a safe system of work and safety management system, and recommends necessary precautionary measures to enhance safety on work-above-ground, including task-specific risk assessments, appropriate method statements, use of suitable working platforms or other safe means of support and stringent control on use of ladders.

2. Limitations

- 2.1 It is important to note that compliance with this publication does not itself confer immunity from legal obligations in Hong Kong. Employers and contractors are reminded to observe and comply with statutory provisions, relevant codes of practice and other government departments' requirements so as to discharge their legal and other pertinent duties related to work-above-ground.

3. Risk Assessment

- 3.1 As regards work-above-ground, employers and contractors should conduct task-specific risk assessments and thereby formulate safe work methods and implement safety precautions and procedures as appropriate to prevent and eliminate work-related hazards before commencing work. In the first place, work-above-ground should be avoided as far as possible, for instance, by designing and using specific hand tools to allow the work to be done on the ground (e.g. using a long reach pole).
- 3.2 If there is genuine need to work above ground, employers and contractors should consider all relevant factors including the work nature, appliances and materials to be used, working height and working environment, etc. in formulating and implementing effective safety measures.

4. Safe Use of Working Platforms

- 4.1 Whenever work-above-ground could not be avoided after conducting risk assessments, suitable working platforms (e.g. mobile working platforms) should be provided and used irrespective of the working height.
- 4.2 Working platforms should be suitably designed and constructed. All components of the working platforms should be made of suitable and sound materials of sufficient strength and capacity for the purpose for which they are used, and free from patent defect.
- 4.3 Working platforms should be erected on firm, even and level ground. The surrounding of working platforms should be kept free from waste and miscellaneous materials.
- 4.4 Erection and use of working platforms on ramps, stairs, unstable or uneven floor surface without suitable authentic accessories from the manufacturer to enhance the stability of the working platforms or in locations where the working platforms may be hit or struck by moving objects should be prohibited.
- 4.5 The surrounding of the working platforms should be free from exposed live metal parts or potentially exposed live conductors to prevent electrical hazard.
- 4.6 Working platforms should be provided with suitable access and egress (e.g. straight or inclined ladders with suitable hand grips). When ascending/ descending the working platforms, the workers should maintain 3 points of contact with the platforms (i.e. both hands gripping with one leg stepping at the same time or both legs stepping with one single hand gripping). Workers should keep the centre of gravity of their bodies within the working platforms and should not overload them. Workers should beware of overhead room and check for any obstruction to prevent accidental hit on the head before and during the use of working platforms. Every worker should wear a safety helmet with a chin strap.

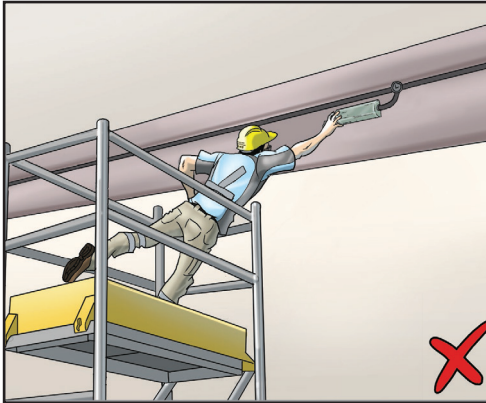


Ascending/descending the mobile working platform from the inside of a mobile working platform.



Workers should beware of overhead room and check for any obstruction to prevent accidental hit on the head before and during the use of working platforms. Safety helmets with chin straps should be used.

- 4.7 The safe height-to-base ratio and other safety recommendations in the instruction manual should be strictly followed - never deliberately increase the height of mobile working platforms beyond that recommended by the manufacturer. If required, the outriggers of the platform should be fully extended as per manufacturer's requirement to ensure its secure foundation and stability.
- 4.8 During use, the workers should not overstretch the bodies outside the working platforms. Take note of the safe loading capacity as stated by the manufacturer and never place excessive materials on the working platforms to avoid overloading and damaging the working platforms. All guard-rails and toe-boards provided on the working platforms should be kept erected, except for the time and to the extent necessary for the access of persons or the movement of materials but should be replaced or erected as soon as practicable afterwards. Stepping on the toe-boards or guard-rails of working platforms (either intermediate guard-rails or top guard-rails) is strictly prohibited.



Do not overstretch the body outside the working platform.

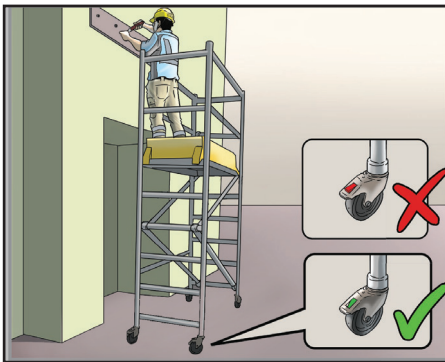


Do not lean on the guard-rail of the working platform.

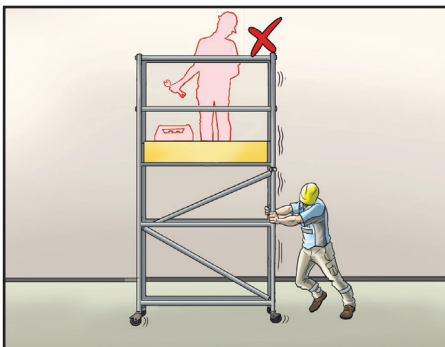
- 4.9 Be aware of weather conditions if the working platforms are to be used outdoors. Never cover the working platforms with canvas to prevent overturning due to windy weather. Where reasonably practicable, working platforms should be braced or tied into a permanent structure to enhance their stability. In case of typhoon and inclement weather, stop using the working platforms immediately and properly secure the platforms to prevent toppling in wind or dismantle it and keep it in a safe place.

- 4.10 All the castors of a mobile working platform should be firmly locked in position while ascending/descending and using the platform.

- 4.11 When a mobile working platform is being moved to another work location, do not allow any persons to stay or any object that may increase risk of toppling of the platform or loose objects (e.g. hand tools) that may fall during movement of platform to be placed thereon. Also, moving the platform on rough and uneven surfaces should be avoided as it may make the platform collapse or overturn.
- 4.12 Stop using the working platforms immediately when they are found damaged and label them with suitable signs and warning notices.
- 4.13 After use, the working platforms should be properly stored and maintained.



Ensure that all the castors are firmly locked in position while ascending/ descending and using a mobile working platform.



When moving the mobile working platform, no person should be allowed to stand and no object should be placed on the mobile working platform.

5. Safe Use of Light-duty Working Platforms

- 5.1 For work-above-ground below 2m where working platforms could not be erected under special working conditions (e.g. restrictive work space) and the work concerned is of simple nature, use of suitable light-duty working platforms such as step platforms or hop-up platforms should be considered. When light-duty working platforms are used, the following specific safety measures should be followed.



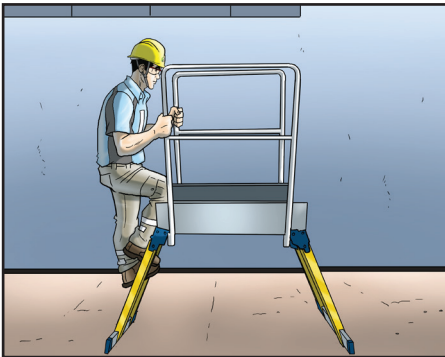
Step platform deployed for checking the ventilation system in a room where there is restricted space to accommodate a typical working platform.

- 5.2 It should be borne in mind that only one person is permitted to work on each light-duty working platform at one time.
- 5.3 Workers using light-duty working platforms should have received relevant safety training provided by the supplier, including erection and dismantling of the working platforms, or other equivalent training such that they clearly understand the safety instruction or manual of the manufacturer.
- 5.4 Before use, inspection (including visual check) of the light-duty working platform should be conducted according to the safety checklist provided by the supplier or other equivalent safety checklist to ensure that the working platforms are in good condition and free from damage. Besides, the stabilisers or outriggers of the light-duty working platforms should be fully extended and locked in position in accordance with the manufacturer's manual to ensure their stability before stepping on the platforms.

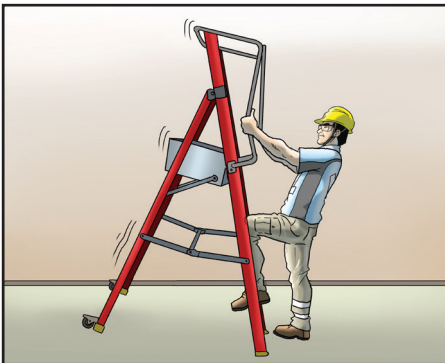


Before use, inspection (including visual check) of the light-duty working platforms according to the safety checklist provided by the supplier or other equivalent safety checklist should be conducted.

- 5.5 The workers should face the light-duty working platforms when ascending or descending the working platforms. Do not apply excessive force to the working platforms and induce lateral force rendering the overturning of the working platforms.



Worker should face the light-duty working platform when ascending or descending.



Do not apply excessive force to the working platform and induce lateral force rendering the overturning of the working platform.

6. Stringent Control on Use of Ladders

- 6.1 Ladders should normally be restricted for access/egress purpose only. Unless in very exceptional circumstances following a task-specific risk assessment, ladders should not be used for work-above-ground and in no cases should ladders be used for work at height of 2m or more. In particular, ladders should not be used for electrical work as far as practicable because even a mild electrical shock will likely cause loss of balance of the workers, resulting in fall from height.
- 6.2 If the use of ladders is unavoidable, it should be put under stringent control, such as through implementing a permit-to-work system, to ensure that adequate and suitable control and safety measures are put in place to safeguard the workers concerned. The permit-to-work for use of ladders should be issued by a competent person who is appointed by the proprietor/employer/contractor and by reason of substantial training and practical experience in relation to conducting risk assessment and issuance of permit-to-work, competent to conduct the duties, with a task-specific risk assessment conducted and all necessary safety measures related to use of ladders taken. While the implementation of a permit-to-work system is impracticable, pre-work check on use of ladder with the use of a checklist should be conducted. If ladders are unavoidably to be used for electrical work, the permit-to-work system or pre-work check should also cover other risk mitigation measures (e.g. the ladders to be used are made of non-conductive material) as appropriate.
- 6.3 The following are some guidance and key elements for a permit-to-work (in this case, a permit to work on use of ladder) system:

In preparation stage:

- the persons who may permit the work should be clearly designated and made known to the workers concerned;
- suitable training and instruction in the issue, use and closure of the permit should be provided to the relevant personnel;
- the work to be done, work location, start time and duration of the permit should be clearly described and stated on the permit;
- task-specific risk assessment to identify potential hazards at the job site should be conducted;
- the work location and the equipment to be used should be inspected; and
- the safety precautions required to minimise risks associated with carrying out the intended work should be carefully considered and properly documented.

During work stage:

- no work should be allowed without the issuance of the permit or upon the expiry of the permit;
- the permit to work as well as the required precautions should be properly implemented, monitored and controlled;
- handing over of responsibilities between shifts, if applicable, should be properly done and clearly described on the permit; and
- the permit should be properly displayed during the time at which the work-above-ground concerned is taking place.

Post work stage:

- suitable steps should be carried out for reinstating the site to its original state when the required task is completed to ensure that any residual risks are removed before the site is handed over; and
- the permit to work should be properly kept for a reasonable period of time for record and future reference purposes.

6.4 The permit to use a ladder for working above ground less than 2 metres should only be considered in case of restrictive workplace that makes the erection of any working platform not practicable. Annex A lists out the conditions that should be imposed in such a situation.

6.5 Samples of permit to work and checklist for the assessment on use of ladders are shown in Annexes B and C respectively.

7. Use of Personal Protective Equipment

7.1 The use of personal protective equipment (PPE) to prevent workers from falling from height should always be treated as the last resort. If this type of protective measures is needed on warranted occasions following a task-specific risk assessment, steps should be taken to ensure that suitable PPE coupled with appropriate anchorage system is provided, used and maintained, and the workers concerned use them properly.

8. Coordination and Communication

- 8.1 An effective coordination and communication system should be established and maintained among the employer/contractor, different levels of management/supervisory personnel and workers to ensure clear understanding of the potential hazards, the associated hazard control program and the delineation of safety responsibilities.
- 8.2 The main contractors and subcontractors should clearly delineate their roles and responsibilities in the provision and use of working platforms, and the restrictions on the use of ladders, such as through agreements or contracts.

9. Monitoring and Control

- 9.1 An effective monitoring and control system should be developed, implemented and maintained to ensure that the safe working procedures and safety measures for work-above-ground.
- 9.2 If any unsafe working conditions are found, the employer/contractors should suspend the work involved immediately. The work under suspension can only be resumed after all necessary improvement measures have been implemented effectively.

10. Safety Information, Instruction and Training

- 10.1 Workers and site supervisory staff should be provided with necessary safety information, instruction and training to ensure that they are all familiar with the potential hazard of fall-from-height, safe work method and safety measures for the work-above-ground.

Conditions should be imposed when ladders are to be used

- i) The design and build of the ladder should be suitable for the work. It should be provided with sufficient foothold and handhold along the climb and in the working position of the ladder;
- ii) The ladder should be of adequate strength and free from defect;
- iii) The ladder should be placed on a firm, even and level ground. It should be adequately secured and stabilized;
- iv) The use of ladder for strenuous or heavy work should be prohibited;
- v) The standing height and the time duration of the work on the ladder should be restricted;
- vi) Safe work procedures should be followed and suitable equipment/tool should be used;
- vii) Sufficient information, instruction and training in respect of working on ladders should be provided to all levels of site personnel, including the workers and the supervisors, so as to effectively communicate to them the hazards associated with the use of ladders and the conditions to be fulfilled under the permit-to-use system; and
- viii) An effective monitoring and control system should be established and put in place to ensure full implementation of the permit-to-use system.

Sample of Permit-to-work on use of ladder (for reference only)

****Ladder should NOT be used for work-above-ground unless in very exceptional circumstances**

All parts are to be completed by the competent person

Part I

Company name:		Contact no.:	
Name of competent person:		Post:	
Date:		Duration of work:	From____to____
Location of work:			
Description of work:			

Part II

Item	Descriptions	Yes	No
1.	A proper working platform or other suitable means of support can be used for the work.		
2.	The work is of short duration.		
3.	The work is simple in nature.		
4.	The work requires the use of heavy equipment/tool.		
5.	The design and build of the ladder are suitable for the work.		

***Ladder should not be used if the answer to any of the questions falls in a box shaded in grey**

Part III

Item	Descriptions	Yes	No
1.	The ground on which the ladder to be placed is firm, even and level.		
2.	The surrounding is free from the risk of being hit or struck by moving objects.		
3.	The surrounding is free from live metal part or live exposed conductor.		

4.	The headroom is high enough to prevent accidental hit on worker's head when standing on the ladder.		
5.	The ladder is secure, free from damage and defect.		
6.	The ladder is placed in a right position and no overreach of the body for the work is required.		
7.	The spreaders or similar restraint devices (but not nylon ropes) of the ladder are fully extended and securely fixed.		
8.	All ladder legs are fitted with slip-resistant feet, placed on the same plane and in good contact with the ground.		
9.	3 points of contact with the ladder could be maintained while climbing along or working on the ladder.		

Remarks:

Use of ladder is:

not allowed

allowed

Signature of competent person:

Name of competent person:

Post:

Date:

Part IV (for use after the work has been completed)

Item	Descriptions	Yes	No
1.	The site is reinstated to its original state.		
2.	All residual risks are removed.		
3.	The ladder is removed and locked.		

Signature of competent person:

Name of competent person:

Post:

Date:

Checklist on Use of Ladders

Ladders should be restricted for access/egress purpose only unless in very exceptional circumstances. In no cases should ladders be allowed to be used for work at height of 2m or more. In particular, ladders should not be used for electrical work as far as practicable.

Item	Descriptions	Yes	No
Part A	Ladder should not be used if the answer to any of the questions in Part A falls in a box shaded in grey.		
1.	A proper working platform or other suitable means of support can be used for the work.		
2.	The work is of short duration.		
3.	The work is simple in nature.		
4.	The work requires the use of heavy equipment/tool.		
5.	The design and build of the ladder are suitable for the work.		
	End of Part A		
Part B	The following conditions should be fulfilled before the ladder is to be used.		
1.	The ground on which the ladder to be placed is firm, even and level.		
2.	The surrounding is free from the risk of being hit or struck by moving objects.		
3.	The surrounding is free from live metal part or live exposed conductor.		
4.	The headroom is high enough to prevent accidental hit on worker's head when standing on the ladder.		
5.	The ladder is secure, free from damage and defect.		
6.	The ladder is placed in a right position and no overreach of the body for the work is required.		
7.	The spreaders or similar restraint devices (but not nylon ropes) of the ladder are fully extended and securely fixed.		
8.	All ladder legs are fitted with slip-resistant feet, placed on the same plane and in good contact with the ground.		
9.	3 points of contact with the ladder could be maintained while climbing along or working on the ladder.		

Reference Materials

1. Occupational Safety and Health Ordinance, Cap 509 and its subsidiary regulations
2. Factories and Industrial Undertaking Ordinance, Cap 59 and its subsidiary regulations
3. Code of Practice for Metal Scaffolding Safety, Labour Department
4. A Guide to the Provisions for Safe Places of Work under Part VA of the Construction Sites (Safety) Regulations, Labour Department
5. Guidebook on Prevention against Fall from Height, Labour Department
6. Construction Site Safety and Health Checklist, Labour Department
7. Guidebook on Safe Systems of Work, Labour Department
8. Safety leaflet on Five steps to risk assessment, Labour Department
9. 使用輕便工作台及流動工作台的安全指南, Occupational Safety and Health Council

Feedback Form [GUIDELINES on Work-above-ground Safety]

Thank you for reading this publication. To improve our future editions, we would be grateful to have your comments.

(Please put a “✓” in the appropriate box.)

1. As a whole, I feel that the publication is:	Stongly Agree	Agree	Neutral	Disagree	Stongly Disagree
Informative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Useful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the publication enable you to understand more about the Work-above-ground Safety?	Yes		No	No Comment	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you made reference to the publication in your work?	Quite Often		Sometimes	Never	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. To what extent have you incorporated the recommendations of the publication in your work?	Most		Some	None	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Overall, how would you rate our publication?	Excellent	Very Good	Satisfactory	Fair	Poor
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Other comments and suggestions, please specify (use separate sheets if necessary).					
Personal Particulars (optional):*					
Name: Mr./Mrs./Ms./Dr./Prof./Irr/Sr^ _____					
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