

31 March 2025

Dear Sir / Madam,

**Tender Reference No. (574) in P/AE/PUR/AGC**  
**Invitation to Tender for the Provision of Event Management and Production**  
**Services for Construction Innovation Expo 2025**  
**for the Construction Industry Council**

You are invited to submit a tender for the Provision of Event Management and Production Services for Construction Innovation Expo 2025 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 May 2025.** Late tenders will NOT be considered.
  - a) Label with "Technical Proposal for Provision of Event Management and Production Services for Construction Innovation Expo 2025 for the Construction Industry Council "
  - b) Label with "Fee Proposal for Provision of Event Management and Production Services for Construction Innovation Expo 2025 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 or Extreme Condition as announced by the Hong Kong Government within the office hour (8:30 a.m.-6:18 p.m.) 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. There will be a briefing session **at 2:30 pm on 8 April 2025, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong**. Interested tenderers shall complete and return the reply slip in **Appendix G** by fax 2100 9439 or e-mail: [chloeip@cic.hk](mailto:chloeip@cic.hk) no later than 5:00 pm on 7 April 2025 confirming the attendance of the said tender briefing and state clearly the number of attendees for CIC's arrangement.
9. The tender documents can be downloaded from CIC's website: [https://www.cic.hk/eng/main/aboutcic/procurement/tender\\_details/](https://www.cic.hk/eng/main/aboutcic/procurement/tender_details/).
10. For queries regarding this tender invitation or/and tender process, please contact Ms. Chloe IP, Senior Officer - Procurement, on telephone 2100-9586 or via e-mail: [chloeip@cic.hk](mailto:chloeip@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.

<b>Particulars</b>	<b><u>Reference</u></b>
<b>Technical Proposal</b>	
1. Tenderer's Track Record & Project Reference	Conditions of Tender, Appendix A Clause 1.1 to 1.5
2. Organisation and Qualifications of Proposed Project Team	Conditions of Tender, Appendix A Clause 2.1.1 to 2.1.4
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. All documents mentioned in the Technical Assessment Marking Scheme	Conditions of Tender, Appendix E
<b>Fee Proposal</b>	
6. Form of Tender	Conditions of Tender, Appendix C
7. 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.

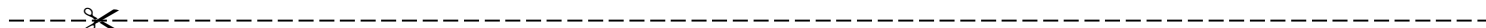
**“Please be reminded that NO COMMERCIAL OR COST INFORMATION SHALL BE INCLUDED IN TECHNICAL SUBMISSION. You are reminded that should any commercial or cost information be included in this Technical Submission, you may be disqualified from this Tender.”**

## Construction Industry Council

### Provision of Event Management and Production Services for Construction Innovation Expo 2025 for the Construction Industry Council

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

"Confidential"	
Technical Proposal	Construction Industry Council (CIC) The Tender Box <b>G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong</b>
	<b>TENDER</b>
Ref. No.: [(574) in P/AE/PUR/AGC] Provision of Event Management and Production Services for Construction Innovation Expo 2025 for the Construction Industry Council	
Name of Tenderer: _____	
Closing Time and Date: <u>12:00 noon on 16 May 2025</u>	



"Confidential"	
Fee Proposal	Construction Industry Council (CIC) The Tender Box <b>G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong</b>
	<b>TENDER</b>
Ref. No.: [(574) in P/AE/PUR/AGC] Provision of Event Management and Production Services for Construction Innovation Expo 2025 for the Construction Industry Council	
Name of Tenderer: _____	
Closing Time and Date: <u>12:00 noon on 16 May 2025</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

電話號碼：

2100 9000

Fax. No.: 2100 9439

圖文傳真號碼：

2100 9439

E-mail : vendor@cic.hk

電子郵件：

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

_____	_____
_____	_____
_____	_____

\* Delete where inappropriate 將不適用者刪去

## 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) 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 Subcontractor Registration Scheme (SRS).

請貴公司確認是否在分包商註冊制度 (SRS) 下的註冊分包商。

☐ Yes, SRS Number :  
是, 分包商註冊制度編號 :

☐ 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"/> 1.126 Wire Rope (鋼纜)  |
|  | <input type="checkbox"/> 1.127 Wood Stripe (木線)  |
| <input type="checkbox"/> 2 Tools (手工具)                                       | <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 (鎚仔)   |
|  | <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 (測量水平儀)  |
|  | <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)  |

## 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"/> 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	Thicknessing 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 (非破壞性測試設備維修保養)                                   |
| <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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### 建造業議會一般供應商名單申請表

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

## 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"/>                          | 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                       | 11.1  | Computer Hardware Accessory (電腦硬件配件)                                    |
| Information Technology and Computers<br>(資訊科技及電腦) | 11.2  | Computer Hardware (電腦硬件)  |
|   | 11.3  | Computer Hardware Leasing (電腦硬件租用)                                      |
|   | 11.4  | Computer Hardware Peripheral (電腦硬件周邊)                                   |
|   | 11.5  | Computer Network (電腦網絡)   |
|   | 11.6  | Contract Out Works - Computer Service (外判工程 - 電腦服務)                     |
|   | 11.7  | Computer Software (電腦軟件)  |
|   | 11.8  | Computer Software & Services Subscription (電腦軟件及服務租用)                   |
|   | 11.9  | Information Technology & Telecommunications (資訊科技及電信)                   |
|   | 11.10 | Repair & Maintenance – Audio / Visual (音頻 / 視頻維修保養)                     |
|   | 11.11 | Repair & Maintenance – Computer Equipment (電腦設備維修保養)                    |
|   | 11.12 | Repair & Maintenance – Card Printer (證明卡打印機維修保養)                        |
|   | 11.13 | Repair & Maintenance – Computer Room Facilities (電腦房設備維修保養)             |
|   | 11.14 | Repair & Maintenance – Software and Application Support (軟件及應用系統支援維修保養) |
|   | 11.15 | Repair & Maintenance – Server and Network Services (伺服器及網絡服務維修保養)       |
|   | 11.16 | Repair & Maintenance – Telecom System & Equipment (電訊系統及設備維修保養)         |
|   | 11.17 | Contract Out Works - Software Development (外判工程 - 軟件開發)                 |
|   | 11.18 | Rental of Telecom System & Equipment (租用電訊系統及設備)                        |
|   | 11.19 | Telecom Services (電訊服務)   |
| <input type="checkbox"/> 12                       | 12.1  | Rental of Crane (租用吊機)  |
| Rental Services<br>(租用服務)                         | 12.2  | Rental of Cylinder Service & Air Filling (租用氣樽及充氣)                      |
|   | 12.3  | Rental of Digital Photocopier (租用影印機)                                   |
|   | 12.4  | Rental of Generator Set (租用發電機組)  |
|   | 12.5  | Rental of Gown (租用禮服)   |
|   | 12.6  | Rental of Horses and Carriage Service (租用馬車服務)                          |
|   | 12.7  | Rental of Machinery Equipment (租用機械設備)                                  |
|   | 12.8  | Rental of Portable Mobile Toilets with Hygiene Service (租用流動式廁所及清理服務)   |
|   | 12.9  | Transportation Service - Goods (貨運服務)                                   |
|   | 12.10 | Transportation Service - Passenger (客運服務)                               |
| <input type="checkbox"/> 13                       | 13.1  | General Fixture (一般固定裝置)  |
| General Supplies<br>(一般供應)                        | 13.2  | Light Truck / Coaster (輕型貨車及小巴)   |
|   | 13.3  | Private Car (私家車)   |
|   | 13.4  | Promotional Items (宣傳物品)  |
|   | 13.5  | Reference Book/ Reference Report & Publication (參考書/ 參考報告及刊物)           |
|   | 13.6  | Seasonal Decoration (節慶裝飾)  |
|   | 13.7  | Souvenir (紀念品)  |
|   | 13.8  | Sports Equipment (適體健器材)  |
|   | 13.9  | Stage Accessory (舞台用品)  |
|   | 13.10 | Building Management Supplies (物業管理供應)                                   |
|   | 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<br>(一般服務)      | <input type="checkbox"/> 14.1 Advertisement - Advertising Design & Production (廣告設計及製作)<br><input type="checkbox"/> 14.2 Advertisement - Advertisement Production & Placement Services (廣告製作及報刊廣告代理服務)<br><input type="checkbox"/> 14.3 Referee Services (裁判服務)<br><input type="checkbox"/> 14.4 Catering Services (餐飲服務)<br><input type="checkbox"/> 14.5 Clipping Services (剪報服務)<br><input type="checkbox"/> 14.6 Catering / Kitchen Equipment and Services (餐飲/廚房設備及服務)<br><input type="checkbox"/> 14.7 Cleaning Services (清潔服務)<br><input type="checkbox"/> 14.8 Copywriting & Editorial Services (撰稿及編輯服務)<br><input type="checkbox"/> 14.9 Drycleaning & Laundry Services (乾洗及洗衣服務)<br><input type="checkbox"/> 14.10 Driver Services (司機服務)<br><input type="checkbox"/> 14.11 Disposal Services (棄置服務)<br><input type="checkbox"/> 14.12 Design Services - Graphics Design (平面設計)<br><input type="checkbox"/> 14.13 Design Services - Illustration / Character Design (插畫 / 角色設計)<br><input type="checkbox"/> 14.14 Design Services - Interior / Exterior Design (室內 / 室外設計)<br><input type="checkbox"/> 14.15 Design Services - Product and Logo Design (產品及商標設計)<br><input type="checkbox"/> 14.16 Design Services - Website / Apps Design & Development (設計網頁 / 應用程式及製作)<br><input type="checkbox"/> 14.17 Event Management - Exhibition Booth Design, Production & Installation (展覽攤位設計、製作及佈置)<br><input type="checkbox"/> 14.18 Event Management - Event Production & Management Services (活動籌辦及管理服務)<br><input type="checkbox"/> 14.19 Event Management - Photography Services (照相服務)<br><input type="checkbox"/> 14.20 Event Management - Video Broadcast Services (視頻廣播服務)<br><input type="checkbox"/> 14.21 Event Management - Video Shooting and Editing Services (影片製作及剪接)<br><input type="checkbox"/> 14.22 Football Referee Services (足球裁判服務)<br><input type="checkbox"/> 14.23 Landscape & Gardening (園境及園藝)<br><input type="checkbox"/> 14.24 Lettershop Services (入信服務)<br><input type="checkbox"/> 14.25 Logistics & Transport Services (物流及運輸服務)<br><input type="checkbox"/> 14.26 Mailing / Courier & Delivery Services (郵寄 / 速遞及運送服務)<br><input type="checkbox"/> 14.27 Pest Control (蟲害防治)<br><input type="checkbox"/> 14.28 Property / Facility Management (物業 / 設施管理)<br><input type="checkbox"/> 14.29 Public Relations (公共關係)<br><input type="checkbox"/> 14.30 Scanning Services (掃描服務)<br><input type="checkbox"/> 14.31 Security Guarding Services (保安護衛服務)<br><input type="checkbox"/> 14.32 Signage Production (指示牌製作)<br><input type="checkbox"/> 14.33 Translation Services - Annual Report Translation (年報翻譯)<br><input type="checkbox"/> 14.34 Translation Services - General Translation (一般翻譯)<br><input type="checkbox"/> 14.35 Translation Services - Simultaneous Translation & Interpretation (即時翻譯及傳譯) |
| <input type="checkbox"/> 15 | Professional Services<br>(專業服務) | <input type="checkbox"/> 15.1 Agency Services (代理服務)<br><input type="checkbox"/> 15.2 Consultancy Services (顧問服務)<br><input type="checkbox"/> 15.3 Auditing Services (審計服務)<br><input type="checkbox"/> 15.4 Building Information Modeling (BIM) (建築訊息模型)<br><input type="checkbox"/> 15.5 Certificate Services (認證服務)<br><input type="checkbox"/> 15.6 Counseling Services (輔導服務)<br><input type="checkbox"/> 15.7 Human Resources Services (人力資源服務)<br><input type="checkbox"/> 15.8 Insurance - General Insurance (一般保險)  |

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### 建造業議會一般供應商名單申請表

- ☐ 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 Modeling (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 attach 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  
Construction Innovation Expo 2025  
for  
the Construction Industry Council

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

April 2025

**Provision of Event Management and Production Services for  
Construction Innovation Expo 2025 for  
the Construction Industry Council**

**List of Tender Documents**

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Annex 12 – CIC Event Safety Manual (with Dynamic Risk Assessment Template)	8 Pages
4. Memorandum of Agreement	MA-1 to MA-3
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6. Contractor's Safety Requirements	82 Pages
7. Guidelines on Work-Above-Ground Safety	21 Pages

Conditions of Tender  
for  
Provision of Event Management and Production Services  
for  
Construction Innovation Expo 2025  
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 Contract;
  - f) Contractor's Safety Requirements;
  - g) 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 Construction Innovation Expo 2025. 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 4.28 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 May 2025.** 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 or Extreme Condition as announced by the Hong Kong Government 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 Employer 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.
- 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 or withdraw 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 Tenderer shall inspect the Site and make themselves thoroughly acquainted with the existing condition of the premises, location, the existing structure / accessibility, restrictions for loading and unloading materials, and all the materials, and all other aspects which may affect the delivery of the deliverables. Tenderer shall make due and proper allowance when estimating their rates and prices for the information obtained or which ought to have been obtained during the site inspection.
- 4.23 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.
- 4.24 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.
- 4.25 Tenderer shall comply with the CIC's General Conditions of Contract. The tender price shall deem to be included all cost incurred.
- 4.26 Any qualification of tender or of the tender documents may cause the tender to be disqualified.
- 4.27 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.
- 4.28 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' 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.

4.29 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.

4.30 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 Briefing**

5.1 Tenderer is invited to attend a tender briefing session at the time and place as stated in the tender invitation.

5.2 Interested tenderers should complete and return the reply slip in Appendix G by fax or e-mail to the Senior Procurement Officer at least ONE (1) working day before the stated time confirming the attendance of the said briefing session and

site visit and state clearly the number of attendees for the CIC's arrangement.

- 5.3 The CIC may record the queries raised by the tenderers attending the tender briefing and may issue a Replies to Tender Queries to all tenderers for information.

## 6 Tender Interview

- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 Each interview presentation should be no longer than 25 minutes, including a 10-minute questions and answers session.

## 7 Tender Evaluation

- 7.1 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.

## 8 Tenderer's Commitment

- 8.1 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.

- 8.2 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 (if any).
- 8.3 Tender shall remain valid and open for acceptance for **120 days** after the tender closing date.

## **9 Amendments**

- 9.1 The CIC reserves the right to amend or withdraw the Assignment Brief and its Annexes (if any) before acceptance of a tender.
- 9.2 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.

## **10 Award of Contract**

- 10.1 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.
- 10.2 The CIC reserves the right of not awarding the contract after receipt of submissions by the tenderer.
- 10.3 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.

## **11 Rights to Exercise**

- 11.1 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.

## **12 Submitted Documents**

12.1 All submitted documents will not be returned.

## **13 Enquiries**

13.1 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. Chloe IP  
Senior Officer - Procurement  
Construction Industry Council  
38/F, COS Centre,  
56 Tsun Yip Street, Kwun Tong,  
Kowloon, Hong Kong

Tel : (852) 2100-9586  
Fax: (852) 2100-9439  
Email: [chloeip@cic.hk](mailto:chloeip@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 shall describe this information in the tender submission at best endeavours and will be asked to describe where appropriate this information to the Assessment

Panel during the tender interview.

- 1.5 The tenderer is required to submit a list of current full-time employees under payroll and the audited financial statement of the last financial year (i.e. year 2023 or 2024).

## 2. Tenderer's Staff Resources

### 2.1 Organization and Qualification of Proposed Project Team

- 2.1.1 The tenderer shall submit:

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 and other Administrative Support Staff as stated in Section 8 of 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 and scale mentioned in the Assignment Brief

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

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

- 2.1.4 Tenderers must indicate clearly in respective part of technical proposal in case they would sub-contract any or part of the services required under the Assignment Brief and its Annexes. In such cases, details and experience of the sub-contractor(s) or preferred list of sub-contractor(s), relevant scope of services and the selection criteria and procedure shall be provided.

### 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 complete Project Methodology shall be provided to demonstrate a full understanding of the Assignment Brief and its Annexes**, included but not limited to the followings:

- (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) Layout Plan with proposed zoning and allocation mechanism;
- (c) Promotional Plan including the design concept of the Events and gimmick for CIExpo 2025 Opening Ceremony, as well as the promotion strategy to achieve the KPI as indicated in the Assignment Brief
- (d) Proposal of IT solution of web portal, registration status reporting and notification system to exhibitors, VIPs and visitors (including a demo);
- (e) Proposal of Event Management Solution;
- (f) Proposal of Exhibitor Manual; and
- (g) Proposal of Contingency Plan and/or Special Measures for unforeseeable conditions before and during the Events, such as health and safety plan.

(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) Exhibition Application Form and Exhibitor Manual;
- (d) Exhibitor Hall Layout;
- (e) Online Registration System and Status Reporting System;
- (f) Business Matching Platform;
- (g) Production of Event Materials and Décor items; and
- (h) Engagement of Safety Officers

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:

<u>Particulars</u>	<u>Reference</u>
<b>Technical Proposal</b>	
1. Tenderer's Track Record & Project Reference	Conditions of Tender, Appendix A Clause 1.1 to 1.5
2. Organisation and Qualifications of Proposed Project Team	Conditions of Tender, Appendix A Clause 2.1.1 to 2.1.4
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. 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: \_\_\_\_\_ (574) in P/AE/PUR/AGC

Tender Title: Provision of Event Management and Production  
Services for Construction Innovation Expo 2025  
for the Construction Industry Council

\*[I/We], [( \_\_\_\_\_ )] of  
name of the tenderer  
( \_\_\_\_\_ )],  
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 4.28.

\*[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 [ ]<sup>2</sup>:

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  
CONSTRUCTION INNOVATION EXPO 2025  
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 Contract, 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 Contract, Contractor's Safety Requirements and Guidelines On Work-Above-Ground Safety and the tender proposals submitted herewith until 13 January 2026 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 CONSTRUCTION INNOVATION EXPO 2025  
FOR THE  
CONSTRUCTION INDUSTRY COUNCIL

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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

<b>Item</b>	<b>Relevant Item(s) in Assignment Brief and its Annexes</b>	<b>Description of Deliverables</b>	<b>Quantity</b>	<b>Unit Rate (HK\$)</b>	<b>Amount (HK\$)</b>
<b>1</b>	<b>3.1</b>	<b>Secretariat, Liaison, Coordination, Recruitment and General Event Management Services</b>			
1.1	3.1 (1)-(7)	Event Secretariat Services	1 job		
1.2	3.1 (8)-(19), (22)-(23)	Overall Event Management and Support Services	1 job		
1.3	3.1 (20)-(21)	Provision and Management of Event Helpers	1,800 man-hours*		
1.4	3.1 (24)-(32)	Coordination and Management of Exhibitors and Speakers	1 job		
1.5	3.1 (33)-(35)	Payment Handling	1 job		
<b>Subtotal Amount of Item 1 (HK\$)</b>					
<b>2</b>	<b>3.2</b>	<b>Design and Production of Exhibitor Manual, Booth Application Form and Sponsorship Package</b>			
2.1	3.2 (1)	Write up, Design and Production of Exhibitor Manual	1 job		
2.2	3.2 (2)-(3)	Design and Development of Booth Application Form and Contract -Including output in fillable electronic format	1 job		
2.3	3.2 (4)	Design and Development of Sponsorship Package - Including output in fillable electronic format	1 job		
<b>Subtotal Amount of Item 2 (HK\$)</b>					



Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
<b>3</b>	<b>3.3</b>	<b>Design, Production, Installation, Management, Dismantling and Disposal of Overall Area, Exhibition Area, Conference Area, Main Stage, Welcome Dinner, Gala Dinner Venue, VIP Luncheon Venue, VIP Tours and Technical Tours</b>			
		<b>I. Overall Area</b>			
3.1	3.3 (1)-(3)	Layout for Overall Area	1 job		
3.2	3.3 (4)	Provision, Installation and Dismantling of Floor Carpet Covering Hall 1A-B of HKCEC	8,424 sq. m.*		
3.3	3.3 (5)	Provision and Decoration of Panels	1 job		
3.4	3.3 (6)	Provision of First Aid Services with 2 First Aiders -Cover Move-in, move-out and Exhibition periods	1 job		
3.5	3.3 (7)	Coordinate with the HKCEC on arranging Food and Beverage Counters for Visitors	1 job		
3.6	3.3 (8) (i)	Design, Production, Setup and Dismantling of Double-sided Foamboard Signages - Smaller Than or Equal To 600mm (W) x 420mm (H)	10 sets*		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3.7	3.3 (8) (ii)	Design, Production, Setup and Dismantling of Double-sided Handheld Foamboard Signages - 600mm (W) x 420mm (H) with wooden handle of 1800mm (H)	10 sets*		
3.8	3.3 (8) (iii)	Design, Production, Setup and Dismantling of Double-sided Free-standing Foamboard Signages - 800mm (W) x 1820mm (H)	10 sets*		
3.9	3.3 (9)	Design, Production, Installation, Dismantling and Disposal of Microphone Tags	20 sets*		
3.10	3.3 (10)	Design, Production, Installation, Dismantling and Disposal of Foamboards for multi-mic holder	2 sets		
3.11	3.3 (11)	Design, Production, Installation, Dismantling and Disposal of Backdrops, including Reception and Media Room	2 sets*		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3.12	3.3 (12)	Propose, Design, Produce and Manage all materials at CIExpo 2025 Opening Ceremony, Exhibition, Conferences, VIP luncheon, Award Presentations, Launching Ceremonies, Welcome Dinner, Gala Dinner, VIP Tours and Technical Tours	1 job		
3.13	3.3 (13)	Design, Production, Installation, Dismantling and Disposal of Entrance Arch	1 set		
3.14	3.3 (14)	Design, Production, Installation, Dismantling and Disposal of Feature Wall	1 set		
3.15	3.3 (15)	<b>Design and Produce</b> Concourse Banner -Approximately 6m (W) x 5m (H) (double-sided)	1 set*		
3.16	3.3 (16)	<b>Design and Produce</b> Concourse Banners - Approximately 2.7m (W) x 5m (H) (double-sided)	3 sets*		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3.17	3.3 (17)	Design, Production, Installation, Dismantling and Disposal of PEC Light Box -Approximately 3m (W) x 1.4m (H)	1 set		
<b>II. Exhibition Area</b>					
3.18	3.3 (18)-(20), (22), (24)-(27), (29)-(30), (33)	Overall Design and Management of the Exhibition Area	1 job		
3.19	3.3 (21), (23)	Design, Construction and Dismantling of Standard Booth of 9 Sq. M.	32 sets*		
3.20	3.3 (21), (23)	Design, Construction and Dismantling of Standard Booth of 18 Sq. M.	13 sets*		
3.21	3.3 (21), (23)	Design, Construction and Dismantling of Premium Booth of 18 Sq. M.	24 sets*		
3.22	3.3 (21), (23)	Design, Construction and Dismantling of Premium Booth of 27 Sq. M.	10 sets*		
3.23	3.3 (21), (23)	Design, Construction and Dismantling of Premium Booth of 36 Sq. M.	5 sets*		
3.24	3.3 (28)	Design, Production, Installation, Dismantling and Disposal of one Service Counter	1 job		
3.25	3.3 (31)	Provide staff support at Service Counter for Visitors and Exhibitors during move-in and Events period	1 job		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3.26	3.3 (32)	Operate and Manage the 3-day house announcement broadcast at Exhibition Hall Control Room	1 job		
3.27	3.3 (33)	Design, Production, Installation, Dismantling and Disposal of Exhibitor List Board	1 set		
3.28	3.3 (34)	Rent, set-up and dismantle Touch Kiosks	3 sets*		
3.29	3.3 (36)	Design, Production, Installation, Dismantling and Disposal of Zoning Banners	6 sets*		
3.30	3.3 (37)	Design, Production, Installation, Dismantling and Disposal of the CIC Raw Space Booth	1 job		
3.31	3.3 (38)	Propose, provide and manage a user-friendly platform for downloading photographers during events	1 job		
<b>III. Main Stage Area in the Exhibition Hall</b>					
3.32	3.3 (40)-(43)	Design, Production, Installation, Dismantling and Disposal of Main Stage with LED TV Wall and 100 theatre seating - Including design of backdrop, static and animated graphics	1 job		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3.33	3.3 (44)	Provision of Stage Podium with Design and Production of Podium Foamboard or Sticker	1 job		
3.34	3.3 (45)	Design, Production, Installation, Dismantling and Disposal of Reception Counter	1 job		
3.35	3.3 (46)	Provision of <b>Camera Stage</b>	1 job		
3.36	3.3 (47)-(48)	Management of Main Stage Events	1 job		
3.37	3.3 (49)	Design, Production, Installation and Dismantling of Panels at Main Stage Area	1 job		
3.38	3.3 (51) (i)	Rental, Setup and Dismantling of Lighting System at the Main Stage Area	1 job		
3.39	3.3 (51) (ii)	Rental, Setup and Dismantling of PA System at the Main Stage Area - Including provision of background music	1 job		
3.40	3.3 (51) (iii)	Rental, Setup and Dismantling of Sound Box at the Main Stage Area	1 job		
3.41	3.3 (51) (iv)	Rental, Setup and Dismantling of Stage Monitors at the Main Stage Area	1 job		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3.42	3.3 (52)	Provision of Live Feeding Service at the Main Stage Area	1 job		
<b>IV. Opening Ceremony and Conferences at N101</b>					
3.43	3.3 (54)-(55), (78)-(79)	Management of Opening Ceremony and Conferences	1 job		
3.44	3.3 (56)	Management and Coordination of beverages and finger food for Conferences	1 job (4 half-day sessions)		
3.45	3.3 (57)-(59)	Design, Production, Installation, Dismantling and Disposal of Stage with LED TV Wall and 400 theatre seating - Including design of backdrop, static and animated graphics	1 job		
3.46	3.3 (60)	Provision of Press Stage	1 job		
3.47	3.3 (61)	Provision of Podium with Design and Production of Podium Foamboard or sticker	1 set		
3.48	3.3 (62)-(64)	Design, provide, set up and dismantle registration counter, design of title slides in presentation format and backdrops for LED TV wall	1 job		
3.49	3.3 (65)	Design, provide, install and dismantle signing backdrop in 4m(W) x 2.5m (H) x 0.5m (D) for Conferences	1 set		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3.50	3.3 (66)	Design, provide, install and dismantle signing backdrop in 4m(W) x 2.5m (H) x 0.5m (D) for MiC MiMEP Achievement Ceremony	1 set		
3.51	3.3 (67)	Design and produce framed certificates of appreciation for Conference Speakers and GOHs	50 sets*		
3.52	3.3 (69)-(70)	Management of Q&A Sessions	1 job		
3.53	3.3 (71)	Design and produce related artwork for the MOU Signing Ceremony, with at least 4 13-inch iPad with stands	1 job		
3.54	3.3 (72) (i)	Rental, Setup and Dismantling of Lighting System at the Conference Area	1 job		
3.55	3.3 (72) (ii)	Rental, Setup and Dismantling of PA system at the Conference Area - Including provision of background music	1 job		
3.56	3.3 (72) (iii)	Rental, Setup and Dismantling of Sound Box at the Conference Area	1 job		
3.57	3.3 (72) (iv)	Rental, Setup and Dismantling of Stage Monitors at the Conference Area	2 jobs (i.e. 2 monitors)		



Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3.58	3.3 (74)-(75)	Provision of Live Feeding Service at the Conference Area with technical staff	1 job		
3.59	3.3 (76)	Propose, design, create and manage a gimmick at Opening Ceremony (Pricing reference: approximately 3.5% of the tender total sum; justification might be required)	1 job		
3.60	3.3 (77)	Propose, design, create and manage a gimmick at GCSFE and SCA Launching Ceremony	1 job		
		<b>V. VIP Luncheon</b>			
3.61	3.3 (80), (83), (86)	VIP Luncheon Management	2 jobs		
3.62	3.3 (81)	Set-up, Production and Dismantling of stage, podium and LED TV wall	1 job		
3.63	3.3 (82), (84)-(85)	Design and Production of route signages, name tags, seating board and table cards	1 job		
		<b>VI. VIP Tours &amp; VII. Technical Tours</b>			
3.64	3.3 (89)	VIP Tours Management and 20 Sets Audio Tour Guide System	15 tours		
3.65	3.3 (90) – (93)	Half-day Technical Tours Management	8 tours		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
		<b>VII. Welcome Dinner and Gala Dinner with InnoAward Presentation Ceremony</b>			
3.66	3.3 (94), (97)-(99)	Invitation and Overall Management of Welcome Dinner and Gala Dinner	2 jobs		
3.67	3.3 (95)-(96)	Set-up, Production and Dismantling of stage, podium and LED TV Wall	2 jobs		
3.68	3.3 (100)	Design, Production, Installation, Dismantling and Disposal of signing backdrop	2 jobs		
3.69	3.3 (101)	Design and Produce A4-sized framed certificates for the InnoAward Judges	12 sets*		
3.70	3.3 (103)	Design and produce digital slides template for the presentation for all InnoAward awardees	3 sets*		
3.71	3.3 (104)	Design and Product A4-sized framed certificates for InnoAward winners	30 sets*		
3.72	3.3 (105)-(107)	Design and Production of seating plans, name tags and table cards	2 jobs		
3.73	3.3 (108) (i)	Rental, Set-up and Dismantling of Lighting System at Dinner Venue	2 jobs		
3.74	3.3 (108) (ii)	Rental, Set-up and Dismantling of PA System at Dinner Venue	2 jobs		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3.75	3.3 (108) (iii)	Rental, Set-up and Dismantling of Stage Monitors at Dinner Venue	2 jobs		
3.76	3.3 (108) (iv)	Rental, set-up and dismantling of at least SIX (6) 75" HD LED TV for Gala Dinner	1 job		
3.77	3.3 (108) (v)	Provide audio and filming equipment for live feeding for Gala Dinner	1 job		
3.78	3.3 (109)	Proposal, Design, Coordination and Management a gimmick performance and rehearsal for Gala Dinner (Pricing reference: approximately 2% of the tender total sum; justification might be required)	1 job		
<b>Subtotal Amount of Item 3 (HK\$):</b>					
<b>4</b>	<b>3.4</b>	<b>Artwork Design, Production and Delivery of Event Brochure</b>			
4.1	3.4 (1)-(5)	Design of Event Brochure (in PDF e-book format)	1 job		
<b>Subtotal Amount of Item 4 (HK\$):</b>					

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
<b>5</b>	<b>3.5</b>	<b>Artwork Design, Production and Delivery of Flyers, Posters and Programme Booklets</b>			
5.1	3.5 (1), (9) and (10)	Design of Flyers for Event promotion	3 sets		
5.2	3.5 (1)	Production of Flyers for Event Promotion (3 sets x 300 copies)	900 copies*		
5.3	3.5 (3), (9) and (10)	Design of Flyers for the Conferences	4 sets*		
5.4	3.5 (3)	Production of Flyers for Conferences (4 sets x 300 copies)	1,200 copies*		
5.5	3.5 (5), (9) and (10)	Design of Poster	1 set		
5.6	3.5 (5)	Production of Posters	200 copies*		
5.7	3.5 (7), (9) and (10)	Design and produce programme booklets for the Award Presentation (e-version)	1 job		
<b>Subtotal Amount of Item 5 (HK\$):</b>					
<b>6</b>	<b>3.6</b>	<b>Design and Production of Promotional Videos and EDMs</b>			
6.1	3.6 (1)(i)-(xi)	Design and Production of Promotional Videos in duration of 1 minute 30 seconds	8 jobs* (i.e. 8 videos)		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
6.2	3.6 (2)(i)-(ix)	Design and Production of Videos for CIC Chairman/ Executive Director in duration of 2 minutes	6 jobs* (i.e. 6 videos)		
6.3	3.6 (5)(i)-(vi)	Design and Production of TWENTY (20) EDMs and a Notification Email Template	1 job		
<b>Subtotal Amount of Item 6 (HK\$):</b>					
<b>7</b>	<b>3.7</b>	<b>On-site Simultaneous Interpretation (“S.I.”) Services</b>			
7.1	3.7 (1)-(4)	Provision of On-site Simultaneous Interpretation Services for the Conferences and Gala Dinner	5 jobs (4 half-day sessions* and Gala Dinner)		
<b>Subtotal Amount of Item 7 (HK\$):</b>					
<b>8</b>	<b>3.8</b>	<b>Structural Calculations and Insurance</b>			
8.1	3.8 (1)-(4)	Structural Calculations and Insurance	1 job		
<b>Subtotal Amount of Item 8 (HK\$):</b>					

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
<b>9</b>	<b>3.9</b>	<b>Design and Development of Website, Online Registration Platform, Reporting System for Registration Status and IT Solution for Exhibition Notification</b>			
9.1	3.9 (1) – (11)	Propose, provide, design, configure, and manage an event management solution to meet all the requirements for the website, registration, payment, data integration, notification, automation and reports	1 job		
9.2	3.9 (12)	Provide and Manage on-site registration, check-in gadgets and booths	1 job		
9.3	3.9 (13)	Post-event arrangement: - Manage and submit event reports - Coordinate, design and conduct surveys - Design, provide and issue attainment certificates	1 job		
<b>Subtotal Amount of Item 9 (HK\$):</b>					

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
<b>10</b>	<b>3.10</b>	<b>Design and Development of Exhibitor QR Code Scanning Application</b>			
10.1	3.10 (1) – (3)	Design and Development of Exhibitor QR Code Scanning Application	1 job		
<b>Subtotal Amount of Item 10 (HK\$):</b>					
<b>11</b>	<b>3.11</b>	<b>Design, Production and Delivery of Name Badges and Lanyards for Visitors</b>			
11.1	3.11 (1), (2), (7)	Design of standard template of name badges and lanyards	1 job		
11.2	3.11 (3)	Production of name badges	25,000 sets*		
11.3	3.11 (4)-(5)	Reporting and Provision of onsite name badge counter	1 job		
11.4	3.11 (6)	Production of lanyards	25,000 sets*		
<b>Subtotal Amount of Item 11 (HK\$):</b>					

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
<b>12</b>	<b>3.12</b>	<b>Provision of Live Streaming Services</b>			
12.1	3.12 (1)-(15)	Manage Live Streaming via Zoom for Conferences and Opening Ceremony at Room N101	4 jobs (4 half-day sessions*)		
<b>Subtotal Amount of Item 12 (HK\$):</b>					
<b>13</b>	<b>3.13</b>	<b>Provision of Photo and Video Shooting and Editing Services</b>			
13.1	3.13 (1)	Provision of Photography Services with FOUR (4) Photographers and Photo Shooting Equipment on 1 <sup>st</sup> day of the Events	1 job		
13.2	3.13 (1)	Provision of Photography Services with TWO (2) Photographers and Photo Shooting Equipment at Exhibition Hall per day	3 jobs* (3-day exhibitions)		
13.3	3.13 (1)	Provision of Photography Services with ONE (1) Photographer and Photo Shooting Equipment per Conferences	4 jobs* (4 half-day conferences)		
13.4	3.13 (1)	Provision of Photography Services with TWO (2) Photographers and Photo Shooting Equipment for Gala Dinner	1 job*		
13.5	3.13 (1)	Provision of Photography Services with FOUR (4) Photographers and Photo Shooting Equipment for 8 Technical Tours	1 job*		



Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
13.6	3.13 (3)-(4)	Provide edited photos to CIC timely during Events period	1 job		
13.7	3.13 (5)	Provision of Videography Services with FOUR (4) Videographers and Video Shooting Equipment on 1 <sup>st</sup> day of the Events	1 job		
13.8	3.13 (5)	Provision of Videography Services with TWO (2) Videographers and Video Shooting Equipment at the Exhibition Hall per day	3 jobs* (3-day exhibitions)		
13.9	3.13 (5)	Provision of Videography Services with ONE (1) Videographer and Video Shooting Equipment per Conference	4 jobs* (4 half-day conferences)		
13.10	3.13 (5)	Provision of Videography Services with TWO (2) Videographers and Video Shooting Equipment for the Gala Dinner	1 job*		
13.11	3.13 (7)	Time-lapse Filming during Move-in	1 job		
13.12	3.13 (8), 3.3 (110)	Recording and Editing a Highlighted Video for Gala Dinner	1 job		
13.13	3.13 (9)	Recording and Editing Videos for the Exhibition	1 job		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
13.14	3.13 (10)	Recording and Editing Videos for the Conferences, Opening Ceremony, Award Presentation Ceremony and Gala Dinner	1 job		
<b>Subtotal Amount of Item 13 (HK\$):</b>					
<b>14</b>	<b>3.17</b>	<b>Design Adoption and Event Management Service for HKIC 50th Anniversary Forum</b>			
14.1	3.17 (1)-(2), (6)	Overall Design Adoption and Event Management Service for HKIC 50A	1 job		
14.2	3.17 (3)	Design, Production and Installation of Themed Layout for Podium	1 job		
14.3	3.17 (4)	Propose, design, create and manage a kick-off gimmick	1 job		
14.4	3.17 (5)	Design, Production, Installation, Dismantling and Disposal of signing backdrop	1 job		
14.5	3.17 (7)	Provision and Management of Reception Counter	1 job		
14.6	3.17 (8)	Provision and Management of Technical Equipment and Staff Support	1 job		
14.7	3.17 (9)	Provision and Management of Live Streaming Services	1 job		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
14.8	3.17 (10)	Provision of S.I. Services	1 job		
14.9	3.17 (11)	Provision of Photography Services with ONE (1) Photographer and Photo Shooting Equipment	1 job		
14.10	3.17 (11)	Provision of Videography Services with ONE (1) Videographer and Video Shooting Equipment	1 job		
14.11	3.17 (12)	Provision of MC for the HKIC 50A -Please specify proposed MC : _____	1 day	HK\$ _____ per day	
<b>Subtotal Amount of Item 14 (HK\$):</b>					
<b><i>CARRY FORWARD TO FORM OF TENDER AND FEE PROPOSAL</i></b> <b>Total Amount of Items 1 – 14 (HK\$):</b>					

*\* 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.*

Notes:

- (1) The CIC reserves the right to accept or omit any individual item or whole section of a tender without price alteration to the items or sections accepted. The tenderer hereby acknowledges that there will not be any loss of profit claim as a result of the reduction in the scope of works.
- (2) All the fees quoted for the Mandatory Items 1 to 14 above shall include all related expenses for source file submission to the CIC based on the finalized version and 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

<b>Item</b>	<b>Relevant Item(s) in Assignment Brief and its Annexes</b>	<b>Description of Optional Deliverables</b>	<b>Provisional Quantity</b>	<b>Unit Rate (HK\$)</b>
<b>1</b>	<b>3.1</b>	<b>Secretariat, Liaison, Coordination, Recruitment and General Event Management Services</b>		
1.1	3.1 (21)	Additional ONE (1) Man-hour per Helper	1 man-hour	
<b>2</b>	<b>3.3</b>	<b>Design, Production, Installation, Management, Dismantling and Disposal of Overall Area, Exhibition Area, Conference Area, Main Stage, Gala Dinner Venue, VIP Luncheon Venue, VIP Tours and Technical Tours</b>		
2.1	3.3 (35)	Design, Production, Installation, Dismantling and Disposal of Exhibition Programme Board	2 sets	
2.2	3.3 (37)(xi)	Provision of 1 laptop at CIC Main Booth	1 job	
2.3	3.3 (39)	Arrangement of round-trip transportation of CIC's exhibits, each of 500kg above	5 round-trips	
2.4	3.3 (50)	Design, Production, Installation and Dismantling of Acoustic Metamaterial for Main Stage	1 job	
2.5	3.3 (53)	Design, Production, Installation, Dismantling and Disposal of signing backdrop	1 job	
2.6	3.3 (68)	Design and Production of e-certificates for Conference Speakers and GOH	50 sets	
2.7	3.3 (87)	Design, Production, Installation, Dismantling and Disposal of signing backdrop	1 job	
2.8	3.3 (88)	Overall Management of ONE extra VIP Luncheon	1 job	
2.9	3.3 (102)	Design and Production of e-certificates for the InnoAward Judges	12 sets	

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Optional Deliverables	Provisional Quantity	Unit Rate (HK\$)
2.10	3.3 (111)	Overall Management of ONE extra Dinner at Bauhinia Room	1 job	
2.11	3.3 (112)(i)	Additional Item for Special Lighting Effects – LED PAR Light	1 set	
2.12	3.3 (112)(ii)	Additional Item for Special Lighting Effects – LED Follow Spotlight	1 set	
2.13	3.3 (112)(iii)	Additional Item for Special Lighting Effects – LED Moving Light	1 set	
2.14	3.3 (112)(iv)	Additional Item for Special Lighting Effects – Gobo Light and Associated Equipment	1 set	
2.15	3.3 (113)(i)	Additional PA Equipment – Speaker	1 set	
2.16	3.3 (113)(ii)	Additional PA Equipment – Wireless Microphone	1 set	
2.17	3.3 (113)(iii)	Additional PA Equipment – Video Panel	1 set	
<b>3</b>	<b>3.4</b>	<b>Artwork Design, Production and Delivery of Event Brochure</b>		
3.1	3.4 (6)	Production and Delivery of Event Brochures	5,000 copies	
<b>4</b>	<b>3.5</b>	<b>Artwork Design, Production and Delivery of Flyers, Posters and Programme Booklets</b>		
4.1	3.5 (2)	Design an Additional Set of E-flyer for Event Promotion	1 job	
4.2	3.5 (2)	Production of an Additional Set of Flyers for Event Promotion	300 copies	
4.3	3.5 (4)	Design an Additional Set of E-flyer for Conferences	1 job	
4.4	3.5 (4)	Produce of an Additional Set of Flyers for Conferences	300 copies	
4.5	3.5 (6)	Design and Production of Additional ONE (1) Set of Poster	200 copies	
4.6	3.5 (8)	Production and Delivery of Programme Booklet for the Award Presentation Ceremony	200 copies	

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Optional Deliverables	Provisional Quantity	Unit Rate (HK\$)
<b>5</b>	<b>3.6</b>	<b>Design and Production of Promotional Videos and EDMs</b>		
5.1	3.6 (1)(xii)	Design and Production of Additional 30 seconds per video	1 job	
5.2	3.6 (3)	Video Filming Services (Half Filming Day, 1-5 hours)	1 job	
5.3	3.6 (3)	Video Filming Services (Full Filming Day, 6-9 hours)	1 job	
5.4	3.6 (4)	Design and Production of One Additional Promotional Video of 1 minute 30 seconds	1 job	
5.5	3.6 (6)	Design, Production and Sending ONE (1) Additional EDM	1 job	
<b>6</b>	<b>3.7</b>	<b>On-site Simultaneous Interpretation (“S.I.”) Services</b>		
6.1	3.7 (5)-(6)	Provision of On-site Simultaneous Interpretation Services for the Luncheons	2 jobs	
6.2	3.7 (7)-(8)	Provision of On-site Simultaneous Interpretation Services for Main Stage on 11 & 12 December	2 jobs	
<b>7</b>	<b>3.11</b>	<b>Design, Production and Delivery of Name Badges and Lanyards for Visitors</b>		
7.1	3.11 (8)	Production and Delivery of Additional Name Badges	500 sets	
7.2	3.11 (8)	Production and Delivery of Additional Lanyards	500 sets	
<b>8</b>	<b>3.12</b>	<b>Provision of Live Streaming Services</b>		
8.1	3.12 (16)	Additional Live Streaming Services at Main Stage on 11 & 12 December	2 jobs	
8.2	3.12 (17)	Post-registration with Access Right for Instant Online Replay	1 job	
8.3	3.12 (18)	Adding One More Live Streaming Platform via WeChat	1 job	
8.4	3.12 (19)	Pre-recording Services for Speakers	10 jobs	

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Optional Deliverables	Provisional Quantity	Unit Rate (HK\$)
<b>9</b>	<b>3.13</b>	<b>Provision of Photo and Video Shooting and Editing Services</b>		
9.1	3.13 (2)	Provision of Additional 1 Photographer with Photo Shooting Equipment -Quotation per photographer for 5 hours	1 job	
9.2	3.13 (6)	Provision of Additional 1 Videographer with Video Shooting Equipment -Quotation per videographer for 5 hours	1 job	
9.3	3.13 (9) (iii) (b)	Filming of Interview for Additional ONE (1) Exhibitor with Editing Service	1 job	
9.4	3.13 (9) (iii) (c)	Production and Editing of ONE Extra Exhibitor's Testimonial Video	1 job	
<b>10</b>	<b>3.14</b>	<b>Production of House Announcement</b>		
10.1	3.14 (1)	Production of House Announcement	1 job	
<b>11</b>	<b>3.15</b>	<b>Design and Production of Post-event Commemorative Album</b>		
11.1	3.15 (1)	Design of Post-event Commemorative Album	1 job	
11.2	3.15 (2)-(5)	Production and Delivery of the Post- event Commemorative Album	500 copies	
<b>12</b>	<b>3.16</b>	<b>Provision of Master of Ceremonies ("MC")</b>		
12.1	3.16 (1)	Provision of MC for the Welcome Dinner -Please specify proposed MC 1: _____	Half day	HK\$ _____ per half day
12.2	3.16 (1)	Provision of MC for the Welcome Dinner -Please specify proposed MC 2: _____	Half day	HK\$ _____ per half day

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Optional Deliverables	Provisional Quantity	Unit Rate (HK\$)
12.3	3.16 (1)	Provision of MC for the Welcome Dinner -Please specify proposed MC 3: _____	Half day	HK\$ _____ per half day
12.4	3.16 (1)	Provision of MC for the Opening Ceremony and Conferences -Please specify proposed MC 1: _____	2 days	HK\$ _____ per day
12.5	3.16 (1)	Provision of MC for the Opening Ceremony and Conferences -Please specify proposed MC 2: _____	2 days	HK\$ _____ per day
12.6	3.16 (1)	Provision of MC for the Opening Ceremony and Conferences -Please specify proposed MC 3: _____	2 days	HK\$ _____ per day
12.7	3.16 (1)	Provision of MC for the VIP Luncheon -Please specify proposed MC 1: _____	2 half day	HK\$ _____ – per half day
12.8	3.16 (1)	Provision of MC for the VIP Luncheon -Please specify proposed MC 2: _____	2 half day	HK\$ _____ – per half day
12.9	3.16 (1)	Provision of MC for the VIP Luncheon -Please specify proposed MC 3: _____	2 half day	HK\$ _____ – per half day
12.1 0	3.16 (1)	Provision of MC for the Gala Dinner -Please specify proposed MC 1: _____	Half day	HK\$ _____ – per half day



Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Optional Deliverables	Provisional Quantity	Unit Rate (HK\$)
12.1 1	3.16 (1)	Provision of MC for the Gala Dinner -Please specify proposed MC 2: _____	Half day	HK\$ _____ — per half day
12.1 2	3.16 (1)	Provision of MC for the Gala Dinner -Please specify proposed MC 3: _____	Half day	HK\$ _____ — per half day
12.1 3	3.16 (1)	Provision of MC for the Main Stage -Please specify proposed MC 1: _____	3 days	HK\$ _____ — per day
12.1 4	3.16 (1)	Provision of MC for the Main Stage -Please specify proposed MC 2: _____	3 days	HK\$ _____ — per day
12.1 5	3.16 (1)	Provision of MC for the Main Stage -Please specify proposed MC 3: _____	3 days	HK\$ _____ — per day

*\* 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.*

### **Payment Schedule**

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:-

<b>Deliverable No.</b>	<b>Deliverable Description</b>	<b>Completion Date</b>	<b>Payment Schedule (%)</b>
1	Upon signing of the Contract	2 weeks after the Contract Awarded	10%
2	Approval of deliverables as follows: 2.1 Design concept proposal (4%) 2.2 Master work plan including the command structure and staffing (3%) 2.3 Website layout and UAT of web portal (5.5%) 2.4 Exhibitor's application form (3%) 2.5 Exhibitor's manual (3%) 2.6 Completion of inviting VIPs to InnoAward, Conferences and Expo (3%) 2.7 Exhibition hall layout (3%) 2.8 Online registration system and the registration status reporting system (5.5%)	12 September 2025	30%
3	Approval of deliverables as follows: 3.1 Business matching platform and the exhibitor QR code scanning application (5.5%) 3.2 All artwork design (8%) 3.3 Detailed programme rundown and technical rundown (5%) 3.4 Demonstration of the plan of registration to conference (5%) 3.5 Demonstration and the plan of living streaming of conferences (6%) 3.6 Demonstration of the plan of exhibition hall set-up (5.5%) 3.7 Demonstration of the plan of logistics arrangement for exhibits move-in for all exhibitors (5%)	2 weeks before the Event	40%
4	Completion of all the services provided to the satisfaction of the CIC, including InnoAward, Conferences and Expo, approval of Final	1 month after the Event	20%

<b>Deliverable No.</b>	<b>Deliverable Description</b>	<b>Completion Date</b>	<b>Payment Schedule (%)</b>
	Report, and submission of source files of all design artworks, raw and edited photos and videos		
		<b>Total</b>	<b>100%</b>

<b>Optional Items</b>		
1	On actual basis upon satisfactorily receipt of items	100%

Date for Commencement	The date as stated on the Project Commencement Letter.  Project Commencement Letter – A written notification by the Employer regards to the commencement of Works.
Date for Completion	Exhibition Date – 11 to 13 December 2025  Completion of all the services – 13 January 2026

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 4.28 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><b>1. Tenderer's Track Record &amp; Project Reference (15%)</b></p> <p>(a) Tenderer's company profile, background and expertise</p> <p>(b) Tenderer's relevant experience in event management of award presentation ceremony, conferences and exhibitions in the past 5 years as of tender closing date, and provide name of the client, name and duration of the event, number of attendees and visitors, contract start and end date, contract sum and the tenderer's role in the contract</p> <p>(c) Tenderer shall provide reference letter from previous clients (if any).</p> <p>(d) Tenderer is required to provide the current number of full-time employees under payroll.</p> <p>(e) Tenderer is required to submit the audited financial statement of the last financial year.</p>		<b>15%</b>
<p><b>2. Tenderer's Staff Resources (10%)</b></p> <p>An organization chart indicating the proposed project team which includes:</p> <p>(a) Number and name of project team members, team structure and for each deliverable / service.</p> <p>(b) Profile of project team members including qualifications and experience of core team members (Project Manager, Chief Designer, Technical Manager for general management, Technical Manager for exhibition management, and the minimum permanent core support staff for each deliverable / service). It is required to provide the commanding structure for the project operations.</p>		<b>10%</b>
<p><b>3. Event and Design Proposal (40%)</b></p> <p>The following sub-criteria shall be considered:</p> <p>(a) Event Proposal including deployment plan <b>(5%)</b></p> <p>(b) Exhibition Layout Plan with Zoning and Mechanism to Allocate Booths for Applicants <b>(5%)</b></p> <p>(c) Design Proposal <b>(15%)</b> Tenderer shall submit a Design Proposal showing the following items and the price quoted in the fee proposal shall be based on the proposal:</p> <p>(i) Design of the Events (5%) - Tenderer shall provide at least TWO (2) proposals about the design concept of the Events, including the entrance arch, feature wall and CIC booth</p> <p>(ii) Design of Gimmick (5%) - Tenderer shall provide at least TWO (2) proposals</p>		<b>40%</b>

Assessment Criteria	Assessed Marks (%)	Maximum Marks (%)
<p>about the design of gimmick for CIExpo 2025 Opening Ceremony.</p> <p>(iii) Performance at Gala Dinner (5%) - Tenderer shall provide at least TWO (2) proposals about the performance at Gala Dinner.</p> <p>(d) Proposal of IT Solutions of Registration Status Reporting to CIC and Notification System to Exhibitors, VIPs and Visitors (Including a Demo) <b>(5%)</b></p> <p>(e) Proposal of Improvement and Demonstration of Event Website, Business Matching Platform or any alternative integrated solution to achieve all required functions as stipulated in the Assignment Brief and its Annexes <b>(2.5%)</b></p> <p>(f) Proposal of Improvement on Exhibitor Manual <b>(2.5%)</b> - Tenderer shall submit a proposed improvement and content list of the Exhibitor Manual for the Exhibition and a copy of manuals they had produced for its previous events which may be suitable for CIExpo 2025</p> <p>(g) Email Templates of Registration Confirmations and Reminders of the event, which Tenderer had managed <b>(2.5%)</b></p> <p>(h) Proposal of contingency / special measures for epidemic or other unforeseeable events <b>(2.5%)</b></p>		
<p><b>4. Detailed Work Programme (5%)</b></p> <p>(a) Proposed timeline and work programme for the Services, showing the key action for each deliverable / service <b>(5%)</b></p>		<b>5%</b>
<p><b>5. Safety Control for Temporary Demountable Structure over 2.5 meter (e.g. Exhibitor Booth, Feature Wall, LED wall and backdrop) and additional electric installation (20%)</b></p> <p>(a) Tenderer shall provide Method Statement to illustrate the plant, machinery and equipment involved, details of working method and procedure, design calculation, as well as related sketch &amp; drawing with dimension. <b>(10%)</b></p> <p>(b) Tenderer shall provide Risk Assessment to identify hazard, evaluate risks and propose precaution, control measure and protection during move-in, installation, dismantling and move-out. <b>(10%)</b></p>		<b>20%</b>
<p><b>6. Tenderer's Performance in CIC's Past Projects (10%)</b></p>		<b>10%</b>
<b>Total:</b>		<b>100%</b>

- 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: (574) in P/AE/PUR/AGC, Closing Date: 16 May 2025), 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:

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☐ 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)?

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☐ 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)? \_\_\_\_\_

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☐ 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: [chloeip@cic.hk](mailto:chloeip@cic.hk) or fax no: 2100 9439 no later than 12:00 p.m. on 16 May 2025.
- 2) Please contact Ms. Chloe Ip at Tele: (+852)2100-9586 or E-mail: [chloeip@cic.hk](mailto:chloeip@cic.hk) for any enquiry.

## APPENDIX G – Reply Slip for Tender Briefing

I/We would like to attend the tender briefing for the Provision of Event Management and Production Services for Construction Innovation Expo 2025 at 2:30 p.m. on 8 April 2025 at CIC Headquarters, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.

<u>Full Name of Attendee(s)</u>		<u>Post/Title</u>	
Company Name:			
Contact Person:		<u>Post/Title</u>	
Address:			
Telephone No : :		Fax No:	
Mobile Phone No:		E-mail :	

### Note:

1. Each Tenderer shall register three attendees at most.
2. Please return the completed reply slip to E-mail: [chloeip@cic.hk](mailto:chloeip@cic.hk) or fax no: 2100 9439 no later than 5:00 p.m. on 7 April 2025.
3. Please contact Ms. Chloe Ip at Tele: 2100 9586 or E-Mail: [chloeip@cic.hk](mailto:chloeip@cic.hk) for any enquiry.

**Assignment Brief**  
**of**  
**Production and Event Management Services**  
**for**  
**Construction Innovation Expo 2025**  
**for**  
**the Construction Industry Council**

April 2025

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**Assignment Brief**  
**Provision of Event Management and Production Services**  
**for Construction Innovation Expo 2025 for the Construction Industry Council**

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Annex 4 – Design Items of CIExpo 2019, 2022

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## 1. Background

- 1.1 Construction Innovation Expo 2025 (“CIExpo 2025”) is a triennial flagship event of the Construction Industry Council (“CIC”), advised by the Development Bureau (“DEVB”) of the HKSAR Government, and the Ministry of Housing and Urban-Rural Development (“MOHURD”) of the People’s Republic of China, and co-organised with the Centre of Science and Technology Industrial Development (“CSTID”) of the MOHURD of the People’s Republic of China, to promote innovative and advanced design methods, devices, processes, materials, systems and applications under the key areas of High Productivity Construction, Smart and Safe Construction, Construction Digitalisation, AI & Automation and Green Construction (the key areas might vary).
- 1.2 The exhibition of CIExpo 2025 is scheduled to be held at the Exhibition Venue mentioned in Clause 1.4, from 11 to 13 December 2025, which will be concurrent with a maximum of four half-day conference sessions happening in Room N101 in Hong Kong Convention and Exhibition Centre and Main Stage at Exhibition Hall (collectively called the “Conferences”), including (i) International Construction Leadership and New Quality Productivity Force Forum, (ii) Smart and Safety Construction, (iii) High Construction Productivity (MiC, MiMEP) and (iv) Green and Sustainable Construction (the Conference topics might vary).
- 1.3 The CIC aims to engage an event management company (the “Contractor”) to provide professional advices, event management and production services including all the works stated in Clause 3 for CIExpo 2025 to the satisfaction of the CIC (the “Services”).
- 1.4 Tentative Details of all the happenings in CIExpo 2025 (Subject to CIC’s final confirmation) are listed as below:

Organiser	Construction Industry Council (“CIC”)
Co-organiser	The Centre of Science and Technology and Industrialization Development (CSTID) under the Ministry of Housing and Urban-Rural Development of PRC (住房和城鄉建設部科技與產業化發展中心)
Advisors	Development Bureau (“DEVB”) of the HKSAR Government and the Ministry of Housing and Urban- Rural Development of PRC (住房和城鄉建設部)
Event	Construction Innovation Expo 2025

Move-in and Set-up Date and Time	<p><u>Exhibition:</u></p> <p>8 December 2025 (Monday) 08:00am – 11:59pm 9 December 2025 (Tuesday) 08:00am – 07:00pm 10 December 2025 (Wednesday) 08:00am – 07:00pm</p> <p><u>Conference:</u></p> <p>10 December 2025 (Wednesday) 08:00am – 11:59pm</p> <p><u>Dining Venue (Bauhinia Room, HKCEC):</u> (Welcome Dinner, Luncheon and Gala Dinner) 10 December 2025 (Wednesday) 02:00pm – 05:30pm</p>
Event Date and Time	<p>10 – 13 December 2025 (Thursday to Saturday), 4 days</p> <p><u>Welcome Dinner</u> 10 December 2025 (Wednesday) 7:00pm – 10:00pm</p> <p><u>Conferences</u> 11 December 2025 (Thursday) 9:00am – 6:00pm 12 December 2025 (Friday) 8:30am – 7:00pm 13 December 2025 (Saturday) 9:00am – 5:00pm</p> <p><u>VIP Luncheon</u> 11 December 2025 (Thursday) 12:00pm – 2:30pm 12 December 2025 (Friday) 12:00pm – 2:30pm (Optional) 13 December 2025 (Saturday) 12:00pm – 2:30pm</p> <p><u>Gala Dinner (with CIC Construction Innovation Award (InnoAward) 2025 Presentation Ceremony)</u> 11 December 2025 (Thursday) 5:30pm – 10:00pm (Optional) 12 December 2025 (Friday) 5:30pm – 10:00pm</p> <p><u>Technical Tours</u> 13 December 2025 (Saturday) 9:00am – 1:00pm</p> <p><u>Exhibition</u> 11 December 2025 (Thursday) 9:00am – 7:00pm 12 December 2025 (Friday) 9:00am – 7:00pm 13 December 2025 (Saturday) 9:00am – 5:00pm</p>

Dismantling Date and Time	<u>Bauhinia Room:</u> 12 December 2025 (Friday) 2:30pm – 4:30pm <u>Conference:</u> 13 December 2025 (Saturday) 5:01pm – 11:59pm <u>Exhibition:</u> 13 December 2025 (Saturday) 5:01pm – 11:59pm
Event Venue	<u>Exhibition Venue</u> Hall 1A-1B, Hong Kong Convention and Exhibition Centre (HKCEC) (108mL x 78mW x 10.5mH) (8,424 m <sup>2</sup> ) <u>Conference Venue</u> Room N101, HKCEC <u>Dining Venue (Luncheon, Welcome Dinner and Gala Dinner)</u> Bauhinia Room, HKCEC
Core Activities	<p>(a) Welcome Dinner</p> <ul style="list-style-type: none"> <li>• Held at Bauhinia Room in HKCEC from 7:00pm to 10:00pm on 10 December 2025 (Wednesday)</li> <li>• Approximate 50 guests</li> <li>• Welcome Speech and Sharing</li> </ul> <p>(b) 3-day Exhibition (the “Exhibition”)</p> <ul style="list-style-type: none"> <li>• Hall 1A-B on 11 December 2025 (Thursday) to 13 December 2025 (Saturday)</li> <li>• With 120+ Exhibitors</li> <li>• A Main Stage</li> <li>• A CIC booth</li> </ul> <p>(c) Opening Ceremony of CIExpo 2025</p> <ul style="list-style-type: none"> <li>• Held at Room N101, HKCEC on 11 December 2025 (Thursday) AM session</li> <li>• Memorandum of Understanding (MOU) signing ceremony with CSTID and others</li> </ul> <p>(d) InnoAward 2025 Presentation Ceremony at Bauhinia Room at HKCEC on 11 December 2025 (Thursday) Gala Dinner Session.</p> <p>(e) CIC Modular Integrated Construction (MiC) Multi-trade Integrated Mechanical, Electrical and Plumbing (MiMEP) Achievement Ceremony at Room N101 at HKCEC on 12 December 2025 (Friday) AM session</p> <p>CIC Global Construction Sustainability Forum and Exhibition</p>

	<p>(GCSFE) and Sustainable Construction Award (SCA) Launching Ceremony at Room N101 at HKCEC on 12 December 2025 (Friday) PM session</p> <p>(f) Gala Dinner at Bauhinia Room in HKCEC</p> <ul style="list-style-type: none"> <li>• Held at Bauhinia Room in HKCEC from 5:30pm to 10:00pm on 11 December 2025 (Thursday)</li> <li>• Approximate 300 guests</li> <li>• Performance, Welcome Speech and Sharing</li> <li>• <b>(Optional Item)</b> ONE extra Dinner held at Bauhinia Room in HKCEC from 5:30pm to 10:00 pm on 12 December 2025 (Friday)</li> </ul> <p>(g) Conference (the “Conferences”)</p> <ul style="list-style-type: none"> <li>• Held at Room N101 at HKCEC</li> <li>• 2 days in-person and online Conferences (4 half-day conference sessions) with Panel Discussion per session on 11 and 12 December 2025</li> </ul> <p><u>11 December 2025</u></p> <p>“International Construction Leadership (&amp;NQPF) Forum”; “International Conference on Construction Safety Culture and 4S (Smart Site Safety System)”</p> <p><u>12 December 2025</u></p> <p>“International Conference on Mic MiMEP (with MiC MiMEP Achievement Ceremony”; “International Conference on Sustainable and Smart Construction” (with CIC GCSFE and SCA Launching Ceremony)</p> <ul style="list-style-type: none"> <li>• Approximate 400 delegates in each session</li> <li>• 1-day HKIC 50<sup>th</sup> Anniversary Forum (HKIC 50A) on <u>13 December 2025</u> (Saturday)</li> </ul> <p>(h) VIP Luncheon (the “Lunch”)</p> <ul style="list-style-type: none"> <li>• Held at Bauhinia Room in HKCEC from 12:00pm to 2:30pm</li> <li>• 2 days (11 and 12 December 2025)</li> <li>• Approximately 100 guests</li> <li>• Speech and Sharing</li> <li>• <b>(Optional Item)</b> ONE extra VIP Luncheon at Bauhinia Room in HKCEC from 12:00pm to 2:30pm on 13 December 2025</li> </ul>
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	<p>(i) Technical Tours to the sites and venues assigned by the CIC (the “Tour”) on 13 December 2025</p> <p>(j) VIP Tours in exhibition</p> <p>(k) Corporate Media Announcements</p> <p>(l) Main Stage Activities</p> <p>The above activities shall be collectively referred to as the “Events” hereinafter.</p>
Estimated Audience	<p>(a) No. of VIP Guests: 150+ persons</p> <p>(b) No. of Speakers: 40+ persons</p> <p>(c) Total no. of Participants: 20,000+ persons</p>
Generic KPIs of the Events	<p>The Contractor shall achieve the below KPIs together with the CIC:</p> <p>(a) Total no. of Participants: 20,000+</p> <p>(b) Achieve satisfactory performance on promotion platforms, including but not limited to sales records, customer feedback, website analytics and social media metrics about the Events</p> <p>(c) Provide timely and professional services to Exhibitors, VIPs, Speakers, visitors and all Events stakeholders. Achieve 95% of satisfactory rate in the post Events survey</p>

### 1.5 Targeted Participants of Events

It is estimated that 20,000+ participants will be invited to attending the Events, including but not limited to:

- (a) Government Officials;
- (b) CIC Council Members and Committee/Board Members;
- (c) Leaders of Industry Stakeholders including Developers, Contractors, Subcontractors, Trade Associations, Trade Unions etc;
- (d) Mainland and Overseas Delegates;
- (e) Technology Companies;
- (f) Research & Educational Institutions;
- (g) Industry Practitioners;
- (h) Media; and
- (i) Students.

## 1.6 Tentative Programme Rundown of the Events

2025		8-9 Dec (Mon & Tue)	10 Dec (Wed)	11 Dec (Thu)	12 Dec (Fri)	13 Dec (Sat)	
Conference  (N101)	AM		Venue Setup & Rehearsal	CIExpo Grand Opening Ceremony & International Construction Leadership (& NQPF) Forum	International Conference on <b>MiC MiMEP</b> (with MiC MiMEP Achievement Ceremony) 	HKIC 50th Anniversary Forum (9:00 – 17:00)	
	PM			International Conference on <b>Construction Safety Culture and 4S (Smart Site Safety System)</b>	International Conference on <b>Sustainable and Smart Construction</b> (with GCSFE and SCA Launching Ceremony)		Move-out
Main Stage Event	AM	Venue Setup	Venue Setup	Exhibitor's Sharing (0900 - 1900)	Exhibitor's Sharing (0900 – 1900)	Construction Career Sharing (0900 – 1700)	
(Hall 1A-B)	PM					Move-out	
Exhibition	AM				Exhibition (0900 - 1900)	Exhibition (0900 - 1900)	Exhibition (0900 - 1700)
(Hall 1A-B)	PM						Move-out
Technical Tours (Sites)	AM					Technical Tours (0900 – 1300)	
Hospitality	Lunch			VIP Luncheon 1 (Digital Twin & Low-altitude Economy)	VIP Luncheon 2 (AI & LLM)		
(Bauhinia Room)	Dinner		Welcoming Dinner (Bauhinia Room or equivalent)	Gala Dinner (with CIC InnoAward 2025 Presentation Ceremony) 			

1.7 Please refer to Annex 1 for the floor plan of the Venue.

1.8 The event details, exact programme rundown and floor plan are subject to change. Further details will be provided by the CIC upon engagement of the Contractor.

1.9 Tone and Manner of the Events

- The tone of the Event should be grand and contemporary, futuristic and inspirational. Interactive and interesting elements can be added to the Events to enhance audiences' engagement.
- All designs, illustrations or graphics in relation to the Event should match the CIC identity and the main key visual design provided by the CIC.
- The CIC has the right to use all the design outputs and working files for any communications / promotions related to the Events.

## **2. Objectives**

2.1 The purposes of the Events are as follow:

- (a) Showcasing innovative products and solutions for improving the performance / competitiveness of the Hong Kong's construction industry;
- (b) Facilitating knowledge exchange and the adoption of innovative technologies, techniques, methods, and materials;
- (c) Engaging with industrial practitioners and arousing public awareness on the advancement of construction development in Hong Kong;
- (d) Enhancing industry's image to attract talents and business opportunities;
- (e) Adding more interactive or creative elements on booth's design and overall event venue design to differentiate from the previous CIExpo 2022; and
- (f) Enhancing visitor's experience by adding more interactive elements in the event.

## **3. Assignment Scope**

The Contractor is required to provide a full range of professional services including design, production, coordination, setup and dismantling in relation to the Events (inclusive of all involved venues and Events: Opening Ceremony, Innovation Award Presentation Ceremony, GCSFE and SCA Launching Ceremony, MiC MiMEP Achievement Ceremony, Welcome Dinner, Gala Dinner, VIP Luncheons, Conferences, Exhibition, Technical Tours, VIP Tours, Main Stage Activities and other related areas) and to serve as the Official Contractor to deliver a successful exhibition and perform pre-event, onsite management and post-event conclusion. The Contractor is required to prepare event proposal which includes but not limited to work schedule, pre-event preparation, resources plan, technical programme rundown, rehearsal, venue setup and dismantling arrangements, on-site management, coordination and logistics arrangement as appropriate for the Events. Upon engagement, the Contractor is required to conduct technical site visits of each venue with the CIC representatives and relevant parties to examine all logistic matters relating to the Events. The scope of Services which applies to the Events are as follows:

### **3.1 Secretariat, Liaison, Coordination, Recruitment and General Event Management Services**

#### **I. Event Secretariat Services**

- 1) Act as the Event Secretariat from the time of appointment until the end of Events.
- 2) Provide professional advice on the overall venue layout and design, production method and the use of environmentally friendly materials, and carry out the whole sub-contracting process, if necessary and applicable, in a cost-effective manner.

- 3) The Contractor shall consider the carbon neutrality for the Events, which includes using of low carbon materials, reusing and recycling materials to avoid one-off consumption, looking for recyclers to collect used items, using sustainable menu and more.
- 4) Attend meetings with any relevant parties including but not limited to the CIExpo 2025 Organising Committee (“OC”) and Working Group (“WG”) at own cost upon request of the CIC.
- 5) Estimated Number of OC / WG Meetings: Not less than 16 nos. of meetings.
- 6) 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.
- 7) The Contractor shall be responsible for preparing meeting documents, presentation materials, papers and taking minutes.

## **II. Overall Event Management and Support Services**

- 8) Assist the CIC to communicate with all the third parties 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.
- 9) The Contractor is responsible for delivering the Events in compliance with the HKCEC’s Exhibition Event Rules and Regulations as referenced to Annex 2 and any updates issued by HKCEC, and the Guideline of “A Waste Reduction Guidebook For Large Scale Event Organisers” issued by the Environmental Protection Department (EPD) of the HKSAR Government or its update: [click here](#)
- 10) Act as the Event Manager to ensure on-time and smooth running of the Events, including but not limited to the offline and online registration, Welcome Dinner, Opening Ceremony, Gala Dinner, Award Presentation Ceremony, Conferences, presentations and panel discussions, Exhibitions, VIP Luncheons, VIP Tours, Technical Tours, Main Stage Activities and corporate announcement.
- 11) Manage the whole onsite process from move-in, setup to dismantling, including the management of workers and sub-contractors, if applicable, as well as getting formal approvals from related parties during the Events.

- 12) The Contractor shall deploy staff, who shall always respond to mobile phones, to provide technical and administrative support to the CIC and all exhibitors during move-in, event and move-out period.
- 13) Provide comprehensive production plans, time schedule, drawings and details for the design and production works, safety measures and all necessary tasks in relation to the Events.
- 14) Preparation of Layout Plans, Exhibitor Manuals, Permits, Licenses, Exhibition Information and Approval according to HKCEC's Exhibition Event Rules and Regulations, and submit to HKCEC upon review and confirmation of the CIC.
- 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 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 (South East Asia) Limited (PPSEAL), etc. The application fee shall be reimbursed by the CIC with official receipt.
- 16) Propose contingency plans for extreme weather conditions, social activities, no-show of speakers or exhibitors, any precaution of epidemic, etc. before and during the Events. The Contractor shall execute any measure in the contingency plans as agreed and confirmed by the CIC if applicable. 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 had been made by the CIC.
- 17) Meals and transportation of all onsite staff, including those of the sub-contractors, for pre-event setup, on-site coordination, management and support, overnight works as well as post-event dismantling shall be responsible by the Contractor.
- 18) Adopt and modify the existing key visual (Annex 3) as reference in 2019 and 2022 (Annex 4) 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 without extra cost. The key visual shall be adopted in all designs and promotional materials for the Events. Please refer to Annex 4 for the design items adopted from key visual for the CIExpo 2022 for reference. The artwork file of key visual of CIExpo 2025 will be

provided by the CIC upon engagement for reference purposes.

- 19) All artworks of any design and production items shall be submitted in JPG or PDF and AI format for CIC's comment and approval. Approval of artworks must be obtained from the CIC before production.
- 20) Provision and management of proactive, decent-looking and digital gadget savvy event helpers (to be approved by the CIC) to handle registration and guests' enquiries, direct guests and visitors in various venues of the Events and to assist the smooth delivery of the Events as assigned by the CIC. Proactive, decent-looking happy girls (to be approved by the CIC) shall be provided at Opening Ceremony, Innovation Award Presentation Ceremony, Launching Ceremonies, MiC MiMEP Achievement Ceremony, Welcome Dinner, Gala Dinner, VIP Luncheons, and Conferences to escort guests and speakers to go up and leave the stage.
- 21) The Contractor shall provide related insurance to the helpers (including helpers and happy girls as mentioned above) during the Events. Briefing session(s) to the helpers should be arranged prior to the Events by the Contractor. Meals, transportation and resting time shall be included in the lump sum unit rate, if applicable. The Contractor shall propose the helpers' deployment and allocation plan, and provide estimation on number and man-hours of helpers required as appropriate to the Events at least FOURTEEN (14) days before the Events. The final number and man-hours of helpers should be approved by the CIC before actual deployment. The Contractor shall provide an official record on sign-in and sign-out of helpers for CIC's record. For pricing, the Contractor shall quote the total cost of helpers: 45 helpers (450 hours) in average for a full day Event; 45 helpers (450 hours) x (3-day Events + 1 day move-in and rehearsal) = 180 helpers (1800 hours).
- 22) The Contactor shall provide all necessary documents and implement necessary measures to assist the CIC to apply for the Convention and Exhibition Industry Subsidy Scheme (CEISS), or similar schemes if applicable, including but not limited to (i) an auditor's report prepared by a Certified Public Accountant of the Hong Kong Institute of Certified Public Accountants (or equivalent) on the number of local and non-local participants in the Exhibition and Conferences, (ii) implementation of health and anti-epidemic measures in compliance with the CEISS's requirements (Reference: [Here](#)).
- 23) The Contractor shall provide or liaise with HKCEC to place recycling bins in the Exhibition area and coordinate recycling arrangement during Events period.

### **III. Coordination and Management of Exhibitors and Speakers**

- 24) The Contractor is responsible for invitation, enrolment, registration, liaison and escorting visits of all exhibitors and visitors. Lists shall be provided by the CIC. The flow of the whole Events shall be smooth and user-friendly.
- 25) Coordinate with all exhibitors as the Official Contractor for the CIExpo 2025 which shall start from the time of the Contractor's engagement until the end of the Contract.
- 26) The Contractor shall manage and coordinate with other non-official contractors employed by exhibitors for raw space.
- 27) The Contractor is responsible for communicating and coordinating with all speakers, supporting organisations, sponsors and exhibitors, 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), and travel and accommodation arrangements for overseas and mainland speakers / VIPs.
- 28) Advise, arrange and coordinate with overseas and Chinese exhibitors, VIPs and speakers for their hospitality in Hong Kong, including but not limited to pick up, hotel, flight, train, ferry and local commute arrangement. The arrangement shall be approved by the CIC. Once confirmed, the Contractor shall settle the related payment to the third party first, then reimburse the amount from the CIC with the official invoice and paid receipt issued by the third party. According to the CIC's procurement policy, the Contractor shall get at least 3 quotations from travel agents of all the flights and transportation expenses to get the most competitive quotes. The CIC shall provide the list of travel agents for easy reference. The final decision shall be made by CIC.
- 29) Number of overseas and Chinese exhibitors, VIPs and speakers will approximately be ONE HUNDRED (100) people.
- 30) 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 bags by respective parties with a signing slip. The courier expense shall be reimbursed by CIC. The Contractor shall submit the courier quotation at least SEVEN (7) days in prior to CIC for approval before execution.

31) 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.

32) The responsible staff of the Contractor for the services stated in Item (27) and (28) under this Section shall be reachable by mobile phone and e-mails at all times.

#### **IV. Payment Handling**

33) 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.

34) Assist the CIC to manage payment from all exhibitors, sponsors, technical tour and conference 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.

35) Payment from exhibitors and sponsors can be handled by online transfer and/or cheque; for the payment for conferences (offline and online pass) and technical tours, secured and professional electronic international payment method shall be adopted. The Contractor shall propose the most suitable payment method to match with the Events need. Below are the tentative pricing and quotas for your information:

Conferences (Physical quotas: max. 400 per conference; Online: max. 5000):

No. of Conferences to enroll	Event Access Pass (HKD)	Online Access Pass (HKD)	Student Offer (For Online Access Pass Only)
1	\$100	\$250 (TBC) (Full access to all conferences on 11-12 Dec 2025)	Free
2	\$200		
3	\$250		
4	\$300		

Technical Tours (8 half day tours, 30 pax per tour): HKD\$100 per tour



### **3.2 Design and Production of Exhibitor Manual, Booth Application Form and Sponsorship Package**

- 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 printable by the exhibitors, including but not limited to the following contents:
  - (i) Contact list of exhibition services;
  - (ii) General information of the Events;
  - (iii) Location map;
  - (iv) Exhibition rules and regulations that comply with HKCEC's Exhibition Event Rules and Regulations(reference to Annex 2) and Guideline of "A Waste Reduction Guidebook For Large Scale Event Organisers" issued by the EPD of the HKSAR Government;
  - (v) Floor plan;
  - (vi) Booth planning;
  - (vii) Exhibition services; and
  - (viii) Custom-built stands for raw space exhibitors.

The Contractor may take reference to the Exhibitor Manual for CIExpo 2022 at Annex 5.  
(Exhibitor Manual 2025 will be about 70 to 100 pages)

- 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:
  - (i) Exhibitor packages;
  - (ii) Types of booth;
  - (iii) Rental fees;
  - (iv) Exhibits to be showcased; and
  - (v) Standard Terms and Conditions.
- 3) 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 user friendly to the exhibitors. Legal vetting on the contract will be done by the CIC separately.
- 4) Design and develop the Sponsorship Package with application form in the maximum of TWENTY (20) pages in multilingual format (English, Traditional and Simplified Chinese), with standard terms and conditions in fillable electronic format of Word or PDF. The contents of Sponsorship Package shall be provided by the CIC.

### **3.3 Design, Production, Installation, Management, Dismantling and Disposal of Overall Area, Exhibition Area, Conference Area, Main Stage, Welcome Dinner, Gala Dinner Venue, VIP Luncheon Venue, VIP Tours and Technical Tours**

#### **I. Overall Area**

- 1) Provide comprehensive production plans, drawings in 3D rendering and consultation for the installation work of the overall area for the CIC's review upon CIC's satisfaction. Barrier-free facilities and routing should put into account to cater special needs of disabilities.
- 2) Submit layout for Exhibition Area, including a Main Stage Area and flexible distribution of manifold exhibition booths in the venue, e.g. clustering booths. The Main Stage Area shall accommodate 100 people, equipped with a HD LED TV Wall of at least 10m (W) x 4m (H). The exhibition area should accommodate at least 120 booths, and refreshment area(s). Please refer to Annex 1 for the Floor Layout of Hall 1A to 1B at HKCEC.

Themes distribution of Exhibition:

- (i) Productivity;
- (ii) Safety;
- (iii) Digitalisation;
- (iv) Sustainability;
- (v) Organisers & Government Department

(Items (i) to (v) are subject to change)

- 3) The Contractor shall comply with the regulations / requirements set by the HKCEC when designing the layout plan and at the time of work.
- 4) Embellish the floor area of Hall 1A-B of HKCEC with carpet. Please indicate the all-inclusive cost of carpet per m2 in the Fee Proposal. The carpet should be securely fixed to prevent any accidents and injuries.
- 5) Provide and decorate white panels, whenever they 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 approximately in the quantity of 30 and dimension of 4m (W) x 1.2m (H).

- 6) 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 certificates. TWO (2) first aiders are required during the move-in and move out periods, as well as the opening hours of the Exhibition.
- 7) Coordinate with the HKCEC on arranging food and beverage at kiosks at exhibition hall (for sale) and conference venue during Events.
- 8) Design, produce, setup and dismantle foamboard signage and props at HKCEC from the main entrance to Hall 1A-B after confirming the signage location(s) with HKCEC. Quotation shall be provided according to the scales and quantity below:
  - (i) TEN (10) sets of double-sided foamboard signage with size smaller than or equal to 600mm (W) x 420mm (H)
  - (ii) TEN (10) sets of double-sided handheld foamboard signage with size of 600mm (W) x 420mm (H), with (wooden) stick handle of 1800mm (H)
  - (iii) TEN (10) sets of double-sided free-standing foamboard signages with size of 800mm (W) x 1820mm (H)
- 9) Design, produce, install, dismantle and dispose approximately TWENTY (20) customised microphone tags for all staged events.
- 10) Design, produce, install, dismantle and dispose TWO (2) customised foamboards to cover the multi-mic holder (size of 800mm(W) x 150mm(H)) for media stand-up.
- 11) 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) and (ii) ONE (1) media room backdrop, in dimensions of approximately 9.5m (W) x 4m (H). All event backdrops shall be equipped with sufficient spotlights.
- 12) Propose, design, produce and manage all materials at CIExpo 2025 Opening Ceremony, Award Presentations, Launching Ceremonies, MiC MiMEP Achievement Ceremony, Welcome Dinner, Gala Dinner, Exhibition, Main Stage, Conferences, VIP luncheon, VIP Tour and Technical Tours, of which shall match the theme and purpose of the Events. Details shall be discussed with the CIC and subject to changes from time to time.

- 13) Design, produce, install, dismantle and dispose ONE (1) entrance arch (e.g. lightbox), in dimensions of approximately 20m (W) x 3.5m (H) x 3m (D), which shall be installed at the entrance of exhibition hall. It shall be artistically designed to attract attention and match with the key theme of the Events.
- 14) 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 (i) single side die-cut acrylic with digital print graphic sticker stand or (ii) digital print on vinyl wrapping a wooden backdrop.
- 15) Design and produce ONE (1) concourse banner above the escalator from G/F to the exhibition hall, in vinyl with dimension of approximately 6m (W) x 5m (H) (double-sided).
- 16) Design and produce THREE (3) concourse banner along the corridor at Hall 1 Concourse, in vinyl with dimension of approximately 2.7m (W) x 5m (H) (double-sided).
- 17) Design, produce, install, 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).

## **II. Exhibition Area**

- 18) Design and manage exhibition area, which shall include but not limited to booths, service counters, backdrops, photo spots, audio and visual equipment and other furniture, etc.
- 19) Design exhibition booths to embellish exhibition area for the CIC's approval.
- 20) Construct and dismantle approximately NINETY (90) exhibition booths. The Contractor is required to submit a method statement including the followings:
  - (i) Description of Works, i.e. Name, Location and Duration.
  - (ii) Manpower Arrangement
  - (iii) Plant / Machinery Involved
  - (iv) Equipment Required
  - (v) Details of Working Method & Procedure

- (vi) Design Calculation
- (vii) Related Sketch & Drawing with Dimension
- (viii) Materials

21) Shell Scheme Booths (booth sizes are subject to change)

- (i) Standard Booths - Floor area of 9 sq. m. (3m (W) x 3m (D) x 2.5 m (H)) and 18 sq. m. (6m (W) x 3m (D) x 2.5m (H))
- (ii) Premium Booths - Floor area of 18 sq. m. (6m (W) x 3m (D) x 2.5m (H)), 27 sq. m. (9m (W) x 3m (D) x 2.5m (H)) and 36 sq. m. (6m (W) x 6m (D) x 2.5m (H))
- (iii) Every 9 sq. m. of each shell scheme booth shall at least equip with:
  - (a) Carpet flooring and wall panels;
  - (b) ONE (1) fascia with company name and booth number;
  - (c) ONE (1) lockable service counter;
  - (d) ONE (1) waste basket (for every 18 sq. m. or below);
  - (e) TWO (2) nos. of folding chairs;
  - (f) THREE (3) nos. of energy saving spotlights; and
  - (g) ONE (1) 500W electrical power socket.

22) Raw space booths

- i. At least 36 sq. m. or above
- ii. Design, production and dismantle cost will be borne by Exhibitor

23) Differentiation for standard and premium booths shall be proposed (Reference to Annex 5 CIE expo 2022 Exhibitor Manual). The Contractor shall quote the unit rates for setting up the shell scheme booths in different area (i.e. Standard Booths of 9 & 18 sq. m.; Premium Booths of 18, 27 & 36 sq. m.). The production cost for the shell scheme booths shall be measured according to the final number of shell scheme booths constructed. Number of different shell scheme booths constructed in the CIE expo 2022 is listed below for reference only:

Booth Type	Area (sq. m.)	Quantity
Standard Booth	9	32
Standard Booth	18	13
Premium Booth	18	24
Premium Booth	27	10
Premium Booth	36	5
Raw Space	36-90	22
Raw Space	Above 90	16

- 24) Propose the dimension of counter and fascia for exhibition booths to the CIC for approval.
- 25) Design a standardised template for booth fascia that shall include the name of exhibitor and exhibition topic in bilingual and company logo of exhibitor. The Contractor shall be responsible for collecting all necessary information from the exhibitors for further processing. The design shall match with the key visual of the Events.
- 26) 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' other special requirements. The design of raw space booths and special requirements by the exhibitors shall subject to the CIC's approval.
- 27) Collect and consolidate the booth design, exhibits, promotional materials of all exhibitors for the CIC's reference and approval.
- 28) Design, production, installation, dismantling and disposal of ONE (1) Service Counter (9 – 18 sq. m.) outside Exhibition Hall for visitors and exhibitors, which shall match the overall design of the Events.
- 29) Manage the raw space exhibitors, ensuring that their 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 properly.
- 30) Provide best solutions to cater the requirements of various types of exhibitors including the Organisers, raw space exhibitors, standard and premium booth exhibitors.
- 31) Provide enquiry and onsite support for exhibitors to seek assistance at Service Counter from the Contractor on their booth setup as well as during the exhibition period. At least ONE (1) dedicated person who can be reached by mobile phone anytime during the move-in period is required for various parties to contact. At least ONE (1) manpower has to be stationed at the Service Counter during operation period of the Events. The Contractor shall ensure all exhibitors have checked the condition of their assigned booths with receipt during the move in.
- 32) Provision of an operator to operate and manage the 3-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.

- 33) Design, produce, set-up, dismantle and dispose an Exhibitor List Board with the Floor Plan as visitor's guide in dimension of at least 3m (H) x 10m (W) x 0.5m (D), in foamboard or vinyl with wooden backdrop stand.
- 34) Rent, set-up and dismantle (with necessary cabling, associated equipment, system setting and design of graphics) of 3 sets of interactive vertical touch kiosk in 50-inch (i.e. slim standalone panel) for Programme Boards and Display in the following venues:
- (i) Reception area at Main Stage in the Exhibition venue
  - (ii) Reception area for Conferences (Room N101, HKCEC)
  - (iii) Reception area at Bauhinia Room, HKCEC
- 35) **(Optional Item)** Design, produce, install, dismantle and dispose TWO (2) Exhibition Programme Boards in dimension of 3m (H) x 6m (W), in foamboard or vinyl with wooden backdrop stand.
- 36) Design, produce, set-up, dismantle and dispose FIVE/SIX (maximum of six) zoning banners in vinyl of 4m (H) x 3m (W) in the Exhibition Area. The Contractor shall propose other creative format in similar size for zoning display.
- 37) Design, produce, install, dismantle and dispose of the CIC Raw Space Booth in area of 144 sq. m. (The CIC main booth). The design and structure of the CIC main booth shall be tailor made and fulfill the theme of CIExpo, and include and possess the following functions:
- (i) Convey CIC's goals and values in construction
  - (ii) Visually appealing and attractive to visitors with a prominent CIC logo
  - (iii) Incorporate technology strategically to enhance engagement (i.e. rent at least **TWO (2) 52-inch interactive TVs**)
  - (iv) Design the booth sustainably (e.g. materials for display boards, cost justification)
  - (v) Rent at least TWO (2) 65-inch tv monitors for display
  - (vi) A reception with at least two bar chairs
  - (vii) Suggest materials and lighting to be used for the CIC booth (including but not limited to wooden platform and display rack)
  - (viii) Adequate socket and lighting plans for the CIC booth
  - (ix) Stable wifi
  - (x) Provision of 2 laptop(s) (borrow without buyout)

- (xi) **(Optional item)** Provision of 1 laptop (borrow without buyout)

The Contractor shall be responsible to amend the designs and production plan as per CIC's comment without extra cost in a timely manner. All matters shall be provided for CIC's confirmation before production.

Please see Annex 4 for reference of CIC booth's design in CIExpo 2019 and 2022.

- 38) The Contractor shall propose, provide and manage a user-friendly platform (without any login) for visitors to download their own photographs during Events. Visitors shall be able to download their own photos by smart face recognition from the platform with their own mobile devices in and outside Hong Kong (including Mainland China). It shall include the cost of all relevant staff, such as photographers and technical staff covering all core activities during Event days (refer to Section 1.4). The photo sharing shall be in a timely and professional manner to suit the Events theme.
- 39) **(Optional Item)** Arrangement of round-trip transportation with pick-up and delivery of FIVE (5) CIC's exhibits, each of 500kg above. The collection and returning locations of each exhibit may not be the same.

### **III. Main Stage Area in the Exhibition Hall**

- 40) Design, produce, set up, dismantle and dispose the stage that would be used in the Main Stage Area for the Exhibitor Sharing and Special Talks in dimension of 10m (W) x 4m (D) x 0.7m (H). The Main Stage shall be grandly designed and utilises the event key visual. It shall be eye-catching to attract audience to join the happening at Main Stage. The stage shall be covered with needle punch carpet, side hoarding and at least TWO (2) sets of stairs with 3 steps.
- 41) Provide, install and dismantle HD LED TV wall which is suitable for live feeding in the Main Stage Area, approximately in size of 10m (W) x 4m (H), to suitably accommodate approximate 100 audiences.
- 42) Design backdrop, static and animated graphics to be projected on HD LED TV wall according to the programmes and happenings on Main Stages respectively.
- 43) Provide, set up and disassemble 100 theatre seating at the Main Stage Area.
- 44) Design and provide / produce the podium in the approximate size of 35 inches (W) x



24 inches (D) x 48 inches (H) for Main Stage with three-sided design with sticker or foamboard. The podium shall match with the Event theme and the Main Stage Programmes. An appropriate size of 16 inches monitor shall be set up at the podium for presenters to view their presentation files.

- 45) Design, produce, install, dismantle and dispose a reception counter of approximate size in 72 inches x 36 inches with tablecloth for Main Stage and arrange adequate helpers (man-hours are inclusive in Item (21) under Section 3.1) during the Events for different programmes at the Main Stage.
- 46) Provision of a **camera stage** in the dimension that can cater main camera with fences for safety. The Contractor shall suggest the safest and appropriate size and design for the press stage to cater the needs for Main Stage.
- 47) The Contractor shall coordinate ALL tasks that are related to the Main Stage, including but not limited to inviting speakers, briefing speakers, the collection of presentation materials from speakers (approximately 100 speakers), technical rehearsal, propose and manage the programme and stage rundown, stage effects (with control panel), MC arrangement, live-streaming (if any), S.I. (if any) and staffing (e.g. happy girls).
- 48) Exhibitor's sharing and other happenings will be arranged at the Main Stage Area. The time of show is around 9:00 am to 12:30 pm and 2:00 pm to 7:00 pm. Time will be adjusted according to the topics and speakers' schedule, as well as the opening hours of Exhibition.
- 49) Mitigate the sound disturbance from the Main Stage to the nearby exhibition booths when designing the audio setting. Nicely designed panels shall be set to separate Main Stage from Exhibition areas.
- 50) **(Optional Item)** Design, produce, setup and dismantle acoustic metamaterials that surrounding Main Stage to minimise sound disturbance to nearby booths. It should be nicely designed and blended in with the overall Events theme.
- 51) The Contractor shall at least provide the following equipment at the Main Stage Area in the Exhibition Hall:
- (i) Rental, Set-up and Dismantling of Lighting System
- 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.

(ii) Rental, Set-up and Dismantling of PA System

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:

- (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.

The Contractor shall also mix and produce all background music and sound effect for the Main Stage Area with music licenses.

(iii) Rental, Set-up and Dismantling of Sound Box

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.

(iv) Rental, Set-up and Dismantling of Stage Monitors

The Contractor shall provide quotation for rental, set-up and dismantling of TWO (2) confidence monitors (stage monitor 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.

52) Provide audio and filming equipment for live feeding on the HD LED TV wall for the happening at the Main Stage, 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.

53) **(Optional Item)** Design, produce, install, dismantle and dispose of one event signing backdrop of 4m (W) x 2.5m (H) x 0.5m (D). The backdrop shall be in digital printing on vinyl supported by a wooden backdrop stand.

#### **IV. Opening Ceremony and Conferences at N101**

- 54) Opening Ceremony and Conferences will be held at Room N101 in HKCEC (Reference to Annex 1 of the floor plan). (11 December – Opening Ceremony; 11-12 December – Conferences).
- 55) Participations in programmes held at N101 in HKCEC (both physical and online) require payment or by invitation only. The tone shall be grand and formal.
- 56) Beverages and finger food are provided to Conferences audiences. The Contractor shall be responsible to liaise with the HKCEC in all coordination and arrangements. The CIC will be responsible to contact and settle the cost to the HKCEC on beverages and food provided during Events.
- 57) Provide, set up and disassemble 400 theatre seating for the Conferences at N101.
- 58) Design, produce, set-up, dismantle and dispose the stage that would be used for the Conferences, in dimension of 17m (W) x 5m (D) x 0.5m (H). 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 sets of stairs in 2 steps.
- 59) Provide, install and dismantle HD LED TV wall which is suitable for live feeding conferences and presentation in the Conference Area, in size of 15m (W) x 3m (H), to suitably accommodate approximate 400 people to attend the Conferences. Design digital backdrop, static and animated graphics to be projected on HD LED TV wall according to the programme of the Conferences.
- 60) Provision of a press stage in the dimension that can cater main camera plus 10 to 15 external media cameras in two tiers with fences for safety. The Contractor shall suggest the size and design for the press stage to cater the media needs especially for Opening Ceremony.
- 61) Design and provide / produce 1 set of podium approximately in the size of 35 inches (W) x 24 inches (D) x 48 inches (H) for the Conferences with the themed visual. Decoration shall cover three sides of the podium with sticker or foamboard. An appropriate size of 19-inches monitor shall be set up at the podium for presenters to view their presentation content.

- 62) Design and produce title slides in presentation format for the Conferences.
- 63) Design backdrop, static and animated graphics to be projected on LED TV wall according to the programmes and happenings at N101 in HKCEC.
- 64) Provide, set up and dismantle a reception counter approximately in the size of 96 inches x 40 inches long table with tablecloth. This reception counter would cater to general delegates, speakers, VIPs and media. The reception counter should be capable to register at least 300 conference visitors in 15 minutes before the start of each conference. Clear signages shall be designed, produced and placed to notify guests and visitors.
- 65) Design, produce, install, dismantle and dispose of one event signing backdrop of 4m (W) x 2.5m (H) x 0.5m (D) for Opening Ceremony. The backdrop shall be in digital printing on vinyl supported by a wooden backdrop stand.
- 66) Design, produce, install, dismantle and dispose of one event signing backdrop of 4m (W) x 2.5m (H) x 0.5m (D) for MiC MiMEP Achievement Ceremony. The backdrop shall be in digital printing on vinyl supported by a wooden backdrop stand, or be movable.
- 67) Design and produce FIFTY (50) pieces of framed certificates for Conference Speakers and GOHs of Appreciation in A4 size.
- 68) **(Optional Item)** Design and produce FIFTY (50) numbers of e-certificates for Conference Speakers and GOH of Appreciation with provision of iPad(s) for presentation.
- 69) Provide an interactive Q&A platform for Q&A session (e.g. Pigeonhole Live, Slido or the similar) during panel discussion sessions of each Conference. At least TWO (2) tablets shall be provided for Q&A sessions of the Conferences.
- 70) Design and produce related artwork for the interactive Q&A platform.
- 71) Design and produce related artwork for the MOU Signing Ceremony or other activities during Opening Ceremony. At least 4 13-inch iPad with stands (with 2 iPad as back-up) shall be ready on stage for the Signing Ceremony. (Reference [video](#) – 00:28)

72) The Contractor shall at least provide the following equipment at the Conferences venues:

(i) Rental Set-up and Dismantling of Lighting System

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 supports of on-site technicians and operators for lighting system.

(v) Rental, Set-up and Dismantling of PA System

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:

- (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.

The Contractor shall mix and produce all background music and sound effect for the Conferences with music licenses.

(vi) Rental, Set-up and Dismantling of Sound Box

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.

(vii) Rental, Set-up and Dismantling of Stage Monitors

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.

73) Provide Zoom live streaming service for all programmes at N101 in HKCEC. Adequate technical staffs, hardware and software must be prepared to secure stable and quality live streaming experience to online paid audiences.

- 74) Provide at least ONE (1) soundman and TWO (2) technicians for each live streaming and to standby during event period for system operation.
- 75) Provide audio and filming equipment for live feeding for the Conferences 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.
- 76) For Opening Ceremony, propose, design, create and manage a launching gimmick (e.g. robotic or AI automation) with 1-minute animation inclusive, for approximately 10 honorable guests on stage to kick off the launching ceremony (Reference [video](#) – 00:18). The Contractor shall propose creative ideas related to current construction technologies to impress the audiences.
- Reference of other CIC launching gimmick:
- (i) Robotic and interactive gate in GSDFE Launching Ceremony ([video](#) – 00:20-00:31; 00:42-00:51)
- 77) For CIC GCSFE and SCA Launching Ceremony, propose, design, create and manage a launching gimmick with 30-second animation inclusive, for approximately 10 honorable guests on stage (Reference [video](#) – 00:18). The animation shall match the key visual and theme with the event itself.
- 78) The Contractor shall coordinate ALL tasks that are related to the Opening Ceremony, MOU Signing Ceremony, GCSFE and SCA Launching Ceremony, MiC MiMEP Achievement Ceremony during Conferences and themed Conferences, including but not limited to inviting committees, speakers, briefing speakers, the collection of presentation materials from speakers, rehearsal, RSVP, propose and manage the programme and stage rundown, stage effects and staffing (e.g. happy girls; man-hours are inclusive in Item (21) under Section 3.1).
- 79) Manage the Conferences programme and make sure everything is running smoothly.

## **V. VIP Luncheon**

- 80) TWO (2) session of VIP Luncheon will be held at Bauhinia Room in HKCEC or Similar Venue with 8-10 round 12-seated tables. VIP Luncheon is to provide networking and

mingling opportunities to Conference speakers and invited guests during lunch time. Short presentations will be arranged during Luncheon. The Contractor shall manage and coordinate the programme rundown including but not limited to MC, sound and visual projection.

- 81) A 24-feet (W) x 12-feet (D) x 24inch (H) stage is available at the venue, the Contractor shall provide carpet and decoration for the stage. HD LED TV Wall approximately in size of 22-feet (W) x 13-feet (H), shall be equipped to fit in with the stage size for projection and presentation. The HD LED TV wall shall be suitable for live streaming event materials while the projectors and screens shall be for audiences sitting far away from the stage. A podium shall be produced with themed graphic. The Contractor shall liaise with the venue representatives on all the setup and logistics.
- 82) Design, produce, place and dismantle adequate signages to guide VIPs on the route from the Conference venue to the Luncheon venue. The Contractor shall communicate with HKCEC about the arrangements for putting signages.
- 83) The VIP Luncheon is by invitation only. The Contractor shall manage the RSVP, on-site registration and seating arrangement for the VIPs.
- 84) Design and produce ONE HUNDRED (100) name tags to be put on tables and prepare at least 30 spare blank name tags as backup per VIP lunch sessions, and ONE (1) seating arrangement board with floor stand for each of the VIP lunch sessions.
- 85) Design and produce approximately a ONE HUNDRED (100) table place cards and prepare at least 30 spare blank table place cards as backup per VIP lunch sessions.
- 86) The Contractor shall manage the reception counter approximately in the size of 96 inches x 40 inches long table with tablecloth, and arrange helpers to direct VIPs to their seats. (The man-hours are inclusive in Item (21) under Section 3.1).
- 87) **(Optional Item)** Design, produce, install, dismantle and dispose ONE (1) signing backdrop of 4m (W) x 2.5m (H) x 0.5m (D) for each Luncheon respectively. The backdrop shall be in digital printing on vinyl or foamboard supported by wooden backdrop stand.
- 88) **(Optional Item)** Manage ONE extra VIP Luncheon at Bauhinia Room on 13 December 2025 with the items of (81) to (86).

## **VI. VIP Tours**

- 89) Manage FIFTEEN (15) VIP tours with 15 to 20 people per time during Exhibition period for special visitors as per the CIC's request. The Contractor shall provide services including but not limited to the following:
- (i) Plan secured routes for VIP guests to experience most of the Exhibition within 1 hour.
  - (ii) Manage necessary staff to support the VIP tours (The man-hours are inclusive in Item (21) under Section 3.1).
  - (iii) Provide approximate 20 sets necessary and adequate equipment for tour guides, eg. professional audio tour guide system.

## **VII. Technical Tours**

- 90) Arrange EIGHT (8) half-day Technical Tours separately for around 30 guests per tour to the locations of construction projects/ buildings in Hong Kong assigned by the CIC.
- 91) Propose and provide transportation, basic insurance and other necessary arrangement for the Technical Tours, e.g. professional body clip mic. Coordinate with relevant parties on personal protective equipment to visitors if needed.
- 92) Coordinate the registration, pick up and drop off arrangement for each tour.
- 93) Liaise with Photographers (if applicable) per CIC's requirements for the arrangement.

## **VIII. Welcome Dinner and Gala Dinner with InnoAward Presentation Ceremony**

- 94) Welcome Dinner and Gala Dinner will be held on 10 December and 11 December 2025 at Bauhinia Room (699 sqm.) in HKCEC respectively. They are grand and formal dinners to celebrate the start of the Events and InnoAward Presentation.
- 95) Propose and manage programme for the two Dinners. A 24-feet (W) x 12-feet (D) x 24-inch (H) stage is available in the venue, the Contractor shall provide carpet and decoration for the stage. HD LED TV Wall approximately in size of 22-feet (W) x 13-feet (H), shall be equipped to fit in with the stage size for projection and presentation. The HD LED TV wall shall be suitable for live streaming event materials while the projectors and screens shall be for audiences sitting far away from the stage. The



Contractor shall liaise with the venue representatives on all the setup and logistics.

- 96) Design and provide / produce a podium approximately in the size of 35 inches (W) x 24 inches (D) x 48 inches (H) for the Dinners on stage with themed design respectively. An appropriate size of 19-inch monitor shall be set up at the podium for presenters to view their presentation files. Sharing and presentation shall be arranged in the Dinners.
- 97) Manage the invitation, RSVP, registration and seating arrangement of the VIPs for the Dinners. Around 50 guests will be invited to Welcome Dinner and 300 guests to the Gala Dinner respectively. Chinese dinner menu will be served to 12-seated tables.
- 98) Provide, set up and disassemble a registration counter approximately in the size of 96 inches x 40 inches long table with tablecloth. This registration counter would cater to general delegates, speakers, and VIPs. The Contractor shall be responsible for the on-site registration of invited participants to the Dinners.
- 99) Management of helpers who would be assigned for directing VIPs to their seats. (The man-hours are inclusive in Item (21) under Section 3.1).
- 100) Design, produce, install, dismantle and dispose ONE (1) signing backdrop of 4m (W) x 2.5m (H) x 0.5m (D) for each Dinner respectively. The backdrop shall be in digital printing on vinyl or foamboard supported by wooden backdrop stand.
- 101) Design and produce TWELVE (12) sets of A4-sized framed certificates for the InnoAward Judges.
- 102) **(Optional Item)** Design and produce TWELVE (12) sets of e-certificates for the InnoAward Judges.
- 103) Design and produce THREE (3) versions of digital slides template for the Award presentation for all InnoAward awardees.
- 104) Design and produce THIRTY (30) pieces of A4-sized framed certificates for the InnoAward winners.
- 105) Design, produce, install, dismantle and dispose TWO (2) floor standing seating plans of minimum A3 size for each Dinner.

106) Design and produce approximately a THREE HUNDRED (300) name tags and prepare at least 30 spare blank name tags as backup per Dinner.

107) Design and produce approximately a THREE HUNDRED (300) table place cards and prepare at least 30 spare blank table place cards as backup per Dinner.

108) The Contractor shall provide the following equipment at the Dinner Venue:

(i) Rental, Set-up and Dismantling of Lighting System

The Contractor shall set-up a stage lighting system, including a control panel, truss lighting system, face light and stage spotlights, etc. to allow sufficient brightness on stage, especially for the performance. The Contractor shall also provide enough on-site technicians and operators for lighting systems.

(ii) Rental, Set-up and Dismantling of PA System

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:

- a) Speakers x 2 sets
- b) Wireless microphones (with microphone stands and clips if required) x 4 sets
- c) Control panel x 1 set
- d) All necessary mixer, amplifiers, electronics, cabling and control systems

The Contractor shall mix and produce all background music and sound effect for the Award with music licenses.

(iii) Rental, Set-up and Dismantling of Stage Monitors

The Contractor shall provide quotation for rental, set-up and dismantling of TWO (2) confidence monitors (stage monitor 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.

(iv) For the **Gala Dinner**, rental, set-up and dismantling of at least SIX (6) 75” HD LED TV at the venue for showing the live feeding on the happening at the stage, for on-site participants.

- (v) For the **Gala Dinner**, provide audio and filming equipment for live feeding on the HD LED TV for the happening at the stage, 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.

109) For the **Gala Dinner**, the Contractor shall propose, design, produce and manage a gimmick performance activity (e.g. Construction related, creative and innovative; around 10 minutes) for guest's entertainment for the Gala Dinner. Trainings and rehearsal in prior and on the event date shall be included.

References of other CIC performances:

- (i) Dancing and robotic performance in GSDFE Gala Dinner ([video](#) – 00:08-00:14)
- (ii) Orchestra in OCA Dinner ([video](#) – 00:19-00:21)

110) For the **Gala Dinner**, the Contractor shall edit, produce and play a 1 to 3-minute video (Refer to 3.13 (8) for video detail) with music about the Event highlight taken on the first day of the Events. It will be played during the welcome speech delivered by the CIC representative at the beginning of the Gala Dinner. The video shall be submitted to the CIC for comments and approval at least 2 hours before the Gala Dinner starts.

111) **(Optional Item)** Manage ONE extra Dinner on 12 December 2025 at Bauhinia Room with the items of (95) to (100), (105) to (108).

#### **IX. (Optional Item) Additional Equipment for the Events**

112) The Contractor shall provide unit rate for provision, installation and dismantling of the following additional items for special lighting effects:

- (i) LED PAR light;
- (ii) LED follow spotlight;
- (iii) LED moving light; and
- (iv) Gobo light and associated equipment

113) The Contractor shall provide quotation for provision, set-up and dismantling of the following PA items:

- (i) Additional speaker;
- (ii) Additional wireless microphone; and

(iii) Video panel.

### 3.4 Artwork Design, Production and Delivery of Event Brochure

- 1) Design multilingual event brochure (in English, Traditional and Simplified Chinese), which matches with the key visual of the Events about 40 to 50 pages (including cover and back cover) including the following ([reference of event brochure of CIExpo 2022](#)):
  - (i) Size: A4 size
  - (ii) Front and Back Covers
  - (iii) Page dividers
  - (iv) Table of Contents
  - (v) Format of paragraph, bullet points, margins, font sizes, header and footer; and
  - (vi) Photos, graphics, tables and charts with captions
- 2) Submit artwork design of event brochure to the CIC for approval within SEVENTY (70) calendar days before printing.
- 3) Typeset all contents in form of words or photos provided by the CIC which includes but not limited to the messages from the Honourable Guests, Chairman and Executive Director of CIC, programme rundown, speakers' biographies for the Conferences, exhibitor list, exhibition floor plan and sponsors' message.
- 4) Deliver an electronic dummy of event brochure for final checking of colour and pagination within SEVEN (7) calendar days after obtaining the approval without additional cost.
- 5) Produce the Event Brochure in PDF in e-book format and dynamic QR code with scanning statistics.
- 6) **(Optional Item)** Production and Delivery of Event Brochure
  - (i) Produce event brochures with the following specifications:
    - a) Size: A4 size
    - b) Pages: Around 48 printed pages, including 4 printed pages Cover & Back Cover
    - c) Materials: Cover Page - 310gsm FSC matt art card  
Inside Pages - 140gsm FSC matt art paper
    - d) Colour: 4C + 4C
    - e) Finishing: Saddle stitch binding
    - f) Provisional Production Quantity: 5,000 copies
  - (ii) Produce and deliver a dummy copy of event brochure for final checking 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.

- (iii) Send TEN (10) printed brochures to the CIC Headquarter once ready and deliver the remaining brochures to HKCEC as instructed by the CIC.
- (iv) The Contractor may propose alternative design and material for the event brochure as optional item for the CIC's consideration.

### 3.5 **Artwork Design, Production and Delivery of Flyers, Posters and Programme Booklets**

- 1) Design and produce THREE (3) sets of e-flyers and flyers for event promotion with the following specifications:
  - (i) Folded Size: A4
  - (ii) Total: Double pages (i.e. 4 printed pages)
  - (iii) Material: 128gsm FSC matt art paper
  - (iv) Finishing: One-folded
  - (v) Colour: 4C+4C
  - (vi) Provisional Production Quantity: 300 copies per design; total 900 copies
  - (vii) Contents: The contents shall include the key visual, event programme, event highlights, application details, exhibitors' logo and supporting organisations' logos. Bilingual contents will be provided by CIC. ([Reference of a flyer of the CIE expo 2022](#))
- 2) **(Optional Item)** Please provide quotation for additional ONE (1) set of e-flyer and flyer design and production for event promotion (300 copies).
- 3) Design and produce SIX (4) sets of e-flyers and flyers for the Conferences with the following specifications:
  - (i) Size: A4
  - (ii) One page (Double printed)
  - (iii) Material: 128gsm FSC matt art paper
  - (iv) Colour: 4C+4C
  - (v) Provisional Production Quantity: 300 copies per design; total 1,200 copies
  - (vi) Contents: The contents shall include the themed visual for each conference and conference rundown. Bilingual contents will be provided by CIC.
- 4) **(Optional Item)** Please provide quotation for additional ONE (1) set of e-flyer and flyer design and production for Conferences (300 copies).

- 5) Design and produce poster with the following specifications:
  - (i) Size: A2
  - (ii) Material: 157g FSC glossy art paper
  - (iii) Colour: 4C+0
  - (iv) Provisional Production Quantity: 200 copies
  - (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.
- 6) **(Optional Item)** Please provide quotation for an additional ONE (1) set of poster design and production (200 copies).
- 7) Design and produce e-version programme booklets for the Award Presentation Ceremony with the following specifications:
  - (i) Finished Size: A4 size
  - (ii) Pages: Around 40 printed pages, including 4 printed pages Cover & Back Cover
  - (iii) Colour: 4C+4C
  - (iv) With dynamic QR code
- 8) **(Optional Item)** Produce and deliver programme booklets for the Award Presentation Ceremony with the following specifications:
  - (i) Materials:
    - i. Cover Page - 310gsm FSC matt art card with FSC logo
    - ii. Inside Pages - 128gsm FSC matt art paper
  - (ii) Finishing: Saddle stitch binding
  - (iii) Colour: 4C+4C
  - (iv) Provisional Printing Quantity: 200 copies
- 9) 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.
- 10) Proofreading and typesetting shall also be included for the design service of flyers, posters and programme booklets. Content shall be provided by the CIC.

### 3.6 Design and Production of Promotional Videos and EDMs

- 1) Design and Production of EIGHT (8) Promotional Videos (e.g. animation videos with footage of CIC past events; opening highlight for social media to be posted on day 1; post event highlight), each of approximate 1 minute 30 seconds, with the following services provided:
  - (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 marketing usage on social media.
  - (viii) Provide professional multilanguage translation of scripts and subtitles.
  - (ix) Provide voice over recording for THREE (3) languages (English, Mandarin and Cantonese). Voice talents shall be provided for CIC's consideration and confirmation.
  - (x) Provide subtitles in corresponding language of each video.
  - (xi) Provide video source files for each promotional video in MP4 / MOV / WMV in high-density ("HD") format in different language versions (i.e. 8 videos x 3 languages = 24 video files).
  - (xii) **(Optional Item)** The Contractor shall quote on extra charge for every additional 30 seconds per video.
- 2) Design and Production of SIX (6) Videos for CIC Chairman/ Executive Director to deliver speech at the Opening Ceremony, Innovation Award Presentation Ceremony, Conferences, VIP Lunch, and Gala Dinner (animation videos with footage of CIC past events), each of approximate 2-min with the following services:
- (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 video source files for each promotional video in MP4 / MOV / WMV and high-density (“HD”) format in different language versions.
- 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:
- (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 filming quantity will be requested by the CIC if needed.
  - (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.
- 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 3.6.
- 5) Design and Production of EDMs and a Notification Email Template
- (i) Provide the artwork and design of TWENTY (20) sets of EDM for the promotion of the Events.
  - (ii) Adopt the key visual to design banners for the EDM.
  - (iii) Blast the TWENTY (20) sets of EDM to the participants according to the schedule agreed by the CIC. The invitation list and content will be provided by CIC.
  - (iv) The style of the EDMs should be innovative, informative, technological and professional. Issue reminder emails, at least TWO (2) times, before the Event Day of respective registered event of each participant.
  - (v) Draft ONE (1) email template with the key visual inclusive in the email for the reminder and communication purpose with visitors and exhibitors.
  - (vi) Usage of maximum 10 stock photos should be allowed for design of Item (4) under this Section 3.6. Any stock photos that incur additional costs shall be pre-approved by the CIC.



- 6) **(Optional Item)** Please provide quotation for ONE (1) additional EDM design, production and sending.

### **3.7 On-site Simultaneous Interpretation (“S.I.”) Services**

#### **I. Conferences and Gala Dinner**

- 1) Provide on-site interpretation service in English and Putonghua for the Conferences (a total of 4 half-day sessions from 11-12 December, including Opening Ceremony held at N101) and Gala Dinner with InnoAward Presentation held at Bauhinia Room. Two Interpreters shall be included per service.
- 2) Provide, set up and dismantle mobile interpreter booths with consoles at the Conference Area.
- 3) Arrange, set up and dismantle all necessary equipment for S.I. services including control panel, transmitter, radiators, etc.
- 4) Provide receivers and headsets in good hygiene for approximately ONE HUNDRED AND TWENTY (120) guests per half-day session; and ONE HUNDRED (100) guests for Gala Dinner respectively.

#### **II. (Optional Item) VIP Luncheons**

- 5) Provide on-site interpretation service in English and Putonghua for the two VIP Luncheons at Bauhinia Room on 11 to 12 December with two Interpreters. Including services at Section 3.7 (2) and (3).
- 6) Provide receivers and headsets in good hygiene for approximately FIFTY (50) guests per VIP Luncheon.

#### **III. (Optional Item) Main Stage at Exhibition Hall**

- 7) Provide on-site interpretation service in English and Putonghua for programs at Main Stage on 11 and 12 December with two Interpreters. Including services at Section 3.7 (2) and (3).
- 8) Provide receivers and headsets in good hygiene for approximately FIFTY (50) guests per session.

### **3.8 Structural Calculations and Insurance**

- 1) Prepare any necessary structural calculations by Registered Structural Engineer (RSE) for the Events, in order to fulfil HKCEC's requirement.
- 2) Submit the structural calculations endorsed by RSE to HKCEC.
- 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.
- 4) Fulfil the timeline of approvals and documents required in the HKCEC's Exhibition Event Rules and Regulations (Annex 2).

### **3.9 Design and Development of Website, Online Registration Platform, Reporting System for Registration Status and IT Solution for Exhibitor Notification**

- 1) Provide, design, configurate, and manage a SaaS-based solution as the website, mobile app, registration (refer to Annex 6 for the proposed registration flow), business matching and event management platform for the CIExpo 2025;
- 2) The SaaS-based solution event management solution (Incorporating elements such as but not limited to: Online/physical registration, login platform, photo download, and more) is to be InEvent (<https://inevent.com/>), which CIC already thoroughly evaluated in terms of features and compatibilities. Other comparative Enterprise-grade mature products proposed could also be accepted after review and agreed upon by CIC;
- 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;
- 4) The proposed solution shall be capable to perform the following required features:

- (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.
- (vii) Event registration form shall also support registrants to provide preferences on parallel sessions, gala dinner, translation services, etc.
- (viii) Event registration shall support both in-person and online webinar at the same time;
- (ix) Payment shall be supported in event registration and accept major payment channels, including but not limited to credit cards.
- (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;
- (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;
- (xii) 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);

- (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;
  - (xiv) The website domain shall be customisable and support both subdomain (e.g. ciexpo.cic.hk) and inner path (e.g. cic.hk/ciexpo);
  - (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 10 September 2025);
  - (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;
  - (xvii) The proposed solution shall support on-site check-in and badge printing;
  - (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.;
  - (xix) The event management platform shall also include mobile web or application for on-site staff to facilitate event and session check-in;
  - (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; Report shall also include full registration report and attendance report similar to Zoom Webinar;
  - (xxi) The admin portal of the platform shall support single sign on via Microsoft Entra ID (Azure AD);
  - (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.
- 5) The event platform must seamlessly integrate with CIC's CRM system (Dynamic 365) to manage i-Club memberships. This integration is mandatory and should be implemented with minimal impact on the user experience.
- 6) Integration Details:
- (i) Method: The contractor shall propose a secure and efficient integration method, considering API calls, data synchronization, or other suitable approaches compatible with both the chosen event platform and Dynamic 365.
  - (ii) User Experience: The integration must be seamless and transparent to the user.

Single sign-on (SSO) capabilities between the platforms are highly preferred to ensure a smooth experience.

- (iii) Membership Enforcement: The contractor shall implement a mechanism to enforce i-Club membership as a prerequisite for event registration. This could involve:
  - a. Redirection: Redirecting non-members to the i-Club registration page during the event registration process.
  - b. Blocking: Preventing registration completion for users not identified as i-Club members.
- (iv) Data Flow: The integration should facilitate the exchange of the following data between the event platform and Dynamic 365:
  - a. Membership Status: Real-time verification of a user's i-Club membership status.
  - b. User Profile Information: Synchronization of relevant user data between the platforms (e.g., name, contact information) to avoid redundant data entry for users.
- (v) The contractor shall define comprehensive testing procedures to ensure the integrity, performance, and seamless functionality of the i-Club integration.
- (vi) Acceptance criteria should include successful data synchronization, user authentication, and a smooth user experience during registration and membership validation.
- (vii) The contractor shall assess the potential impact of this integration on the overall project timeline and clearly communicate any anticipated adjustments.

7) The proposed solution shall meet the following security requirements:

- (i) Meets the OGCIO's baseline IT Security Policy published on their website ([https://www.ogcio.gov.hk/en/our\\_work/information\\_cyber\\_security/governm ent/](https://www.ogcio.gov.hk/en/our_work/information_cyber_security/governm ent/));
- (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.
- 8) The proposed solution shall meet the following access security requirements:
- (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.
- 9) The proposed solution shall meet the following data security requirements:
- (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.
- 10) The proposed solution shall meet the following data privacy requirements:
- (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.

11) The proposed solution shall meet the following audit control requirements:

- (i) Logs shall be created for the following:
  - 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.;
- (iii) All logs shall be accessible by CIC at any time; and
- (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.

12) On-site Registration

- (i) 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, Conferences, the Award Presentation Ceremony and the Gala Dinner.
- (ii) Operate on-site registration and log the attendance record.
- (iii) Provide on-site printing services of name labels at the Exhibition registration booth, Conferences reception counter, VIP Luncheon reception counter and Dinner reception counter. The Contractor shall provide, set up and dismantle at least:
  - a. TEN (10) sets of laptop connected to laser printers at the Exhibition registration booth compatible for printing labels used for the name badges;
  - b. SIX (6) sets of laptop connected to laser printers at the Conferences reception counter compatible for printing labels used for the name badges;

- c. TWO (2) sets of laptop connected to laser printers at the VIP Luncheon reception counter compatible for printing labels used for the name badges;
- d. **FIVE (5)** sets of laptop connected to laser printers at the Dinner reception counter 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.

- (iv) The Contractor shall provide at least TEN (10) registration booths, set-up and dismantle service included, to accommodate smooth visitors' registration.

### 13) Post-Event Arrangement

- (i) The Contractor shall generate a final report, including both online and physical report, in spreadsheet format on all aspects upon conclusion of the Events with analysis on registration, attendance and other key parameters, survey feedback and KPIs set by the CIC or the OC after FIVE (5) working days of the Events.
- (ii) 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
- (iii) 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.
- (iv) Coordinate, design and conduct 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:
  - a. SIX (6) sets for attendees of Conferences (1 set for each Conference)
  - b. ONE (1) set for visitors of the Exhibition
  - c. ONE (1) set for Exhibitors
- (v) Design, provide and issue electronic attainment certificates to all attendees attended online and / or physical Forums.

### 3.10 Design and Development of Exhibitor QR Code Scanning Application

- 1) Develop an Application (APP) with a function for onsite usage during the Exhibition, for exhibitors to use their own mobile devices to scan the visitor's unique QR code to



collect their contact information.

- 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 CIExpo registration system after exhibitors' log-in.
- 3) This application shall be user-friendly and promoted to exhibitors before the Events with clear user guides.

### **3.11 Design, Production and Delivery of Name Badges and Lanyards for Visitors**

- 1) Design standard template of name badges that matches with the overall design theme of the Events with different versions to identify various groups of participants. Be creative to propose some special designs for Name Badge and Lanyard, to convey a sense of innovation as well as sustainability. The paper thickness of the badges shall be within 350-450 grams per square meter (gsm).
- 2) Submit name badge and lanyard design to the CIC for approval within SEVENTY (70) calendar days from the time of appointment before mass production.
- 3) Produce approximately 25,000 nos. of name badges for visitors and deliver 80 pre-printed name badges to the CIC Headquarter TWO WEEKS before the Event and deliver the remaining name badges to HKCEC at time as assigned by the CIC.
- 4) Provide the names and organisations of the attendees to the CIC on a daily basis ONE WEEK before each Conference. The attendee information shall be confirmed with the CIC and then pre-printed or printed on-site the name labels on badges.
- 5) Provide name badge counter at the registration counter for Exhibition and Conferences on site.
- 6) Design and Production of Lanyards (2.5cm width) for the name badges in SIX colours to categorise various groups of participants in a total quantity of 25,000 nos.
- 7) Produce and deliver ONE (1) set of sample within SEVEN (7) calendar days after the design approval by the CIC. The Contractor shall provide further adjustments or

alterations as per the CIC's request without additional cost.

- 8) **(Optional Item)** Please provide quotation of 500 nos. additional name badge and lanyard production and delivery respectively.

### 3.12 Provision of Live Streaming Services

- 1) Manage the live streaming service through Zoom platform with the CIC's Zoom account (i.e. relevant license fee had been paid by the CIC) for the Events including Conferences (the "Webinars") and Opening Ceremony in hybrid format for online participants.
- 2) Live streaming should support multiple video sources such as camera stream, webcams, pre-recorded videos, images, PowerPoint presentations, and applications.
- 3) Live streaming should allow professional picture-in-picture functions to allow the display of PowerPoint presentations and video streaming in the same screen for broadcasting.
- 4) Manage the registration of online participants for the Webinars.
- 5) Display the real time video captured from the events held at venues with professional angles switching (e.g. close-up and wide shot angles) to the Webinars. The Contractor shall provide all necessary equipment to display video signals and offer smooth transition up to the satisfaction of the CIC. Provide backup equipment for video shooting, editing, production and online streaming.
- 6) The Contractor shall at least provide the following equipment:
  - (i) Live controller with control panel;
  - (ii) Laptops and switchers;
  - (iii) Cameramen with necessary video shooting equipment;
  - (iv) Facial and environment lighting;
  - (v) Professional sound recording devices; and
  - (vi) Onsite technician and operators.
- 7) Enable viewers to view videos in desktop and mobile devices. The streaming service must be able to support HTML5 viewer.

- 8) Ensure Webinar participants shall enjoy the video stream in HD quality with less than 10-second delay. Stereo audio captured by the camera shall be provided.
- 9) Enable viewers to view the streaming on iOS devices like iPad and iPhone, Android Tablet and Smartphone; as well as major browsers, like IE11, Safari, Firefox, Opera, Microsoft Edge and Google Chrome.
- 10) Prepare contingency plans if overseas speakers were absent from the Conferences or to do the presentation online instead.
- 11) For Webinars holding in the afternoon, it is estimated at least FOUR (4) hours before the actual event time, including set-up of all shooting, recording and lighting equipment, as well as rehearsal session(s) (rehearsal will be one to two hours prior to official live streaming of respective Webinar). For Webinars holding in the morning, the setup and rehearsal session(s) shall be carried out on the previous day of respective Webinar.
- 12) Provide instant online replay to the registered attendees who have successfully registered the respective session of Webinars.
- 13) Provide solutions for live streaming of the Webinars as per below requirements:
  - (i) Display multilingual notices (if needed), in English, Simplified and Traditional Chinese, before, on or after the broadcast.
  - (ii) Arrange online content delivery network (CDN) or equivalent means to ensure sufficient bandwidth and distribution capability is provided during the live streaming.
  - (iii) Reserve sufficient Venue to CDN Internet connection bandwidth. Quality of Service measures must be enforced to avoid service degradation if the Venue to CDN connection is shared by other usages.
  - (iv) Provide a fault tolerant network to connect the Venues to the CDN. The network shall physically include redundant switches, routers and firewalls. The Contractor shall utilize the same temporary network.
  - (v) Provide necessary equipment and connections (including both wired and wireless connection if required) to support the data, audio and visual transmission of the events. Broadband service which supports a smooth transmission should be included if necessary.
  - (vi) Actively monitor the live streaming service and troubleshoot broadcast problems so as to ensure good video quality as well as audio quality of the streaming video and also the recorded video. The contractor shall provide all

necessary equipment to ensure good audio signal for both the live and broadcast version.

- (vii) Support different format of live presentations, such as animation, video and PowerPoint synchronization.
- (viii) Provide secure data transmission and comply with the Hong Kong Personal Data (Privacy) Ordinance.
- (ix) Support instant interactive functions to audiences (if needed) to answer questions on screen within the assigned period.
- (x) Support Q&A sessions, which questions can be displayed to all or set it to be viewed only by the administrator and/or displayed after administrator's selection. (as per the CIC's reference)
- (xi) Support Polls sessions for surveying purpose during Webinar streaming if needed.
- (xii) A rehearsal session with guest speakers (who will access the Webinar from different regions) shall be arranged in advance to secure smooth technical control.
- (xiii) Allow multiple speakers to go "on stage", in different geographical locations, for panel discussion smoothly.

14) Design and produce static infographic for opening and ending frames for each Webinar.

15) One HD output in MP4 of each Webinar with simple edit (e.g. addition CIC logos and opening frame, etc.) shall be prepared and submitted to the CIC within one week after the completion of respective Webinar.

16) **(Optional Item)** Adding live streaming service via Zoom for programs at Main Stage in Exhibition Hall on 11 December and 12 December with setup, manage, rental and technical support of items (1) to (15) in Section 3.12.

17) **(Optional Item)** The Contractor shall provide additional function of allowing non-registered person to do post-registration (and payment if required) in online environment to gain access right upon request of the CIC.

18) **(Optional Item)** Besides Zoom, the Contractor shall liaise with a third party to add live streaming service via WeChat using CIC official WeChat account.

19) **(Optional Item)** Pre-recording Services for Speakers

The Contractor shall provide pre-recording services for the speakers through a

livestream or video conferencing platform, i.e. Zoom, with good quality. The services shall include provide accounts and all the setup of the livestream or video conferencing platform for the speakers on pre-recording, and video editing services. The CIC will be responsible to contact and liaise with the speakers for pre-recording. 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 and other points to note. Post-production of the recording, including subtitle and editing, shall be included. The edited recording of each speaker's presentation shall be approximately 30 minutes. It is estimated that such pre-recording service will be required for approximately TEN (10) speakers.

### **3.13 Provision of Photo and Video Shooting and Editing Services**

- 1) Provide FOUR (4) photographers on the first day of the Events (especially for Opening Ceremony and VIP tours), ONE (1) photographer per Conference and TWO (2) photographers for Exhibition and Luncheon per event day, TWO (2) photographers for Gala Dinner and a total of FOUR (4) photographers for Technical Tours, with sufficient lighting and photo taking equipment and on-site assistant / operator to provide photo shooting services during the Events and Conferences.
- 2) **(Optional Item)** Please provide quotation of ONE (1) additional photographer for 5 hours for photo shooting during the Events and Conferences.
- 3) Provide and edit photos for all exhibition booths and process of venue setup to be taken before the start of the Events.
- 4) Provide CIC with all selected and 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 promptly provided to the CIC for publicity purpose on each event day.
- 5) Provide FOUR (4) videographers on the first day of the Events (especially for Opening Ceremony, and VIP tours), ONE (1) videographer per Conference, TWO (2) videographers for Gala Dinner and TWO (2) videographers for Exhibition and Luncheon per event day, with full filming crew with all necessary audio and lighting equipment for video shooting during the Events.

- 6) **(Optional Item)** Please provide quotation of ONE (1) additional videographer for 5 hours during the Events.
- 7) Time-lapse Filming during Move-In
- (i) Provide time-lapse filming for the set-up during the move-in of the Conferences and the Exhibition.
  - (ii) The videos taken shall be included in the highlighted videos stated in Item (8) under this Section 3.13.
- 8) Recording and editing a highlighted video within 3 minutes with music about the happenings on the first day of the Events (Grand Opening, VIP Tour, MOU signing and exhibition). It will be played in the Gala Dinner so it should be ready at least 2 hours before the Gala Dinner starts for CIC's comment and approval. The video shall be edited in full high-density (HD) format and output to MP4. All production files and source files shall be submitted to CIC after the Gala Dinner.
- 9) Recording and Editing Videos for the Exhibition
- (i) The Contractor shall use all necessary equipment and apply necessary measures for video and sound recording. Videographers and full filming crew shall be included.
  - (ii) The Contractor shall provide video editing service which includes, but not limited to, clips editing, captions and subtitles editing in Traditional Chinese, Simplified Chinese and English, embed simple graphics, background music arrangement (tailor-made or library music), sound effects and audio mixing, 2D/3D animation, and other related functions applicable to the Events. Bilingual versions (Chinese and English versions) shall be provided.
  - (iii) Videos to be submitted shall include the following:
    - (a) Master version: ONE (1) Full version of the Events at length of 10 minutes after editing.
    - (b) Interview clips of all selected exhibitors/booths (approximately 40 exhibitors), editing to one highlighted video. Duration per exhibitor/booth shall be within 1 minute. Please quote interviewing one extra Exhibitor with editing service.
    - (c) THREE (3) Exhibitors' Testimonial Videos at length of 3 minutes each after editing. Please quote producing and editing one extra Exhibitors' Testimonial Video.
    - (d) 3-minutes edited version: covering highlights as assigned by the CIC.

- (iv) 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.
- (v) All modifications and editing of the videos shall be made up to CIC's satisfaction with no additional charges.

10) Recording and Editing Videos for the Conferences, Opening Ceremony, Award Presentation Ceremony, and Gala Dinner:

- (i) Master version: Full version of each Conference, Opening Ceremony, Award Presentation Ceremony and Gala Dinner respectively.
- (ii) Edited version: Separate videos covering presentation slides and the speakers' speech per speaker. Post-editing service includes, video editing, captions and subtitles (in Traditional Chinese, Simplified Chinese and English), simple graphics, background music arrangement (tailor-made or library music), sound effects and audio mixing and 2D/3D animation.
- (iii) The videos shall be submitted in full high-density (HD) format with 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.
- (iv) All modifications and editing of the videos shall be made up to CIC's satisfaction with no additional cost.

11) Profiles of the suggested photographers and videographers shall be submitted to the CIC's for approval.

12) Submit first draft of edited videos to CIC within FIVE (5) working days after the end of the Events.

**3.14 (Optional Item) Production of House Announcement**

- 1) The Contractor shall provide the following upon request of the CIC:
  - (i) Rental of studio for recording 100 nos. of script line
  - (ii) Voice over for the script in multilingual, i.e. Cantonese, Mandarin and English
  - (iii) Inclusive of background music and sound effects and audio editing
  - (iv) Design and script writing for all house announcements
  - (v) Provision of professional Voice Over talents for the three required languages mentioned in (ii) above

**3.15 (Optional Item) Design and Production of Post-event Commemorative Album**

- 1) Design a Post-Event Commemorative Album, which matches with the overall design theme of the Events, including the following:
  - (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) Layout, typeset and formatting of all contents (to be provide by the CIC) in form of words or photos.
- 2) Produce a Post-Event Commemorative Album with specifications as below:
  - (i) Cover Page
    - (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) Inside Pages
    - (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
- 3) The Contractor may propose alternative design and material for the Post- event Commemorative Album for CIC's consideration.
- 4) Produce and deliver a dummy copy of the Album for checking of colour and pagination within SEVEN (7) calendar days after obtaining the approval of design without additional cost.
- 5) One local delivery shall be included.

### **3.16 (Optional Item) Provision of Master of Ceremonies ("MC")**

- 1) Propose and provide professional and experienced MCs, either male or female, who are



fluent in English, Cantonese, Mandarin and decently groomed for the Event, including but not limited to (a) the Welcome Dinner; (b) Opening Ceremony; (c) Conferences; (d) the Gala Dinner, (e) Luncheon and (f) Main Stage with the tentative details below:

- (i) Provide list of MC for the CIC's approval at the cost of the Contractor (or per the CIC's request)
- (ii) Rehearsal for the Events on the previous day or on the same day of respective events (subject to event start time and location)
- (iii) MC's make-up, hairstyling, 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.

### **3.17 Design Adoption and Event Management Service for HKIC 50<sup>th</sup> Anniversary Forum**

- 1) Provide design adoption and event management service for HKIC 50A on 13 December 2025 at Room N101 in HKCEC. Programmes and rundown will be provided by HKIC and its external Vendor (if any). The Contractor shall ensure the Forum runs smoothly with on site technical support.
- 2) The Contractor shall coordinate ALL tasks that are related to HKIC 50A, including and not limited to inviting committees, speakers, briefing speakers, the collection of presentation materials from speakers (approximately 30), rehearsal, RSVP, manage the programme and stage rundown, stage effects and staffing (e.g. happy girls; man-hours are inclusive in Item (21) under Section 3.1).
- 3) Utilise the existing settings including stage, podium, theatre seating and LED wall at N101 from Conferences. Adopt the key visual provided by HKIC to design, produce and install a themed layout for the podium with sticker or foam board. An appropriate size of 19-inches monitor shall be set up at the podium for presenters to view their presentation content.
- 4) Propose, design, create and manage a kick-off gimmick with 1-minute animation inclusive, for approximately 10 honorable guests on stage (Reference [video](#) – 00:18). The animation shall match the key visual and theme of HKIC 50A.
- 5) Design, produce, install, dismantle and dispose of one event signing backdrop of 4m (W) x 2.5m (H) x 0.5m (D) for HKIC 50<sup>th</sup> Anniversary Forum. The backdrop shall be

in digital printing on vinyl supported by a wooden backdrop stand, or be movable.

- 6) Adopt the key visual provided by HKIC and design visuals for LED TV wall to match with the programmes. Details refer to Section 3.3 (62) to (63).
- 7) Provide reception counter with services stated at Section 3.3 (64).
- 8) Provide onsite technical setup and support similar to Conferences. Details refer to Section 3.3 (72) to (75).
- 9) Provide and manage live streaming services stated at Section 3.12 (1) to (15).
- 10) Provide on-site simultaneous interpretation (S.I.) services in English and Putonghua with two Interpreters. Including services at Section 3.7 (2) and (3).
- 11) Arrange ONE (1) Photographer and ONE (1) Videographer with sufficient equipment and crew for HKIC 50A Forum. Please include Photographer service at Section 3.13 (4) and video editing services at Section 3.13 (10), (12) respectively.
- 12) Propose and provide professional and experienced Master of Ceremonies (MCs) with services listed at Section 3.16 (1).

#### **4. Presentations**

- 4.1 To attend all meetings with the CIC, OC, WG and/or other relevant parties for updating the progress of the design and production;
- 4.2 To report the progress of overall event management and production to the CIC and the OC on a regular basis or as required during the contract period;
- 4.3 To arrange briefing sessions as required by the CIC to any parties which the CIC considers appropriate; and
- 4.4 The presentation materials shall be bilingual as necessary and required.

## **5. Deliverables**

- 5.1 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.
- 5.2 To prepare design concept proposal, master work plan including command structure, floor plan, staffing and timeline, for CIC's approval.
- 5.3 To improve, design, develop and produce the CIExpo website layout and to create UAT of a sophisticated exhibitors' web portal for forms and materials submission, as per the CIC's request and satisfaction.
- 5.4 To design and produce the sponsorship package, the exhibitor's application form and Exhibitor Manual.
- 5.5 To handle RSVP of VIPs to the Awards, Conferences, the Exhibition and the Opening Ceremony.
- 5.6 To prepare exhibition hall layout with allocated exhibitors.
- 5.7 To design, develop and manage online registration system for exhibition as well as Conferences with 24/7 updated report generation system.
- 5.8 To design, develop and produce the business matching platform, between exhibitors and visitors, and the exhibitor QR code scanning application.
- 5.9 To utilise the key visual to design and produce all on-site display items (e.g. backdrop, registration booth, signage, banner, conference leaflets, promotional material, and etc.) for CIExpo 2025 as well as the Conferences.
- 5.10 To prepare detailed programme rundown, technical rundown, work plan and deployment plan for the Events.

- 5.11 To design, produce, install and dismantle exhibition area, Main Stage at exhibition hall, dinning venues and Conferences with all decorations and signages needed.
- 5.12 To design, produce and dismantle CIC Main Booth for the CIC's approval.
- 5.13 To prepare contingency plans for extreme weathers, logistic arrangement, crowd control, security matters, etc.
- 5.14 To provide stable, smooth and secure online network via Wifi to all VIPs, exhibitors, visitors and staff.
- 5.15 To manage all the on-day registration system and the flow of entry for the Events.
- 5.16 To provide live streaming service for the Event as per the CIC's request.
- 5.17 All designs and proposals produced by the Contractor shall be subject to the acceptance by the CIC. The CIC will endeavour to respond to and comment on all the documents submitted by the Contractor within one week of submission as practical as possible. The Contractor shall rectify and supplement the submissions within one week or other agreed period upon receiving comments from the CIC.
- 5.18 All documents shall be submitted electronically in MS Word format, MS Excel format (for data) and in pdf file format or any other formats as applicable which are readily readable and printable.
- 5.19 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.
- 5.20 All documents must be submitted in English and Chinese to the satisfaction of the CIC.
- 5.21 The copyright of all reports, documents, recommendations, data, designs, photos, videos and any other deliverables prepared or collected by the Contractor, its Specialist(s) and the Sub-contractor(s) and their employees and agents for the Event shall be borne with the CIC.

- 5.22 Worldwide and perpetual copyright of the videos, footages, and other publicity materials produced by the Contractor, its subcontractor(s), agent(s) and staff shall belong to the CIC with no time restriction.
- 5.23 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 time restriction.

## 6. Brief Programme

- 6.1 The Services shall be completed within ONE (1) month after the last day of the Events, under the supervision of the CIC.
- 6.2 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.
- 6.3 Supplementary information or reports other than the deliverables stated below shall be prepared and delivered at such time upon request by the CIC.
- 6.4 The Contractor shall strictly follow the schedule stipulated by the CIC and be able to accomplish the tasks within the time period stated below. Any amendment of the tasks will be based on mutual agreement between the CIC and the Contractor.

Task	Description of Deliverables	Tentative Deadline
<b>Pre-Event</b>		
(1)	Approval of design concept proposal	1 July 2025
(2)	Approval of master work plan including command structure and staffing	1 July 2025
(3)	Approval of website layout and UAT of web portal	1 July 2025
(4)	Approval of sponsorship package and exhibitor application form	1 July 2025

(5)	Approval of Exhibitor Manual	1 July 2025
(6)	To invite VIPs to the Award Ceremony, Conferences and Exhibition	13 August 2025
(7)	Confirmation of Main Stage and exhibition hall layout	13 August 2025
(8)	Confirmation of Conferences layout and setting	13 August 2025
(9)	Confirmation of CIC Main Booth layout	13 August 2025
(10)	Approval of online registration system and reports generation system	13 August 2025
(11)	Approval of the exhibitor QR code scanning application	13 August 2025
(12)	Confirmation of artwork designs of all promotion and on-site display items	29 August 2025
(13)	Approval of programme rundown, technical rundown, work plan and deployment plan	26 September 2025
<b>On the Event</b>		
(14)	Completion of Main Stage set-up	10 December 2025
(15)	Completion of exhibition hall's set-up and moving-in of all exhibitors	10 December 2025
(16)	Completion of Conferences set-up	11 December 2025
(17)	Completion of live streaming of all Conferences and Ceremony	13 December 2025
<b>Post-Event</b>		
(18)	Completion of deployment works and moving-out of exhibitors and handed over to the HKCEC	13 December 2025

(19)	Approval of final reports, submission of all data, source files, raw and edited photos and videos	23 December 2025
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- 6.5 The Contractor shall notify the CIC in prior if there are any potential delay of the timelines stated in 6.4 with justifications. The Contractor shall propose new deadline(s) accordingly to seek for the CIC's consent.

## 7. Management of the Contractor

- 7.1 The Contractor shall prepare an organisation chart, project contact list, emergency contact list, etc. for the CIC's approval.
- 7.2 The Contractor shall prepare company's profile with track record and project reference.
- 7.3 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 professionally as per the CIC's request.
- 7.4 References to the CIC in this Assignment Brief and its Annexes shall include the Organising Committees/ Working Group set up under the CIC. The CIC Secretariat will facilitate the CIC in supervising the Contractor.
- 7.5 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.
- 7.6 The Project Manager and other relevant project team members shall attend all meetings held by the CIC formed for this Events and the internal meetings of the CIC as required and necessary. It is expected that the Project Manager shall be assisting onsite in person to oversee the Events running smoothly.
- 7.7 The Contractor shall be responsible for preparing the action item lists arising from meetings and keep track of the status with the CIC and the Organising Committee/Working Group.

## **8. Contractor's Office and Staffing**

- 8.1 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 management and production of similar events. Special approval from the CIC should be obtained for any subsequent change of the Project Manager.
- 8.2 The composition of the Contractor's team shall also 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) Administrative supporting staff.
- 8.3 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 of those required in this Events.
- 8.4 The Contractor shall provide the CIC with full details of staff to be employed for the Events together with their curriculum vitae and proof of qualifications for prior approval from the CIC. Separate approval from the CIC should be obtained for any subsequent changes of staff.
- 8.5 The Contractor's team shall provide all specialist and sub-contractor services required for the satisfactory completion of services. No additional fees or expenses for the provision of such services rendered locally or overseas shall be payable by the CIC.
- 8.6 The Project Manager shall attend all the meetings as may be called upon by the CIC.
- 8.7 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.

- 8.8 In the event of any deviation or change of team members with respect to the submitted tender, prior approval from the CIC must be sought.
- 8.9 In the Events, for reasons beyond his control, the Contractor is unlikely to provide or maintain any key members as specified in the proposal, he should report to the CIC as soon as practicable and propose for the CIC's approval of a substitute staff having qualification and experience comparable with the staff who is leaving the Contractor's team.
- 8.10 The Contractor shall be responsible for preparing the meeting minutes and submitting them to the CIC within ONE week after the meeting. Meeting papers and documents shall be prepared and submitted by the Contractor within ONE weeks before the meeting.

## **9. Other Requirements**

### **I. General**

- 9.1 The CIC reserves the right to update, change or amend all the requirements and specifications with mutual agreement between the Contractor. Further details will be provided by the CIC upon engagement of the Contractor.
- 9.2 The Contractor should note that the CIExpo 2025 is still at the planning stage, thus some of the services stated in this Assignment Brief and Annexes may eventually not be pursued. The CIC is not bound to accept all the items tendered, and will commit only the necessary items as appropriate for the Events. The rates quoted in the Fee Proposal shall remain valid until completion of the Events.
- 9.3 The provisional quantities listed in this Assignment Brief are the CIC's best estimation. Actual requirements and quantities shall be confirmed on an as-required basis. The CIC does not commit to any items at this time. Actual quantities shall be re-measured according to the CIC's confirmation.
- 9.4 The Contractor shall provide necessary insurance to all their staff, onsite or offsite, who are responsible for the Events, including pre-event setup, technical tour helpers and post-event dismantling services, etc.

- 9.5 The setup 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 cost incurred by damages relating to setup and dismantling works to responsible parties.
- 9.6 All event arrangements and services shall comply with the Laws of the Hong Kong Special Administrative Region.
- 9.7 The Contractor shall strictly follow Privacy Policy Statement while handling personal data obtained for the provision of services under the contract. Please refer to Annex 7 for reference. Related documents must be signed by the Contractor as acknowledgement. Documents will be provided by the CIC.
- 9.8 The Contractor shall ensure that absence of discrimination of all forms and gender mainstreaming in all designs, proposals, videos and other deliverables for the Events.
- 9.9 The Contractor shall revise all designs in relation to the Events for the CIC's satisfaction. Approval of designs shall be obtained from the CIC prior to production.
- 9.10 All arrangements in the contract shall include safety, health and environment issues under consideration.
- 9.11 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 without the permission of the CIC.
- 9.12 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, the CIC would not be held liable.
- 9.13 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.

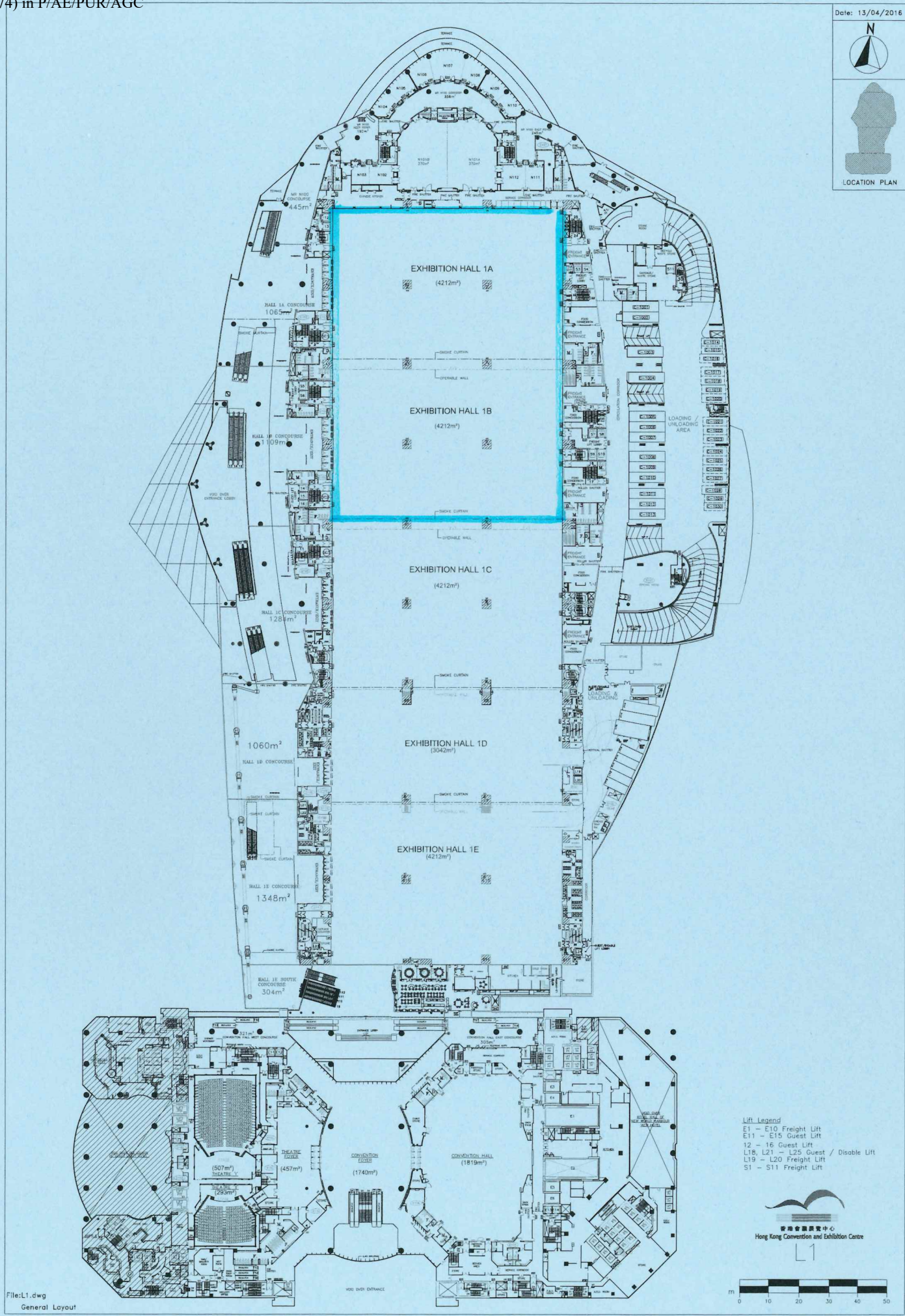
- 9.14 The CIC reserves the right to terminate or suspend the services for any reason(s) with no cost implications provided that a formal written notice is issued prior to the commencement of the scheduled services. The termination or suspension of the services shall not affect any rights of the CIC set forth in the contract, including the ownership and Intellectual Property Rights of all deliverables.
- 9.15 In case of suspension or termination of the services, the Contractor has the obligations to cease all works immediately in an orderly manner upon receipt of notification from the CIC.
- 9.16 For termination, subject to provisions 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.
- 9.17 For service resumption after suspension, the CIC shall provide written notice to the Contractor no less than SEVEN (7) calendar days before the planned resumption date of the services. The Contractor shall then continue with the services under the same terms and conditions set forth in the contract. The programme of the services shall be extended for a period corresponding to the duration of the suspension or as otherwise mutually agreed between the CIC and the Contractor.
- 9.18 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 reproduction of event materials as agreed and confirmed by the CIC.
- 9.19 When the CIC notifies the Contractor on the rescheduling of any programme under the Events, the actual cost or a fair compensation amount for any financial commitment or obligation that 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 relevant proof.
- 9.20 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

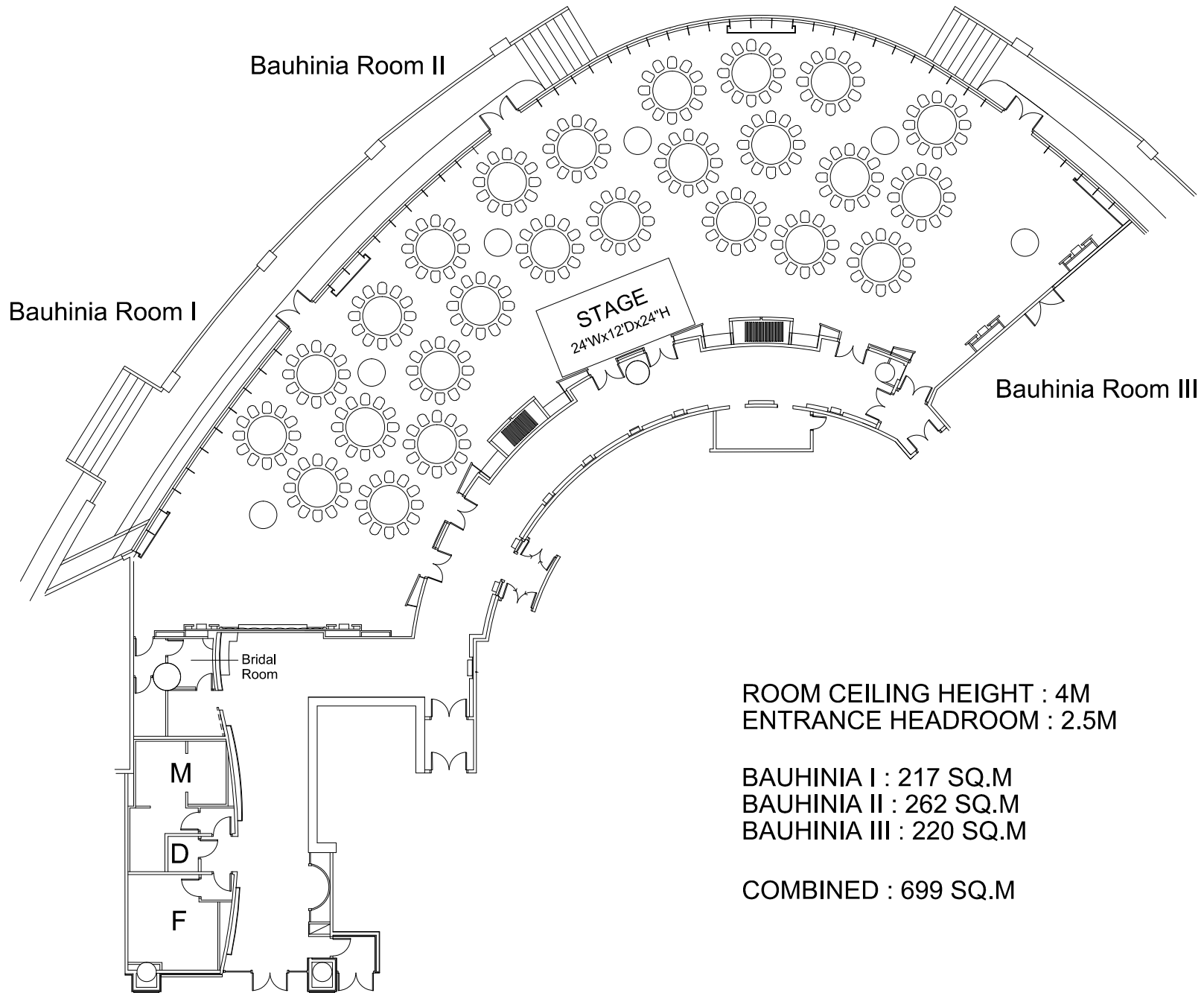
artworks, photos, videos, documents, and materials belonging to the CIC and related to the Events within FIVE (5) working days of the termination or completion.

## **II. Safety**

- 9.21 The Contractor shall be responsible for overall management for the Events, including fulfilling the CIC Event Safety Manual conduct of Annex 12.
- 9.22 The Contractor shall hire at least TWO Registered Safety Officers, with at least five-year relevant experience, to in charge all the safety matters of the event during whole project period, prepare safety documents (e.g. risk assessment and dynamic risk assessment), attend all safety meeting and conduct on-site supervision during setup and removal. The Contractor shall provide applicants' resume(s) to the CIC for consent before employment.
- 9.23 The Contractor shall make sure all decorations, displays and backdrops etc. are securely mounted on the designated positions to prevent risks of falling down or any accidents during the Events.
- 9.24 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.
- 9.25 The Contractor shall include erection of metal 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.

Ref. (574) in P/AE/PUR/AGC





ROOM CEILING HEIGHT : 4M  
ENTRANCE HEADROOM : 2.5M

BAUHINIA I : 217 SQ.M  
BAUHINIA II : 262 SQ.M  
BAUHINIA III : 220 SQ.M

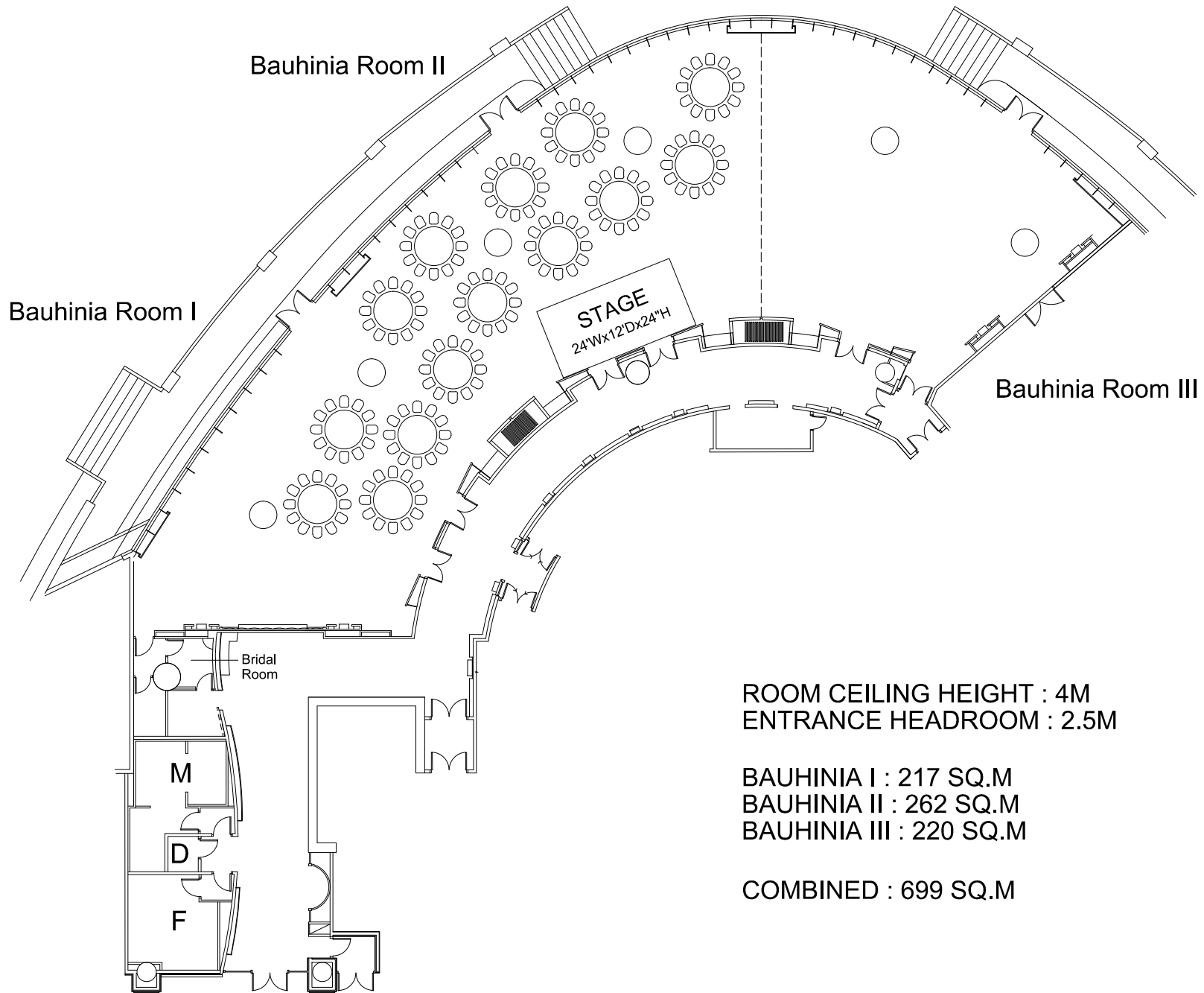
COMBINED : 699 SQ.M

25 tables for 10-12 persons each

## BAUHINIA ROOM

NOTE :  
NOT TO SCALE  
FOR REFERENCE ONLY





14 tables for 10-12 persons each

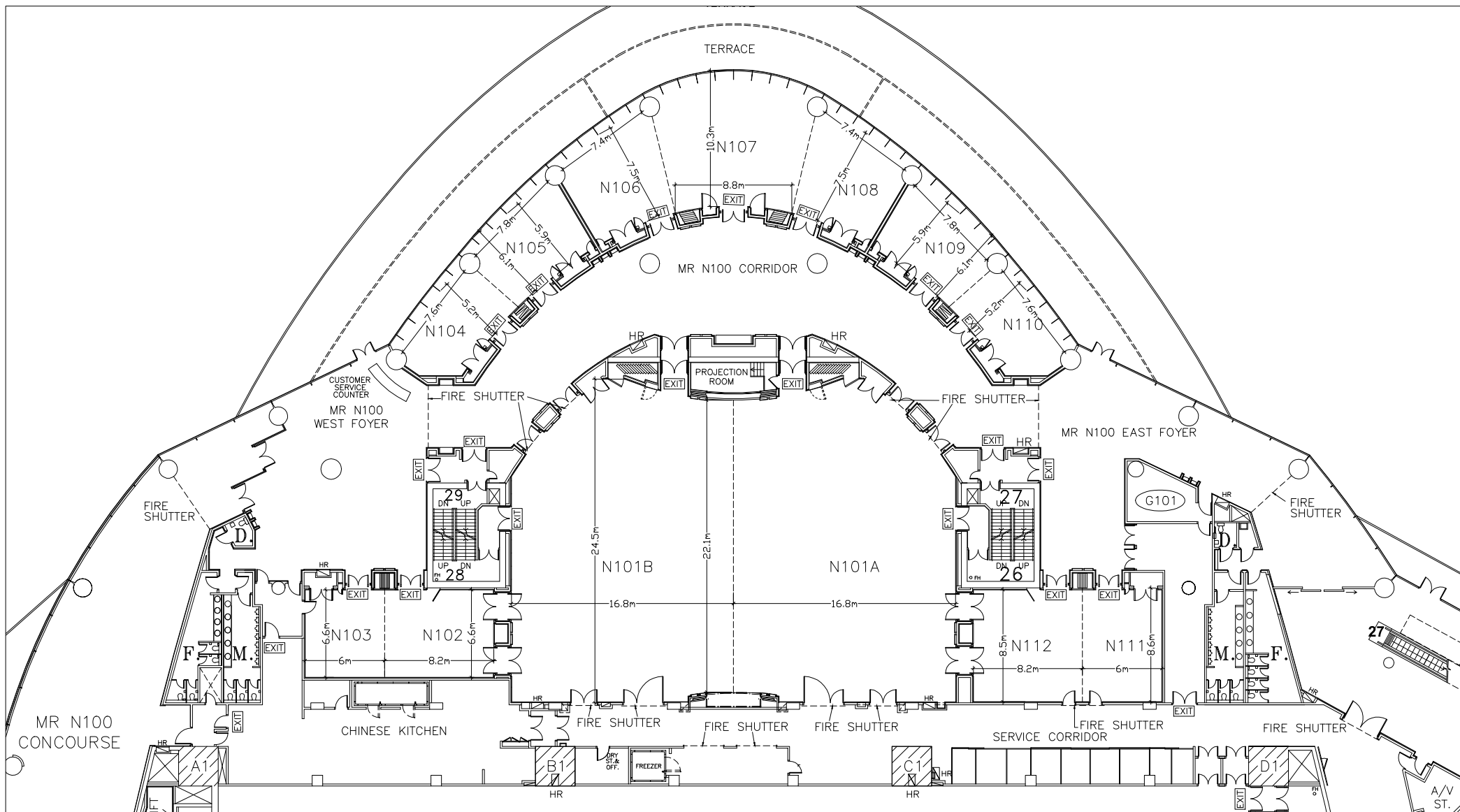
## BAUHINIA ROOM I&II

ROOM CEILING HEIGHT : 4M  
ENTRANCE HEADROOM : 2.5M

BAUHINIA I : 217 SQ.M  
BAUHINIA II : 262 SQ.M  
BAUHINIA III : 220 SQ.M

COMBINED : 699 SQ.M

NOTE :  
NOT TO SCALE  
FOR REFERENCE ONLY



SCALE 1:400(A4)



香港會議展覽中心  
Hong Kong Convention and Exhibition Centre  
Date: 11/08/2009 Revision: 00

## Meeting Room N100series



Ref. (574) in P/AE/PIUR/AG



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

Venue  
Booking Hotline  
**2582 1111**



# 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](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 <sup>2</sup> )
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/B110070C.pdf](http://www.oshc.org.hk/oshc_data/files/HotTopic/FLT/B110070C.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-authorised access.

##### **(b) High Tension Gear**

High tension gear must be mounted on non-combustible and heat-resistant material, and be protected from un-authorised 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  $\pm$  6%  
50 cycles per second AC supply  $\pm$  2%
- (b) Three Phase Neutral & Ground 380V  $\pm$  6%  
50 cycles per second AC supply  $\pm$  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:

<b>Venue</b>
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](http://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](mailto: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](http://www.afcd.gov.hk)

(b) Copyrights

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

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

[www.ppseal.com](http://www.ppseal.com)

Public Performance Licence  
Hong Kong Recording Industry Alliance Limited (HKRIA)  
[www.hkria.com](http://www.hkria.com)

(c) General Charitable Fund Raising Activities

Public Subscription Permit  
Social Welfare Department  
[www.swd.gov.hk](http://www.swd.gov.hk)

(d) Public Entertainment

Temporary Places of Public Entertainment Licence Food and  
Environmental Hygiene Department  
[www.fehd.gov.hk](http://www.fehd.gov.hk)

(e) Work Visa or Permit

Hong Kong Immigration Department  
[www.immd.gov.hk](http://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.)

<b>Description</b>	<b>Minimum Submission Time</b> (in relation to the Start of the Licensed Period, unless otherwise specified)	<b>Reference Clause</b>
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

<b>Description</b>	<b>Minimum Submission Time</b> (in relation to the Start of the Licensed Period, unless otherwise specified)	<b>Reference Clause</b>
Submit detailed plan on the move-in and move-out logistics which must include: 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

<b>Description</b>	<b>Minimum Submission Time</b> (in relation to the Start of the Licensed Period, unless otherwise specified)	<b>Reference Clause</b>
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



<b>Description</b>	<b>Minimum Submission Time</b> (in relation to the Start of the Licensed Period, unless otherwise specified)	<b>Reference Clause</b>
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)
<b>Convention Hall</b>	1,801	1	2	2
CH A+B or CH B+C	1,289	–	–	–
CH B	764	–	–	–
CH A or CH C	525	–	–	–
<b>Grand Hall</b>	3,880	1	2	2
<b>Hall1A + Hall1B + Hall1C + Hall1D + Hall1E</b>	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
<b>Hall3B + Hall3C + Hall3D + Hall3E</b>	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
<b>Hall5BC + Hall5D + Hall5E</b>	13,665	3	6	6
Hall5BC	7,910	2	4	4
Hall5D	1,185	–	–	–
Hall5E	4,570	1	2	2
<b>Hall3F + Hall3G</b>	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
<b>Hall5F + Hall5G</b>	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
<b>Expo Drive Hall</b>	6,996	2	4	4
<b>Expo Drive Hall A</b>	1,497	1	2	2
<b>Expo Drive Hall B</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**

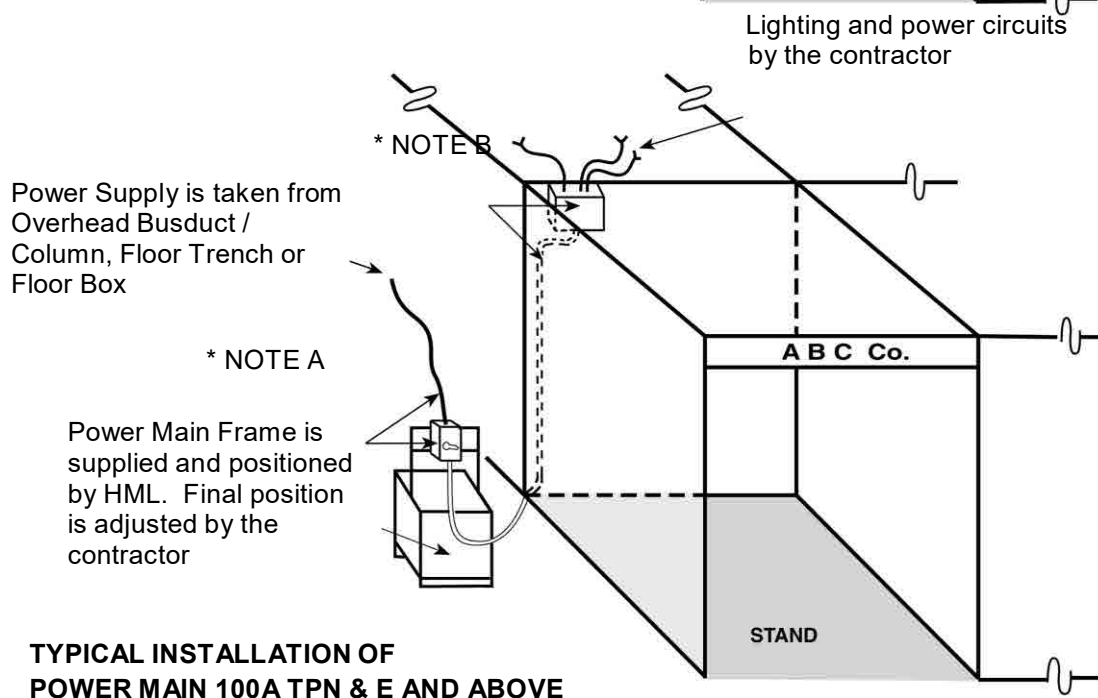
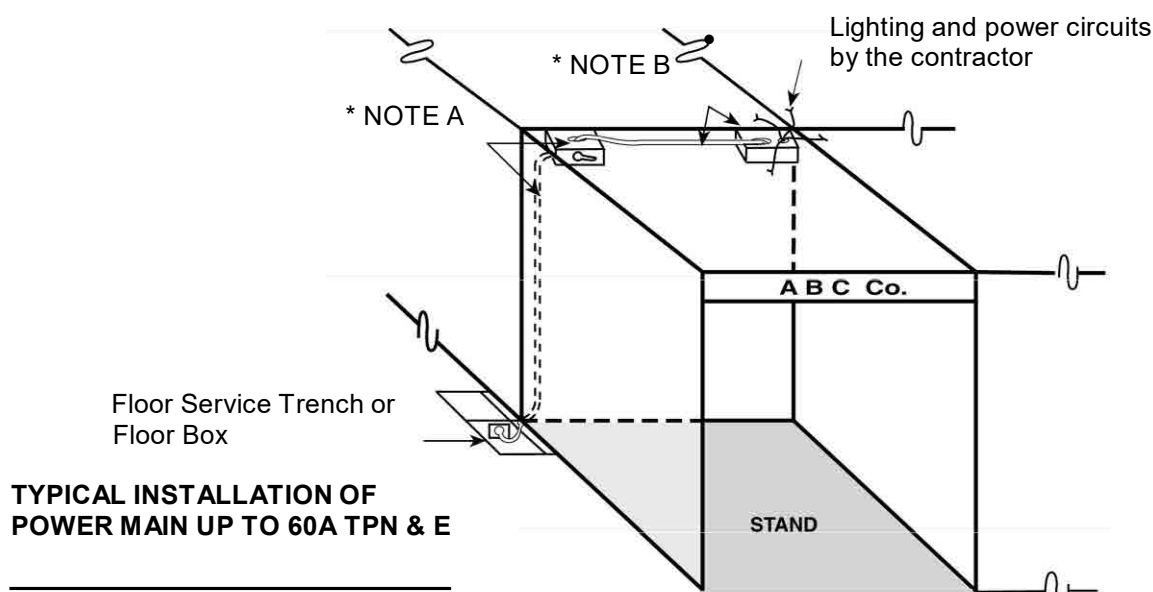
- Leave the HKCEC by the nearest exit (emergency exits marked in green); do not use lifts.
- If you encounter smoke in the stairway, use alternate exits where available.
- Do not attempt to remove vehicles from parking garage or loading docks.
- Follow announcements over the public address system or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

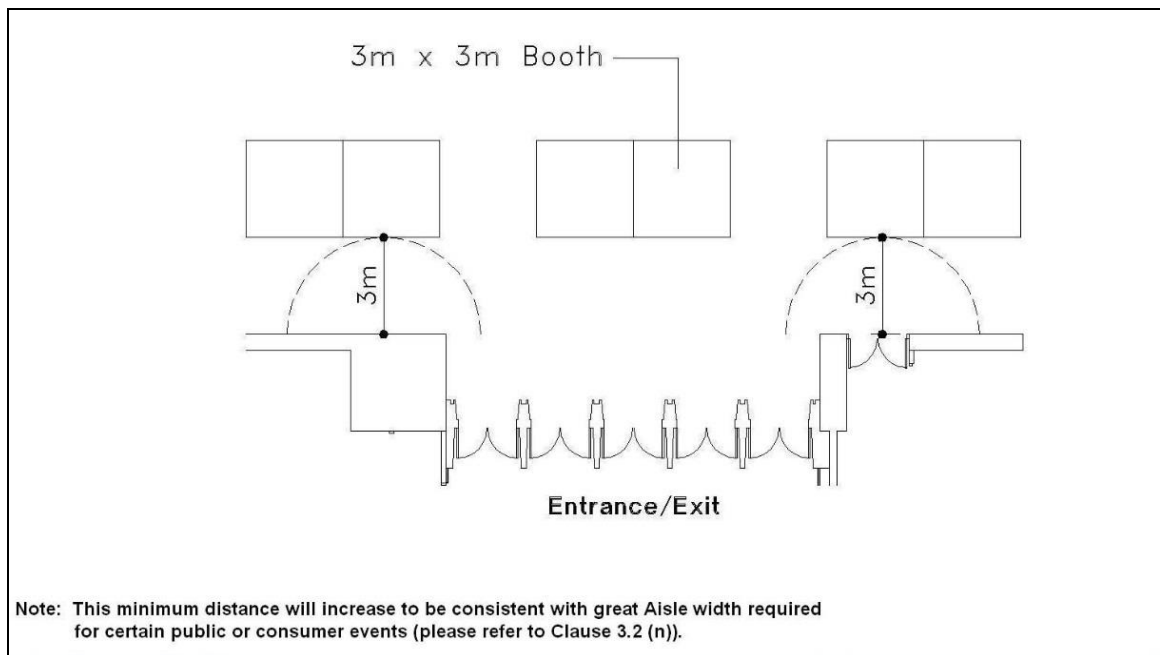
## **APPENDIX III Electrical Cable Configuration and Distribution**




\*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](mailto:info@hkcec.com)

 [www.hkcec.com](http://www.hkcec.com)

 HKCECOfficial

### Annex 3 – CIExpo 2025 Key Visual Design





Ref. (574) in P/AE/PUR/AGC

# Exhibition Floor Plan

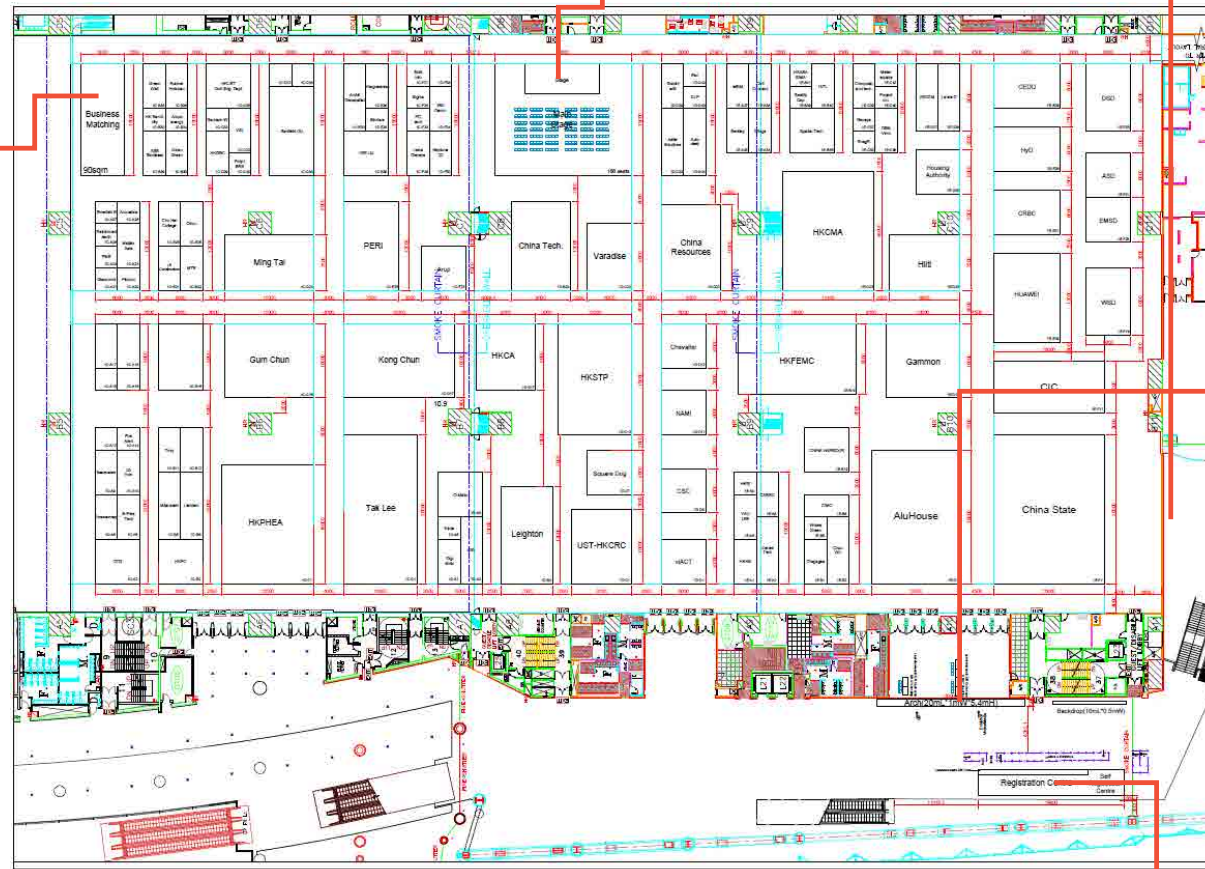


Main Stage

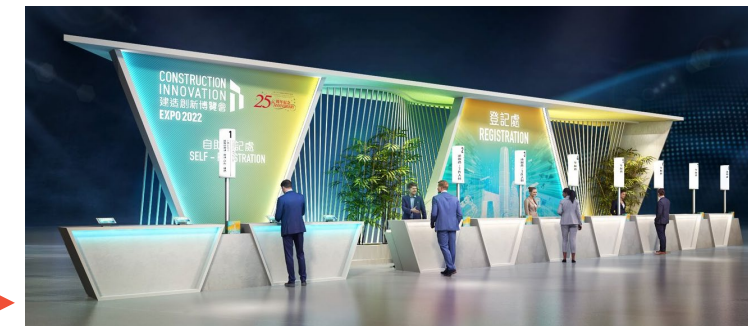
Feature Wall



Business Matching



Welcome Arch

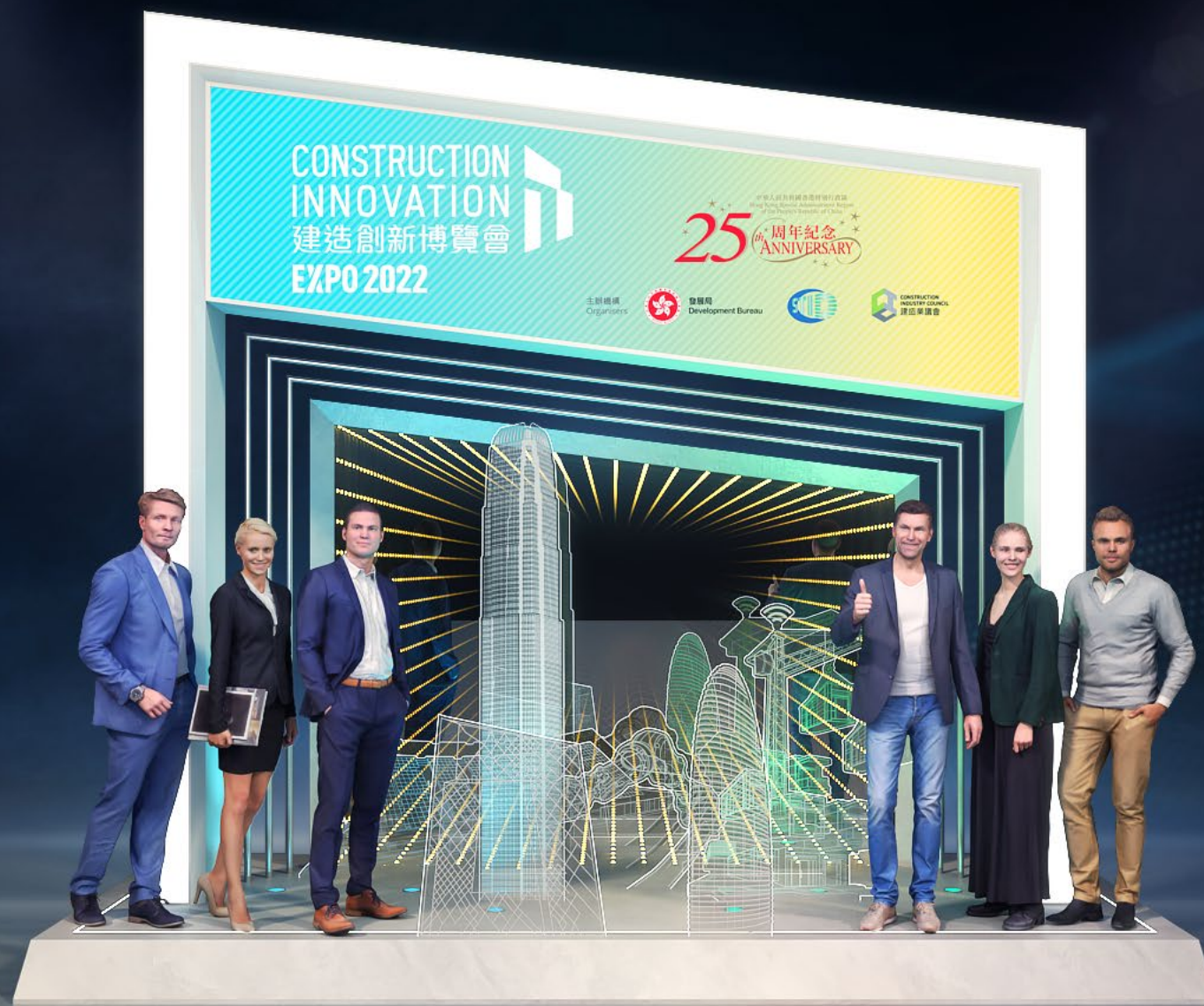


Registration Counter

(for reference only)



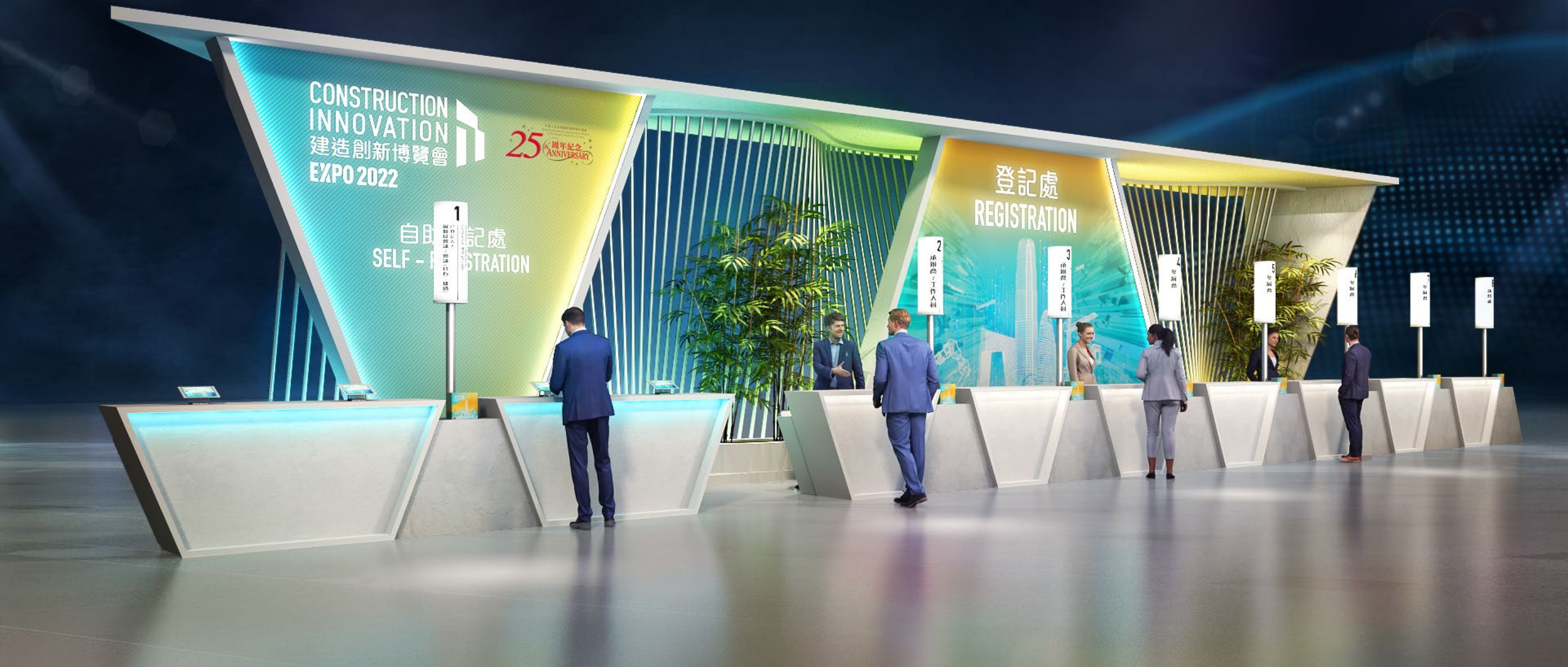
# Feature Wall



(for reference only)



# Registration Counter



(for reference only)



# Entrance Arch



(for reference only)



# Main Stage



(for reference only)



# Business Matching Area



(for reference only)

# Business Matching Area A4 Foamboard

Size:297(W)x210(H)mm

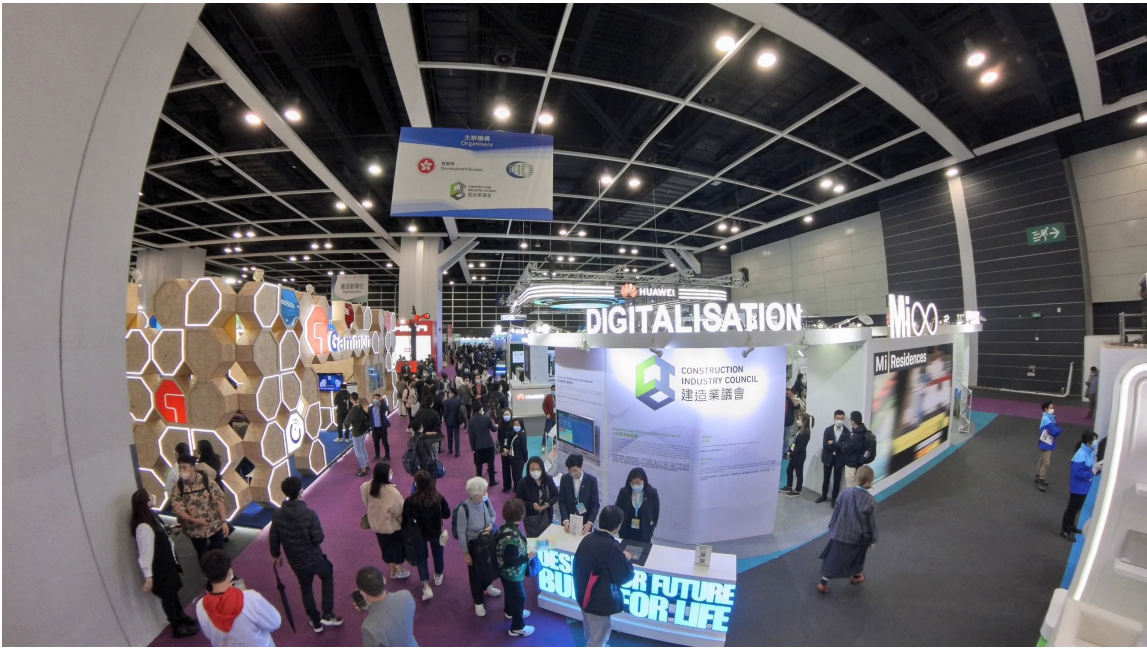
Material: Foamboard+ Stand

1:1





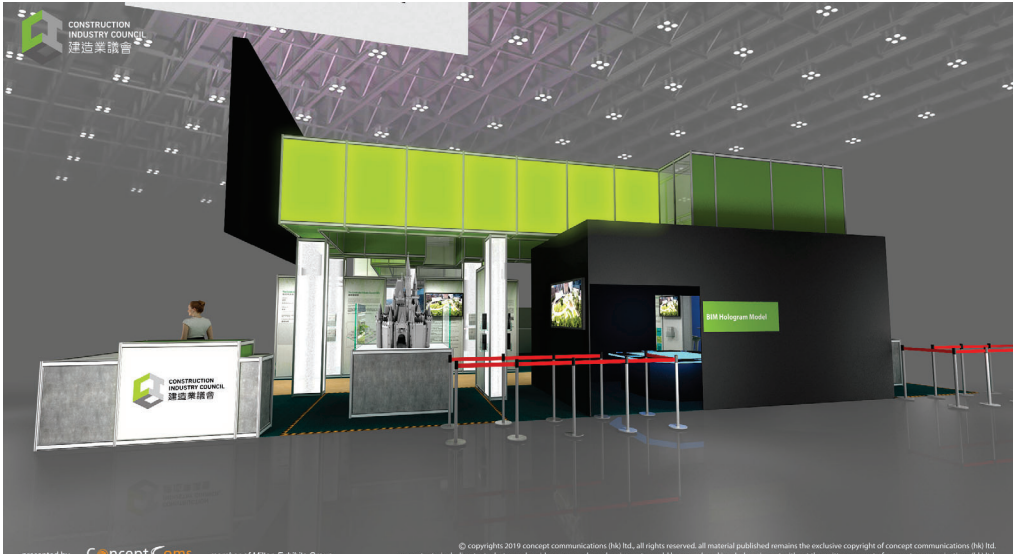
# CIC Booth



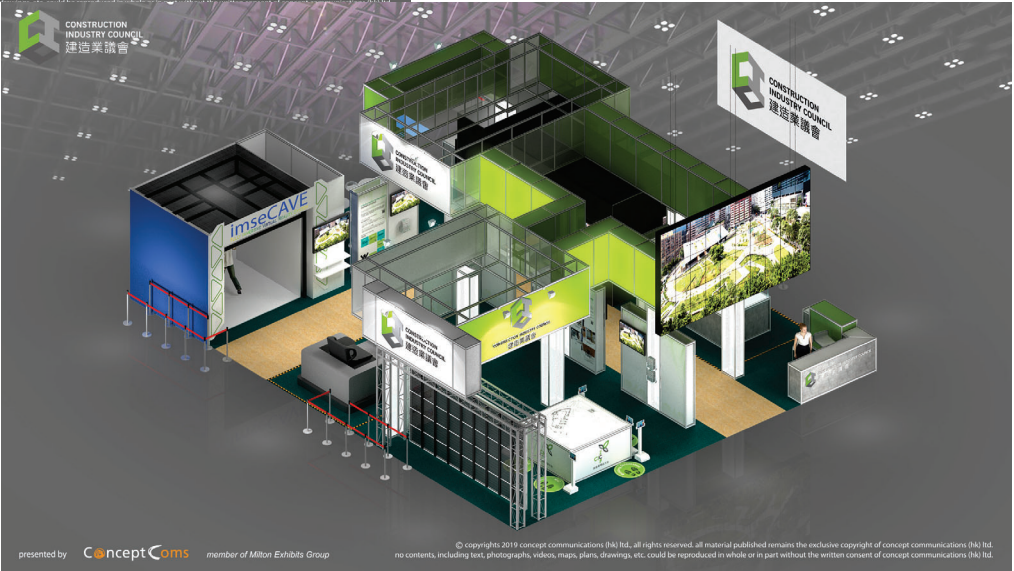
(for reference only)

Provision of Event Management and Production Services for Construction Innovation Expo 2025 for Construction Industry Council  
Ref. (574) in P/AE/PUR/AGC

Annex 4 - Design Items Adopted in the CIExpo 2019 (For Reference Only)



# CIExpo 2019 CIC Booth Design

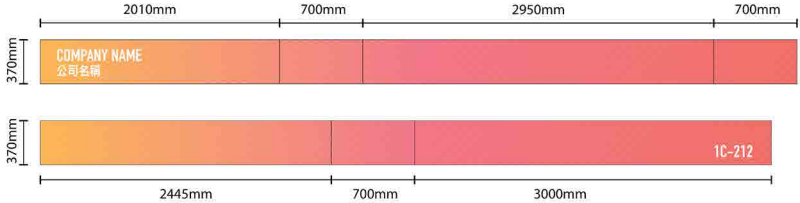




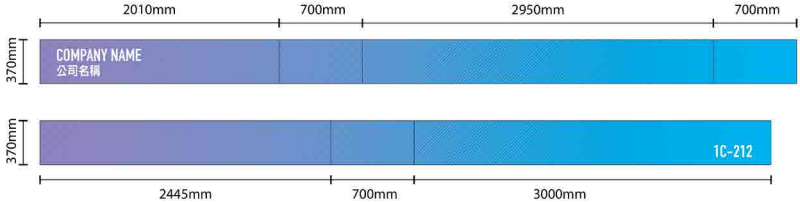
Fascia( Premium booth)

Scale: 1:10

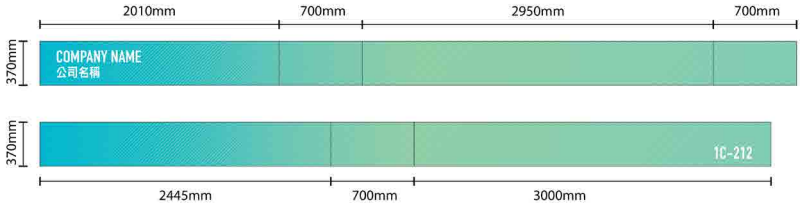
建造工業化  
INDUSTRIALISATION



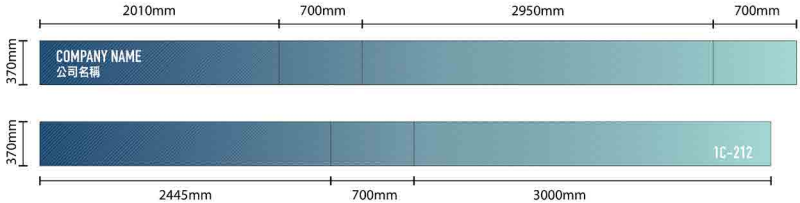
建造自動化  
AUTOMATION



建造現代化  
MODERNISATION



建造數碼化  
DIGITALISATION



Fascia( standard booth)

Size: 2930mmW x 230mmH

Scale: 1:10



建造工業化  
INDUSTRIALISATION

建造自動化  
AUTOMATION

建造現代化  
MODERNISATION

建造數碼化  
DIGITALISATION

Zone Banner

Material: Banner( double sides)

Size: 4000mmW x 3000mmH

Scale: 1:10



(for reference only)

Concourse Banner  
Material: Banner( **double sides**)  
Size: 4000mmW x 2500mmH  
Scale: 1:10

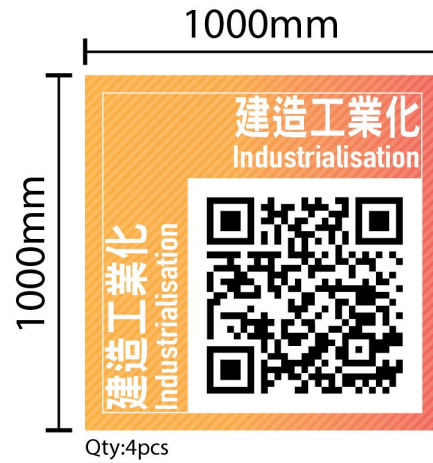


(for reference only)

Floor sticker

1:10

Option 2



(for reference only)



Concourse Banner  
Material: Banner( double sides)  
Size: 5000mmW x 5000mmH  
Scale: 1:10



(for reference only)

# Poster



主辦機構  
Organisers



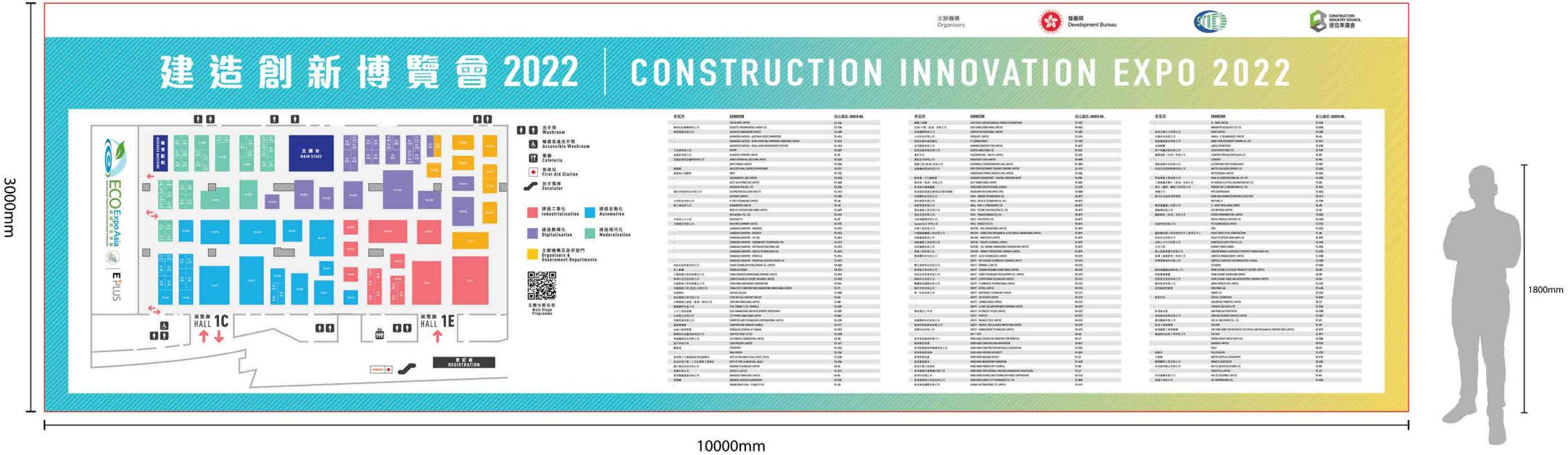
發展局  
Development Bureau



CONSTRUCTION  
INDUSTRY COUNCIL  
建造業議會

# Exhibitor Board (Concourse)

Exhibitor Board  
Size: 10000mmW x 3000mmH  
Scale: 1:10

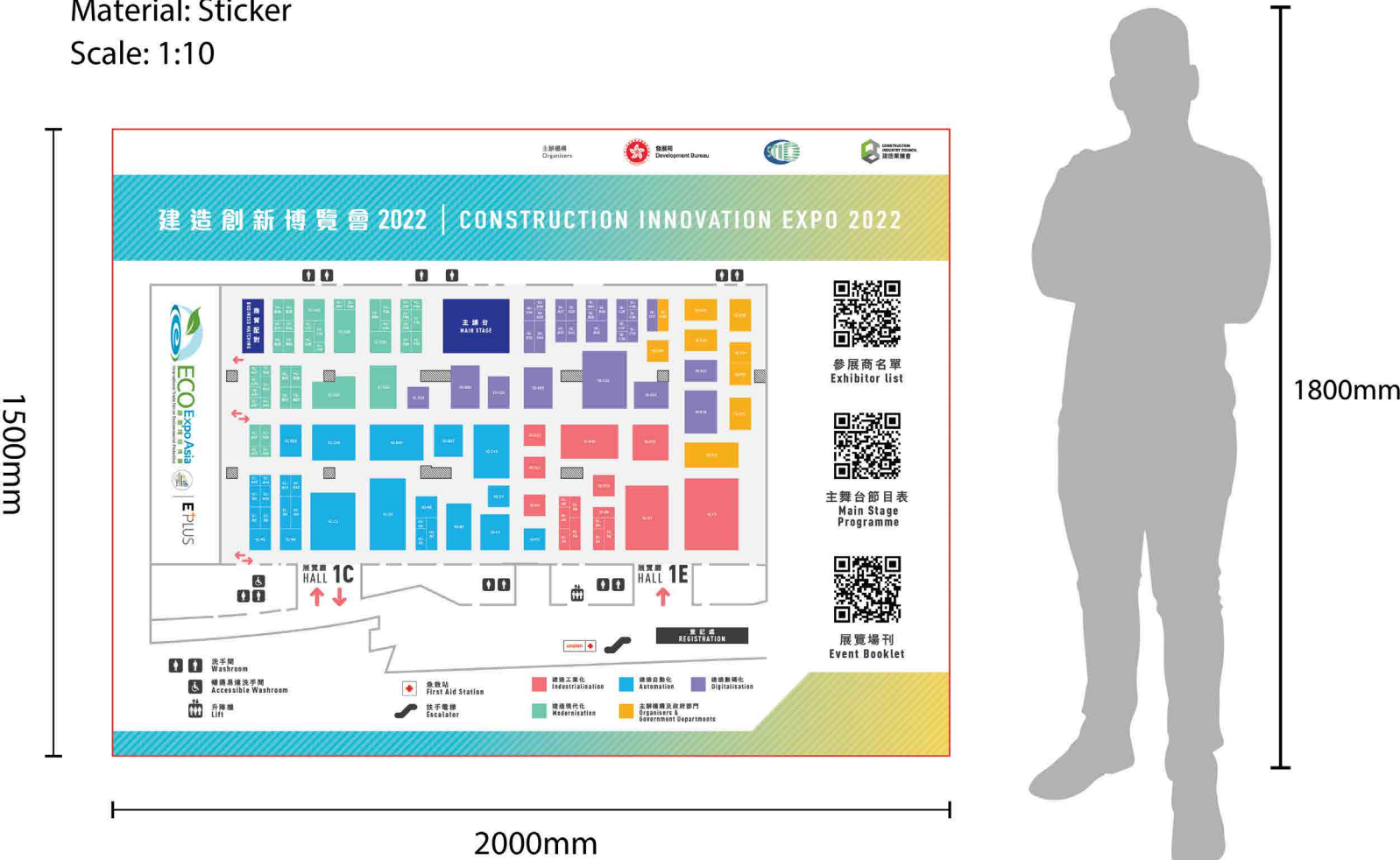


(for reference only)



# Exhibitor Board – inside hall

Inside Exhibitor Board  
Material: Sticker  
Scale: 1:10



(for reference only)



Media Room Backdrop  
Scale: 1:10



(for reference only)

• If you cannot view this email properly, [click here](#)  
如未能正常顯示電郵內容, 按此。

CONSTRUCTION INNOVATION  
建造創新博覽會  
EXPO 2022

13-17  
12. 2022  
香港會議展覽中心  
Hong Kong Convention  
and Exhibition Centre  
展覽廳 Hall 1C - E

Free Admission Register Now  
立即登記 免費參觀

主辦機構  
Organisers

發展局  
Development Bureau

建築業議會  
Construction Industry Council

The triennial flagship event “**Construction Innovation Expo (CIExpo) 2022**” consists of 4 key exhibition themes included Automation, Digitalisation, Industrialisation and Modernisation returns and will be held on **13 to 17 December 2022** at the **HKCEC Hall 1C-E**. Don't miss this opportunity to explore the latest technological advancement of construction innovations showcased by **150+ exhibitors**. CIExpo 2022 will be a great platform to connect with your industry counterparts and build your network.

建築業界一年一度的旗艦活動「**建築創新博覽會**」(創博會)由四個展覽主題組成,包括建造自動化、建造數碼化、建造工業化及建造現代化,將於**2022年12月13日至17日**於**香港會議展覽中心展覽廳 1C-E**舉行。創博會將展示來自逾**150間參展商**的建造創科成就,助您連繫業界伙伴和擴展網絡,絕對不容錯過!

5-DAY Exhibition on Construction Innovations  
5日建造創新展覽

AUTOMATION  
DIGITALISATION  
INDUSTRIALISATION  
MODERNISATION

建造自動化  
建造數碼化  
建造工業化  
建造現代化

3-DAY International Conferences  
3日國際會議

MIC  
CONSTRUCTION DIGITALISATION  
CONSTRUCTION SAFETY & HEALTH  
GREEN CONSTRUCTION

「組裝合成」建築法  
建造數碼化  
建造安全與健康  
綠色建造

CIC Construction Innovation Award 2022  
Presentation Ceremony  
2022建造業議會創新獎  
頒獎典禮

Technical Tours of Signature Landmarks  
重要地標技術參觀團

Stay tuned with us! See You there in CIExpo 2022!  
密切留意我們的最新動態! 建造創新博覽會2022, 期待您的參與!

ciexpo.cic.hk

Construction Innovation Expo 2022 Secretariat | 建造創新博覽會2022秘書處

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(for reference only)

AB-143



Main stage Exhibition LED Backdrop  
Size: 9000mmW x 3000mmH  
Scale: 1:10



(for reference only)

Main stage Exhibition LED Backdrop(presentation mode)

Size: 9000mmW x 3000mmH

Scale: 1:10



(for reference only)

## Main stage & conference room Podium

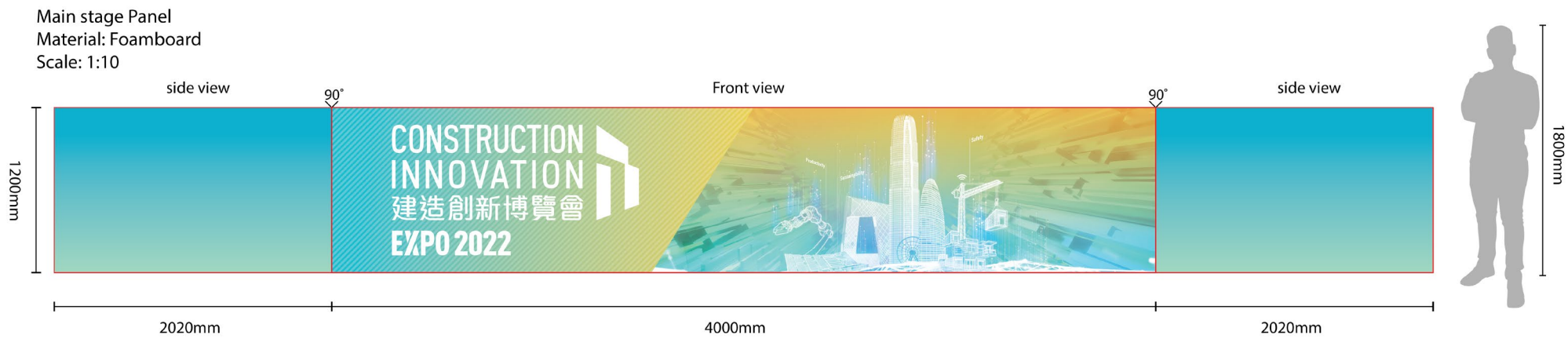
Scale: 1:10

Qty: 2pcs (One for main stage and one for N101 grand opening)



(for reference only)





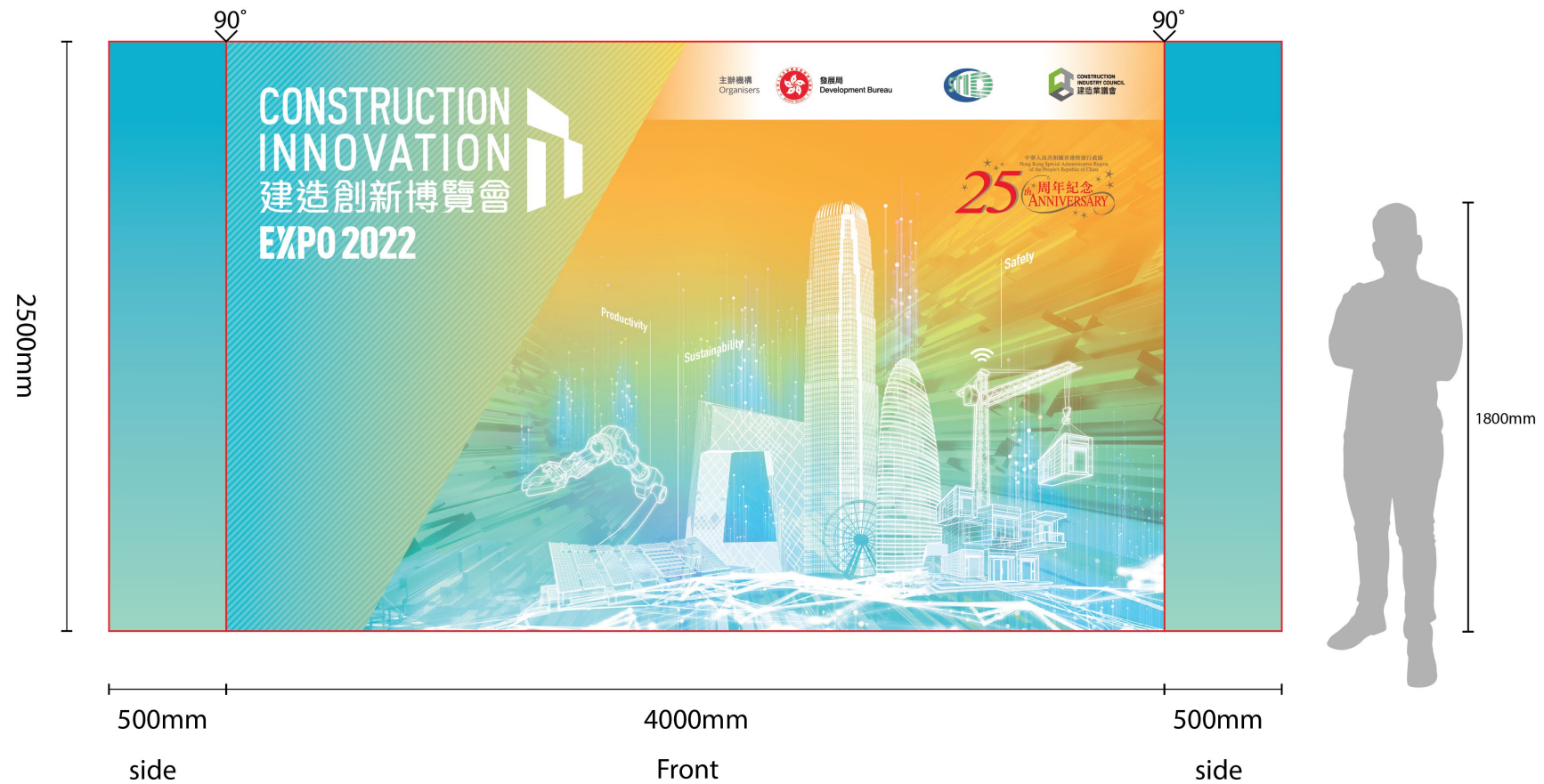
(for reference only)

Mic Tag  
Material: Sticker  
Scale: 1:1  
Qty:1



(for reference only)

Conference room only - Signing backdrop  
Material: Vinyl  
Scale: 1:10



(for reference only)



## Conference KV - 1



(for reference only)









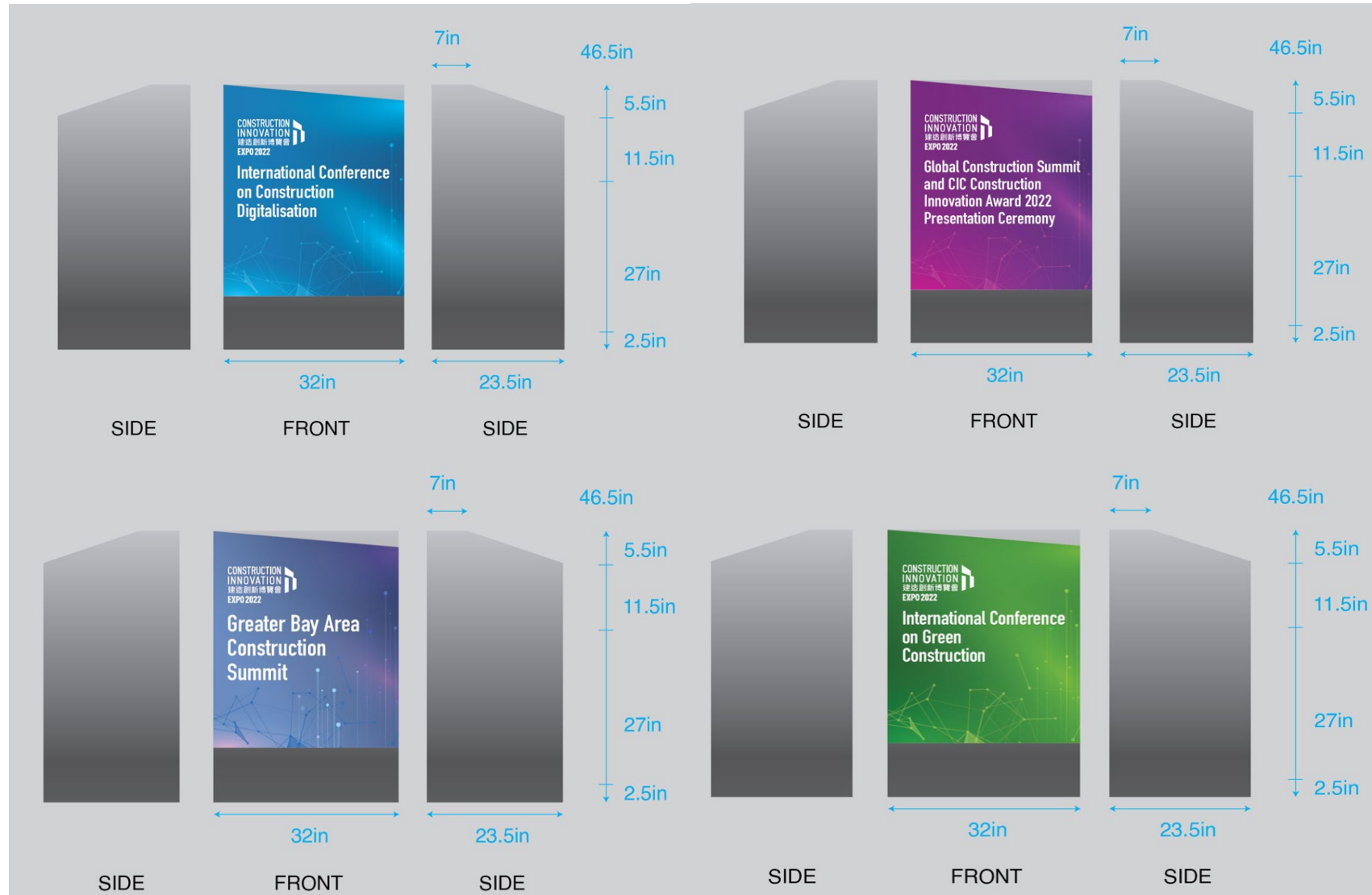








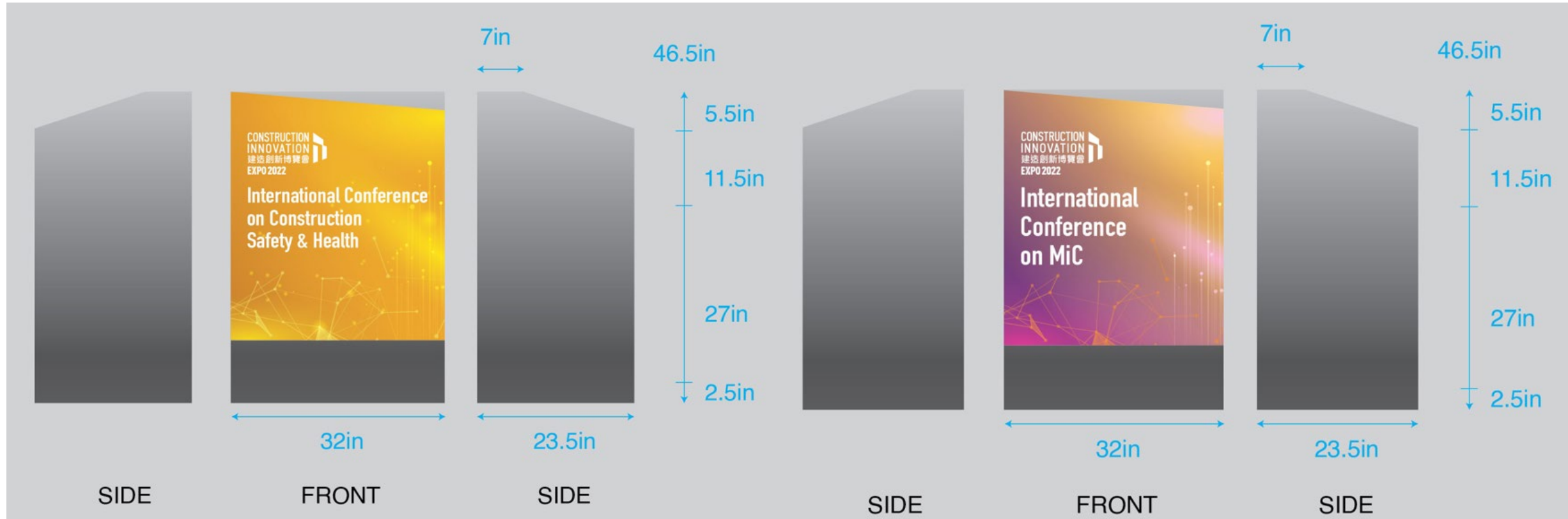
# Conference Podium - 1



(for reference only)



## Conference Podium - 2



(for reference only)

# OPENING - Screen



## Construction Innovation Expo 2022 Grand Opening Ceremony



主辦機構  
Organisers



發展局  
Development Bureau





# 08:30 – Registration

Main KV



(for reference only)

# 09:05 – MC tag to **Opening Address**

Transition (speaker)

The banner features a dark blue background with a network of white and red lines. On the left, the event title and date are displayed in white. In the center, there is a circular portrait of The Honourable Paul Chan. To the right of the portrait, his name and title are written in white. The top of the banner includes logos for sponsors and organizers.

**Global Construction Summit and  
CIC Construction Innovation Award 2022  
Presentation Ceremony**  
**13.12.2022**

**Opening Address**  
**The Honourable Paul CHAN**  
Financial Secretary, HKSAR Government

**Sponsors:** 鑽石 Diamond, 中國通標 China Telecom, 鉅金 Platinum, HILTI

**Organisers:** 25th Anniversary, 主辦機構 Organisers, 發展局 Development Bureau, 建築師學會 Architectural Association of Hong Kong

(for reference only)



# 09:05 – Opening Address

On-site (with podium)



(for reference only)

# 09:15 – Group Photo

Main KV



(for reference only)



# 09:50 – Keynote Speech (1)

Keynote (dial-in)



(for reference only)

# 10:10 – Keynote Speech (2)

Keynote (on-site)



(for reference only)



# End of Event – Survey QR

Survey QR



The banner features a dark purple background with a network of white and red lines and dots, resembling a digital or construction theme. On the left, there are stylized white and red skyscrapers. On the right, there is a red wireframe globe. The text is centered in white. The top of the banner contains a row of logos for sponsors and organizers. The main text reads: "Global Construction Summit and CIC Construction Innovation Award 2022 Presentation Ceremony 13.12.2022". Below this is a large QR code. At the bottom, it says "Please fill in the survey".

Sponsors: 贊助商 Sponsors, 鑽石 Diamond, 中國建築 China Construction, 鉅金 Platinum, HILTI

Organizers: 25th Anniversary, 主辦機構 Organizers, 發展局 Development Bureau, 建築業議會 Construction Industry Council

Global Construction Summit and  
CIC Construction Innovation Award 2022 Presentation Ceremony  
13.12.2022

Please fill in the survey

(for reference only)

# S.I. foamboard

Live output layout for Webinar Room

Scale: 1:1



(for reference only)

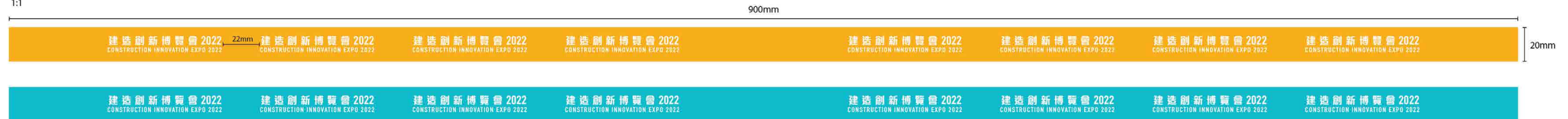


Name badge with lanyard  
Scale: 1:1



Name label Size: 62(W) x 29mm(H)

lanyard  
1:1



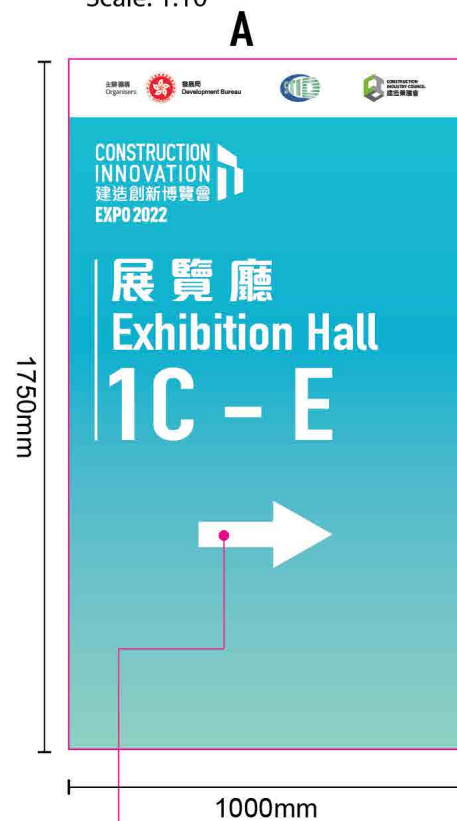
Name Tag( Presentation mode)

Scale: 1:1

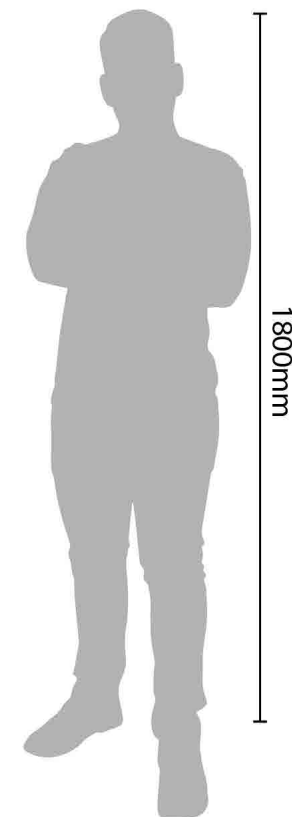


(for reference only)

Signage stand  
Scale: 1:10

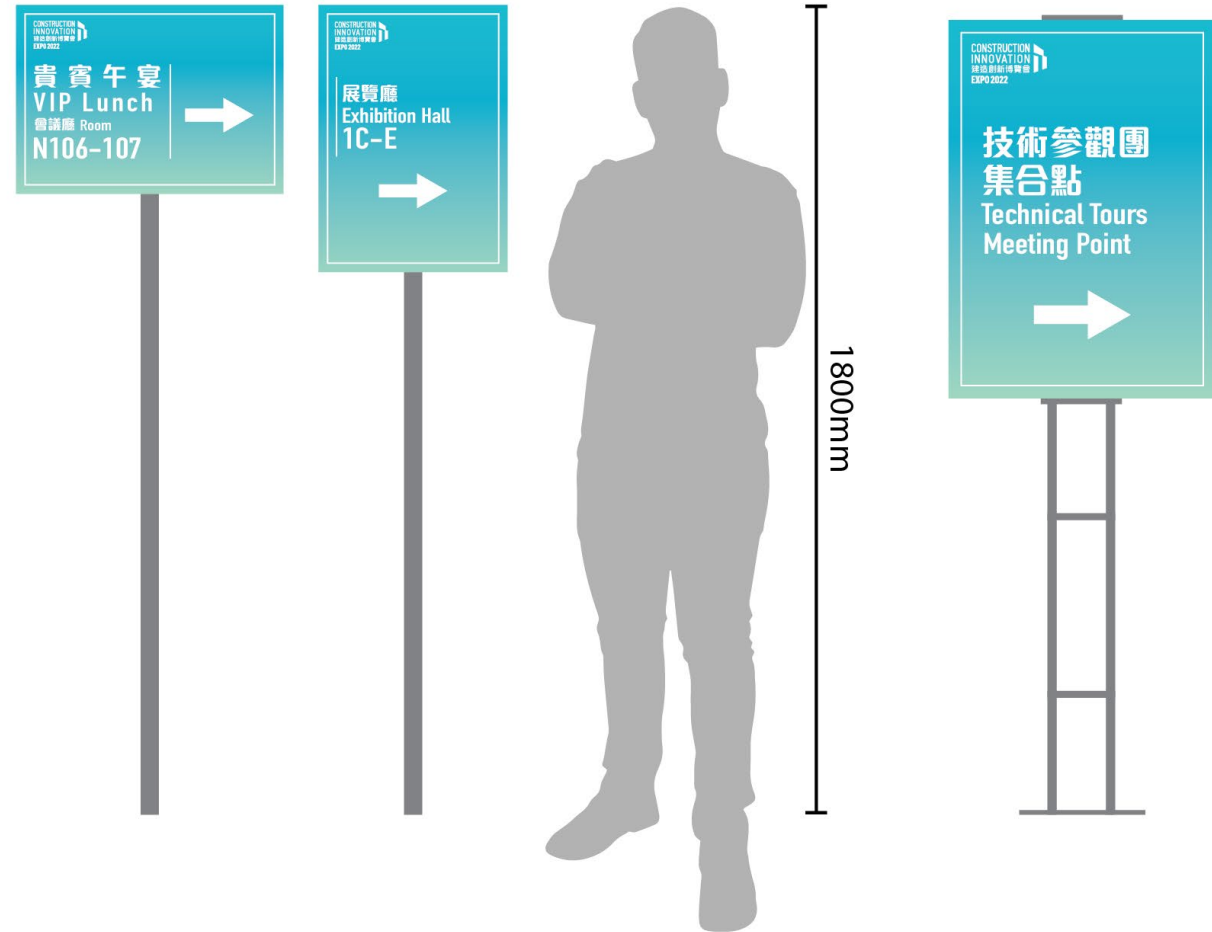
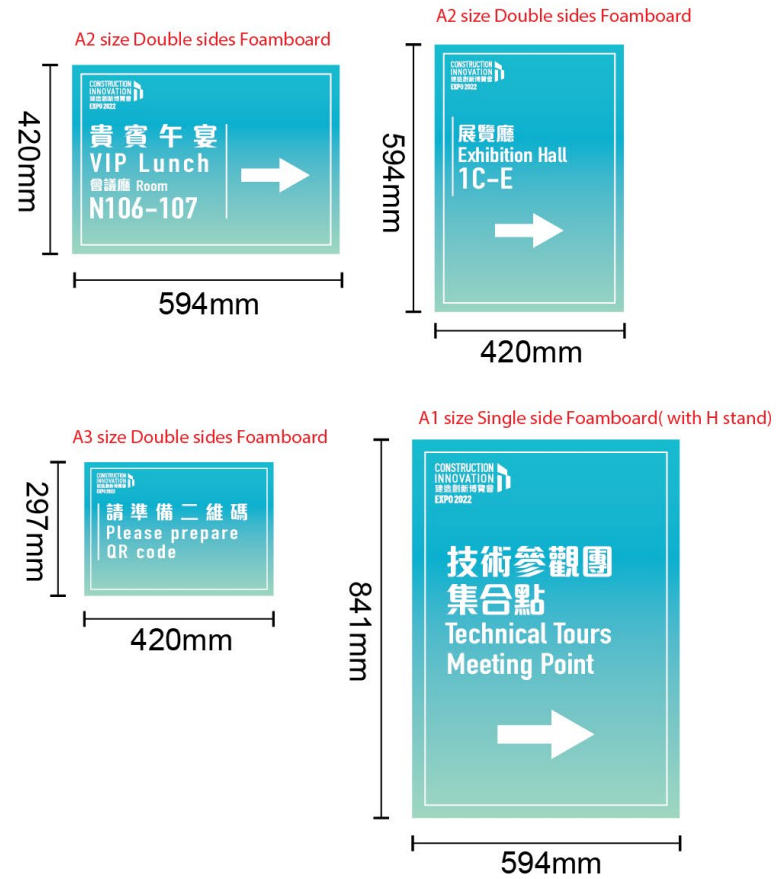


Arrow\_diecut sticker  
Size:340mm(W)x170mm(H)



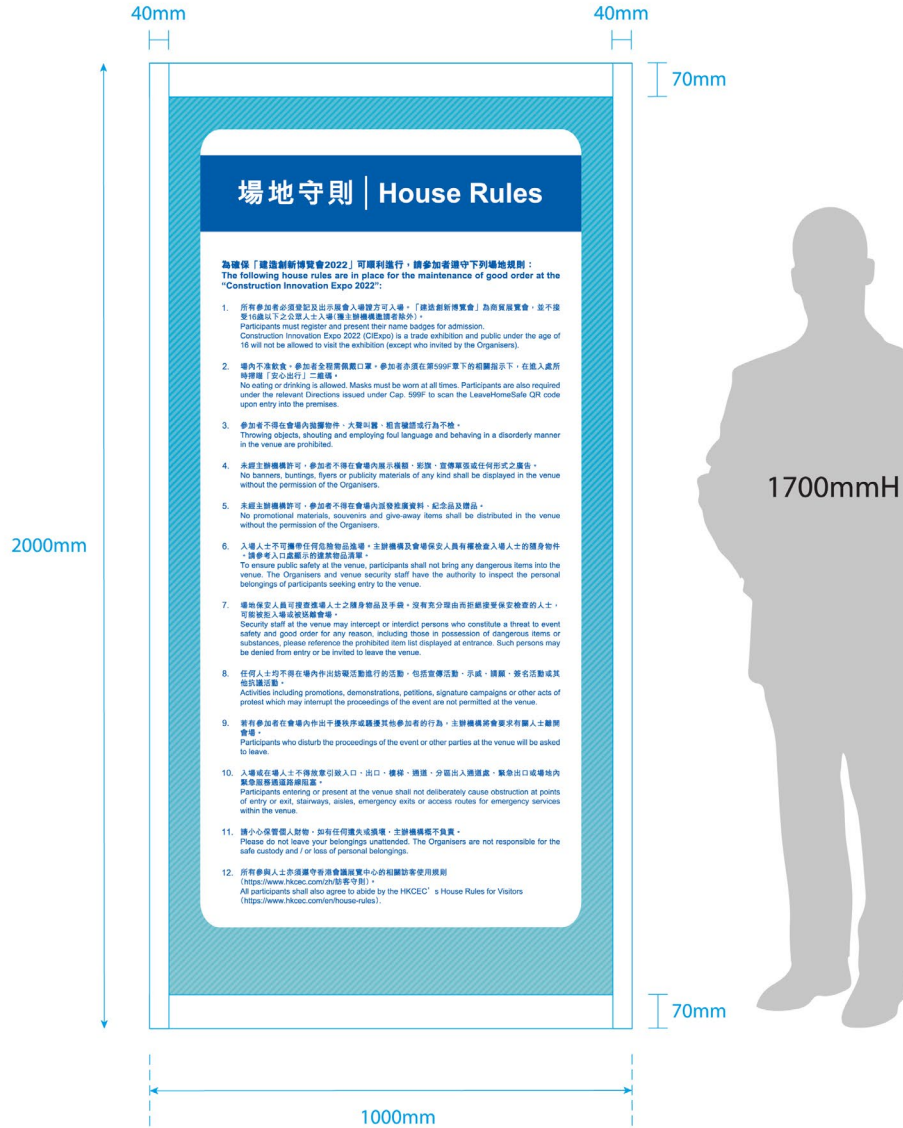
(for reference only)

handheld signage  
Scale: 1:10



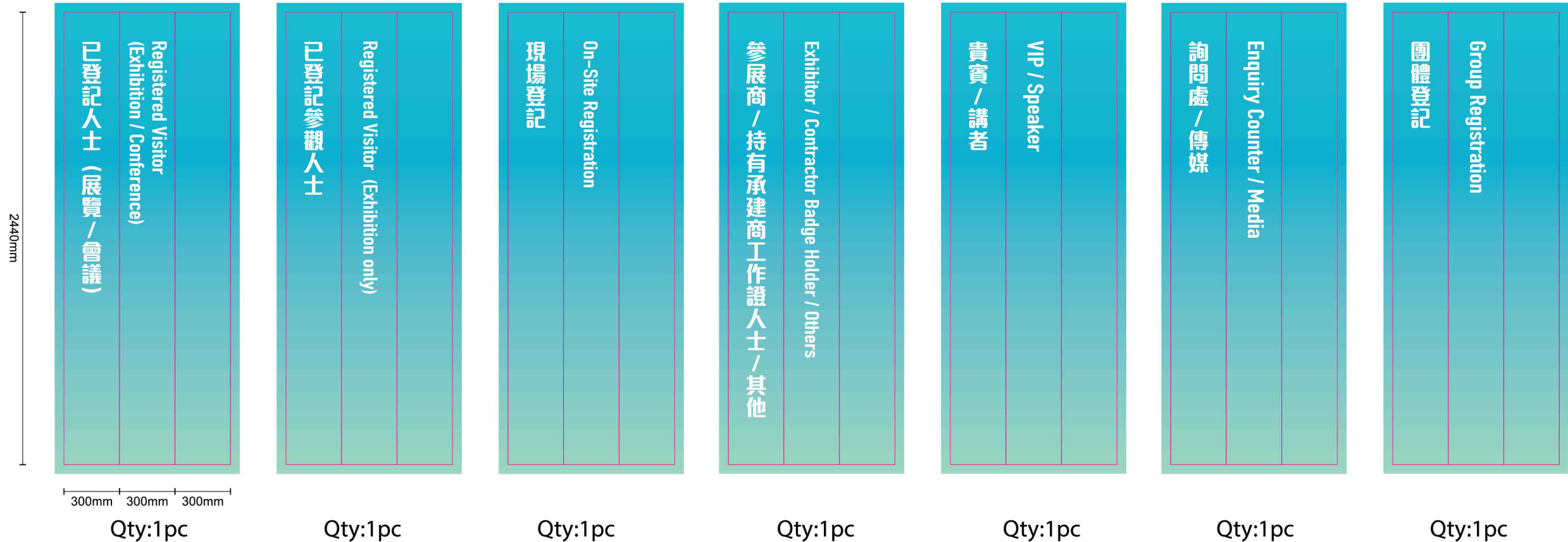
(for reference only)

**House Rules**  
Size: 1000mmW x 2001 mmH x 500mmD  
Scale 1:10



(for reference only)

Queuing Sign  
Scale: 1:10



(for reference only)



QR Code foamboard  
Size: 210mm(W) x 297mm(H)  
Scale: 1:1



# Entrance lightbox

## Lightbox



1:10

3920mm

Material: backlit Vinyl

VS: 3920(W)x1420(H)mm

MS: 4000(W)x1500(H)mm

Qty:1PC

(for reference only)



Concourse Banner  
Material: Banner( **double sides** )  
Size: 3000mmW x 5000mmH  
Scale: 1:10



(for reference only)

Entrance Banner  
1:10



(for reference only)

## Technical Tour Signage

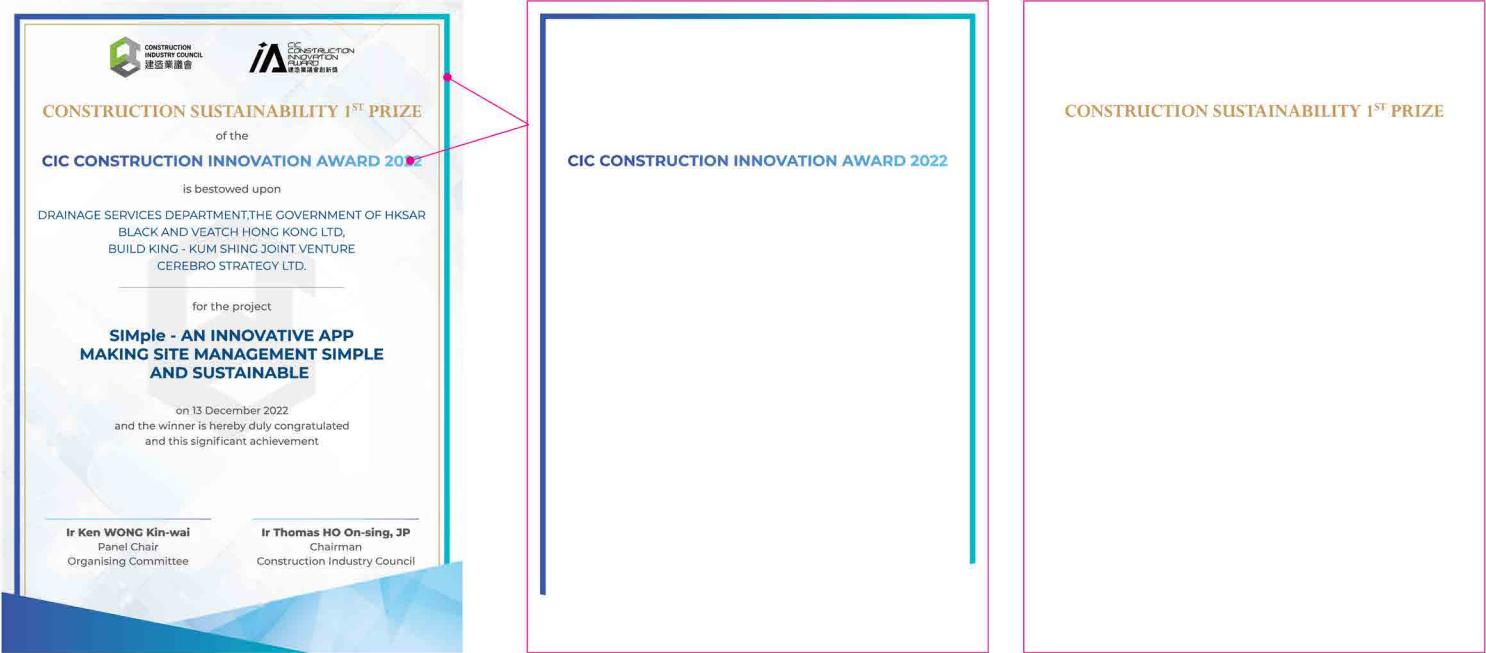
Scale: 1:10



(for reference only)

# Innoward Winner Cert.

Size: 210(W)x297(H)mm  
1:1



燙藍金



藍金

燙啞金



(for reference only)



# E-Cert. of Appreciation (InnoAward Judge)

CIExpo\_Cert-appreciation A4

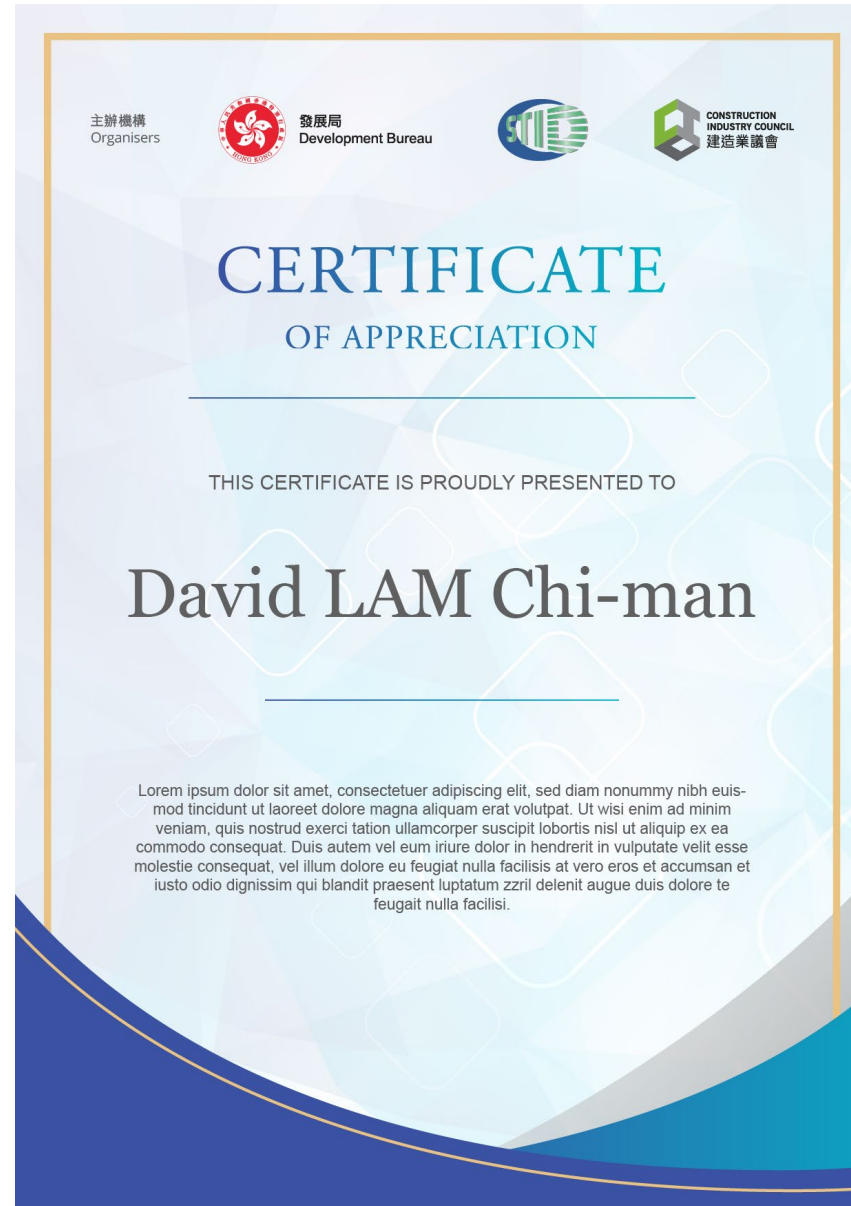
Size: 297x210mm

1:1



(for reference only)

# E-Cert. of Appreciation (Speaker)



(for reference only)

# E-Cert. of Attendance





# Award banner



CONSTRUCTION  
INDUSTRY COUNCIL  
建造業議會



CIIC CONSTRUCTION  
INNOVATION  
AWARD  
建造業議會創新獎



## Congratulations to the CIIC Construction Innovation Award 2022 Winners!

### INTERNATIONAL

**GRAND PRIZE**

**Besafe**  
(AI Safety Monitoring System)



**1ST PRIZE**

**Intelligent Generative Design  
for Building Structures**

**2ND PRIZE**

**MiC adaptive production  
robotics system (MAPROS)**

### LOCAL

**PRODUCTIVITY GRAND PRIZE**

Construction Innovation in Cross Bay  
Link Main Bridge and Associate Works



**PRODUCTIVITY 1ST PRIZE**

Automation System for MiMEP Production

**PRODUCTIVITY 2ND PRIZE**

Construction Scheme for Off-site  
Assembly, Overall Transportation,  
Jacking and Installation of the Sky Bridge  
at the HK International Airport

**SAFETY & SUSTAINABILITY 1ST PRIZE**

Smart Site Management Hub for Central Kowloon Route  
EcoBricks Sustainable Concrete Solution

**SAFETY & SUSTAINABILITY 2ND PRIZE**

**CONDUCTOR**

Paradigm Transforming Technology -  
"Self - healing Recycled Fibre - reinforced  
Cementitious Composite"

**YOUNG INNOVATOR (OPEN & STUDENT)**

Mobile Cable-driven Robot System for Contact -  
based Façade Inspection  
Autosafe - AI Automatic Danger Detection on Site

Booklet

CONSTRUCTION INNOVATION  
建造創新博覽會  
EXPO 2022

25  
週年紀念  
25th Anniversary

Event Booklet  
創博會場刊

Hong Kong Convention  
and Exhibition Centre  
香港會議展覽中心  
Hall 10 展館樓  
1C - E

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(for reference only)

AB-182



# CONSTRUCTION INNOVATION

## 建造創新博覽會

# EXPO 2022

中國人民友誼協會主辦  
中國建築業協會協辦  
中國建築學會支持

25

週年紀念

ANNIVERSARY



## 13-17

### 12. 2022

香港會議展覽中心  
Hong Kong Convention  
and Exhibition Centre  
展覽廳 Hall 1C - E

立即登記 **免費** 參觀展覽

Register Now for **Free** Access  
to Exhibition



主辦機構  
Organisers



發展局  
Development Bureau



CONSTRUCTION  
INDUSTRY COUNCIL  
建造業協會



## 創博會2022特點 FEATURES OF CIEPO 2022

 <p><b>20,000+</b></p> <p>預計 參展人次 ANTICIPATED VISITS</p>	 <p><b>150+</b></p> <p>本地及海外 參展商 EXHIBITORS FROM HONG KONG AND OVERSEAS</p>	 <p><b>40+</b></p> <p>專家講者 RENOWNED SPEAKERS</p>	 <p>網上商業網絡 HYBRID BUSINESS NETWORKING 發展與拓展海外市場 建立互惠關係 DISCOVER THE LATEST CONSTRUCTION TECHNOLOGY &amp; EXPAND BUSINESS NETWORK</p>	 <p>慶祝 建築業議會成立 15周年 CELEBRATING 15<sup>TH</sup> ANNIVERSARY OF THE ESTABLISHMENT OF THE CONSTRUCTION INDUSTRY COUNCIL</p>
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## 活動日程一覽 PROGRAMME AT A GLANCE

2022	13-17 THU	14-17 FRI	15-17 SAT	16-17 SUN
AM	世界建造高峰會 GLOBAL CONSTRUCTION SUMMIT	「超級城市」專業法 國際會議 INTERNATIONAL CONFERENCE ON «CITY»	國際安全與健康 國際會議 INTERNATIONAL CONFERENCE ON CONSTRUCTION SAFETY & HEALTH	技術參展攤 TECHNICAL TOURS
PM	2022 建築獎頒獎典禮 2022 CONSTRUCTION AWARDS CEREMONY	建築獎國際化建築會議 INTERNATIONAL CONFERENCE ON CONSTRUCTION CERTIFICATION	綠色建造國際會議 INTERNATIONAL CONFERENCE ON GREEN CONSTRUCTION	同步活動: 香港綠色建築議會 - 大灣區可持續 建築專業會議 2022 CONCURRENT EVENT: HONGKONG - GREATER BAY AREA SUSTAINABLE BUILDING ENVIRONMENT CONFERENCE 2022

以上為概要，會議及展覽詳情請參閱正式日程表。  
The above is summary, conference and exhibition details will be listed in a full-time format.

有關最新詳情請向：籌委會查詢或致電。  
Please refer the above website for the registration details.

13-17-17 | 展覽 EXHIBITION

工業化 | 數位化 | 自動化 | 現代化  
INDUSTRIALIZATION | DIGITALIZATION | AUTOMATION | MODERNIZATION

創博會的主題合辦會舉辦一系列專題論壇，包括數碼化、智慧工地、海外發展及國際貿易，屆時將會邀請建築界專家及業界分享他們的專業知識及經驗，這將會是與業界專家聯繫及獲取友誼發展良機的大好機會，不容錯過。

This year, the main stage of CIEPO 2022 will feature a series of thematic talks, including Digitalization, Smart Construction, Off-site Construction, and Facility Management. Industry experts and exhibitors will share their studies and experiences, providing an opportunity not to be missed for you to network with the best experts in the field while discovering new ways to improve your own business.

國際建築博覽會將於2022年12月14至17日於展覽廳1A-B舉行，歡迎到場參觀。  
THE ECO EXPO ASIA 2022 WILL ALSO TAKE PLACE AT HALL 1A-B FROM 14 TO 17 DECEMBER 2022, VISITORS ARE WELCOME TO JOIN.

# Business Matching - Exhibitors View

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Business Matching

Business Matching

Please select exhibitions for business matching

All Exhibitors

Offsite Construction

Robotics & Automation

Digital Solutions

Advanced Technologies and Materials

Organiser

Search any keyword (eg. Company Name/Booth no./Business Nature/Theme/Country)

Search

Company Name	Booth No.	Business Nature	Theme	Country	Action
<a href="#">Access Services (HK) Ltd.</a>	1C-644	Contractors/ Subcontractors	Advanced Technologies & Materials	UK	<div>Chat</div> <div>Request meeting</div>
<a href="#">ACE INSTRUMENT CO., LTD</a>	1C-537	Contractors/ Subcontractors	Advanced Technologies & Materials	HKSAR	<div>Chat</div> <div>Request meeting</div>
<a href="#">Autodesk Construction Cloud</a>	1C-535	/	/	Australia	<div>Chat</div> <div>Request meeting</div>
<a href="#">Autodesk Far Eas LTD.</a>	1C-627	Digital Solutions	Digital Solutions	HKSAR	<div>Chat</div> <div>Request meeting</div>

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## Company Information Pop up

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Matching Status

Access Services (HK) Ltd.

Access Services (HK) Ltd provides Access Solutions to Hong Kong's Power Generation, Construction, Maintenance and other Industries. Our activities include; metal scaffolding, hydraulic working platforms, motorised access and other specialist engineered solutions where work at height is required.

Main contact person

PY

Peter Yen

Director

peter.yen@access-services.com

+852 92817726

Video

<https://as.hargreaves.asia/about/>

Document

CONSTRUCTION  
INNOVATION  
建造創新博覽會  
EXPO 2022

12-16  
DEC 2022  
香港會議展覽中心  
Hong Kong Convention  
and Exhibition Centre

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# Business Matching Status

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Company Name	Status	Details	Action
• Access Services (HK) Ltd.	Pending...	View more ▾	Decline Confirm
• Access Services (HK) Ltd.	Pending...	View more ▾	
• Access Services (HK) Ltd.	Pending...	View more ▾	
Access Services (HK) Ltd.	Pending...	View more ▾	Decline Confirm
Access Services (HK) Ltd.	Confirmed	View more ▾	
Access Services (HK) Ltd.	Declined	View more ▾	
Type: Business meeting    Date: 13 Dec    Time: 10:00    Location: Others    Remarks: Please join...			

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# Cardbook Preview

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👤 Account Director

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☎ +852 97984127

Access Services (HK) Ltd.

👤 Director

Exhibitor info

Trusted Exhibitor

Booth No.: 1C-644    Business Nature: Contractors/Subcontractors    Theme: Advanced Technologies & Materials    Country: UK

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# Conference with Agenda View

Welcome, **Kary Cheung**   Aa | 繁 | 简



## Session 1 | Global Construction Summit



### Agenda

### Q&A

< 13 Dec 2022 >

### Global Construction Summit

- 09:00 am Registration  
**Live**
- 09:30 am Welcome Speech  
Financial Secretary  
HKSAR Government
- 09:35 am Group Photo
- 09:45 am Keynote Speech (1)  
姜萬榮  
副部長  
Ministry of Housing and Urban-  
Rural Development, PRC
- 10:05 am Keynote Speech (1)  
Yoshiro AIKAWA  
副部長  
Ministry of Housing and Urban-

# Conference with Q&A View

Welcome, **Kary Cheung**    Aa | 繁 | 簡



Session 1 | Global Construction Summit

Agenda

Q&A

Please enter your question(s)

Clear

Submit



(for reference only)



# Exhibitor App for Scanning Visitor QR code

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CIC Construction Innovation Expo 2022  
Exhibitor Panel

Email Address

Email Address

Password

Password

Sign In

Should you need any assistance, please contact us at [enquiry@cic.hk](mailto:enquiry@cic.hk).

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Position

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Ref. (574) in P/AE/PUR/AGC

# CONSTRUCTION INNOVATION 建造創新博覽會 EXPO 2022



## 參展商手冊 Exhibitor Manual

(版本 Version 1.0)

13-17  
DEC 2022

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

主辦機構  
Organisers



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Development Bureau



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AB-189

**Thank You for Your Support.**

**CONSTRUCTION INNOVATION EXPO 2022**

13 – 17 DECEMBER 2022

HONG KONG

Dear Exhibitors,

Welcome to the Construction Innovation Expo 2022.

Our Official Event Management Company, Uniplan Hong Kong 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 Ms Clarisse CHEUNG / Ms. Natalie WONG of Uniplan via email at [ciexpo@uniplan.com.hk](mailto:ciexpo@uniplan.com.hk) or telephone at +852 2294 3616 / +852 2294 3615. We will be happy to assist you in any way possible.

Thank you very much and we look forward to seeing you in Construction Innovation Expo 2022!

Yours faithfully,

Organising Committee  
Construction Innovation Expo 2022



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## SECTION 1: GENERAL INFORMATION

Name of the Exhibition: Construction Innovation Expo 2022 (CIExpo 2022)

### Aim

Through CIExpo 2022, the Organisers aim to bring in the latest technologies, solutions and advanced materials, from both locally and internationally, to enhance performance of the construction industry.

Organisers:	<ul style="list-style-type: none"><li>• <b>Development Bureau, the Government of the Hong Kong Special Administrative Region</b></li><li>• <b>Centre of Science and Technology Industrial Development (CSTID), the Ministry of Housing and Urban-Rural Development of the People's Republic of China</b></li><li>• <b>Construction Industry Council</b></li></ul>
Date:	<b>13 – 17 December 2022 (Tue – Sat)</b>
Venue:	Hall 1C - E, Hong Kong Convention and Exhibition Centre (HKCEC)
Highlighted Events:	<ul style="list-style-type: none"><li>i) 5-day Exhibition (13 – 17 December)</li><li>ii) 3-day International Conferences (13 – 15 December)<ul style="list-style-type: none"><li>• MiC and Construction Digitalisation</li><li>• Safety and Health, and Green Construction</li></ul></li><li>iii) Global Construction Summit</li><li>iv) Greater Bay Area Construction Summit</li><li>v) CIC Construction Innovation Award 2022 Presentation Ceremony</li><li>vi) Technical Tours</li></ul> <p>Concurrent Event:</p> <ul style="list-style-type: none"><li>i) HKGBC – Greater Bay Area Sustainable Built Environment Conference 2022</li></ul>
Exhibit Themes:	<ul style="list-style-type: none"><li>i) Industrialisation</li><li>ii) Digitalisation</li><li>iii) Automation</li><li>iv) Modernisation</li></ul>
Target No. of Exhibitors:	150+ from Hong Kong, Mainland and Overseas
Target No. of Visitors:	10,000+ from Hong Kong, Mainland and Overseas



Hotel Name	Contact	Distance to HKCEC
The Harbourview	Address: 4 Harbour Road, Wan Chai, Hong Kong Tel: +852 2802 0111 Fax: +852 2827 9659	6 minutes walk
Gloucester Luk Kwok Hong Kong	Address: 72 Gloucester Road, Wan Chai, Hong Kong Tel: +852 2866 2166 Fax: +852 2866 2622	10 minutes walk
Novotel Century Hong Kong	Address: 238 Jaffe Road, Wan Chai, Hong Kong Tel: +852 2507 6630 Fax: +852 2598 4837	8 minutes walk

## Section plan in HKCEC

### HKCEC ELEVATION PLAN 香港會議展中心立視圖





## SECTION 1: GENERAL INFORMATION

### 1.2 Exhibition Schedule

	Date	Time
<b>Exhibitor Registration Hour</b>	<ul style="list-style-type: none"> <li>12 December 2022 (Tuesday):</li> </ul>	4:00pm – 8:00pm
<b>Exhibitor Move-in/ Move-out Schedule</b>	<p><u>Move-in</u></p> <p><u>Raw Space Contractors:</u></p> <ul style="list-style-type: none"> <li>12 December 2022 (Monday): 11:00am – 12:00nn</li> <li>13 December 2022 (Tuesday): 8:00am – 1:00pm</li> </ul> <p><u>Shell Scheme (Standard Booth and Premium Booth) and</u></p> <p><u>Raw Space Exhibitors:</u></p> <ul style="list-style-type: none"> <li>12 December 2022 (Monday): 4:00pm – 12:00nn</li> <li>13 December 2022 (Tuesday): 8:00am – 1:00pm</li> </ul> <p><i>*All booths must be ready before 1:00pm on 13 December 2022 (Tuesday). During 1:00pm - 2:00pm, 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"> <li>17 December 2022 (Friday): 4:00pm – 7:00pm</li> </ul> <p><i>*All booths must be dismantled by 7:00pm on 17 December 2022.*</i></p>	
<b>Exhibition Opening Hours</b>	<ul style="list-style-type: none"> <li>13 December 2022 (Tuesday): 3:00pm – 7:00pm</li> <li>14 December 2022 (Wednesday): 10:00am – 7:00pm</li> <li>15 December 2022 (Thursday): 10:00am – 7:00pm</li> <li>16 December 2022 (Friday): 10:00am – 7:00pm</li> <li>17 December 2022 (Saturday): 10:00am – 4:00pm</li> </ul> <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: 7:30 pm on 13 - 16 December 2022; 4:30 pm on 17 December 2022.*</i></p>	

## SECTION 1: GENERAL INFORMATION

### 1.3 Contact Details

<b>Official Contractor:</b>  <b>Uniplan</b>	<b>Role</b> <ul style="list-style-type: none"> <li>● layout and setup</li> <li>● floor plan</li> </ul> <b>Shell Scheme (Standard and Premium Booth)</b> <ul style="list-style-type: none"> <li>● audio-visual equipment rental</li> <li>● shell scheme layout, stand fitting and construction</li> <li>● extra facilities rental (including system-made facilities/furniture/electricity)</li> </ul> <b>Raw Space Booth</b> <ul style="list-style-type: none"> <li>● raw space design submission</li> <li>● electricity power main rental</li> <li>● non-official contractor and related forms submission</li> <li>● site work deposit payment</li> </ul>
<b>Official Freight Forwarder:</b>  <b>JES</b>	<b>Role</b> <ul style="list-style-type: none"> <li>● transportation of exhibits</li> <li>● inbound and outbound tariff</li> <li>● customs clearance and formalities</li> <li>● storage</li> </ul>
<b>Internet and telecommunication:</b>  <b>Hong Kong Convention and Exhibition Centre</b>	<b>Role</b> <ul style="list-style-type: none"> <li>● telephone and facsimile</li> <li>● broadband internet service</li> </ul>
<b>Organisers:</b>  <b>Construction Industry Council</b>	<b>Role</b> <ul style="list-style-type: none"> <li>● booth and sponsor application and payment</li> <li>● booth allocation</li> </ul>

## SECTION 1: GENERAL INFORMATION

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### 1.4 Admission

All exhibitors and their staff are strictly requested to wear official exhibitor badges at all times during move-in / move-out and throughout the show. Each exhibiting company will be given a certain number of exhibitor badges according to their booth size. Only badge holders are allowed to enter the exhibition halls. The quantity of exhibitor badge is listed in below table:

Booth Size (sqm)	Number of Exhibitor Badge	Exhibitor Vehicle Pass for Move-in & Move-out
9	6	1
18	12	2
27	18	2
36	24	4
54	36	5
72 - 96	5 nos. per 9 sqm*	7
97 or above	4 nos. per 9 sqm*	8

*\*e.g. for 150 sqm booth, the number of Exhibitor Badge is  $(150 / 9) * 4 = 67$  pcs. Max. 100 pcs of exhibitor badge will be provided.*

All exhibitors should apply for badges by returning **Form A1** or registering online on Exhibitor Portal **on or before 1 November 2022**. Exhibitors will need to submit the staff names for printing exhibitor badges.

Exhibitors should proceed to the on-site registration counters on the move-in day (12 December 2022, 4:00pm – 8:00pm) to collect their exhibitor badges. Exhibitors will need to present booth confirmation letter or booth contract or company business card to the check-in staff in order to collect their badges. For security reasons, exhibitors should pass the badges to their staff only. Exhibitors should not pass or transfer their badges to their appointed contractors or freight forwarders.

All non-official contractors should apply for badges by returning **Form C2** to the official contractor **on or before 1 November 2022**. Please note that contractor badges are only valid during move-in and move-out periods and not valid during the show period.

## SECTION 1: GENERAL INFORMATION

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### 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://ciexpo.cic.hk/>>. 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 – HKCEC 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.

## **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 [ciexpo@cic.hk](mailto:ciexpo@cic.hk); or

Post to CIE expo 2022 Secretariat

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

To the Official Contractor either via the website at <<https://ciexpo.cic.hk/>> or the Exhibitor Online Platform or 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

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### 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 – HKCEC, 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 HKCEC are available from the Organisers / Official Contractor on request. The Exhibitor shall also comply with the HKCEC House Rules for Visitors. Please visit <https://www.hkcec.com/en/house-rules> for more details.
- 4) 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.
- 5) No gas-filled balloon is allowed in all Public Circulation Areas of the HKCEC.
- 6) 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

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- 7) 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.
- 8) 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 HKCEC, including its adjacent outdoor areas, without the prior, written, permission of HKCEC.
- 9) The Exhibitor shall take note that the Venue is a scheduled premises regulated under the Cap. 599F Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation. All staff members of any exhibitors are required to follow the Vaccine Pass requirement, and other prevention and control of disease measures imposed by any government of quasi-government authority. Please visit the COVID-19 Thematic Website by the HKSAR Government (<https://www.coronavirus.gov.hk/>) for the latest information.



## 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 official badges at all times during move-in, and move-out.
- 5) To deliver large exhibits to the CIExpo, please inform Uniplan 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.
- 6) All exhibits must obey the venue weight loading, i.e. **1,700 kg per square meter at HKCEC Hall 1C and 1,250 kg per square meter at HKCEC Hall 1D and 1E.**

### 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 HKCEC 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 the Expo is officially closed at 4:00pm on 17 December 2022.**

## SECTION 2: RULES AND REGULATIONS

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### 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.

### 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 official badges at all times during move-in and move-out periods. Non-badge holders will not be admitted under any circumstances. For the entitled exhibitor badge quantity, please refer to P.9 for further information.
- 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 **7:00pm on 17 December 2022** (unless extra move-out arrangements have been agreed with Uniplan). Otherwise, over-time hall rental charges will be imposed at exhibitor's own expenses until all such items have been cleared. Move out arrangement on large exhibits should be coordinated in advance between Uniplan and official freight forwarder.

## SECTION 2: RULES AND REGULATIONS

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### 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. 12 – 17 December 2022). Non-official contractors shall provide insurance policy to the Official Contractor on or before 1 November 2022.
- 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

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### 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) The Organisers will deploy adequate security guards to patrol the exhibition hall during the opening hours and security will be provided in the exhibition hall nightly from 12 - 16 December 2022. No outside security service is allowed in HKCEC. Security service can be hired from HKCEC.

### 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 may be carried 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

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### Commercial Activities

The CIExpo 2022 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

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### 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). **HKCEC 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 Hong Kong Convention and Exhibition Centre (HKCEC), HKCEC 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 HKCEC unless expressly appointed for the purpose in writing by the HKCEC in advance as its lessee, franchisee or concessionaire on such conditions as the HKCEC 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 HKCEC's opinion, to have significant effect on its sale of food or drink. Where in the opinion of the HKCEC such distribution of gifts shall have a significant effect on its sale of food or drink, the HKCEC at its own discretion may nevertheless permit the distribution of gifts on the term that the HKCEC will be entitled to charge the Exhibitor such sums as shall be determined by the HKCEC 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.doh.gov.hk/eng/index.html>). If you wish to order any food and beverage at your stand, please directly contact the HKCEC.

## **SECTION 2: RULES AND REGULATIONS**

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### **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 Hong Kong Convention and Exhibition Centre**

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



## SECTION 2: RULES AND REGULATIONS

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### **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 CIE expo.

#### **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 3:00pm.
- 3) If Typhoon Signal No.8 or Black Rainstorm Warning Signal is lowered at or before 3:00pm, 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 two hours after the announcement. Exhibitors and visitors will be requested to leave the exhibition within two hours.

#### **Black Rainstorm Warning Signal hoisted during the Exhibition**

- 1) 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.
- 2) Once Black Rainstorm Warning Signal is hoisted, new visitors will still be registered and admitted.

## SECTION 2: RULES AND REGULATIONS

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### 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

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### 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 HKCEC.
- Resume to normal activities once the fire alarm stops.

##### **(2) IF YOU HEAR A FIRE ALARM EVACUTION 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 to do so by HKCEC management or fire/police officials.

## SECTION 2: RULES AND REGULATIONS

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### 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 the injuries.
- Remain in contact with HKCEC 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 HKCEC 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 <sup>#</sup> *	Fascia Lettering & Exhibitor Badge Application	1 November 2022	Uniplan Hong Kong Limited	
Form A2 <sup>#</sup>	System-made Facilities Rental			
Form A3 <sup>#</sup>	Furniture Rental			
Form A4 <sup>#</sup>	Electrical Service Rental (Shell Scheme and premium)			
Form B <sup>#</sup>	Booth Layout Plan			
Form C1 <sup>@</sup>	Non-official Contractor Information			
Form C2 <sup>@</sup>	Contractor Badge Application Form			
Form D	Electrical Service Rental ( R/S)			
Form E	Electrical Service Rental (S/S & R/S)			
Form F	Water Supply			
Form G	Audio-Visual Rental			
	Raw Space layout for approval (for raw space booth only)	1 November 2022	Uniplan Hong Kong Limited	
	**Raw Space design drawings and structural calculations (for raw space booth only)	10 October 2022	Uniplan Hong Kong Limited	
	Site Work Deposit (for raw space booth only)	1 November 2022	Uniplan Hong Kong Limited	
	Contractor's All Risk and Public Liability (for raw space booth only)	1 November 2022	Uniplan Hong Kong Limited	
	Fabric Sample Submission (for raw space booth only, if applicable)	1 November 2022	HKCEC	
	Telephone and Facsimile	2 December 2022	HKCEC	
	Broadband service	25 November 2022	HKCEC	
	Freight Forwarding Service	29 November 2022	JES Logistics Ltd.	
	WRI Form (for raw space booth only)	13 December 2022	Uniplan Hong Kong Limited	
	FS251 Certificate (for raw space booth only)	12 December 2022	Uniplan Hong Kong Limited	
	RSE Report (for raw space booth above 3mH only)	12 December 2022	Uniplan Hong Kong Limited	

\* Compulsory to submit

# Applicable to Shell Scheme and premium booth ONLY

@ Applicable to Raw Space ONLY

\*\* For Stands and temporary structures at 4.5m in height or above; hanging lighting truss with equipment weighting at 100kg or above; stages at 1500mm in height or above

## SECTION 3: DEADLINES AND ORDERING

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### 3.2 Ordering

Exhibitors are welcome to place the orders online with the link below.

<https://order.uniplan.com.hk/>

Log-in ID and password will be provided by email from Uniplan Hong Kong Limited when the online ordering system is active.

**Please note: Should the Raw Space Package be selected, booth plans with all necessary forms are required to be submitted to Uniplan Hong Kong Limited (attention to Ms Clarisse CHEUNG / Ms. Natalie WONG (e-mail: [ciexpo@uniplan.com.hk](mailto:ciexpo@uniplan.com.hk) / tel. no: +2294 3616 / +852 2294 3615), by 1 November 2022.)**

Order forms for security, internet, and telecommunication service, please contact the HKCEC Mr. Leo LEUNG (Telecom and Security Service, email: [leoleung@hkcec.com](mailto:leoleung@hkcec.com) / tel. no: +852 2582 7116) **by 1 November 2022.**

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

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### 4.1 Exhibition Hall Specifications

<b>Exhibition Venue</b>	Hall 1CDE Hong Kong Convention and Exhibition Centre 1 Expo Drive, Wanchai, Hong Kong (Please use Harbour Road Entrance)
<b>Floor Loading</b>	Hall 1C: 1,700kg/sqm, Hall 1DE: 1,250 kg/sqm
<b>Celling Height</b>	9.5 meters As ceiling rigging points are limited in the exhibition area, suspension of stand or light fittings from the ceiling of the exhibition hall will NOT be permitted.
<b>Stand Building Height</b>	<u>Shell scheme booths (standard/premium)</u> <ul style="list-style-type: none"><li>Stand decoration, stand fitting or exhibits should <u>NOT</u> exceed 2.5 meters (standard)/ 3 meters (premium) in height and <u>NOT</u> extend beyond the boundaries of the booth.</li></ul> <u>Custom-built booths on “raw space”</u> <ul style="list-style-type: none"><li>Stand decoration, stand fitting or exhibits should <u>NOT</u> exceed 4 meters and <u>NOT</u> 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 <b>no later than 1 November 2022</b> for approval by the Organisers and the Official Contractor. (For more details, please refer to 4.2.2 on P.32)</li></ul>
<b>Electricity</b>	Basic hall lighting will be provided by the Organisers. Standard electricity supplies are: Single-Phase 220V ± 6%
<b>Ventilation</b>	Central air-conditioning system
<b>Aisle Width</b>	All aisles are a minimum of 2 meters wide. <i>(The Organisers reserve the right for adjustment.</i>
<b>Loading / Unloading</b>	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.



## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

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### 4.2 Booth Specification & Rules and Regulations

Exhibitors are required to choose among Standard Booth Package, Premium Booth Package or Raw Space (exhibitors to supply own build, including floor cover).

#### 4.2.1 Shell Scheme (Standard/ Premium Booth)

All shell scheme booths and premium booth are constructed by the Official Contractor, **Uniplan Hong Kong Limited**, appointed by the Organisers.

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

### Standard Package

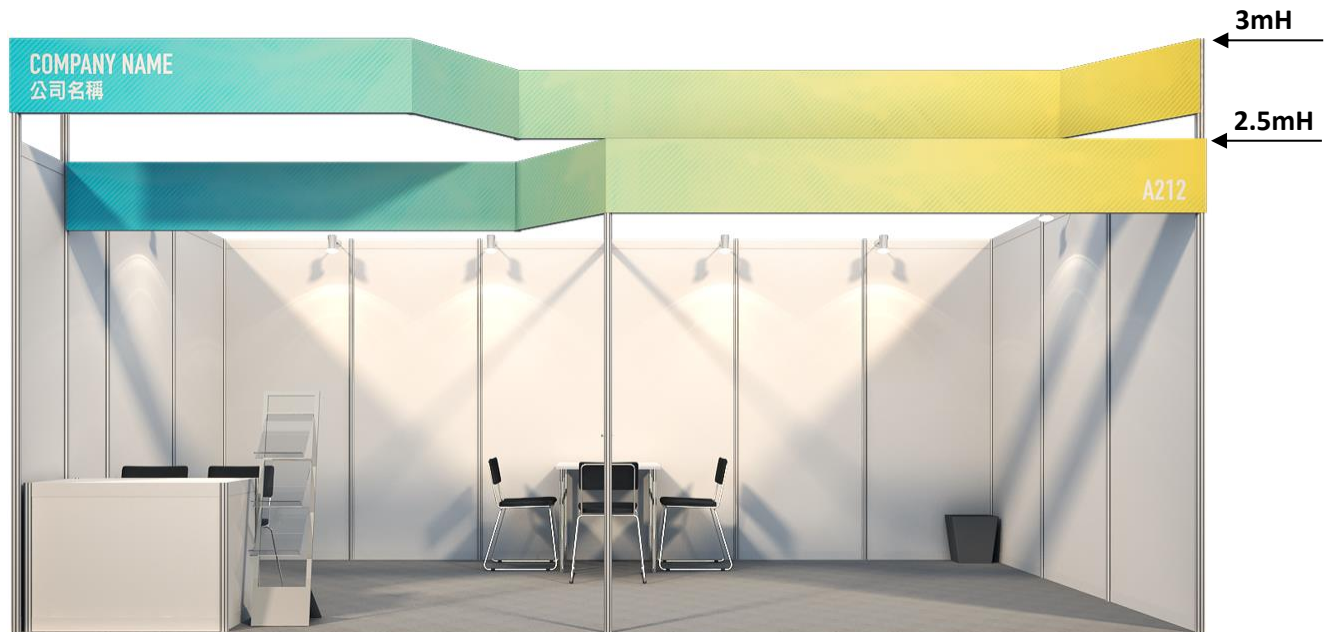


**\*\* The layout above is not finalized and subjected to changes\*\***

Standard Booth (White system constructed wall panels)	9 sqm (3mW x 3mD x 2.5mH)	18 sqm (6mW x 3mD x 2.5mH)	27 sqm (9mW x 3mD x 2.5mH)	36 sqm (6mW x 6mD x 2.5mH)
Inkjet foamboard fascia (3000mmL x 370mmH, included company name and booth number)	1 no.	2 nos.	3 nos.	4 nos.
Needle punch carpet (color to be determined by the Organizers)	9 sqm	18 sqm	27 sqm	36 sqm
System information counter with lockable cabinet underneath (1030mmL x 535mmD x 750mmH)	1 no.	2 nos.	3 nos.	4 nos.
White folding chair	2 nos.	4 nos.	6 nos.	8 nos.
Waste basket	1 no.	2 nos.	3 nos.	4 nos.
100W longarm spotlight (yellow)	3 nos.	6 nos.	9 nos.	12 nos.
500W power socket (not for lighting)	1 no.	2 nos.	3 nos.	4 nos.

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

### Premium Package



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

Premium booth (White system constructed wall panels)	18 sqm (6mW x 3mD x 2.5mH)	27 sqm (9mW x 3mD x 2.5mH)	36 sqm (6mW x 6mD x 2.5mH)	54 sqm (9mW x 6mD x 2.5mH)
Inkjet foamboard fascia (3000mmL x 370mmH, included company name and booth number, 2 layers)	2 nos.	3 nos.	4 nos.	6 nos.
Needle punch carpet (color to be determined by the Organizers)	18 sqm	27 sqm	36 sqm	54 sqm
System information counter with lockable cabinet underneath (1030mmL x 535mmD x 750mmH)	1 nos.	2 nos.	3 nos.	4 nos.
White square table (700mmL x 700mmD x 750mmH)	1 nos.	2 nos.	3 nos.	4 nos.
Labofa chair	5 nos.	10 nos.	15 nos.	20 nos.
Waste basket	1 nos.	2 nos.	3 nos.	4 nos.
Magazine rack	1 nos.	1 nos.	2 nos.	3 nos.
100W longarm spotlight (yellow)	6 nos.	9 nos.	12 nos.	18 nos.
500W power socket (not for lighting)	2 nos.	3 nos.	4 nos.	6 nos.

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

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### 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 contractor badges at all times when they are at the venue.
- 3) All fixtures included in the shell scheme package 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 temporary 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 submit your orders online or complete the order forms and return to Uniplan Hong Kong Limited **on or before 1 November 2022.**
- 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 Shell Scheme 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 Uniplan Hong Kong Limited. Please contact Uniplan Hong Kong Limited directly for quotation.

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

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### 4.2.2 Raw Space

Exhibitors can choose to be a custom-built booth – RAW SPACE – which will be an empty exhibition floor space only without carpeting, booth facilities and power supply. They must design and construct their own booths, lay the carpet 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, Uniplan Hong Kong Limited, can provide exhibition design and build service to exhibitors who have chosen to be raw space. For enquiry, please contact Ms Charming Chung (e-mail: [charming.chung@uniplan.com.hk](mailto:charming.chung@uniplan.com.hk) / tel. no: +852 2294 3676).

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](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, Uniplan Hong Kong Limited (contact detail to be found on P.8), for approval by **1 November 2022**. 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 4 meter. No part of any structure (including lighting fixture) may extend beyond the boundaries of the booth area. Hanging banner or structures are allowed. All structures built from ground must be able to stand alone without the absolute use of hanging points. All booths higher than 3m must submit registered structural engineer (RSE) report to Uniplan Hong Kong Limited on **12 December 2022** at exhibitor own expenses. **ANY** weighting's hanging structures of the booth design will require the RSE report and structural calculations in addition.

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

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For Stands and temporary structures at 4.5m in height or above; hanging lighting truss with equipment at **ANY** weighting; 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 Uniplan Hong Kong Limited by **10 October 2022**.

### **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 Hong Kong Convention and Exhibition Centre 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 1 November 2022**. Please submit Form D in the online ordering system or by email. For safety reason, all electrical works shall be carried out only by Uniplan Hong Kong Limited.

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

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### **Enforcement of Green Card System**

Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA), Hong Kong Convention and Exhibition Centre (HKCEC) and Asia World Expo have concurrently agreed to endorse the Contractor Green Card System at HKCEC. Effective from 1<sup>st</sup> January, 2010, contractors entering the Centre of construction works are required to obtain the Construction Industry Safety Training Certificate ("Green Card").

The Green Card System will only apply to Stand Builders – worker who enter the Centre for any kind of construction work (e.g. assembling/dismantling of booth, showcase, furniture, electricity work, etc.). The main objective is to ensure that mandatory basic safety training has been provided to contractors working at the fairground.

From 1 June 2010 onwards, all stand builders must acquire "Green Card" qualifications and have it properly displayed when working at HKCEC. HKCEC's security personnel reserve the right to refuse entry for those who fail to provide valid credentials.

### **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 contractor badges 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.



## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

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- 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 Uniplan before HKCEC 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) Paint spraying, welding and the use of electrical saws are strictly prohibited inside the venue and all exhibition halls.
- 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) No ladders of height exceeding 2m are allowed to be used inside the venue and all exhibition halls. All ladders shall have certificates from the manufacturers.
- 15) 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.

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

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- 16) 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 contactors must submit the certificate (FS251) to Official Contractor by 12 December 2022 for their raw space booths using wooden materials. Please refer to the website ([http://www.hkfsd.gov.hk/eng/source/FSIC\\_list\\_eng.pdf](http://www.hkfsd.gov.hk/eng/source/FSIC_list_eng.pdf)) for the list of Class 2 Registered Fire Service Installation Contractor.
- 17) Hard ceiling cover on all booth structure is prohibited in the venue. For fabric ceiling, it must be fire retardant and water permeable to allow water go into the booth from the sprinklers. Coverage area of fabric ceiling must be smaller than 100 sqm. Relevant fabric is required to be submitted to HKCEC by 1 November 2022 for testing. Booth design with ceiling structure is subject to further approval by official contractor and HKCEC
- 18) For MiC Module, please be aware of below regulations:
- i) Air-conditioner is not allowed to operate;
  - ii) Additional and suitable type of fire extinguisher is required;
  - iii) Electricity to be shut down after show every day;
  - iv) MiC Module shall be kept unlocked after show every day;
  - v) Floor loading limit to be checked by exhibitors individually.
- 19) All aisles shall be unobstructed by services of any nature or exhibitor products or displays.
- 20) Any stand, temporary structure or other structures located under and within 0.5 metre of any smoke curtain “drop / closure location” are subject to height limit of 3 metres in Hall 1.
- 21) Flashing light box/ air louver cannot be blocked or covered.
- 22) All fabric material used on booth structure shall be covered by fire retardant materials.
- 23) All contractors must wear reflective vests while motor vehicles are being operated inside the venue.
-

## Form (A1) Fascia Lettering & Exhibitor Badge Application

You can order ONLINE! <https://order.uniplan.com.hk/>

Please return the form to: **Uniplan Hong Kong Limited**  
Tel: +852 2294 3616 / +852 2294 3615 Fax: +852 2757 9019  
E-mail: [ciexpo@uniplan.com.hk](mailto:ciexpo@uniplan.com.hk)  
Contact: Ms Clarisse Cheung / Ms Natalie Wong

**Submission Deadline:**  
**1 November 2022**

**This form is compulsory for exhibitors adopting shell scheme of standard and premium booths.**

The fascia lettering in English (max. 28 letters including spaces) and Chinese (max. 20 letters including spaces) is included in your package. Please fill in your exact company name in block letters as you would like to appear above your booth. Should the space provided be insufficient, please use common abbreviations.

**English (no more than 28 alphabets)**


**Chinese (no more than 20 characters)**


Booth Size (sqm)	Number of Exhibitor Badge	Exhibitor Vehicle Pass for Move-in & Move-out
9	6	1
18	12	2
27	18	2
36	24	4
54	36	5
72 - 96	5 nos. per 9 sqm*	7
97 or above	4 nos. per 9 sqm*	8

*\*e.g. for 150 sqm booth, the number of Exhibitor Badge is  $(150 / 9) * 4 = 67$  pcs. Max. 100 pcs of exhibitor badge will be provided.*

\* Please liaise the quantity with the contacts above, additional badge cost HKD 50/pc

Each pre-registered staff name provided below is entitled to one exhibitor badge. The badge is non-transferable. Duplicated staff name will only be counted once. No badge will be allotted if fails to fully complete staff name and title.

Staff name	Title	Staff name	Title
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) System-made Facilities Rental

**You can order ONLINE!** <https://order.uniplan.com.hk/>

Please return the form to: **Uniplan Hong Kong Limited**  
 Tel: +852 2294 3616 / +852 2294 3615 Fax: +852 2757 9019  
 E-mail: [ciexpo@uniplan.com.hk](mailto:ciexpo@uniplan.com.hk)  
 Contact: Ms Clarisse Cheung / Ms Natalie Wong

**Submission Deadline:**  
**1 November 2022**

Item	Unit Cost (HK\$/Per Event)	Quantity	Amount (HK\$)
(MA01) Information Counter (1000L x 500D x 750Hmm)	400		
(MA01) Information Counter (1000L x 500D x 1000Hm)	470		
(MA02) Lockable Cabinet (1000L x 500D x 750Hmm)	500		
(MA02) Lockable Cabinet (1000L x 500D x 1000Hmm)	600		
(MA05) Low Glass Showcase (1000L x 500D x 1000Hmm)	950		
(MA06) Tall Glass Showcase with one layer of glass shelf and two 50w halogen down-light (yellow color) (1000L x 500D x 2500Hmm)	1,900		
(FS01) Flat Shelf (1000L x 300Wmm)	170		
(SS01) Slope Shelf (1000L x 300Wmm)	170		
Glass Shelf (1000L x 300Wmm)	220		
Single wall panel (1000W x 2500Hmm)	290		
Half wall panel (500W x 2500Hmm)	220		
Swing door (1000W x 2500Hmm)	600		
Folding door (1000W x 2500Hmm)	500		
<b>Sub-total:</b>			
<b>30% surcharge for orders received after 1 November 2022:</b>			
<b>50% surcharge for orders received after 15 November 2022:</b>			
<b>Total Amount:</b>			

\*Please refer to the Catalogue for reference photo.\*

**Submitted by**

Exhibiting Company: _____	Booth No.: _____
Contact Person: _____	Tel.: _____
E-mail: _____	Date: _____
Signature with company chop: _____	

## Form (A3) Furniture Rental

You can order **ONLINE!** <https://order.uniplan.com.hk/>

Please return the form to: **Uniplan Hong Kong Limited**  
 Tel: +852 2294 3616 / +852 2294 3615 Fax: +852 2757 9019  
 E-mail: [ciexpo@uniplan.com.hk](mailto:ciexpo@uniplan.com.hk)  
 Contact: Ms Clarisse Cheung / Ms Natalie Wong

**Submission Deadline:**  
**1 November 2022**

Item	Unit Cost (HK\$/Per Event)	Quantity	Amount (HK\$)
(CN39) Black Leather Chair	220		
(CW14) White Folding Chair	90		
(UN45) Black Bamboo Stool	360		
(UW45) White Bamboo Stool	360		
(TN29) Black Round Table (0.75mH)	330		
(TW29) White Round Table (0.75mH)	330		
(TW53) White Square Table (0.76mH)	390		
(TN12) Black Long Table (0.75mH)	580		
(TW11) White Long Table (0.75mH)	580		
(PN5) Catalogue Display Stand	500		
<b>Sub-total:</b>			
<b>30% surcharge for orders received after 1 November 2022:</b>			
<b>50% surcharge for orders received after 15 November 2022:</b>			
<b>Total Amount:</b>			

\*Please refer to the Catalogue for reference photo.\*

**Submitted by**

Exhibiting Company: _____	Booth No.: _____
Contact Person: _____	Tel.: _____
E-mail: _____	Date: _____
Signature with company chop: _____	_____
_____	

## Form (A4) Electrical Service Rental (S/S)

You can order **ONLINE!** <https://order.uniplan.com.hk/>

Please return the form to: **Uniplan Hong Kong Limited**  
Tel: +852 2294 3616 / +852 2294 3615 Fax: +852 2757 9019  
E-mail: [ciexpo@uniplan.com.hk](mailto:ciexpo@uniplan.com.hk)  
Contact: Ms Clarisse Cheung / Ms Natalie Wong

**Submission Deadline:**  
**1 November 2022**

Item	Unit Cost (HK\$/Per Event)	Quantity	Amount (HK\$)
23W Longarm Spotlight (yellow energy saving lamp)	500		
23W Longarm Spotlight (white energy saving lamp)	520		
23W Spotlight (yellow energy saving lamp)	440		
23W Spotlight (white energy saving lamp)	460		
40w Fluorescent Tube (white color)	405		
50w Halogen Tracklight (yellow color; inside tall showcase only)	405		
250w HQI (white color)	1,180		
300w Floodlight (yellow color)	1,180		
500w Floodlight (yellow color)	1,750		
500w/220v Power Socket (not for lighting)	700		
1000w/220v Power Socket (not for lighting)	1,170		
2000w/220v Power Socket (not for lighting)	1,640		
3000w/220v Power Socket (not for lighting)	2,010		
24hrs 500w/220v Power Socket (not for lighting)	1,150		
Lighting Connection (less than 100w individual lighting point) for Exhibitor's own lighting	330		
Lighting Connection (max. 300w individual lighting point)	660		
<b>Sub-total:</b>			
<b>30% surcharge for orders received after 1 November 2022:</b>			
<b>50% surcharge for orders received after 15 November 2022:</b>			
<b>Total Amount:</b>			

\*Please refer to the Catalogue for reference photo.\*

Exhibiting Company: _____	Booth No.: _____
Contact Person: _____	Tel.: _____
E-mail: _____	Date: _____
Signature with company chop: _____	



# Catalogue



**(MA01) Information Counter**



**(MA02) Lockable Cabinet**



**(MA05) Low Glass Showcase**



**(MA06) Tall Glass Showcase**



**(FS01) Flat Shelf  
(SS01) Slope Shelf**



**(CN39) Black Leather Chair**



**(CW14) White Folding Chair**



**(UN45) Black Bamboo Stool**



**(UW45) White Bamboo Stool**



**(TN29) Black Round Table**



**(TW29) White Round Table**



**(TW53) White Square Table**



**(TN12) Black Long Table**



**(TW11) White Long Table**



**(PN5) Catalogue Display Stand**



**23W Longarm Spotlight**



**23W Spotlight**



**40w Fluorescent Tube**



**50w Halogen Tracklight**



**300w Floodlight**



**Power Socket**

## Form (B) Booth Layout Plan

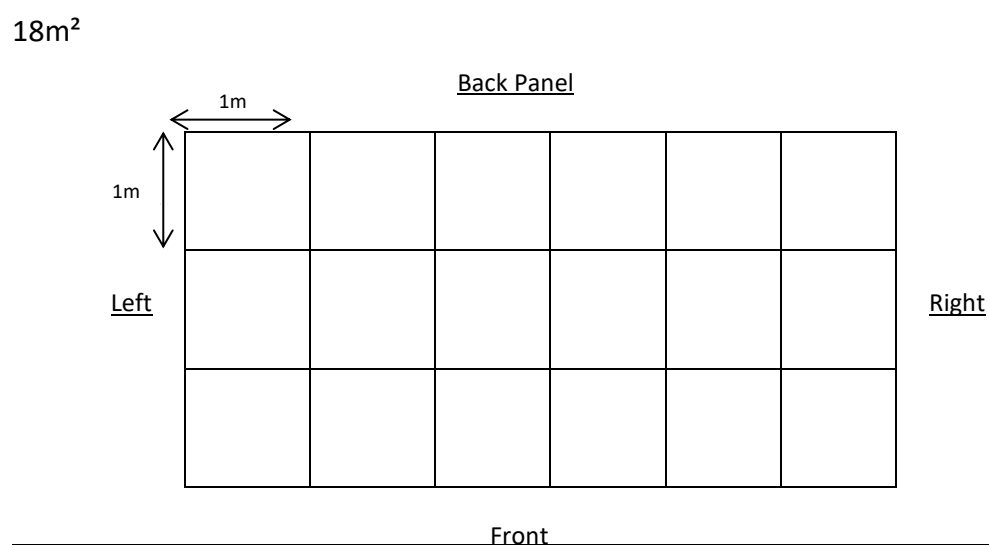
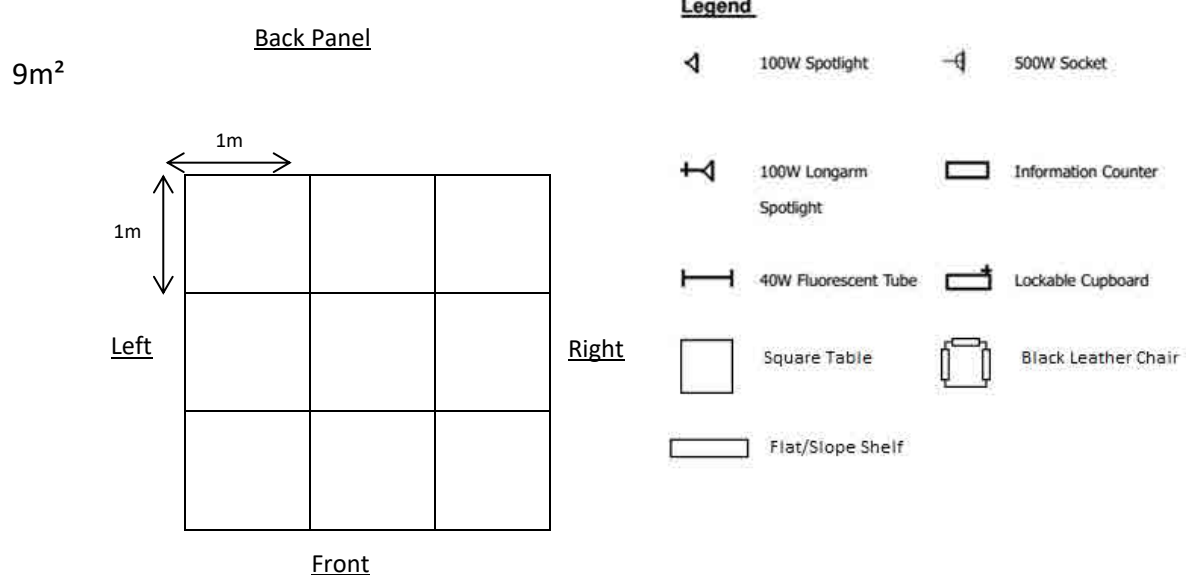
You can order **ONLINE!** <https://order.uniplan.com.hk/>

Please return the form to: **Uniplan Hong Kong Limited**  
 Tel: +852 2294 3616 / +852 2294 3615 Fax: +852 2757 9019  
 E-mail: [ciexpo@uniplan.com.hk](mailto:ciexpo@uniplan.com.hk)  
 Contact: Ms Clarisse Cheung / Ms Natalie Wong

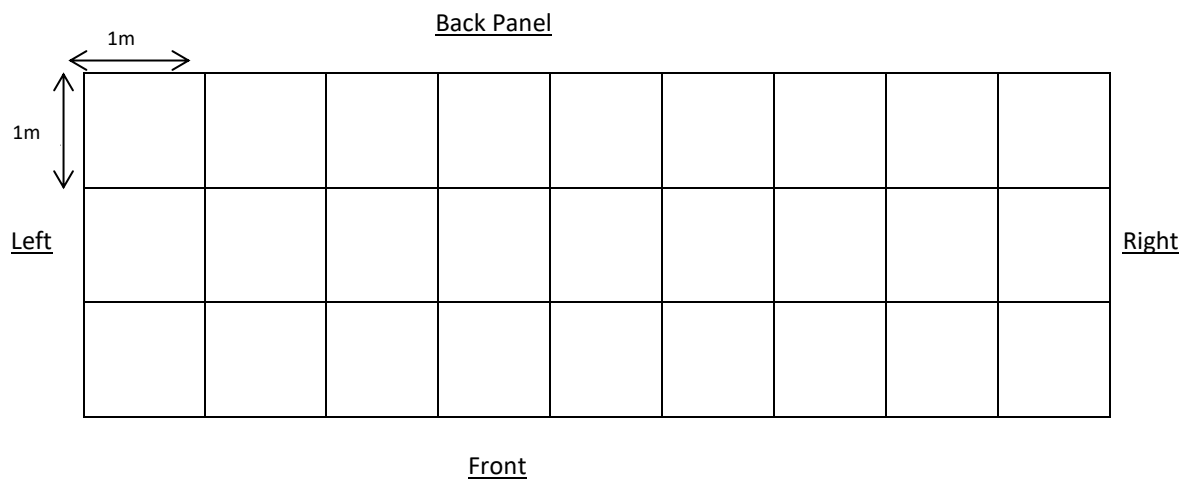
**Submission Deadline:**  
**1 November 2022**

Please indicate the location of rental items on the plan below. Uniplan Hong Kong 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.

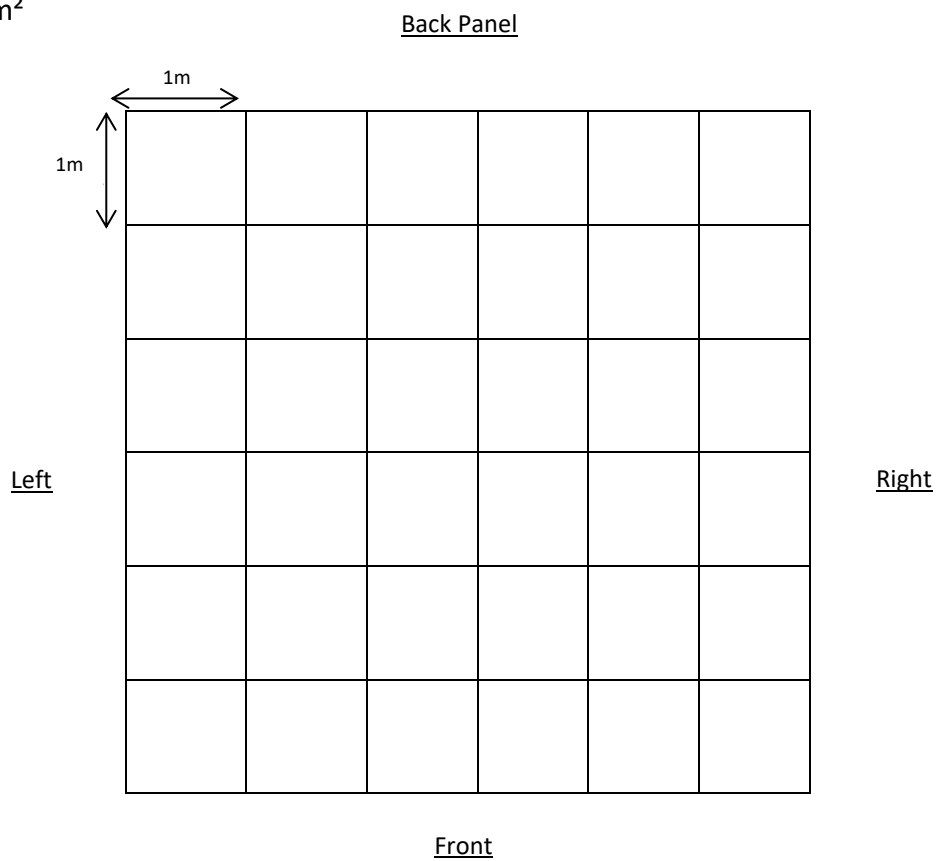
### TOP ELEVATION



27m<sup>2</sup>



36m<sup>2</sup>



**Submitted by**

Exhibiting Company:

Contact Person:

E-mail:

Signature with  
company chop:

Booth No.:

Tel.:

Date:

## Form (C1) Non-Official Contractor Information

Please return the form to: **Uniplan Hong Kong Limited**  
Tel: +852 2294 3616 / +852 2294 3615 Fax: +852 2757 9019  
E-mail: ciexpo@uniplan.com.hk  
Contact: Ms Clarisse Cheung / Ms Natalie Wong

**Submission Deadline:**  
**1 November 2022**

### **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 Badge Application Form

You can order **ONLINE!** <https://order.uniplan.com.hk/>

Please return the form to: **Uniplan Hong Kong Limited**  
 Tel: +852 2294 3616 / +852 2294 3615 Fax: +852 2757 9019  
 E-mail: [ciexpo@uniplan.com.hk](mailto:ciexpo@uniplan.com.hk)  
 Contact: Ms Clarisse Cheung / Ms Natalie Wong

**Submission Deadline:**  
**1 November 2022**

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).

Upon receipt of all submitted items required, a written notice will be issued for your collection of contractor badge and vehicle pass.

Address: Room 2A, 2nd Floor, Beverly House, No. 93-107 Lockhart Road, Wanchai, Hong Kong.  
 (Monday – Friday 9:30am – 12noon & 2 – 6pm, except Public Holidays)

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

Area (sqm)	Contractor Pass	Contractor Vehicle Pass (Move-in & move-out)
9	6	1
18	6	2
27	8	2
36	10	4
54	15	5
72	20	7
90	30	7
150	45	10
200	60	10

\* Please liaise the quantity with the contacts above, additional badge cost HKD 50/pc

Each pre-registered staff name provided below is entitled to one contractor badge. The badge is non-transferable. Duplicated staff name will only be counted once. No badge will be allotted if fails to fully complete staff name and green card.

Staff name	Green card no.	Expiry Date	Staff name	Green card no.	Expiry Date
1			10		
2			11		
3			12		
4			13		
5			14		
6			15		
7			16		
8			17		
9			18		

A maximum of 2 contractor badges will be given for contingency use during show period (12-17 December).

	<u>Staff name</u>	<u>Green card no.</u>	<u>Expiry Date</u>		<u>Staff name</u>	<u>Green card no.</u>	<u>Expiry Date</u>
19				20			

**Submitted by**

Exhibiting Company:		Booth No.:	
Contact Person:		Tel.:	
E-mail:		Date:	
<b>Signature with company chop:</b>			

## Form (D) Electrical Service Rental (R/S)

You can order **ONLINE!** <https://order.uniplan.com.hk/>

Please return the form to: **Uniplan Hong Kong Limited**  
 Tel: +852 2294 3616 / +852 2294 3615 Fax: +852 2757 9019  
 E-mail: [ciexpo@uniplan.com.hk](mailto:ciexpo@uniplan.com.hk)  
 Contact: Ms Clarisse Cheung / Ms Natalie Wong

**Submission Deadline:**  
**1 November 2022**

Item	Unit Cost (HK\$/Per Event)	Quantity	Amount (HK\$)
15Amp/220V Single Phase for lighting connections AND power supply to electrical appliances	7,400		
30Amp/220V Single Phase for lighting connections AND power supply to electrical appliances	13,080		
15Amp/380V Three Phase for lighting connections AND power supply to electrical appliances	19,650		
30Amp/380V Three Phase for lighting connections AND power supply to electrical appliances	35,070		
60Amp/380V Single Phase for lighting connections AND power supply to electrical appliances	66,500		
24hrs 500W/220V Power Socket (not for lighting)	1,150		
<b>Sub-total:</b>			
<b>30% surcharge for orders received after 1 November 2022:</b>			
<b>50% surcharge for orders received after 15 November 2022:</b>			
<b>Total Amount:</b>			

### Remarks

- The above items are only available for raw space exhibitors.
- If the actual power consumption of booth exceeds the applied limit, additional power supply order need to be placed and the applied order cannot be cancelled.
- 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.

### Submitted by

Exhibiting Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel.: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date: \_\_\_\_\_

Signature with  
company chop: \_\_\_\_\_



## Form (E) Electrical Service Rental (S/S &R/S)

You can order **ONLINE!** <https://order.uniplan.com.hk/>

Please return the form to: **Uniplan Hong Kong Limited**  
 Tel: +852 2294 3616 / +852 2294 3615 Fax: +852 2757 9019  
 E-mail: [ciexpo@uniplan.com.hk](mailto:ciexpo@uniplan.com.hk)  
 Contact: Ms Clarisse Cheung / Ms Natalie Wong

**Submission Deadline:**  
**1 November 2022**

Item	Unit Cost (HK\$/Per Event)	Quantity	Amount (HK\$)
15 Amp/220V single phase power supply main (for machine only)	2,220		
30 Amp/220V single phase power supply main (for machine only)	3,120		
15 Amp/380V 3 phase power supply main (for machine only)	3,880		
30 Amp/380V 3 phase power supply main (for machine only)	6,230		
60 Amp/380V 3 phase power supply main (for machine only)	12,300		
<b>Sub-total:</b>			
<b>30% surcharge for orders received after 1 November 2022:</b>			
<b>50% surcharge for orders received after 15 November 2022:</b>			
<b>Total Amount:</b>			

### 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 need 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.

### **Submitted by**

Exhibiting Company: _____	Booth No.: _____
Contact Person: _____	Tel.: _____
E-mail: _____	Date: _____
Signature with company chop: _____	

## Form (F) Water supply (S/S and R/S)

You can order **ONLINE!** <https://order.uniplan.com.hk/>

Please return the form to: **Uniplan Hong Kong Limited**  
 Tel: +852 2294 3616 / +852 2294 3615 Fax: +852 2757 9019  
 E-mail: [ciexpo@uniplan.com.hk](mailto:ciexpo@uniplan.com.hk)  
 Contact: Ms Clarisse Cheung / Ms Natalie Wong

**Submission Deadline:**  
**1 November 2022**

Item	Unit Cost (HK\$/Per Event)	Quantity	Amount (HK\$)
Water supply with drainage (25mm in diameter)	5,400		
Appliance connection to main water supply (25mm diameter)  (Please note exhibitors are required to bring an adaptor for connection to their equipment and must supply their own special regulating units if they require special water temperature and water pressure.)	1,480		
Tee-off from main water supply line	2,580		
<b>Sub-total:</b>			
<b>30% surcharge for orders received after 1 November 2022:</b>			
<b>50% surcharge for orders received after 15 November 2022:</b>			
<b>Total Amount:</b>			

### Remarks

- 1) Piping from main water supply point to appliance is limited to 3m long.
- 2) Please indicate location of ordered item(s) on stand plan or sketch. Any changes on site will be at the expenses of exhibitors.

### **Submitted by**

Exhibiting Company: _____	Booth No.: _____
Contact Person: _____	Tel.: _____
E-mail: _____	Date: _____
Signature with company chop: _____	

## Form (G) Audio-Visual Rental

You can order **ONLINE!** <https://order.uniplan.com.hk/>

Please return the form to: **Uniplan Hong Kong Limited**  
 Tel: +852 2294 3616 / +852 2294 3615 Fax: +852 2757 9019  
 E-mail: [ciexpo@uniplan.com.hk](mailto:ciexpo@uniplan.com.hk)  
 Contact: Ms Clarisse Cheung / Ms Natalie Wong

**Submission Deadline:**  
**1 November 2022**

Item	Unit Cost (HK\$/Per Event)	Quantity	Amount (HK\$)
LCD TV (19")	1,450		
LCD TV (24")	1,800		
LED TV (32")	2,400		
LED TV (40")	3,700		
LED TV (46")	4,750		
LED TV (55")	6,000		
Monitor Stand with Skirt	1,300		
DVD Player	450		
Desktop PC with Keyboard, Mouse and 17" LCD Monitor	4,300		
Laptop Computer with Mouse	2,500		
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		
<b>Sub-total:</b>			
<b>30% surcharge for orders received after 1 November 2022:</b>			
<b>50% surcharge for orders received after 15 November 2022:</b>			
<b>Total Amount:</b>			

**Submitted by**

Exhibiting Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel.: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date: \_\_\_\_\_

Signature with  
company chop: \_\_\_\_\_

## SECTION 5: INTERNET AND TELECOMMUNICATION

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### 5.1 Telephone, Facsimile and Cabling Services

All telephone, facsimile and cabling installation orders within the HKCEC 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 HKCEC. Please contact Mr. Leo LEUNG of HKCEC, tel. no: +852 2582 7116, email: [leoleung@hkcec.com](mailto:leoleung@hkcec.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 HKCEC.



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

3A

**TELEPHONE, FACSIMILE, DATA LINE AND CABLING SERVICE CHARGES - ORDER FORM**  
(Rates Effective January - December 2022)

Event Name: \_\_\_\_\_  
Move In: \_\_\_\_\_ Open Period: \_\_\_\_\_ Move Out: \_\_\_\_\_  
Venue/Booth No.: \_\_\_\_\_  
Deadline: \_\_\_\_\_ (21 days before 1st day of Licensed Period)

(For office use)
EVENT ID: _____
LOG NO: _____

1. Telephone	Quantity	HK\$ per set per Event	Deposit HK\$ Per Line	Total HK\$
a Telephone (Local calls only) through the HKCEC's PABX system		1,031	—	
b Telephone (Local and IDD calls) through the HKCEC's PABX system		1,295	2,500	

2. Facsimile	Quantity	HK\$ per set per Event	Deposit HK\$ Per Line	Total HK\$
a Local Facsimile Transmission line through the HKCEC's PABX system (Facsimile machine excluded)		1,031	—	
b IDD Facsimile Transmission line through the HKCEC's PABX system (Facsimile machine excluded)		1,295	2,500	

3. Cabling	Quantity	HK\$ per set per Event	Deposit HK\$ Per Line	Total HK\$
a Direct Dial-up Credit Authorisation line and EPS line (Card machine, Bank Account and EPS account excluded)		1,295	—	

4. Data Lines	Quantity	HK\$ per set per Event	Deposit HK\$ Per Line	Total HK\$
a Direct Dial-up modem line - V.34 Standard local only (modem and ISP excluded)		1,295	N/A	
b ISDN line (S/T-Interface; 64K bps x 2 channels) for local/overseas transmission (ISDN account, modem, terminal adaptor, ISP and air time charges excluded)		3,245	5,000	
c Centre Internal wiring for Private Circuit (2 telephone wires for voice and/or data communication)		839	N/A	
d Fibre Optic link (Multi mode, single mode and SC type connector) between two non-contiguous venues		2,269	—	

Please indicate your telecom needs for our easy reference in a standard booth below:

Booth No.: \_\_\_\_\_  
T: Telephone  
F: Fax  
D: Data line  
I: ISDN line

Back  
Left ☐ Right  
Front

Total without adjustment	_____
Late order surcharge 15%	_____
Site order surcharge 30%	_____
Total Amount	_____
Cancellation charge	_____

**REMARKS:**

- Call charges are excluded for telephones with IDD service, overseas facsimile transactions and data communication calls. All IDD call charges plus a handling fee (minimum HK\$20 per call) will be deducted from the deposit paid, or any excess will be settled by User before the close of the event.
- A charge of HK\$600 per set will apply for lost and / or damaged telephone sets.
- User shall submit to HML a copy of perspective layout plan for any telecom services (with the exception of standard booth).
- Please see enclosed for General Notes and Conditions.
- Orders will not be processed until full payment is made.

Company Name: _____	
Company Address: _____	
Tel No.: _____	Fax No.: _____
Email Address: _____	
Name (In caps): _____	Signature: _____
Date: _____	

PLEASE RETURN THIS FORM TO:

Hong Kong Convention & Exhibition Centre (Management) Ltd.  
Event Planning & Co-ordination Department  
1 Expo Drive, Wanchai, Hong Kong, China  
Tel: (852) 2582 8888 Fax: (852) 2582 7106

## SECTION 5: INTERNET AND TELECOMMUNICATION

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### 5.2 Wireless Internet Services

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

Venue
Hall 1, 3 and 5
All concourse areas to Exhibition Hall 1, 3, & 5
Level 2 and Level 4 Mezzanines
Grand Hall, Grand Foyer, Convention Hall, Convention Foyer and Theatre Foyer
Expo Drive Hall

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 HKCEC. Please contact Mr. Leo LEUNG of HKCEC, tel. no: +852 2582 7116, email: [leoleung@hkcec.com](mailto:leoleung@hkcec.com)

All exhibitors are kindly reminded that the free Wireless LAN service operated by HKCEC 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 HKCEC directly at least 3 weeks before the start of Licensed Period.



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

3B

**BROADBAND INTERNET SERVICE CHARGES - ORDER FORM**  
(Rates Effective January - December 2022)

Event Name: \_\_\_\_\_  
Move In: \_\_\_\_\_ Open Period: \_\_\_\_\_ Move Out: \_\_\_\_\_  
Venue/Booth No: \_\_\_\_\_  
Deadline: \_\_\_\_\_ (21 days before 1st day of Licensed Period)

(For office use)

EVENT ID: \_\_\_\_\_

LOG NO: \_\_\_\_\_

		Period		Quantity	HK\$ per 4-consecutive days of use following day of installation	HK\$ Per Additional Day	Deposit HK\$ Per Line	Total HK\$
		From	To					
1.	Dynamic Broadband Line							
a	2M bps				2,075	517	4,000	
b	5M bps				2,827	707	4,000	
2.	Broadband Line with 1 Fixed IP Address							
a	2M bps				2,827	707	4,000	
b	5M bps				3,158	790	4,000	
c	10M bps				9,246	2,309	4,000	
d	30M bps				28,439	7,112	4,000	
e	50M bps				31,283	7,822	4,000	
f	100M bps				36,971	9,246	4,000	
3.	Dedicated Internet Access (DIA) Line with 5 Fixed IP Address							
a	5M bps				27,963	6,988	4,000	
b	10M bps				49,497	12,372	4,000	
c	50M bps				64,347	16,089	4,000	
d	100M bps				69,297	17,341	4,000	

Please indicate your telecom needs for our easy reference:

Booth No: \_\_\_\_\_  
T: Telephone  
F: Fax  
D: Data line  
I: ISDN line

Back  
Left ☐ Right  
Front

Total without adjustment  
Late order surcharge 15%  
Site order surcharge 30%  
Total Amount  
Cancellation charge

**REMARKS:**

- A charge of **HK\$4,000** per set will apply for lost and / or damaged Interface Modem and / or power adaptor.
- One broadband line supports 1 computer only.
- The minimum lead time to order additional broadband lines is 3 weeks.
- Licensee or exhibitors are strictly prohibited from connecting the rented broadband lines to any device such as Wireless Access Points or computers to provide any form of ad-hoc wireless networking services which may adversely impact in any way HKCEC's existing Wireless System.
- It is recommended that User orders a data cable for high-speed broadband Internet access when running more complex and high-speed Internet applications such as File Transfer Protocol (FTP), video streaming, video uploading/downloading, data transfer, real time video broadcast, video conferencing, and/or use of a Virtual Private Network (VPN). For such purposes, a minimum order for a 10 Mbps Fixed IP Broadband Line is required for local usage and a minimum order for a 10 Mbps Dedicated Internet Access (DIA) Line is required for an overseas connection. Any speeds below 5Mbps are commonly used for Internet browsing, e-mail, FTP and general needs.
- Please see enclosed for General Notes and Conditions.
- Orders will not be processed until full payment is made.

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Name (in caps): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN THIS FORM TO:

Hong Kong Convention & Exhibition Centre (Management) Ltd.  
Event Planning & Co-ordination Department  
1 Expo Drive, Wanchai, Hong Kong, China  
Tel: (852) 2582 8888 Fax: (852) 2582 7106



## SECTION 6: SECURITY SERVICE

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HKCEC has exclusive right to provide or arrange for the provision of security services in the venue. All HKCEC security personnel will follow established guidelines as directed by HKCEC 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 Licence of HKCEC, exhibitors may procure additional security guards from the official security contractor only.

Please contact Mr. Leo LEUNG of HKCEC, tel. no: +852 2582 7116, email: [leoleung@hkcec.com](mailto:leoleung@hkcec.com)

Requests must be reached to HKCEC at least 2 weeks before the fair; otherwise a later order surcharge will be levied.

Exhibitors requiring security guard service should contact HKCEC directly.

## SECTION 7: FREIGHT FORWARDING SERVICE

**JES Logistics Limited** has been appointed as the Official Forwarder and on-site handling contractor to assist in the efficient and smooth coordination of freight movement in the captioned Expo.

A comprehensive range of services include customs clearance, transportation, on-site handling and re-export arrangements are offered and handled by a team of experienced staff from JES Logistics Limited.

Please refer to the latter pages for a full set of shipping instructions & tariff.

### **Submission Deadline: 18th November, 2022 (Friday)**

Attn: Stanley Chan

Tel: +852 2563 6645 / 2575 0756

Fax: +852 2597 5057

Email: [stanley@jes.com.hk](mailto:stanley@jes.com.hk)

### **1. CONSIGNING INSTRUCTIONS (SEA & AIR)**

All freight should be shipped prepaid, and consigned as follows:-

**JES Logistics Limited**

26/F., Winsan Tower

98 Thomson Road

Wanchai, Hong Kong.

Tel: (852) 2563 6645 / 2575 0756

Fax: (852) 2597 5057

Email: [stanley@jes.com.hk](mailto:stanley@jes.com.hk)

### **2. LATEST ARRIVAL DEADLINES**

Please ship your goods to arrive Hong Kong no later than:-

**General Exhibits:**

Sea Freight

*FCL	-	6 – 7 December 2022
*LCL	-	28 – 29 November 2022
Air Freight	-	1 – 2 December 2022

☐ Yes – I am interested in your service, please contact me.

**Submitted by**

Exhibiting Company:	_____	Booth No.:	_____
Contact Person:	_____	Tel.:	_____
E-mail:	_____	Date:	_____
Signature with company chop:	_____		

## Construction Innovation Expo 2022

December 12 – 16, 2022

HKCEC, Hong Kong

### FORWARDING INFORMATION & HANDLING TARIFF

#### Official Freight Forwarder

金怡國際展運有限公司

JES Logistics Limited

香港灣仔譚臣道 98 號運盛大廈 26 樓

26/F, Winsan Tower

98 Thomson Road

Wanchai, Hong Kong

電話 Tel : (852) 2563 6645

傳真 Fax : (852) 2597 5057

電郵 Email: [stanley@jes.com.hk](mailto:stanley@jes.com.hk)

聯絡人 Ctc: Stanley Chan 陳健強

#### Guangzhou Office

廣州金怡展覽服務有限公司

Guangzhou JES Exhibition Services Ltd.

中國廣州市東風中路 501 號東建大廈西座 2005 室

Rm 2005 Dong Jian Bldg., West Tower, No. 501

Dong Feng Zhong Rd, Guangzhou 510045, China

電話 Tel : (86-20) 8355 9738

傳真 Fax : (86-20) 8355 3765

電郵 Email: [feng@jes.com.hk](mailto:feng@jes.com.hk)

聯絡人 Ctc: Hill Gao 高文峰



香港灣仔譚臣道 98 號運盛大廈 26 樓  
26/F, Winsan Tower, 98 Thomson Road  
Wanchai, Hong Kong [www.jes.com.hk](http://www.jes.com.hk)

電話 Tel : (852) 2563 6645  
傳真 Fax : (852) 2597 5057  
電郵 Email: [info@jes.com.hk](mailto:info@jes.com.hk)

**Construction Innovation Expo 2022**  
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**HKCEC, Hong Kong**

**A. FORWARDING INFORMATION & HANDLING TARIFF**

**Hong Kong office**  
**JES Logistics Limited**  
26<sup>th</sup> Floor, Winsan Road  
98 Thomson Road  
Wanchai, Hong Kong  
Tel : 852 - 2563 6645  
Fax: 852 - 2597 5057  
Email : [stanley@jes.com.hk](mailto:stanley@jes.com.hk)  
Ctc : Stanley Chan

**Guangzhou office**  
**Guangzhou JES Exhibition Services Limited**  
Room 2005 Dong Jian Building, West Tower,  
No. 501 Dong Feng Zhong Road,  
Guangzhou 510045, China  
Tel : 86 - 20 - 8355 9738  
Fax: 86 - 20 - 8355 3765  
Email : [feng@jes.com.hk](mailto:feng@jes.com.hk)  
Ctc: Hill Gao

**B. SHIPPING SCHEDULE**  
**FOR GENERAL EXHIBITS ONLY.**

**OVERSEAS / MAINLAND'S CHINA DOCUMENT & CONSIGNMENT DEADLINES:**

1. Customs document for Mainland's China (Transport Order FORM A and LOE FORM B)	November 15, 2022
2. Cargo picking up in Guangzhou for onward shipment to Hong Kong	November 21 – 22, 2022
3. Customs document for Overseas (Transport Order FORM A and LOE FORM B)	November 18, 2022
4a. Overseas shipment arriving Hong Kong port (by sea) LCL	November 28 – 29, 2022
4b. Overseas shipment arriving Hong Kong port (by sea) FCL	December 6 – 7, 2022
5. Overseas shipment arriving Hong Kong airport (by air / courier)	December 1 – 2, 2022
6. Transportation services in Hong Kong	December 7 – 8, 2022

Please email or facsimile us your Transport Order and List of Exhibits (Form A & B attached) at least 3 working days prior to picking up your cargo. Cargo arriving after our deadlines will incur a 30% late arrival surcharge. JES will make all efforts to expedite the delivery schedule but no guarantee can be given. Cargo arriving earlier than the specified dates above will incur storage fee.

**C1. CONSIGNEE IN HONG KONG:**  
**Overseas shipment to Hong Kong (sea / air / courier)**

**Consignee:** JES Logistics Ltd.  
26<sup>th</sup> Floor, Winsan Tower  
98 Thomson Road  
Wanchai, Hong Kong  
Tel : 852 - 2563 6645  
Fax: 852 - 2597 5057

**Notify:** JES Logistics Ltd.  
c/o CIExpo 2022 Hong Kong

**DESCRIPTION OF GOODS**

Please state in the OBL or AWB: Exhibition Goods (for CIExpo 2022 Hong Kong)



1



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**C2. DOCUMENTS (Sea / Air - total gross weight on List of Exhibits must be the same as on OBL & MAWB)**

Please email or fax us the following documentation to consignee at least 3 working days prior to the arrival of shipment.

- 1 copy of surrendered Ocean Bill of Lading (Sea)
- 1 copy of Master Airway Bill (Air)
- 1 copy of Transport Order (Form A)
- 1 copy of List of Exhibits (Form B)
- 1 copy of Insurance Policy (if insured)

**C3. PRE-ALERT**

Sea shipment - 1 copy of surrendered Ocean Bill of Lading plus 2 copies of List of Exhibits **FORM B** must be email or facsimile to consignee at least 3 working days before shipment arrives.

Air shipment - Original AWB plus 2 copies of List of Exhibits **FORM B** must be attached to all air shipments and email or a facsimile advice giving AWB no. and details of consignment must be sent to us at least 48 hours prior to the arrival of cargo.

**C4. CONSIGNEE IN GUANGZHOU:**

**Mainland's China shipment to Hong Kong via Guangzhou**

**MAINLAND'S CHINA CONTACT:**

Guangzhou JES Exhibition Services Ltd.

Guangzhou, China

Tel : (86 - 20) 8355 9738

Fax: (86 - 20) 8355 3765

Email: [feng@jes.com.hk](mailto:feng@jes.com.hk)

Ctc: Hill Gao


**C5. DOCUMENTS (Sea / Air - total gross weight on List of Exhibits must be the same as on OBL & MAWB)**

- ✧ Mainland's shipment – please courier the original documents to the consignee at least 3 working days prior to the arrival of shipment and fax a copy to JES Guangzhou at least 24 hours prior to the arrival of shipment.
- ✧ Pre-advice should be sent to Guangzhou JES Exhibition Services Ltd. (email or fax: +86-20 8355 3765) as soon as available.

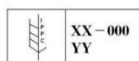
**D. GENERAL INFORMATION & PROCEDURES**

**1d. (MAINLAND'S GOODS) FUMIGATION**

All cargo containing wood packaging materials (e.g. crates, pallets, frames) must be fumigated. Please make sure the following information must be stamped on the outside packing

- IPPC logo (  )
- ISO country code (XX)
- License no. assigned to the company that fumigated
- Fumigation method HT or MB treatment used

**SAMPLE OF MARKING**



Reference:  
ISPM 15: International Standard for Phytosanitary Measures  
ISPM 15: International Standard for Phytosanitary Measures (ISPM 15) has been  
developed by  
ISPM 15: International Standard for Phytosanitary Measures (ISPM 15) has been  
developed by  
ISPM 15: International Standard for Phytosanitary Measures (ISPM 15) has been  
developed by

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**2d. DANGEROUS, RADIOACTIVE AND STRATEGIC ITEMS**

The above items are prohibited / limited to move-in to the exhibition hall, special import permits are required and the carriers will only accept those cargoes subject to availability. Thus, before shipping those items to the exhibition, please submit us all the specification and volume of the cargoes for checking with the relevant parties regarding confirmation and application of import permit.

**3d. PACKING**

Please ensure your equipment is packed in a strong, waterproof packing case which lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods both to and from the exhibition and that cartons are not suitable to withstand the constant handling which takes place during transshipment. Shocking and bumping will sometimes be inevitable and cases may be placed in open air storage without cover, therefore exhibitors must take the necessary precautions against damage and rain.

**4d. UNPACKING OR REPACKING ON -SITE**

We will assist in physical unpacking and installation of exhibits, however exhibitors must supervise and be responsible for those operations. Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When exhibits are repacked with used packing materials, the packing is regarded as no longer suitable to protect the contents against damage and or moisture compared with the original. Exhibitors should therefore bear the responsibility for any consequences arising therefrom.

**5d. HEAVY AND OVERSIZES EXHIBITS**

This applies to any single exhibit in excess of 1000 kgs and 3 cbm, that requires the use of a forklift or mobile crane for installation. Exhibitors with heavy and oversized exhibits must be on-site early to direct the operation of unpacking and positioning. If a mobile crane or forklift is required for installation of equipment, exhibitors should send your requirement to us as early as possible so that we could arrange contracting such equipment in advance. A quote will be given after receiving your enquiry.

**6d. RE-EXPORT**

Disposal and forwarding instructions will be discussed with you during the course of exhibition. Re-export formalities will require at least 3 working days. Therefore, please do not make any plan on receiving the exhibits soon after the exhibition. We hold no liability for when the exhibits would be back to the desired final destination after the exhibition closes. If you need the exhibits to be re-exported urgently or transfer to other exhibitions, please contact our on-site representative of your request as applicable.

**7d. ATA CARNET**

To co-ordinate the complete process of temporary import by ATA Carnet is USD300.00 per transaction. Please note that ATA Carnet shipment must be re-exported after closure of the exhibition, it cannot be sold.

**8d. INSURANCE**

Exhibitors are suggested to arrange a proper round-trip all risks insurance coverage for the exhibits (including exhibition period). For routing of shipments, it is advised to cover the insurance policy by both air and surface (sea / road), as it is possible that the cargo will be re-exported in either way. Exhibitors should also bring a copy of the insurance policy to Hong Kong.

**9d. PAYMENT TERMS**

Companies using JES Logistics or its appointed agents will be invoiced by them for all services. Companies shipping other than by our offices or agents are advised that full payment must be received by us either on-site at the exhibition or in Hong Kong before the close of the exhibition.

**10d. STANDARD TRADING AND CONDITIONS**

All business is transacted only in accordance with our standard trading conditions. Please visit our web-site [www.jes.com.hk](http://www.jes.com.hk) or contact us for the details.



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**E1. FREIGHT HANDLING TARIFF - INWARD MOVEMENT**  
**FREIGHT FROM OVERSEAS / MAINLAND'S CHINA**  
**FOR GENERAL EXHIBITS & DISPLAY ITEMS ONLY**

1. **Basic service charge**  
(communication & documentation fee) USD 80.00 / exhibitor / consignment
  
2. **Overseas shipment arriving Hong Kong**  
From free arrival HKG port or airport delivery up to exhibition stand, customs clearance, via JES warehouse incl. 3 days free storage, assistance with unpacking and removal empty cases to the on site storage place. (LCL)  
Sea cargo  
(FCL)  
  
Air cargo  
  
USD 85.00 / cbm  
min 2 cbm / exhibitor / consignment  
  
min 21 cbm / 20' GP container  
min 41 cbm / 40' GP container  
min 45 cbm / 40' HC container  
  
USD 0.85 / kg  
min 200 kgs / exhibitor / AWB
  
- ✧ On Direct OBL / MAWB only.
- ✧ All THC / CFS, consolidators fees, OBL / AWB documents fee, gate charges, demurrage, warehouse registration fee, etc. (if any) incurred in the pick-up location will be passed on as per outlay.
  
- 3a. **Freight charges Guangzhou / Hong Kong**  
From JES Guangzhou warehouse delivery up to exhibition stand HKG, customs clearance, assistance with unpacking and removal empty cases to the onsite storage place. (excludes duties / taxes and permanent export license fee)  
Land / sea cargo  
  
RMB 1800.00 / cbm  
min 2 cbm / exhibitor / consignment
  
- On behalf to apply of ATA Carnet where applicable (excluding for putting up customs bond)  
RMB 2500.00 / carnet
  
- 3b. **Cargo for Export China Handling Fee**  
➤ China customs computer re-entry / H.S. code  
RMB 50.00 / page
  
- Merchandise inspection fee  
RMB 150.00 / cbm  
min 1 cbm / exhibitor / consignment
  
- Quarantine inspection handling service (Carton & wooden packing materials)  
RMB 150.00 / package
  
- ATA Carnet export handling fee (if required)  
RMB 2000.00 / carnet
  
- Permanent export handling fee (where applicable) (duties / taxes will be paid at the export station)  
to be quoted upon request

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**4. Courier shipment arriving Hong Kong**

Handling of courier shipment from free arrival at  
JES HK warehouse delivery up to exhibition stand.  
excl. courier services charges.  
Courier cargo

USD 15.00 / package  
min USD 80.00 / exhibitor / consignment

✧ For individual pieces not exceeding size 60 x 60 x 60 cm and weight 20 kgs.

**5. Local transportation (pick up in HKG)**

From exhibitor's storage place in HKG delivery up  
to exhibition stand, assistance with unpacking and  
removal empty cases to the onsite storage place.  
Local cargo

USD 65.00 / cbm  
min 2 cbm / exhibitor / consignment

✧ All gate charges, warehouse registration fee, etc. (if any) incurred in the pickup location will be passed on as per outlay.

**6. Freight from local sources**

From arrival fairground delivery up to exhibition  
stand, assistance with unpacking and removal  
empty cases to the on site storage place.

USD 50.00 / cbm  
min 2 cbm / exhibitor / consignment

**7. Overweight / oversized cargo handling surcharge**

**a. Heavy-lifting (for each package over 1000 kgs)**

1001 – 2000 kgs  
2001 – 3000 Kgs  
Over 3001 kgs

USD 6.50 / 100 kgs  
USD 7.50 / 100 kgs  
to be quoted upon request

**b. Oversized (for each package over 3 m (L) x 2.2 m (W) x 2.2 m (Ht))**

If one dimension exceeds the above, surcharge of USD15.00 / cbm will be imposed.

**c. Crane charge (where applicable)**

to be quoted upon request

**8. Optional services (where applicable)**

**a. Storage of empty cases**

USD 26.00 / cbm  
min 2 cbm / exhibitor / consignment

**b. Application for Hong Kong import / export license or permit**

USD 128.00 / license / permit / exhibitor

**c. Hong Kong Government import / export declaration fee 0.05% of CIF value declared.**  
Minimum charge USD25.00 per exhibitor per consignment.

**E2. FREIGHT HANDLING TARIFF - RETURN MOVEMENT**

Same as inward movement above with reversed services.

All above service charge will be plus 6% for RMB invoice. (where applicable)

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**F. IMPORTANT NOTES**

1. The exact move-in / move-out schedule is subject to the organizer's final arrangement and is subject to change with or without prior notice.
2. The exact routing is subject to availability of transportation services.
3. The volume / weight ratio for air cargo is 6:1 (i.e. 1 cbm = 166.7 kgs). The chargeable weight is based on the volume weight or actual weight whichever yields the greater.
4. The charges for sea / road cargo are based on 1 cbm or 1000 kgs whichever yields the greater.
5. All cargo must be sent with "Freight Prepaid" for inward movement. A 10% surcharge will be imposed for any shipment sent with "Freight Collect". For the return movement if freight charge is required to be prepaid at the port of loading, a 10% advance fee will be levied.
6. Minimum charge for full container loads is: - a. 20 feet GP = 21 cbm      b. 40 feet GP = 41 cbm      c. 40 feet HC = 45 cbm
7. Companies require assembling or lifting equipment for erection of exhibits are asked to contact us as soon as possible with details of their requirements. Prices for hiring equipment will then be quoted subject to availability.
8. Prices include free storage in our Hong Kong godown as 3 days prior to our last receiving date for inbound goods, and 3 days after arrival back in our Hong Kong godown for outbound goods. Additional storage will be charged at USD25.00 per cbm per week or part of minimum USD 50.00 / transaction.
9. Application for Hong Kong import / export license for overseas exhibitors is at USD128.00 per application and license fee as per outlay.
10. Charges for inbound movement must be settled in full before the opening of the exhibition. Charges for outbound movement must be settled before cargo released.
11. Unpacked cargo - there will be a 20% surcharge for handling unpacked cargo. JES Logistics or its appointed agents will not be liable for any loss or damage.
12. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the Exhibitor's representative at the booth. Similarly, relative to out-going shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick up of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that the Company and its sub-contractors are not liable for the loss of disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are the Company and its sub-contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to the Company or its sub-contractors by Exhibitor will be checked at the time of pick up from the booth and corrected where discrepancies exist.
13. Dangerous goods - there is a 100% surcharge for handling dangerous cargo.
14. Please note that our freight charges do not include insurance coverage and all works is undertaken by JES at owner's risk. Exhibitors are suggested to arrange a proper round-trip all-risks insurance for their exhibits (including exhibition period). For routing of shipments, it is advisable to cover insurance both by air and sea, as there is a possibility of returning exhibits back to the country of origin by either way. Exhibitors should also bring a copy of the insurance policy to Hong Kong. It will be useful in case exhibitors require to file a claim for damage or loss in Hong Kong.
15. Our fees and charges are based on presently in force tariff. It is subject to change as to reflect any increase in our cost caused by exchange rate variations, freight rate increase, fuel charges adjustments, insurance premiums or increase of any other charges beyond the control of this company which come into effect after acceptance of your order and prior to delivery.
16. All business is transacted only in accordance with our standard trading conditions. Please visit our web-site [www.jes.com.hk](http://www.jes.com.hk) or contact us for the details.

**Construction Innovation Expo 2022**  
**December 12 – 16, 2022**  
**HKCEC, Hong Kong**

**TRANSPORT ORDER / SHIPMENT PRE-ADVICE / INSURANCE COVERAGE (FORM A)**

To : JES Logistics Ltd. (email or fax no. + 852 2597 5057)

We hereby authorize JES Logistics Ltd. to deliver our exhibits as per the attached List of Exhibits to the exhibition and to unpack our cargo for customs inspection. All the charges are on our accounts and insurance coverage is not included.

1. Our exhibits are to be transported to destination country as follows: ☒ please tick where applicable
- ☐ From Guangzhou to Hong Kong ☐ ATA Carnet ☐ Permanent export
- ☐ From aboard to Hong Kong ☐ by sea ☐ by air ☐ by courier
- ☐ Local Transportation (Pick up in Hong Kong) ☐ From arrival fairground HKCEC
2. ☐ We shall make delivery to JES HK warehouse ourselves. Please send delivery order to us.
- ☐ Please pick up the cargo from the address below at extra charge

Pick up address : \_\_\_\_\_

Contact : \_\_\_\_\_ Tel : \_\_\_\_\_

JES Logistics Ltd is pleased to provide all risks insurance coverage including exhibition risks. Please simply choose the coverage below :-

1. ☐ Round trip insurance coverage (insured value : \_\_\_\_\_) 0.6% on total sum insured
2. ☐ Single trip insurance coverage (insured value : \_\_\_\_\_) 0.35% on total sum insured
- ✧ Min. charge US\$60.00 policy (Deductible US\$640.00 or 10% on adjusted value on every claim / loss)
3. ☐ We will arrange the insurance coverage by ourselves.

We certify that our List of Exhibits attached is true and correct. We will be fully liable if the customs find any discrepancy or any cargo not declared. Any additional costs or penalty incurred will be on our account.

Exhibitor : \_\_\_\_\_ Booth No : \_\_\_\_\_

Address : \_\_\_\_\_

Contact No Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Signature with Company stamp

\_\_\_\_\_  
Name in full and Business title

Date: \_\_\_\_\_



**Construction Innovation Expo 2022**  
**December 12 – 16, 2022**  
**HKCEC, Hong Kong**

**OVERSEAS OFFICES AND AGENTS 2022**  
(please contact with JES HKG for further agents list in your area)

**AUSTRALIA**

CTL Fairs & Exhibitions  
Unit 5, 12-14 Northumberland Road  
Caringbah NSW 2229 Australia  
Tel : 61 2 9700 1655  
Fax: 61 2 9666 6211  
Ctc: Chris Millane  
Email : [chris@ctl.net.au](mailto:chris@ctl.net.au)

**GERMANY**

BTG MESSE-SPEDITION GMBH  
Hausanschrift Parkstraße 35  
D-86462 Langwied/Augsburg  
Germany  
Tel : 49 0821 4986 161  
Fax: 49 0821 4986 153  
Ctc: Peter Kees  
Email : [peter.kees@btg.de](mailto:peter.kees@btg.de)

**ITALY**

OTIM S.P.A.  
I-20159 Milano  
Via Porro Lambertenghi,9  
Milano, Italy  
Tel : 39 02 69912 249  
Fax: 39 02 69912 245  
Ctc: Giuseppe Rapetti  
Email : [giuseppe.rapetti@otim.it](mailto:giuseppe.rapetti@otim.it)

**MALAYSIA**

Curio Pack Sdn Bhd  
B-2-20, Leboh Batu Nilam 2  
Bandar Bukit Tinggi, 41200 Klang  
Selangor Darul Ehsan, Malaysia  
Tel : 603 3325 3777  
Fax: 603 3325 3666  
Ctc: Ngiam Chong Terk  
Email : [ctngiam@curiopack.com.my](mailto:ctngiam@curiopack.com.my)

**SPAIN**

Expotransit Events Logistics  
C/Sepulveda 101  
08015 Barcelona  
Spain  
Tel : 34 93 454 35 33  
Fax: 34 93 453 14 18  
Ctc: Sandra Reig  
Email : [sreig@expotransit.com](mailto:sreig@expotransit.com)

**THAILAND**

Rogers Bangkok Co.,Ltd  
90/1 Moo 4, Bangchalong, Bangplee,  
Samutprakarn 10540, Thailand  
Tel : 662 180 0280 ext 112  
Fax: 662 180 0283  
Ctc: Payut Varidee  
Email : [exportth@rogers-asia.com](mailto:exportth@rogers-asia.com)

**BRAZIL**

Waiver Expo Ltda  
Rua Alfredo Pujol, 285 / Conj 13  
02017- 010 Santana - Sao Paulo, Brazil  
Tel : 55 21 2494 9310  
Fax: 55 21 2270 1741  
Ctc: Marcelo Paradela  
Email: [marcelo.paradela@waiverexpo.com](mailto:marcelo.paradela@waiverexpo.com)

**INDIA**

PS Bedi & Co. Pvt. Ltd.  
D-14/1 & 14/2, Okhla Industrial Area  
Phase 1, 110 020 New Delhi  
India  
Tel : 91 11 460 55 200  
Fax: 91 11 415 52 911  
Ctc: Jatin Bharadawaj  
Email : [jbharadawaj@psbedi.com](mailto:jbharadawaj@psbedi.com)

**JAPAN**

Nissin Corporation  
5 Sanbancho, Chiyoda-ku,  
Tokyo 102-8350  
Japan  
Tel : 81 3 3238 6500  
Fax: 81 3 3238 6505  
Ctc: Hiroaki Tanabe  
Email : [h\\_tanabe@nissin-tw.com](mailto:h_tanabe@nissin-tw.com)

**PORTUGAL**

Ornofe Transitarios, Lda  
Via Carlos Mota Pinto, 74-AU  
4470-034 Moreira-Maia  
Portugal  
Tel : 351 229 415 015  
Fax: 351 229 415 017  
Ctc: Ricardo Fernandes  
Email : [ricardo.fernandes@ornofe.pt](mailto:ricardo.fernandes@ornofe.pt)

**SWITZERLAND**

BTG Suisse Ltd.  
Salinenstrasse 61  
CH - 4133 Pratteln  
Switzerland  
Tel : 41 61 337 25 72  
Fax: 41 61 337 25 79  
Ctc: Dominique Geiser  
Email : [dominique.geiser@btg-suisse.ch](mailto:dominique.geiser@btg-suisse.ch)

**UNITED KINGDOM**

Space-Pods Ltd./a EwePack  
Unit 2E Williamsport Way  
Needham Market, Suffolk IP6 8RW  
United Kingdom  
Tel : 44 1449 257 171  
Ctc: Tony Farrow  
Email : [tony@ewepack.com](mailto:tony@ewepack.com)

**FRANCE**

Expo Plus  
2 rue du Meunier – ZAC du Moulin  
95700 Roissy en France  
Tel : 33 1 3011 9351  
Port : 33 6 0388 7229  
Ctc: Rachid Bensaber  
Email : [bensaber.rachid@expo-plus.fr](mailto:bensaber.rachid@expo-plus.fr)

**INDONESIA**

PT. Sri Langka  
Graha Cempaka Mas Blok B-06  
Jl.Let.Jen. Suprpto No. 1  
Jakarta 10640, Indonesia  
Tel : 62 21 422 9862  
Fax: 62 21 422 9863  
Ctc: Ali Bone  
Email : [bonnie@sri-langka.com](mailto:bonnie@sri-langka.com)

**KOREA**

Kemi-Lee Co., Ltd.  
Room 201, 37 Seongsui-ro 22-gil  
Seongdong-gu, Seoul,  
Korea (Seongsu-dong 2ga)  
Tel : 82-2-565 3400  
Fax: 82-2-553 8458  
Ctc: Eric Jo  
Email : [ericjo@kemi-lee.co.kr](mailto:ericjo@kemi-lee.co.kr)

**SINGAPORE**

Rhema Events & Arts Services Pte Ltd  
No. 10 Changi South Street 3  
# 03-02 Singapore  
486147  
Tel : 65 6542 0201  
Fax: 65 6785 1541  
Ctc: Shaun Ng  
Email : [shaun.ng@rhemaevents.com](mailto:shaun.ng@rhemaevents.com)

**TAIWAN**

Dragon Trans Consolidation Ltd.  
9/F-3, No. 29, SEC.3,  
Zhongshan N. Road  
Taipei, Taiwan 10461  
Tel : 886 2 2585 0508  
Fax: 886 2 2585 0518  
Ctc: Steve Huang  
Email : [steve@dragon-trans.com.tw](mailto:steve@dragon-trans.com.tw)

**UNITED STATES OF AMERICA**

Three Way Logistics  
250 Airport Circle  
Suite 104, CA 92880  
Corona, U.S.A.  
Tel : 1 909 539 9976  
Ctc: Eric Mosqueda  
Email : [emosqueda@threeway.com](mailto:emosqueda@threeway.com)

## SECTION 8: HYGIENE MEASURES & HEALTH TIPS

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To ensure the safety and health of exhibitors and visitors, the Organisers and Hong Kong Convention and Exhibition Centre will implement a series of measures during the CIE expo, including the following:

### **Maintain on-site hygiene and minimise the risk of COVID-19 virus transmission**

- All exhibitors and visitors are required to wear masks. As advised by the Centre for Health Protection (CHP), it is recommended to wear surgical masks, and NOT masks with exhalation valves;
- Before entering the fairground, on-site staff and exhibitors are required to present valid vaccination records, Medical Exemption Certificates or Recovery Record under the Vaccine Pass arrangement;
- Except for those who are exempt, all visitors are requested to scan the QR code via the “LeaveHomeSafe” Mobile App and present the Vaccine Pass or exemption certificates under the Vaccine Pass arrangement at the fair entrance. However, exempted visitors are required to complete the declaration form provided (information collected will be based on the latest requirements set under “Vaccine Pass” and “LeaveHomeSafe” regulations) which will be kept by the Organiser for 31 days, to facilitate contact-tracing by the CHP whenever necessary;
- Exhibitors are required to keep records of the roster and contact details of their on-site staff;
- Infra-red thermo-imaging stations will be arranged to monitor the temperatures of visitors;
- Hand sanitisers will be provided in different locations of the venue;
- Lift panels, escalator handrails, handrails, door handles, tables and chairs will be sterilised regularly and thoroughly;
- Cleaning and disinfection of the venue will be stepped up, including exhibition hall aisles, exhibitor booths, restrooms and other on-site facilities;
- Visitors will be required to practice social distancing when queuing inside the venue, according to the floor markers;
- Fresh air circulation will be improved to enhance venue ventilation;
- Advisory notices on health measures will be displayed at prominent locations in the venue and personal health tips will be posted on the fair websites.

## SECTION 8: HYGIENE MEASURES & HEALTH TIPS

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### **No eating or drinking at the fairground**

- Eating or drinking, including sample tasting, are not allowed at the fairground (including booth areas). Visitors cannot consume any food or drinks at the venue.
- Catering service will be provided at designated places at the Hong Kong Convention & Exhibition Centre.
- All food and beverages sold on-site must be sealed-packed. Free tasting is also prohibited.

### **Personal health tips**

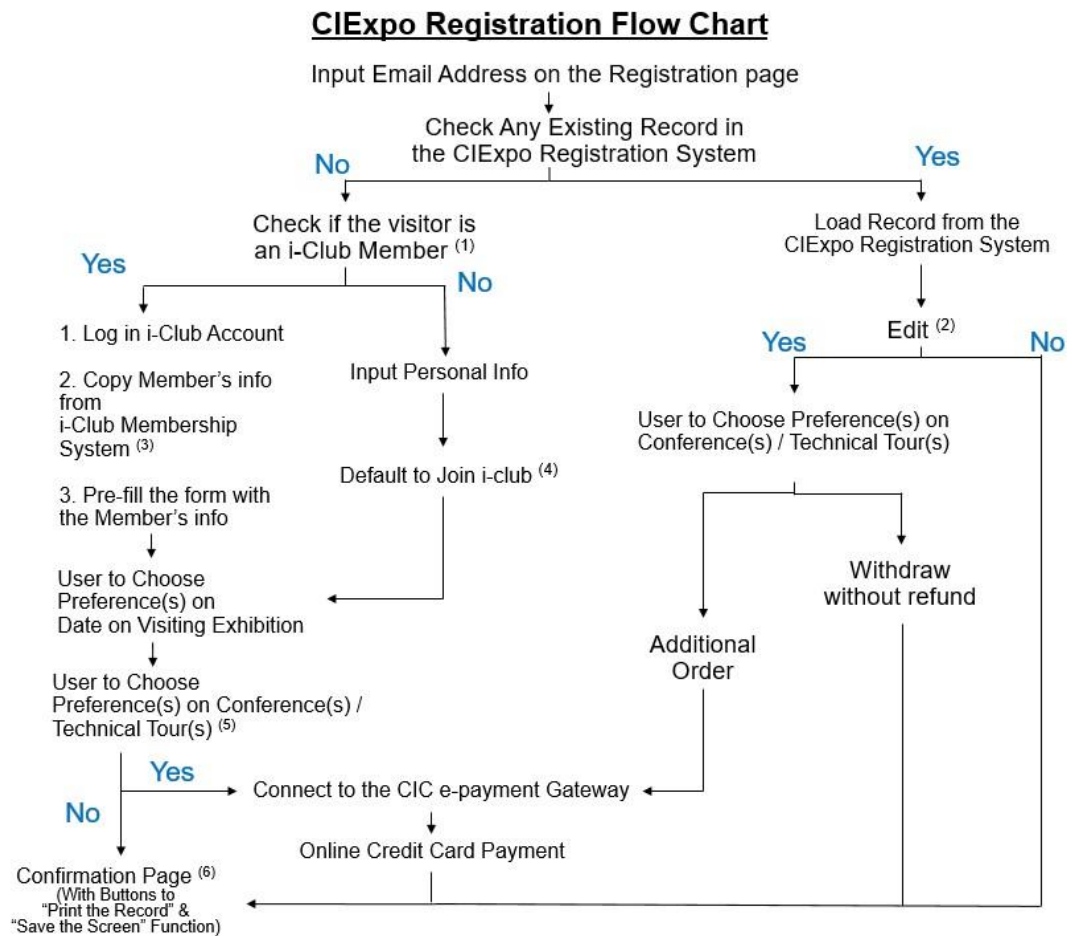
- Perform hand hygiene frequently, especially before touching the mouth, nose or eyes; after touching public installations such as handrails or doorknobs; or when hands are contaminated by respiratory secretion after coughing or sneezing;
- If you have a fever or respiratory symptoms, do not enter the fairground and do seek medical advice promptly;
- Do not enter the fairground if you have been in close contact with any person in Hong Kong or overseas who is a confirmed or preliminary positive case of the COVID-19 virus;
- Wash hands with liquid soap and water, and rub for at least 20 seconds. Then rinse with water and dry with a disposable paper towel or hand dryer. If hand washing facilities are not available, or when hands are not visibly soiled, cleansing hands with a 70 to 80% alcohol-based hand rub is an effective alternative;
- Cover your mouth and nose with tissue paper when sneezing or coughing. Dispose of the soiled tissues into a lidded rubbish bin, and then wash hands thoroughly.





# CIE expo 2022

## Proposed Registration Flow for Visitors



### Notes:

- (1) An API to the i-Club Membership System (i-Club) will be provided by the existing i-Club maintenance service provider (employed by the CIC). Email address shall be used to identify member records under the i-Club.
- (2) Display of a pop-up box for visitors to choose the edit / Button to unlock the page for any edits.
- (3) Copy Member's information from the i-Club, e.g. name, email, organisation, etc.
- (4) An API will be provided to copy visitor's personal information to i-Club's database as a new i-Club member. The Contractor shall check and ensure the consistency of the CIExpo and i-Club registration forms for transferring data.
- (5) There are limited quotes for technical tours. The CIC will arrange a separate random draw for the selected visitors. No confirmation and payment are made during this registration flow.
- (6) A separate confirmation email will be sent to visitors. For visitors who registered on webinars/virtual conferences, dedicated link(s) or access code(s) to webinar(s)/virtual conference(s) will be sent to registrants separately.
- (7) The above registration flow is for reference only. The Contractor may propose any alternatives for the CIC's consideration.
- (8) Each visitor shall have a unique identification (e.g. 8A511ACC) for the check-in system, to avoid any personal information being disclosed.

## **Annex 7 – Privacy Policy Statement**

### **1. Pledge**

Every member of the Construction Industry Council, including the Hong Kong Institute of Construction, Zero Carbon Building, Construction Sector Imported Labour Quarters Limited, and its affiliated or related companies (the “CIC”) takes the protection of your personal data very seriously. We respect personal data privacy and are committed to fully implementing and complying with the data protection principles and all relevant provisions of the Personal Data (Privacy) Ordinance (“PDPO”).

This **Privacy Policy Statement** outlines how we collect, use, manage and protect the personal data that we may collect from or about you. It applies to all individuals whose personal data may be handled, whether as a data user or processor, by the CIC.

### **2. Collection of Personal Data**

You may be invited by the CIC to provide your personal data, on a voluntary basis, on the CIC Website or in application forms for specific purposes at different times. Under certain circumstance of which your provision of personal data is mandatory (e.g. construction workers registration), we shall inform you of the consequences of not providing the same. If you are under the age of eighteen, you should obtain consent from your parent or guardian before you provide the CIC with your personal data.

The CIC will use your personal data for specific purposes identified in the **Personal Information Collection Statement** provided to you on or before your personal data is collected.

### **3. Types of Personal Data Collected**

Depending on the specific purpose(s), you may be required to provide the CIC with your personal data, including but not limited to your name, gender, age (or age range), date of birth, contact details, email/mailling/residential/correspondence address, contact number, membership number, educational level, occupation, username, password and tracking data, etc.

### **4. Purposes of Use**

The CIC may collect your personal data for specific purposes in the following situations (non-exhaustive):

- for registration as construction workers;
- for enrolment on education courses/publicity programmes (to carry out internal matching procedures whenever necessary) and acquisitions/subscriptions of other different types of CIC’s services;
- for employment-related and human resources management purposes throughout the process from recruitment to post-employment;

- for direct marketing purposes after your consent has been obtained;
- for handling of enquiries and complaints from various stakeholders;
- for conducting surveys, researches or analyses to improve our statutory functions;
- for complying with applicable laws in or outside Hong Kong as may be required by applicable government authorities, courts, law enforcement, regulatory, public or statutory bodies;
- performing our contractual duties; and
- for any other purposes to perform our statutory functions.

If the ultimate purposes of use are not directly related to the intended collection purpose, we would obtain prescribed consent from you in accordance with the PDPO.

### **5. Collection of Information via Cookies**

Cookies, which can identify a device but not the identity of individual users of the website, are used by the CIC to collect statistics about the number of visits of users to the CIC Website, the users' preference of websites and online services offered on the CIC Website.

You may choose to accept or reject cookies. If you reject the cookies, you will not be able to use some of the functions of the CIC Website, such as saving your preferences in using the CIC Website and accessing some online services on the CIC Website.

### **6. Outsourcing Arrangements**

To serve any specific purposes, your personal data may be transferred to and stored in the following third parties (or any of them) on behalf of the CIC, whether in or outside of Hong Kong:

- any or all of the CIC's affiliates and/or subsidiaries;
- any third party service providers, contractors/sub-contractors that, on behalf of the CIC, operate or maintain membership, event registration, tour booking, researches and/or analyses, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the CIC to enable us to provide our services, including any insurance, banking or third party payment gateway services used by the CIC, and any other entities that discharge contractual obligations on our behalf;
- any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors; or
- any party that owes a duty of confidentiality to the CIC.

The CIC will adopt stringent measures to safeguard your personal data entrusted to such third-party service providers, which include obligations in relation to the confidentiality, security,

and lawful processing of any personal data we share with them.

## **7. Retention**

The CIC will retain your personal data for a period not longer than necessary for the fulfilment of the purposes for which they are to be used. Retention periods for personal data may vary subject to business needs or legal requirements.

We execute our policy on personal data retention and review it from time to time. Personal data will be timely purged accordingly.

## **8. Security and Storage**

The physical records of your personal data will be stored in secured places with restricted access by us and those with whom we share your personal data in accordance with this Privacy Policy Statement and the Personal Information Collection Statement. The electronic records of your personal data will be stored in the servers of the CIC and/or relevant CIC service providers (whether in or outside Hong Kong) located in secured places and protected by adequate IT security measures (including but not limited to measures of encryption and access control).

The CIC Website(s) uses TLS protocol to encrypt data during network transmission to protect your personal data. All personal data you provide to the CIC via the CIC Website(s) are secured, and access to them is restricted to authorised personnel only.

## **9. Data Access and Correction**

In accordance with the PDPO, your right to access personal data can be exercised by completing the [“Data Access Request Form”](#)<sup>1</sup>. The CIC may apply an administrative charge for providing you with access to your personal data in response to such request. You may also request for making necessary correction to the data subsequent to data access request.

Requests for the above should be addressed to:

Officer-in-charge (Data Access Request)  
Construction Industry Council  
38/F, COS Centre  
56 Tsun Yip Street  
Kwun Tong, Kowloon

Or via email at <mailto:enquiry@cic.hk>.

## **10. Enquiries**

Any enquiries regarding our Privacy Policy Statement may be made to the above correspondence address or via email at [enquiry@cic.hk](mailto:enquiry@cic.hk).

## **Annex 8 - Intellectual Property Right and Ownership**

The ownership of, and all Intellectual Property Rights subsisting in this Services (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 9 - Indemnity and Intellectual Property Right Indemnities**

### **Indemnity**

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

- (i) all and any demands, claims, actions, arbitrations, proceedings, threatened, brought or instituted against the 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 the CIC (including all legal and other costs, charges, and expenses, on a full indemnity basis, which the CIC may pay or incur in initiating, defending, counter-claiming, settling or compromising any action or proceeding by or against the CIC).

which in any case being arisen directly or indirectly relating to the Contract.

### **Intellectual Property Right Indemnities**

The Contractor shall indemnify and keep the 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.



## **Annex 10 – Data Sovereignty, Service Continuity, and Data Transfer**

**A. Data Sovereignty/Residence and Service Continuity** This section outlines expectations regarding data and service locations, location change handling, and data transfer/discontinuation handling.

1. **Transparency of Locations:** Disclosure of the locations of data, development, and delivery centres is required. If these centres are in geopolitically sensitive areas, documented contingency plans for emergency location switching are necessary.
2. **Options for Location:** Contractual obligations should include informing the Council of options for storing data, servers, and applications in various geographical locations such as Hong Kong, China, or Europe.
3. **Disclosure of Engineer Locations:** Disclosure of the locations of engineers, sub-processors, and sub-contractors, including those responsible for software updates, cloud services, support, and other professional services, is required. If these locations are in geopolitically sensitive areas, mitigating steps should be taken before contract signing and emergency response plans and potential business impacts should be documented.
4. **Notification of Changes:** Contractual obligations should include informing the Council of any changes in the development or support locations for products or services in use.
5. **Data Extraction and Migration:** Identification and specification of the specific tools or formats necessary for data extraction are required. If services are discontinued, a specification of whether professional services are needed for data migration is required. If charges apply for these services, the pricing structure should be clearly stated.

**B. Cross-Border Data Transfer and Access** This section outlines requirements in the areas of Authority Access, Vendor Access, and EU GDPR Compliance.

1. **Authority Access:** Procedures when an authority requires access to data and associated systems/applications should be stated. An explanation of how the geographical location of data and the jurisdiction of data centres influence these procedures is required. This includes detailing the necessary steps to ensure compliance with the laws of the respective jurisdictions.
2. **Vendor Access:** A declaration of whether accessing data is necessary by vendors, inclusive of sub-processors and their engineers, is required. If data access is required, it should be stated whether approval is sought by the

Council. Maintenance of an access activity log, including the reason for access, the specific data accessed, and the duration of access, is required. Confirmation of whether the Council is informed of any data access activity before, during, and/or after such access is required.

## **Annex 11 – CIC ITD Security Terms**

### **Security**

The Contractor shall design the platform/system/website/solution that meets the CIC's IT-SOP-04 Information Technology Security Policy and OGCIO's baseline IT Security Policy published on their website: [https://www.ogcio.gov.hk/en/our\\_work/information\\_cyber\\_security/government/](https://www.ogcio.gov.hk/en/our_work/information_cyber_security/government/)

The Contractor shall provide all system information, including but not limited to below, for risk assessment and evaluation:

- System Architecture
- Data Entity/Business Function matrix – depict the relationship between data entities and business functions.
- Logical and Physical data diagrams
- Data Lifecycle diagram
- Data flow/pipeline diagram – e.g., from data source ingest and processing to analytics reporting and storage.
- Network Diagram

### **Security Risk Assessment & Audit (SRAA)**

The Contractor shall, at its own cost and expense, hire independent external consultants/auditors, at the sole discretion of CIC, who possess the appropriate skills and experience to conduct the Security Risk Assessment and Audit (SRAA) of the platform/system/website/solutions at the commencement of the project lifecycle. Including:

- The Preliminary assessment at the beginning of the project.
- Risk Assessment during project execution.
- Code Scan, Configuration Review, Penetration Test, and Vulnerability Scan during the development process.
- Retest and Audit before the production goes live.

The SRAA shall, in accordance with the latest version of the Practice Guide for Security Risk Assessment & Audit, Practice Guide for Mobile Security, and Practice Guide for Cloud Computing Security as published by the OGCIO.

The selection of the SRAA consultants/auditors shall be objective and impartial, and the use of SRAA shall be restricted and controlled.

The SRAA shall include the following processes to perform risk assessment exercises:

- (a) Risk Identification
- (b) Risk Analysis
- (c) Risk Evaluation
- (d) Risk Treatment
- (e) System Risk Registers

The Contractor shall submit the SRAA report to CIC's cybersecurity team, remediation shall be taken if required, and the retest shall be applied to ensure all the findings are addressed to CIC's satisfaction and approval before the project launch.

The SRAA report includes but not limited to the following:

- (a) Introduction/Background information.
- (b) Executive summary.
- (c) Assessment scope, objectives, methodology, timeframe, and assumptions, including any limitations and exclusions.
- (d) Current environment or system description with network diagrams, if any.
- (e) Security requirements.
- (f) Risk assessment team.
- (g) Summary of findings and recommendations.
- (h) Risk analysis results should include identified assets, threats, vulnerabilities and their impact, likelihood, and risk levels with appropriate reasons.
- (i) Recommended safeguards with cost/benefit analysis if there is more than one

alternative, e.g., installing defensive mechanisms or enhancing existing security policies and procedures, etc.

(j) Conclusions

(k) Annexes to include completed general control review checklist, vulnerability scanning report, penetration testing report, asset identification and valuation results, etc.

CIC shall have the right to further engage an independent consultant/auditor/tool to conduct SRAA whenever CIC considers it appropriate.

If the consultants/auditors/tools, whether engaged by the Contractor or CIC, propose any recommendations for the platform/system/website/solution:

- The Contractor shall submit an action plan to the Council for approval with FIVE (5) working days after acceptance of the reports by the CIC or any other time specified; and
- Once CIC approves an action plan, the Contractor shall take the actions within the specified period agreed by CIC, at its own cost and expense.

The Contractor shall provide support to fix any issues reported by the CIC cybersecurity team or CIC-appointed security assessor.

## **Data Security**

The Contractor shall propose and apply measures (e.g., encryption for data at rest and data in transit) on data protection, transfer, retention, and removal for information security protection.

All information shall 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.

If any API is used in the solution, appropriate API security best practices shall be followed, refer to OWASP API Security.

The Contractor shall specify cipher suites and transport layer security protocols to be used in the Application (e.g., TLS v1.3).

All user and system access to sensitive data and cryptographic keys shall be strictly controlled and tracked by audit trail; and

Industry-standard encryption algorithms, such as Advanced Encryption Standard (AES) AES-256, shall be used. Data at rest, including backup copies and databases, offsite storage, local drives, mobile devices, cloud storage, shall have encryption applied.

Data shall not be transferred to any third parties without CIC's consent.

All data shall be deleted within ONE (1) month up on the contract termination.

## **1. Data Privacy**

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 to comply with the Hong Kong Personal Data (Privacy) Ordinance.

The Contractor shall include information to clarify how their design complies with the PCPD's the SIX (6) data protection principles.

The Contractor shall conduct a Privacy Impact Assessment (PIA) for personal data (and the credentials) to be stored on the platform at the agreed-upon point of time.

The Contractor shall clear up any legal implications regarding the system operation by adding proper disclaimers, statements, and measures to the system for worker data collection and sharing.

Given that there will be users from European Union countries, the Contractor shall be aware of the applicable rights of individuals who could exercise General Data Protection Regulations (GDPR) rights during the design of the platform and relevant processes.

The Contractor shall restrict the use of any personal data collected during the contract to purposes related to this Assignment.

The System should have an enforced data disposition policy, and CIC data must be disposed of within FOURTEEN (14) working days if the services are terminated by CIC.

The Contractor should assure its subcontractor(s), if any, provides the same level of protection (technical and administrative) and compliance control.

When the Contractor engages with third parties, whether for the supply of products (e.g., system, application) or services and such engagement involves the processing of Personal Data, it is necessary to qualify the role of the third party. The third party can be a separate Data User, or a Data Processor.

(a) Due diligence shall be required in respect of the data protection requirements on each third-party processing Personal Data. The due diligence also requires the completion of an IT Security Risk Assessment of the third-party supplier, when necessary (e.g., if the third party provides IT services).

(b) Where relevant, the Contractor may initiate an audit of the third party to ensure relevant security measures or processes are in place. Contracts with third parties processing Personal Data on behalf of CIC shall, wherever possible, include adequate data processing clauses that contain, but are not limited to, the following topics:

- Notify the CIC immediately if a personal data breach or incident occurs.
- Respond to requests from individuals exercising their privacy rights.
- The Personal Data being processed is subject to appropriate security measures.
- Comply with the audit/information requests from the CIC.

(c) Transferring Personal Data to a third party for purposes unrelated to the original purpose for which it was collected and without the data subject's consent is strictly prohibited. The Data Protection Officer shall be notified in writing and consulted.

## **Audit Control**

Logging should be enabled in applications, databases, platforms, operating systems, devices, etc. Consult with CIC IT about how and where the events should be logged. The general guidelines are as follows. Logs shall be kept for at least 1 year. Logs shall be created for the following:

- All system access, including successful and failed attempts.
- All data updates; and
- All system and application errors.
- Application operations include start-ups and shutdowns.



- Application errors and system events like runtime errors and calling other systems.

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.

All logs shall be accessible by CIC at any time. The logs shall not be modified but can only be read by authorised CIC staff.

### **Access Security**

The Contractor shall propose a solution that supports single-sign on protocols such as SAML, OpenID Connect and OAuth 2.0, to offer authentication with CIC's identity and access management service.

If the single-sign-on (SSO) protocol is not supported, a privileged account shall be assigned to CIC's dedicated person who manages permissions and access control list for CIC user access. And the account password configuration shall follow CIC's password policy. The Contractor shall not keep any account access (privileged account or non-privileged account) without CIC's approval.

The Contractor shall leverage the principle of least privilege in conjunction with role-based access control to manage various levels of access control, minimize the risk of unauthorized access, and maintain productivity by granting access rights that are necessary and appropriate for each user's responsibilities.

The Contractor can only access the types, service or the classifications of information that are authorised by CIC.

The use of special privileges shall be restricted, controlled, and logged.

Access to system utilities shall be strictly controlled and only granted with a defined need.

The system shall be monitored to ensure it complies with access policies and standards. All passwords entered on the screen must be disguised. It is forbidden to use passwords for any purpose other than authentication.

The password complexity shall follow the CIC's password standard.

## **Security Updates and Patching**

The Contractor shall provide system security maintenance within the maintenance period. Security patches shall be applied at least once every 6 months, including for the operating system, system service, as well as any third-party components like service libraries used by the system.

Emergency patching should be applied to the application system to address security deficiencies or other vulnerabilities that make the environment susceptible to compromise or cause information leakage. When such a need arises, it should be addressed within TWO (2) months, or a period agreed upon by CIC.

The Contractor shall provide 7 days' notice prior to any scheduled maintenance.

The Contractor shall also support fixing any issues reported by the CIC cybersecurity team.

## **Data Retention**

The Contractor shall agree upon data deletion and retention requirements and assurance of proper disposal or deletion of CIC's data when it is no longer needed or upon CIC's request are required.

The Contractor shall implement administrative features, scheduled jobs, and/or manually executed scripts to achieve the CIC data retention policies and requirements.

## **Cloud Security**

If any cloud services are required, the cloud service provider shall comply with the globally recognised industry security standards, such as:

- ISO27001:2022 (Information security management) or equivalent.
- ISO 27017 (Code of practice for information security controls for cloud services) or equivalent.
- ISO 27018 (Code of practice for the protection of personally identifiable information (PII) in public clouds) or equivalent.
- SOC 2 Type 2 report (Security, availability, processing integrity, confidentiality, and privacy controls' attestation and assurance).
- and shall provide the corresponding certificates to CIC for review.

The Contractor should arrange cloud services or resources dedicated to CIC in separate and independent subscriptions from other customers. And the Contractor shall build the solution under CIC's own tenant, if applicable.

The Contractor shall ensure sensitive data stored in cloud storage shall be encrypted, and the encrypted key shall be managed by CIC.

The Contractor shall ensure data are primarily stored in the Hong Kong region. Unless agreed by CIC, no sensitive data, even the backup copy, can be transferred out of the Hong Kong region.

The Contractor shall provide a mechanism that leverages cloud technology to manage data backup and restore.

The Contractor shall provide a mechanism for dedicated cloud resources to be accessible only from CIC on-premises offices by VPN or IP whitelisting, if applicable.

## **Web Security**

The Contractor shall ensure the proposed Website or Web Application adopts OWASP Top 10 (<https://owasp.org>) web security awareness document.

The Contractor shall ensure all connections to the website are using HTTPS protocol TLS 1.2 or above, and strong ciphers should be applied. The Contractor shall avoid the redirect chain containing HTTP.

The Contractor shall conceal all system and application information (e.g., platform type, technology used, and application version number, etc....) that may be disclosed to the public.

The Contractor shall guarantee that cookies are not stolen by adopting the secure flag, appropriate configuration shall be set.

The Contractor shall ensure appropriate HTTP Security Headers to be applied and correct value to be configured to strengthen our website against from external attacks, including Content Security Policy (CSP) directives, permissions policy directives, and cookies.

The Contractor shall adopt reCAPTCHA or similar bot protection approach to prevent bad bots on any input page in website.

The Contractor shall carry out comprehensive vulnerability scanning for applications with third-party audit assessors or tools. It should have accurate vulnerability coverage which minimises false positives and false negatives to ensure that security teams understand the true security risks in their web applications. The scan report shall be sent to CIC for review and approval. Any issues found should be fixed prior to the production launch. The scanning tools should be included but not limited to system (OS) vulnerabilities scan, application scan, refer to OWASP top ten web application security risks.

## **Incident Handling**

The Contractor should have mechanisms in place to detect security incidents promptly. This can include intrusion detection systems, monitoring tools, and employee reporting procedures.

Upon identifying a security incident, the Contractor shall have a designated point of contact or team responsible for initiating the incident response process.

The Contractor shall notify CIC within TWENTY-FOUR (24) hours of any security issues or security incident which related to the contractor, contractor provided services

or any subcontractors. The security issues refer to information leakage of CIC sensitive data, personal data breaches, unauthorized access, and any issues that impact service availability to CIC. The notification shall be sent by phone and email to CIC's subject officer, CIC's cybersecurity team and CIC's legal team.

The Contractor shall reserve all the relevant system logs or information for further forensic investigations.

The Contractor shall investigate the scope of the incident, identify the root cause, and assess the impact on their own systems and the systems of the contracting organization.

The Contractor shall provide remediation methods and incident reports in details. If the security incident involves personal data, an initial report shall be given to CIC within 24 hours. Timely updates shall be shared to CIC until the incident is fully addressed. A detailed report should be shared with CIC within 90 days.

# Event Safety Manual

Ref. (574) in P/AE/PUR/AGC

Construction Industry Council (CIC) serve as an industry platform, various types of event will be organized by different department along a year. In view to assist event project team could manage and deliver whole event in proper and safe manner, this manual is going to provide guidance to event project team from event initiation to event completion.

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)**.

For ensuring whole event can be delivered in safe manner, project team shall take proactive step to manage the event project including:

- Vendor selection
- Define contractual requirement
- Hazard identification and control
- Monitor and communicate with vendor

In order to provide better understand for project team to manage the event project, guidance and safety requirement have been prepared as listed below. Project team shall determine the event classification by using **Appendix 1** at the beginning and follow stated requirement to manage the event project.

1. Event classification and related requirement (Appendix 1)
2. Project team action list for handling safety (Appendix 2)
3. Contractual requirement for high risk event (Appendix 3)
4. Method Statement Coverage & Sample Format of Risk Assessment (Appendix 4)

Version: 2023122

# **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<sup>#</sup> only (no works on ladder)
7. All work over 2 meters shall employ proper working platform<sup>#</sup>
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

<sup>#</sup> platform – shall comply requirement stated in Labour publication 'Overview of Work-at Height Safety'

# 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

# Sample Format of Risk Assessment

Project name:

Setup Date:

Dismantle Date:

Setup Venue:

RISK ASSESSMENT PROCEDURE

The event manager should carry out a risk assessment and shall consult the venue owners (in accordance with their works & installation guidelines and handbook), contractors and heads of department to obtain such information as is needed from them to complete the risk assessment properly.

The purpose of the risk assessment is to:

- 1) Ensure that no necessary risks are taken.
- 2) Identify risks.
- 3) Identify ways of reducing risks.
- 4) Make those involved with the event conscious of the risks.

Each potential hazard and risk should be identified using the checklist below. It is the responsibility of the event manger through consultation with the venue owner, contractors and heads of department to consider whether there are any further hazards (not identified on the checklist)

PROBABLE FREQUENCY	SEVERITY
1 = Improbable risk	1 = Trivial occurrence / Injury (ies)
2 = Possible risk	2 = Minor occurrence / Injury (ies)
3 = Regular risk	3 = Serious occurrence / Injury (ies)
4 = Common risk	4 = Major occurrence / Injury (ies) / Death

L – Likelihood ; S – Severity ; R – Risk rating (L x S) ; ARR – Anticipated Residual Risk;				
Likelihood (L)	Very Likely (L = 4)	Likely (L = 3)	Unlikely (L = 2)	Highly unlikely (L = 1)
Severity (S)				
Fatality (S = 4)	High (R = 16)	High (R = 12)	High (R = 8)	Medium (R = 4)
Major injury (S = 3)	High (R = 12)	High (R = 9)	Medium (R = 6)	Medium (R = 3)
Minor injury (S = 2)	High (R = 8)	Medium (R = 6)	Medium (R = 4)	Low (R = 2)
Negligible injury (S = 1)	Medium (R = 4)	Medium (R = 3)	Low (R = 2)	Low (R = 1)

The probable frequency is multiplied by the severity to calculate the risk. Risk assessment will therefore identify the degree of potential danger for each category and such information shall be used to consider how a risk can be minimized.

THE RISK ASSESSMENT BELOW IS NOT INTENDED TO BE A SUBSTITUTE FOR INTELLIGENT LEADERSHIP AND COMMON SENCSE. A COMBINATION OF THESE TWO CHARACTERISTICS, TOGETHER WITH ENSIBLE APPLICATION, SHOULD LEAVE NO ROOM FOR THE IDENTIFIED HAZARDS TO BE REALISED.

Operation	Involved Person	Identified Risk	Likelihood	Severity	Risk Level	CONTROLS & MITIGATION	Likelihood	Severity	ARR	ACTION BY

# 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
<b>人</b> 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	
<b>機</b> 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	
<b>物</b> 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	
<b>法</b>	<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
<b>環</b> 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"/> 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"/> 觸電 / 火警 / 爆炸	<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"/> 密閉空間 / 有害氣體 / 高噪音	<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"/> 有高空下墮物 / 物料下墮 / 地面下陷 / 崩塌	<input type="checkbox"/> 控制下墮物料來源 / 加設支撐 / 椿頂 <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"/> 機械 / 車輛撞擊	<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"/> 天氣(酷熱 / 嚴寒 / 大雨 / 雷暴 / 颱風)	<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"/> 動物 / 昆蟲 / 細菌感染 / 疾病傳染	<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

如上列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		

Memorandum of Agreement  
of  
Provision of Event Management and  
Production Services  
for  
Construction Innovation Expo 2025  
for  
Construction Industry Council

April 2025

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**To be Signed by a Contractor**

**MEMORANDUM OF AGREEMENT**

MEMORANDUM OF AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_  
2025 BETWEEN THE CONSTRUCTION INDUSTRY COUNCIL of <sup>1</sup> \_\_\_\_\_  
\_\_\_\_\_ (hereinafter called “the Employer”)  
of the one part and <sup>2</sup> \_\_\_\_\_  
\_\_\_\_\_ of <sup>3</sup> \_\_\_\_\_

(hereinafter called “the Contractor”) of the other part WHEREAS the Employer requires the Contractor to execute, complete and maintain the whole of the said works in respect of Provision of Event Management and Production Services for Construction Innovation Expo 2025 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, General Conditions of Contract 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) Assignment Brief and its Annexes
  - (d) Technical Proposal and Fee Proposal
  - (e) General Conditions of Contract
  - (f) Contractor's Safety Requirements
  - (g) Guidelines On Work-Above-Ground Safety
  - (h) Any relevant correspondenceall of which are annexed hereto.
2. The Director for the purposes of this Agreement shall be <sup>4</sup> \_\_\_\_\_  
\_\_\_\_\_
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 severally <sup>5</sup> 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 <sup>6</sup> )  
 )  
 )

in the presence of  
Signature, name and address

(a) SIGNED for and on behalf of )  
the Contractor by <sup>7</sup> )  
 )  
 )

in the presence of  
Signature, name and address

**OR**

(b) SIGNED for and on behalf of and as )  
lawful attorney for <sup>2</sup> )  
under power of )  
attorney dated )  
By )

in the presence of  
Signature, name and address

**OR**

(c) SIGNED on behalf of the Contractor by <sup>8</sup> )  
 )  
 )  
 )

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 Contract**  
**for**  
**the Construction Industry Council**

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## **General Conditions of Contract** **for the Construction Industry Council**

### **1 Definitions**

In the Contract 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, General Conditions of Contract, any Special Conditions of Contract, the Assignment Brief and its annexes (if any), the 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 (if any) or the Purchase Order.

“Assignment Brief” means the document attached to the Memorandum of Agreement which describes the Project and sets out the details of the Assignment or the part of the Purchase Order which describes the Project and sets out the details of the Assignment. All other amendments/variations made due to the Project shall also be regarded as part of the works included under the Assignment.

“Contract” means the Agreement or the Purchase Order (as the case may be).

“Contractor” means the person, consultant, firm or company who enters into a Contract with the Employer, including the Contractor’s permitted assignees.

“Constructional Plant” means all appliances or things of whatsoever nature required for the execution of the Works but does not include materials or other things intended to form or forming part of the permanent work or vehicles engaged in transporting any personnel, Constructional Plant, materials or other things to or from the Site.

“Defects Liability Period” means the defects liability period named in the Contract commencing on the day following the date of completion of the Works or any Section or part thereof certified by the Employer’s Representative in accordance with Clause 59.

“Deliverables” means all the reports, drawings, documents, software, certificates and other items described in the Assignment Brief or the Purchase Order which are to be produced by the Contractor under this Contract.

“Employer” means the Construction Industry Council.



“Employer’s Representative” means the Project Director or the Project Manager.

“Goods”, “Services” and “Works” means goods, works, services, surveys and investigations and/or other duties and obligations as may be prescribed by the specifications/requirements to be supplied or done by the Contractor under the Contract.

“Government” means the Government of the Hong Kong Special Administrative Region.

“HKSAR” means the Hong Kong Special Administrative Region.

“Intellectual Property Rights” means trademarks, service marks, patents, design rights, trade names, copyright, domain names, database rights, new inventions, rights in know-how, designs, processes, and other intellectual property rights whether now known or created in future (of whatever nature and wherever arising) and in each case whether registered or unregistered and including applications for the grant of any such rights;

“Project” means the scheme described in the Contract.

“Project Director” means the person as may be appointed from time to time by the Employer and notified in writing to the Contractor to act as the project director for the purposes of the Project.

“Project Manager” means the person as may be appointed from time to time by the Employer and notified in writing to the Contractor to act as the project manager for the purposes of the Project.

“Project Materials” means the goods, services, works and/or deliverables manufactured, created, generated, supplied, performed or done by the Contractor in discharging its duties in relation to the Goods, Services, Works and/or the Deliverables under the Contract, including but not limited to the Goods, Services, Works and Deliverables.

“Purchase Order” means a purchase order issued by the Employer to the Contractor requesting the supply of Goods, Services and/or Works herein including the contents of the quotation and the terms and conditions hereof. The Purchase Order is limited to the terms and conditions:-

- (i) specified herein;
- (ii) specified on the contents of the purchase order so issued to the Contractor; and
- (iii) if applicable, specified in the Employer’s written agreement with the Contractor.

## **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 Headings**

The index, marginal notes or headings in any documents forming part of the Contract shall not in any way vary, limit or extend the interpretation of the Contract.

### **4 Laws**

- (A) The Contract shall be governed by and construed according to the laws for the time being in force in the HKSAR.
- (B) The Contractor shall comply with all laws of HKSAR. The Contractor shall not employ illegal workers or any person who are forbidden by the laws of HKSAR or not entitled for whatever reasons to undertake any employment in HKSAR for the purpose of performing its obligations under the Contract. The Contractor and those engaged by the Contractor shall hold valid licences when performing the Contractor's obligations under the Contract whenever so required by the law.

### **5 Interpretation**

The Interpretation and General Clauses Ordinance (Cap. 1) shall apply to the Contract. Words importing one gender (whether masculine, feminine or neuter) shall be taken to include any other gender where the context requires.

### **6 Memorandum of Agreement**

Where the Contract is an 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 Contract provides to the contrary, the provisions of the Special Conditions of Contract shall prevail over those of any other document forming part of the Contract.
- (B) Subject to sub-clause (A) of this Clause the several documents forming the Contract are to be taken as mutually explanatory of one another but in the case of ambiguities and discrepancies the same shall be subject to the Employer's interpretation and adjustment.

## 8 Use of English Language and Metric Units

All the correspondence in connection with the Contract shall be in English. All Deliverables shall be in English and metric units shall be used throughout, unless otherwise stated in the Contract or approved by the Employer or the Employer's Representative in writing.

## 9 Confidentiality

- (A) Except otherwise explicitly declared by the Employer as non-confidential, all information and documents provided by the Employer to the Contractor or created by the Contractor in the course of or as a result of the Project shall be regarded as confidential information ("**Confidential Information**"). The Contractor shall take all practical measures to protect the Confidential Information from unauthorized access, disclosure, erasure or use for purposes other than this Project.
- (B) Save for the purposes of performing the Contract, the Contractor shall not disclose any and all Confidential Information, the terms and conditions of the Contract or any information, specifications, documents, drawing, plan, software, data or particulars furnished by or on behalf of the Employer or the Employer's Representative in connection therewith, to any person other than a person employed or engaged by the Contractor in performing the Contract or any approved sub-consultants / sub-contractors or the Contractor's legal and insurance advisers, except where required by law or regulation, order of the Court, arbitral authority of competent jurisdiction, requested by a professional body of which the Contractor is a member or disclosure of Confidential Information is with prior written consent from the Employer.
- (C) Any disclosure to any person, sub-consultants / sub-contractors or advisers permitted under sub-clause (B) of this Clause shall be in strict confidence and shall extend only so far as may be necessary for the purpose of the Contract and the Contractor shall take all necessary measures to ensure the confidentiality of any such disclosure.
- (D) The Contractor shall ensure that all receiving parties of the Confidential Information are informed of its confidential nature and procure the receiving parties to treat such information in strict confidence. The Contractor shall be responsible for the consequences of any breach of the confidential obligation, whether on the part of the Contractor itself or the receiving parties to whom the Contractor discloses the Confidential Information.
- (E) The Contractor shall not without the prior written consent of the Employer,

which consent shall not be unreasonably withheld, to make any public announcement, press release or otherwise publish, either alone or in conjunction with any other person, in any newspaper, magazine, or periodical, any article, photograph or illustration relating to the Contract.

- (F) If the Contractor has provided the Employer or the Employer's Representative with documents and information which the Contractor 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 Employer or the Employer's Representative within TWO (2) months of receipt of such information by notice in writing disagrees, such information will be treated as confidential. The Employer and the Employer's Representative shall not permit the disclosure of such confidential information to third parties without the prior written consent of the Contractor.
- (G) All personal data submitted by the Contractor will be used by the Employer for the purpose of this Contract only. By entering into the Contract, the Contractor is regarded to have agreed to and to have obtained from each individual whose personal data is provided by the Contractor to the Employer for the purpose of the Contract, his consent for the disclosure, use and further disclosure by the Employer for the purposes of the Contract and all other purposes arising from or incidental to it. Under the provisions of the Personal Data (Privacy) Ordinance (Cap. 486) ("**PDPO**"), an individual to whom personal data belongs and a person authorized by him in writing has the right to request access to or correction of personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the PDPO. The right of access includes the right to obtain a copy of the personal data provided. Written enquiries or requests should be addressed to the Project Manager with sufficient details, failing which the Project Manager may be unable to process and consider the incomplete information submitted.
- (H) Should the Project be terminated prematurely due to any reasons or completed satisfactorily as certified by the Employer or the Employer's Representative, the Contractor shall return all related findings, statistics, documents, materials belonging to the Employer and related to the Contractor, and/or destroy any information collected from the Employer or the Employer's Representative including both hard copies and electronic copies within SEVEN (7) working days of the termination or completion.
- (I) The sub-clauses of this Clause shall survive the termination of this Contract (however occasioned) and shall continue in full force and effect

notwithstanding such termination.

## 10 Data Privacy

- (A) If for the purposes of the Contract the Contractor collects personal data on the Employer's behalf or the Employer will entrust personal data with the Contractor, the Contractor shall comply in all aspects with the Personal Data (Privacy) Ordinance (Cap. 486) and any other applicable data protection laws and regulations in relation to the personal data that it collects or processes on behalf of the Employer.
- (B) The Contractor shall procure that its sub-contractors be subject to the same data protection obligations the Contractor owes to the Employer and remain fully liable to the Employer for the fulfillment of the obligations of itself and its sub-contractor(s).
- (C) The Contractor shall have personal data protection policies and procedures in place and implemented and provide adequate training to its relevant staff. The Contractor shall take all reasonable precautions and exercise all due diligence to protect the entrusted personal data from leakage, unauthorized or accidental access, processing, erasure, loss or use.
- (D) Save for those personal data with the purpose for which has not been fulfilled, timely return, destruction or deletion of the personal data shall be strictly abided by the Contractor. The use or disclosure of the personal data for any purpose other than the purpose for which the personal data is entrusted to the Contractor by the Employer under the Contract is strictly prohibited.
- (E) The Contractor shall notify the Employer ~~as soon as practicable~~ **promptly and without undue delay** of any potential data breach involving the entrusted personal data. ~~and~~ **The Contractor and its applicable sub-contractors shall cooperate with the Employer to investigate and** mitigate the relevant impact and prevent any recurrence. The Contractor shall also comply with any requests or directions from the Employer and the related authorities/regulators in relation to the personal data.
- (F) The Contractor shall give all reasonable assistance to the Employer for the purpose of audit inspection by the Employer on such records, personal data and other information held by the Contractor in relation to the handling and storage of the entrusted personal data. The Contractor shall also answer queries or supply information reasonably requested by such personnel in pursuance of such audit inspection.

- (G) The sub-clauses of this Clause shall survive the termination of this Contract (however occasioned) and shall continue in full force and effect notwithstanding such termination.

## **11 Cybersecurity**

- (A) The Contractor shall take and procure that its sub-contractors to take all reasonable cybersecurity measures to protect any and all information and data (including personal data mentioned in this Clause) relating to the Assignment stored or processed electrically from leakage or divulgence and ensure that no such information and/or data would be accessed or obtained or viewed or otherwise known to third parties that are not meant to be involved in the Contractor's discharge of its obligations under the Project.
- (B) The Contractor shall be and procure that its sub-contractors to be keenly aware of cybersecurity risks such as phishing attacks, Internet of Things attacks, identity theft, ransomware, password attacks, web attacks, malware attacks, etc., ensure that its electronic devices used to store / process / transfer such information / data are immune from such risks, and avoid all such risks.
- (C) If any information and/ or data (including personal data mentioned in this Clause) is leaked or divulged or accessed or obtained or viewed or otherwise known to third parties that are not meant to be involved in the Contractor's discharge of its obligations under the Project as a result of the Contractor's breach of its duties under sub-clauses (A) and (B) above, the Contractor shall indemnify the Employer from all loss and/of damage suffered by the Employer so caused by the Contractor's breach.
- (D) The sub-clauses of this Clause shall survive the termination of this Contract (however occasioned) and shall continue in full force and effect notwithstanding such termination.

## **12 Information to be supplied by the Employer**

The Employer shall keep the Contractor informed of such matters as may appear to him to affect the performance of his duties under the Contract and shall give such assistance, approvals, and decisions in writing as and when they shall reasonably be required for the Contractor's performance of his duties under the Contract.

### **13 Information to be supplied by the Contractor**

The Contractor shall keep the Employer and the Employer's Representative informed of all matters related to the Contract within the knowledge of the Contractor including details of all staff employed by the Contractor and all other people directly or indirectly engaged by the Contractor and shall, when requested to do so, answer all reasonable enquiries received from the Employer and the Employer's Representative, render reports at reasonable intervals when asked to do so and make viable recommendations to the Employer and the Employer's Representative as to the manner in which the Assignment should be proceeded with.

### **14 Retention of Documents and Audit Inspection**

- (A) For a period of TWO (2) years commencing from the completion of the Works or provision of the Services or supply of the Goods under the Contract, the Contractor shall retain and provide space at its own costs to retain all softcopies and hardcopies of all his records, data, accounts and other information in respect of or in relation to its discharge of its obligations under the Contract.
- (B) The Contractor shall give all necessary assistance to Employer for the purpose of audit inspection to inspect such records, data, accounts and other information whatsoever in relation to the Project and shall answer queries and/or supply information reasonably requested by such personnel in pursuance of such audit inspection.

### **15 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 Employer and the Employer's Representative in all matters relating to the Deliverables.

### **16 Inspection**

- (A) The Contractor shall permit the Employer and the Employer's Representative to enter its premises at any reasonable time in order to inspect the Goods, Services and/or Works in the course of manufacture, provision or storage. If, as a result of such inspection, the Employer or the Employer's Representative is not satisfied that the Goods, Services and/or Works will comply with the Contract requirements, it shall notify the Contractor in writing and the Contractor shall, as soon as possible, take all necessary steps to ensure compliance. An inspection or notification by the Employer or the Employer's Representative (with or without comments or approval) shall not relieve the

Contractor of its obligations under the Contract. It remains the Contractor's duty to ensure full compliance with its obligations under the Contract.

- (B) The Contractor shall at all times provide the Employer and the Employer's Representative with reasonable facilities to inspect or view the Goods, Services and/or Works, documents, records and correspondence in the Contractor's possession relevant to the Contract.

## **17 Approval of Documents**

- (A) The Contractor shall, when so requested by the Employer or the Employer's 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 the Employer's Representative may specify or require.
- (B) No such approval shall affect or relieve the Contractor of its obligations under the Contract.

## **18 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 or the Employer's Representative and, subject to any limitations imposed by the Employer or the Employer's Representative in any letter of authority granted by the Employer or the Employer's Representative, the Employer or the Employer's Representative may delegate his powers to such other person.

Where the Contractor for whatever reason does not manage to reach the Employer's Representative for the purposes set out in the Contract, the Contractor shall liaise with the Employer direct for those purposes. For the avoidance of doubt, the Employer has the power to exercise any right conferred upon the Employer's Representative and may exercise the same as it sees fit.

## **19 Amendments to the Assignment Brief**

- (A) The Employer shall make any changes to the Assignment Brief 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 Assignment Brief shall be referred to the Employer for his clarification or instructions regarding further action.



## 20 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 Contract.

## 21 Consultation

The Contractor shall, as may be necessary for the successful completion of the Assignment, consult all authorities, including public utility companies, those who may be specified by the Employer in connection with the Assignment and bodies or persons affected by the Assignment.

## 22 Response to Queries

- (A) The Contractor shall promptly respond to queries on the findings and conclusions of this Assignment raised during the period defined in the Assignment Brief by the Employer, the Employer's Representative or by any person who may be appointed or nominated by the Employer or the Employer's Representative for the Project.
- (B) The Contractor shall use his best endeavours to promptly respond to queries on the findings and conclusions of this Assignment raised after the period defined in the Assignment Brief by the Employer or any person who may be appointed or nominated by the Employer.

## 23 Exclusive Ownership and Intellectual Property Right Indemnities

- (A) The Contractor guarantees that neither the sale nor use of goods nor the performance or provision of the Project Materials will infringe any local or foreign copyright, patent or trade mark or any kind of Intellectual Property Rights.
- (B) The Contractor shall indemnify and keep the Employer, 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 arising from the Contractor's infringement of any kind of Intellectual Property Rights ("**IP Claims**") in performing its duties under the Contract; 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 arise directly or indirectly from or relate to the Contract. The indemnity herein shall survive termination of this Contract (howsoever occasioned).

- (C) In event of such IP Claims, the Contractor shall do all things and take such action (including procuring any required licenses, consents or authorizations or modifying or replacing any infringing item) without charge to the Employer as shall be necessary to prevent or remedy (without detracting from the overall functions or performance) any infringement, provided that the Employer will use reasonable endeavors to mitigate its loss; the Contractor shall at all times act in such a way as to minimize interruption and disruption to the operation of the Employer.
- (D) The Employer shall become the exclusive owner of all Project Materials, save those Project Materials under licence or those Project Materials in respect of which there is a pre-existing copyright or patent, supplied or produced by, for or on behalf of the Contractor under the Contract. Notwithstanding the above, the Contractor hereby grants the Employer and its affiliates an irrevocable royalty free license to use, copy or modify such pre-existing materials for its internal business purposes.
- (E) The Intellectual Property Rights in the Project Materials shall upon creation be vested in the Employer. In the event that the Contractor requests and the Employer grants written consent such that the Intellectual Property Rights for specific Project Materials are not assigned to the Employer, the Contractor hereby grants to the Employer and its affiliates an irrevocable royalty free license to use, copy or modify the Project Materials with a right to sublicense those Project Materials to third parties for any purposes intended by the Employer. For the avoidance of doubt, any such license granted shall not be determined if the Contract is suspended or terminated pursuant to Clause 43 or otherwise.

## **24 Care, Diligence and Indemnity**

- (A) The Contractor shall exercise and shall ensure that its sub-contractors

exercise all reasonable professional skill, care and diligence in the performance of all and singular of the Services or carrying out the Works and, insofar as his duties are discretionary, shall act fairly between the Employer and any third party.

- (B) The Contractor acknowledges that time and quality are of the essence in the performance of the Contract, and the Contractor shall deliver the Goods to the designated place, provide the Services and/or carry out the Works in strict adherence to the delivery date(s) or schedule(s) or completion date set forth in the Contract or extended pursuant to the terms of the Contract or otherwise agreed by the Contractor and the Employer's Representative. If the Contractor shall fail or refuse to make delivery of the Goods in the Project Materials as aforesaid, the Employer shall have the right to cancel / terminate the Contract and to procure the Goods from any other sources and the Contractor shall be liable for any sum so incurred in excess of the Contract price.
- (C) All Project Materials are subject to inspection and rejection by the Employer notwithstanding any prior payment, which, in itself and without more, does not mean or imply the Employer's acceptance of the Project Materials. The Project Materials would be accepted by the Employer if the Project Materials have been provided / performed in accordance with the terms and conditions of the Contract and to the satisfaction of the Employer.
- (D) The Project Materials must conform in all respects with the Contract requirements. All Goods/Works in the Project Materials must be of sound materials, workmanship (and design, where the Contractor is responsible for this), and shall be equal in all respects to relevant samples or patterns provided by or accepted by the Employer. All Services in the Project Materials shall be performed in a sound manner and shall be free from any defects (major or minor) including (to the extent that the Contractor is responsible for design) defects in design or installation.
- (E) The Project Materials shall be in accordance with any applicable local or international standards. The Project Materials shall at the time of delivery or performance comply with all relevant requirements of any applicable statute, statutory rule or order or other instrument having the force of law.
- (F) The Employer's signature given on any delivery note or other documentation presented for signature in connection with delivery of the Project Materials only suggests the receipt of the Project Materials, and is not evidence of actual quantity, quality or condition of the Project Materials or the

Employer's acceptance of the Project Materials.

- (G) Acceptance of all or part of the Project Materials shall not:-
- (i) waive the Employer's right to cancel or return all or any portion of the Project Materials that do not conform to the Contract requirements;
  - (ii) oblige the Employer to accept future delivery of the Project Materials; or
  - (iii) preclude the Employer from making any claim for damages or breach of warranty; or
  - (iv) prejudice the Employer's right to reject any and all of the Project Materials that do not meet the provisions of sub-clause (D) of this Clause.
- (H) All Project Materials must pass the Employer's acceptance tests. The Employer shall be entitled to reject any and all Project Materials that do not meet the provisions of sub-clause (D) of this Clause. If by the nature of the Project Materials any defects or any failure to conform to sub-clause (D) of this Clause does not or would not become apparent (despite the carrying out of any examination or acceptance tests) until after use, the Employer may reject the same even after a reasonable period of use. No Project Materials returned as defective by the Employer shall be replaced by the Contractor without a prior written notice by the Employer of the rejection.
- (I) Any Project Materials rejected under sub-clause (H) must at the request of the Employer be replaced or re-performed as the case may be by the Contractor at the Contractor's own expense. Alternatively, the Employer may elect (at the Employer's option) to terminate the Contract pursuant to the terms and conditions of Contract in respect of the rejected Project Materials in question and the whole of the remainder of the Project Materials (if any) covered by the Contract. All rejected Goods of the Project Materials will be removed from the site and returned to the Contractor at the Contractor's expense. If the Contractor fails to remove the rejected Goods from the site, the Employer may continue to store such Goods and the Contractor shall fully reimburse the Employer for all storage costs and delivery costs incurred or to be incurred immediately upon the Employer's demand in writing.
- (J) Without prejudice to the Employer's rights under sub-clause (I) under this

Clause, the Employer shall be entitled to return any Goods to the Contractor for a full refund in respect of such returned Goods within THIRTY (30) days of the Employer's demand for return. All rejected Goods of the Project Materials will be returned to the Contractor at the Contractor's expense. If the Contractor fails to so refund within THIRTY (30) days of the Employer's demand for return, the Contractor shall be liable to pay interest on such amount(s) to be refunded at an interest rate of 1% above the rate of prime.

- (K) 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 carrying out the Assignment.
- (L) The Contractor shall advise the Employer, as soon as practicable, of any actual or foreseeable delay in meeting the delivery schedules or date for completion and the reason therefor.
- (M) 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 or sub-consultants/sub-contractors of all tiers, in carrying out the Assignment.
- (N) The Contractor shall be liable for, and shall indemnify the Employer 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 the Contract, save to the extent that the same may be due to any deliberate default, negligence or willful misconduct of the Employer or of any person for whom the Employer is responsible.
- (O) The Contractor shall be liable for, and shall indemnify the Employer 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 the Contract, save to the extent that the same may be due to any deliberate default, negligence or willful misconduct of the Employer or of any person for whom the Employer is responsible.
- (P) The Contractor has to keep all the Contractor's property in safe custody or that of his sub-contractors and/or sub-consultants and employees on site. The Contractor shall indemnify the Employer in respect of any loss, damages,

injury or death of the Contractor, his sub-contractors/sub-consultants and employees in consequence of the malfunction of, loss of or damage to the said property, save to the extent that the same may be due to any deliberate default, negligence or willful misconduct of the Employer or of any person for whom the Employer is responsible.

- (Q) Unless it is specifically allowed in other part of the Contract, if the Contractor or the Employer shall default on carrying out its obligations under the Contract, the Contractor or the Employer may by notice in writing to request the defaulting party to perform the obligations promptly in order to avoid and minimize any loss and damage that such failure may cause. In addition, the defaulting party shall indemnify any direct loss or damages so caused to the Contractor or the Employer (as the case may be) as a result of the default of this Contract.
- (R) If either the Contractor or the Employer has breached any terms and conditions under this Contract, the defaulting party shall indemnify against all related actual financial losses and expenses necessarily incurred by the Contractor or the Employer (as the case may be) arising from the breach.
- (S) The Employer has the rights to recover any expense, loss or claim from payment payable to the Contractor by notice in writing, the same may be deducted or offset from any sum then due or which at any time thereafter may become due to the Contractor under the Contract or any other contracts the Contractor has entered into with the Employer.
- (T) The Contractor's liability for loss or damages arising from or in relation to this Project, as a result of breach of contract, tort (including negligence,) or otherwise in relation to the Contractor's performance of its obligations under the Contract, is limited to a liability cap as THREE (3) times of the Contract sum. This sub-clause does not apply when the Court or an arbitral tribunal finds that the Contractor has engaged in willful misconduct or fraudulent behavior or gross negligence or a fundamental breach of the Contract.
- (U) The sub-clauses of this Clause in respect of the Contractor's obligations to indemnify the Employer shall survive the termination of this Contract (however occasioned) and shall continue in full force and effect notwithstanding such termination.
- (V) Subject always to the Employer's right of rejection (in which case all title to and risks in any rejected Goods in the possession of the Employer shall remain with or pass back to the Contractor upon the Employer's request for

rejection), all title to and risks in the Goods shall pass from the Contractor to the Employer upon delivery and written acceptance of the Goods by the Employer.

- (W) The Contractor shall provide and employ and shall ensure that any of his sub-contractors shall provide and employ in connection with the execution of the Works or the Services sufficiently skilled, competent, qualified, experienced personnel as is necessary for the proper and timely execution of the Works or the Services.

## **25 Instruction and Procedure**

The Contractor shall comply with all reasonable instructions of the Employer and the Employer's Representative. The Employer and/or the Employer's Representative may issue to the Contractor general instructions on procedure and shall supply such additional information as may be required. The Contractor shall follow such procedures as far as possible and shall obtain prior written approval from the Employer or the Employer's Representative for any intended major departure from such procedures. Nothing in this Clause shall relieve the Contractor's obligations under the Contract.

## **26 Not used**

## **27 Not used**

## **28 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 for the Employer or the Employer's Representative to agree. If any of such proposed changes are agreed by the Employer or the Employer's 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 or the Employer's Representative shall either agree the draft programme or instruct the Contractor to submit a revised draft programme which the Contractor shall prepare.

- (C) If the Employer or the Employer's Representative do not agree the revised draft programme submitted under sub-clause (B) of this Clause, he shall issue an instruction under Clause 25 to the Contractor.
- (D) When the Employer or the Employer's 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 prior written approval of the Employer or the Employer's Representative.

## **29 Payment**

~~Payments under the Contract shall be made~~ Subject to the other provisions of this Agreement and to the Contractor duly and promptly delivered the Project Materials to the satisfaction of the Employer, the Employer shall pay the Contractor in accordance with the Fee Proposal or the Purchase Order (as the case may be).

## **30 Fees to be Inclusive**

- (A) Prices and the currency shall be as specified in the Contract. Unless provided otherwise, the fees set out in the Fee Proposal or the Purchase Order (as the case may be) shall be inclusive of all taxes, labour, materials and expenses incurred in the course of provision of the Project Materials.
- (B) If required by the Employer, the detailed price list should also be provided, covering all items affecting the price such as the taxes, service charges, etc.

## **31 Payment in Hong Kong Dollars**

Unless provided otherwise, payments shall be made in Hong Kong dollars.

## **32 Expenses incurred in currencies other than Hong Kong dollars**

The Contractor shall specify in its claims for other reimbursement expenses incurred in currencies other than Hong Kong dollars the date on which the expenses were paid. Payment shall be arranged by conversion to Hong Kong dollars at the Selling (T.T.) rate in use by the Hong Kong and Shanghai Banking Corporation at the commencement of business on the date the expense was paid.

## **33 Payment of Accounts**

- (A) ~~The~~ Subject to clause 29, the Contractor shall submit to the Employer an invoice and accompanied by such documents, information and explanations as the Employer may require



~~in respect of the Project Materials. once the Project Materials have been delivered and accepted by the Employer. The Employer may request such further documentation as it deems necessary or desirable to verify the invoice.~~ Original invoices shall be submitted by mail to Employer's headquarters (of which the address may be changed upon the Employer's written notice to the Contractor) unless otherwise required by the Employer.

- (B) Except as provided for in sub-clause (C) of this Clause accounts of all money due from the Employer to the Contractor in accordance with the Contract shall be paid within THIRTY (30) days after receipt ~~of the invoice and supporting documentation requested by the Employer and verification of the Contractor's invoice and supporting documentation 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 1% above the rate of prime upon any overdue payment from the date on which the same should have been made.~~
- (C) If any item or part of an item of an account rendered by the Contractor is reasonably disputed or subject to reasonable requisitions by the Employer or the Employer's Representative, the Employer shall within THIRTY (30) days after receipt of the invoice by the Employer inform the Contractor in writing of all items under dispute or subject to requisitions. The Contractor shall cancel the original invoice and reissue an invoice for the undisputed amount within TEN (10) days.
- (D) The Contractor and the Employer shall promptly investigate any disputed invoice and shall act reasonably to resolve the dispute. Any disputed invoice or part of an invoice agreed by the Employer to be payable following resolution shall be re-invoiced as appropriate. Notwithstanding the foregoing, the Contractor shall continue to provide the Project Materials in full as if the dispute and/or requisitions did not exist.
- (E) The Contractor shall be responsible for ensuring that all information on invoices is complete and accurate, and that specific reference is made to the Contract reference number assigned by the Employer.

### **34 Rendering of Accounts**

The Contractor shall render his accounts for interim payments in accordance with the Fee Proposal or the Purchase Order (as the case may be).

### **35 Not used**

### **36 Reduction of Lump Sum Fees**

If there shall be a reduction in the Services or Works 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 19;
- (iii) clarifications or instructions given under sub-clause (B) of Clause 19;  
and
- (iv) instructions given under Clause 25;

then the Employer shall be entitled to a reduction in the lump sum fees in respect of such a reduction in the Services.

### **37 Not used**

### **38 Employer's Assignment and Novation**

- (A) The Employer may assign or transfer the whole or any part of its rights and/or benefits under the Agreement at any point in time to any third party without the Contractor's consent. Any such assignment or transfer shall be notified to the Contractor as soon as practicable.
- (B) The Employer shall have the right to novate to a third party ("**Novatee**") all of the Employer's rights, interests and benefits, obligations, liabilities and duties, without limitation, known and unknown, existing and contingent, actual and otherwise, in connection with the Agreement at any point in time. The Contractor shall enter into a novation agreement with the Employer and the Novatee to the effect that:
  - (1) the Novatee shall assume all rights, interests and benefits, obligations, liabilities and duties of, and all claims for and against, the Employer in connection with the Agreement in place of the Employer as if the Novatee were the original party to the Agreement;
  - (2) the Novatee shall have power to exercise all rights expressed to be those of the Employer under the Agreement;
  - (3) the Novatee shall perform and comply with, and be bound by, each and every duty and obligation of the Employer under the Agreement as if the Novatee were named in the Agreement in place of the Employer; and

- (4) the Contractor shall release and discharge the Employer from any and all obligations, liabilities and duties in relation to the Contractor of any kind, known and unknown, existing and contingent, actual and otherwise in connection with the Agreement.

A specimen of the novation agreement is annexed as Appendix 1 hereto.

### **39 Contractor's Non-Assignment**

The Contractor shall not, without the prior written consent of the Employer, assign or otherwise transfer the benefit and/or obligations of the Contract or any part thereof to any third party, and the performance of the Contract by the Contractor shall be deemed to be personal to the Contractor.

### **40 Employment and Replacement of sub-consultants / sub-contractors**

The Contractor shall obtain the prior written approval of the Employer for:

- (i) the appointment of sub-consultants / sub-contractors to undertake any part of the Assignment; and
- (ii) the replacement of any sub-consultants / sub-contractors appointed under sub-clause (i) of this Clause.

### **41 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 Assignment shall not relieve the Contractor from any liability or obligation under the Contract and the Contractor shall be responsible for the acts, default and neglects of any sub-consultants / sub-contractors, their agents, servants or workmen fully as if they were the acts, default and neglects of the Contractor, the Contractor's agents, servants or workmen.

### **42 Publicity relating to the Contract**

The Contractor shall submit to the Employer all advertising or other publicity materials relating to the Contract or the Project Materials in connection with the Contract wherein the Employer's name is mentioned or language used from which a connection with the Employer can reasonably be inferred or implied. The Contractor shall not publish or use any advertising or other publicity materials without the prior written consent of the Employer.

### **43 Suspension, resumption or termination**

- (A) If the Contractor is delayed or prevented from performing its obligations under the Contract by circumstances beyond its reasonable control (including acts of God, war, riot etc.), such performance shall be suspended and if it cannot be completed within a reasonable time after the due date as specified in the Contract, the Contract may be terminated by the Employer.
- (B) Unless sub-clause (A) of this Clause apply, the Employer reserves the right to terminate the whole or any part of the Contract or any consignment on account thereof if the same is not completed in all respects in accordance with the instructions and requirements specified in the Contract and with the foregoing conditions, in particular with Clause 24, compliance with which by the Contractor is of the essence and a fundamental condition of this Contract.
- (C) The Contract may be suspended or terminated by the Employer for convenience without giving any reason by giving the Contractor ONE (1) month's prior notice in writing.
- (D) Upon suspension or termination and unless the provisions in this Contract otherwise provide, the Contractor shall be paid all fees and expenses commensurate with the Services performed by them and accepted by the Employer 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 deliver to the Employer documents in its possession, custody and/or 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 the termination or suspension caused by the Contractor or arising from a fault on the part of the Contractor.
- (E) In the event of suspension or termination and unless the provisions in this Contract otherwise provide, the Contractor shall be entitled to reimbursement of the actual cost of or an amount in fair compensation for the related actual financial commitment or obligation outstanding after the giving of the notice of suspension or termination which he has properly incurred in accordance with the Contract prior to the giving of the notice of suspension or termination.
- (F) The payments referred to in sub-clauses (D) and (E) of this Clause shall be deemed in full and final payment for the Project Materials 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.

- (G) For service resumption after suspension, the Employer shall give a written notice to the Contractor in no less than SEVEN (7) working days before the planned resumption date of the Project. The Contractor shall thereafter continue with the Services with the same terms and conditions set forth in the Contract. The Project period shall be extended for a period corresponding to the period of suspension or otherwise mutually agreed between the Employer and the Contractor.
- (H) In the event of suspension and subsequent resumption of the Project the Contractor shall be reimbursed any expenses necessarily incurred as a result of such resumption.
- (I) If the Project 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 payable payment under the Contract.
- (J) Should the Contract continue to be suspended for a period of more than two years then either:
  - (i) it may be terminated upon the written notice of either party; or
  - (ii) it may be renegotiated with the agreement of both parties.
- (K) Upon expiry or early termination of the Contract (howsoever occasioned):
  - (i) the Contract shall be of no further force and effect, but without prejudice to:
    - (1) the Employer's rights and claims under the Contract or otherwise at law against the Contractor arising from antecedent breaches of the Contract by the Contractor (including any breach(es) which entitle the Employer to terminate the Contract);
    - (2) the rights and claims which have accrued to a Party prior to the Termination; and
    - (3) the continued existence and validity of those provisions which are expressed to or which in their context by implication survive the termination of the Contract.

- (L) If there is any breach of GCC Clause 4, the Employer may terminate the Contract and the Contractor is not entitled to claim any compensation (except for the Project Materials that was accepted by the Employer before the termination of the Contract but was not paid for at the time of termination). The Contractor shall be liable for the related actual financial loss or expenses necessarily incurred by the Employer as a result of the termination of the Contract.
- (M) Without affecting the generality of the foregoing sub-clauses and notwithstanding any provision in this Contract, upon the occurrence of any of the following events, the Contractor is not entitled to claim any compensation (except for the Project Materials that was accepted at the Employer before the termination of the Contract but was not paid for by the time of termination) and the Employer may (a) immediately terminate the Contract without prior notice, (b) engage a replacement contractor to carry out and complete the remaining items that have yet to be completed under the Contract, (c) claim for loss, damage and/or expense incurred by the Employer against the Contractor as a result of the termination of the Contract under this sub-clause (including engaging a replacement contractor to carry out and complete the remaining items that have yet to be completed under the Contract), (d) carry out, deliver and complete such Goods / Works / Services by its own resources or by other contractors:
- (i) the Contractor, his sub-contractors of any tiers or employees or agents or the subcontractors' employees have engaged or are engaging or are reasonably believed to have engaged or be engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary or prejudicial to the interest of national security; or
  - (ii) the continued engagement of the Contractor his sub-contractors of any tiers or employees or agents or the subcontractors' employees or the continued performance of the Contract is contrary or prejudicial to the interest of national security;
  - (iii) the Contractor shall at any time become bankrupt, insolvent, or shall be placed in receivership or go into liquidation or receivership, or 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

the Employer;

- (iv) the Contractor is found to be or is reasonably suspected to have been involved in collusion in the quotation process, and breach or non-compliance with any requirements of the Anti-collusion Clause of the Terms of Quotation / Conditions of Tender (in which case the Employer also has the right to report all suspected instances of bid-rigging to the Competition Commission ("**Commission**") established under the Competition Ordinance (Cap. 619) and provide the Commission with any relevant information, including but not limited to information on the bid and the Contractor's personal data; the Contractor may also lose his right for submitting quotations or tenders to the Employer in the future);
- (v) the Contractor or the Contractor's sub-contractors of any tiers or employees or agents or the subcontractors' employees do not comply or are reasonably suspected to fail to have complied with the relevant laws of HKSAR (including but not limited to Prevention of Bribery Ordinance (Cap. 201) as set out in Clause 47 below) and the terms and conditions of the Contract;
- (vi) any serious accident (personal injury/ death/ damage to property) occurs arising from or is reasonably suspected to have arisen from the Contractor's failure to comply with any sub-clauses of Clause 50.

The Employer shall be entitled to deduct from monies otherwise payable to the Contractor to cover the actual loss being suffered by the Employer; if the monies otherwise payable to the Contractor are not sufficient to cover the Employer's actual loss, the Contractor shall be liable to fully reimburse the Employer for the same accordingly.

#### **44 Probity**

The Contractor shall at all times be a business entity of integrity. Its tendering, contracting and/or sub-contracting practices shall be transparent and the Contractor must be accountable for the same. The Contractor shall secure due and timely payment to its suppliers, sub-contractors and employees.

#### **45 Appeal to Employer**

The Contractor shall have the right to appeal to the Employer against any instruction or decision of the Employer's Representative which the Contractor considers to be unreasonable.

## **46 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 the Contract, either party shall be entitled to refer the dispute or difference to the Employer and the partner or director of the Contractor, who shall meet within TWENTY ONE (21) days of such matter being referred to them.
- (B) If the dispute or difference cannot be resolved within TWO (2) months of a meeting under sub-clause (A) of this Clause or upon written agreement of the Employer and the Contractor that the dispute or difference cannot be resolved in such meeting, 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 NINETY (90) days of either the refusal to mediate, or the failure of the mediation. The parties agree that all provisions of Schedule 2 to the Arbitration Ordinance are applicable to the arbitration.
- (D) The Hong Kong International Arbitration Centre 2014 Domestic Arbitration Rules shall apply to any arbitration instituted in accordance with this Clause unless the parties agree to the contrary.

## **47 Prevention of Bribery**

- (A) The Contractor shall duly inform his employees who are engaged either directly or indirectly in the formulation and implementation of any project of the Employer that the soliciting or accepting of an advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) (“**POBO**”) 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 Employer.



- (B) The Contractor shall prohibit and prevent his employees, agents and sub-consultants / sub-contractors or any others directly or indirectly engaged by the Contractor who are involved in this Contract from offering, soliciting or accepting any advantage as defined in the POBO when conducting business in connection with this Contract. Without the approval of the Employer, 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 in favour of, or discount to any staff of the Employer. Any such offence committed by the Contractor or his employees, agents and sub-consultants / sub-contractors or any others directly or indirectly engaged by the Contractor will render the tender null and void. The Employer may also terminate the Contract granted without prior notice and hold the Contractor liable for any loss or damage so caused to the Employer.

#### **48 Declaration of Interest**

- (A) On appointment and during the currency of the Contract, the Contractor must declare any interest that the Contractor and any of his associated companies may have in any projects or contracts with the Employer if such interest is considered to be in real or apparent conflict with the duties of the Contractor under this Contract or the duties of his associated companies under any contracts with the Employer. The Contractor shall not undertake any services, which could give rise to conflict of interest, except with the prior written approval of the Employer which approval shall not be unreasonably withheld.
- (B) In any case, the Contractor shall not undertake and shall procure that any of his associated companies does not undertake any services for any entity in respect of a contract between that entity and the Employer for which the Contractor is providing a service to the Employer.

#### **49 Insurance**

##### **(A) Employees' Compensation Insurance Policy**

- (i) Without prejudice to the Contractor's obligations, liabilities and responsibilities under the Contract and his obligation to insure by law, and unless the Assignment Brief otherwise specifies, the Contractor shall at his own expenses warrant to take out and maintain an Employees' Compensation Insurance Policy ("EC policy") covering all liabilities arising from any death of, accident or injury to any workmen or other persons in the employment of the Contractor and any sub-contractor of all tiers and the Employer and/or any related subsidiaries of the Employer 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 delivery of Goods / Works / Services including the Maintenance Period or Defects Liability Period (if applicable). In this EC policy, the Employer and/or any related subsidiaries of the Employer should be named as joint insured and “Waiver of Subrogation Clause against Construction Industry Council and/or any related subsidiaries of Construction Industry Council (if any)” should be included. Considering the Employer and/or any related subsidiaries are named as joint insured in this insurance cover, W338 Indemnity to Principal Clause is optional to be included. However, the wording of “the Company shall not be liable under this Endorsement (except under the Ordinance) in respect of any injury by Accident or Disease due to or resulting from any act default or neglect of the Principal (Employer) his servants or agents” should be removed from clause wording of W338 Indemnity to Principal Clause. 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 under item (i), the Employer may at its own discretion terminate the Contract.

- (ii) Before the commencement of delivering Goods and/or Works and/or Services under the Contract, subject to the terms of the Assignment Brief, effect and maintain an EC policy, in joint name with the Employer and/or any related subsidiaries (including Endorsements revised W348 and W204) which he is required to effect pursuant to item (i) above together in case of sub-contractor(s) involved with satisfactory proof of payment of the current premiums thereof, and produce a copy of the EC policy to the Employer unless otherwise mentioned in the assignment brief. 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 under item (ii), the Employer may at its own discretion terminate the Contract. The Contractor shall effect and keep in force during the Contract period at his own expense a policy of insurance against all claims, demands or liability aforesaid in the Contract with an insurance company of the Employer’s choice and shall continue such insurance during the continuance of the Contract.
- (iii) In the event of any of the Contractor’s sub-contractors of all tiers or employees or agents or the subcontractors’ employees suffering any injury or death in the course of the Contract and whether there be a claim for compensation or not, the Contractor shall within SEVEN (7)

working days give notice in writing of such injury or death to the Employer.

**(B) Public Liability Insurance Policy (“PLI policy”)**

Without limiting the Contractor's obligations under the Contract, and if the Assignment Brief so specifies, the Contractor shall take out and maintain until the end of the term of the contract, a PLI policy of Insurance cover in the joint names of the Employer and/or any related subsidiaries, the Contractor and subcontractors of any tier in a sum of not less than HK\$30,000,000 for any one accident and unlimited during the period of insurance, against any liability, loss, claim, expense or proceedings whatsoever incurred, sustained or made by any person arising under any Enactment or at common law, in respect of the personal injury or death of any person or the damage to any real and/or personal property arising out of the execution of the Services or any act or omission by the Contractor in connection with the Contract, with established insurers of repute, subject to the Employer's approval unless otherwise mentioned in the assignment brief. If the said PLI policy provides that the insurers will not be responsible for payment of any certain amount of compensation (including, without limitations, the amount of any excesses and deductibles), the Contractor shall be solely responsible for such payment and shall reimburse the Employer forthwith if the Employer shall be required to make such payment. For the avoidance of doubt, if the Assignment Brief specifies other requirements for the PLI policy, the requirements specified in the Assignment Brief shall prevail over the requirements under this Clause 49(B).

**(C) Contractors' All Risks including Third Party Liability Insurance Policy (“CAR policy”)**

- (i) Without limiting the obligations, liabilities and responsibilities of the Contractor under the Contract, unless otherwise specified in the Assignment Brief, the Employer has effected, with insurers of the Employer's choice, for the benefit *inter alia* of the Employer, the Contractor and his sub-contractors of any tier and other direct specialist contractors a CAR policy in respect of *inter alia*:

- (a) Loss and damage to the Works under the Contract;
- (b) Third party liability

Refer to **Appendix 2** for an **insurance synopsis** (“**Insurance Synopsis**”) and reference should be made thereto for its full terms and effect.

- (ii) CAR policy only covers contracts falling within the Contract Details as stated in the said Insurance Synopsis. Should any contract be not

covered within the Contract Details, or if it is specified in the Assignment Brief that the Employer has not effected a CAR policy, the Contractor must arrange another CAR policy in the joint name with the Employer and/or any related subsidiaries, at the Contractor's own cost, subject to the Employer's approval. Minimum coverage for third party liability under Section II of CAR policy (Liability to Third Parties) is HK\$30,000,000 for any one accident and unlimited in aggregate within the period of insurance during 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 the Employer. For the avoidance of doubt, if the Assignment Brief specifies other requirements for the CAR Policy, the requirements specified in the Assignment Brief shall prevail over the requirements under this Clause.

- (iii) The Contractor shall for himself and on behalf of all sub-contractors of any tier accept the CAR policy 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.
- (iv) The Contractor shall be deemed to have read and understood the terms, provisions, conditions, exclusions and excesses of the CAR policy. 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.
- (v) It is acknowledged and understood that the CAR policy is subject to excesses and exclusions. In the event of a claim under the CAR policy 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, the Employer 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.

- (vi) Save for any case in which the relevant loss or injury arises from any act or neglect of the Employer or any person for whom the Employer is responsible, all costs and incidental expenses incurred in relation to claims including the preparation and submission of all formal claims under the CAR policy shall be borne by the Contractor.
- (vii) The Contractor shall forward to Employer's Representative a copy of all notices and claims submitted by him or all sub-contractors of any tier pursuant to the terms of the CAR policy within 24 hours of dispatch of such notice or claim. Upon a written request from the Employer, the Employer 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 policy, and in any such event the Contractor hereby appoints, and shall procure that all sub-contractors of any tier appoint, Employer as his or their agent for that purpose.
- (viii) All monies to be received under the CAR policy shall be paid to the Employer as loss payee. The Contractor and all sub-contractors of any tier hereby irrevocably authorize the Employer to give good discharge to the insurers for such monies.
- (ix) Upon the occurrence of any loss or damage to the works under the Contract, the Contractor with due diligence shall restore the 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 policy (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 the Employer'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 policy.

(D) Professional Indemnity Insurance Policy ("PII policy")

- (i) Without limiting his obligations and responsibilities nor his liability to indemnify the Employer under Clause 24, the Contractor shall, if the Assignment Brief specifies, as from the date of commencement of the Contract, and thereafter, maintain an insurance cover up to 6 years from contract completion 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 sub-consultants of all tiers, his servants and agents of all and singular the Services.

- (ii) 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 (i) of this Clause, the Contractor may propose alternative arrangements for the Employer's approval.
- (iii) 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 full force.
- (iv) Unless otherwise specified in the Assignment Brief, the amount of insurance cover as mentioned in sub-clause (i) of this Clause shall be a minimum of THREE (3) times of the Contract sum or HK\$10,000,000 in the aggregate, whichever is higher.

## **50 Safety Precaution**

- (A) 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. The Contractor shall throughout the progress of the Works take full responsibility for the adequate stability and safety of all operations on the Site.
- (B) Pursuant to the Employer's Contractor's Safety Requirements, Factories and Industrial Undertakings Ordinance (Cap. 59), Occupational Safety and Health Ordinance (Cap.509) and all sub-legislations thereunder, whilst executing 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. The Contractor shall ensure full compliance of all such requirements.
- (C) The Contractor, his subcontractors of all tiers and employees employed by the Contractor for construction work or container handling 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 equipment/machines for the works.

- (D) In addition, the Contractor, his subcontractors of all tiers and employees employed by the Contractor for construction trade(s) of high risk under the Contract shall also hold valid Specified Trade Safety Training Certificates (commonly known as “**Silver Cards**”).
- (E) 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 the Employer 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.
- (F) Smoking is not permitted in the workplace. If the Works involve the use of naked flame, the Contractor must implement sufficient fire prevention measures.
- (G) The Contractor shall take adequate steps (e.g. provide a suitable working platform) and provide all necessary equipment at its own expenses to prevent any person from falling from a height of 2 metres or more. The Employer’s Guidelines on Work-above-ground Safety shall be strictly followed.
- (H) Without prejudice to the foregoing sub-clauses, the Contractor shall adopt all reasonable measures to ensure the health, safety and wellbeing of its employees, and those of third parties on the site. The Contractor shall also ensure that the Contractor and his sub-contractors of all tiers comply at all times with all relevant legislations, statutory rules and regulations, and all guidelines, best practices and industrial standards published and/or updated by the Employer from time to time (including but not limited to those annexed hereto (if any)). The Contractor is encouraged to achieve higher standards where possible.

## **51 Avoidance of Nuisance and Making Good Working Areas**

- (A) The Contractor shall take all necessary measures to ensure that the Contractor’s operations be carried out in such manner as to cause as little inconvenience as possible to residents, the public or the operation of construction sites in the vicinity of the premises where the Contractor carries out the Works. 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 from any claim against the Employer arising from default of the Contractor in this respect.
- (C) 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 workplaces are kept free from obstruction.
- (D) The Contractor shall confine his operations to the minimum areas required for the works and shall at all times work in a clean, tidy and considerate manner having proper regard to other contractors/consultants working in the same site. 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.
- (E) All refuse shall be delivered properly to the refuse collection warehouse specified by the Employer at the end of each working day or on any dates specified by the Employer.

## **52 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 quotation or fee proposal submitted by the Contractor.

## **53 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 (Cap. 201) in discharging its duties under the Contract.
- (B) The Contractor shall implement a system requiring his employees to declare to him any interest they or their immediate families have or may have any conflict between their personal interest and their official positions in relation to this Assignment.



- (C) The Contractor shall prohibit his employees from taking 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 the Contract; and procure that his employees must not disclose to a third party any of such information without prior written 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 Contract.
- (F) When carrying out the Works delivered under the Contract, all workers have to wear the temporary work permit issued by Employer. If the temporary work permit is lost, the Contractor, his sub-contractors of all tiers or employees or agents or the subcontractors' employees have to report to the Employer and request a re-issue of the temporary work permit at HK\$30 each.
- (G) If the Contractor finds it necessary to park their motor vehicles within the premises of the Employer, an application has to be lodged with the Employer in advance. If the application is approved by the Employer, the parking permit issued by the Employer and the contact telephone number of the driver using the parking permit has to be displayed on the motor vehicles.

## **54 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.

## **55 Non-Waiver**

No forbearance, delay or indulgence by either party in enforcing the provisions of this Contract shall prejudice or restrict the rights of that party or be regarded as a waiver of that party, nor shall any waiver of a party's rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for either party is exclusive of any other right, power or remedy available to that party and each such right, power or remedy shall be cumulative. No waiver shall be effective unless it is in writing and signed by an authorized representative of

the waiving party.

## **56 Severability**

In case any provision in this Contract shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby and such provision shall be ineffective only to the extent of such invalidity, illegality or unenforceability, and each term and provision of this Contract shall be valid and enforced to the fullest extent permitted by law.

## **57 Contractor's Claims for Extras**

- (A) The Contractor shall send to the Employer's Representative once in every month an account giving particulars (as full and detailed as possible) of all claims for any extension of time for completion of the Works and for additional expense (if any) to which the Contractor may consider himself entitled and of all extra or additional work carried out by the Contractor during the preceding month.
- (B) No claim for extension of time for completion of the Works 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 shall be considered.
- (C) If the Employer's Representative is of the opinion that the delay is caused by:
  - (i) inclement weather and/or its consequences hampering the progress of the Works, or
  - (ii) the hoisting of tropical cyclone warning signal No. 8 or above or the issue of a Black Rainstorm Warning or the Government's announcement of extreme conditions, or
  - (iii) an instruction issued under Clause 25, or
  - (iv) a variation ordered under Clause 62, or
  - (v) a substantial increase in the work required to be done not resulting from a variation ordered under Clause 62, provided that the increase was not apparent from the Contract documents, or
  - (vi) the Contractor not being given possession of any part of the Site pursuant to the Contract or is subsequently unduly deprived of it by the Employer, or
  - (vii) a disturbance to the progress of the Works for which the Employer is responsible, or
  - (viii) the Employer suspending the Works in accordance with Clause 43

insofar as the suspension is not occasioned by the circumstances described in Clause 57 (D)(i) to (v), or

- (ix) any utility undertaking or other duly constituted authority failing to commence or carry out timely any work thereby hampering or preventing the execution of the Works, provided that the Contractor has taken all practical measures to cause it to commence or to proceed with such work timely, or
- (x) any Nominated Sub-contractor for any reason specified in sub-clause (C)(i) to (ix) of this Clause, provided that the Contractor has taken all reasonable measures to prevent, or
- (xi) change in law, or
- (xii) unforeseen site conditions, or
- (xiii) any special circumstance hampering the progress of the Works,

then the Employer's Representative shall within a reasonable time consider whether the Contractor is fairly entitled to an extension of time for the completion of the Works or any Section thereof as claimed by the Contractor or at all.

- (D) Notwithstanding the general powers of the Employer's Representative under the provisions of this Clause to determine whether the Contractor is fairly entitled to an extension of time, the Contractor shall not be entitled to an extension of time for the completion of the Works or any Section thereof if the cause of the delay is:

- (i) a suspension not provided for in the Contract, or
- (ii) a suspension necessary by reason of inclement weather conditions affecting the safety or quality of the Works or any part thereof, or
- (iii) a suspension necessary by reason of some default on the part of the Contractor or any person carrying out the Works except person for whom the Employer is responsible, or
- (iv) a suspension necessary for the proper execution of the Works or for the safety of the Works or any part thereof or for the safety and health of any person or the safety of any property on or adjacent to the Site in as much as such necessity does not arise from any act or default of the Employer or
- (v) a shortage of Constructional Plant or labour.

- (E) If in accordance with sub-clause (A) of this Clause the Employer's Representative considers that the Contractor is fairly entitled to an extension of time for the completion of the Works or any Section thereof, the Employer's Representative shall within a reasonable time determine, grant

and notify in writing to the Contractor such extension. If the Employer's Representative determines that the Contractor is not entitled to an extension, the Employer's Representative shall notify the Contractor in writing accordingly.

Provided that the Employer's Representative in determining any such extension shall take into account all the circumstances known to him at that time, including the effect of any omission of work or substantial decrease in the quantity of any item of work.

Provided further that the Employer's Representative shall, if the Contractor shall so request in writing, make a subsequent review of the circumstances causing delay and determine whether any further extension of time for completion should be granted.

For the avoidance of doubt if the Employer's Representative grants an extension of time in respect of a cause of delay occurring after the Employer is entitled to recover liquidated damages in respect of the Works or any Section, the period of extension of time granted shall be added to the prescribed time or previously extended time for the completion of the Works or, as the case may be, the relevant Section.

- (F) For the purposes of determining whether or to what extent the Contractor may be entitled to an extension of time under sub-clause (C) of this Clause the Employer may require the Contractor to submit full and detailed particulars of the cause and extent of the delay to the progress of the Works. If the Contractor fails to comply with the provisions of this sub-clause, the Employer shall consider such extension only to the extent that the Employer's Representative is able on the information available.
- (G) Whenever the Employer's Representative grants an extension of time for completion in accordance with this Clause, the Contractor shall revise the programme referred to in Clause 28 accordingly.
- (H) Except as provided elsewhere in the Contract, any extension of time granted by the Employer's Representative to the Contractor shall be deemed to be in full compensation and satisfaction for any loss or injury sustained or sustainable by the Contractor in respect of any matter or thing in connection with which such extension shall have been granted and every extension shall exonerate the Contractor from any claim or demand on the part of the Employer's Representative for the delay during the period of such extension but not for any delay continued beyond such period.

- (I) For the purpose of this Clause, “Black Rainstorm Warning” means a warning issued by the Director of the Hong Kong Observatory of a heavy rainstorm in, or in the vicinity of, Hong Kong by the use of the heavy rainstorm signal commonly referred to as Black.

## **58 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 or the Employer’s Representative and shall proceed with the same with due diligence. The Contractor shall not commence the Works before the notified date for commencement.

## **59 Time for Completion**

- (A) The Works and any Section thereof shall be completed within the time or times stated in the Assignment Brief calculated from and including the date for commencement notified by the Employer in accordance with Clause 58 or such extended time as may be determined in accordance with Clause 57.
- (B) General Holidays shall be included in the time for completion unless otherwise stated in the Contract.

## **60 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 59 or such extended time as may be granted in accordance with Clause 57, 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’s Representative certifies completion under Clause 61 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’s 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.
- (E) If the Contractor fails to complete the Works by the time stated in the Contract pursuant to Clause 59, or such extended time as may be determined in accordance with Clause 57, then the Contractor shall pay or allow to the Employer a sum calculated at the rate as specified at the Assignment Brief as liquidated and ascertained damages for the period during which the Works shall so remain or have remained incomplete, and the Employer may deduct such sum from any monies due or to become due to the Contractor under the Contract.

## **61 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's Representative, accompanied by an undertaking to carry out any outstanding work during the Defects Liability Period, requesting the Employer's Representative to issue a certificate of completion in respect of the Works. The Employer's Representative shall, within TWENTY ONE (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's 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's 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's Representative the Works have been substantially completed and satisfactorily passed any final test which may be prescribed by the Contract, the Employer's 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's 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 the Employer's Representative before the expiry of the Defects Liability Period.
- (D) The provisions of sub-clauses (A), (B) and (C) of this Clause shall apply equally to any Section.
- (E)
  - (i) The Employer's 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's Representative and is required by the Employer for permanent occupation or use before the completion of the Works or any Section.
  - (ii) The Employer's 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's 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.

## 62 Variations

- (A) The Employer's Representative may order in writing any variation to any part of the Works 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's Representative's instruction.
- (B) No variation ordered by the Employer's Representative shall in any way vitiate or invalidate the Contract but all such variations shall be valued in accordance with Clause 63.
- (C) Any variation ordered by the Employer's Representative may include a requirement for the Contractor to prepare and submit within FOURTEEN (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's Representative may request the Contractor to submit a lump sum quotation in writing within FOURTEEN (14) days of receipt of such request, or within such other time as may be agreed between the Employer or the Employer's Representative and the Contractor.
- (ii) In the event that the Contractor is not subsequently instructed by the Employer's Representative to execute the variation referred to in Clause 61(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's Representative.
- (E) (i) The Contractor may propose a variation by submitting in writing to the Employer's 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's Representative shall within TWENTY EIGHT (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's 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.

### **63 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's Representative under Clause 62 (other than a variation ordered under sub-clause (E) of Clause 62) 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's Representative in accordance with sub-clauses (E) and (F) of this Clause.
- (B) The valuation of any variation ordered by the Employer's Representative in accordance with sub-clause (A) of Clause 62 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's 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's Representative shall fix such rate or price as shall in his opinion be reasonable and notify the Contractor accordingly.
- (D) The Employer's 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 62 relative to the nature or extent of the Works or any part thereof shall be such that in the opinion of the Employer's 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's 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's Representative in accordance with sub-clause (C) or (D) of Clause 62 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's Representative shall notify the Contractor not later than FOURTEEN (14) days from the receipt of any such lump sum quotation (or such other time as may be agreed between the Employer's 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's 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 62 and the lump sum quotation is not accepted by the Employer's Representative, then the work ordered under

sub-clause (A) of Clause 62 shall be valued in accordance with sub-clause (E) of this Clause.

- (H) The Contractor shall supply the Employer's Representative with any further information reasonably requested by the Employer's Representative within FOURTEEN (14) days of the request to enable him to value any variation ordered under sub-clause (A) of Clause 62.
- (I) The Employer's Representative shall within TWENTY EIGHT (28) days of the receipt of the information requested under sub-clause (H) of this Clause notify the Contractor of his valuation.

#### **64 Valid Certificates of Intermediate Trade Testing or higher qualifications**

Except for carrying out general cleaning, delivering or sweeping tasks or having special approval of the Employer's Representative, all workers employed by the Contractor or sub-consultants of all tiers to work under this Contract shall 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 shall be submitted to the Employer's Representative before the commencement of works.

#### **65 Loss & Expense**

If upon written application by the Contractor to the Employer's Representative, the Employer's Representative is of the opinion that the Contractor has been or is likely to be involved in expenditure for which the Contractor would not be reimbursed by a payment made under any other provision in the Contract by reason of the progress of the Works or any part thereof having been materially affected by:

- (A) any variation ordered in accordance with Clause 62 (other than a variation where the relevant lump sum quotation submitted in accordance with sub-clause (C) or (D) of Clause 60 has been accepted by the Employer's Representative or a variation ordered under sub-clause (E) of Clause 62), or
- (B) the testing of plant, materials or workmanship not required by the Contract but directed by the Employer's Representative unless the inspection or test showed that the plant, work, materials or workmanship were not in accordance with the Contract, or
- (C) delay caused by any person or any company, not being a utility undertaking,

engaged by the Employer in supplying materials or in executing work directly connected with but not forming part of the work, or

- (D) late delivery of materials, plant or equipment by the Employer,

then the Employer's Representative shall ascertain the cost incurred and shall certify accordingly.

## **66 Registered Specialist Trade Contractors Scheme (RSTCS)**

- (A) 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 Employer, 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.
- (B) The Contractor shall ensure that where any part of the Works is sub-contracted to a sub-contractor engaged under Clause 66(A) 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.

## **67 Temporary Work Permit**

When carrying out the Works, all workers have to wear the temporary work permit issued by the Employer. If the temporary work permit is lost, the Contractor or worker shall report to the Employer and request a re-issue at \$30.

## **68 Maintenance Certificate**

(1) Upon the expiry of the Defect Liability Period, or where there is more than one such Period, certificate upon the expiry of the latest Period and when all outstanding work referred to under Clause 61 and all work of repair, reconstruction, rectification and making good any defect, imperfection, shrinkage and other fault identified shall have been completed, the Employer's Representative shall issue a maintenance certificate stating the date on which the Contractor shall have completed his obligation to execute the Works.

(2) No certificate, other than the maintenance certificate, shall be deemed to constitute approval of any work or other matter in respect of which it is issued or shall be taken as an admission of the due performance of the Contract or any part thereof.

Provided that the maintenance certificate shall not be deemed to constitute approval of any work or other matter in respect of which it is issued which has not been carried out in accordance with the Contract and which the Employer's Representative could not with reasonable diligence have discovered before the issue of the maintenance certificate

(3) The issue of any certificate including the maintenance certificate shall not be taken as relieving either the Contractor or the Employer from any liability the one towards the other arising out of or in any way connected with the performance of their respective obligations under the Contract. Provided that the Employer shall not be liable to the Contractor for any matter or thing arising out of or in connection with the Contract or the execution of the Works unless the Contractor shall have made a claim in relation thereto in accordance with the time limits specified in Clause 57.

## Appendix 1

### **NOVATION AGREEMENT**

**THIS NOVATION AGREEMENT** is made the                      day of                      20     .

**BETWEEN:**

**Construction Industry Council**, duly incorporated under the Construction Industry Council Ordinance (Cap. 587 of the Laws of Hong Kong) with its registered office address at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong (the “**Employer**”);

**[Contractor]**, a company incorporated under the laws of [country] with company number [\*] having its registered office at [address] (the “**Contractor**”); and

**[Novatee]**, a company incorporated under the laws of [country] with company number [\*] having its registered office at [address] (the “**Novatee**”).

**WHEREAS:**

- A. The Employer and the Contractor have entered into a Contract for [Tender Title] (the “**Contract**”) for [description of works] at [address]. Pursuant to the Contract, the Employer shall have the right to novate to a third party all of the Employer’s rights, interests and benefits, obligations, liabilities and duties, without limitation, known and unknown, existing and contingent, actual and otherwise, in connection with the Contract at any point in time.
- B. The Employer desires to novate the aforesaid rights, interests and benefits, obligations, liabilities and duties to the Novatee pursuant to the Contract and be released and discharged from the Contract in accordance with this Novation Agreement.

- C. The Novatee agrees to take over the Employer's full benefits, obligations and remedies under the Contract from the Employer in accordance with this Novation Agreement.
- D. The Contractor agrees that the Novatee takes over the Employer's full benefits, obligations and remedies under the Contract from the Employer in accordance with this Novation Agreement.
- E. The date of execution of this Novation Agreement is taken as the Novation Date.

**THE PARTIES AGREE** that:

**Novation**

1. With effect from the Novation Date, the Novatee:
  - (a) assumes, in place of the Employer, all rights, interests and benefits, obligations, liabilities and duties of, and all claims for and against, the Employer, known and unknown, existing and contingent, actual and otherwise, in connection with the Contract at any point in time;
  - (b) assumes the power to exercise all rights expressed to be those of the Employer under the Contract; and
  - (c) shall perform and comply with, and be bound by, each and every duty and obligation of the Employer under the Contract

in every way as if the Novatee were named in the Contract in place of the Employer.
2. By its execution of this Novation Agreement, the Novatee hereby represents to the Contractor and the Employer that it is duly incorporated, validly existing,

has full power, authority and legal right to enter into the transactions contemplated by, and perform the obligations assumed pursuant to, this Novation Agreement and the Contract, and has taken all necessary action to authorise execution of this Novation Agreement.

### **Release**

3. With effect from the Novation Date, the Contractor (a) releases and discharges the Employer from all obligations, liabilities, duties, actions, claims, proceedings and demands of any kind, known and unknown, existing and contingent, actual and otherwise in connection with the Contract without any recourse against the Employer, and (b) accepts the obligations and liabilities of the Novatee under the Contract in lieu of the obligations and liabilities of the Employer otherwise under the contract, and (c) agrees to be bound by the terms of the Contract in every way as if the Novatee were named in the Contract in place of the Employer.

### **Acknowledgement and acceptance**

4. The parties hereto hereby acknowledge that this Novation Agreement constitutes novation of all the rights and obligations of the Employer under the Contract to the Novatee and the Contractor hereby agrees and accepts that this Novation Agreement constitutes a sufficient undertaking by the Novatee to perform the obligations of the Employer under the Contract.
5. This Novation Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region. For any dispute over the validity of this Novation Agreement (if any), the parties irrevocably submit to the non-exclusive jurisdiction of the courts of Hong Kong. For the avoidance of doubt, this clause shall not affect the dispute resolution mechanism under the Contract.



This Novation Agreement had been executed as on the day and year first before written.

For and on behalf of  
the CONSTRUCTION INDUSTRY COUNCIL  
by

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## Appendix 2

### Insurance Synopsis of Contractors' All Risks including Third Party Liability Insurance

#### Summary

<b>Type</b>	:	Contractors' All Risks – Open Cover
<b>Terms</b>	:	To follow the terms, limits and conditions of Asia Insurance Company Limited's Contractors' All Risks policy wording including all amendments / endorsements as detailed and agreed hereon.
<b>Insured</b>	:	Construction Industry Council as principal and/or all Main Contractors and its sub-contractors of every tier.
<b>Period of Insurance</b>	:	From Commencement Date to Expected Completion Date Local Hong Kong Time (both days inclusive)  Defect Liability Period if any should be included
<b>Contract Details</b>	:	<p><u>Scope and Nature</u></p> <p>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 Services equipment; office equipment; training equipment; and trade test equipment carried out at the premises of the Insured which are covered under the Property Policy but definitely excluding any construction sites.</p> <p><u>Contract Value of Each Contract</u></p> <p><b>Contract Value at inception (i.e. at the time when the Contract was granted)</b></p> <p><u>Period of Insurance for Each Contract</u></p> <p>(1) Insured Contract other than Maintenance Contract Work</p> <p>(a) Contract Period Follow the original Contract Period of each contract work provided that:-</p> <ul style="list-style-type: none"> <li>- the duration of the Contract Period shall not exceed 120 days;</li> <li>- the Insured Contract must commence within the Period of Insurance specified in the Schedule</li> </ul> <p>(b) Maintenance Period Follow the original Maintenance Period of each contract work provided that the duration of the Maintenance Period shall not exceed 12 months immediately after the Original Contract Period.</p> <p>(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:-</p> <ul style="list-style-type: none"> <li>- the duration of the Maintenance Work shall not exceed 12 months;</li> <li>- the Insured Contract must commence within the Period of Insurance specified in the Schedule.</li> </ul>

<b>Coverage</b>	<p>: <u>Section I – Material Damage</u></p> <p>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.</p> <p><u>Insured Property – Item 1</u></p> <p>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.</p> <p><u>Insured Property – Item 2</u></p> <p>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.</p> <p><u>Sum Insured: 4% of Individual Contract Value</u></p> <p><u>Insured Property – Item 3</u></p> <p><u>Professional Fees: costs and expenses in respect of architects’ surveyors and consulting engineers’ fee 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.</u></p> <p><u>Section II – Liability to Third Parties</u></p> <p>To indemnify the Insured in respect of all sums which the Insured shall become legally liable for:</p> <ul style="list-style-type: none"> <li>(i) accidental death bodily injury illness or disease suffered by any person</li> <li>(ii) accidental loss or damage to physical property arising out of the performance of the contract</li> </ul> <p>and in addition the insurers shall be liable for</p> <ul style="list-style-type: none"> <li>(iii) all costs and expenses of litigation recovered by any claimant against the insured</li> <li>(iv) all costs and expenses of litigation incurred by the Insured with written consent of the insurers in resisting any claim</li> </ul> <p>Limit of Indemnity: HK\$30,000,000 for any one accident and unlimited for the period of insurance (costs and expenses inclusive)</p>
<b>Geographical Area and Jurisdiction</b>	<p>: Hong Kong SAR</p>

Excess	:	Section I – Material Damage			
			For contract with value of HK\$500,000 or below	For contract with value exceeding HK\$500,000 up to HK\$1,500,000	For contract with value exceeding HK\$1,500,000 up to HK\$3,000,000
			HK\$	HK\$	HK\$
		Act of God/Fire/Theft:	15,000	20,000	30,000
		Others:	15,000	20,000	30,000
		Temporary Works:	15,000 min or 50% of loss(*)	20,000 min or 50% of loss(*)	30,000 min or 50% of loss(*)
		Water Damage to Work:	15,000 min or 20% of loss(*)	20,000 min or 20% of loss(*)	30,000 min or 20% of loss(*)
		Designer/Testing:	15,000	20,000	30,000
		Strike, Riot and Civil Commotion /Malicious Damage	15,000 min or 20% of loss(*)	20,000 min or 20% of loss(*)	30,000 min or 20% of loss(*)
		Typhoon / Storm / Tempest	15,000 min or 20% of loss(*)	20,000 min or 20% of loss(*)	30,000 min or 20% of loss(*)
		(*) – whichever is the greater			
		Section II – Liability to Third Party			
				HK\$	
		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		40,000 min or 10% of loss (*)			
Conditions (inter alia)	:	1. Revised Cross Liability Clause/ As per Asia’s standard Contractors’ All Risk Policy Jacket			
		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 only) The maximum liability under this extension is restricted to the sub-limit of HK\$1,500,000 in			

		<p>aggregate for all losses for the whole period of insurance.</p> <ol style="list-style-type: none"> <li>5. A6 – Extra charges for overtime, night work, work on public holiday and ex-press freight (15% of adjusted loss)</li> <li>6. A1 – Extended to cover liability to third party property damage caused by vibration, removal or weakening of support (Limit: HK\$30,000,000 any one accident and in aggregate during any one period of insurance)</li> <li>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)</li> <li>8. Burning and Welding Clause</li> <li>9. 90 Days’ Cancellation Notice Clause (Subject to Pro-rata Refund Cancellation)</li> <li>10. Extended Maintenance Period Cover</li> <li>11. 90 Days Non-Renewal Notice by Insurer</li> <li>12. Claim Control Clause</li> <li>13. 72 hours Clause</li> <li>14. Hong Kong Claim Jurisdiction Clause</li> <li>15. Revised Arbitration Clause</li> <li>16. A3 – Extension of Cover for Designer’s Risks</li> <li>17. A4 – Extension of Cover for Inland Transit (Limit: HK\$100,000 any one loss)</li> <li>18. A5 – Extension of Cover for Off-Site Storage anywhere in HKSAR (Limit: HK\$100,000 any one loss)</li> <li>19. A2 – Extension of Cover for Testing and Commissioning (4 weeks)</li> <li>20. Escalation Clause (Limit: 15% of Contract Value)</li> </ol> <p>Other terms and conditions as per policy wording</p>
<b>Principal Policy Exclusions (inter alia)</b>	:	Other exclusions as per original policy.
<b>Applicable Jurisdiction and/or Law Practice</b>	:	Hong Kong SAR
<b>Contractors’ Own Insurance Responsibilities</b>	:	<p>(a) The Contractor’s All Risks including Third Party Liability Insurance does not cover the liability arising out of or in connection with the following:</p> <p>(i) motor vehicles and other Statutory Insurances.</p>

	<p>(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.  <b>“Contractors allow such persons to enter site at their own risk”.</b></p> <p>(iii) deductibles of the Policy.</p> <p>(b) The Contractor’s All Risks including 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.</p> <p>(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.</p> <p>(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.</p> <p>(e) The Contractor’s All Risks including Third Party Liability Insurance only covers contract within the contract details as stated in the Insurance Synopsis of Contractors’ All Risks including Third Party Liability Insurance. Should the contract not within the contract details, contractor must arrange another Contractor’s All Risks including 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.</p> <p>(f) The Contractor should provide both insurance document and premium receipt of insurance covers arranged for CIC keeping record. Besides, other than policy excess, Contractor should also bear all the costs and expenses in case of claim</p>
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Construction Industry Council (CIC)

Contractor's Safety Requirements

Version 1: 1 February 2025

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## Contractor's Safety Requirements

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## Appendix

### Appendix 1 Relevant Safety and Health Legislations

## Preface

This Contractor's Safety Requirements sets out the obligations and practical guidelines to all Contractors of Construction Industry Council ("CIC") to observe in relation to Safety and Health matters when they are occupying or conducting any activities at CIC premises. Compliance of this Contractor's Safety Requirements is binding to the contract or other types of use agreement and these Contractor's Safety Requirements are not intended to replace the provisions of laws and regulations or accepted standards in Hong Kong.

Should you have any questions on this handbook, please contact the Corporate Safety Department at [enquiry@cic.hk](mailto:enquiry@cic.hk).

We may review and update the content of this Manual from time to time. Please check with the CIC's department head for the latest version.

### Statutory and Contractual Obligations

The Contractor shall be deemed to allow for the value of work in connection with meeting all statutory and contractual obligations in the upkeeping of safety and health in the execution of the works and any other related obligations, liabilities, risks and profit.

This Contractor's Safety Requirements contains the Safety and Health requirements in relation to the statutory and contractual obligations that are bound to the Contract, and the Contractor has obligations to fully comply with them with no cost or time implications.

If there is any non-compliance with the requirements, CIC reserves the right to charge the Contractor for all additional costs as a result of any additional arrangement, financial loss, damage or delays arising therefrom. CIC has the right to request the Contractor to take corrective actions until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.

CIC has the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

In addition, where the statutory and contractual obligations are not performed by the Contractor to the satisfaction of CIC, CIC reserves the right to 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 the CIC as a result of the termination of this Contract.

It is important to note that compliance with the requirements shown in the Contractor's Safety Requirements does not itself confer immunity from legal obligations in Hong Kong. Contractors are reminded to observe and comply with statutory provisions, relevant codes of practice, guidelines, guidance notes and other government departments' requirements from time to time so as to discharge their legal and other pertinent duties.

### Statutory Obligations:

In Hong Kong, potential duties and liabilities arise under statutes including but not limited to:-

1. Occupiers Liability Ordinance (Cap. 314) (“OLO”);
2. Factories and Industrial Undertakings Ordinance (Cap. 59) (“FIUO”) and Factories and Industrial Undertakings (Safety Management) Regulation (Cap. 59AF) (“FIUSMR”);  
and
3. Occupational Safety and Health Ordinance (Cap. 509) (“OSHO”).

The above statutes potentially apply to Contractors of CIC (who are “occupiers” within the ambit of OLO or OSHO, or “proprietors of undertaking” within the ambit of the FIUO / FIUSMR). Contractors are required to abide by the relevant provisions under the statutes. Some key principles are summarized below.

#### **Occupiers Liability Ordinance (Cap. 314)**

Under section 3(1) of the OLO, “an occupier of premises owes the same duty, the common duty of care, to all his visitors, except in so far as he is free to and does extend, restrict, modify or exclude his duty to any visitor or visitors by agreement or otherwise.”

The OLO does not define who is an occupier, and the common law test applies such that a person is an occupier if he or she has a sufficient degree of control over the premises.

An occupier would owe all visitors a “common duty of care” i.e. to take such care as in all circumstances of the case is reasonable to see that the visitor will be reasonably safe in using the premises for the purposes for which he is invited or permitted by the occupier to be there.

#### **Factories and Industrial Undertakings Ordinance (Cap. 59) and Factories and Industrial Undertakings (Safety Management) Regulation (Cap. 59AF)**

Section 6A(1) of the FIUO stipulates that “it shall be the duty of every proprietor of an industrial undertaking to ensure, so far as is reasonably practicable, the health and safety at work of all persons employed by him at the industrial undertaking.” “Industrial undertaking” is defined widely under the FIUO and includes factories, construction work, container handling,

and industries in which articles are manufactured, altered, cleansed, repaired etc.,

A “proprietor” includes the person for the time being having the management or control of the business carried on in such industrial undertaking.

FIUSMR is one of the subsidiary legislation promulgated under the FIUO to ensure industrial safety by promoting safety management and self-regulation by proprietors and their workforce.

Under the FIUSMR, the key duties of a proprietor are, inter alia, to:-

- (i) Develop, implement and maintain a safety management system containing elements specified under the FIUSMR;
- (ii) Establish not less than one safety committee (to review measures for improving the safety and healthy of the workers in the relevant industrial undertaking, and to
- (iii) implement the relevant measures);
- (iv) Appoint a registered safety auditor to conduct a safety audit or a safety review officer to conduct a safety review.

### **Occupational Safety and Health Ordinance (Cap. 509)**

The OSHO was enacted for the purpose of ensuring the safety and health of employees. Duties are attached (a) to an employer who is in control of the premises where the employee's workplace is located, and (b) to the occupiers of the premises, if the employer is not in control of the premises where the employees' workplace is located.

In particular, Section 7(1) of OSHO provides the occupier of the premises must ensure that:-

- (i) The premises; and
- (ii) The means of access to and egress from the premises; and
- (iii) Any plant or substances kept at the premises

are, so far as reasonably practicable, safe and without risks to health.

### **Other duties and liabilities**

In addition, there are potential duties and liabilities under the common law (tort of negligence,

tort of nuisance etc.,). Contractors should ensure that they understand these duties and liabilities.

### References

Chapter 59 Factories and Industrial Undertakings Ordinance

Chapter 314 Occupiers Liability Ordinance

Chapter 509 Occupational Safety and Health Ordinance

Apart from the above statutes, Contractors shall comply with relevant codes of practice, guidelines, guidance notes or any other guidances 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.

The Contractor shall complete the project within the agreed budget and cannot charge the client for additional costs incurred due to their own errors, negligence, delays, acts or omissions in relation to any breach of or non-compliance with these Statutory and Contractual Obligations.

If there is any non-compliance with the requirements, CIC reserves the right to charge the Contractor for all additional costs as a result of any additional arrangement, financial loss, damage or delays arising therefrom. CIC has the right to request the Contractor to take corrective actions until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.

CIC has the right to suspend the works until the non-compliance or the unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

In addition, where the statutory and contractual obligations are not performed by the Contractor to the satisfaction of CIC, CIC reserves the right to 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 the CIC as a result of the termination of this Contract.

### Contractual Obligations:

In addition to the above obligations, the Contractor shall fully comply with all safety requirements as required by the Conditions of Contract, Terms and Conditions and Specifications under the particular contract. The Contractor shall also fully comply with the safety requirements of CIC standard document including this Contractor's Safety Requirements and the latest CIC publications. The CIC publications include but are not limited to:

1. Guidelines on Work-Above-Ground safety
2. Guidelines on Site Safety Measures on Working in Hot Weather
3. Guidelines on the Implementation of “P” and “N” Caring Programme
4. Guidelines on Safety Enhancement of and Notification Arrangement for Truss-out Bamboo Scaffolds
5. Guidelines on Planking Arrangement for Providing Working Platforms on Bamboo Scaffolds
6. Guidelines on the Design, Installation and Maintenance of Cast-in Anchors at External Walls of New Buildings
7. Guidelines on Safety of Lift Shaft Works: Volume 4 – Builders’ Lift within Lift Shaft
8. Guidelines on Safety of Lift Shaft Works: Volume 3 – Throughout the Occupation Stage of Building
9. Guidelines on Safety of Lift Shaft Works: Volume 2- During Lift Installation Stage until Issue of Occupation Permit and Handing Over to Developer
10. Guidelines on Fabrication of Reinforcement Cages of Bored Piles
11. Guidelines on Safety of Lift Shaft Works: Volume 1 - During Construction Stage and Before Handing Over to Lift Installation Contractor
12. Guidance Notes on How to Manage the Maintenance Works carried out by Registered Lift / Escalator Contractor
13. Guidelines on Safety of Site Vehicles and Mobile Plant
14. Reference Material - Guide to Smart Safety-related Technologies for Use in Construction works
15. Reference Material - On Fatal Zone Management
16. Reference Material - CIC Design for Safety Management System for the Hong Kong Construction Industry
17. Reference Materials on Construction Site Facilities for Workers

18. Building Services Safety Handbook
19. Standard and Guide on Scaffolding Safety
20. Standard and Guide on Lifting Operation
21. Reference Material on Construction Safety Assembly
22. Reference Material on Temporary Works Management Plan
23. Reference Material on Hole Management
24. Work at Height Safety Handbook
25. Lifting Safety Handbook

The Contractor shall complete the project within the agreed budget and cannot charge the client for additional costs incurred due to their own errors, negligence, delays, acts or omissions in relation to any breach of or non-compliance with these Statutory and Contractual Obligations.

### **Consequences of Breach**

If there is any non-compliance with the requirements, CIC reserves the right to charge the Contractor for all additional costs as a result of any additional arrangement, financial loss, damage or delays arising therefrom. CIC has the right to request the Contractor to take corrective actions until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.

CIC also has the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

In addition, where the statutory and contractual obligations are not performed by the Contractor to the satisfaction of CIC, CIC reserves the right to 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 the CIC as a result of the termination of this Contract.

The Contractor shall be liable to any loss or damage so caused to CIC. CIC shall be entitled to



recover in full from the Contractor forthwith. The Contractor shall also lose his right from submitting quotations or tenders to CIC in the future.

The Contractor 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 these Statutory and Contractual Obligations by the Contractor, including but not limited to additional costs due to price escalation, costs and expenses of re-tendering and other costs incurred.

Construction Industry Council (CIC)

Contractor's Safety Requirements

### 01 General Work Rules for Safety

- a. Sandals should not be worn in the workplace any time.
- b. Do not drink alcohol or take drugs while working.
- c. Horseplay at work is prohibited.
- d. Clean up the workplace before leaving.
- e. Emergency evacuation route should not be obstructed at all time.
- f. Always follow the correct working procedures.
- g. Always know the emergency response plan for your workplace.
- h. Whenever work-above-ground or working at height could not be avoided, suitable working platforms should be provided and used.
- i. When it is impracticable to provide a suitable working platform for working at height, the use of full body safety harness with an independent anchorage or fall arresting is only a last resort of fall protection when there is no alternative.
- j. Always wear proper personal protective equipment (“PPE”) for the work task.
- k. Never touch on live equipment without any protection.
- l. Report any hazardous conditions including near miss case.
- m. Do not use any machine or equipment unless you are properly trained.
- n. Smoking is prohibited at indoors and construction site.
- o. Specific training certificate should be obtained for work activities as required by relevant legislation such as work in confined space or electrical work.
- p. Keep fire exits, fire doors are not propped open, obstructed or otherwise disabled.
- q. Carry out dynamic risk assessment (“DRA”) before each shift and take necessary safety measures accordingly.
- r. Stop work and redo dynamic risk assessment where any changes in the working environment and / or original working procedures are identified.

### 02 Incident Reporting

- a. Contractors should provide one primary emergency contact number and one secondary emergency contact number to the CIC's Department Head, Premise Owner and Safety Department, and these contact numbers should be reachable 24 hours.
- b. 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)), Area in-charge of Contractor must notify the CIC's Department Head/Premise Owner responsible for the project immediately.
- c. Area in-charge of Contractor shall report the incident to CIC's Department Head/Premise Owner within 10 minutes with detail of the incident/accident (e.g. Location, Time, Description).
- d. 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 preliminary investigation report should be submitted to CIC within 24 hours after the occurrence of the incident. After the thorough investigation, a detailed report should be composed to illustrate the cause(s) and suggest recommendations to avoid reoccurrence.
- e. Detailed Investigation Report should be submitted to CIC by the Contractor within 14 working days after the occurrence of the incident.
- f. The Contractor has the obligation to suggest and implement necessary improvement measures to prevent the reoccurrence of accidents, incidents or near misses.
- g. Following incident happened at the CIC's premises, Contractor shall also report the case to relevant governmental departments:
  - \*Dangerous Occurrence : Report to Labour Department in writing within 24 hours after the dangerous occurrence concerned.
  - Death after the accident : Notify to Labour Department and the police station nearest to the workplace orally or in writing within 24 hours after becoming aware of the death and reported to Labour Department in writing within 7 days.

\* Dangerous Occurrence:

## Contractor's Safety Requirements

1. The disintegration of a revolving vessel, wheel, grindstone or grinding wheel that is operated by mechanical power.
2. The collapse or failure of a lifting appliance (except the breakage of chain or rope slings).
3. An explosion or fire that—
  - (a) causes damage to the structure of any workplace, or to any plant or substance at a workplace; and
  - (b) prevents the continuation of ordinary work at the workplace.
4. An electrical short circuit or electrical failure of electrical plant that—
  - (a) is followed by, or associated with, an explosion or fire; or
  - (b) causes structural damage to the plant,being a short circuit, failure, explosion, fire or damage that stops the operation of the plant or prevents it from being used.
5. An explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure or of any gas or gases (including air) or any liquid or solid resulting from the compression of gases.
6. A total or partial collapse of a roof, wall, floor, structure or foundation of premises where a workplace is located.
7. A total or partial collapse of any overburden, face, tip or embankment within a quarry.
8. The overturning of, or a collision with any object by—
  - (a) a bulldozer, dumper, excavator, grader, lorry or shovel loader; or
  - (b) a mobile machine used for the handling of any substance in a quarry.

- h. People should familiarize with emergency reporting procedure. When reporting emergency by telephone, the following information should be provided:
- Exact location including the name of the building and room number
  - The type of emergency
  - Your name and contact number
  - The reporter should remain on phone until the emergency operator ends the call.
  - Emergency evacuation procedure shall be developed and implemented.
  - 24 hours emergency contact number.
- i. The Contractor shall be liable to any loss or damage so caused to CIC in relation to the incident as a result of any acts, omissions or breach of safety requirements by the Contractors. CIC shall be entitled to recover in full from the Contractor forthwith.

### 03 Safety and Health Inspection / Audit

- a. The purpose of site inspection is to identify any potential hazard in the working area and implement adequate control measures to prevent accident. To ensure people uphold the high safety standards, conducting self-inspection of the working environment, plant, equipment and work behavior is highly recommended.
- b. The inspection record should be kept for at least a year and available for auditing if required.
- c. Under Cap 59AF Factories and Industrial Undertakings (Safety Management) Regulation, the proprietor or contractor of certain industrial undertakings (e.g. construction site, factory or industry involving manufacturing process) are required to develop, implement and maintain a safety management system which contains different key process elements. They are also required to appoint a registered safety auditor or reviewer to conduct a safety audit or review and submit the report with improvement action plan to the Commissioner for Labour in accordance to the legislative requirement. The audit report with improvement action plan should be kept for at least 5 years. For details, please refer to “Code of Practice on Safety Management”.
- d. Any observation of unsafe situation should be immediately addressed and reported to the Area in-charge of Contractor. All rectification work should be recorded in report format and submitted to CIC.
- e. CIC should have the right to assess Contractor's working areas, including but not limited to sites, offices and storage areas (including DG stores), for Safety and Health inspections or audits whenever necessary.
- f. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- g. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

### 04 Emergency Programme

To well prepare for emergency situation, you are advised to work out the followings:








- a. In case you hear the emergency alarm bell or the broadcast message in CIC premises regarding any emergency:
  - Keep calm;
  - Stop using the telephone lines for emergency;
  - Switch off electrical appliances if possible;
  - If time permits, pick up your important personnel belongings;
  - Follow the instructions of the emergency coordinator / fire marshal, go to the nearest exit door and evacuate through the escape route to the designated Emergency Assembly Area. WALK, DON'T RUN;
  - Don't use the lift;
  - Report to the emergency coordinator / fire marshal and stay in the designated assembly area for further instructions;
  - Do not attempt any re-entry to your office premises until instruction has been given by the CIC.
- b. Emergency procedure should be developed to address different emergency situations.
- c. All personnel should familiarize with the procedure through training or regular drill.
- d. Appropriate emergency equipment must be available and easily accessible at workplace.
- e. First aid facilities shall be provided and maintained in accordance with the statutory requirement:
  - For construction site, a separate first aid facility shall be provided and maintained for every 50 workmen or part thereof employed on the site;
  - For the workplace other than construction site, a separate first aid facility shall be provided and maintained for each 100 employers, or part of that number.
- f. The location of first aid box shall be readily and easily accessible.
- g. The first aid box shall be clearly marked "First Aid" and "急救".



- h. At least 2 responsible persons shall be assigned to manage each first aid box and the names of responsible persons of first aid box shall be affixed to it.
- i. Responsible person shall check and maintain the first aid provisions regularly in accordance to the requirement listed in the booklet “Hints on First Aid”.
- j. All first aid items are maintained in a serviceable condition, i.e. items are not expired for use.
- k. Provision of emergency showers and eyewash units might be required if you use hazardous substances for particular work activity. User shall be trained in the use of and be made aware of the location of emergency equipment.
- l. The type and quantity of items in the first aid box shall be specified according to Appendix of “Hints of First Aid”. Here is the link to the relevant “Hints of First Aid”(<https://www.labour.gov.hk/tc/public/pdf/oh/HintsOnFirstAid.pdf>)for implementation:
- m. In case emergency help is called, CIC shall be informed immediately.
- n. In case emergency situation may potentially affect other parties and/or common areas, CIC shall be informed immediately.

## 05 Fire Safety

- a. CIC prohibits smoking inside its facilities /premises unless within the designated smoking areas reviewed without objection by Department Head and Premise Owner. Violators will be asked to leave the premises.
- b. Properly use the fire extinguishing equipment in dealing with the identified fire risk.

Applications against different fire sources				
Types of fire extinguishers	Water agent	Foam agent	Carbon dioxide	Dry powder agent
Categories of fires				
Category I: ordinary fire sources - paper, cloth, wood, plastic, etc. 	✓	✓	✗	✓
Category II: flammable liquids or gases - solvents, fuels, LPG, etc. 	✗	✓	✓	✓
Category III: Electrical appliances - motors, electricity switches, etc. 	✗	✗	✓	✓

Source: Fire Safety at Workplace – Occupational Safety & Health Council

- c. A dry powder fire extinguisher (min 2kg) shall be provided to each site vehicle, mobile plant and major equipment.
- d. Access to exits, exit routes, fire equipment or prop open stairwell doors shall be free of obstruction.
- e. Flammable liquid and combustible material are easily ignited and thus shall be properly stored with provision of suitable fire extinguishing equipment nearby.
- f. Annual inspection of the fire service installation shall be arranged by approved contractor under fire services department.
- g. Hot work permit system shall be implemented for any welding or flame cutting and grinding operation.
- h. Unless CIC has approved the hot work permit application by the Contractor prior to each hot work operation, the hot work operation is not allowed.
- i. Fire warden shall be appointed to inspect the works area on completion of each shift where the fire services system has been deactivated for the works.
- j. All CIC premises users should participate in regular fire drills. Contractor in

construction site should arrange and conduct fire drill at regular interval.

- k. The distance between the highest point of stacked materials and sprinkler heads shall not be less than 500mm, otherwise the normal operation of the sprinkler heads will be affected. Generally speaking, a 500mm clearance below the sprinkler heads should be kept free from any goods/obstacles.
- l. Know the fire evacuation procedure and get familiar with routes of escape and location of the muster point.
- m. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- n. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.
- o. The Contractor shall be liable to any loss or damage so caused to Construction Industry Council in relation to the fire incident as a result of any acts, omissions or breach of safety requirements by the Contractors. Construction Industry Council shall be entitled to recover in full from the Contractor forthwith.

## 06 Personal Protective Equipment (PPE)

- a. Use of PPE is the last resort when other hazard control measures cannot eliminate all hazards.
- b. Appropriate PPE should be properly selected and provided when performing certain activities or working in designated areas.

Type of Protection	Example of PPE
Head Protection	Safety Helmet with Y-chin Strap
Eye Protection	Safety Goggle, Face Shield, Welding Goggle
Hearing Protection	Ear Muff and Plug
Hand Protection	Safety Gloves (Cut Resistance, Thermal and Chemical Protective Gloves etc.)
Foot Protection	Safety Shoes, Safety Boots
Skin Protection	Lab Coats, Safety Gloves
Respiratory Protection	Face Mask for Particles (N95, half face mask with filter etc.), Respirator with Cartridge for Chemicals
Fall Protection	Safety Harness, Fall Arrestor, Double Lanyard

- c. All PPE should comply with the relevant statutory requirement/ specification or an equivalent standard acceptable to fulfill mandatory requirement of international safety standard.
- d. All PPE should be regularly inspected for performance and maintenance in good working conditions. Any defective or expired PPE should not be used and be replaced immediately.
- e. Adequate training should be provided to personnel on inspection and use of the PPE.
- f. All PPE should be provided with appropriate accommodation for storage when it is not in use.
- g. In terms of Construction Site and where undertaking Construction Works, all persons shall wear Safety Helmet with Y-chin Strap, safety shoes and high visibility vests.
- h. Follows the rules of premise owner and instruction of CIC to use proper PPE for where not defined as a construction site (e.g. training grounds and event venues).
- i. Department head / premise owner will stop work if appropriate PPE is not used.

## 07 Housekeeping

- a. Conduct daily and weekly housekeeping exercises to maintain a safe environment for working on the workplaces.
- b. Ensure all workers tidy up and remove rubbish, scrap material and superfluous material from their working areas after every shift.
- c. In addition to daily tidying, a comprehensive housekeeping exercise should be implemented by all workers of Contractors and their Subcontractors under the supervision of Contractor's Area of in-charges on the last working day of each week.
- d. Full implementation of "5S" for good housekeeping practice in workplaces, which includes five complementary principles of "Organisation", "Neatness", "Cleanliness", "Standardisation" and "Discipline". Please strictly implement the "5S" in accordance with the following "Good Housekeeping DIY Kit" (Here is the link: [https://www.oshc.org.hk/oshc\\_data/files/trgkit/2016/CB020E.pdf](https://www.oshc.org.hk/oshc_data/files/trgkit/2016/CB020E.pdf))



Source: Good Housekeeping DIY Kit - Train. Kit – Occupational Safety & Health Council (Please click: [HERE](https://www.oshc.org.hk/oshc_data/files/trgkit/2016/CB020E.pdf) to browser)

- e. Temporary cords or hoses shall be hung at reasonable height level when routed across aisles.
- f. Stack and store all materials and equipment at a designated location. Material should be evenly and securely stacked to prevent from sliding, falling or collapsing. Heavy object should generally be stacked close to the ground to create a stable base with lower center of gravity.
- g. All materials shall not be stacked over 2m height.
- h. No one should be allowed to climb onto or from stacked materials.
- i. Keep clear from obstruction at all workplaces, passageways and stairways.
- j. Clean up spillage of liquid or other substances to eliminate slip and fall hazard.
- k. Fence off all the material stacking areas and storages by barriers properly and appropriate warning notices shall be displayed thereon.
- l. Protect and fence off sharp objects and other material. Remove all protruded objects if possible.
- m. Regular inspect, clean and repair all equipment and tools. Remove damaged equipment and tools.
- n. Sanitary facilities should be kept clean.
- o. Inspect the workplace regularly to assure its tidiness.
- p. Department Head or Premise Owner has right to suspend the works (all or partially) until the contractor has improved the housekeeping upon their satisfaction.
- q. When machinery is being stripped for maintenance or repairs, plant components or parts should be stored in a neat and tidy manner.

### Dust Control:

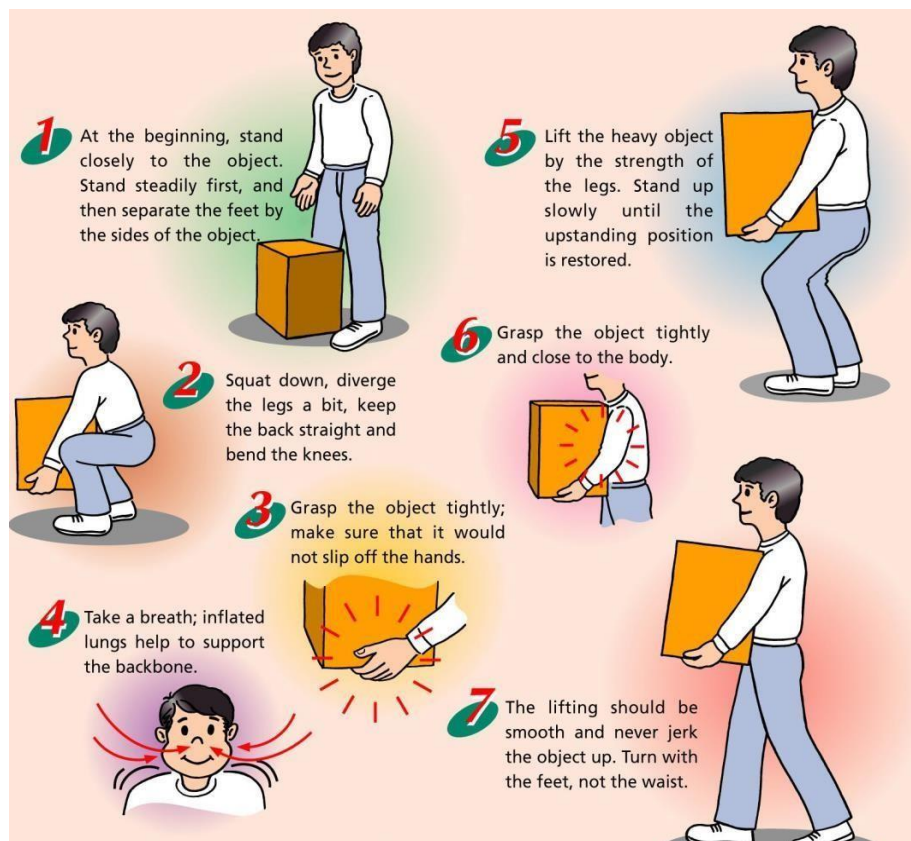
- a. Implement appropriate dust control measures, such as using dust nets, water spraying systems, or other dust suppression equipment, to reduce dust on the construction site.

- b. Provide workers with suitable PPE, such as suitable mask and goggles to protect them from health risks.
- c. Regularly clean dust with vacuums from the construction site / works areas, especially in high-dust areas at least 3 times a day to maintain good air quality.
- d. Materials shall be properly covered by tarpaulin or dust nets in material stacking areas and storages.
- e. Regularly monitor and evaluate dust levels on the construction site and adjust dust control measures as needed.
- f. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- g. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.



### 08 Manual Lifting / Material Handling

- a. For handling of load over 16kg, conduct manual handling operation assessment by a competent assessor.
- b. Provide adequate and suitable training to the manual handling operators.
- c. Consider the characteristics of the task, loads, working environment, individual capabilities and other factors before carrying out manual handling operation.
- d. Use suitable accessories or mechanical aids in avoiding or relying on the manual handling operation whenever required.
- e. An individual should not lift, lower or carry loads over 55kg without mechanical aids.
- f. Use the correct manual handling operation technique:



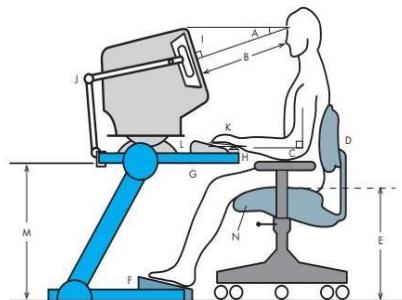
Source: General Safety Instructions for Manual Handling – Occupational Safety & Health Council (Please Click: [HERE](#))

- g. For proper manual lifting / material handling, refer to “An Employee Guide to Manual Handling Operation” and “Guidance Notes on Manual Handling Operations”.



## 09 Display Screen Equipment

- a. An employee would be a “DSE User”, if he, by the nature of his work, is required to use display screen equipment almost every day – (i) continuously for at least 4 hours during a day; or (ii) cumulative for at least 6 hours during a day.
- b. Work with DSE is subject to the requirements under Occupational Safety and Health (Display Screen Equipment) Regulation in Hong Kong.
- c. Perform a risk assessment of a workstation in the workplace before it is first used by users and review the assessment if there has been a significant change in the conditions of the previous assessment or in the workstation.
- d. Take appropriate steps to reduce any risk identified in a risk assessment to the lowest extent as is reasonably practicable.



- A Comfortable viewing angle, e.g. 15° - 20°
- B Comfortable viewing distance, e.g. 350 - 600mm for text of normal font size
- C Forearm and arm at about right angle
- D Adjustable back rest
- E Adjustable seat height
- F Firm foot rest if required
- G Adequate knee clearance
- H Wrist rest if required
- I Screen at right angle to line of sight
- J Adjustable document holder
- K Wrist kept straight or at most slightly inclined
- L Screen support adjustable for rotation and tilting
- M Adjustable table height preferable
- N Rounded or scrolled edge seat pad

Source: A Guide To Work With Computers – Occupational Safety and Health Branch, Labour Department (Please Click: [HERE](#))

- e. An employer shall provide with necessary safety and health training in the use of workstations.
- f. For more information, please refer to “Code of Practice for Working with Display Screen Equipment” and “A Health Guide on Working with Display Screen Equipment”.

### 10 Electrical Safety

- a. **Live work should be avoided unless absolutely necessary.** Where live work is unavoidable, adequate precautions as stipulated in “Code of Practice for the Electricity (Wiring) Regulations” published by the Electrical and Mechanical Services Department (EMSD) shall be taken to avoid danger for work involving the handling of energized parts or working within touchable distance, direct or indirect, of energized parts.
- b. The Contractor shall use cordless or battery-powered hand tools wherever practicable. If it is not practicable to use battery-powered hand tools, the Contractor shall ensure all power hand tools are double-insulated and operated at 110V or lower voltage.
- c. All power hand tools shall be checked, inspected and maintained in safe working order by a competent Registered Electrical Worker (REW) regularly.
- d. All power handheld / portable tools shall be tested by REW on quarterly basis. The test shall include functional test, protective conductor continuity test, polarity test and insulation test. After test, all tools and equipment shall be registered and recorded. Identification labels (with color code system as lifting gear) showing the registration number, type of tool, name of owner and date of test shall be affixed to the tools.
- e. Conductors shall be hung up to at least 2m off ground (clear height).
- f. Mechanical interlock devices shall be installed at the sockets 63A or more to prevent flashover during socket connection or disconnection of energized equipment.
- g. Sockets and plugs shall comply with the protection class corresponding to the circumstances of use for both Indoor and outdoor are IP67.
- h. For power strip, each socket of power strip shall be protected with a circuit breaker of rating not more than 16A. The whole power strip shall be further protected by a circuit breaker of rating not more than 16A and with a Residual Circuit Breaker (RCD) at setting 30mA.
- i. 220V and 380V power strip is prohibited.
- j. Ensure the portable electrical equipment is protected against leakage of current, such as double insulation, earth leakage circuit breaker (ELCB) or residual current circuit breaker (RCCB). Where residual current device is used, the function should
- k. be checked at regular intervals. Notice of “Press to test at least quarterly 最少每

三個月按鈕測試” should be permanently fixed at or near a residual current device.

- l. Never leave any operating battery charger unattended. Overnight charging is not recommended.
- m. Do not leave electrical appliances turned on overnight unless the appliances are designed to be left on (e.g. freezers, network servers).
- n. All general electrical installations should be properly installed and maintained in good working order by competent persons, e.g. Registered Electrical Worker.
- o. All wiring should be installed and maintained in a safe condition according to specification or regulation.
- p. All exposed electrical conductors should be properly insulated, covered or segregated to prevent contact by any person.
- q. No damaged or faulty switches, plugs, joints, fuses, boxes wiring or distribution boards shall be used.
- r. Access to the switchboard should be restricted to authorized electricians only.
- s. The following general safety practices shall be observed for work on electrical equipment:
  - **Check before Act** – The scope of work and relevant circuit should be checked before starting any electrical work. Suitable lighting and adequate illumination should be provided for the workplace. The condition of tools and instruments should also be checked before carrying out electrical work.
  - **Isolate and Lockout** – The circuit /equipment under maintenance should be isolated as far as practicable. The relevant isolator should be locked out. A suitable warning notice should be placed close to the isolator.
  - **De-energize** – The circuit/equipment to be worked on should be checked to ensure that it is dead.
  - The workplace should be kept **clean and tidy**.
  - Keep hands away from any circuit or equipment or extraneous conductive parts that are not being worked on.
  - Unauthorized people should not stay in the workplace.
  - The requirements stated in any related safety procedures and checklists should be followed.
  - Electrical installations, including but not limited to those newly installed, maintained, repaired or tripped under fault conditions, should be

properly inspected and tested prior to energization.

- t. Lockout-Tagout (LOTO) shall be performed to ensure that electrical equipment is properly shut off for work:
  - Lock off the power source by using the integral lock of the switch or switchboard, or by using separate padlock. The key of lock should be securely kept and controlled.
  - If the switch cannot be locked off physically, control of accidental access to the switch should be exercised by locking off the switch room, fencing off the switch, etc.
  - Warning notice, signs and tags should be put on the lock / switch to prevent interference of the switch.
  - “CAUTION—EQUIPMENT UNDER REPAIR” and “小心 — 器具待修” and/or “CAUTION—MEN AT WORK ( 小心 — 工程進行中 )” and/or “ELECTRICAL WORK IN PROGRESS, KEEP POWER OFF (電力工作進行中，切勿開啟電源)” in legible letters and characters each not less than 50 mm high, displayed at or near the electrical equipment and at the isolating device associated with the equipment is acceptable.
- u. Where temporary power is required to use in a workplace, Temporary Power Management Plan shall be submitted to CIC for review without objection prior to the commencement of works.
- v. The notice on treatment for electric shock published by the Labour Department shall be displayed in all parts of the premises where electricity is generated, transformed, or used and at such other places on those premises.



Source: Poster - Electric Shock, Labour Department (Please Click: [HERE](#))

- w. Electrical work should only be carried out by qualified electricians e.g. Registered Electrical Worker who are competent to the class of work to be performed.
- x. All temporary distribution boards should be locked; the name and contact information of responsible electrical worker and statutory warning notice should be displayed at distribution board.
- y. To confirm the electrical installation is safe and complying with the statutory safety requirements, the registered electrical worker or contractor should sign work completion certificate (Form WR1) and issue it to the premises owners after completion of the electrical installation or any work subsequent to repair, alteration or addition to an existing installation. This should be done before the installation is energized.
- z. If the electrical installation is subdivided into more than one part and individual parts are not inspected and tested by the same registered electrical worker, a single certificate (Form WR1) can only be issued and certified by registered electrical worker provided that he or she has received appropriate certificates (Form WR1(A)) signed by other registered electrical workers for the individual parts.
- ab. Periodic inspection and examination of the fixed electrical installation should be arranged in accordance with the Code of Practice for the Electricity (Wiring) Regulations. A test certificate (Form WR2) should be obtained after completion of periodic testing for the electrical installation.

Types of premises	Frequency
A. Places of public entertainment (e.g. cinema) B. Premises for the production or storage of dangerous goods (e.g. DG store) C. Premises with a high voltage fixed electrical installation (exceeding 1000V root mean square alternating current between conductors)	At least once <b>every 12 months</b>

<p>D. A hotel, a hospital, a nursing home, a school, an institution, or a child care centre</p> <p>E. A factory with an approved loading exceeding 200A</p> <p>F. Premises including commercial or residential unit and building with an approved loading exceeding 100A</p>	<p>At least once <b>every</b> <b><u>5</u> years</b></p>
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- ac. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- ad. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

### 11 Chemicals And Hazardous Substances

- a. Inventory list of all hazardous chemical substances should be developed and updated regularly.
- b. Periodic review of inventory list should be conducted.
- c. Use appropriate material of container to store chemical substance. All containers should be properly identified by proper labels and signs. Information contained in the labels shall be bilingual, i.e., in English and Chinese.
- d. A relevant Safety Data Sheet (SDS) in either English or Chinese should be provided for every hazardous chemical substance used.
- e. Storage or conveyance of hazardous chemical substances shall comply with the relevant legislations:
  - Dangerous Goods Ordinance (Cap. 295)
  - F&IU (Dangerous Substances) Regulations (Cap. 59AB)
  - F&IU (Carcinogenic Substances) Regulations (Cap. 59AA)
- f. Storage of hazardous chemical substances shall not exceed the allowable maximum quantity as stipulated by Dangerous Goods Ordinance (Cap. 295). Dangerous goods (DG) license is required if stores, uses or conveys hazardous chemical substances in excess of its individual exempt quantity or the aggregated quantities of the specific class of DG. Chemical users should refer to the Hong Kong Fire Safety Department website at <https://es.hkfsd.gov.hk/dg/en/> for most updated information on exempt quantity for particular hazardous chemical substance.
- g. The general condition of storage area of hazardous chemical substances should be as follow:
  - well ventilated;
  - located at a suitable distance from the public places and other hazardous materials;
  - different categories of substances are to be stored separately;
  - appropriate warning signs should be affixed to the outside of the store.

- h. Persons who require to handle and / or use, or supervise the handling and / or use of hazardous chemical substances should be properly trained in the handling of the substances, and have a knowledge of the potential hazards and the emergency procedure for handling substances.
- i. The wearing of PPE, e.g. gloves, safety goggles, etc. is essential if close contact with hazardous chemical substance is required.
- j. Do not leave any chemicals unattended and left container open without use; Chemical should be stored inside cabinet instead.
- k. A hazardous chemical substance should never be mixed with another material without a complete knowledge of any possible chemical reaction between the two.
- l. Flammable chemical substance shall not be applied onto live electrical apparatus and its proximity or naked flame and its proximity.
- m. Good ventilation should be maintained when flammable or volatile chemical substance is to be used.
- n. Emergency response plans including information of emergency contact numbers and / or contact person should be established based on the risks of the hazardous chemical substances being evaluated.
- o. Chemical waste producer is required to be registered with Environmental Protection Department.
- p. Chemical wastes shall be collected by the registered chemical waste collector. Do not throw chemical waste as general refuse.
- q. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- r. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.



### 12 Compressed Gas Cylinders

- a. All gas cylinders shall:
  - be labeled or marked to identify contents and properly stored;
  - not be stored in exits or egress routes, damped areas, near salt or corrosive chemicals, fumes, heat, or where exposed to weather;
  - be stored within a well-ventilated areas;
  - be properly stored by grouping together in racks or banks with individual chains to secure them in an upright position;
  - be kept away from all flammable, combustible or incompatible substances;
  - not be dragged or physically carried. Move cylinders with a hand truck designed for the transport of cylinders. Cylinders caps shall be secured during transport;
- b. To prevent chemical reactions, cylinders with dis-similar contents shall not be grouped together.
- c. A person must not use a pressure receptacle for containing any Class 2 dangerous goods unless the receptacle is of a type approved by the Director of Fire Services.
- d. Close valves when cylinders are idle, empty or moved. Valve protection caps should be in place when cylinders are moved or stored.
- e. Release residual gas pressure from the hoses after the valve is turned off.
- f. Shall not store compressed gas cylinder exceeding the allowable maximum limit as stipulated under Dangerous Goods (Application and Exemption) Regulation 2012 (Cap. 295E).
- g. Dangerous goods license is required if stores, uses or conveys dangerous goods in excess of its individual exempt quantity as specified under Dangerous Goods (Application and Exemption) Regulation 2012 (Cap. 295E)
- h. Transportation of compressed gas cylinder in passenger lift is prohibited.
- i. Transportation must be by service lift only after registration with CIC.
- j. Regulators, hoses, and torch assemblies shall be in working order and checked for leaks prior to initial use or installation. If a leak develops, remove the cylinder to a safe location outside the building and report the case to CIC, premise owner and government authorities if needed.
- k. Cylinders must be only of types approved by the Authority with (for permanent and

liquefied gases) approved examination and testing of cylinders within the preceding 5 years and (for dissolved gases) approved examination within the preceding 12 months.

- l. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- m. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

### 13 Hot Work (Electric Arc Welding, Gas Welding And Flame Cutting)

If hot work shall be performed, it is CIC's requirement that Contractor shall prepare and submit method statement and risk assessment to CIC (for works within premises of CIC). The assessment shall include evaluation of other work in the vicinity that has the potential to create hazard. Hot work permit shall be granted from CIC and the precautionary measures shall be checked by the Contractor (applicable to construction site) before carrying out the activity.

- a. Risk assessment shall be carried out by competent person with implementation of hot work permit system for carrying out hot work activities.
- b. Factors to be considered in assessing risk include the gas supply system, working environment, particular of the works, size and shape of the workplace.
- c. Verify hot work equipment is in proper working order.
- d. All sources of flammable/ combustible substance should be isolated/ kept away.
- e. Provide suitable ventilation system.
- f. Firefighting equipment, e.g. portable fire extinguishers, fire blankets, sand buckets, etc., should be provided.
- g. Use non-combustible or flameproof shields to protect nearby personnel from direct rays of welding arcs.
- h. Any person carrying out hot work activities should be properly trained for use of the relevant equipment.
- i. Equip gas cylinder with suitable flashback arrestor and non-return valve.
- j. Wear proper PPE such as safety goggles, protective clothing, welding apron with sleeves or long sleeves welding uniform, insulated welding gloves, safety masks/ face shield and safety shoes.
- k. For manual electric arc welding, the workpiece should be earthed.
- l. Place the welding transformer and regulator outside the confined space where practicable for electric arc welding operation in a confined space.
- m. Ensure that slag, sparks and workpiece are completely cooled down before leaving the work area.
- n. Fire warden shall be appointed to inspect works area on completion of shift.
- o. Where arc welding is being conducted, fire retardant screens are to be erected to protect persons in the vicinity of the work, including vehicles and pedestrians, from injury due to sparks.

- p. Refer to “Code of Practice: Safety and Health at Work for Gas Welding and Flame Cutting”, and “Code of Practice: Safety and Health at Work for Manual Electric Arc Welding” for more information.
- q. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- r. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.
- s. The Contractor shall be liable to any loss or damage so caused to CIC in relation to the fire incident as a result of any acts, omissions or breach of safety requirements by the Contractors. Construction Industry Council shall be entitled to recover in full from the Contractor forthwith.

### 14 Boiler And Pressure Vessels

- a. The owner of a new boiler, air receiver or pressure vessel shall, not less than 30 days preceding the day on which it is intended to be used, apply to the Boilers and Pressure Vessels Division of the Labour Department for registration (Form 3).
- b. Every boilers and pressure vessels shall be examined by a boiler inspector / air receiver inspector periodically (Boiler: every 14 / 26 months, depends on the type of boiler and period of boiler usage; Air receiver / Steam receiver: every 26 months). After extensive repair or change of premises, the boiler / pressure vessel shall be examined by inspector again. A certificate of Fitness (Form 1 for a steam boilers/ Form 2 for pressure vessel other than a pressurized fuel container) should be issued by the inspector in accordance with ordinance.
- c. The certificate of fitness shall be kept in premises / location at which boiler or pressure vessel is installed.
- d. All boilers and pressure vessels shall be identified and numbered. Test pressure and maximum permissible operating pressure shall be marked on the boiler and pressure vessel.
- e. No boiler or steam receiver shall be operated except under the direct supervision of a competent person whose certificate of competency certifies that he is competent to operate all classes or types of boiler and steam receiver / competent to operate boilers or steam receivers of the class or type in question.
- f. No boiler or pressure vessel shall be operated at a greater pressure than the maximum permissible working pressure specified in the latest certificate of fitness.
- g. Nobody shall be allowed to remove the lead seal of the safety valve or attempt to adjust the setting of the safety valve to increase the steam pressure.
- h. In case an accident happens to a boiler or pressure vessel or its accessories with the risk of loss of life or property damage, the boiler or pressure vessel must be shut down immediately. The owner should report the accident to the Boiler and Pressure Vessels Division within 24 hours.
- i. Refer to “Chapter 56 – Boiler and Pressure Vessels Ordinance” and “Code of Practice for Owners of Boilers and Pressure Vessels” for more information. Other publications are available on the website of the Labour Department: [https://www.labour.gov.hk/eng/public/content2\\_10.htm](https://www.labour.gov.hk/eng/public/content2_10.htm) .

### 15 Working at Height and Work-above-ground

- a. The contractor shall provide the following equipment for working involving a possible fall of:

2m or more:

- Working platform shall be provided with guardrails and toe boards with reference to Construction Sites (Safety) Regulations Schedule 3 Part 5 & 6.
- The use of fall prevention and arrest systems shall be considered as last line of defense after conducting risk assessment.
- The height to least base dimension ratio of the mobile scaffolding without outriggers shall not be more than 3.

- b. Less than 2m but more than 900mm:

- Light-duty working platforms such as Hop-up platform or Step platform shall be used with guard rails.
- The height of Hop-up platform and Step platforms shall not be more than 1.2m and 1.8m respectively.

- c. Less than or equal to 900mm:

- Hop-up platform, Step platform or other means of support may be used.

- d. Working platforms shall either be closely boarded, planked or plated. Every board or plank forming part of the working platform shall be:

- i. Wider than 200mm and thicker than 25mm; or
- ii. Wider than 150mm if it is thicker than 50mm

- e. When it is impracticable to provide a suitable working platform for working at height, the use of full body safety harness with an independent anchorage or fall arresting is only a last resort of fall protection when there is no alternative equipment should be provided.

- f. Working platforms shall be at least 400mm wide. For use as a passage of transporting materials, the working platform must be at least 650mm wide.

- g. Working platforms shall be provided with a guardrail to a height of 900mm to 1150mm and an intermediate guardrail to a height of 450mm-600mm.
- h. Toe-board shall be at least to a height of 200mm to prevent materials falling from the working platform.
- i. Use of mobile platform of more than 4m height shall be jointly approved by Contractor Safety Officer.
- j. Any scaffold more than 6m in height shall not be fitted with wheels.
- k. Scaffolds shall be fitted with stair access instead of straight ladders for access to working platforms with width more than 1m and height more than 2m where practicable.
- l. Inspect fall protection equipment before use.
- m. Wear safety helmets with chin straps when working at heights.
- n. Do not perform overhead work when there is a danger of falling objects striking a person below. Isolate such work areas with barriers.
- o. Throwing or dropping tools and equipment is prohibited.
- p. Ladders should not be used for working at height of 2 meters or more.



Figure 1: Step Platform



Figure 2: Hop-up Platform



Figure 3: Mobile working platform

- q. For floor opening with either length of either side is over 800mm and the other side is more than 400mm, double rigid fencing with toe-board is required. For floor opening not subject to the size limit above, a securely fixed cover shall be provided or alternative measures (e.g. bolt, kicker or stopper at the back of plate with warning sign on the top) shall be taken to prevent the cover from accidental displacement.
- r. The thickness of timber and steel plate shall be more than 25mm and 5mm

respectively.

- s. Timber and rope are not allowed to be act as Floor Edge Protection.
- t. Where falsework is being erected, alerted or dismantled, the contractor shall develop the safe work procedures on erection, alteration and dismantling of falsework and erection of slab formwork.
- u. Staircase access tower shall be provided for ascending and descending during erection and dismantling of the falsework. Climbing on falsework is not allowed.
- v. The falsework shall be fully decked on the last platform and the last fully decked platform should be erected so that the workers can use it as a working platform for erection and adjustment of head jacks and slab formwork. Head jack should not be placed without full planking.
- w. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- x. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.



### 16 General Safety Precaution Of Using Ladder

- a. Wooden ladder and A-shape ladder shall not be used in CIC premises.
- b. Ladders are intended for access to heights only. When the provision of a suitable working platform is not reasonably practicable. The Contractor shall establish and implement a permit system on their safe use.
- c. Check the ladder before use and maintain record on a comprehensive checklist.
- d. Ladders with broken steps or rails, missing anti-slip feet, or other defects are prohibited.
- e. Fiberglass ladder should be used for any electrical work.
- f. Facing the ladder and maintain a three-point contact with it when climb up or down.
- g. Place ladder on flat and firm level ground with non-slippery surface.
- h. Haul materials with a rope rather than carry up by ladder.
- i. Only one person uses ladder at a time.
- j. Place the ladder on a 1:4 ratio of setback distance to height.
- k. Keep at least 1 meter above the landing point.
- l. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- m. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

### 17 Scaffolding Safety

- a. Erection, alteration and dismantling work of scaffold must be carried out by competent persons and trained workmen.
- b. A competent person of bamboo scaffolding and metal scaffolding should receive training and have practical experience as required in the “Code of Practice for Bamboo Scaffold Safety” and “Code of Practice for Metal Scaffolding Safety”.
- c. Wear safety harness and attach lanyard to an anchorage point or independent lifeline with fall arrester for the scaffolding work.
- d. Working platforms shall be provided with a guardrail to a height of 900mm to 1150mm and an intermediate guardrail to a height of 450mm-600mm.
- e. Toe-board shall be at least to a height of 200mm to prevent materials falling from the working platform.
- f. The scaffold should be erected on a firm and stable ground.
- g. Inspection on the scaffold should be arranged and conducted by the competent person before being taken into use for the first time, after substantial addition/alteration, at intervals not exceeding 14 days, and after exposure to adverse weather conditions every 14 days with completion of the statutory inspection form (CSSR Form 5).
- h. Fence off the working area with display of warning notice.
- i. No throwing or tipping of scaffolding material from height.
- j. A contingency plan for adverse weather shall be prepared. Inspection of the scaffold is required after adverse weather.
- k. Construction and planking arrangement of metal scaffolding should be in accordance with the technical requirement of manufacturer's instruction and “Code of Practice for Metal Scaffolding Safety” published by Labour Department.
- l. Any setting of scaffold that may affect the structure of the building shall seek prior approval from CIC.
- m. Design and calculation report signed by Registered Professional Engineer shall be submitted to CIC. Please comply with the requirements stated in the “Code of Practice for Metal Scaffolding Safety”.
- n. The Contractor shall not use “bamboo” for scaffolding and staging without the prior consent of CIC.

### 18 Mobile Elevating Work Platforms (MEWPs)

- a. Select a suitable MEWP to ensure that its safe working capacity, height and specifications are appropriate for the work.
- b. Safe work methods and procedure for the operation are required.
- c. Before the operation of MEWP, operators should have received appropriate training and be familiar with the operation for that specific model of MEWP.
- d. At the beginning of each shift, dynamic risk assessments should be conducted to evaluate the workplace conditions, including openings, steep slopes, overhead obstacles and traffic conditions; and
- e. Physical and functional checks for the MEWP to ensure that the MEWP is in safe working condition.
- f. Ensure that ground conditions are suitable for the operation of MEWP.
- g. A MEWP with its associated critical parts (e.g. boom, hydraulic cylinders, support structure and condition of tyres) should be regularly inspected, tested, and properly maintained in accordance with the manufacturer's instructions in order to ensure it is in safe working condition at all times.
- h. Workers working on the MEWP shall wear a suitable safety harness with its lanyard anchored to a specified anchorage point of the MEWP.
- i. Ensure that hand and foot controls are not obstructed.
- j. Maintain slow speed while travelling or moving a MEWP.
- k. Do not override any controls, including its safety devices.
- l. Suitable guardrail and toe-boards should be provided on the working platform.
- m. The machine should be fitted with an effective lock-on brake or other means to hold the unit on the maximum slope it is designed for while loaded with its safe working load.

n. **Secondary Guarding Device (“SGD”):**

All MEWPs used on site shall be fitted with SGD unless approved by CIC. SGD is an equipment fitted to a MEWP intended to reduce the risk of entrapment. SGD could be in form of physical barriers or smart devices such as proximity sensors. SGD could either be a build-in feature of MEWP, integrated with MEWP, supplied by MEWP manufacturer or a third-party product.

**Physical Barriers:** To be fitted around the basket of MEWP with adequate strength to eliminate the entrapment hazards. It shall be able to restrict further movement of MEWP once SGD hits any obstacles in the vicinity of MEWP.

**Smart Devices:** To fit one or more than one proximity sensor(s) at MEWP for detecting any obstacles around MEWP and overhead. A visual and/or audio warning signal shall be issued to alert the operator and/or workers on MEWP if the distance between the operator and/or workers on MEWP and any obstacles around MEWP or overhead is less than 500 mm or other specified distances.

In case the SGD is not a build-in feature of MEWP or the manufacturer is not liable for the installation of such SGD, the Contractor shall be liable for the installation.

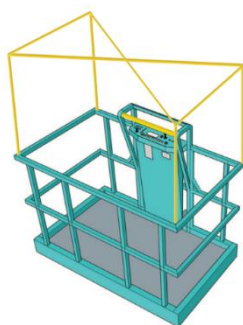


Figure 1: Secondary Guarding Device – Physical Barriers



Figure 2: Secondary Guarding Device – Physical Barriers

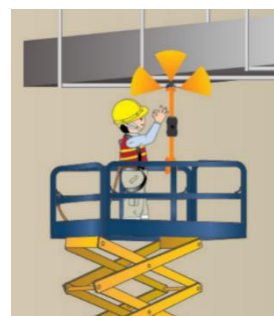


Figure 3: Secondary Guarding Device – Smart Devices

If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

### 19 Safe Use Of Suspended Working Platform

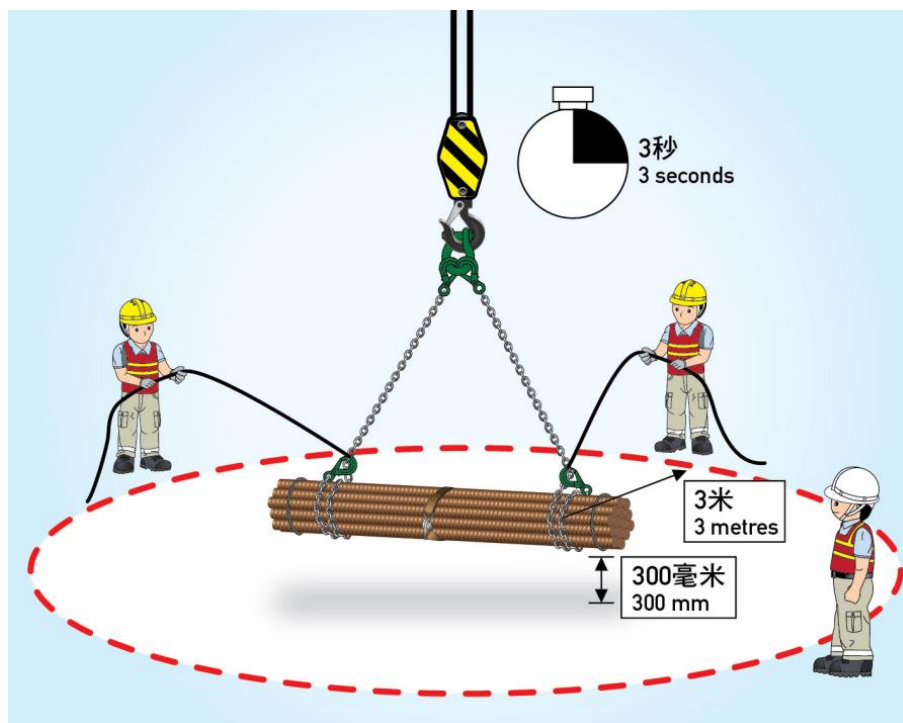
- a. Only trained person is allowed to work on suspended working platform.
- b. Wear suitable safety harness and attach the lanyard to an independent lifeline with fall arrester suitable anchorage and fittings on suspended working platform.
- c. Display notice of safe working load (SWL) and number of persons allowed.
- d. Do not overstretch the body outside a suspended working platform or overload a suspended working platform.
- e. Suspended working platform should not be used under adverse weather conditions.
- f. Maintenance record of suspended working platform should be kept.
- g. Consult competent person for erection, alteration and dismantling of a suspended working platform.
- h. All the suspension ropes and safety ropes should be inspected by a competent person.
- i. Weekly inspection should be carried out by competent person and recorded in statutory inspection form (SWP Form 1).
- j. Suspended working platform must comply with thoroughly inspected, examined and tested periodically in accordance with the statutory requirement.
- k. The Contractor is responsible to control the person who can operate the suspended working platform of the building; only the person on the authorization list can operate the suspended working platform.
- l. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- m. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

- n. Refer to “Code of Practice for Safe Use and Operation of Suspended Working Platforms” for more information.

Legal Requirement of Suspended Working Platform			
Applicable Regulation:	F & IU (Suspended Working Platforms) Regulation		
Item	Inspection Form No. (SWP)		
Suspended Working Platform	Form 1	Form 2	Form 3
Period	7 days	Preceding 6 months before put into use or after substantial repair, re-erection, adjustment to any member of the suspended working platform, failure or collapse	Preceding 12 months before use

### 20 Lifting Appliances And Lifting Gear

- a. The Contractor shall develop a lifting plan with due consideration to the size, shape, centre of gravity and weight of all loads to be lifted as well as the rigging methods for preventing any unintended movements of the loads.
- b. Establish a restricted work area with use of RED barriers and other appropriate controls to minimize the hazards to personnel from swinging or falling objects.
- c. Operator of the lifting appliance shall be properly trained and competent.
- d. Operator shall conduct inspection of the lifting appliance and complete the statutory inspection form (LALG form 1).
- e. Do not leave suspended loads unattended! No one should stay underneath the transportation route. Riggers and banksman shall alert any passerby during the lifting operation
- f. Strictly implement Safe Lifting "3, 3, 3" in accordance with the "Lifting Safety Handbook" issued by CIC as a hold point of lifting procedures before lifting: Keep 3m away from materials being lifted; lift up the materials 300mm from ground; and wait for 3 seconds for stabilising the lifting object before lifting operation.



Source: Lifting Safety Handbook – Safe Lifting 3,3,3 (Please Click: [HERE](#))

- g. Riggers and Signaller shall be thoroughly trained and competent for the lifting operation.
- h. Appoint a competent and experienced lifting supervisor to oversee the lifting operation in accordance with the lifting plan.
- i. Check the working environment and weather condition before carrying out the lifting activity.
- j. All lifting appliance and gear must comply with thoroughly inspected, examined and tested periodically in accordance with the statutory requirement.
- k. All safety features of the lifting appliance must be provided and maintained in good condition including the automatic safe load indicator.
- l. Implementation of colour coding system is recommended to indicate the lifting gear is being inspected and found to be in safe working order.
- m. Consult competent person for erection, dismantle and alteration operation of the lifting appliance.
- n. Risk assessment should be arranged to identify potential hazard and formulate method statement and control measure prior to the lifting activity.
- o. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- p. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.
- q. Refer to the publication of “Code of Practice for Safe Use of Tower Crane”, “Code of Practice on Safe Use of Mobile Crane” and “Guidance Notes on Inspection, Thorough Examination and Testing of Lifting Appliance and Lifting Gear” for



implementation.

Legal Requirement of Lifting Appliance and Lifting Gear							
Applicable Regulation:	Lifting Appliance and Lifting Gear Regulation						
Item	Inspection Form No. (LALG)						
	1	2	3	4	5	6	7
Crane	√		√		√		
Crane with anchoring or ballasting devices	√	√	√		√		
Winch, Crab	√		√		√		
Pulley Block, Ginwheel, Sheerlegs, Pile Driver, Pile Extractor, Excavator, Overhead Runway, Dragline, etc	√			√	√		
Lifting Gear						√	√
Fibre Rope							√
Period	7days	After erection	4 years		12 months	Before put into use	6 months
			Before use or after substantial repair, re-erection, failure, overturning or collapse				

Source: Guidance Notes on Inspection, Thorough Examination and Testing of Lifting Appliances and Lifting Gear (Please Click: [HERE](#))

### 21 Mechanical Plant

- a. Mechanical plant refers to any power-operated mobile machine which is operated by a person riding on the machine including excavator, bulldozer, loader, forklift, cranes, and cherry picker etc.
- b. Only trained operator can control the mechanical plant in compliance with regulation.
- c. Inspection should be arranged regularly and recorded in an inspection form to assure it is in safe working condition.
- d. Plant with malfunctioning safety features shall be removed from service until repairs are completed.
- e. Refueling shall be performed in area with adequate ventilation. Do not refuel vehicles while the engine is running.
- f. All mechanical plant should be maintained at its proprietary status. Any modification for the plant shall not be made unless it is being allowed by the manufacture's authentication or permission in written form.
- g. Refer to publication "A Guide to the Factories and Industrial Undertaking (Loadshifting Machinery) Regulation", "Guidance Notes on Safe Use of Loadshifting Machines for Earth Moving Operations on Construction Sites" and "Guidelines on Safety of Site Vehicles and Mobile Plant" for more information.
- h. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

### 22 Woodworking Machinery

- a. Woodworking machine must only be operated by persons who are competent for this purpose.
- b. All dangerous parts of the woodworking machinery should be properly guarded.
- c. Push stick/block must be available and used to prevent worker's hands from moving near the saw.
- d. Emergency stop must be installed to stop the machine in case of emergency.
- e. A stopping and starting devices should be provided to control the woodworking machine.
- f. Woodworking machine must be regularly checked and maintained in good condition. Operators must not use the machine if there is any sign of defect.
- g. The working area should be kept clean and free of obstruction. Wood chips should be regularly removed.
- h. The floor where the woodworking machine is installed should be maintained in good and level condition.
- i. Proper PPE (safety goggle and ear protectors) should be used when using the woodworking machine.
- j. Please refer to publication of "A Guide to the Factories & Industrial Undertakings (Woodworking Machinery) Regulation" for implementation.
- k. CIC also has the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

### 23 Machinery Guarding

- a. All hazardous moving parts of machinery within normal reach of personnel shall be completely guarded to prevent personnel from coming into contact with the moving parts of machinery or equipment.
- b. Make sure that effective guards are in place and working properly.
- c. Every guard should be rigid and of substantial construction.
- d. All plant and machinery should be regularly checked and maintained in good condition including the associated guarding.
- e. Guards should be secured in position at all times when the parts are in motion.
- f. Any attempt to alter or remove the guarding is not allowed.
- g. Turn off the machine for replacement or maintenance of guard.
- h. Please refer to the “Handbook on Guarding and Operation of Machinery” published by the Labour Department for the design and installation requirement of the guarding.
- i. Machine operations safety should follow as below:
  - Follow SOP, operator should be trained and authorized
  - Equipped with PPE, avoid loose clothing or long hair which might trapped in the rotating parts
  - Routine maintenance of machinery equipment should be conducted by technician
  - Follow safety control hierarchy: Elimination, isolation, engineering control, administrative control, PPE
  - In case of emergency, press emergency stop and report the case to Supervisor

## 24 Abrasive Wheel

- a. Mounting of abrasive wheel shall only be carried out by person who has been appointed in writing by the proprietor and by reason of training and practical experience, competent to perform that operation..
- b. Do not use defective wheels.
- c. Ensure the maximum permissible speed of abrasive wheel is clearly marked.
- d. Ensure the spindle speed is marked on the machine in both English and Chinese.
- e. Ensure the maximum permissible speed of abrasive wheel is higher than the spindle speed of machine.
- f. Ensure that the type of abrasive wheel used is suitable for the work to be carried out.
- g. Ensure the guard is in place after mounting of the abrasive wheel.
- h. Ensure the statutory warning notice for use of abrasive wheel is clearly displayed near the abrasive wheel or in a conspicuous location.

此告示已由勞工處處長批准，並須根據  
工廠及工業經營(砂輪)規例第 14 條所規定而張貼

### 使用砂輪時 應注意下列

危險	安全預防措施
(1) 砂輪爆裂之原因： 砂輪之內有雜質	用適當試驗辦法，檢查砂輪之 完整性與否。
過度轉動	查閱砂輪製造商之說明， 不可超過最高允許轉速。
磨削錯誤	砂輪須由一位專人安裝及調 至對準之位置後始可人使用。
使用不當	勿用過大壓力。 磨削時宜讓砂輪中側面打磨時， 應保持 90°。
(2) 裝固輪子與螺絲之破裂	勿用螺絲固定件固定之砂輪， 應將螺絲固定件更換。
(3) 與砂輪接觸	使用：護罩、軟件、防護屏 (或護目鏡)。
(4) 飛濺之微粒引致眼部受傷	砂輪應妥善固定及調準。

使用前須檢查清楚

This warning notice has been approved by the Commissioner for Labour  
and must be posted for the purpose of Regulation 14 of the Factories and  
Industrial Undertakings (Abrasive Wheels) Regulations

### WARNING NOTICE WHEN USING ABRASIVE WHEELS

DANGERS	SAFETY PRECAUTIONS
(1) Bursting of wheel, due to : Latent defect of wheel	Check soundness of wheel by ring test.
Over-speeding	Do not exceed maximum permissible speed of wheel as specified by manufacturer.
Faulty mounting	The wheel must be mounted by a trained and competent person appointed in writing.
Misuse by operator	Never use excessive pressure on the wheel. Use particular care when grinding on the side of a straight-edged wheel.
(2) Fractures of mounted wheels and points	The overhang not to exceed that is permissible by the manufacturer. The operator to be secured properly in the correct of chuck.
(3) Contact with wheel	Use : Wheel guards, work-rest, protective screen (or eye protectors).
(4) Eye injuries from flying particles	Wheels must be properly fixed and dressed.

ALWAYS CHECK  
BEFORE YOU OPERATE

Source: Warning Notice When Using Abrasive Wheels – Labour Department

- i. The abrasive wheel shall be regularly inspected and maintained by the competent

person.

- j. Ensure the ground is in good condition, free from obstruction and not slippery when operating the machine.
- k. For carrying out grinding operation, proper protection of eye such as safety goggles is required.
- l. For more information, please refer to the publication of “Safety In The Use of Abrasive Wheel”.
- m. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- n. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

### 25 Work In Confined Space

- a. Confined space is defined to mean any place in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk, and without limiting the generality of the foregoing, includes any chamber, tank, vat, pit, well, sewer, tunnel, pipe, flue, boiler, pressure receiver, hatch, caisson, shaft or silo in which such risk arises.
- b. Specified risk means a risk of
  - Serious injury to any person at work arising from a fire or explosion;
  - The loss of consciousness of any person at work arising from an increase in body temperature;
  - The loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour, or the lack of oxygen;
  - The drowning of any person at work arising from an increase in the level of liquid; or
  - The asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to entrapment by a free flowing solid.
- c. Any person who enters in the confined space must attend an approved safety training course in connection with confined space work and holds a relevant certificate.
- d. Risk assessment shall be conducted and submitted to CIC by competent person who receives approved safety training course and holds a relevant certificate before entry to confined space as required by regulation. Any changes in environment must be re-assessed.
- e. The result of risk assessment should be displayed at the entrance of confined space with warning notice.
- f. Before entry into confined space, the confined space should be adequately purged by inert gas purging, steam cleaning and forced ventilation. Atmospheric testing should also be carried out from outside of the confined space.
- g. Any person entering a confined space shall bring along a gas detector each therein to continuously monitor the atmosphere throughout the stay in the confined space.
- h. Make sure safety equipment and PPE are used throughout the whole confined space work including explosion-proof type of 2-way telecommunication equipment, explosion-proof type of atmospheric testing equipment, protective clothing, safety

helmet, respirators, ventilation equipment and safety harnesses with a lifeline connected to a man-lifting tripod or other lifting equipment approved by the Engineer for rescue purpose, etc.

- i. A worker should be assigned to standby at the entrance of confined space throughout the time of operation for emergency communication and coordination.
- j. Any person entering a confined space shall wear an audio and visual personal alarm of dead-man type maintaining its operating in active mode and is able to give out signals to alert the standby person stationed at the entrance of that confined space, and vice versa.
- k. Ensure all relevant control measures such as isolating critical valves or purging of fresh air are implemented before entering to the confined space.
- l. Establishment of an emergency rescue procedure to handle any emergency situation of the confined space work.
- m. Contractors shall conduct site check in every shift of confined space works.
- n. Refer to “Code of Practice for Safety and Health at Work in Confined Spaces” for implementation.
- o. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- p. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.



### 26 Excavation And Trenching

- a. Ensure underground utility marking, signage, barricades and shoring are in place before excavation work.
- b. The Contractor shall provide competent person (under Cap 406 Electricity Supply Lines (Protection) Regulation) to conduct the underground utilities detection before excavation and full time supervision of the execution of the trial pit excavation works until the underground utilities are exposed for active detection, and for all excavation work at high risk areas as considered by CIC.
- c. The Contractor shall conduct passive and active detection for all underground utilities wherever practicable.
- d. The Contractor shall clearly mark the type, alignment and depth of the underground utilities (detected by passive and active detection) on ground.
- e. The Contractor shall submit the completed underground utilities detection report (Passive and Active) to CIC for review without objection within 3 working days after the detection.
- f. The Contractor shall develop separate permit to work system for different stages of excavation:
  - Inspection Pit for underground utilities detection
  - Trial Pit Excavation Stage
  - Bulk Excavation Stage
- g. The Contractor shall provide a full time competent person (under Cap 406 Electricity Supply Lines (Protection) Regulation) on site to supervise the works during the execution of the excavation works where considered by CIC as high risk areas.
- h. Excavation plant should be properly selected and maintained to ensure it is suitable for the work to be carried out.
- i. Operator of excavator should be competent and trained in the use of machine.
- j. Weekly inspection of excavator shall be arranged and recorded in the statutory inspection form (LALG Form 1).
- k. Place warning signage and barriers on all sides of excavated trench to prevent pedestrians from crossing.
- l. Inspection of excavation should be carried out by a competent person as required by law and recorded in the statutory inspection form (CSSR Form 4).
- m. Proper access should be provided for all excavation.

- n. Inform CIC before beginning of excavation work.
- o. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- p. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.
- q. Please refer to “Code of Practice for Safe Use of Excavator” for implementation.

Legal Requirements of Excavation for Implementation			
Item	Applicable Regulation	Inspection Form No.	Period
Inspection of Excavation	Construction Site Safety Regulation	Form 4	7 days
Inspection of Excavator	Lifting Appliance and Lifting Gear Regulation	Form 1	7 days
		Form 4	Before use or after substantial repair, re-erection, failure, overturning or collapse
		Form 5	12 months

### 27 Roadwork Safety

- a. All workers working along roadside must wear reflective vest at all time.
- b. The boundaries of all road works on carriageway must be clearly delineated by traffic cones. The requirement of traffic cone should conform to the general requirements of BS EN 13422:2004 and shall be of appropriate height. The white portion must be retroreflective and the red portion may be retroreflective or have a fluorescent finish.
- c. Traffic cone should be placed close enough together to give an impression of continuity and an appearance of substance. The maximum cone spacing can refer to the requirement listed under Code of Practice for the Lighting, Signing and Guarding of Road Works (COP-LSG) issued by Highway Department.
- d. Obstruction and excavation shall be adequately guarded at all time.
- e. Pedestrians shall be protected from the works and vehicles by rigid barriers (ex. Water-filled or temporary tubular barriers) which can clearly separate pedestrians from the work and trafficked carriage and warn pedestrian of their presence. The barriers should be placed with sufficient clearance to excavation, materials or plant to prevent dangers to pedestrians.
- f. Water-filled or temporary tubular barriers shall provide a clear and uniform overall appearance. Adjacent panels shall be interlocked together without gaps affecting their guarding purpose. The containment level of the barriers should be designed to meet BS EN 1317-2:2010 containment level T2 or above.
- g. During the hours of darkness or at times of poor visibility, all obstructions or road works must be properly delineated with prescribed road hazard warning lanterns to indicate to road users the limits of the works.
- h. General Road Works Signs shall be properly displayed on site. The method for display of signage shall align with the standard and requirement stated in COP-LSG.

- i. Approach and exit tapers shall be in place to guide any road-user to safely pass the works area. The use of traffic cones and barricades shall provide a uniform and consistent indication to road user of the obstruction or excavation on carriageway. Barricade signs should be used with flash arrow sign at location where visibility could be a problem.
- j. Adequate length of approach tapers and height and spacing of traffic cones shall be provided and it is recommended to refer to COP-LSG for general standard and requirement. All traffic arrangement shall be agreed by CIC.
- k. A minimum clear footway width of 1.5 meters should be maintained for pedestrians when work is carried out on footway. If it is impractical to provide the minimum width for the footway, an alternative route should be provided or a permission from CIC should be granted for reducing the width of footway.
- l. Any material storage on carriageway or footway shall be adequately guarded by continuous barriers. Stored plant and material should be kept as far back as possible from the edge of carriageway and in such a position that sightlines are not obstructed. A permission must be granted by CIC if material is needed to be stored on carriageway.
- m. If works are carried out on cycleway, a desirable minimum clear width of 1.8 meters should be maintained for cyclist.
- n. A lateral safety clearance shall be maintained between the works area and any part of trafficked carriageway.
- o. A longitudinal safety clearance shall be maintained between end of the approach taper and the works area which provides a margin of safety for both the traffic and road works personnel and should not be used as a working space. A minimum length of 10 meters longitudinal safety clearance zone shall be provided as recommended in the COP-LSG.

Whereas the provision of longitudinal safety clearance zone is not feasible, CIC must be informed of the situation with implementation of alternative arrangement.

- p. The normal minimum width of a single carriageway for two way traffic is 5.5 m. If this width cannot be provided, the carriageway must be reduced to a width not less than 3 m but not more than 3.7 m and traffic control equipment used to operate alternate one way working. Traffic control may be by approved portable light signals or “Stop/Go” signs.
- q. Emergency Vehicular Access (EVA) shall not be blocked at all times.
- r. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- s. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

### 28 Noise Control

#### Noise at work

- a. Ensure appropriate action to be taken to reduce risk of hearing impairment such as mechanical maintenance and provision of information, instruction and training.
- b. Carry out preliminary noise assessment with noise meter if the noise level is deemed to be unacceptable. E.g. It is difficult to be heard between people around 2 meters apart. If the noise level is identified to be 85dB(A) or above, a noise assessment is required to be conducted by a competent person.
- c. A workplace where the noise level reaches 90dB(A) or above is classified as ear protection zone. Any person staying inside ear protection zone shall put on suitable approved ear protectors. Demarcate and identify ear protection zone with labelling at the zone.
- d. Reduce noise intensity such as providing noise barrier.
- e. For more information, please refer to the “Guidance Notes on Factories and Industrial Undertaking (Noise at Work) Regulation” and “A Practical Guide to Industrial Noise Reduction” published by the Labour Department.

#### Construction Noise

- a. A valid Construction Noise Permit (CNP) is required for carrying out construction work with use of power mechanical equipment during restricted hours between 1900-0700 or at any time on a general holiday. A CNP is also required for carrying out of percussive piling during the permitted hours which generally falls into the period of 0700-1900. An application for CNP must be made to the Noise Control Authority.
- b. The carrying out of percussive piling is strictly prohibited from 1900-0700 and on

holidays.

- c. Regular maintenance should be arranged for machine and equipment as nuisance noise can be generated due to ageing or improper maintenance.
- d. To reduce construction noise, the following practices can be adopted:
  - Use of acoustic enclosure for stationary plant to minimize any noise generating from the source
  - Installation of noise barrier or sound absorbing materials such as mineral wool, woodwool propriety absorbent tiles or fiberglass to reduce environmental sound impacts
  - Use of quieter construction equipment such as Quality Powered Mechanical Equipment
  - Adopt quieter construction methods such as using prefabricated structure to replace in situ construction
- e. For more information, please refer to the “Chapter 400 - Noise Control Ordinance” and “A Concise Guide to the Noise Control Ordinance” released by the Environmental Protection Department.
- f. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- g. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.

### 29 Provision Of Safety Officers And Safety Supervisors

The Factories and Industrial Undertaking Ordinance (F&IU) provides for the safety and health protection to worker in the industrial sector. Employment of safety officer and supervisor is required to assist the proprietor of the industrial undertaking in managing safety and health.

- a. One registered safety officer shall be employed on a full-time basis when the total number of persons employed in the construction site or sites is 100 or more.
- b. One safety supervisor shall be employed where the total number of persons employed in each construction site is 20 or more.
- c. The workplace of contractor activities can be classified as construction work.

Construction work means: -

- i. The construction erection, installation, reconstruction, repair, maintenance (including redecoration and external cleaning), renewal, removal, alteration, improvement, dismantling, or demolition of any of the Specified Structures and Works;
  - ii. Any work involved in preparing for any operation referred to in paragraph (i), including the laying of foundations and the excavation of earth and rock prior to the laying of foundations;
  - iii. The use of machinery, plant, tools, gear, and materials in connection with any operation referred to in paragraph (i) or (ii).
- d. For more information, please refer to “Cap. 59Z Factories and industrial undertakings (safety officers and safety supervisors) regulations”.
  - e. In addition to the statutory obligations, the Contractor shall employ safety officer and supervisor as required by the particular contract. Should it be found that the Safety Officer(s) is not performing his duties to the standard approved by the CIC, then the CIC will employ a Safety Officer directly and any costs (salary and other expenses) arising therefrom will be charged to the Contractor.



### 30 Permit And License

- a. Any person requires to carry out contractor works on CIC premises is required to submit method statement and risk assessment to CIC for review. Work permit should be acquired from CIC if the work is commenced within CIC premises. Examples of work activities requires submission of method statement and risk assessment:
- Metal/Bamboo scaffolding
  - Excavation
  - Welding work
  - Lifting operation
  - Use of mechanical plant for work at height
  - Use of chemical substance
- b. Contractors are always responsible for ensuring that any work that requires a specific license is only performed by individuals who are appropriately registered and / or licensed.

### 31 Waste Management

- a. Contractors are fully responsible to comply all applicable local legislation for disposal of hazardous / construction waste they generate at CIC premises.
- b. In the event a hazardous material is released to the environment during the course of work in CIC premises, Contractors shall contact the CIC relevant departments and government authorities.

#### Construction Waste

- a. Construction waste means any substance, matter or thing which is generated as a result of construction work and abandoned whether or not it has been processed or stockpiled before being abandoned. It is a mixture or surplus material arising from site clearance, excavation, construction, refurbishment, renovation, demolition and road work.
- b. Construction waste producers need to open a billing account with Environmental Protection Department for disposal of construction waste at waste disposal facilities under the legislative requirement. For details, please refer to the Waste Disposal (Charges for Disposal of Construction Waste) Regulation.
- c. A construction waste management plan should be developed to provide an overall framework for waste management and reduction.
- d. Two types of construction waste can be identified:-
  - Inert material such as debris, rubble, earth, bitumen and concrete can be used for land reclamation and site formation and will be transported to public filling areas.
  - Non-inert material such as bamboo, timber, vegetation, packaging waste and

other organic materials should be disposed at landfills.

- e. General practices of reducing and recycling waste in construction industry:-
- Implement proper control and documentation on material flow to over-ordering materials
  - Adopt on-site sorting practice to recover waste for reuse and recycle
  - Use durable, reusable hoarding to replace timber hoarding
  - Replace bamboo scaffolding with metal scaffolding if possible
  - Utilize excess concrete for the production of pre-cast road blocks, curbs, etc.
  - Re-use excavated materials for backfilling, slope stabilization and reclamation, or transport excavated materials to other sites for re-use
  - Collect waste steel bars for recycling
  - Collect expired PPE for recycling

### Chemical Waste

- a. Chemical waste refers to any substance or thing being scrap material, effluent, or an unwanted substance or by-product arising from the application of or in the course of any process or trade activity, and which is or contains any substance or chemical specified in the prescribed schedule 1 of the Regulation that may cause pollution or constitute a danger to health or risk of pollution to the environment.
- b. A chemical waste producer license is required for any work process generating chemical waste.
- c. Storage, handling, transport and disposal of chemical waste shall be arranged in accordance to the Code of Practice on the Packaging, Labelling and Storage of Chemical Wastes:-
- Chemical waste shall be packed and held in containers of suitable design and

construction.

- All parts of the container in direct contact with chemical waste must be resistant to any chemical or other action of such waste.
  - Containers should be in good condition and free from corrosion, contamination, damage or any other defects which may impair the performance of the container.
  - The Containers should be securely sealed and closed.
  - Do not mix different types or sources of chemical wastes in same container.
  - Sufficient air space should be maintained when packing a container with liquid chemical waste to avoid leakage or permanent distortion of container due to liquid expansion.
  - Container of chemical waste should be labelled in both English and Chinese with appropriate size and dimension.
  - Information regarding the particular risks and safety precaution of the chemical waste should be clearly marked on the container.
- d. A licensed waste collector shall be appointed to collect the chemical waste at your workplace. Trip ticket shall be obtained and retained for record.

### 32 Wastewater Management

- a. All sewage should be discharged into sewers, not storm water drains which are only meant to carry rainwater into the sea.
- b. Except for discharges of domestic sewage into sewer and discharges of unpolluted water into storm drains / water bodies, effluent from industrial, institutional and commercial premises, discharge of domestic sewage from institutional and commercial premises in unsewered areas, domestic sewage treatment plant and domestic premises in unsewered area are subject to control and should obtain a Water Pollution Control Ordinance (WPCO) license before making discharge.
- c. Comply with the requirements as specified on the WPCO license.

#### Construction site effluent

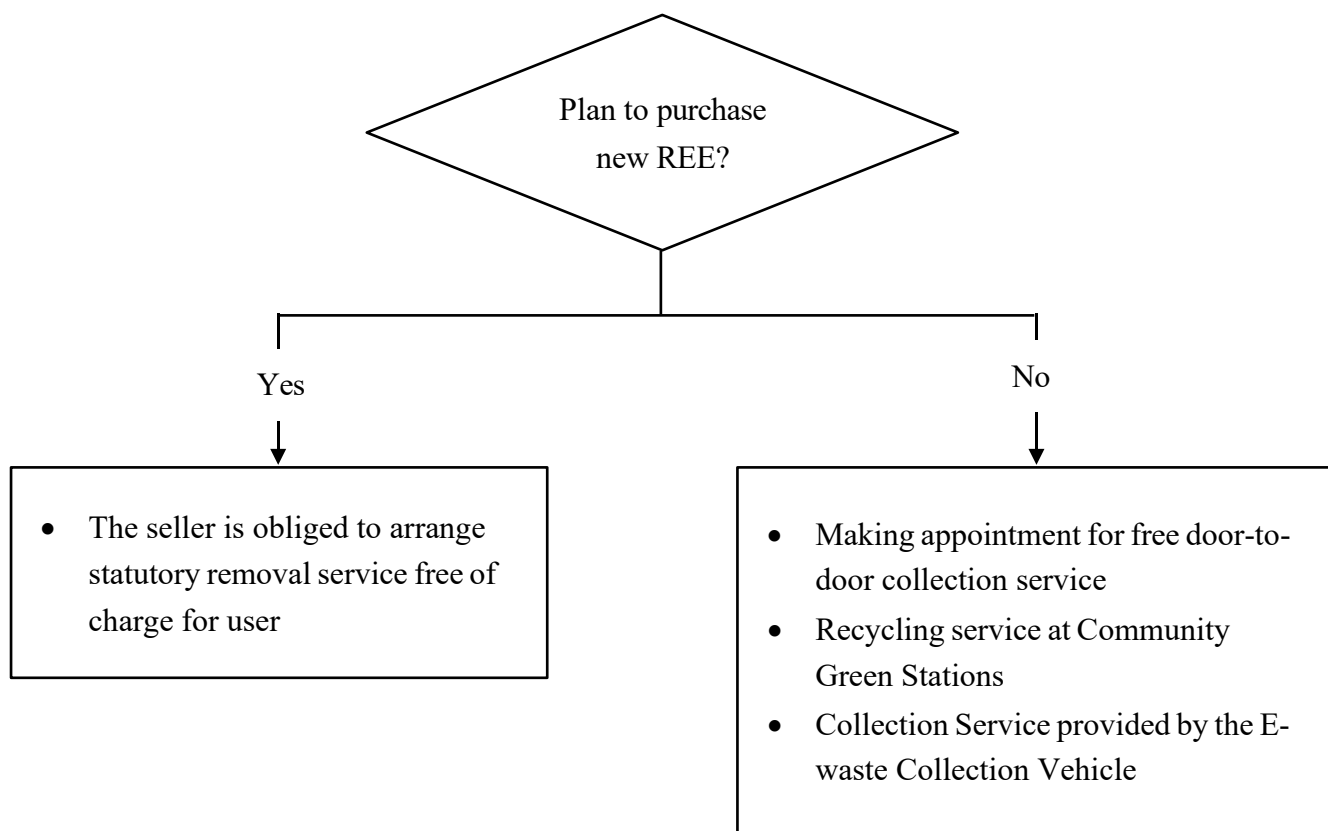
- a. All contaminated runoff is required to be treated before discharge to meet statutory requirements. Contractor should take all necessary preventive measures to avoid the contamination of surface runoff, e.g. covering stockpile of soil materials with plastic sheets.
- b. Contractor should always collect the construction wastewater and provide proper treatment before discharging into the foul sewer. Approval from the Drainage Services Department should be obtained for any discharge to foul sewer.
- c. Common water pollution control measures include:-
  - Minimize water consumption;
  - Cover up exposed soil surface and soil stockpile;
  - Deploy drip tray for stationary plants and chemical drums
  - Construct temporary site drainage for collection of construction site wastewater;
  - Deploy wastewater treatment facilities, e.g. sedimentation tanks, petrol

interceptor and pH regulator

- Reuse treated construction wastewater

### 33 Waste Of Regulated Electrical Equipment Management

- a. Contractor shall take the producer's responsibility on disposal of Regulated Electrical Equipment (REE). REE includes: air-conditioners, refrigerators, washing machines, televisions, computers, printer, scanners and monitors.
- b. Producer shall dispose REE properly in accordance with statutory requirement:



- c. Illegal disposal of REE at CIC premises is not allowed.
- d. For more information, please refer to the website of Waste Electrical and Electronic Equipment (WEEE): <https://weee.gov.hk/>

### 34 Air Emission Control

#### Construction Dust Control

- a. Adequate dust reduction measures should be implemented to reduce dust emission while carrying out construction work
- b. Apply water spraying on:
  - any dusty materials before loading and uploading
  - Stockpile of dusty materials
  - Area where excavation or earth moving activities are carried out
  - Any unpaved main haul road
  - Drilling work where dust is generated
- c. Provide hoarding of not less than 2.4m high from ground level along the construction site boundary which is next to a public vehicular or pedestrian road.
- d. Provide effective dust screens, sheeting or netting to enclose any scaffolding built around the perimeter of a building
- e. Cover or shelter any stockpile of dusty material
- f. Provide wheel washing facilities at the exit of site access to wash away any dusty material from the vehicle body and wheels before leaving the site
- g. Cover any dusty load on vehicle before leaving the site
- h. Do not operate plant, activity or process when air pollution control system or equipment has broken down
- i. It is required to notify EPD before commencement of work for the following types of construction work:
  - Site formation
  - Reclamation
  - Demolition of a building
  - Work carried out in any part of a tunnel that is within 100m of any exit to the



open air

- Construction of a building
- Road construction work

## Control of Non-road Mobile Machinery Emission

- All regulated machine (mobile machines or transportable industrial equipment) or non-road vehicles that are not licensed under the Road traffic (registration and Licensing of Vehicles) Regulations are required to meet the legal emission standard and smoke requirement. For details, please refer to the Air Pollution Control (Non-road Mobile Machinery) (Emission) Regulation (Cap. 311Z.)
- For use of non-road mobile machinery (NRMM), prior approval is required from Environmental Protection Department with completion of application form.
- Approved or exempted NRMM labels must be displayed on the machine or vehicles. The size and colour of the label must refer to the requirement specified in the Regulation.

機械種類 Machine Type:
機械商標名稱及型號 Machine Trade Name & Model:
機械序號 Machine Serial Number:
引擎廠名及型號 Engine Make & Model:
<b>EPD-A-12Z45-20X1</b>
根據《空氣污染管制(非道路移動機械)(排放)規例》給予的核准 Approval given under the Air Pollution Control (Non-road Mobile Machinery) (Emission) Regulation

Sample of approval label

機械種類 Machine Type:
機械商標名稱及型號 Machine Trade Name & Model:
機械序號 Machine Serial Number:
引擎廠名及型號 Engine Make & Model:
<b>EPD-E-123T5-2Y11</b>
根據《空氣污染管制(非道路移動機械)(排放)規例》給予的豁免直至 年 月 日(如適用) Exemption given under the Air Pollution Control (Non-road Mobile Machinery) (Emission) Regulation until dd/mm/yy (if applicable)

Sample of exempted label

### 35 First Aid Facilities

- a. First aid item mean: Under the Occupational Safety and Health Regulation, "first aid item" means an item of the kind specified in Schedule 2 of the Regulation or any additional item required by the Commissioner for Labour to be provided in the first aid facility.
- b. First aid facility requirements for workplace:
  - For construction site, a separate first aid facility shall be provided and maintained for every 50 workmen or part thereof employed on the site.
  - For the workplace other than construction site, a separate first aid facility shall be provided and maintained for each 100 employees, or part of that number.
  - Every first aid box or cupboard shall be marked "FIRST AID" in English and “急救” in Chinese.
  - All first aid items are maintained in a serviceable condition.
  - For the requirement of first aid items of first aid box, please refer to the publication by Labour Department named Hints on First Aid: ( <https://www.labour.gov.hk/tc/public/pdf/oh/HintsOnFirstAid.pdf> )
  - The person responsible for a workplace must designate a team of 2 or more of the employees to be responsible for the first aid box or cupboard and ensure that at least one member of the team is available in the work place when work is performed there.
  - A notice specifying the names of the members of the team has to be affixed to the first aid box or cupboard.

## 36 Lighting and Ventilation

### Lighting:

- a. It is essential for employees to work and move around safely in a workplace under adequate lighting.
- b. Some examples of recommended optimum levels of lighting for various activities / areas are listed below:

Task position or area	Optimum average illumination in lux
1. Office areas	
General Offices	500
Computer work stations	500
Drawing work stations	750
Other office areas, e.g. file storage	300

(Source: Guidelines for Good Occupational Hygiene Practice in a Workplace – Lighting from Labour Department)

### Ventilation:

- a. Every workplace shall be adequately ventilated by fresh air.
- b. The air within the workplace shall be kept free of impurities.
- c. All reasonably practicable steps shall be taken to protect employees from inhaling impurities and to prevent accumulation of the impurities at the workplace.
- d. Effective exhaust devices shall be installed and used as closely as possible to the source of the impurities.
- e. Regular preventive maintenance of mechanical ventilation systems shall be planned and performed.
- f. If water cooling towers are used, they should be properly maintained, e.g. used of biocides as appropriate, to prevent the growth of micro-organisms.




### 37 Traffic safety

#### When Driving in CIC premises

- a. Check carefully to ensure that there are no obstructions. Pay particular attention to the blind spots at the rear.
- b. Check if safety seat belt is properly fastened before drive.
- c. Strictly follow the site traffic safety instructions, including emergency vehicular access (EVA), speed limited, or etc.
- d. Drive in prescribed path and follow traffic signals.
- e. Allow pedestrian to use the pathway first. Do not park vehicles in unauthorized area.
- f. Do not overload vehicle, either in terms of passengers or loads.
- g. Reduce vehicle speed and pay particular attention during turning.
- h. Do not overload vehicle, either in terms of passengers or loads.
- i. Do not use your mobile phone or any other communication device when driving
- j. Do not drive under the influence of alcohol or drugs.
- k. Signal, reduce speed and check mirrors before turning or reversing.
- l. If there is any non-compliance with the requirements, CIC reserves the right to suspend the works until the non-compliance or unfavourable operation is rectified by the Contractor to the satisfaction of CIC with no cost or time implications.
- m. CIC has the right to arrange additional resources directly (e.g. Manpower, plants, equipment and materials) to rectify or facilitate the rectification for the non-compliance of the safety requirements by the Contractor, CIC has the right to charge the Contractor for the costs such as salary, associated administrative costs and related expenses arising therefrom.




### 38 Prevention of Heat Stroke

- a. It is applicable to work that needs to be carried out under hot weather or in high-temperature environments, such as:
- Work conducted in outdoor locations without shelters;
  - Work conducted in an indoor location without air-conditioning system installed;
  - Work conducted near heat sources or heat-generating facilities
- b. “Heat Stress at Work Warning” indicates the level of heat stress that employees face when working outdoor or indoor without an air conditioning system. The Warning system will be issued by the Labour Department, with the assistance of the Hong Kong Observatory.

Hong Kong Heat Index	Heat Stress at Work Warning	Warning Signs
30 to <32	Amber	
	Amber Heat Stress at Work Warning indicates the level of heat stress in certain work environments is high.	
32 to <34	Red	
	Red Heat Stress at Work Warning indicates the level of heat stress in certain work environments is very high.	
>=34	Black	
	Black Heat Stress at Work Warning indicates the level of heat stress in certain work environments is extremely high.	

- c. Employers are advised to implement the following measures against heat stress at the workplace:
- Perform a risk assessment for the heat stress of employees at the workplace and take effective preventive measures according to the assessment results.
  - Determine the risk control measures in accordance with the risk you identified in the assessment items as far as reasonably practicable to prevent employees from suffering heat stroke while working.
  - Develop suitable work/ rest schedules for employees to reduce the risk of heat stroke at work when the Heat Stress at Work Warning is in force.
  - The recommended hourly rest period for employees working outdoor is determined based on Level of Physical Workload x Level of Heat Stress at Work Warning.

Rest Arrangements for Outdoor Work in Times of Heat Stress at Work Warning

Physical Workload Heat Stress at Work Warning	Light	Moderate	Heavy	Very Heavy
		45 mins work 15 mins rest in each hour (75% work; 25% rest)	30 mins work 30 mins rest in each hour (50% work; 50% rest)	15 mins work 45 mins rest in each hour (25% work; 75% rest)
	45 mins work 15 mins rest in each hour (75% work; 25% rest)	30 mins work 30 mins rest in each hour (50% work; 50% rest)	15 mins work 45 mins rest in each hour (25% work; 75% rest)	Suspension of work
	30 mins work 30 mins rest in each hour (50% work; 50% rest)	15 mins work 45 mins rest in each hour (25% work; 75% rest)	Suspension of work	Suspension of work

- v. Write down the emergency response measures to be taken in case an employee working in hot environment requires support and/or assistance.
- vi. Communicate the heat stress risk assessment result to the relevant workers and provide appropriate instruction to ensure they take appropriate rest breaks according to the result.
- vii. Apply preventive and control measures such as:
  - Allow employees to have access to drinking water within 10 minutes of walking.
  - Relocate or isolate heat source.
  - Extract hot air from the workplace.
  - Provide PPE to reduce heat absorption.
  - Install mechanical devices (e.g., exhaust / insulation system) to regulate the temperature of work area.
  - Install air conditioning system, blowers, or misting fans.
  - Wear light-colored, thin, and loose-fitting clothing.
  - Provide sun protection sleeves that have good sweat-wicking and dry-fit properties for outdoor workers.
- viii. Please refer to “Guidance Notes on Prevention of Heat Stroke at Work” issued by Labour Department for implementation.

## Appendix 1 – Relevant Safety And Health Legislations

The followings are the ordinances and regulations related to occupational safety and health in Hong Kong:

1.	Gas Safety Ordinance	Cap 51
2.	Boilers and Pressure Vessels Ordinance	Cap 56
3.	Factories and Industrial Undertakings Ordinance	Cap 59
4.	Factories and Industrial Undertakings Regulations	Cap 59A
5.	Factories and Industrial Undertakings (First Aid in Notifiable Workplaces) Regulations	Cap 59D
6.	Factories and Industrial Undertakings (Notification of Occupational Diseases) Regulations	Cap 59E
7.	Factories and Industrial Undertakings (Woodworking Machinery) Regulations	Cap 59G
8.	Factories and Industrial Undertakings (Electrolytic Chromium Process) Regulations	Cap 59H
9.	Construction Sites (Safety) Regulations	Cap 59I
10.	Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations	Cap 59J
11.	Factories and Industrial Undertakings (Abrasive Wheels) Regulations	Cap 59L
12.	Factories and Industrial Undertakings (Work in Compressed Air) Regulations	Cap 59M
13.	Factories and Industrial Undertakings (Spraying of Flammable Liquids) Regulations	Cap 59N
14.	Factories and Industrial Undertakings (Goods Lifts) Regulations	Cap 59O
15.	Factories and Industrial Undertakings (Guarding and Operation of Machinery) Regulations	Cap 59Q
16.	Factories and Industrial Undertakings (Cartridge Operated Fixing Tools) Regulations	Cap 59R
17.	Factories and Industrial Undertakings (Protection of Eyes) Regulations	Cap 59S
18.	Factories and Industrial Undertakings (Noise at Work) Regulation	Cap 59T
19.	Factories and Industrial Undertakings (Fire Precaution in Notifiable Workplaces) Regulations	Cap 59V
20.	Factories and Industrial Undertakings (Electricity) Regulations	Cap 59W

21.	Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations	Cap 59Z
22.	Factories and Industrial Undertakings (Carcinogenic Substances) Regulations	Cap 59AA
23.	Factories and Industrial Undertakings (Dangerous Substances) Regulations	Cap 59AB
24.	Factories and Industrial Undertakings (Suspended Working Platforms) Regulation	Cap 59AC
25.	Factories and Industrial Undertakings (Asbestos) Regulation	Cap 59AD
26.	Factories and Industrial Undertakings (Confined Spaces) Regulation	Cap 59AE
27.	Factories and Industrial Undertakings (Safety Management) Regulation	Cap 59AF
28.	Factories and Industrial Undertakings (Loadshifting Machinery) Regulation	Cap 59AG
29.	Factories and Industrial Undertakings (Gas Welding and Flame Cutting) Regulation	Cap 59AI
30.	Fire Services (Installations and Equipment) Regulations	Cap 95B
31.	Dangerous Goods Ordinance	Cap 295
32.	Dangerous Goods (Application and Exemption) Regulation 2012	Cap 295E
33.	Dangerous Goods (Control) Regulation	Cap 295G
34.	Radiation Ordinance	Cap 303
35.	Waste Disposal Ordinance	Cap 354
36.	Noise Control Ordinance	Cap 400
37.	Electricity Ordinance	Cap 406
38.	Builders' Lifts and Tower Working Platforms (Safety) Ordinance	Cap 470
39.	Fire Safety (Commercial Premises) Ordinance	Cap 502
40.	Occupational Safety and Health Ordinance	Cap 509
41.	Occupational Safety and Health Regulation	Cap 509A
42.	Occupational Safety and Health (Display Screen Equipment) Regulation	Cap 509B
43.	Fire Safety (Buildings) Ordinance	Cap 572
44.	Hazardous Chemicals Control Ordinance	Cap 595
45.	Mercury Control Ordinance	Cap 640
46.	Building (Administration) Regulations	Cap 123A
47.	Building (Demolition Works) Regulation	Cap 123





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.*

## **Enquiries**

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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.



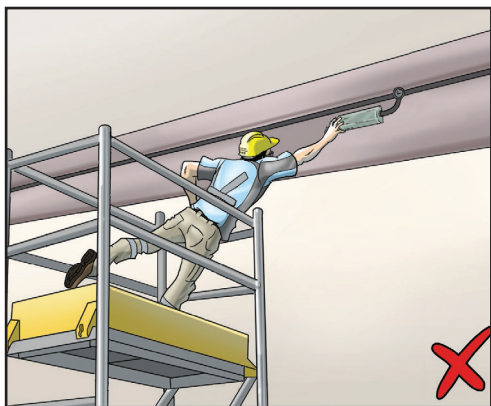
Ascending/descending the mobile working platform from the inside of a mobile working platform.



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.





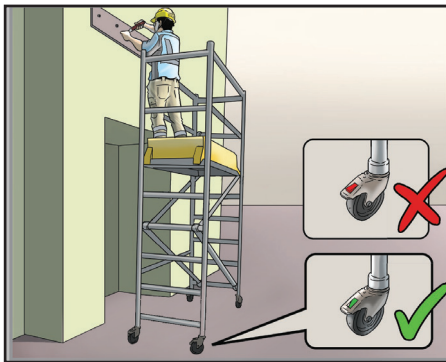
Do not overstretch the body outside the working platform.



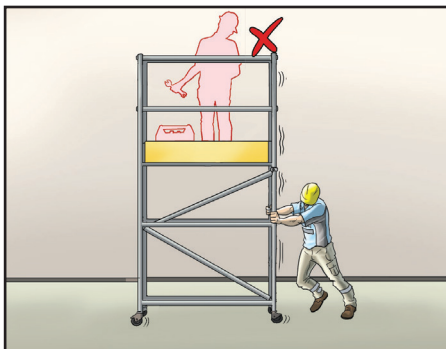
Do not lean on the guard-rail of the working platform.

- 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.

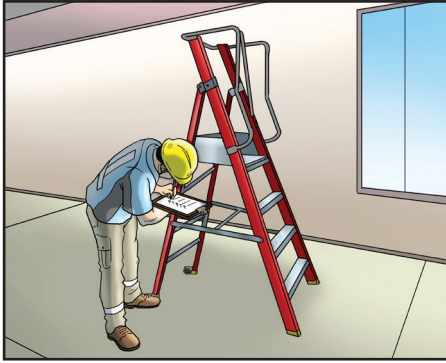
## 5. Safe Use of Light-duty Working Platforms

- 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.



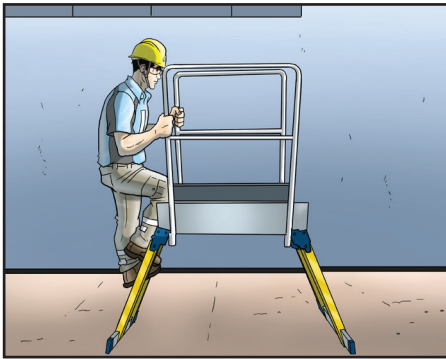
Step platform deployed for checking the ventilation system in a room where there is restricted space to accommodate a typical working platform.

- 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.

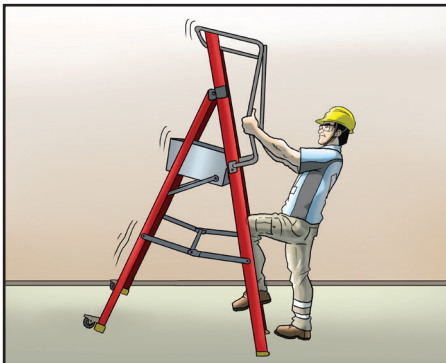


Before use, inspection (including visual check) of the light-duty working platforms according to the safety checklist provided by the supplier or other equivalent safety checklist should be conducted.

- 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:**

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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
<b>Part A</b>	<b>Ladder should not be used if the answer to any of the questions in Part A falls in a box shaded in grey.</b>		
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.		
	<b>End of Part A</b>		
<b>Part B</b>	<b>The following conditions should be fulfilled before the ladder is to be used.</b>		
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.)

<b>1. As a whole, I feel that the publication is:</b>	Strongly Agree	Agree	Neutral	Disagree	Strongly 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"/>
<b>2. Does the publication enable you to understand more about the Work-above-ground Safety?</b>	Yes		No	No Comment	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Have you made reference to the publication in your work?</b>	Quite Often		Sometimes	Never	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. To what extent have you incorporated the recommendations of the publication in your work?</b>	Most		Some	None	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Overall, how would you rate our publication?</b>	Excellent	Very Good	Satisfactory	Fair	Poor
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Other comments and suggestions, please specify (use separate sheets if necessary).</b>					
<b>Personal Particulars (optional):*</b> Name: <u>Mr./Mrs./Ms./Dr./Prof./Ir/Sr^</u> Company: _____ Tell: _____ Address: _____ E-mail: _____					

\* The personal data in this form will be used only for this survey. Your data will be kept confidential and dealt with only by the Construction Industry Council.

^ Circle as appropriate.

Please return the feedback form to:

CIC Secretariat – Council Services

E-mail: [enquiry@cic.hk](mailto:enquiry@cic.hk)

Address: 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon

Fax No: (852) 2100 9090