

主辦機構  
Organisers



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



CONSTRUCTION  
INDUSTRY COUNCIL  
建造業議會

# CIC Global Construction Sustainability Forum and Exhibition 2023

建造業議會國際可持續建築論壇暨展覽



## Exhibitor Manual 參展商手冊

(Version 版本 1.0)

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

HONG KONG

Dear Exhibitors,

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

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

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

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

Yours faithfully,

Organising Committee

CIC Global Construction Sustainability Forum and Exhibition 2023

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## SECTION 1: GENERAL INFORMATION

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

### Aim

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

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

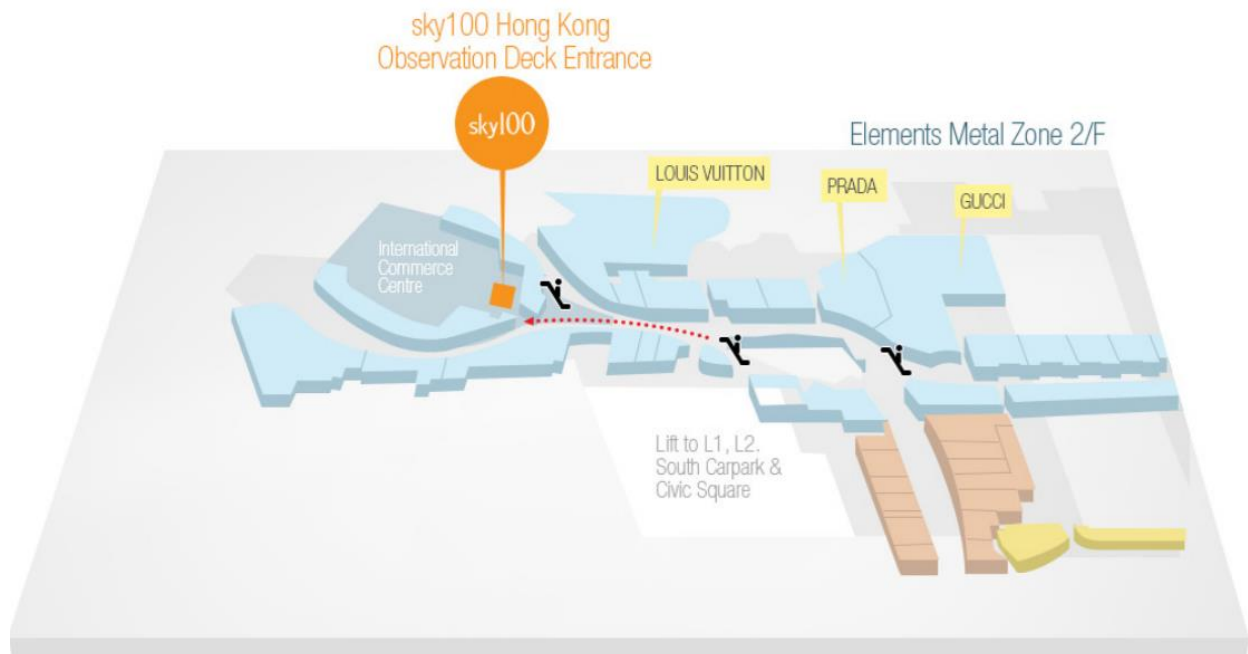
# SECTION 1: GENERAL INFORMATION

## 1.1 Venue Location

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

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

Location Map:



## SECTION 1: GENERAL INFORMATION

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### Parking

A public car park is located at The Elements.

### Accommodation

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

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

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

# SECTION 1: GENERAL INFORMATION

## 1.2 Exhibition Schedule

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

## SECTION 1: GENERAL INFORMATION

### 1.3 Contact Details

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



## SECTION 1: GENERAL INFORMATION

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### 1.4 Admission

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

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

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

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

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

## SECTION 1: GENERAL INFORMATION

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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://www.cic.hk/gcsfe>. Once posted on the Event website, the Exhibitor will be deemed to be notified and have accepted the amended Conditions and the additional rules and regulations. All interpretations of these Conditions and any additional rules and regulations by the Organisers shall be final and bound to the Exhibitor.

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

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

## SECTION 1: GENERAL INFORMATION

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### Notices

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

To the Organisers either by:

E-mail to

[gcsfenquiry@cic.hk](mailto:gcsfenquiry@cic.hk); or

Post to GCSFE 2023 Secretariat

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

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

### Conflict with Application Form

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

## SECTION 2: RULES AND REGULATIONS

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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 – Sky100, which are deemed to be integral parts of and incorporated into these conditions. In the event of conflict between the provision of such rules and regulations and these conditions, these conditions shall prevail. A copy of the rules and regulations of the Sky100 are available from the Organisers / Official Contractor on request.
- 4) The Exhibitor shall also comply with the Sky100 House Rules for Visitors. Please visit: <https://sky100.com.hk/en/sky100-information/deck-rules-and-regulations/> for more details.
- 5) The Organisers reserve the right to interpret, alter and amend any of these conditions and to issue additional rules and regulations at any time they consider necessary for the orderly operation of the exhibition. All interpretations of these conditions and any additional rules and regulations by the Organisers shall be final.
- 6) No gas-filled balloon is allowed in all Public Circulation Areas of the Sky100.
- 7) Fireworks/ Explosive items/ confetti/ smoke machines are not allowed in any occasions.
- 8) With evaluation of the potential hazardous concerns in using open flame candles / incenses, use of open flame candles / incenses is strictly prohibited within any of the venues and public circulation areas.

## SECTION 2: RULES AND REGULATIONS

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

## SECTION 2: RULES AND REGULATIONS

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### Move-in and Delivery of Exhibits

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

## SECTION 2: RULES AND REGULATIONS

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

### 20) Delivery of Materials for Set-up

Service lifts of the following dimensions are available:

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

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

## SECTION 2: RULES AND REGULATIONS

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

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

### Event move-in/dismantle recognition

天際100 手帶  
sky100 Wristband



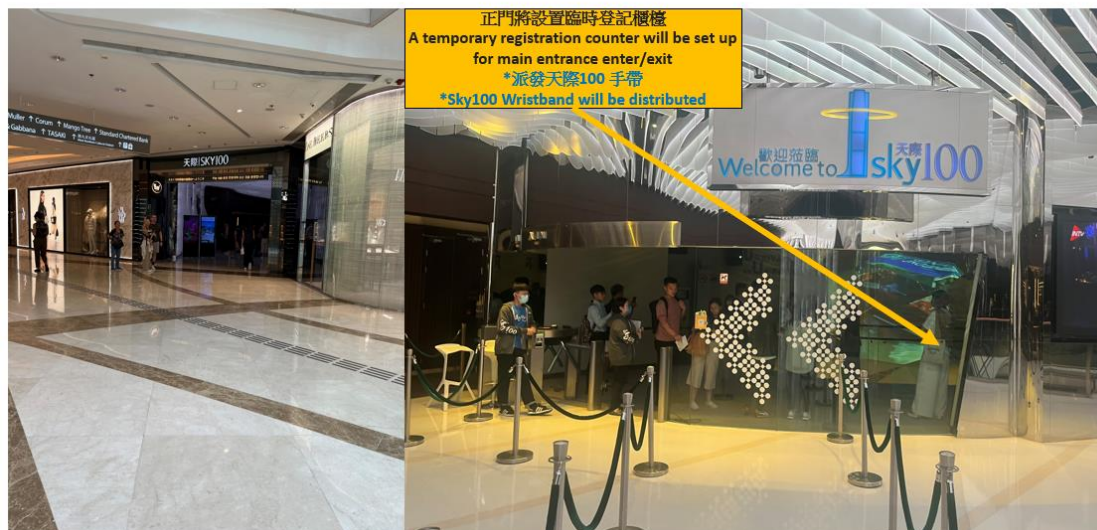
Images are for reference only.  
Quantities are subjected to availability.



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

天際100 正門登記處 (不能運送器材)

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





## SECTION 2: RULES AND REGULATIONS

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



### 前往 ICC 裝卸區 (車輛高度限制為 3.5 米) Route to ICC loading bay (Vehicle height limited to 3.5m)



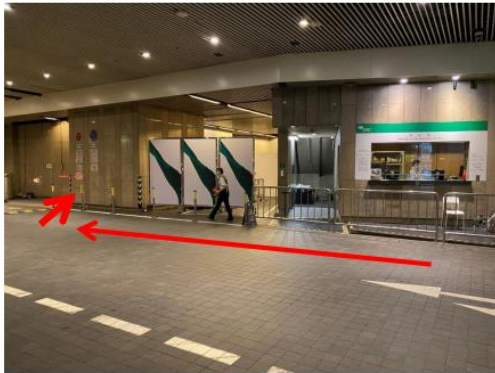
## SECTION 2: RULES AND REGULATIONS



前往 B1 裝卸區：  
To B1 Loading Bay:



\*派發環球貿易廣場證件  
\* ICC badge will be distributed



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

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



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

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



環球貿易廣場 B1 裝卸區 客戶服務中心 1小時免費泊車服務 電話: 013080 2018/12/04 10:00 AM 101-018 Loading Bay - 1 Hour Free Parking with Sky100 Customer Care	
Car Plate 車輛牌號:	
Entry Date / Time 入場日期及時間:	
Timeout Date / Time 離場日期及時間:	
Issued by 辦事人員姓名(中文):	
注意: 1. 生效日期: 2018年9月1日 2. 停車場位置: ICC G/F及B1上落貨區 3. ICC 停車場只接受以八達通繳費(收費為每小時港幣六十元正), 不足1小時亦作1小時計算。 4. 凡按ICC停車場投納在此處停泊之車輛須受顯示於ICC停車場入口/開機之停車場使用條例規限。 5. 如車票蓋有天空100印章(如左圖), 可免1小時停泊優惠, 車輛離開前可機必須攜同車票到ICC地下繳費處辦理手續。 6. 天空100蓋印時間為10:00至21:00(於100樓顧客服務台蓋印, 逾時不換)*通霄設施除外 7. 於出閘口之繳費機繳費後, 需即時離開本停車場, 不受繳費後出車時間限制, 超時需繳付額外泊車費。 8. 此票乃設施管理服務有限公司之財物, 如有遺失, 請向環球貿易廣場服務處報失(電話: 2730 0800)。	

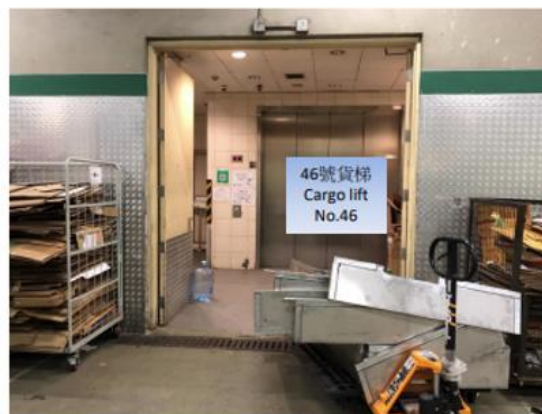
## SECTION 2: RULES AND REGULATIONS



**B1 / F 裝卸區：**  
**B1 / F Loading Bay:**



**L46 號貨梯**  
**The information of the L46 cargo Lift**



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

從 ICC 卸貨區到 100樓 會經過的門及尺寸

From ICC unloading area to Sky100

- Loading area will be located at B1 floor at ICC

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

- 卸貨區會在ICC B1樓層
- B1 L46 外會有一個門, 尺寸: 2400mmW x 2700mmH

## SECTION 2: RULES AND REGULATIONS



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

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

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

**\*\* 必須 \*\***

鋪上木板及地毯保護此區域  
的地板

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

100/F貨艙出口  
Arrived at 100/F



## SECTION 2: RULES AND REGULATIONS



**不允許 NOT Allowed**

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

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

**電唧車 / 手動唧車 / 油壓車**

**Electric pump/manual pump/hydraulic truck**



**電叉車**

**Electric forklift**



**100/F 範圍**

**只允許使用手推車 / 板車 (膠轆)**

**Sky100 only allow trolley (Plastic Wheels)**



## SECTION 2: RULES AND REGULATIONS

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### Storage of Exhibits

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

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

### Booth Cleaning

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

## SECTION 2: RULES AND REGULATIONS

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### Move-out and disposal of Waste

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

## SECTION 2: RULES AND REGULATIONS

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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., 19 – 22 November 2023). Non-official contractors shall provide insurance policy to the Official Contractor on or before 9 October 2023.
- 2) The Organisers shall be entitled to inspect any such insurance policy or premium receipts at any time.
- 3) Exhibitor will be liable for any damage caused to floors, carpeting, walls, columns, standard booth equipment, or to another Exhibitor's property. No signs or other articles are to be fastened to the Exhibition Venue walls, fixtures, or electrical equipment.

### Payment

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



## SECTION 2: RULES AND REGULATIONS

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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) ICC will have security patrol for the whole building but station at sky100 in the exhibition hall from 19 – 22 November 2023. No outside security service is allowed in Sky 100.

### Miscellaneous

#### Moving/Working Exhibits

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

#### Promotional Activities

All activities of the Exhibitors and their staff must be confined to the stand or site allocated. Promotional materials such as brochures or catalogues may only be distributed from the Exhibitor's own stand. No advertising, demonstration or canvassing for business 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 GCSFE 2023 serves as a business networking event, all retail sales activities in venue is not permitted. Exhibitors must ensure that the trade and sales practices, including but not limited to the use of any invitation to purchase, promotional and sales methods involving arrangements for buyers' advanced payments on any other goods/services that may be offered, provided or sold by the Exhibitor during the exhibition would be in compliance with all relevant applicable laws, including consumer protection laws in Hong Kong. Without prejudice to the generality of the above, any unfair trade practices deployed against buyers, including false trade description of goods and/or services, misleading omissions, aggressive commercial practices, bait advertising, bait-and-switch, and wrongly accepting payment, may be subject to investigations and enforcement actions by Hong Kong Customs and Excise Department.

### **Copyright Issues Pertaining to Exhibits**

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

### **Filming and Broadcasting**

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

### **Intellectual Property Rights**

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

## SECTION 2: RULES AND REGULATIONS

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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). **Sky100 is a non-smoking premise. Smoking is strictly prohibited in the premises.**

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

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

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

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

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

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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 Sky100**

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

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

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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 GCSFE.

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

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

#### **Typhoon Signal No.8 Hoisted during the Exhibition**

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

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

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

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

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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 Sky100.
- Resume to normal activities once the fire alarm stops.

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

- Leave the Sky100 by the nearest exit (emergency exits marked in green); do not use lifts.
- If you encounter smoke in the stairway, use alternate exits where available.
- Do not attempt to remove vehicles from parking garage or loading docks.
- Follow announcements over the public address system or instructions by Sky100/ ICC staffs and/or fire/police officials.
- Once outside the Sky100, stay clear of the Sky100; do not return until conditions are declared safe to do so by Sky100 management or fire/police officials.

## SECTION 2: RULES AND REGULATIONS

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### IN CASE OF A MEDICAL EMERGENCY

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

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

### 'Attention Please - Staff Call CHAMPION'

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



## SECTION 3: DEADLINES AND ORDERING

### 3.1 Deadlines

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

\* Compulsory to submit

# Applicable to furnished booth ONLY

@ Applicable to Raw Space ONLY

No hanging truss is allowed

## SECTION 3: DEADLINES AND ORDERING

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### 3.2 Ordering

Exhibitors are welcome to place the orders with email submission.

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

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

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

### 4.1 Exhibition Hall Specifications

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

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

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

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

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### 4.2 Booth Specification & Rules and Regulations

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

#### 4.2.1 Furnished Booths

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

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

### Basic provision to all booth

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

### Basic Furnished Booth (1m<sup>2</sup>)

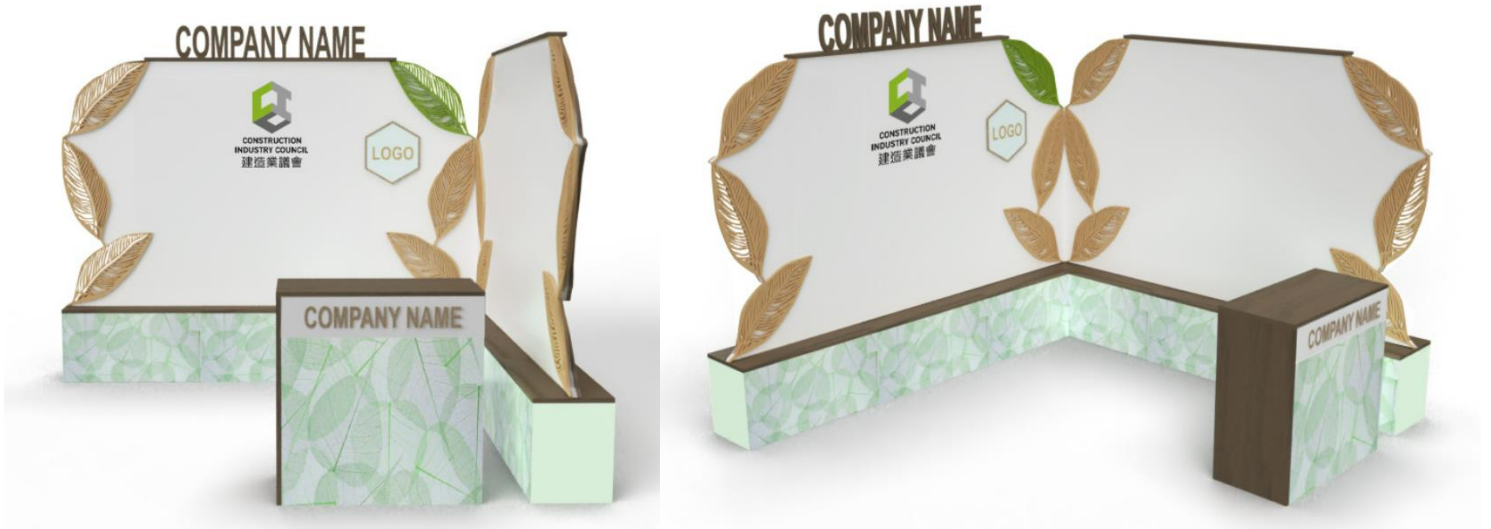


\*\* The layout above is not finalized and subjected to changes\*\*

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

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

### Standard Furnished Booth (9m2)



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

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

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

### Premium Furnished Booth (25m<sup>2</sup>)



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

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



## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

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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 Sky100 Wristband at all times when they are at the venue.
- 3) All fixtures included in the furnished both packages are non-exchangeable and refundable.
- 4) No tape, nail or fixture of any kind is allowed to be affixed to the wall partitions, floor, ceiling or fascia. Exhibitors using adhesive tape/sticker to 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 complete the order forms and return to Yello Limited on **or before 9 October 2023**.
- 8) The Organisers are released from any liability to the exhibitor, its employees, agents and representatives for any loss or damage howsoever arise in relation to the booth, the booth area or their presence at the fair, including loss or damage to the boothfittings and their personal property of the exhibitor, except to the extent such exclusion is prohibited or limited by law.
- 9) Exhibitors can order custom panels (digital print sticker/digital print mounted foamboard) from Yello Limited. Please contact Yello Limited directly for quotation.

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

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### 4.2.2 Raw Space Booth

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

#### **Raw Space Contractor**

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

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

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

Please visit: [http://www.immd.gov.hk/eng/useful\\_information/dont-employ-illegal.html](http://www.immd.gov.hk/eng/useful_information/dont-employ-illegal.html) for more details.

### **Booth Specification & Rules and Regulations**

#### **Plan and Design Proposal**

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

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

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

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

### Site-Work Deposit

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

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

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

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

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

### Electricity

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

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

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### **Crew List Submission, HKID (4 digits)**

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

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

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

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

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

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### General Rules

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

## SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION

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

## **SECTION 4: EXHIBITION HALL AND BOOTH SPECIFICATION**

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

**Form (A1) Fascia Lettering & Exhibitor Quota Application**

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

**Submission Deadline:**  
**9 October 2023**

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

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

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

**English Alphabets**




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

\* Please liaise the quantity with the quota above

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

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

**Please note:**

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

**Submitted by**

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

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

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

Signature with  
Company chop: \_\_\_\_\_

## Form (A2) Facilities & Furniture Rental

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

**Submission Deadline:**  
**9 October 2023**

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

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

**Remarks**

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

**Submitted by**

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

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

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

Signature with  
 Company chop: \_\_\_\_\_

# Catalogue



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



**Black Bamboo Stool** –  
\$400



**White Bamboo Stool** –  
\$400



**White Folding Chair** –  
\$120



**Black Single Seat Sofa** –  
\$700



**White Single Seat Sofa** –  
\$800



**Black Double Seat Sofa** –  
\$1400



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



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



**500W Power Socket** –  
\$800



**Rubbish Bin** –  
\$100

## Form (A3) Electrical Service Rental

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

**Submission Deadline:**  
**9 October 2023**

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

**Remarks**

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

**Submitted by**

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

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

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

Signature with  
 Company chop: \_\_\_\_\_

# Form (B) Booth Layout Plan

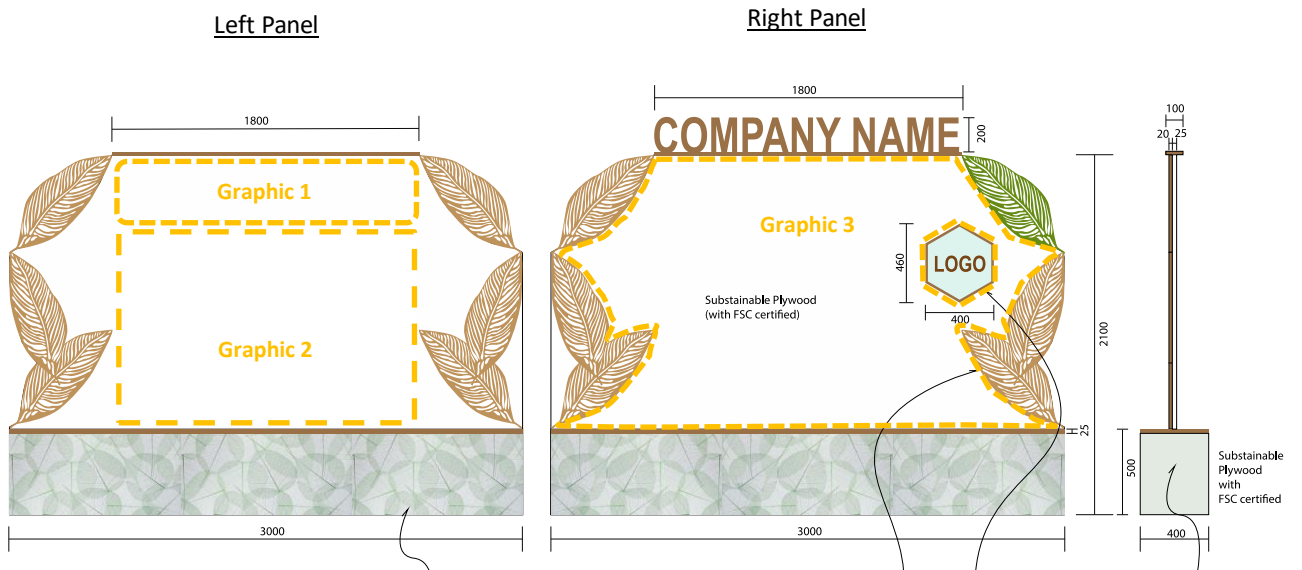
Please return the form to: **Yello Limited**  
 Tel: +852 6043 3391 / +852 6094 2661 Fax: +852 2111 1180  
 E-mail: [events@yello-marketing.com](mailto:events@yello-marketing.com)  
 Contact: Mr. Foris HUNG/ Ms. Sarah LEE

**Submission Deadline:**  
**9 October 2023**

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

**Front View (9m<sup>2</sup> Reference Only)**

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



**Submitted by**

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

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

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

Signature with  
 Company chop: \_\_\_\_\_

## Form (C1) Non-Official Contractor Information

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

**Submission Deadline:**  
**9 October 2023**

### **Exhibitor's Details:**

Exhibitor Company Name: \_\_\_\_\_

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

### **Contractor's Details:**

Contractor Company Name: \_\_\_\_\_

On-site Contact Person: \_\_\_\_\_

On-site Contact No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Company Name of Electrical Contractor: \_\_\_\_\_

Registration No.: \_\_\_\_\_ On-site Contact Person: \_\_\_\_\_

On-site Contact No.: \_\_\_\_\_

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

Refund by Cheque  Refund by Telegraphic Transfer

Refund Payee Name: \_\_\_\_\_

Bank Name: \_\_\_\_\_

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

Account No.: \_\_\_\_\_

Swift Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact No.: \_\_\_\_\_

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

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

**Exhibitor Company Stamp & Signature:** \_\_\_\_\_

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

## Form (C2) Contractor Quota Application Form

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

**Submission Deadline:**  
**9 October 2023**

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

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

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

\* Please liaise the quantity with the contacts above

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

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

**Submitted by**

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

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

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

Signature with  
 Company chop: \_\_\_\_\_

## Form (D) Audio-Visual Rental

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

**Submission Deadline:**  
**9 October 2023**

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

**Remarks**

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

**Submitted by**

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

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

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

Signature with  
 Company chop: \_\_\_\_\_



## Form (E) Electrical Service Rental

(For Raw Space Only)

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

**Submission Deadline:**  
**9 October 2023**

Item	Unit Cost (HK\$/Per Event)	Quantity	Amount (HK\$)
13Amp/220V Single Phase for lighting connections AND power supply to electrical appliances	7,400		
30Amp/380V Three Phase for lighting connections AND power supply to electrical appliances	35,070		
60Amp/380V Three Phase for lighting connections AND power supply to electrical appliances	66,500		
100 Amp/380V Three Phase for lighting connections AND power supply to electrical appliances	101,000		
<b>Sub-total:</b>			
<b>30% surcharge for orders received after 9 October 2023:</b>			
<b>50% surcharge for orders received after 16 October 2023:</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 needs to be placed and the applied order cannot be cancelled.
- 3) For exhibitors order the above items must have their own licensed electrician for installation and maintenance. The Official Contractor will not provide any installation and connection service for these items. Total power consumption shall not exceed the current specified. All electricians working in the exhibition hall must be registered and they must comply with the Government Electricity Ordinance. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with above requirement. The license of the electrician must be submitted to the Official Contractor accompanied with this form.
- 4) The above items are provided and payment should be directly payable to the Official Contractor, Yello Limited.

**Submitted by**

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

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

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

Signature with  
 Company chop: \_\_\_\_\_

## **SECTION 5: INTERNET AND TELECOMMUNICATION**

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### **5.1 Telephone, Facsimile and Cabling Services**

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

For facsimile service, 24-hour power supply normally required for facsimile machine must be ordered separately.

Telephone sets will be delivered on the last move-in day afternoon. Telephone services will be terminated 1 hour before the close of exhibition on the last open day.

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

## SECTION 5: INTERNET AND TELECOMMUNICATION

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### 5.2 Wireless Internet Services

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

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

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

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

## **SECTION 6: SECURITY SERVICE**

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### **SECURITY SERVICE**

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

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

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

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

Exhibitors requiring security guard service should contact Yello Limited directly.

Thank you!