

New Measures on Raw Space Stand

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built stands on raw space will be implemented from July 2009. We have summarized the changes below and would like to draw your attention to them. You are strongly advised to go through the updated section 4 of the Exhibitors' Manual for details.

Section	Items
4.2	<p><u>Information submission</u></p> <p>Please note the deadline for submission of raw space contractors' information (Form 1), construction drawings, lighting plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$2,000 (US\$250) will be charged to the Exhibitor/Contractor.</p>
4.2.2	<p><u>Site work deposit</u></p> <p>Calculation based on HK\$200(US\$25)/sqm. For two-storey booth, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 and HK\$50,000 respectively.</p>
4.2.3	<p><u>Insurance</u></p> <p>Contractors are required to take out and maintain public liability insurance in a sum not less than HK\$10 million for a single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period. The said insurance copy should be provided to the Organisers by 1 September 2012.</p>
4.2.4	Hall rental charges for over-time move-in and move-out – Pls refer to manual.
4.2.5	Maximum booth height – Pls refer to manual.
4.2.6	<p><u>Structural Safety Certificate</u></p> <p>A structural safety certificate must be submitted for all custom-built stands exceeding 2500mm in height, using a hanging lighting truss and/or otherwise deemed required by the Organiser and/or the Venue Operator. All stand constructions must be conducted under the supervision of an Authorized Person/Registered Structural Engineer (AP/RSE). The AP/RSE should verify the stability of the stand by completing structural safety certificate.</p>

We believe that you and your appointed contractor(s) will support us in this initiative in creating a better working environment. To ensure a full compliance on the above rules, we will penalize offenders by refusing their participation in our future fairs, and even forfeiting totally the site work deposits lodged with us.

For queries, please feel free to contact Miss Mannie Tam at (852) 2240 5519.