



**VINEXPO**

HONG KONG  
8 - 10 JULY 2020

**ACCESS  
REQUIREMENTS**



VINEXPO HONG KONG 2020 will take place at The Hong Kong Convention and Exhibition Centre (HKCEC) in the Exhibition Halls on Level 1.

The documents, **“ACCESS REQUIREMENTS”** (document I), “HONG KONG REGULATIONS” (document II), and “STAND LAYOUT AND INSTALLATION” (document III) are designed to remind exhibitors, designers and contractors, who work inside these buildings, of the main principles governing their activities and specifically:

**1 - Requirements regarding access, installation and dismantling (document I)**

- 2 - Conditions of work, health and safety regulations (document II)
- 3 - Safety and fire-fighting measures (document II)
- 4 - The VINEXPO HONG KONG rules (document III)
- 5 - The characteristics of the exhibition halls (document III)
- 6 - The VINEXPO HONG KONG technical rules, including the architectural standard (document III)

By signing the stand application form, Exhibitors agree to abide by all clauses contained in the Technical Manual and in the General Exhibition Regulations, and to ensure that these regulations are respected by stand designers and fitters.

## 1- CAR PARKS - ENTRY PERMITS

Located to the north of Hong Kong Island directly overlooking the bay, the Hong Kong Convention and Exhibition Centre (HKCEC) is accessible by car and public transport.

### • PUBLIC PARKING FACILITIES

A public pay car park is available on Lower Ground Floor of the HKCEC (car access on Ground Floor) when arriving via Expo Drive Central.

VINEXPO declines all responsibility for damage and theft that vehicles on this car park may incur.

### • OFF-SITE VEHICLE MARSHALLING AREA

The first day of the installation period, on Friday 25 May 2018, all the vehicles have to go first to the "Off-site vehicle Marshalling area" (address: Tsing Yi Vehicle Marshalling Area - Tsing Ko Road, Tsing Yi - Hong Kong). The official freight forwarder W&S Logistics\* will coordinate the departure of vehicles towards the HKCEC.

### • UNLOADING BAYS

Unloading bays are accessible at Ground Floor of the HKCEC. Here HGVs and utility vehicles are identified by the official forwarder W&S Logistics\* and passes issued for access to the unloading platform on Level 1 and Level 3 (HK\$625/vehicle pass).

The exhibition halls are directly accessible to vehicles although there is a difference in level between the access roads and parking areas and the exhibition floor itself. Stand parts can therefore be delivered using ramps or lifting platforms.

### >>> IMPORTANT

The "Off-site Vehicle Marshalling Area" and the unloading bays are under the exclusive control of the official forwarder W&S Logistics\* which has the authority to remove any contravening vehicle without prior notice at owners' risk and expense.

Pedestrian passes will only be issued after stand project receipt and approval by the Architecture Department of Vinexpo.

### >>> IMPORTANT

Delivery of goods (wines, materials...) by trolleys in the public areas of the HKCEC (Expo Drive entrance, Harbour Road Entrance, Concourses, lifts, escalators) is forbidden, when hand carry is authorized.

Only the official freight forwarder W&S logistics\* is authorized to handle the wines in the HKCEC.

The Removal Pedestrian pass lets you enter the Exhibition Centre to carry out end-of-exhibition tasks on Friday 10 July 2020 from 18:30 to 20:00. Access is only permitted from 18:15 to 18:30 only.

## 2- INSTALLATION

### • STAND CONSTRUCTION

Period: Saturday 4 July 2020 from 14:00 to 20:00\*

Sunday 5 July 2020 from 08:00 to 20:00\*

Monday 6 July 2020 from 08:00 to 17:00

(\*Exhibitors, designers and stand installers wishing to work between 20:00 and 24:00 should apply, with a list of names, to the Exhibitors reception (Concourse Level 2) before 15:00 on the day concerned (except on Monday 6 July 2020).

Exhibitors, designers and stand installers are required to make all the necessary provisions to ensure that the erection and fitting-out of their stands is finished by 17:00 on Monday 6 July 2020.

Exhibitors, designers and stand fitters must be present on their stands and be in a position to produce for HKCEC safety officer certificates stating the fire proofing categories of materials and fittings used in their stands and the "Safety reports".

### >>> REMINDER

Where mechanical handling within the exhibition halls is required, only the official freight forwarder, W&S Logistics\*, may be appointed. Forklifts and lifting gear from any other suppliers will not be allowed into the exhibition halls.

### >>> IMPORTANT

No materials may be stored inside the HKCEC, including aisles, back of stands or unloading bays etc.

Exhibitors, designers and stand installers are required to remove from the exhibition aisles all waste, packaging, pallets and crates used to supply their stand before 17:00 on Monday 6 July 2020, to allow:

- the moving or removal of stand parts in the aisles by the official freight forwarder W&S Logistics\*\*
- the removal of empty packaging by the official freight forwarder W&S Logistics\*\*
- the delivery of wine and spirits cases and small decorations/advertising to stands by the official freight forwarder W&S Logistics\*\*

(\*\*)This service will be invoiced to the Exhibitor.

### • EQUIPPING THE STANDS

Period: Tuesday 7 July 2020 from 08:00 to 20:00

This day is reserved for Exhibitors to allow them to:

- Carry out light installation operations to finish off stands,
- Deliver furniture and floral decoration.

All finishing work (including cleaning) must be completed by 20:00 Tuesday 7 July 2020.

### 3- EXHIBITION

Period: from Wednesday 8 July to Friday 10 July 2020

- Exhibitors: from 08:00 to 19:00 (20:00 on Thursday)
- Visitors: from 9:30 to 18:30

#### >>> REMINDER

VINEXPO takes responsibility for general security at the exhibition, but does not guarantee the results of its efforts. Exhibitors are advised to contact the HKCEC which has the exclusivity of this service.

#### >>> PLEASE NOTE

For the last adjustments, designers and stand installers can operate on stands on Wednesday 8 July 2020 from 08:00 to 12:00 (access before 10:00). An Opening Pedestrian pass should be asked by the Exhibitor previously, at the Exhibitors Reception.

#### • EXHIBITION CLOSURE

##### >>> REMINDER

The removal of any stand components is allowed only starting from Saturday 11 July 2020, at 08:00.

However, on Friday 10 July 2020, from 18:30 to 20:00,

##### • Exhibitors are permitted to:

- remove wine and spirits samples,
- remove all valuable equipment (hi-fi, computers, etc.), furniture, and floral decoration (excluding parts of stands),
- place in the aisles alongside their stands empty bottles, boxes and litter to be collected by the cleaning company commissioned by VINEXPO.

##### • Hire firms for furniture, plants & flowers, and specialised equipment, are authorised to:

- remove all goods and equipment after submitting a special concession request and obtaining Removal Pedestrian Permits.

##### • Approved service providers are permitted to:

- remove all valuable equipment (hi-fi, computers, etc.),
- remove furniture and floral decoration.

##### • W&S Logistics\* is permitted to:

- remove samples of wine and spirits,
- remove all exhibition products from the stands.

#### >>> PLEASE NOTE

General insurance cover ends when the exhibition closes on Friday 10 July 2020, at 18:30.

Exhibitors are responsible for their stands. VINEXPO recommends Exhibitors to arrange specific surveillance on their stand for the night between Friday 10 July 2020 and Saturday 11 July 2020. If not, Exhibitors are advised not to leave any valuable items on their stands at exhibition closing. Stand storerooms are not secured.

#### • CLEANING / DELIVERY OF EMPTY PACKAGING

Period: Friday 10 July 2020 from 20:00

W&S Logistics\* is authorised to deliver empty packaging to stands.

#### >>> PLEASE NOTE

Any items left by Exhibitors in aisles as well as the aisle carpets themselves will be removed and taken away by the cleaning firm commissioned by VINEXPO.

### 4. DISMANTLING

Period: Saturday 11 July 2020 from 08:00 to 20:00

Exhibitors, designers and stand installers must remove all stand components including any waste generated by the dismantling work.

#### >>> REMINDER

Where mechanical handling within the exhibition hall is required, only the official freight forwarder, W&S Logistics\*, may be appointed. Forklifts and lifting gear from any other suppliers will not be allowed into the exhibition halls.

(\* See lexicon p.10)

# APPENDICES

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- 1- ENTRY PERMITS
- 2- EXHIBITORS RECEPTION OPENINGS
- 3- HKCEC ACCESS MAP
- 4- CONTRACTOR'S CHECKPOINT
- 5- "OFF-SITE VEHICLE MARSHALLING AREA" MAP
- 6- MAP OF CLEARWAYS

## 1- ENTRY PERMITS

### VEHICLE PASSES

ENTRY PERMIT	INSTALLATION from 4 to 6 July	EXHIBITOR'S DAY on 7 July	EXHIBITION from 8 to 10 July	DISMANTLING on 11 July	OBTAINING
VEHICLE PASS	YES+FEE	YES+FEE	YES+FEE	YES+FEE	at the Marshalling Area on 4 July at the Ground Floor (Expo Drive Central) the other days

### PEDESTRIAN PASSES

ENTRY PERMIT	INSTALLATION from 4 to 6 July	EXHIBITOR'S DAY on 7 July	EXHIBITION from 8 to 10 July	DISMANTLING on 11 July	OBTAINING
INSTALLATION/DISMANTLING PEDESTRIAN PASS	YES	YES	NO	YES	www.vinexpohongkong.site.exhibis.net (Exhibitor e-Guide)
OPENING PEDESTRIAN PASS	NO	NO	YES (on 8 July from 08:00 to 12:00, with access before 10:00)	NO	on demand at Exhibitors Reception
REMOVAL PEDESTRIAN PASS	NO	NO	YES (on 10 July from 18:15 to 18:30)	NO	on demand at Exhibitors Reception (on 31 May at 12:00 at the latest)

### BADGES

ENTRY PERMIT	INSTALLATION from 4 to 6 July	EXHIBITOR'S DAY on 7 July	EXHIBITION from 8 to 10 July	DISMANTLING on 11 July	OBTAINING
EXHIBITOR PAPER BADGE	YES	YES	NO (only valid on 8 July)	NO	vinexpohongkong.site.exhibis.net (Exhibitor e-Guide)
EXHIBITOR PVC BADGE	NO	YES	YES	YES	at Expo Drive Entrance (Ground Floor) and information counters

## 2- EXHIBITORS RECEPTION OPENINGS

		Expo Drive Entrance (Ground Floor)	Concourse 2 (Level 2)
INSTALLATION	Friday 3 July		14:00 / 18:00
	Saturday 4 July		08:00 / 20:00
	Sunday 5 July		08:00 / 20:00
	Monday 6 July		08:00 / 17:00
	Tuesday 7 July	08:00 / 20:00	
EXHIBITION	Wednesday 8 July	08:00 / 19:00	
	Thursday 9 July	08:00 / 19:00	
	Friday 10 July	08:00 / 20:00	
DISMANTLING	Saturday 11 July		08:00 / 12:00

# 3- HKCEC ACCESS MAP

## 主要交通工具 Major Public Transport

- 巴士站 (金紫荊廣場) Bus Stops at Golden Bauhinia Square
- 巴士站 (灣仔碼頭) Bus Stops near Wanchai Ferry Pier
- 巴士站 (告士打道) Bus Stops at Gloucester Road
- 巴士站 (港灣道 瑞安中心) Bus Stops at Shui On Centre, Harbour Road
- 巴士站 (會議道) Bus Stops at Convention Avenue
- 灣仔渡海碼頭 (往沙洲) Wanchai Ferry Pier (to Tsim Sha Tsui)
- 灣仔港鐵站 Wanchai MTR Station

## 機場快線香港站

- 免費穿梭巴士上落客貨 Pick up and drop off point for free shuttle to Airport Express Hong Kong Station
- 來往會議中心及灣仔港鐵站之行人天橋 Pedestrian Footbridge between HKCEC and Wanchai MTR Station
- 路段封閉 This section is blocked
- 此段行車路只供運出會展一節卸貨區，及由萬麗酒店車輛短期使用。 This section of carparkways is only for vehicles leaving HKCEC Phase 1 Loading Dock and Harbour Renaissance Harbour View Hotel
- 行人天橋 Pedestrian Footbridge

## 港船出入口

- MTR Entrance
- 主要大廈 Major Buildings
- 灣仔渡海碼頭 Wanchai Ferry Pier
- 停車場 Car Parks
- 的士站 Taxi Stand
- 的士站 (往九龍) Taxi Stand (To Kowloon)

## 酒店 Hotels

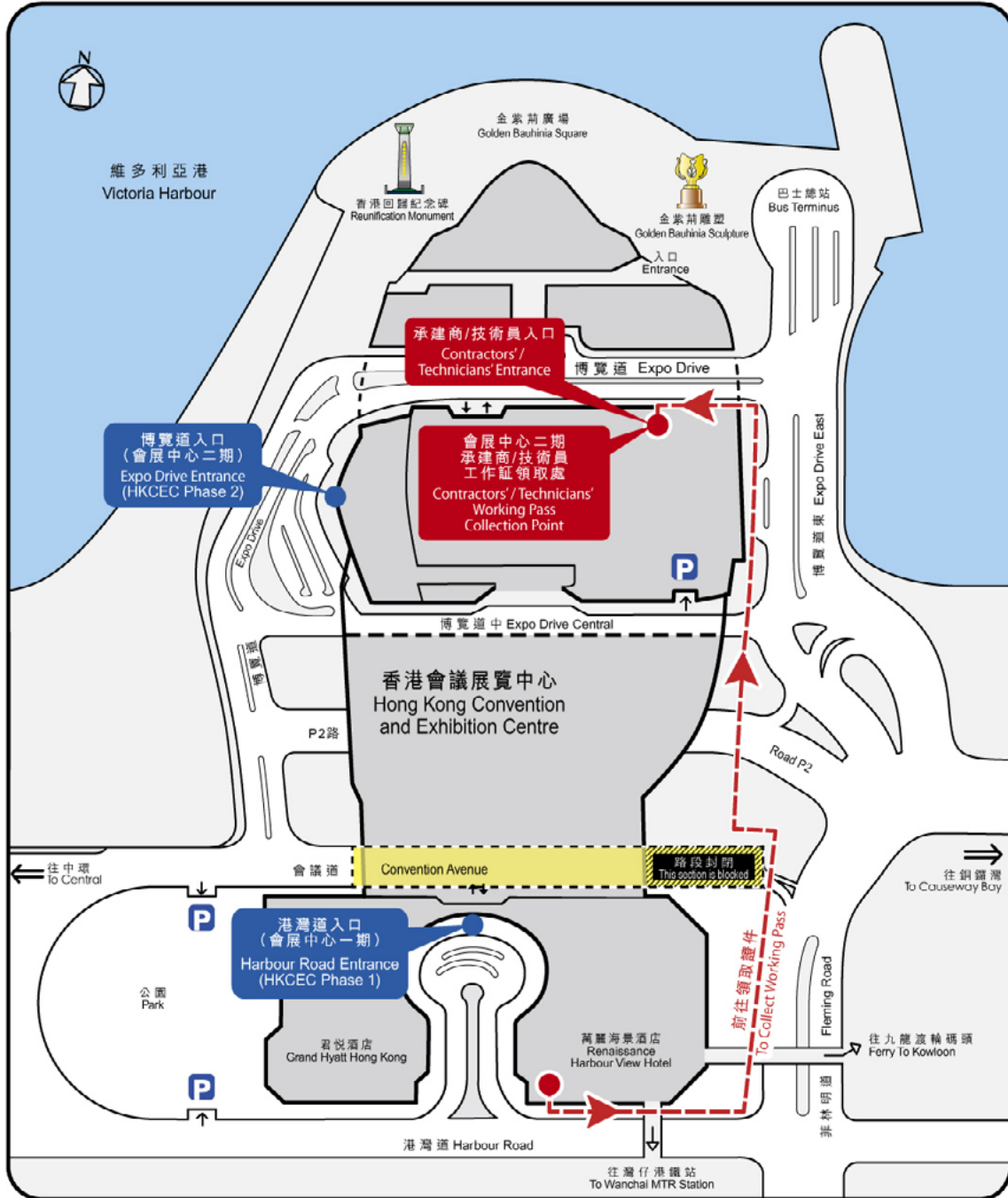
- 1 港島香格里拉酒店 Island Shangri-La
- 2 香港麗晶酒店 Conrad Hong Kong
- 3 奕居酒店 The Upper House
- 4 香港 JW 萬豪酒店 JW Marriott Hotel Hong Kong
- 5 香港諾富特酒店 OZO Wesley Hong Kong
- 6 港皇酒店 Empire Hotel Hong Kong, Wan Chai
- 7 香港諾富特世紀酒店 Meropark Hotel Wanchai Hong Kong
- 8 香港華美達酒店 Wharney Guang Dong Hotel Hong Kong
- 9 麗駿酒店 Brighton Hotel Hong Kong
- 10 香港六國酒店 Gloucester Luk Kwok Hong Kong
- 11 香港華豐國際 The Harbourview
- 12 香港君悅酒店 Grand Hyatt Hong Kong
- 13 香港萬麗海逸酒店 Renaissance Harbour View Hotel Hong Kong
- 14 香港V灣仔酒店 V Wanchai Hotel
- 15 香港諾富特世紀酒店 Novotel Century Hong Kong
- 16 香港V灣仔2酒店 V Wanchai 2 Hotel
- 17 富亨灣仔酒店 iClub Wan Chai Hotel
- 18 香港王子酒店 Hong Kong Kings Hotel
- 19 華豐酒店 Walden Hotel
- 20 香港皇朝商務精品酒店 Willi Boutique Hotel
- 21 美麗華精品酒店 Mira Moon
- 22 銅鑼灣利基酒店 Chantonnelle Hotel
- 23 隆堡雅逸酒店 Hotel Bonaparte By Rhombus
- 24 南洋酒店 South Pacific Hotel

備註：由於灣仔發展計劃第二期及沙田至中環鐵路(沙中線)項目鄰近會展中心，道路或會實施臨時改道。  
 Remarks: Due to Wanchai Development Phase II and MTRC Sha Tin Central Link projects near the HKCEC, temporary traffic diversions are in effect. For latest arrangements, please refer to traffic road signs on location.



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

承建商/技術員入口示意圖  
Contractors' / Technicians' Entrance Locations



備註：由於灣仔發展計劃第二期及沙田至中環綫(沙中綫)項目鄰近會展中心，道路或會實施臨時改道。要得知最新安排，請留意現場交通指示牌。  
Remarks: Due to Wanchai Development Phase II and MTRC Shatin Central Link projects near the HKCEC, temporary traffic diversions are in effect. For latest arrangements, please refer to traffic road signs on location.

此段行車路只供進出會展一期卸貨區，及由萬麗海景酒店離開的車輛使用。  
This section of carriageways is only for vehicles reaching HKCEC Phase 1 Loading Dock and leaving Renaissance Harbour View Hotel



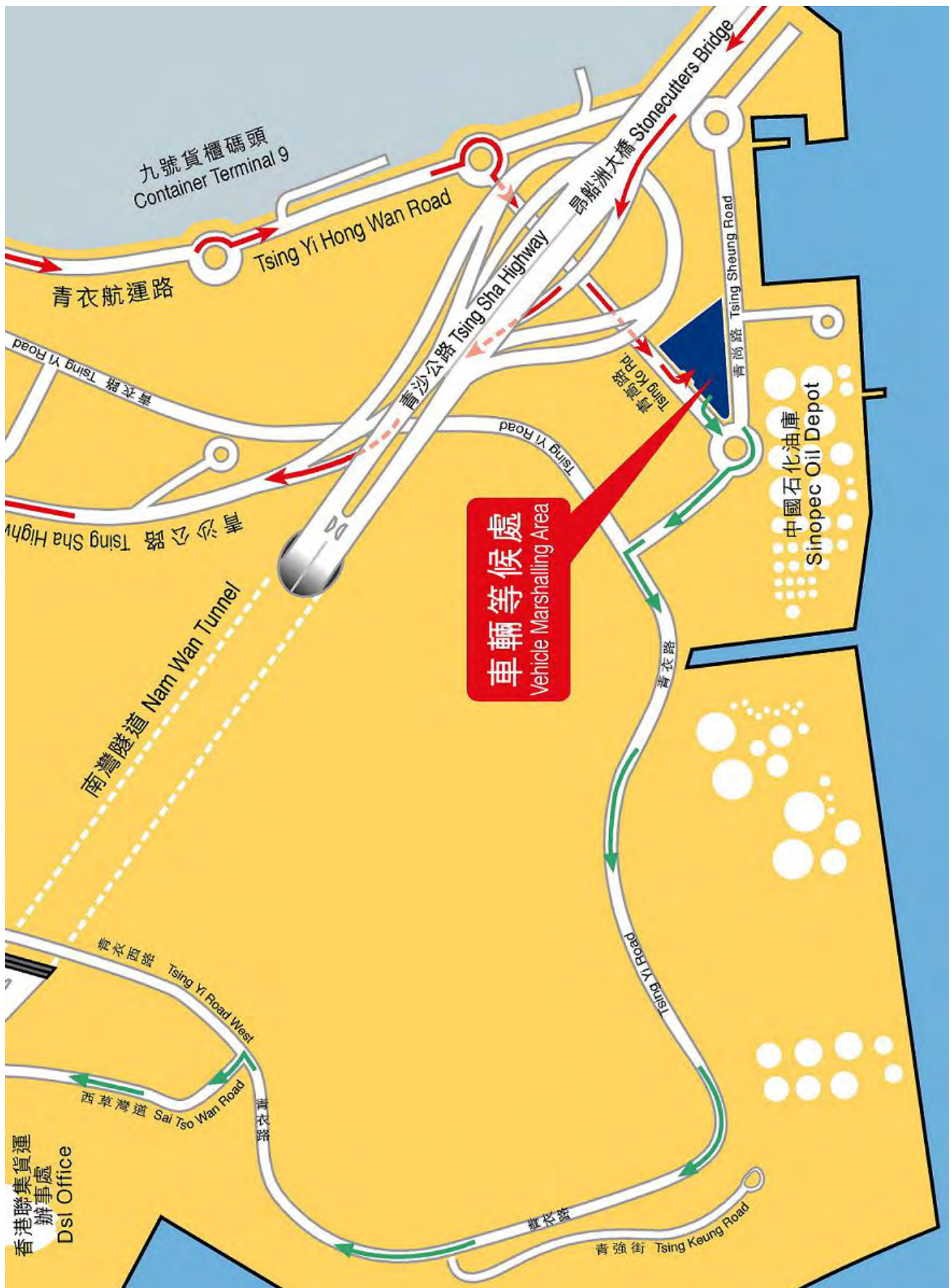
香港會議展覽中心  
Hong Kong Convention and Exhibition Centre

香港會議展覽中心(管理)有限公司負責管理 Managed by HKCEC (Management) Limited  
中國香港灣仔博覽道一號 1 Expo Drive, Wanchai, Hong Kong, China

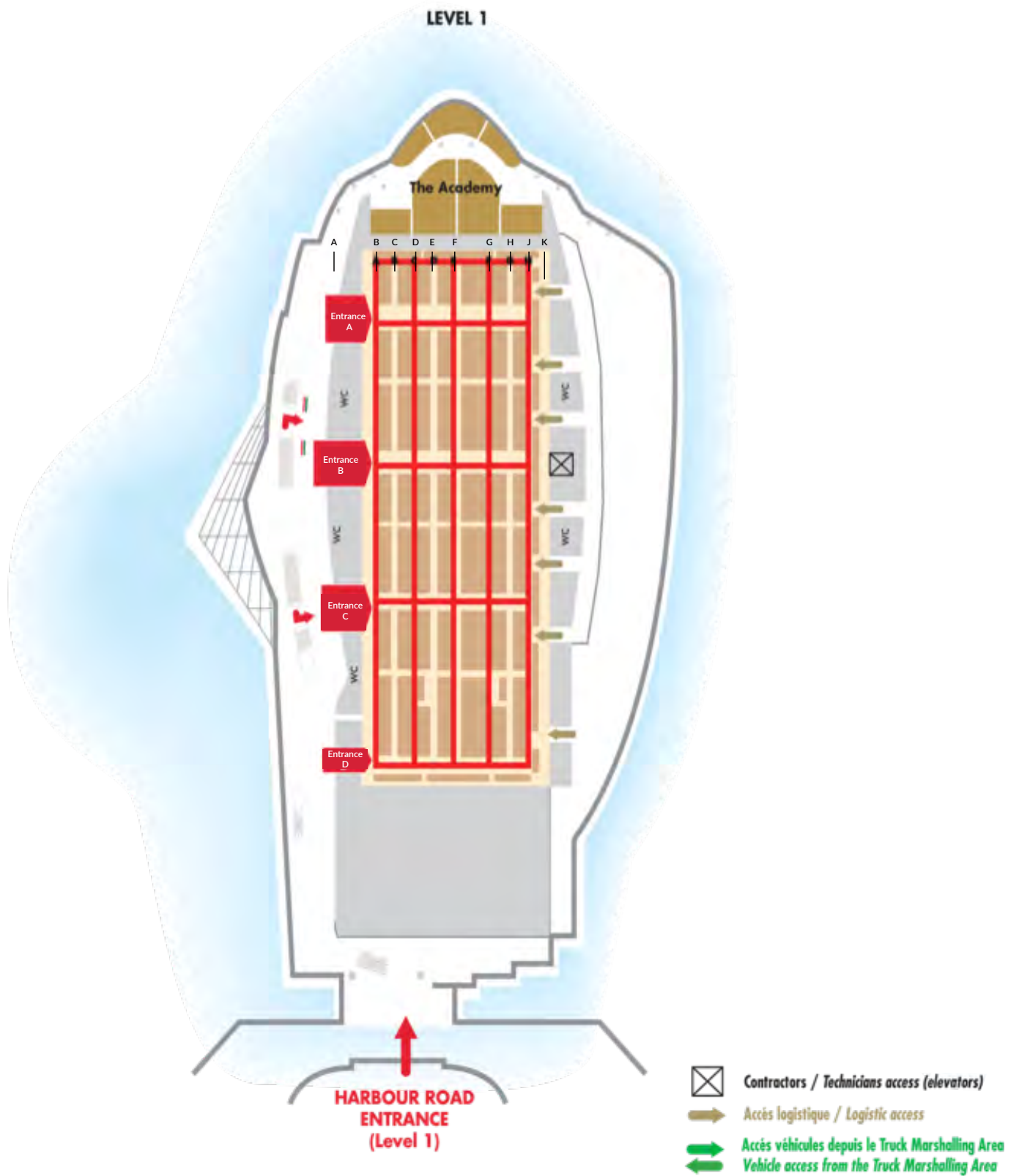
HKCEC / 102017



5- "OFF-SITE VEHICLE MARSHALLING AREA" MAP



## 6- MAP OF CLEARWAYS



# LEXICON OF EXCLUSIVE SERVICES

## WATER / ELECTRICITY

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### CONCEPT COMMUNICATIONS (HK) LTD

#### Hall 1

#### Frederick Ting

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## HANGING

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## MECHANISED HANDLING

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