



VINEXPO

HONG KONG
8 - 10 JULY 2020

**HONG KONG
REGULATIONS**



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.

All stand designs, materials used and construction must comply with the rules and regulations of the HKCEC and those of any public authority or department of the Hong Kong SAR Government.

1- WORK CONDITIONS, HEALTH AND SAFETY REGULATIONS

1.1. GENERALITIES

Exhibitors and/or their contractors must comply with the Occupational Safety and Health Ordinance during construction and dismantling of stands:

- appoint contractors having obtained the “Green Card”,
- appoint an authorised person for on-site supervision of installation/dismantling work,
- provide and maintain safety working equipment and procedures,
- make sure the workplace is safe and healthy.

Any person who, in the opinion of the Organiser, is carrying out work contrary to the requirements of the Organiser, the local or other competent authority, or the landlords of the building, will be required to stop immediately and may be directed to leave the exhibition site.

It is strictly prohibited to employ illegal workers or workers without a proper work visa in Hong Kong SAR. Should the issue of illegal workers being employed in the venue arise, neither the Organiser, the hall management nor their appointed parties shall be held liable for any prosecution or penalty by the local authority of Hong Kong SAR as a result of improper employment practice by the exhibitor or his approved third party.

No person present inside the exhibition venue is to behave or act in a manner that may cause any harm, injury or damage to other persons or exhibits, nor to exhibition venue property or fixtures.

1.2. STAND FITTING CONTRACTOR GREEN CARD SYSTEM

Contractors entering the HKCEC for construction works are required to obtain the Construction Industry Safety Training Certificates (“Green Card”).

Contractors are required to present both valid contractor pass and “Green Card” to obtain wristband when working in the HKCEC. HKCEC reserves the right to have security personnel refuse entry or remove personnel in case of any dispute regarding credentials issues.

1.3. ACCESS EQUIPMENT, HANGING AND SUSPENDED TEMPORARY STRUCTURES AND RIGGING

Access equipment includes scaffolding, towers, mobile elevating work platforms, hydraulic lifts, lifting tables (scissor lifts), and such other equipment. All operators working on such access equipment are obliged to

wear appropriate safety equipment or such equipment required by the Relevant Legislation and Regulations of Hong Kong.

To ensure the safety of all hanging structures, exhibitors must notify the appointed supplier, AMC (Exhibits) Ltd*, of any proposals for rigging and provide structural drawings of hanging objects with detailed dimensions, relevant calculations and design specifications. A Registered Structural Engineer report with structural justification is required by HKCEC for banners or other rigging of irregular items and structures over 100 kg.

1.4. REFLECTIVE SAFETY VEST REQUIREMENT

Any person requiring admission to the Licensed Areas, when vehicles (autos, trucks and/or forklifts) are being operated in connection with move-in or move-out of the stands, temporary structures or other installations, will be required to wear a Reflective Safety Vest.

1.5. PROHIBITION OF LADDERS IN EXCESS OF 2 METERS HIGH

Strictly for safety purposes, the use of ladders in excess of 2 m is prohibited within the HKCEC. A form 5 permit is required to certify the safety of any platform or scaffolding (Please refer to: <http://www.labour.gov.hk/eng/public/os/D/ConstructionSite.pdf>). Worker is required to wear safety belt when working on the platform, scaffolding or high reach equipment.

1.6. EMERGENCY PROCEDURES

Please see the attached appendix for your reference.

2- SAFETY AND FIRE-FIGHTING MEASURES

2.1. EXHIBITORS' OBLIGATIONS

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

>>> IMPORTANT

Should stands fail to meet safety requirements HKCEC safety officers have the power to prevent such stands from being opened to the public. Consequently, VINEXPO will refuse to supply electricity and utilities to such stands.

In order to avoid any rejection, the VINEXPO Architecture Department will go round to each stand and collect from Exhibitors all certificates attesting to fire proofing of materials and the solidity and stability of installations provided by the exhibitors themselves or their stand designers or fitters.

2.2. ACCESS TO RESCUE AND FIRE-FIGHTING EQUIPMENT AND FACILITIES

Stand fittings must not, in any way, prevent access to rescue and fire fighting equipment and facilities (see document: Stand Installation: § 2.2. "Accessibility of fire-fighting equipment and facilities").

2.3. CONSTRUCTION AND DECORATION MATERIALS AND FINISHES

All drapes, curtains, fabrics, signs, fascias, decorative materials night sheets, backdrops, banners, coverings, plastics, skirts, carpet flooring and all other materials used in the construction and decoration of Stands, Temporary Structures, stages or other Scheduled Exhibition installations or components, must be non-combustible, inherently non-flammable or durably flameproof and may be inspected by authorised personnel of HML or the Hong Kong Government to verify compliance. The Licensee must make available, if requested by HML, relevant documentation relating to fire tests, flame tests, fume tests, and other similar tests which may be required by the Relevant Legislation and Regulations.

As for the safety supervisor contacts, it is in progress and will keep you posted.

- Ceiling cover: Hard ceiling cover is not allowed for safety reasons.

1. Ceiling covered area cannot exceed 100 sqm in an area. Minimum 600mm gap is required before starting another ceiling covered area.

2. All ceiling covered materials must be fire retardant and water permeable which allow water from sprinklers to go through in case of fire (sample of fabric for ceiling cover must be submitted to HKCEC for testing at least one month in advance to the first move-in day).

3. Stand designers and fitters must provide ceiling covered materials to HKCEC for testing (Material size 1m x 1m framed).

- Adhesives

Water-based products must be used whenever possible in permissible areas.

- Floor Covering

Any materials used over carpeted or hard floor areas must be of a nature that no slipping (even when moist or wet) or other safety issues will occur.

- Paint

Water-based paint must be used on site whenever possible.

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

- Glass Panels

All glass panels and glazing used in the construction of Stands must consist of safety glass a minimum of 4 mm thick. Any uninterrupted, large areas of clear glazing shall be indicated so as to be readily apparent (e.g., by applying warning stripes, dots or logos).

- Neon Light Installation is subjected to HKCEC approval in advance.

For any high voltage discharge lighting installations (Neon Light) with output voltage over 380 voltage, the following measures are required:

Discharge tubes should be properly protected with a plastic cover. Discharge tube shall be reasonably protected from mechanical damage, accidental arching and contact with inflammable material.

All works should be done by registered electrical worker with (grade R - NS) licensed by HK-Electrical and Mechanical Services Department.

All works should follow the code 26H in the Code of Practice for the electricity (wiring) regulations issued by HK- Electrical and Mechanical Services Department.

Emergency stop switch should be installed near to the neon light installation and in a reachable location.

Separated/independent power supply is needed for the electrical discharge lamp.

Clear signage should be placed to alert the public not to touch the electrical discharge lamp.

The transformer, discharge tube and other parts of high voltage circuits should be located out of reach.

Neon Light Installations that require a Perspex cover is needed to all sides to have the full cover on neon. To release the heat, the upper side or lower side of Perspex cover can have few small holes (holes that fingers cannot put into and reach neon)

2.4. CONSTRUCTION OF STANDS EXCEEDING 3 METRES HIGH / HANGING STRUCTURES OR TRUSSES

All Stands exceeding 3 mh or hanging structures / trusses within 100 kg in weight must be constructed under the supervision of an Authorised Person / Registered Structural Engineer. The Authorised Person / Registered Structural Engineer must also verify the stability of the Stands on-site and submit a safety report to VINEXPO prior to the first day of the Open Period. An Authorised Person can either be a Registered Architect, or a Registered Structural Engineer, or a Registered Building Surveyor (Please refer to http://www.bd.gov.hk/english/inform/index_ap.htm). An "Authorised Person" is legally defined in the HKSAR Buildings Ordinance Chapter 123.

No stand 4.5 mh or above or hanging structures / trusses within 100 kg in weight or above may be erected unless a Registered Structural Engineer has verified their structural calculations and design for stability prior to set-up or erection. The Authorised Person / Registered Structural Engineer must also verify the stability of the stands on-site and submit a safety report to VINEXPO prior to the first day of the Open Period.

2.5. STATEMENT OF COMPLETION OR CERTIFICATION OF MULTI-LEVEL STANDS

Plans for two-level stands must be sent to VINEXPO which will then validate compliance with stand design regulations (see document: Stand layout and installation § 3.2. "Rule n°2: Stands with upper levels").

- The Exhibitor must accept full responsibility for the safety of structures when Hong Kong's Construction Site Safety Regulation (Chapter 59) is applicable. The Exhibitor must provide the structural stability statement or certification by Registered Structural Engineer RSE together if required on site.

The Exhibitor may be required, in the sole discretion of VINEXPO based on set-up complexities, to provide the following to VINEXPO before the installation period of VINEXPO HONG KONG:

- statement of completion and safe construction of Stands, Temporary Structures or other installations provided by a competent person, e.g., the official stand contractor(s), confirming that all such structures or installations have been built in a satisfactory manner and are fit and safe; and/or,
- certification (e.g., "Safety Certificate" if applicable) by Registered Structural Engineer RSE or Authorised Person Surveyor who has examined designated (and possibly all) multi-level stands, rigging or other installations deemed complex enough by VINEXPO to prudently require certification, certifying them constructed, and installed in accordance with the designer's specifications and fit and safe for use.

VINEXPO will submit the plans and Safety Certificate to the competent Hong Kong authorities who will validate compliance with safety standards in force.

2.6. ELECTRICAL INSTALLATION

All electricians working in the HKCEC must comply with the subsidiary regulation in the HKSAR Government Electricity Ordinance - Electricity (Registration). The Exhibitor (employer of the electrician) shall be liable for any damage caused if his electricians fail to comply with the above requirements. If exhibitors do not work with the

appointed electrical supplier Concept Communications (HK) LTD*, the following procedure will apply:

- A valid Hong Kong electrician's licence and that of the employer must be submitted to the appointed electrical supplier, Concept Communications (HK) LTD*, before work can commence,
- Electrical layout of the stand must be submitted to the appointed electrical supplier Concept Communications (HK) LTD*,
- The installation work will be inspected by the appointed electrical supplier, Concept Communications (HK) LTD*.

If all above documents and on-site inspection are satisfactory, the appointed electrical supplier, Concept Communications (HK) LTD*, will issue "WR1 Form - Electrical Work Completion Certificate". If not, electrical power will not be delivered.

>>> IMPORTANT

Overseas electricians' licences are not valid in Hong Kong.

The electrical cabinet provided for Exhibitors must be installed out of the reach of the public throughout the exhibition but must be accessible to security staff at all times. It must neither be located behind a locked door, nor under a sink, nor near water taps.

Exhibitors are liable for any accidental material damage or injury that may occur on their stand or result from any noncompliance with regulations.

2.7. STORAGE OF MATERIALS

It is forbidden to encumber stands with packaging materials and miscellaneous goods that could feed a fire.

(*) See lexicon p.6

EMERGENCY PROCEDURES

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

FIRE EMERGENCY

IF YOU DETECT FIRE OR SMOKE

- Activate the nearest fire alarm if possible and safe to do so.
- Leave the area of a fire immediately by the nearest exit (emergency exits marked in green); do not use lifts.
- Close doors behind you.
- Leave the HKCEC by the nearest exit (emergency exits marked in green); do not use lifts.

IN CASE OF FIRE ALARM

1 - IF YOU HEAR A FIRE ALARM

- Remain alert and prepare to leave the HKCEC upon hearing a fire alarm.
- Continue activities as normal should fire alarm be discontinued.

2 - IF YOU HEAR A FIRE ALARM EVACUATION ANNOUNCEMENT OR INSTRUCTION

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

MEDICAL EMERGENCY

IN CASE OF A MEDICAL EMERGENCY

- Dial emergency number for Security Control Room ("33") from the closest house phone or call 2582 7162 (24hours).
- Give exact location.
- Give detailed information when possible of the situation concerning injuries and the cause of any injuries.
- Remain in contact with HKCEC staff until emergency personnel have arrived.

LEXICON OF EXCLUSIVE SERVICES

WATER / ELECTRICITY

CONCEPT COMMUNICATIONS (HK) LTD

Hall 1

Frederick Ting

Tel: +852 3605 9514

Fax: +852 3605 9499

vinexpo_general@conceptcoms.hk

HANGING

AMC (EXHIBITS) LTD

Joey LUI

Tel: +852 3752 9032

vinexpo@arconmarketing.com

MECHANISED HANDLING

W&S LOGISTICS HANDLING

Olga LANCEMOT

Mob: +33 (0)6 76 34 23 79

Tel: +33 (0)5 56 43 88 26

Fax: +33 (0)5 56 43 88 27

olancemot@wslogistics.fr

TELEPHONE / WIRED INTERNET

HONG KONG CONVENTION AND EXHIBITION CENTRE

Eunice TSANG

Tel: +852 2582 7350

eunicetsang@hkcec.com

Chris FUNG

Tel: +852 2582 7321

chrisfung@hkcec.com

CATERING

HONG KONG CONVENTION AND EXHIBITION CENTRE

Arthur MOK

Tel: +852 2582 7972 / +852 9180 1905

arthurmok@hkcec.com

Amy LI

Tel: +852 2582 7910 / +852 9190 9766

amyli@hkcec.com

SECURITY

HONG KONG CONVENTION AND EXHIBITION CENTRE

Gary CHOW

Tel: +852 6372 9309

garychow@hkcec.com

Michael PANG

Tel: +852 6026 7803

michaelpang@hkcec.com