



VINEXPO

HONG KONG
8 - 10 JULY 2020

**STAND LAYOUT
& INSTALLATION**



VINEXPO HONG KONG 2020 will take place at The Hong Kong Convention and Exhibition Centre (HKCEC) in the Exhibition Hall Level1.

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.

1.1. “STAND LAYOUT” FORM

All exhibitors bare stand must complete the online form and send the stand project from his own Exhibitor’s space (www.vinexpohongkong.site.exhibis.net) in the dedicated section (Exhibitor Home Page > Stand > Stand project) before 8 June 2020.

The following documents must be provided on site if required (see document HONG KONG regulations: § 2. “Safety and fire-fighting measures”):

- Certificates concerning the fire resistance properties of the materials to be used on the stand,
- The Registered Structural Engineer report if the stand exceed 3mh or for hanging structures / lighting trusses,
- For stand with 4.5mh or above, a Registered Structural Engineer report with structural justification is required.
- A certificate attesting to the soundness and stability of the upper floor from a building inspection body.

>>> REMINDER

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

The stand’s construction must comply in every way with the approved plan. The use of stands that do not correspond to their drawings is strictly forbidden and supply of electricity and other utilities to such stands will be systematically refused by VINEXPO.

The stand drawings must include all plans, elevations, façades and 3D representations necessary to understand what is intended and to immediately assess compliance with the 6 architecture rules.

For example:

- Distances from neighboring boundaries should be shown on plans,
- Heights of partitions, “signboard structures” should be shown in elevations and façades,
- Hanging items, signboards, decoration on pillars, etc... should be shown in 3D representations or drawings.

>>> PLEASE NOTE

Only stand plans sent by internet from the personal online space will be accepted.

>>> REMINDER

The VINEXPO Architecture Department will make on site investigations regarding the respect of the stand design regulations (see Chapter 3 “VINEXPO HONG KONG stand design regulations”):

- examination of the installation in accordance with the layout approved by the VINEXPO Architecture Department,
- report of the stand design regulations violation.

1.2. HANDLING WITH MACHINERY

>>> REMINDER

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

>>> REMINDER

VINEXPO has appointed the official freight forwarder W&S Logistics* to deliver to stands wine and spirits cases and small decorations/advertising in a single batch and in a single delivery for each Exhibitor.

>>> PLEASE NOTE

Trolleys are forbidden in the public areas of the HKCEC (Expo Drive Entrance, Harbour Road entrance, Hall 1 Concourse, Hall 3 Concourse, lifts, escalators).

1.3. REMOVAL OF WASTE

Exhibitors, stand designers and stand installers are requested to progressively remove all litter and waste materials generated while setting up and dismantling their stands.

1.4. STORING EMPTY PACKAGING MATERIALS

Exhibitors, designers and stand installers must contact the approved forwarder W&S Logistics* with regard to handling and storing empty packaging materials during stand installation and dismantling.

1.5. CLEARWAYS

>>> REMINDER

In order to facilitate assembly and dismantling work and to ensure the safety of property and people, VINEXPO has set up clearways in the exhibition halls. These aisles are intended for the movement of people and vehicles (fork lift trucks, pallet trolleys, etc.) and must be freely accessible and kept clear of all stand materials (crates, litter, etc). (see page 7 «Map of Clearways»)

1.6. LIABILITY/SURVEILLANCE

Exhibitors shall be liable for any deterioration or damage caused by themselves or by companies working for them to floors or the fabric of the building during the transportation, installation, or use of their equipment.

>>> REMINDER

The HKCEC, including inside the exhibition halls, is equipped with a video-surveillance system which will be in operation during the 3 exhibition phases: installation, exhibition, dismantling.

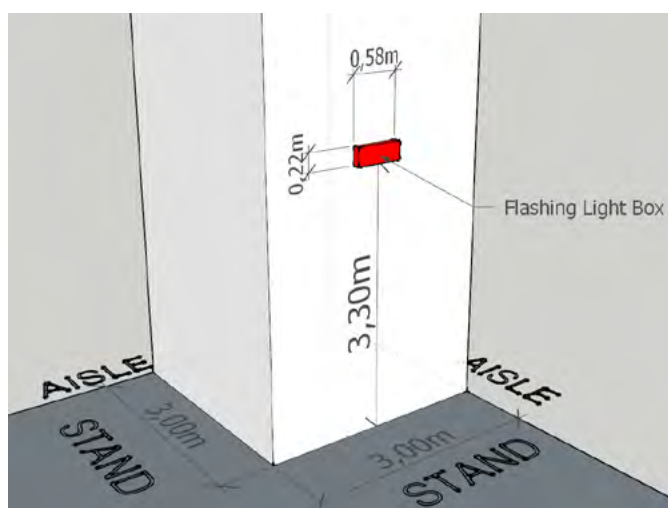
2- EXHIBITION HALLS TECHNICAL SPECIFICATIONS

2.1. EXHIBITION HALLS PILLARS

Structural pillars are to be found in the exhibition halls and are shown on the map of exhibitors' stands.

When pillars are located on the site of a stand, exhibitors must:

- not use these pillars as structural elements of the stand,
- ensure that all fire-fighting equipment (fire-hose stations and extinguishers) supported by the pillars is **with minimum 1.5m clearance in the front**, and visible, easily accessible and easy to handle,
- the flashing light boxes on all pillars must be visible at all times. The stand close to the pillars should not exceed 3mh,
- nothing can be adhered on the pillars for decorating purposes.



2.2. ACCESSIBILITY OF FIRE-FIGHTING EQUIPMENT AND FACILITIES

Stand fittings must not in any way prevent access to fire fighting equipment and facilities. Hose reels (H.R.) and extinguishers, fixed to the columns of the exhibition areas are shown on the plans of the individual sites. They must remain constantly visible and unencumbered.

>>> IMPORTANT

The exhibition halls are equipped with metal curtains which are lowered from the ceiling stopping 3m from the floor to create smoke containment areas in the event of fire. If a stand is in the path of one of these curtains its height should not exceed 3m to ensure that the curtains operate correctly.

2.3. AIR CONDITIONING

A constant temperature around 22°C will be set in the halls from 17.00 Monday 6 July 2020 to 24.00 Friday 10 July 2020.

2.4. ELECTRICITY

(see document HONG KONG regulations: § 2.6. "Electrical installation")

>>> EXCLUSIVE

Exhibitors can have their electrical connection installed by the official contractor Concept Communications (HK) LTD. For all orders, Exhibitors are invited to refer to the Concept Communications (HK) LTD* Technical document (see section «CONTRACTORS» of the Exhibitor E-Guide).

In accordance with the Fire Safety Regulations, the electrical connection box must always be accessible but out of reach of the public. VINEXPO could not be held liable by an Exhibitor, if this box were positioned behind a locked door and a technician were obliged to gain access to the connection.

The electric current supplied by the HKCEC is 220V. The sockets are English type (2 horizontal connectors and 1 vertical connector).

2.5. TELEPHONE

>>> EXCLUSIVE

Exhibitors can have a telephone line installed by the HKCEC*. For all orders Exhibitors are invited to refer to the HKCEC* Technical document (see section «CONTRACTORS» of the Exhibitor E-Guide).

2.6. WIRED INTERNET

>>> EXCLUSIVE

Exhibitors can have an internet line (wired lan with modem, not WIFI) installed by the HKCEC*. For all orders, Exhibitors are invited to refer to the HKCEC* Technical document (see section «CONTRACTORS» of the Exhibitor E-Guide).

2.7. WATER

>>> EXCLUSIVE

Exhibitors can have running water installed together with the option of a single sink by the official contractor Concept Communications (HK) LTD*. For all orders, Exhibitors are invited to refer to the Concept Communications (HK) LTD* Technical document (see section «CONTRACTORS» of the Exhibitor E-Guide).

>>>REMARKS

Water from the sink is not recommended for direct drinking.

2.8. FIXINGS TO THE ROOF STRUCTURE OF THE EXHIBITION HALLS

>>> EXCLUSIVE

Exhibitors can have stand items hung from the approved rigging points of the exhibition halls by the official contractor AMC (Exhibits) Ltd*.

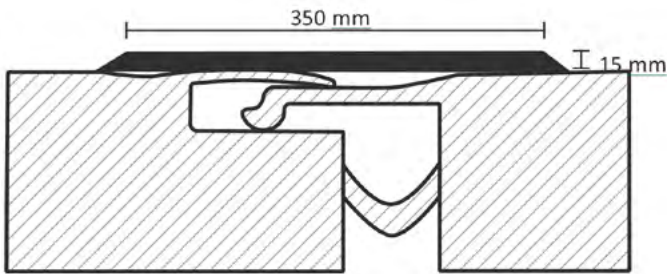
After approval by the VINEXPO Architecture Department of the shapes, volumes and positioning of the stand items to be hung, the request to fix these to the approved rigging points must be sent for engineering sign-off using the special form enclosed in the AMC (Exhibits) Ltd* Technical document (see section «CONTRACTORS» of the Exhibitor E-Guide).

>>> PLEASE NOTE

The exhibition halls are equipped with precise fixed hanging points. Following the Exhibitors' and/or their subcontractors' and or suppliers' stand layout (location weight...), these points cannot be moved. For any needs of moved hanging points, VINEXPO recommends to contact before hand the official contractor AMC (Exhibits) Ltd* to approve the feasibility.

2.9. EXPANSION JOINT BETWEEN HALLS 1C & 1D

There is an expansion joint between the floor slabs of Halls 1C and 1D.



The position of this joint is shown on the stand location maps.

2.10. CATERING

>>> EXCLUSIVE

The HKCEC* operates a catering service. For all orders Exhibitors are invited to refer to the HKCEC* Technical document (see section «CONTRACTORS» of the Exhibitor E-Guide).

2.11. CLEANING

The HKCEC ensures that all parts of the exhibition area, including Exhibitors' stands, are vacuumed daily before the exhibition opens.

2.12. GLASS FACILITIES

VINEXPO offers a glass service. The details will be available in the GLASSWARE & ICE e-guide section.

2.13. SUPPLY OF ICE

Several areas with free self-service supply of ice are located in the exhibition hall.

2.14. SINK

Several areas with sink are located in the exhibition hall.

2.15. DAMAGE

Exhibitors shall be held responsible for any damage which they or their appointed contractors working on their behalf may cause to the fabric of the exhibition halls during transport, installation or removal of their equipment.

The floors, partitions and pillars must not be drilled, cut or painted.

At the end of the dismantling operations, VINEXPO will proceed to an inventory of fixtures:

- After stands have been fully dismantled and the floor space occupied by the Exhibitor (or person in charge of the stand) is returned to the condition in which it was initially made available for stands to be installed.
- No damage or loss has been incurred by the HKCEC, caused by Exhibitors' or their sub-contractors or suppliers.
- Should the opposite occur, a report will be established and the costs of restoration will be charged to the Exhibitor.

3- VINEXPO HONG KONG STAND DESIGN REGULATIONS

Subject to compliance with these regulations, Exhibitors are free to design their stands in their own way. However, to avoid the inevitable spatial one-upmanship and to ensure that all stands are clearly visible, the VINEXPO Architecture Department requires 6 simple rules to be followed concerning:

- Rule n° 1: stand boundaries
- Rule n° 2: stands with upper levels
- Rule n° 3: stand façades
- Rule n° 4: stand activities
- Rule n° 5: exhibition halls pillars
- Rule n° 6: aisles

VINEXPO HONG KONG
Architecture Department
E-mail: architecture@vinexpo.com

All stand layout drawings and specifications MUST be sent in the section "Stand Project" of the Exhibitor E-Guide, before 8 June 2020, for prior approval to the VINEXPO Architecture Department.

This also applies for Exhibitors re-using a stand which is modified for the new site that has been assigned to them for the 2020 exhibition.

The VINEXPO Architecture Department will make on site investigations on the respect of the stand design regulations:

- examination of the installation in accordance with the layout approved by the VINEXPO Architecture Department,
- report of the stand design regulations violation.

>>> PLEASE NOTE

It is **necessary and obligatory** to all Exhibitors to install a floor covering and its own partitions on their stands.

3.1. RULE N° 1: STAND BOUNDARIES

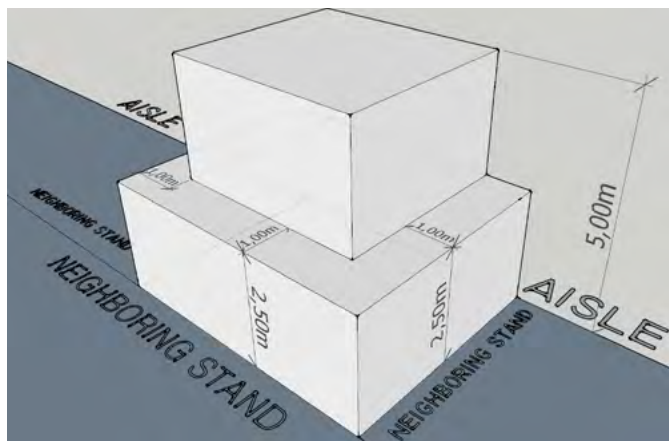
(Also see document HONG KONG regulations: section "2.4. Construction of stands exceeding 3mh / Hanging structures or trusses")

The stand must be contained within a zone, must not be more than 5m high and must be contained inside the boundaries of the stand's site, all equipment or accessories included (lighting, lighting truss, balloons...).

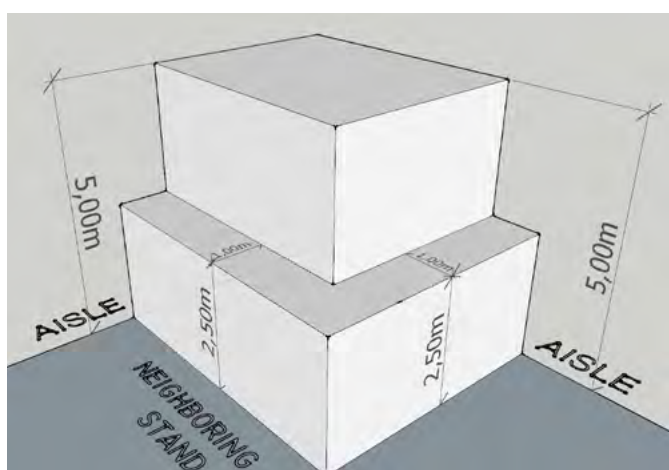
>>> REMINDER

The maximum height of the booth located under the smoke curtain and on both side (within 50cm) is 3m.

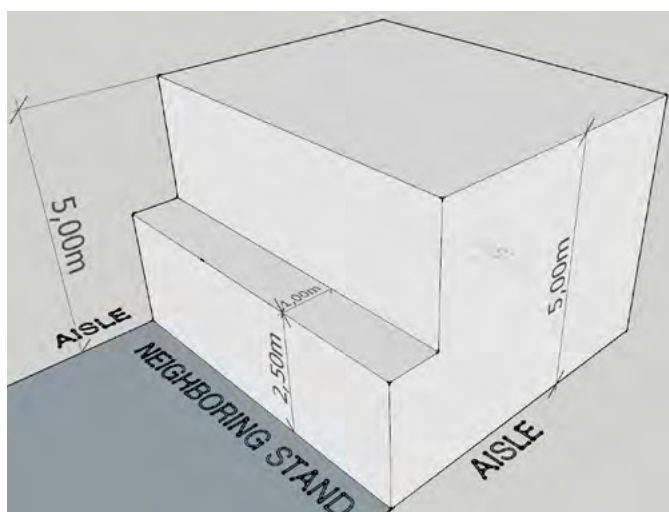
3.1.1. Stand with 1 open side - no corner



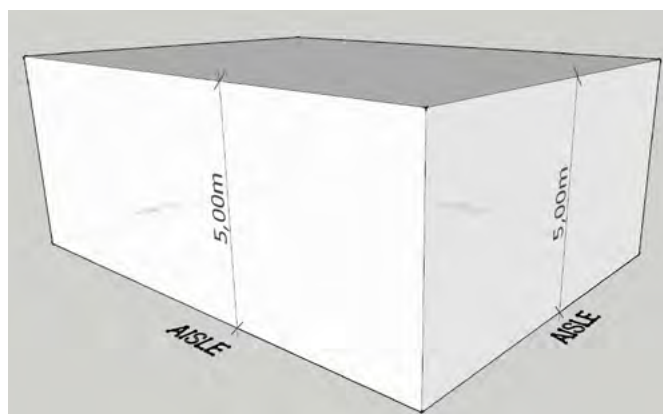
3.1.2. Stand with 2 open sides - 1 corner



3.1.3. Stand with 3 open sides - 2 corners



3.1.4. Stand with 4 open sides - 4 corners



3.2. RULE N° 2: STANDS WITH UPPER LEVELS

(Also see document HONG KONG regulations: section "2.4. Construction of stands exceeding 3mh / Hanging structures or trusses" and "2.5. Statement of completion or certification of multi-level stands")

The construction of stands with upper stores must respect:

- the section "3.1. Rule n°1: Stand boundaries"
- plus at least 2m from boundary walls above 2.5mh (i.e. always at least 4m between neighboring upper stores).

3.3. RULE N° 3: STAND FACADES

To enhance visitor interest and the liveliness of the exhibition, no stand facade can be left completely blank. Designers should provide for at least one quarter of partitions' surface area to be open allowing the inside of the stand to be seen at the level of eye: bays, slits, circular windows, see-through showcases, etc. all of which can be glazed or simply left open. Furthermore, opaque panels must be decorated attractively with materials, colors, lighting or promotional features, wall acting.

3.4. RULE N° 4: STAND ACTIVITIES

The use of sound and the tastings/presentations are tolerated only if there is no discomfort from other Exhibitors.

3.5. RULE N° 5: EXHIBITIONS HALL PILLARS

The pillars situated on stands may be decorated by Exhibitors up to a height of 5m, provided the following points are observed:

- leave the following clearly visible, accessible and easy to handle:
 - Fire hoses and reels,
 - Fire extinguishers doors,
 - Flashing light boxes,
- respect the distances from neighboring Exhibitors

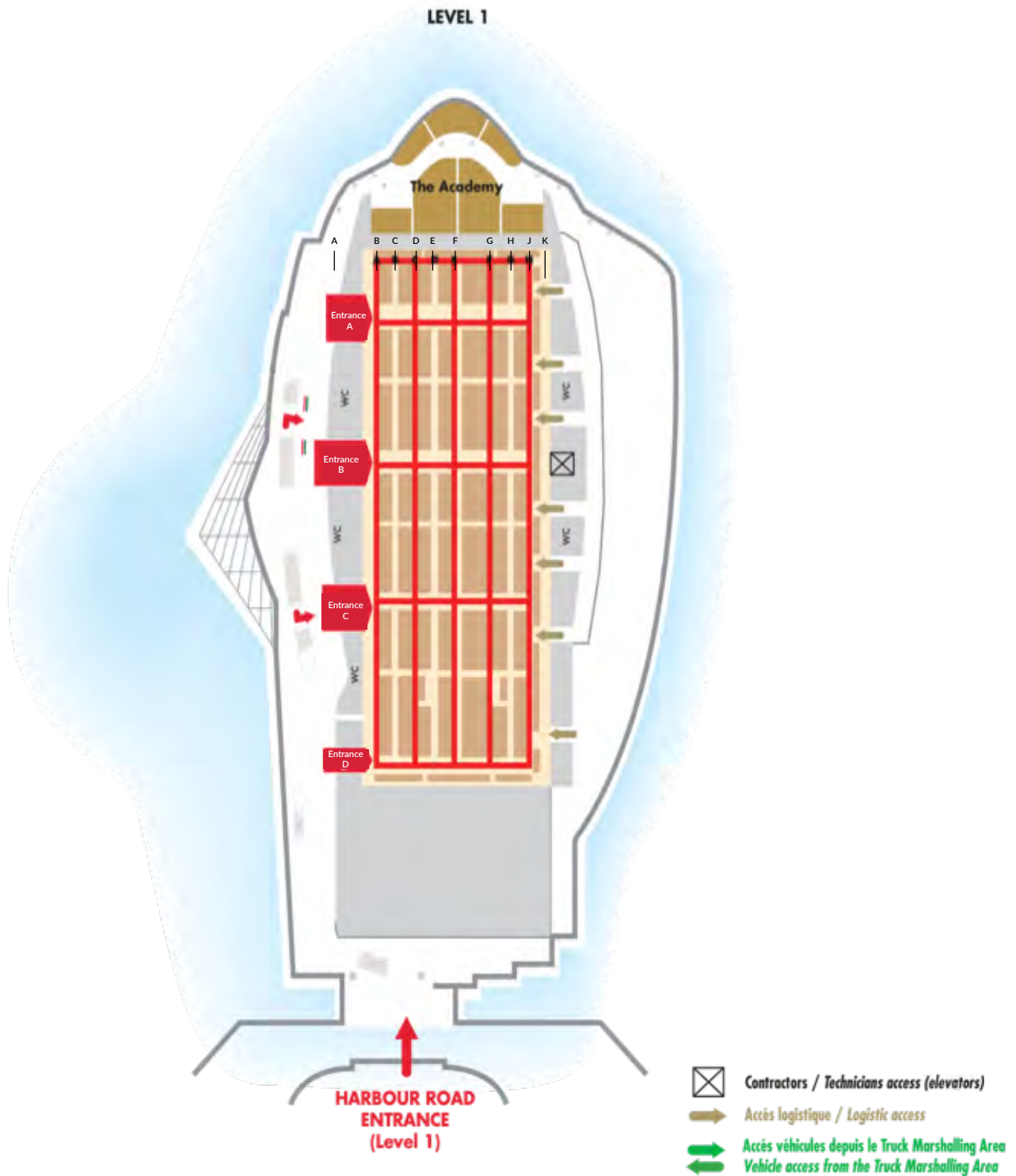
Remark: Without agreement of Vinexpo, pillars located in the middle of aisles or on the side of an aisle and adjacent to a stand may not be decorated or incorporated as part of the stand. Such pillars must not be used as supports for signage.

3.6. RULE N° 6: AISLES

The aisles are equipped by VINEXPO and should be considered as common areas. For safety reasons and in order to ensure their purpose, they must be left free of every component of stand (lighting grids, spotlights, light fittings, flower boxes, furniture, carpeting, projection of images on the floor, racks of glasses etc).

(*) See lexicon

MAP OF CLEARWAYS



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

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olancemot@wslogistics.fr

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