

Undertaking of Move-in / out Work Safety **佈展及撤展作業安全承諾書**

(適用於所有私人承建商 Applicable to all Non-Official Contractors)

1. Contractor should strictly follow the move-in / move-out schedule set by the Organiser. Otherwise, all site work deposit will be deducted. 承建商必須依照主辦機構所定之時間進場或離場，違規者，所有施工按金將全部被扣除。
2. The venue is a non-smoking facility. Smoking is strictly prohibited outside the designated smoking area. Anyone found smoking in non-designated smoking area will be expelled out of the venue and will not be able to return to work on that day. Site-work deposit of the contractor's company will be deducted and the Organiser reserves the right to claim the offender for any loss howsoever arise from the violation. 展館為非吸煙場館，除於指定吸煙區外嚴禁吸煙。任何人士如被發現於指定吸煙區外吸煙，違規者將被驅離展館，並於當天不能再次進入展館工作。而聘用該等違規者之承建商，其施工按金亦會被扣除。同時，主辦機構保留權利追討該等違規者因違反本條款而所引起之任何損失。
3. Entrances, fire exits, gangways of exhibition venues and loading areas shall not be blocked by any construction materials / wastage, equipment, empty crates or packing material. Otherwise all site-work deposit will be deducted. 所有裝修攤位之用料 / 廢料，機器，空條板箱或包裝物料均不可阻塞展覽廳及貨物起卸區之出入口、走火通道及通道。違例者其施工按金將會被全數扣除。
4. All booth construction materials must be non-combustible, inherently non-flammable or durably flameproof and may be inspected by authorised personnel of the venue or the Hong Kong Government to verify compliance. 所有攤位建築物料必須屬非可燃材料，質地屬於非易燃品或防火耐用性材料。展館或香港政府授權代表可能會檢查這些材料的合規性，承建商必須提供有關防火試驗、燃燒試驗、煙燻試驗及相關法例及規例可能要求的其他類似試驗的相關文件。
5. All electrical fitting and wiring must be installed in compliance with Electricity (wiring) Regulation of Hong Kong Electricity Ordinance. All electrical installations must be carried out by a qualified electrician with a valid "certificate of registration of electrical worker" and WR1 Form must be submitted after installation. All lighting fixtures installed must be followed the safety standard in compliance with the Electricity (Wiring) Regulation of Hong Kong Electricity Ordinance. 所有電力裝置及電線安裝必須遵照香港電力條例的電力（電線接駁）規定。所有電力安裝技工必須持有「香港電業工程人員註冊證明書」及現場提交「完工證明書」(WR1)。所有燈具電線需要符合香港電力安全條例之標準。
6. All booths which **exceeding 3 metres in height** must be constructed under the supervision of an Authorized Person / Registered Structural Engineer. The Authorized Person / Registered Structural Engineer shall verify the stability of the booth on-site and submit a safety report to the official contractor before last move in day. 搭建**高於3米以上的**攤位必須由認可人士或註冊結構工程師監督，並於現場檢查及批核這些攤位的結構穩定性。結構性報告須於**參展商進場日前**提交予大會承建商。

7. No booths which are **4.5 metres in height 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 structural calculations and the stability verifications should be submitted to the official contractor at least 5 weeks before the commencements of the exhibition. The Authorized Person / Registered Structural Engineer must also verify the stability of the booth on-site and submit a safety report to the official contractor on before last move in day. **4.5米高或以上的攤位**必須持有通過註冊結構工程師檢查及提交結構性報告，以確保結構性的穩定性，否則一概不能搭建。由認可人士 / 註冊結構工程師簽發結構穩定性的數據證明必須於展覽開始前5星期呈交予大會承建商。認可人士或註冊結構工程師並須於現場檢查及批核這些攤位的結構穩定性。結構性報告須於**參展商進場日前**提交予大會承建商。
8. Contractors must comply with Occupational Safety and Health Ordinance in construction and dismantling the stands. 在搭建及拆除攤位期間，私人承建商必須遵守職業安全及健康條例。
9. Ladder exceeding 2m are prohibited inside the venue. If the construction/dismantling work is carried out at 2m or more above the ground, contractors must use high reach equipment, such as, metal scaffolding. In addition, the scaffold shall not be used on a construction site unless the Form 5 report has been made by a competent person. This form should be displayed in a prominent location of the scaffold specifying the location, the extent of the scaffold on the site and a statement to the effect that the scaffold is in safe working order, strength and stability. 展館禁止任何人使用高度超過2米的梯子。任何搭建／拆卸工程於距離地面2米或以上的高度進行，承建商必須使用高架設備，如金屬棚架。此外，承建商必須提交由合資格人士填寫的表格五，方可在施工場地使用棚架。此表格必須張貼於棚架的堂眼處，說明棚架的所在地點和範圍，並註明棚架處於安全操作狀態，而且堅固穩當。
10. During the move-in and move-out period, any person admitted to the exhibition hall(s) must wear Reflective Safety Vest. 於進場及撤館期間，所有進入展覽廳的工作人員必須穿上反光背心。
11. Before entering an exhibition venues inside the venue during move-in / out periods, all standing building contractors and other contractors are required to produce a valid badge issued by the organiser and Construction Industry Safety Training Certificates (Commonly known as "Green Card": A valid training certificate issued by an approved training operator within the meaning of the Factories and Industrial Undertakings Ordinance, Cap 59) at designated Contractor Checkpoints in order to show their eligibility to work at the exhibition venues. Upon verification, a wristband will be issued to each stand building contractor for identification. This wristband is valid for one day and is to be worn at all times within AWE. Any contractors found without a valid wristband will be asked to leave the exhibition venues immediately. 所有展位承建商及其他承建商員工於搭建／拆卸工程期間，必須於進入展覽場地前，必須先到承建商檢查站出示由主辦機構發出的有效工作證及建築業安全訓練證書（一般稱為「平安咭」：香港法例第59章《工廠及工業經營條例》內由建造業認可訓練機構發出之有效訓練證明書），以證明具有在展覽場地工作的資格。每位展位承建商及其他承建商員工將於核實身份後獲發一條手帶，以資識別。此手帶於獲發當日有效，於展館範圍內任何時候均須配戴。如發現展位承建商及其他員工沒有有效手帶須立即離開展覽場地。

12. Contractor has read through the details of exhibitor manual, non-official contractor reminder and G-Guide and will strictly following the rules and regulations set by the Organiser and the exhibition venue. 承建商已細閱參展商手冊、私人承建商備忘及G-Guide，並會嚴格遵守主辦機構及展覽場館所制定的有關條例及指引。

We agree to abide by the Rules and Regulations as stated above (on page 1 and 3 of this form).
我們同意遵守上述之條例及規則 (見本表格第 1 至 3 頁)

Contractor Name 承建商名稱 : _____

Company stamp / Name & Authorized Signature 公司印章/負責人名稱及簽署:

Office Number / Mobile Phone 公司電話號碼 / 手機號碼: _____

Date 日期: _____