

Invitation for Tender
Provision of Services for Event Coordination and Production
for the Programmes of the XXVIII Association of National Olympic Committees (ANOC)
General Assembly (GA) Hong Kong, China, 2026

1. Project Brief and Background

Prepared by the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC), this brief outlines the background and project requirements for the provision of services for event coordination and production for the programmes of the XXVIII Association of National Olympic Committees (ANOC) General Assembly (GA), which will be held in Hong Kong, China, from 6 to 11 December 2026. This significant event is expected to welcome over 1,200 delegates from 206 National Olympic Committees, including representatives from the International Olympic Committee, International Federations, and Organizing Committees of the Olympic Games.

Hong Kong's successful bid for this event is fully backed by the HKSAR Government and forms an important part of the Chief Executive's 2024 Policy Address. The General Assembly aims to leverage the synergy of Sports, MICE and Tourism to invigorate Hong Kong, China and promote Hong Kong, China as a dynamic host of mega sporting events.

2. Project Objectives

Contractors are invited to submit comprehensive proposals for the Event Coordination and Production Services for the specific programme of the XXVIII ANOC GA Hong Kong, China, 2026, including but not limited to the ANOC Executive Council Meeting at the Hong Kong SkyCity Marriott Hotel, Welcome Reception at Regala Skycity Hotel Hong Kong, General Assembly and Press Conference at Summit 2, AsiaWorld-Expo, ANOC Themed Sessions at the Regala Skycity Hotel and Advertising Spots Production. Detailed programme can be referred to ***Appendix III***.

3. Budget

- 3.1.** SF&OC is not bound to accept the lowest, or in fact, any quotation, and reserves the right to accept the whole or any part of any quotation at any time. SF&OC also reserves the right to cancel the Tender Exercise, and is not bound to give any reasons whatsoever for the cancellation.

4. Scope of Services

The contractor will be responsible for the comprehensive coordination, production, and technical delivery of the XXVIII ANOC GA Hong Kong, China, 2026. The scope includes, but is not limited to, the following:

4.1. Overall Project Management

- Develop and maintain a comprehensive project plan and timeline with SF&OC.
- Assign a dedicated project manager as the primary liaison and dispatch floor managers as the person in charge at each venue.
- Schedule and conduct coordination meetings with SF&OC.
- Coordinate all aspects of the event, including planning, logistics, execution, and design adaptation.

4.2. Programme Management

- Oversee the execution of ANOC Executive Council Meeting, ANOC General Assembly, Booth Activation, Set Up and Dismantling, Welcome Reception, ANOC Press Conference and ANOC Themed Sessions.
- Oversee rehearsals and ensure readiness for all event activities.

4.3. Venue Management & Logistics

- In close communication with SF&OC, liaise with all venue operators (Hong Kong Airport Authority, SkyCity Marriott Hotel, Regala SkyCity Hotel, AsiaWorld-Expo) for advance planning and on-site execution.
- Oversee and adhere to all venue setup and teardown according to event and venue requirements.
- Manage all logistics for movement of equipment, materials, and personnel between venues.
- Ensure adherence to all agreed move-in and dismantle times with SF&OC and AsiaWorld-Expo, with no delays.

4.4. Technical Production & AV Services

- Design and implement staging, lighting, and AV solutions
- Provide professional sound, projection, LED/video wall, and live streaming services.
- Conduct technical rehearsals and provide on-site technical support throughout the event.
- Ensure redundancy and backup for all critical systems.

4.5. Event Branding, Décor & Signage

- Propose and deliver creative concepts for event theming, branding, and visual identity.

- Design, produce, and install all branding elements, including banners, backdrops, stage décor, booths, promotional materials, directional signage, and advertising spots etc.
- Ensure consistent and high-impact branding presence across all venues, sponsor areas, and public spaces.

4.6. Guest Services & VIP Management

- Set up and operation of event registration and information desks at all venues. (Note: The accreditation system is provided by ANOC)
- Arrange green rooms, holding areas, and hospitality lounges for speakers and VIPs

4.7. Simultaneous Interpretation

- Provide professional interpretation booths, equipment, and qualified interpreters for all official languages required, including English, Spanish, French and Putonghua.

4.8. Sponsor & Exhibition Management

- Responsible for booth design, setup, and activation activities.
- Provide logistical and technical support for sponsor activations and displays.
- Ensure sponsor branding and contractual entitlements are fulfilled.

4.9. Media, Press & Communications

- Set up and manage press conference areas, media workrooms, and mixed zones.
- Provide technical support for live broadcasts, media interviews, and other press-related activities.
- Collaborate with the SF&OC's appointed PR agency by facilitating their technical requirements and ensuring all media spaces meet broadcasting and communication standards.
- Ensure livestreaming or full recordings are made available on ANOC.TV, the ANOC's official media platform, to ensure maximum visibility within the Olympic Movement, and to global audiences.
- Ensure coverage on the stations' social media platforms including but not limited to Facebook, Instagram, YouTube, Douyin/RedNote.

4.10. Security, Health & Safety

- Coordinate with venue security and local authorities for comprehensive security planning.
- Oversee access control, accreditation, and emergency response procedures.
- Ensure full compliance with all local safety regulations, including fire, crowd, and occupational health standards.
- Possess and maintain all necessary safety certificates and insurance.

4.11. Content Production & Documentation

- Produce event highlight videos, daily recaps, and advertising spots as required.

4.12. Post-Event Services

- Oversee venue restoration and removal of all event materials.
- Conduct post-event debrief and submit a final report, including feedback and recommendations.
- Provide a digital archive of all event documentation, media, and content.

5. Deliverables

The Contractor shall be responsible for providing the following deliverables, including but not limited to all items and services listed in **Appendix VII and VIII**. All deliverables must meet the requirements and quality standards set out in this Invitation for Tender and its appendices.

5.1. Project Management Documentation

- Comprehensive project plan, timeline, and milestone chart.
- Regular progress reports and meeting minutes.
- Risk assessment and contingency plans.

5.2. Programme Management Materials

- Detailed run sheets and cue scripts for all sessions.
- Finalized event schedule and session briefs.

5.3. Venue and Logistics Deliverables

- Venue setup and teardown plans for each event area.
- Logistics plans for equipment, materials, and personnel movement.
- Documentation of signage and wayfinding installations.

5.4. Technical Production Outputs

- Staging, lighting, audio-visual systems, and SI system installations as specified
- Technical rehearsal reports and on-site support logs.
- Live feed and streaming setups where required.

5.5. Branding, Signage & Decor Installations

- All branding, décor, signage, and advertising elements installed as per approved designs. (The event logo and key visual designs will be provided by students from the Hong Kong Design Institute (HKDI). Therefore, close communication between the Contractor and HKDI is essential to obtain all creative design elements.)
- Sponsor and partner branding fulfilled as per contractual obligations.

5.6. Registration & Guest Services

- Registration desk setups and operation at all required locations (including airport desks).
- VIP/speaker lounge and hospitality area setups.
- Delegate welcome kits and materials.

5.7. Simultaneous Interpretation

- SI booths, consoles, headsets, and receivers installed and operational at all relevant sessions.
- Interpreter roster and assignment documentation.

5.8. Sponsor & Exhibitor Installations

- Sponsor booth structures and furnishings, built and dismantled as per schedule
- Exhibition areas fully equipped as specified.

5.9. Media & Press Facilities

- Press conference setups and fully equipped media workrooms.
- Accreditation desk and materials for media representatives.

5.10. Content Production Materials

- Livestream video recordings and digital files of advertising spots.

5.11. Security & Safety Documentation

- Security and emergency response plans.
- Accreditation and access control system documentation.
- Copies of safety certificates and proof of insurance.
- Conduct safety tests upon request.

5.12. Post-Event Documentation

- Comprehensive final report, including feedback and recommendations.
- Digital archive of all event materials, documentation, and media.

6. Timeline of Services

Project Phase	Period	Description
Phase 1 – Project Initiation & Planning	Dec 2025 – Mar 2026	Kick-off meeting, project plan submission, concept approval - Conduct initial project briefing with SF&OC - Confirm detailed scope, deliverables, and communication protocols - Submit a detailed Project Management Plan, inclusive of timelines, milestones, and risk assessment - Conduct site visits of all designated venues - Present initial creative concepts for event theme, branding, staging design, and AV systems - Develop preliminary layout plans and logistical frameworks

Phase 2 – Design Finalization & Pre-Production	Apr 2026 – Jul 2026	Final design and branding approval - Finalize stage designs, floor plans, and branding layouts - Submit detailed technical drawings and build specifications for approval - Draft preliminary run-downs and session briefing notes - Prepare safety management plan, insurance documentation, and emergency procedures
Phase 3 – Pre-Event Execution & Testing	Aug 2026 – Nov 2026	Fabrication, rehearsals, technical readiness review Begin fabrication of staging, décor, signage, and exhibition structures - Coordinate with SF&OC for detailed rehearsal schedules - Conduct final on-site walkthrough with SF&OC and key suppliers - Complete contingency testing for all critical systems
Phase 4 – Event Implementation & Execution	6 – 11 Dec 2026	Live event delivery across all venues - Implement full venue setup, décor, and branding installation - Manage live event operations across all venues - On-Site Technical and Guest Management - Conduct daily review meetings with SF&OC to assess progress and resolve issues
Phase 5 – Post-Event	Dec 2026 – Jan 2027	Post-event report, documentation submission, project closure - Oversee the safe removal of all event installations. - Ensure venues are restored to original condition - Deliver a comprehensive Post-Event Report - Submit all digital assets, photos, videos, and project documentation to SF&OC

7. Service Standards

7.1. Compliance and Best Practices

The Contractor must adhere to all applicable laws, regulations, and industry standards relevant to event management, production, safety, and accessibility in Hong Kong, China. All services should fulfill the requirements and expectations set by SF&OC.

7.2. Professionalism and Competence

The appointed team must demonstrate proven expertise and experience in large-scale international event coordination and technical production. All personnel should be covered by insurance, fit for work, suitably trained, qualified, and capable of delivering services at the highest professional standard.

7.3. Transparency and Documentation

The Contractor is required to maintain comprehensive and accurate records for all aspects of event delivery, including planning, procurement, logistics, financial transactions, and stakeholder communications. All documents must be made available for inspection by SF&OC upon request.

7.4. Intellectual Property and Usage Rights

All creative works, materials, and documentation produced under this contract (including designs, videos, photographs, scripts, and branding elements etc.) shall be original and become the sole property of SF&OC. The Contractor shall ensure all intellectual property rights are properly transferred.

7.5. Technical Requirements

The stage design must include safe and practical access between the audience area and the stage, allowing individuals to move comfortably and confidently from the room to the stage and back. This element should be suitable for guests of all ages and levels of mobility, including those with limited walking capability, ensuring universal accessibility throughout the event.

7.6. Revisions to Creative Works

The Contractor must accommodate all reasonable requests from SF&OC for changes or revisions to design, layout, and creative materials. All requested modifications must be made in a timely manner. Unreasonable refusal or delay may be considered a breach of contract.

7.7. Flexibility and Contingency

In the event of schedule changes, postponement, or cancellation due to unforeseen circumstances, the Contractor shall provide prompt and comprehensive support to reschedule or adapt services as directed by SF&OC, with minimal disruption to event operations.

7.8. Confidentiality and Data Protection

The Contractor must maintain strict confidentiality on all event-related information and uphold data privacy standards in handling delegate, sponsor, and stakeholder information.

7.9. Sustainable Materials and Environmental Responsibility

The Contractor shall prioritize the use of environmentally friendly, recyclable, or reusable materials for all aspects of event production, including but not limited to staging, signage, décor, delegate materials, and packaging. Preference should be given to materials with low environmental impact and suppliers who demonstrate sustainable practices. The Contractor must propose and implement measures to minimize waste, promote recycling, and reduce the overall carbon footprint of the event, and shall provide documentation of all sustainability efforts to SF&OC upon request.

7.10. Continuous Communication

The Contractor must ensure timely and effective communication with SF&OC throughout the project, including regular progress updates and immediate notification of any issues or risks.

8. Assessment Criteria

8.1. Tender Process

This will be conducted using a two-envelope bidding process. Technical Proposals must score at least 50 marks to be considered.

8.2. Shortlisting

SF&OC may shortlist bidders and request revised proposals or interviews.

8.3. Scoring

Technical Score: 50%; Price Score: 50%

8.4. Technical Score Calculation

The maximum Technical Score is 100 marks. The Technical Score will be calculated by using the following formula:

$$50 \times \frac{\text{Technical Score of the service providers being assessed}}{\text{Highest Technical Score among all potential service providers}}$$

8.5. Price Score Calculation

A maximum Price Score of 50 marks will be allocated to the potential service provider that offers the lowest price. The Price Score for each potential service provider will be calculated by using the following formula:

$$50 \times \frac{\text{Lowest price among all potential service providers}}{\text{Price of the potential service provider being assessed}}$$

8.6. Detailed Technical Assessment

Criteria	Maximum Score
Experience and Track Record in Large-Scale International Events - Proven experience in managing major international conferences or assemblies - Demonstrated results and client references	15
Proposed Project Approach and Methodology - Clarity, feasibility, and innovation of the proposed approach - Understanding of event requirements and effective problem-solving strategies	20
Proposed Work Plan and Risk Management - Detailed, realistic, and well-structured work plan - Comprehensive risk management and contingency planning	20
Technical Capabilities and Resources - Quality and adequacy of technical production, AV, and interpretation solutions - Qualified personnel and technical support plans	20
Sustainability and Environmental Responsibility - Use of eco-friendly materials and green practices - Waste reduction and sustainability measures	10
Safety Standards & Certifications - Possession of relevant health and safety certificates - Demonstrated compliance with safety regulations and best practices	15
Total Marks for Technical Assessment:	100

8.6.1. Passing Mark

The passing mark for the technical aspects is set at 50. Any proposal achieving less than 50 marks will be disqualified.

8.6.2. Total Marks Calculation

The submission with the highest total marks will be accepted for the award of the contract.

9. Submission of Tender

9.1. To be acceptable as a bidder for this Tender, please properly complete and enclose the following in two separately sealed plain envelopes:

9.1.1. Marked “Technical Proposal” covering:

- Tasks set out in Part 4 and 5.
- Creative ideas and contingency plans.
- Company profiles and business registration certificate, with portfolio of recent projects of similar nature.
- The project team size and structure, with details of the respective roles and responsibilities of each team member.
- Completed Technical Assessment Form (*Appendix I*)
- Completed **Annex** (Code of Conduct).

9.1.2. Marked “Fees Proposal” containing a completed Quotation Form (*Appendix II*) with a budget breakdown for the Service.

9.2. Both envelopes shall be marked “Quotation for Provision of Services for Event Coordination and Production for the Programme of the XXVIII ANOC General Assembly Hong Kong, China, 2026” and addressed to SF&OC, and shall be deposited in the Tender Box named **“Tender for Provision of Services for Event Coordination and Production for the Programmes of the XXVIII ANOC General Assembly Hong Kong, China, 2026”** situated at **2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong by 12:00 noon on 27 November 2025**. Late submissions will not be considered.

9.3. In case of Black Rainstorm Warning, a Tropical Cyclone Warning Signal No. 8 or above, or “extreme conditions after super typhoons” announced by the Government is/are in force, or the closure of the Olympic House is in effect, for any duration between 09:00 a.m. to 4:00 p.m., the Tender deadline will be extended to 12:00 p.m. on the next working day on which no closure of the Olympic House is in effect.

9.4. Any enquiries regarding this Invitation for Tender can be directed to Ms. Gloria HO of SF&OC at 2504 8377.

9.5. By submitting the quotation, the prospective service provider, whether or not its quotation is eventually accepted, shall not without the prior written approval of SF&OC disclose to the media or to any other person (other than as is strictly necessary in order to prepare for the submission of its quotation) any information or materials contained in this Tender or information subsequently furnished by SF&OC.

9.6. All prospective service providers are advised to read the instructions contained herein carefully prior to preparing their proposals and quotation. A quotation which does not follow these instructions will be considered incomplete and may not be considered further.

- 9.7. All prospective service providers should declare any interest which you and/or your associates and/or group companies and/or the core teams of consultants have if that interest is in real or apparent conflict with your duties to be performed in the Service.
- 9.8. To allow sufficient time for SF&OC to consider all bidders, the quotation submitted shall be valid for at least 90 days from the closing date of this Invitation for Tender.
- 9.9. If no reply or incomplete quotation is received by the submission deadline, it is assumed that the prospective service provider is not interested in providing the Service.
- 9.10. SF&OC is not bound to accept the lowest, or in fact, any quotation, and reserves the right to accept the whole or any part of any quotation at any time. SF&OC also reserves the right to cancel the Tender Exercise, and is not bound to give any reasons whatsoever for the cancellation.

10. Conclusion

The appointed service provider (the Contractor) will be responsible for the end-to-end coordination, production, and technical execution of the XXVIII ANOC General Assembly Hong Kong, China, 2026, ensuring that all aspects of the event meet the highest international standards. The Contractor must deliver all requirements as specified in this Invitation for Tender, working in close collaboration with SF&OC and all relevant stakeholders.

The Contractor shall adhere to all reasonable instructions from SF&OC, and obtain prior approval for all designs and related materials before production.

Interested service providers are strongly advised to review this Invitation for Tender thoroughly before submitting their proposals to ensure full compliance with the stated requirements. SF&OC welcomes comprehensive and innovative proposals from qualified service providers and looks forward to a successful collaboration in delivering an outstanding event.

11. Appendices

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| Appendix I | : Technical Assessment Form |
| Appendix II | Quotation Form |
| Appendix III | : Programme Rundown of XXVIII ANOC GA Hong Kong, China, 2026 |
| Appendix IV | : Floor Plan of AsiaWorld–Summit (Hall 2), AsiaWorld–Expo |

Appendix V	:	Floor Plan of Grand Ballroom, Hong Kong SkyCity Marriott Hotel
Appendix VI	:	Floor Plan of Regala Grand Ballroom, Regala Skycity Hotel
Appendix VII	:	XXVIII ANOC GA HK, China, 2026 Event Production and Technical System Services
Appendix VIII	:	AsiaWorld–Expo Indoor & Outdoor Advertisement Production and Installation
Appendix IX	:	Additional Services and Equipment of AsiaWorld–Expo (2025 Price List)
Annex	:	Supplier/Contractor Code of Conduct

Technical Assessment Form

**Provision of Services for Event Coordination and Production
for the Programmes of the XXVIII Association of National Olympic Committees (ANOC)
General Assembly (GA) Hong Kong, China, 2026**

For each assessment item below, provide an executive summary (maximum 500 words) addressing all listed sub-criteria. Where appropriate, reference and attach supporting documents or appendices (such as project reports, certificates, or client references) to support your statements. Failure to complete this table may result in your quotation not being further considered.

Detailed Technical Assessment

Criteria	Maximum Score
1. Experience and Track Record in Large-Scale International Events - Proven experience in managing major international conferences or assemblies - Demonstrated results and client references	15
Executive Summary (max. 500 words):	

2. Proposed Project Approach and Methodology - Clarity, feasibility, and innovation of the proposed approach - Understanding of event requirements and effective problem-solving strategies	20
Executive Summary (max. 500 words):	

3. Proposed Work Plan and Risk Management - Detailed, realistic, and well-structured work plan - Comprehensive risk management and contingency planning	20
Executive Summary (max. 500 words):	

4. Technical Capabilities and Resources - Quality and adequacy of technical production, AV, and interpretation solutions - Qualified personnel and technical support plans	20
Executive Summary (max. 500 words):	

5. Sustainability and Environmental Responsibility - Use of eco-friendly materials and green practices - Waste reduction and sustainability measures	10
Executive Summary (max. 500 words):	

6. Safety Standards & Certifications - Possession of relevant health and safety certificates - Demonstrated compliance with safety regulations and best practices	15
Executive Summary (max. 500 words):	

Total Marks for Technical Assessment:	100
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Remarks

Detailed information, specifications, and requirements are provided in **Appendix VII for Event Production and Technical System Services and **Appendix VIII** for the Production and Installation of AsiaWorld-Expo Indoor and Outdoor Advertisements.*

**For events held at AsiaWorld-Expo, all Internet, electricity, security, and rigging services and equipment must be exclusively provided by AsiaWorld-Expo.*

Quotation Form

**Provision of Services for Event Coordination and Production
for the Programmes of the XXVIII Association of National Olympic Committees (ANOC)
General Assembly (GA) Hong Kong, China, 2026**

Please fill in the following table to provide all detailed cost breakdown, specifying items and unit costs, according to your Technical Proposal. Failure to complete this table may result in your quotation not being further considered.

Total Tender Amount

The total amount quoted for all Services detailed in **Parts 1 to 11** of the Invitation for Tender is HK\$ _____.

Cost Breakdown

Please provide a quotation covering all related expenditures.

Service Requirement	Quantity	HKD
Part I. Mandatory Items		
A. Welcome Desk Production and Setup		
(i) Hong Kong International Airport - 1 counter at Arrival A - 1 counter at Arrival B - Assembly Point for volunteers at L6 (ii) Hong Kong SkyCity Marriott Hotel - 1 counter at hotel lobby (iii) Regala Skycity Hotel Hong Kong - 1 counter at hotel lobby	1 job	
Subtotal for (A):		
B. Event Production and Technical System Services <i>Provide end-to-end creative, technical, and production solutions, including event theming and branding, booth design and setup, stage and décor design, lighting and AV setup, and professional sound, projection, and LED wall support. Comprehensive rehearsals must be conducted prior to each event to ensure the smooth execution of all show and technical elements. Certain sponsors' booths may require custom tailoring; costs are adjustable after sponsors confirm the design and layout, but the final configuration must align with and satisfy their requirements.</i>		

(i) Executive Council Meeting Date: 7 December 2026 Venue: Grand Ballroom A & B, Hong Kong SkyCity Marriott Hotel	1 job	
(ii) Welcome Reception Date: 7 December 2026 Venue: Grand Ballroom I – III, Regala Skycity Hotel Hong Kong	1 job	
(iii) General Assembly Date: 8-9 December 2026 Venue: AsiaWorld-Summit (Hall 2), AsiaWorld-Expo	1 job	
(iv) Themed Sessions Date: 10 December 2026 Venue: Grand Ballroom I – III, Regala Skycity Hotel Hong Kong	1 job	
Subtotal for (B):		
C. Live Feed Service <i>Provides professional real-time video capture, production, and onsite broadcasting for all event sessions, ensuring seamless coverage and high-quality visual delivery across venues.</i>		
(i) Welcome Reception Date: 7 December 2026 Venue: Grand Ballroom I - III, Regala Skycity Hotel Hong Kong (ii) General Assembly Date: 8 & 9 December 2026 Venue: AsiaWorld-Summit (Hall 2), AsiaWorld-Expo, AsiaWorld-Expo (iii) General Assembly Fireside Chat and Lunch Date: 7 & 8 December 2026 Venue: AsiaWorld-Summit (Hall 2), AsiaWorld-Expo, AsiaWorld-Expo	4 jobs	

(iv) Themed Sessions Date: 10 December 2026 Venue: Grand Ballroom I – III, Regala Skycity Hotel Hong Kong		
Subtotal for (C):		
D. Production and Installation of AsiaWorld-Expo Indoor and Outdoor Advertisement <i>Cover the design, fabrication, and setup of all on-site promotional materials. (Note: Key visuals will be provided by HKDI)</i>		
Subtotal for (D):		
E. Simultaneous Interpretation Service <i>Provide professional interpretation booths, equipment, and qualified interpreters for all official languages required, including English, Spanish, French and Putonghua.</i>		
(i) Executive Council Meeting Date: 7 December 2026 Venue: Hong Kong SkyCity Marriott Hotel (ii) General Assembly Date: 8 & 9 December 2026 Venue: AsiaWorld-Summit (Hall 2), AsiaWorld-Expo, AsiaWorld-Expo (iii) General Assembly Fireside Chat and Lunch Date: 8-9 December 2026 Venue: AsiaWorld-Summit (Hall 2), AsiaWorld-Expo, AsiaWorld-Expo (iv) Themed Sessions Date: 10 December 2026 Venue: Grand Ballroom I – III, Regala Skycity Hotel Hong Kong	4 jobs	
Subtotal for (E):		
(F) Manpower, Safety Certificates, Insurance and Miscellaneous <i>Provision of qualified personnel, fulfillment of safety and insurance requirements, and miscellaneous items.</i>		
Subtotal for (F):		

Part II. Optional Items	
<i>Please specify any other optional items not included in the Invitation for Tender and provide a quotation for consideration.</i>	
Total:	

Remarks

Detailed information, specifications, and requirements are provided in **Appendix VI for Event Production and Technical System Services and **Appendix VII** for the Production and Installation of AsiaWorld-Expo Indoor and Outdoor Advertisements.*

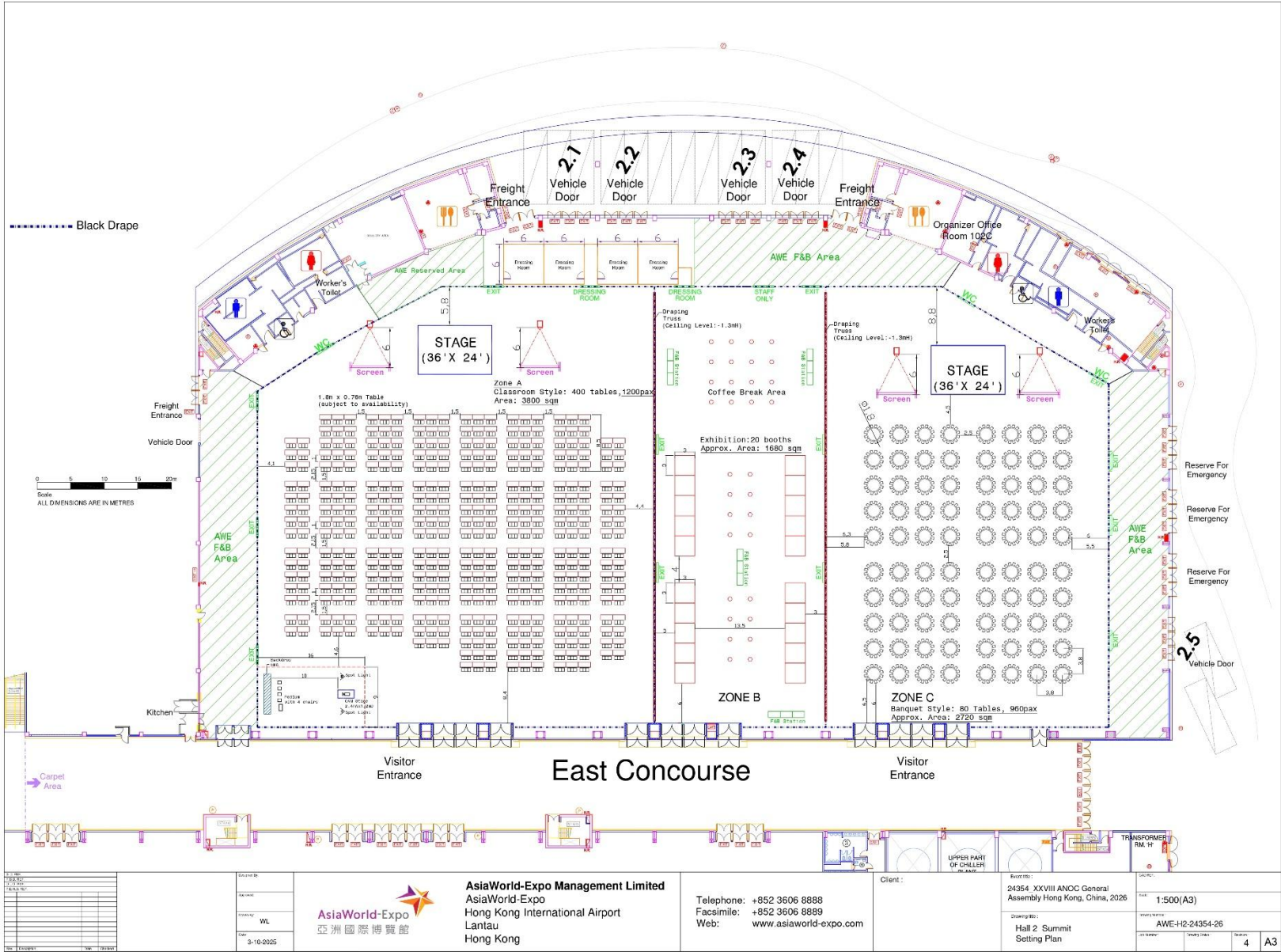
**For events held at AsiaWorld-Expo, all Internet, electricity, security, and rigging services and equipment must be exclusively provided by AsiaWorld-Expo.*

**Programme Rundown of XXVIII Association of National Olympic Committees (ANOC) General
Assembly (GA) Hong Kong, China, 2026**

Time	Programme	Venue
6 Dec 2026 (Sunday)		
All Day	Arrival of Participants	
Afternoon	Rehearsal of ANOC Executive Council Meeting	Grand Ballroom A&B, Hong Kong SkyCity Marriott Hotel
Evening	Dinner for the ANOC Executive Council Meeting	TBC
7 Dec 2026 (Monday)		
All Day	Arrival of Participants	
All Day	Rehearsals of ANOC General Assembly	AsiaWorld-Summit 2 (Hall 2), AWE
09:00 – 12:30	ANOC Executive Council Meeting	Grand Ballroom A&B, Hong Kong SkyCity Marriott Hotel
12:30 – 14:30	Lunch for ANOC Executive Council Members	SkyCity Bistro, Hong Kong SkyCity Marriott Hotel
Afternoon	Sponsor's Booth Activation	Grand Ballroom Foyer, Regala Skycity Hotel
14:30 – 17:30	ANOC Executive Council Meeting	Grand Ballroom A&B, Hong Kong SkyCity Marriott Hotel
From 19:00	Welcome Reception	Grand Ballroom, Regala Skycity Hotel
8 Dec 2026 (Tue)		
09:00 – 12:45	XXVIII ANOC General Assembly	AsiaWorld-Summit 2 (Hall 2), AWE (Zone A)
All Day	Sponsor's Booth Execution	AsiaWorld-Summit 2 (Hall 2), AWE (Zone B)
12:45 – 14:30	Lunch for all Participants	AsiaWorld-Summit 2 (Hall 2), AWE (Zone C)
14:30 – 16:00	XXVIII ANOC General Assembly	AsiaWorld-Summit 2 (Hall 2), AWE (Zone A)

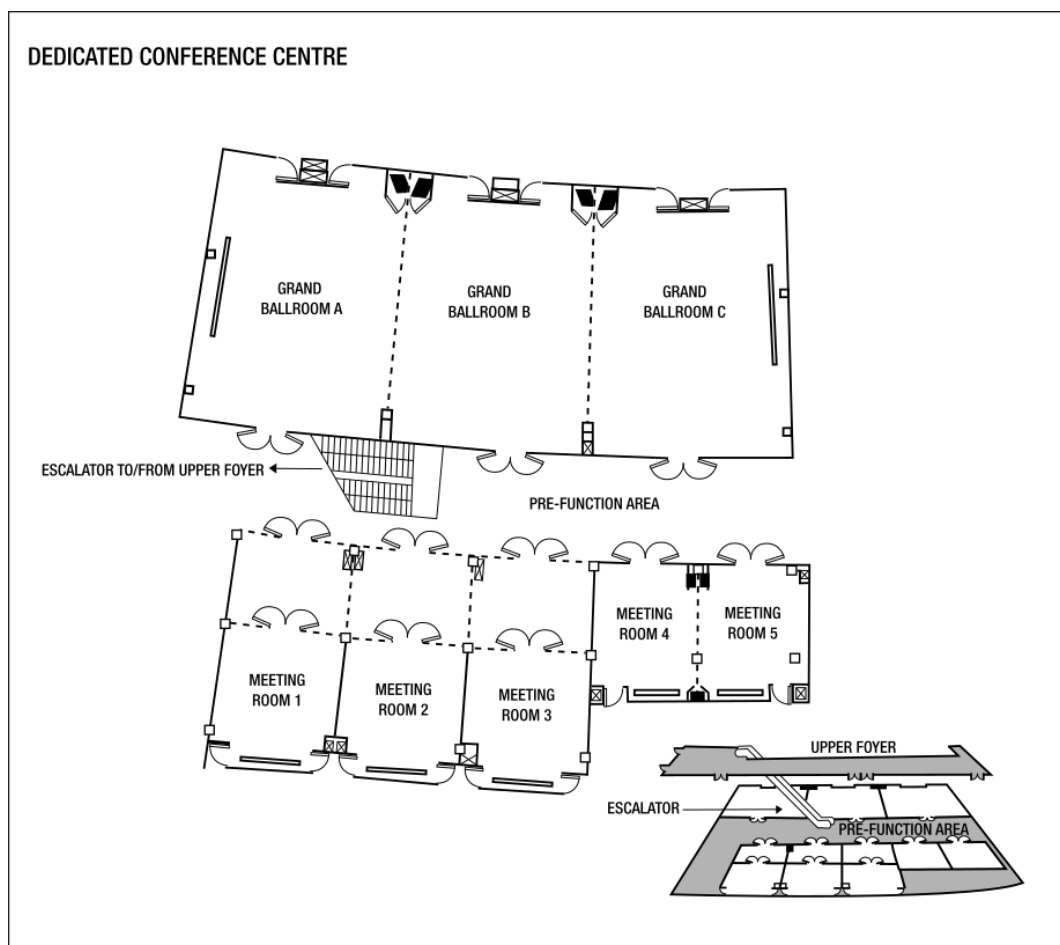
9 Dec 2026 (Wed)		
09:00 – 12:45	XXVIII ANOC General Assembly	AsiaWorld-Summit 2 (Hall 2), AWE (Zone A)
All Day	Sponsor's Booth Execution	AsiaWorld-Summit 2 (Hall 2), AWE (Zone B)
12:45 – 14:30	Lunch for all Participants	AsiaWorld-Summit 2 (Hall 2), AWE (Zone C)
14:30 – 17:00	XXVIII ANOC General Assembly	AsiaWorld-Summit 2 (Hall 2), AWE (Zone A)
After GA	ANOC Press Conference	Meeting Room 205, AWE
Afternoon / Evening	Rehearsal of ANOC Themed Sessions	Grand Ballroom, Regala Skycity Hotel
Evening	"Hong Kong Experience" Cultural Night	TBC
10 Dec 2025 (Thu)		
Morning	Breakfast Meetings (2 rounds)	TBC
All Day	Sponsor's Booths Execution	Grand Ballroom Foyer, Regala Skycity Hotel
09:00 – 10:30	ANOC Themed Session #1	Grand Ballroom, Regala Skycity Hotel
10:30 – 11:00	Coffee Break	Grand Ballroom Foyer, Regala Skycity Hotel
11:00 – 12:30	ANOC Themed Session #2	Grand Ballroom, Regala Skycity Hotel
12:30 – 14:00	Standing Lunch for All Participants	Grand Ballroom Foyer, Regala Skycity Hotel
14:00 – 15:30	ANOC Themed Session #3	Grand Ballroom, Regala Skycity Hotel
Evening	Departure of All Delegates	
11 Dec 2026 (Fri)		
All Day	Departure of All Delegates	

Floor Plan of AsiaWorld–Summit (Hall 2), AsiaWorld–Expo



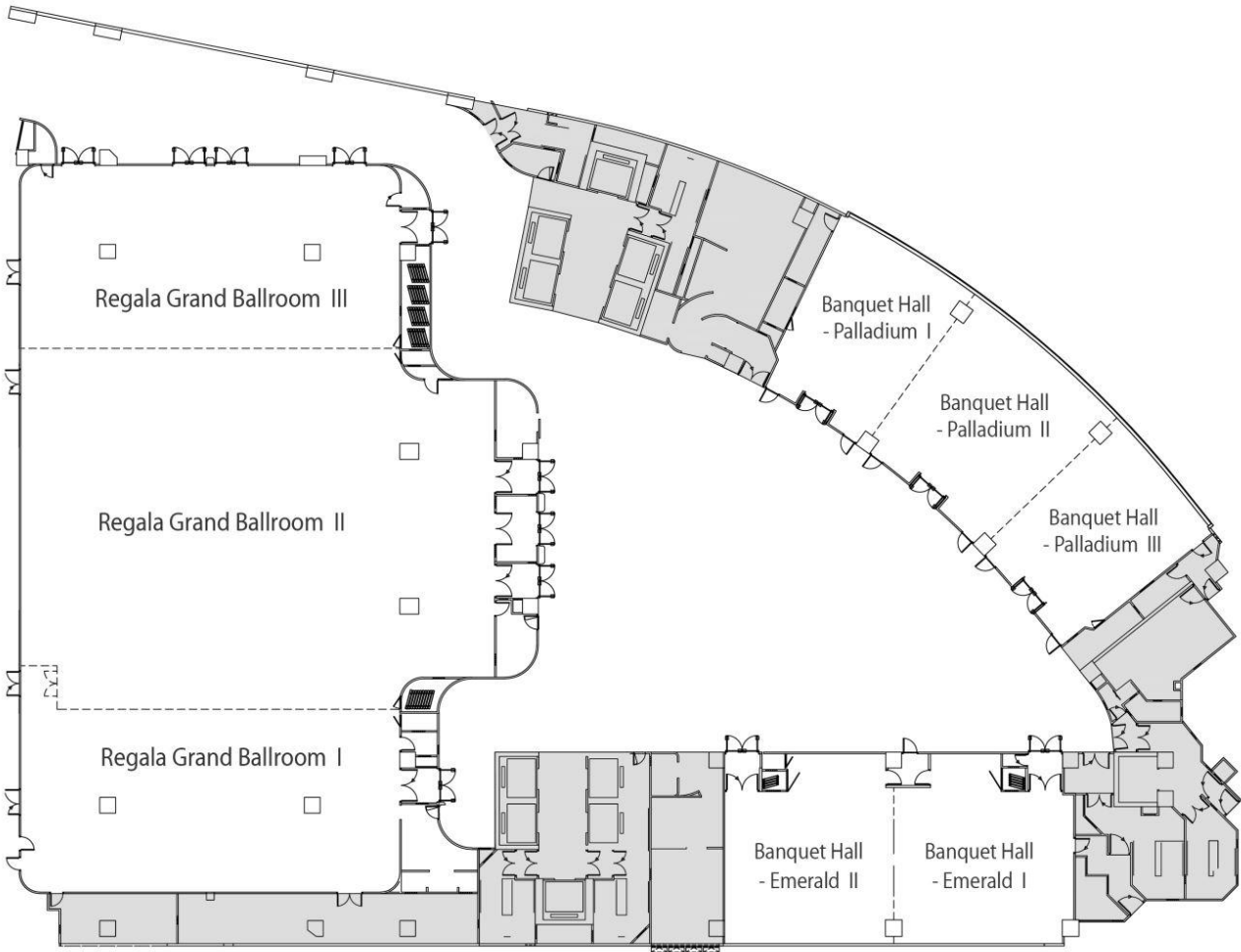
THE COPYRIGHT IN THIS DRAWING IS UNDER THE JURISDICTION OF THE USER WHOSE PRIOR WRITTEN CONSENT MUST BE OBTAINED BEFORE ANY USE OR REPRODUCTION OF THIS DRAWING OR ANY PART THEREOF CAN BE MADE.

Floor Plan of Grand Ballroom, Hong Kong SkyCity Marriott Hotel

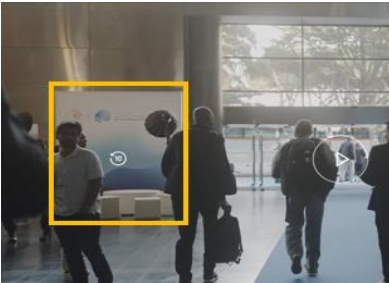
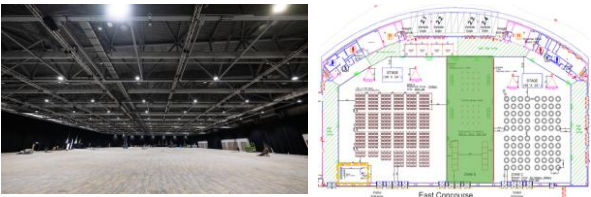


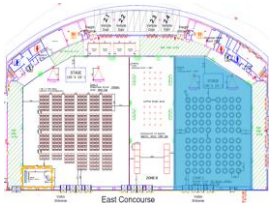
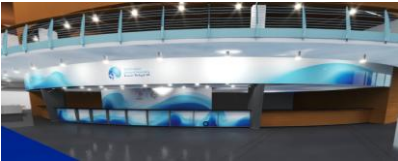
	Dimensions				Banquet		Classroom	Theatre	U-Shape	Boardroom	Reception
	L x W x H (Feet)	Area (Sq. ft.)	L x W x H (Metre)	Area (Sq. m.)	with stage	without stage					
Ground Floor											
Grand Ballroom A + B + C	51.2 x 124.3 x 16.7	6364	15.6 x 37.9 x 5.1	591	396	432	290	540	176	108	650
Grand Ballroom A + B / B + C	51.2 x 82.7 x 16.7	4234	15.6 x 25.2 x 5.1	393	252	288	180	360	58	88	420
Grand Ballroom A	51.2 x 41.7 x 16.7	2135	15.6 x 12.7 x 5.1	198	108	144	90	160	48	58	200
Grand Ballroom B	51.2 x 41.0 x 16.7	2099	15.6 x 12.5 x 5.1	195	108	144	90	160	48	58	200
Grand Ballroom C	51.2 x 41.7 x 16.7	2135	15.6 x 12.7 x 5.1	198	108	144	90	160	48	58	200
Meeting Room 1	44.9 x 25.2 x 9.0	1132	13.7 x 7.7 x 2.7	105	–	84	48	90	36	40	100
Meeting Room 2	44.9 x 25.2 x 9.0	1132	13.7 x 7.7 x 2.7	105	–	84	48	90	36	40	100
Meeting Room 3	44.9 x 25.2 x 9.0	1132	13.7 x 7.7 x 2.7	105	–	84	48	90	36	40	100
Meeting Room 4	28.9 x 22.6 x 9.0	653	8.8 x 6.9 x 2.7	61	–	24	24	40	18	22	50
Meeting Room 5	28.9 x 22.6 x 9.0	653	8.8 x 6.9 x 2.7	61	–	24	24	40	18	22	50
Meeting Room 4 + 5	28.9 x 45.2 x 9.0	1306	8.8 x 13.8 x 2.7	121	–	48	48	80	–	30	100
First Floor											
Boardroom 1 + 2 + 3	26.2 x 39.0 x 7.0	1022	8.0 x 11.9 x 2.1	95	–	60	36	98	30	34	100
Boardroom 1 + 2 / 2 + 3 / 4 + 5	26.2 x 26.0 x 7.0	681	8.0 x 7.9 x 2.1	63	–	36	24	50	20	22	50
Boardroom 1, 2, 3, 4, 5	26.2 x 13.0 x 7.0	341	8.0 x 4.0 x 2.1	32	–	20	9	35	–	16	–
Sky Zone	26.2 x 34.4 x 7.0	901	8.0 x 10.5 x 2.1	84	–	36	18	30	21	24	50

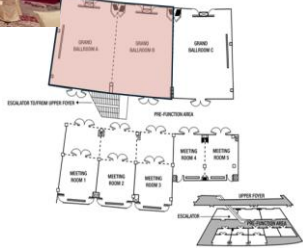
Floor Plan of Regala Grand Ballroom, Regala Skycity Hotel

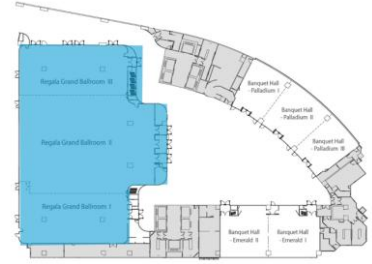
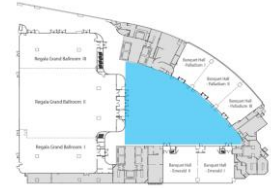


Name	Dimension (m) Width x Length	Area (m sq.)	Celling (m)	Max Tables Allowed	Max Persons Allowed
Emerald Banquet Hall I	10.9 x 11	120	6.7	5	60
Emerald Banquet Hall II	10.9 x 11	120	6.7	5	60
Emerald Banquet Hall I- II	10.9 x 22	240	6.7	12	150
Palladium Banquet Hall I	10 x 10.5	105	6.7	5	70
Palladium Banquet Hall II	10 x 12	120	6.7	5	70
Palladium Banquet Hall III	10 x 10.5	105	6.7	5	70
Palladium Banquet Hall I- III	10 x 33	330	6.7	18	350
Regala Grand Ballroom I	25 x 12.1	302.5	6.7	13	156
Regala Grand Ballroom II	25.2 x 23.9	605	6.7	32	550
Regala Grand Ballroom III	25 x 12.1	302.5	6.7	13	156
Regala Grand Ballroom I-III	25.2 x 48.1	1210	6.7	76	1250

(1) AsiaWorld-Expo						
Photos	Reference from Cascais, Portugal 2024	Event / Operation Period	Usage, Set-up & Specifications	Objective Factors	Rental Period	SF&OC direct deal with venue operators
AsiaWorld Expo - AsiaWorld-Summit Hall 2 - Zone A <i>*ANOC.TV Studio to be located at the bottom left corner (orange rectangle)</i> 		8-9 Dec 2026	Usage: ANOC General Assembly Set-up: - Classroom setting to accommodate most of the participants and follow with Theatre setting for the remaining participants. - With Live Feed Requirements: - Stage (Main & Second) with carpet covered > Main: 30mW with 28 seats in classroom seating > Second: 18 seats in classroom seating - LED Wall on stage (30mW) - LED Walls for backside participants x 4 pcs - Foldback TV x 5 pcs - Conference Microphones x 500 pcs - Basic AV & Lighting Equipment - Podium x 2 pcs - Flag Stand with Flags x 6 pcs - Name Tag Stands x 500 pcs - SI Service (English, Spanish, French, Putonghua)	Area: 3,800 sqm Expected Capacity: 1,200 pax in classroom & theatre seating Ceiling: 10mH	Move-in: 6 Dec 0800-2359 7 Dec 0800-1059 Rehearsal: 7 Dec 1100 - 2159 Event: 8 Dec 0900-1600 9 Dec 0900-1700 Move-out: 9 Dec 1900 - 2359 10 Dec 0000-0159	<u>Air-conditioning</u> 7 Dec 1100-2159 8 Dec 0700-1859 9 Dec 0700-1859 <u>Wifi</u> 7-9 Dec
			Usage: ANOC.TV Studio Set-up: TV Studio (Live Broadcasting & Interviews) Requirements: - 6mW Backdrop x 1 pc - Facelights x 2 pcs - High Chairs x 2 pcs - Basic AV & Lighting Equipment			
AsiaWorld Expo - AsiaWorld-Summit Hall 2 - Zone B 		8-9 Dec 2026	Usage: ANOC General Assembly Coffee Breaks Set-up: Coffee Breaks Area	Area: 1,680 sqm Capacity: minimum 20 booths & 1,000 pax standing.	Move-in: Before 8 Dec 0800 Event: 8 Dec 0800-1859 9 Dec 0800-1859 Move-out: 9 Dec 1900-2359	<u>Air-conditioning</u> 8 Dec 0800-1859 9 Dec 0800-1859 <u>Wifi</u> 7-9 Dec
		8-9 Dec 2026	Usage: Sponsor Booths Area Set-up: Minimum of 20 Booths, be spacious and encourage guests to stop and mingle Equipment: 3m x 3m Booth with the following furniture: - Backdrop x 1 pc - TV x 1 pc - Counter x 1 pc - Table x 1 pc - High Chairs x 2 pcs - Basic Lighting Equipment			

AsiaWorld Expo - AsiaWorld-Summit Hall 2 - Zone C  		8-9 Dec 2026	Usage: ANOC General Assembly Lunch Set-up: - Lunch with around 1,200 pax to be seated at the same time - Live Feed for Stage Event Equipment: - Stage with carpet covered for Sponsors' Sharing - Podium x 1 pc - LED Wall on Stage x 1 pc - LED Walls at 2 sides x 4 pcs - SI Service (English, Spanish, French, Putonghua) - Basic AV & Lighting Equipment	Area: 2,720 sqm Capacity: <u>Without Stage</u> 1200 pax - 108 round tables of 10-12 pax	Move-in: 7 Dec Time TBC (Any five hours on the day) Event: 8 Dec 1200-1459 9 Dec 1200-1459 Move-out: 9 Dec 1500-2359	<u>Air-conditioning</u> 8 Dec 1200-1459 9 Dec 1200-1459 <u>Wifi</u> 8-9 Dec 7-9 Dec (for stage event rehearsal)
AsiaWorld Expo - East Concourse along AsiaWorld-Summit 2  		8-9 Dec 2026	Usage: ANOC Accreditation Desk Set-up: Desk Set-up Equipment: - Backdrop x 1 pc - Counter x 1 pc - iPad for Registrations x 10 pcs - Extension Sockets - Signage - Basic AV & Lighting Equipment	To be stationed along AsiaWorld-Summit 2	Setup Deadline: 7 Dec evening Event: 8-9 Dec Move-out: 9 Dec - after the GA	<u>Air-conditioning</u> 7-9 Dec <u>Wifi</u> 7-9 Dec
		8-9 Dec 2026	Usage: Media Entrance / Accreditation Checkpoint (Bag Search) Set-up: Desk Set-Up Equipment: - Backdrop x 1 pc - Counter x 1 pc - iPad for Check-in & Check-out x 10 pcs - Extension Sockets - Signage - Basic AV & Lighting Equipment	To be stationed along AsiaWorld-Summit 2	Setup Deadline: 7 Dec evening Event: 8-9 Dec Move-out: 9 Dec - after the GA	<u>Air-conditioning</u> 8-9 Dec <u>Wifi</u> 8-9 Dec
AsiaWorld-Expo - VIP Drop-off Location  		8-9 Dec 2026	Usage: Smoking Area Set-up: Fenced area Equipment: - Partitions (9.8mL x 4.2mW x 2.5mH) - Light Pole Banner x 4 pcs - Ashtray Trash Can x 3 pcs		Setup Deadline: 7 Dec evening Event: 8-9 Dec Move-out: 9 Dec - after the GA	

(2)Hong Kong SkyCity Marriott Hotel						
Photos	Reference from Cascais, Portugal 2024	Event / Operation Period	Usage, Set-up & Specifications	Objective Factors	Rental Period	SF&OC direct deal with venue operators
SkyCity Marriott Hotel - Entrance / Lobby Area 		4-11 Dec 2026	<u>Usage:</u> Participants Welcome Desks <u>Set-up:</u> Welcome Desks with Branding <u>Equipment:</u> - Backdrop x 1 pc - Counter Table x 1 pc - TV with Stand x 1pc - iPad for Registration x 3 pcs - Extension Sockets - Magazine Rack x 2 pcs - Easy Pull Banner x 5 pcs		<u>Setup Deadline:</u> 4 Dec evening <u>Operation Period:</u> 4-11 Dec <u>Move-out:</u> 11 Dec evening	<u>Wifi</u> 4-11 Dec
SkyCity Marriott Hotel - Grand Ballroom A&B 		7 Dec 2026	<u>Usage:</u> Executive Council Meeting & Coffee Break <u>Set-up:</u> Boardroom Setting with Approx. of 60 pax with Coffee Station Aside <u>Equipment:</u> - Backdrop x 1 pc - Flag Pole with Flag x 2 pcs - Conference Mics x 50 pcs - Name Tag x 50 pcs - Basic AV & Lighting Equipment - SI Service (English, Spanish, French, Putonghua)	Area: 393 sqm 88 pax - Boardroom	<u>Setup Deadline:</u> 6 Dec morning <u>Rehearsal:</u> 6 Dec afternoon <u>Event:</u> 7 Dec <u>Move-out:</u> 7 Dec evening	<u>Wifi</u> 6-7 Dec <u>Air-conditioning</u> 6-7 Dec

(3) Regala Skycity Hotel						
Photos	Reference from Cascais, Portugal 2024	Event / Operation Period	Usage, Set-up & Specifications	Objective Factors	Rental Period	SF&OC direct deal with venue operators
Regala SkyCity Hotel - Entrance / Lobby Area 		5-11 Dec 2026	Usage: Participants Welcome Desks Set-up: Welcome Desks with Branding Equipment: - Podium Foamboard Cover for an Existing Counter - iPad for Registration x 3 pcs - Extension Sockets - Magazine Rack x 2 pcs - Signage x 2 pcs - Easy Pull Banner x 5 pcs		Setup Deadline: 4 Dec evening Operation Period: 5-11 Dec Move-in: 11 Dec evening	Wifi 4-11 Dec Power Socket 4-11 Dec
Regala SkyCity Hotel - Grand Ballroom I + II + III 	Welcome Reception: 	7 Dec 2026	Usage: Welcome Reception Set-up: Welcome Reception on 7 Dec (Cocktail Party) Requirements: - Podium Foamboard Cover x 1 pc - Basic AV & Lighting Equipment - Music Instrument Equipment	Area: 1,210 sqm	Setup Deadline: 7 Dec 1600 Event: (No rehearsal) 7 Dec, 1900 Move-out: 7 Dec After Reception	Wifi 7, 9-10 Dec
	Themed Session 	10 Dec 2026	Usage: ANOC Themed Sessions Set-up: Themed Sessions Classroom Setting and Stage on 10 Dec Requirements: - Podium Foamboard Cover x 1 pc - Basic AV & Lighting Equipment - SI Service (English, Spanish, French, Putonghua)		Setup Deadline: 9 Dec noon Rehearsal: 9 Dec Event: 10 Dec Move-out: 10 Dec after Themed Session	Air-conditioning 7, 9-10 Dec
Regala SkyCity Hotel - Grand Ballroom Foyer   Totem Type Booths Sample: 		Period 1 7 Dec 2026 during Welcome Reception Period 2 10 Dec 2026 during Themed Session	Usage: Sponsor Booths (in 2 separate periods) Set-up: Totem Type Booths x 10 booths in 2 separate periods Requirements: Each totem booth should consist of the following furniture: - Stand with Lighting x 1 pc - Table x 1 pc - High Chair x 2 pcs - Extension Socket x 1 pc <i>(Please refer to the sample photo at Column A)</i>		Setup Deadline: (1) 7 Dec morning (2) 9 Dec afternoon / evening Operation: (1) 7 Dec during Welcome Reception (2) 10 Dec during Themed Session Move-out: (1) 7 Dec after Welcome Reception (2) 10 Dec after Themed Session	Wifi 7, 9-10 Dec

(4) Hong Kong International Airport						
Photos	Reference from Cascais, Portugal 2024	Event / Operation Period	Usage, Set-up & Specifications	Objective Factors	Rental Period	SF&OC direct deal with venue operators
Airport - Welcome Desk 		29 Nov - 11 Dec 2026	Usage: Airport Welcome Desk Setup: Welcome Desk with Branding 2 Booths - 1 Booth at each Arrival Hall Requirement: 1 Booth at each Arrival Hall includes, - Backdrop x 1 pc - TV with Stand x 1 pc - iPad for Registration x 2 pcs - Extension Sockets - Magazine Rack x 1 pc - Easy Pull Banner x 10 pcs		Setup Deadline: 28 Nov Operation Period: 29 Nov - 11 Dec Move-out: 11 Dec evening	/
Airport - Registration Desk for Volunteers  		29 Nov - 11 Dec 2026	Usage: Assembly Point for Volunteers Setup: Registration Desk for Volunteers Requirement: - Table x 2 pcs - Chairs x 8 pc - Signage x 2 pcs		Setup Deadline: 28 Nov Operation Period: 29 Nov - 11 Dec Move-out: 11 Dec evening	/

Note:

- Please include all breakdowns on manpower, safety certificates and related insurance.
- The provided sizes are reference from Cascais 2024 only.
- All floorplans provided are for reference only and are subject to change.
- Certain sponsors’ booths may require custom tailoring. Costs are adjustable after sponsors confirm the design and layout, but the final configuration must align with and satisfy their requirements.

AsiaWorld-Expo Indoor & Outdoor Advertisement Production and Installation

Appendix VIII

Item	Location	Photo	Size	Requested Qty	Remarks
Lamp Post	East Entrance Area: AWE-EE-U1-0 08 / AWE-EE-U1-0 06/ AWE-EE-U1-0 15/ AWE-EE-U1-0 13		0.35mW x 3mH	4	2 buntings each lamp post
Hanging Banner	East Lobby *Advertisement space is subject to availability, please provide the breakdown		4mW x 6mH	5	Installation & dismantlement need to be done by AWE.
Stickers on Glass Balustrade	1/F East Lobby		L3a & L3b: Max. 16mL x 1.13mH each (2-sided) [Each Glass: 1.56mL x 1.13mH] L4: Approx. 11.36mL x 1.13mH (1-sided) [Each Glass: 1.56mL x 1.13mH]	3	
Hanging Banner	East Concourse (Outside AsiaWorld-Summit 2) Area: E15		3.5mW x 4mH (approx. 4.15mH from the ground)	2	Installation & Dismantlement need to be done by AWE.
Hanging Banner	1/F East Lobby (near AWE promo booth)		3mW x 3mH	2	Installation & Dismantlement need to be done by AWE.
Hanging Banner	Central Concourse (Concourse to Hall 11) Area: C35-1 / C89-1		7mW x 6mH	4	Installation & Dismantlement need to be done by AWE.
Dual-faced Stickers on Glass Balustrade	Along Central Concourse Area: C35-4 / C89-3 / C1011-3 / C1011-4 *Advertisement space is subject to availability, please provide the breakdown		Approx. 55.8mL x 1.14mH (2-Sided)	4	
Escalator Stickers	Along Central Concourse Area: C1011-6 / C1011-7 / C1011-8 *Advertisement space is subject to availability, please provide the breakdown		Approx. 13.2mL x 0.575mH	3	
Logo Projection at Public Circulation Area	Hall 2 Entrance		Max. 2.5mW x 2.5mH	1	AWE's price excluded the equipment and electricity required for the projection

EXHIBITION

FORM 1A

Deadline: 21 days before 1st day of licence period

20% surcharge for orders received after the deadline.

30% surcharge for on-site orders received after the licence commencement date

No	Items	1 st Day HK\$	Subsequent Day HK\$
102	46" LCD/LED TV Monitor for PC/Video	\$2,089	\$977
102a	65"/ 70" LCD/LED TV Monitor for PC/Video	\$2,575	\$1,030
103b	5000 ANSI Lumens LCD Projector	\$5,482	\$2,735
103c	10000 ANSI Lumens Laser DLP Projector	\$26,689	\$13,358
103d	20000 ANSI Lumens Laser DLP Projector	\$28,840	\$14,420
104a	6' x 8' 4:3 Projection Screen (for small meeting room)	\$650	\$328
104c	9' x 12' 4:3 Projection Screen	\$1,023	\$506
104d	15' x 20' 4:3 Projection Screen	\$2,713	\$1,355
104e	12' x 21.25' 16:9 Projection Screen	\$3,093	\$1,547
105a	VGA Switcher	\$512	\$242
105b	HDMI Distribution Amplifier	\$512	\$242
105c	Multi-format (VGA/HDMI/Composite) Seamless Video Switcher and Converter	\$2,241	\$1,127
106	HDMI/DVI Distribution Amplifier (1 input, 4 output)	\$536	\$268
107	Digital Multi Seamless Switcher	\$2,009	\$1,004
108	RF Outlet for CABD (Built in wall mounted TV Receiving Outlet with CABD connecting cable within Organisers Rooms only)	\$2,193 / Event	
109	4000W HTI Hot Restrike Follow Spot (Arena only)	\$20,600	
110	Built in 1.86mm LED Wall (Meeting Room 205 only) Pixel: 3440 x 1536	\$10,300	

Remarks:

- The rental charges include the equipment, and standard set-up before and after the event. Operators/ technicians are not included unless otherwise specified.
- For exhibition events, the above rental charges do not include power points, if required, in the exhibition stand.
- The supply of the above equipment on a hire basis is subject to the current availability of the Centre's stock. In addition, the quantity of audio/ visual equipment required could be subject to alternative quotation.
- Certain audio/visual equipment / services are included as part of licence agreement and please refer to relevant schedule in licence agreement for details.
- Equipment may be used in one venue only. Relocation/ re-setup of the equipment within the same venue on the same day will be subject to a 50% equipment hire surcharge. Relocation/ re-setup of the equipment within the same venue on the subsequent day(s) will be regarded as a separate order.
- All rates are applicable for services up to whole event period with a maximum duration of 10 days.

EXHIBITION ORDER FORM 1B

Deadline: 21 days before 1st day of licence period, DD/MTH/YEAR
 20% surcharge for orders received after the deadline.
 30% surcharge for on-site orders received after the licence commencement date.

No	Items	1 st Day HK\$	Subsequent Day HK\$
153	CD Recorder Player	\$371	\$191
154	24 Channel Sound Feed Box	\$3,390	\$1,701
155	Wired Microphone [] a. Table [] b. Floor	\$161	\$92
155c	Goose Microphone	\$361	\$252
155d	Wireless Microphone - Hand-held	\$536	\$252
155e	Wireless Microphone - Clip-On	\$536	\$252
155f	Wireless Microphone - Headset	\$573	\$271
156	16 Channel Audio Mixer	\$1,569	\$747
157	12" Speaker with Stands (Pair)	\$1,569	\$747
158	TurboSound IP 1000 speaker (Pair) for small meeting room	\$2,575	\$1,288

Remarks:

- The rental charges include the equipment, and standard set-up before and after the event. Operators/ technicians are not included unless otherwise specified.
- For exhibition events, the above rental charges do not include power points, if required, in the exhibition stand.
- The supply of the above equipment on a hire basis is subject to the current availability of the Centre's stock. In addition, the quantity of audio/ visual equipment required could be subject to alternative quotation.
- Certain audio/visual equipment / services are included as part of licence agreement and please refer to relevant schedule in licence agreement for details.
- Equipment may be used in one venue only. Relocation/ re-setup of the equipment within the same venue on the same day will be subject to a 50% equipment hire surcharge. Relocation/ re-setup of the equipment within the same venue on the subsequent day(s) will be regarded as a separate order.
- All rates are applicable for services up to whole event period with a maximum duration of 10 days.

EXHIBITION ORDER FORM 3A

Deadline: 21 days before 1st day of licence period, DD/MTH/YEAR

20% surcharge for orders received after the deadline.

30% surcharge for on-site orders received after the licence commencement date.

No	Items	HK\$/Event	HK\$/Deposit
301	Telephone Line with Handset Through PABX system – Local Calls Only	\$1,064	\$1,000
302	Telephone Line with Handset Through PABX system – with International Access	\$1,337	\$1,000
305	Facsimile Transmission Line Through PABX system – Local fax only (Fax Machine Excluded)	\$1,064	-
306	Facsimile Transmission Line Through PABX system – with International Access (Fax Machine Excluded)	\$1,337	\$1,000
310	Direct Dial-up EPS/Credit Card Authorization Line (Card Machine and Bank and EPS A/C Excluded)	\$1,337	-
312	Network Cabling (Cat.5E with RJ45 Termination / Outlet)	\$862	-
313	Internet Service without Public IP Address (Network Connection to the Centre's Shared Internet Line)	\$2,124	-
365	10M Dedicated Broadband	\$4,414	-
366	20M Dedicated Broadband	\$6,621	-
367	50M Dedicated Broadband	\$14,898	-
368	100M Dedicated Broadband	\$19,834	-
369	200M Dedicated Broadband	\$28,000	-
370	500M Dedicated Broadband	\$36,000	-
371	1000M Dedicated Broadband	\$48,000	-
384a	10M Dedicated Broadband with 5 nodes network cabling (cat5E with RJ45 Termination / Outlet)	\$6,548	-
384b	10M Dedicated Broadband with 10 nodes network cabling (cat5E with RJ45 Termination / Outlet)	\$9,537	-
384c	20M Dedicated Broadband with 10 nodes network cabling (cat5E with RJ45 Termination / Outlet)	\$11,153	-
384d	20M Dedicated Broadband with 20 nodes network cabling (cat5E with RJ45 Termination / Outlet)	\$17,182	-
384e	100M Dedicated Broadband with 30 nodes network cabling (cat5E with RJ45 Termination / Outlet)	\$30,056	-

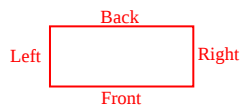
Please indicate your telecom needs for our easy reference in a standard booth below:

T: Telephone

F: Fax

D: Data Line

I: ISDN Line



No	Items	1 Day HK\$	2 Days HK\$	3 Days HK\$	4 Days HK\$	5 Days HK\$
392c	10M Wi-Fi package	\$8,120	\$14,210	\$20,300	\$26,390	\$30,450
392d	20M Wi-Fi package	\$11,780	\$20,615	\$29,450	\$38,285	\$44,175
392e	50M Wi-Fi package	\$17,200	\$30,100	\$43,000	\$55,900	\$64,500
392f	100M Wi-Fi package	\$26,400	\$46,200	\$66,000	\$85,800	\$99,000
392i	300M Wi-Fi package	\$33,000	\$60,000	\$80,000	\$100,000	\$120,000
392j	500M Wi-Fi package	\$50,000	\$90,000	\$120,000	\$150,000	\$195,000
392k	1000M Wi-Fi Package	\$80,000	\$144,000	\$192,000	\$240,000	\$312,000
392g	Add On - Extend Coverage to Public Circulation Area (for item #392f only, share same bandwidth of item #392f)	\$4,950	\$9,000	\$12,000	\$15,000	\$18,000
392h	Add On - Wi-Fi Service Landing Page with Event Identity (for item #392g only)	\$4,000	\$6,500	\$9,000	\$11,500	\$14,000

Remarks:

1. All orders must be attached with a drawing indicating the exact location of the services required.
2. Telephone lines should not be used for facsimile or any other data transmissions.
3. Power supply whenever required for the ordered facility, should be ordered separately.
4. Telephone services will be terminated one hour before the close of the exhibition on the last open day and telephone set or fax machine will be collected by our telecom service personnel.
5. For telecom services, the Centre shall be under no liability for any loss or damage, whether direct, indirect or consequential which the hirer may suffer by reasons of equipment failure or defects, or any causes beyond the direct control of the Centre. Any claims against the Centre shall not exceed the total amount charged for the services provided.
6. For Broadband Internet Services, the hirer should bring their PC or notebook computer to the Venue 1.5 hours before the event. The Centre shall only provide setup assistance to the hirer to ensure their PC or notebook is accessible to the Internet.
7. For each internet connection, only one dedicated computer station shall be connected.
8. A penalty charge will be imposed for lost or damaged telephone sets. (The penalty charges are: HK\$600 for Analogue Telephone; HK\$2,500 for Digital Feature Telephone)
9. All rates are applicable for services up to whole event period with a maximum duration of 10 days.

EXHIBITION ORDER FORM 3B

Deadline: 21 days before 1st day of licence period, DD/MTH/YEAR

20% surcharge for orders received after the deadline.

30% surcharge for on-site orders received after the licence commencement date.

No	Items	HK\$/ Event	HK\$/ Deposit
351	ISDN Line (S/T – Interface, 64kbps x 2 Channels) For Local Transmission (Air Time included)	\$3,395	-
352	ISDN Line (S/T – Interface, 64kbps x 2 Channels) For Overseas Transmission (Air Time excluded)	\$3,395	\$3,500
356	Fibre Signal Converter Installation Between Two Venues in the Centre	\$3,056	-
357	Fibre Optic (Patching Only)	\$1,500	-
358	Fibre Optic Extension (Within 30m Length)	\$1,500	-
358a	Fibre Optic Connection Between Two Venues in the Centre – Hall/ Meeting Room	\$2,300	-
360a	Digital Video Link Local Air Time (per event, maximum 24 hr.) (Video Definition – Max 1920*1080)	\$12,127	-
360b	Additional Video Link Reception Point for item 360a	\$4,002	-

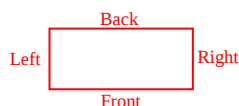
Please indicate your telecom needs for our easy reference in a standard booth below:

T: Telephone

F: Fax

D: Data Line

I: ISDN Line



Remarks:

- All orders must be attached with a drawing indicating the exact location of the services required.
- Power supply whenever required for the ordered facility, should be ordered separately.
- Telephone services will be terminated one hour before the close of the exhibition on the last open day and telephone set or fax machine will be collected by telecom services personnel.
- For telecom services, the Centre shall be under no liability for any loss or damage, whether direct, indirect or consequential which the hirer may suffer by reasons of equipment failure or defects, or any causes beyond the direct control of the Centre. Any claims against the Centre shall not exceed the total amount charged for the services provided.
- For Broadband Internet Services, the hirer should bring their PC or notebook computer to the Venue 1.5 hours before the event. The Centre shall only provide setup assistance to the hirer to ensure their PC or notebook is accessible to the Internet.
- For Video Link services (item 360a & 360b), HDMI connector is used as end termination. The hirer should prepare converter to the venue 1.5 hours before the event. The Centre shall only provide setup assistance to the hirer to connect to equipment(s).
- A penalty charge will be imposed for each lost or damaged Video Link Unit (The penalty charge is HK\$15,000)
- All rates are applicable for services up to whole event period with a maximum duration of 10 days.

EXHIBITION ORDER FORM 4

Deadline: 21 days before 1st day of licence period, DD/MTH/YEAR

20% surcharge for orders received after the deadline.

30% surcharge for on-site orders received after the licence commencement date.

No	Items	HK\$/Event
401	Chair	\$75
402	Rectangular Table - 18" x 6' x 29" (width x length x height)	\$479
404	Rectangular Table - 30" x 6' x 29" (width x length x height)	\$484
406	Square Table - 3' x 3', foldable to 4' round table	\$482
407	Podium - Floor Rectangular Type	\$592
408	Stage Unit - 4' x 8' x 16" or 24" (width x length x height)	\$895
409	Stage Unit - 8' x 8' x 48" or 60" or 72" (width x length x height)	\$1,306
410	Flip Chart	\$304
411	White Board	\$307
412	Tensa Barrier	\$93
415	Sofa Set with Two 1-Seater, One 2-Seater & Coffee Table	\$1,709
418	1mW x 2.5mH System Panel, \$366/ System Panel (Minimum order 3 System Panels)	\$377
419	Examination System Table - 0.75m x 0.75m (Price applicable for examination event only with a minimum order 500 or above)	\$147
421	Mills Barrier - 2,426mmL x 465mmW x 1,050mmH	\$250
422	Stage Board - 4' x 8' (width x length) (Price applicable for Venue Stage Unit 48" or 60" or 72" height only)	\$866
424	Seat Numbering (Minimum order 1000 seats) (Per Seat) (Price applicable for Venue Chair only)	\$4
425	4' x 4' x 8" height stage unit with grey carpet (width x length x height)	\$653

No	Items	1st Day HK\$	Subsequent Day HK\$
420	Mojo Barrier 1m x 1.2m x 1.2m (width x length x height) (Minimum order 20 Mojo Barriers)	\$287	\$144

Remarks:

- The rental charges include the equipment and standard set-up before and after the event.
- The supply of the above equipment on a hire basis is subject to the current availability of the stock.
- Some event equipment and furnishing are included as part of licence agreement and please refer to relevant schedule in licence agreement for details.
- Equipment may be used in one venue only. Any equipment relocation within the same venue on the same day will be subject to a 50% equipment hire charge. Request for equipment relocation within the same venue on subsequent day(s) will be regarded as a separate order.
- All rates are applicable for services up to whole event period with a maximum duration of 10 days.

EXHIBITION ORDER FORM 5

Deadline: 21 days before 1st day of licence period, DD/MTH/YEAR

20% surcharge for orders received after the deadline.

30% surcharge for on-site orders received after the licence commencement date.

*A banner is defined as a PVC sheet (2 dimensional), complete with tubes top and bottom and wire for hanging. Any object that is not a PVC sheet is considered a hanging structure and as such must comply with the Rules and Regulations of the Venue. The client should submit detailed drawings, together with weight loadings so a quotation can be issued. This information should be submitted one month prior to tenancy.

No	Items	HK\$/Event
501a	Hanging a Banner* in Exhibition Hall 1 from existing beam, (Within 3.5mW x 6mH, two suspension wires, Max. weight 60kg)	\$2,002
501b	Hanging a Banner* in Exhibition Hall 1 NOT from existing beam, (Within 3.5mW x 6mH, two suspension wires, Max. weight 25kg)	\$3,096
502a	Hanging a Banner* in Exhibition Hall 1 from existing beam, (Over 3.5mW, less than 5.5mW x 6mH, three suspension wires, Max. weight 80kg)	\$5,321
502b	Hanging a Banner* in Exhibition Hall 1 NOT from existing beam, (Over 3.5mW, less than 5.5mW x 6mH)	By Quotation
511a	Hanging a Banner* in Exhibition Hall 2-11 from existing beam, (Within 3.5mW x 5mH, two suspension wires, Max. weight 50kg)	\$1,681
511b	Hanging a Banner* in Exhibition Hall 2-11 NOT from existing beam, (Within 3.5mW x 5mH, two suspension wires, Max. weight 20kg)	\$2,689
512a	Hanging a Banner* in Exhibition Hall 2-11 from existing beam, (Within 5.5mW x 5mH, three suspension wires, Max. weight 70kg)	\$2,801
512b	Hanging a Banner* in Exhibition Hall 2-11 NOT from existing beam, (Within 5.5mW x 5mH, three suspension wires, Max. weight 25kg)	\$3,900
521	Hanging a Banner* in Exhibition Hall 1-11 over 5.5mW	By Quotation
522	Hanging a Banner* at East Lobby above the first floor (Size 4mW x 6mH only, Max. weight 80kg)	\$7,017
523	Hanging a Banner* at East Lobby above the first floor (Size 3mW x 3mH only, Max. weight 30kg)	\$4,921
524	Hanging a Banner* at West Lobby from ceiling points 12m above floor level (Size 3mW x 4mH only, Max. weight 40kg)	\$4,687
525	Hanging a Banner* at Central Concourse above the escalator (Size 0.99mW x 3.98mH only, Max. weight 10kg)	\$3,319
526	Hanging a Banner* in East Concourse (Size 3.5mW x 4.5mH only, Max. weight 50kg)	\$4,656
527	Hanging a Foam Board Banner at Central Concourse (Size 1.7mW x 0.7mH only)	\$655
530	Relocation of an installed banner	70% of the original cost plus access equipment hire charge
571	Rigging Point from an existing roof beam	\$683

All orders **MUST** be submitted with scaled drawing(s) of no less than A3 size and/or AutoCAD format detailing the location(s) of the services required together with loading information. Any late order(s) will be subject to surcharge.

Remarks:

- The rental charges include the equipment, labour and standard set-up before and after the event.
- Banner hanging services exclude banner production. The Centre is not liable for any damage to banners during the course of the service.
- To hang banners on special features of irregular shape and size to ceiling points, the Centre will provide quotation on request.
- Locations for banners in concourse area must be pre-approved by the Centre.
- All hanging objects (irregular shape and size) to ceiling point are considered as "hanging structures". For safety and to ensure all hanging structures comply with the Centre's Terms of Use, the structural drawings of hanging objects (including detailed dimensions) must be submitted to the Centre's approval at least 3 weeks before the licence period.
- Overhead structure Surveyor's Report must be prepared by the hirer for all overhead structures without ground support, hung from wires or truss with chain block.
- All attachments to the building structure must be done through the Centre's appointed rigging company.
- All rates are applicable for services up to whole event period with a maximum duration of 10 days.

EXHIBITION ORDER FORM 7A

Deadline: 21 days before 1st day of licence period, DD/MTH/YEAR

20% surcharge for orders received after the deadline.

30% surcharge for on-site orders received after the licence commencement date.

No	Items	Standard Service		24-Hour Service	
		1 st Day (HK\$)	Subsequent Day (HK\$)	1 st Day (HK\$)	Subsequent Day (HK\$)
700	13Amp, Single Phase Existing Wall/Floor Mounted Socket Outlet (Max.500Watt)	\$415	\$56	\$494	\$92
701	13Amp, Single Phase 220V Socket Outlet (Standard Plug)	\$814	\$92	\$987	\$180
702	16Amp, Single Phase 220V Socket Outlet (3 pins, Industrial Plug)	\$865	\$98	\$1,051	\$191
703	20Amp, Single Phase 220V For Lighting Only	\$1,304	\$123	\$1,537	\$245
704	32Amp, Single Phase 220V For Lighting Only	\$1,610	\$238	\$1,975	\$354
705	63Amp, Single Phase 220V For Lighting Only	\$3,135	\$314	\$3,744	\$615
755a	16Amp, Three Phase c/w Socket	\$2,265	\$260	\$2,729	\$523
706	32Amp, Three Phase c/w Isolator/Socket	\$4,755	\$549	\$5,731	\$1,097
707	63Amp, Three Phase c/w Isolator/Socket	\$9,116	\$964	\$11,264	\$1,916
708	100Amp, Three Phase c/w Isolator	\$12,262	\$1,316	\$15,590	\$2,619
709	160Amp, Three Phase c/w Isolator	\$19,862	\$2,130	\$24,190	\$4,250
710	200Amp, Three Phase c/w Isolator	\$27,316	\$2,774	\$33,099	\$5,548
712	400Amp, Three Phase For Lighting Only	\$46,493	\$5,226	\$56,346	\$10,453
713	630Amp, Three Phase For Lighting Only	\$80,448	\$8,660	\$96,926	\$17,310

All orders **MUST** be submitted with scaled drawing(s) of no less than A3 size and/or AutoCAD format detailing the location(s) of the services required. Any late order(s) will be subject to surcharge.

Remarks:

- The main is not metered and the cost of electrical consumption is included in the above charges. The standard power supplies in the Centre are: AC 50Hz 380V TPN & E +/- 6% and AC 50Hz 220V SPN & E +/- 6%.
- All electrical orders must be accompanied by scaled drawings indicating the exact location of each item required. Any amendments on-site will be subjected to a handling charge.
- During the event, standard mains will be switched on and off daily 30 minutes before and after the event opening and closing hours. The 24 hours mains will be switched on 30 minutes before the event and off at the close of the last day of the event. Additional charges will be made to cover the delivery of services before the first open day and for services required during build and break periods that would exceed 4 days in total.
- The Centre's power supply is maintained at a relatively stable level. There is no protection to counteract interference produced by other exhibitors' equipment connected to the same source of supply. Hirer's may install protective devices or filters etc. at their own cost for use of sensitive/vulnerable equipment.
- All rates are applicable for services up to whole event period with a maximum duration of 10 days.

EXHIBITION ORDER FORM 7B

Deadline: 21 days before 1st day of licence period, DD/MTH/YEAR

20% surcharge for orders received after the deadline.

30% surcharge for on-site orders received after the licence commencement date.

No	Items	Standard Service		24-Hour Service	
		1 st Day HK\$	Subsequent Day (HK\$)	1 st Day HK\$	Subsequent Day (HK\$)
751	16Amp, Single Phase 220V c/w Isolator/Socket	\$418	\$76	\$605	\$105
753	32Amp, Single Phase 220V c/w Isolator/Socket	\$865	\$128	\$1,294	\$214
754	63Amp, Single Phase 220V c/w Isolator/Socket	\$2,009	\$221	\$2,612	\$442
755b	16Amp, Three Phase c/w Socket	\$1,188	\$213	\$1,889	\$306
756	32Amp, Three Phase c/w Isolator/Socket	\$2,408	\$373	\$3,865	\$604
757	63Amp, Three Phase c/w Isolator/Socket	\$5,212	\$713	\$7,597	\$1,243
758	100Amp, Three Phase c/w Isolator	\$6,932	\$967	\$10,276	\$1,553
759	160Amp, Three Phase c/w Isolator	\$11,096	\$1,487	\$13,770	\$2,974
760	200Amp, Three Phase c/w Isolator	\$15,299	\$2,040	\$21,077	\$3,884
762	400Amp, Three Phase c/w Isolator	\$27,774	\$3,661	\$37,672	\$7,312
763	630Amp, Three Phase c/w Isolator	\$48,180	\$6,048	\$64,525	\$12,123

All orders **MUST** be submitted with scaled drawing(s) of no less than A3 size and/or AutoCAD format detailing the location(s) of the services required. Any late order(s) will be subject to surcharge.

Remarks:

- The main is not metered and the cost of electrical consumption is included in the above charges. The standard power supplies in the Centre are: AC 50Hz 380V TPN & E +/- 6% and AC 50Hz 220V SPN & E +/- 6%. It is not allowed for power distribution.
- All electrical orders must be accompanied by scaled drawings indicating the exact location of each item required. Any amendments on-site will be subjected to a handling charge.
- The listed charges of the power main services and the electrical equipment cover the installation/removal of the services to/from the exhibition stands or other locations terminating in an isolating switch in a position as indicated on the exhibitor's scaled drawing. Wiring of stands and installation of electrical fittings and small power socket points will be carried out by the electrical contractor appointed by the exhibition organiser and approved by the Centre.
- Connection to machines from the isolating switch may be carried out either by the appointed electrical contractor or exhibitor's technicians. Under certain conditions, the Centre will provide a quotation for special machine connections on request.
- During the event, standard mains will be switched on and off daily 30 minutes before and after the event opening and closing hours. The 24 hour mains will be switched on 30 minutes before the start of the event and off at the close of the last day of the event. Additional charges will be made to cover the delivery of services before the first open day and for services required during build and break periods that would exceed 4 days in total.
- The Centre's power supply is maintained at a relatively stable level. There is no protection to counteract interference produced by other exhibitors' equipment connected to the same source of supply. Hirer's may install protective devices or filters etc. at their own cost for use of sensitive/vulnerable equipment.
- All rates are applicable for services up to whole event period with a maximum duration of 10 days.

EXHIBITION ORDER FORM 8

Deadline: 21 days before 1st day of licence period, DD/MTH/YEAR

20% surcharge for orders received after the deadline.

30% surcharge for on-site orders received after the licence commencement date.

No	Items	1 st Day HK\$	Subsequent Day (HK\$)
801	Compressed Air (4~6 bar, discharge rate: 3 l/s or 180 l/min) including install and dismantle of supply pipework in 12mm (dia.) supply hose with 5m long and accessories, such as pressure regulator and stop valve	\$6,515 (supply point for up to 5 open days event)	
Remarks for item 801: (1) Price exclude 24-hour operation; (2) Location: fall on existing utility trench in hall; (3) No tee-off from the above supply point is allowed; (4) The hirer is responsible for the connection of compressed air supply to hirer's equipment via hirer's air filtration device(s)/ dehydration device(s)/ pressure regulator if necessary.			
802	Water (1-2 bar,0.3 l/s) and Drainage - 22mm main supply line and 38mm drainage with 5m long hose and stop valve	\$1,865	\$268
803	Additional Drainage Point	\$633 / Event	
804	Compact Hand Washing Station (including water supply and drainage connection, 1 pack of hand soap and 1 roll of autocut hand towel)	\$4,802	\$364
805	Refill of Hand Soap 1.25L / Pack (for item #804 only)	\$589 / Pack	
806	Refill of Autocut Hand Towel (for item #804 only)	\$111 / Roll	

All orders **MUST** be submitted with scaled drawing(s) of no less than A3 size and/or AutoCAD format detailing the location(s) of the services required. Any late order(s) will be subject to surcharge.

Remarks:

- Water Consumption is included in the above charges.
- All orders must be accompanied by scaled drawings indicating the exact location of each item required. Any amendments on-sites will be subjected to a handling charge.
- The listed charges of the main supplies (compressed air and water supply) cover the installation/removal of the services to/from the exhibition stands or other location terminating in a stop valve at a position as indicated on the exhibitor's scaled drawings.
- If connection services are required, exhibitors should specify the size and type of the inlet/outlet of the equipment to be connected.
- All services are in metric units. If any discrepancy arises between metric and imperial units, a surcharge will be imposed by quotation on each connection.
- No interconnection of equipment is allowed. Each service line is for a single unit of equipment only.
- During the open period, the water mains will be switched on and off daily 30 minutes before and after the event opening and closing hours.
- For non-standard supply and 24-hours service, the Centre will provide a quotation on request.
- All rates are applicable for services up to whole event period with a maximum duration of 10 days.

EXHIBITION ORDER FORM 9

Deadline: 21 days before 1st day of licence period, DD/MTH/YEAR

20% surcharge for orders received after the deadline.

30% surcharge for on-site orders received after the licence commencement date.

No	Items	HK\$/ Shift				
		6 Hours	8 Hours	10 Hours	11 Hours	12 Hours
901	Security Guard / Ticket Checker/ Concert Hall Usher	\$1,052	\$1,168	\$1,410	\$1,537	\$1,688
902	Security Supervisor	\$1,273	\$1,461	\$1,694	\$1,855	\$2,023
902a	Security Supervisor (with services of handheld metal detectors)	\$1,435	\$1,623	\$1,856	\$2,017	\$2,186
903	Senior Security Supervisor	\$1,487	\$1,773	\$2,068	\$2,253	\$2,450
904	Armed Guard (Minimum of Two: Refer to Remarks 3)	N/A	\$2,770	\$3,484	\$3,832	\$4,180
905	Specialist Services Cadre (Suit Uniform)	\$1,823	\$2,406	\$3,008	\$3,274	\$3,572

Remarks:

- All guarding services are charged at a minimum of 6 hours shift except for armed guards. Minimum number of hours per shift for armed guard service is 8 hours.
- One (1) security supervisor must be employed for each deployment of 3 to 6 guards.
- For Armed guard services, a minimum of one additional armed guard in each position shall be deployed for relief / stand by purposes.
- Provision of security personnel is subject to availability at the time of ordering.
- The Centre will provide separate quotation for special arrangement such as extensive deployment and language preference.
- Exhibition stand security, cash in transit, stewarding on ticket/badge checking can be quoted as separate services.
- Standard shift for all guarding service is 6 hours (except for armed guard which is 8 hours). Any requirements, exceeding 12 hours but less than 18 hours (or less than 20 hours for armed guard), will be charged at minimum 6-hour shift rate (or 8-hour shift rate for armed guard).

EXHIBITION ORDER FORM 11

Deadline: 21 days before 1st day of licence period, DD/MTH/YEAR

20% surcharge for orders received after the deadline.

30% surcharge for on-site orders received after the licence commencement date.

No	Items	HK\$/sq.m/day
1101	Hall and Stand Cleaning for Exhibitions	\$3.6

No	Items	HK\$/Truck
1111	Industrial Rubbish Disposal by Truck Disposal by truck (4-tonne) of stand materials, empty crates etc.	\$4,966
1112	General Rubbish Disposal by Refuse Compactor Truck	\$8,324

Remarks:

- Hall and stand cleaning services cover the following:
 - Vacuum/sweep and mop stand floors and gangways
 - Empty and clean all wastepaper bins
- During the show open days, complete cleaning services will be carried out once daily either before the opening or after the close of the exhibition, with stand-by cleaners during show hours.
- Abandoned stand materials and empty crates must be removed by the contractors and exhibitors to the specified collection area for removal and disposal by the Centre's cleaners.
- Stand cleaning does not include the removal of oil spillage, paints and other liquid deposited on the floor, walls and any other surface of the Centre. Removal of oil spillage, paints and other liquid deposited on the floor, walls and any other surfaces will be charged separately.
- Additional charges will be made to cover the delivery of services before the first open day and for services required during build and break periods.
- Rubbish disposal by truck service includes the labour and equipment of removing the rubbish.
- Items 1111 and 1112 do not include the Municipal Solid Waste (MSW) Charging imposed by HKSAR Government. Additional MSW charges will be charged separately according to the latest MSW charging scheme by the Government.

EXHIBITION

ORDER FORM 12

Deadline: 21 days before 1st day of licence period, DD/MTH/YEAR

20% surcharge for orders received after the deadline.

30% surcharge for on-site orders received after the licence commencement date.

No	Items	Day: 08:00 – 24:00 Hourly Rate (HK\$)	Overnight: 00:01 – 07:59 Hourly Rate (HK\$)
1202	Porter (Minimum 8-hour)	\$202	\$303
1203	Cleaner (Minimum 6-hour)	\$155	\$287
1204	AV Technician (Minimum 6-hour)	\$232	\$358
1205	Venue Golf Cart Operator (Minimum 6-hour)	\$145	\$180

- Remarks:**
- Housekeeping Attendant/Cleaner, AV Technician or Venue Golf Cart Operator is charged at a minimum of 6 hours shift basis, while Porter is charged at a minimum of 8 hours shift basis. Any additional hour required will be charged at hourly basis.
 - Provision of labour is subject to availability at the time of ordering.

EXHIBITION ORDER FORM 13

Deadline: 21 days before 1st day of licence period, DD/MTH/YEAR

Air-Conditioning Services (Minimum 3 consecutive hours, Minimum unit: hour)						
No	Hall	HK\$ / Hour		No	Hall	HK\$ / Hour
1301a	Hall 1	\$4,577 / hour		1306	Hall 7	\$2,472 / hour
1301b	Hall 1- Partial hall	\$3,076 / hour		1307	Hall 8	\$2,472 / hour
1302	Hall 2	\$3,758 / hour		1308	Hall 9	\$2,472 / hour
1303	Hall 3	\$2,472 / hour		1309	Hall 10	\$2,472 / hour
1304	Hall 5	\$2,472 / hour		1310	Hall 11	\$2,472 / hour
1305	Hall 6	\$2,472 / hour				

Remarks:

- The minimum order for the provision of air conditioning services is 3 consecutive hours. Unless it is an extension of existing services, then it can be charged on an hourly basis.
- Provision of air-conditioning service by the Centre is subject to the situation at the time of service.



SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

SUPPLIER / CONTRACTOR CODE OF CONDUCT

This Supplier / Contractor Code of Conduct (Code) outlines an ethical and behavioural framework for suppliers / contractors. All suppliers / contractors shall comply with these guidelines when conducting business with the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC).

1. Legal Requirement

Suppliers / contractors must comply with all applicable laws and regulations when conducting business with SF&OC.

2. Ethical Standards

Suppliers / contractors shall uphold the ethical principles in their operations including confidentiality, open and fair competition, avoidance of conflict of interest and anti-bribery and corruption.

3. Confidential Information¹ & Personal Data²

Suppliers / contractors shall:

- use Confidential Information / Personal Data only for the purposes for which they are entrusted;
- return, destroy or delete Confidential Information / Personal Data when they are no longer required for the purposes for which they are entrusted;
- take security measures to protect Confidential Information / Personal Data entrusted to them;
- immediately report any sign of abnormalities or security breaches to SF&OC;
- not disclose Confidential Information / Personal Data to any third party other than that as instructed by SF&OC;
- not make or permit to be made copies or other reproductions of Confidential Information / Personal Data; and
- not make any commercial use of Confidential Information / Personal Data or any part thereof.

4. Labour Rights

Suppliers / contractors shall not:

- use child or involuntary labour;
- discriminate against others;
- use corporal punishment or any other form of physical or psychological coercion or intimidation against workers; and
- require workers to work more than the maximum number of working hours per week allowed by applicable laws and regulations.

¹ "Confidential Information" means any proprietary information relating to SF&OC's business, including but not limited to business and financial records, intellectual property, proprietary data, security measures or any other information that, if disclosed, could affect the business of SF&OC.

² "Personal data" means any information that relates to a living person and can be used to identify that person. It exists in a form in which access to or processing of is practicable. Examples of personal data include names, phone numbers, addresses, identity card numbers, photos, medical records and employment records, etc.

5. Health & Safety

Suppliers / contractors shall maintain a clean, safe and healthy workplace.

6. Environmental Protection

Suppliers / contractors shall observe and implement environmental protection practices including, but not limited to:

- compliance with all applicable environmental legal requirements;
- conservation of natural resources and energies as far as possible; and
- control of pollutants being discharged to the environment.

7. Guidelines of SF&OC

Suppliers / contractors shall observe and comply with the following guidelines of SF&OC marked with a tick (where applicable):

- Policy and Guidelines on Prevention of Sexual Harassment
(<https://www.hkolympic.org/wp-content/uploads/2020/08/SFOC-Policy-and-Guidelines-on-Prevention-of-Sexual-Harassment-Eng-2021.pdf>)
- Child Safeguarding Policy
(<https://www.hkolympic.org/wp-content/uploads/2022/04/Child-Safeguarding-Policy-2022-Eng.pdf>)
- Anti-Doping Rules of SF&OC
(<https://www.hkolympic.org/wp-content/uploads/2023/04/SFOC-Anti-Doping-Rules-effective-1-Apr-2023.pdf>)

8. Contractors & Suppliers

Suppliers / contractors shall ensure that their employees, sub-contractors, suppliers and other business partners adhere to this Code.

9. Monitoring of Compliance

SF&OC reserves the right, upon reasonable notice, to conduct a compliance audit with suppliers / contractors on the Code. Any violation of the Code shall be considered as a material breach of the contract by the suppliers / contractors.

SF&OC may immediately terminate contract upon the occurrence of any of the following events: (a) the supplier / contractor has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; (b) the continued engagement of the supplier / contractor or the continued performance of the contract is contrary to the interest of national security; or (c) SF&OC reasonably believes that any of the events mentioned above is about to occur.

Acknowledgement

To: Sports Federation & Olympic Committee of Hong Kong, China ("SF&OC")

We, (supplier's / contractor's Company Name) _____ are fully aware of and willing to comply with the Supplier / Contractor Code of Conduct of SF&OC.

Authorized Signature with Company Chop

Name:

Position:

Date: