

# Decoration Guide

8th IWA-ASPIRE Conference and Exhibition 2019

31st October – 2nd November 2019, HKCEC – Convention Hall and Convention Foyer

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## Important Notices

1. All orders must be accompanied with full remittance. Orders without remittance will not be entertained.
  2. The order form serves as the purpose of invoice. No additional invoice will be issued unless written request.
  3. Facilities and services not indicated on the forms are subject to quotation on individual job basis.
  4. No hammering of nails, drilling or making holes on wall partitions will be permitted. All items are on rental basis only and exhibitors must not make any damage/loss during the period of rental.
  5. All electrical works are to be carried out by the Official Contractor only.
  6. Order received after deadline [10 September 2019](#) is subject to 20% surcharge. For order received after [17 September 2019](#), 30% surcharge will be imposed.
  7. Cancellation of any orders must be submitted in writing. Cancellation after the deadline [10 September 2019](#) is subject to 20% cancellation charge. No cancellation will be accepted after [17 September 2019](#).
  8. If exhibitors or non-official contractors bring their own lighting devices for booth decoration, they must submit all lighting distribution details and pay the lighting connection charges to official contractor. **Exhibitors / Contractors are not allowed to install any additional lighting devices without prior application / notification to the official contractor. Penalty fee will be applied if such situation is found.**
  9. Connectors or joints and wiring from the power point to their exhibits / machinery are to be provided by exhibitors.
  10. Overloading of electricity: the power consumption of electrical appliances should not exceed the maximum rating of a socket. Exhibitors need to check all equipment to be used and order the required power usage. In case of overload of power consumption the exhibitors are required to pay for the additional electricity costs.
  11. All furniture and electrical items included in the Shell Scheme Package are not exchangeable.
  12. Only Power Main Connection will be allowed to order for exhibitors who applied the raw space package. They must have their own licensed technicians for any electrical work on site. Hall Venue will collect the license prove on site before giving out power.
  13. Corner booth will be assumed to open two sides with two fascia boards carrying company name and island booths will open four sides.
  14. Ladders over 2mH are not permitted to use at Convention Hall. Unless the booth area cannot use the scaffolding working platform. Please prepare the scaffolding working platform with certified Form 5.
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**Return to:**

Mr. Gary Kong  
 PICO IES Group Limited  
 Tel: (852) 37130589  
 Email: Gary.Kong@hk.pico.com

Deadline  
**10 September 2019**

**Fascia Name**


Please indicate below exact Exhibiting Company Name. (English lettering, max 24 letterings. Additional lettering will be charged at @HK\$55.00/lettering)



**Location Plan**


Exhibitors are requested to indicate on the plan below the position of all electrical, wall fittings and shelves, etc.


TOP ELEVATION


KEYS:


13Amp socket 

Info Counter 


Chairs 

Longarm spotlight 

Rubbish Bin 

Wall panel 

1m




NOTES:

1. All items ordered are on rental basis and exhibitors will therefore have to make good for any damages or losses.
2. Any complaints regarding rental furniture / installation must be lodged the day before the exhibition commence. Otherwise all items are deemed to have received in good order.
3. Exhibitors are requested to mark on the plan above the position of their electrical requirements. We will install at our discretion if no instructions are received before **18 October 2019**. Requests for re-positioning will be subject to have HK\$180 extra charge. Requests for on-site re-positioning of booth lighting and sockets will be subject to an extra charge of HK\$180 per item.

**Booth No.:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Return to:**

Mr. Gary Kong  
 PICO IES Group Limited  
 Tel: (852) 37130589  
 Email: Gary.Kong@hk.pico.com

**Deadline**  
**10 September 2019**

Ref.	Description (For Shell Scheme Booths Only)	HK\$	Quantity	Amount
* PF01	Information Counter (1030L x 535W x 750Hmm)	460		
PF02	Low Glass Showcase (1030L x 535W x 1000Hmm)	1,380		
PF03	Lockable Cabinet (1030L x 535W x 750Hmm)	555		
PF04	Tall Glass Showcase with 2 nos. halogen Downlights	2,250		
*	White Folding Chair	100		
	Black Leather Armchair	255		
	Black Bar Stool (not adjustable)	345		
	White Square Table (770L x 770W x 760Hmm)	400		
	White Round Table	415		
	Document Display	420		
	Tall Display Cube (535L x 535W x 1000mmH)	600		
	Low Display Cube (535L x 535W x 750mmH)	350		
FS01	Flat Shelf (1000L x 300Wmm)	170.00/m		
SS01	Slope Shelf (1000L x 300Wmm)	170.00/m		
ED01	Lockable Door (950W x 1910Hmm)	780		
ED02	Folding Door with lock (950W x 2000Hmm)	505		
*	Single Wall Panel (1000W x 2500Hmm)	325		
	Half Wall Panel (500W x 2500Hmm)	165		
			Sub-Total:	
			20% surcharge (After 10 Sept 2019)	
			30% surcharge (After 17 Sept 2019)	
			Total Amount:	

**NOTES:**

- All items are on rental basis.
- Please indicate on Location Plan, the position of items marked with " \* " asterisk. Otherwise, they would be installed at Pico's discretion. Any alternation on site will be at the expense of exhibitors.
- Late order: 20% penalty fee will be charged for any late orders received after the above deadline, while orders received after **17 September 2019** & on-site order will be subject to a 30% surcharge.
- Cancellation of any orders must be submitted in writing. Cancellation after the deadline (**10 September 2019**) is subject to 20% cancellation charge. No cancellation will be accepted after **17 September 2019**.
- All electricity power points installed are for machinery use only, not for lighting. If exhibitors or non-official contractors bring their own lighting devices for booth decoration, they must submit all lighting distribution details and pay the lighting connection charges to the Official Contractor.
- Connectors or joints and wiring from the power point to the exhibits/machines are to be provided by exhibitors.
- One socket/power supply is for one electrical appliance/machine only. No multi-plug is allowed.

**Booth No.:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Return to:**

Mr. Gary Kong  
 PICO IES Group Limited  
 Tel: (852) 37130589  
 Email: Gary.Kong@hk.pico.com

**Deadline**  
**10 September 2019**

Ref.	Description	HK\$	Qty	Amount
<b>Section A – Lights and Sockets (For Standard Shell Scheme Booths Only)</b>				
*	Spotlight (100W)	440		
*	Longarm Spotlight (100W) *Same as package light	465		
*	Fluorescent Tube (40W)	440		
*	70W HQI Light	750		
*	Floodlight (300W)	910		
*	13Amp Single Phase Socket (max 500W for single machine only)	570		
*	15Amp Single Phase Socket (max 1000W for single machine only)	840		
*	24hrs 13Amp/220V Single Phase Socket (max 500W for single machine only)	900		
	2000W (220V) Single Phase Socket for single machine only	2,200		
	3000W (220V) Single Phase Socket for single machine only	2,700		
	Lighting Connection (max. 100W)	360		
	Lighting Connection (max. 200W)	620		
	Lighting Connection (max. 300W)	950		
<b>Section B – Power Main (For Standard Shell Scheme Booths / Raw Space Booths)</b>				
	30Amp/220V Single Phase Power for lighting	10,400		
	15Amp/380V Three Phase Power for lighting	14,740		
	30Amp/380V Three Phase Power for lighting	28,420		
<b>Section C – Miscellaneous</b>				
	43" Plasma TV with Stand & DVD Player (excluded socket)	6,500		
	Printing Service – Inkjet Sticker mounted on Foamboard	380/m <sup>2</sup>		
	Printing Service – Inkjet Sticker	320/m <sup>2</sup>		
				Sub-Total:
				20% surcharge (After 10 Sept 2019)
				30% surcharge (After 17 Sept 2019)
				Total Amount:

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**Booth No.:** \_\_\_\_\_ **Company:** \_\_\_\_\_  
**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

# Official Contractor and Payment Method

The Organizer has appointed PICO IES Group Ltd to be the Official Contractor for stand construction, booth equipment and power connection.

**Mr. Gary Kong**

**PICO IES Group Limited**

**Tel: (852) 37130589**

**Fax: (852) 2660 4672**

**Email: Gary.Kong@hk.pico.com**

## Payment Method

All payments must be settled within 1 week after the issue date of invoice. Orders without full payment will be treated as invalid. Please refer to the following payment method: -

1. Cheque or bank draft (payable to "Pico IES Group Limited"). Post-dated cheque will not be accepted.
2. T/T payment directly to the account below. Please send payment notification (bank advice, remittance slip or TT form) by fax or e-mail within 1 week after the issue date of invoice.
3. ATM transfer, bank deposit or online transfer directly to the account below. Please send pay-in slip or payment acknowledgement page (online transfer) by fax or e-mail to us within 1 week after the issue date of invoice.

Bank Name: Hong Kong & Shanghai Banking Corporation Limited,  
No. 1 Queen's Road, Central, Hong Kong

A/C No.: 037-880606-001 (HKD)  
037-0-606469 (Other Currency except RMB)

Payees Name: Pico IES Group Ltd

**Please send us cheque or payment evidence mentioned above with show name, booth number, invoice number and company name by e-mail to [Gary.Kong@hk.pico.com](mailto:Gary.Kong@hk.pico.com) or address to Pico Building, 12A Dai Fat St, Tai Po Industrial Est, Tai Po, N.T. Hong Kong on or before 17 September 2019.**

4. Payment made via Credit Card: -

Name of Card Holder: \_\_\_\_\_

Signature: \_\_\_\_\_

AMEX / VISA / MASTER CARD No: \_\_\_\_\_

Credit Card CVV: \_\_\_\_\_ (3 digits for Master Card & Visa, 4 digits for Amex)

Booth & invoice No: \_\_\_\_\_ Amount: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Remark:

- 1) Please include all bank charges including intermediate bank commissions in your payment
- 2) Exchange Rate: USD 1 : HKD 7.86

**Return to:**

Mr. Gary Kong  
PICO IES Group Limited  
Tel: (852) 37130589  
Email: Gary.Kong@hk.pico.com

**IMPORTANT:**

- Please send the **fully dimensioned 3D drawing(s)** of your booth design, with electrical installation plan or circuit diagram to [Gary.Kong@hk.pico.com](mailto:Gary.Kong@hk.pico.com) for approval on or before **10 September 2019**
- Site-work deposit (50sqm or below – HKD 5,000 per stand / 51 sqm or above – HKD 10,000 per stand) should be submitted to PICO IES GROUP LTD. It must be posted and accompanied by this form.

**Please inform us about the name and contact details of your appointed stand contractor:**

Contractor Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
(Country code) (Area code) (Number) (Country code) (Area code) (Number)

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\* On-site Contact Person (required): \_\_\_\_\_

\* Mobile Number (required): \_\_\_\_\_

**Payment details:**

Name of Card Holder: \_\_\_\_\_

AMEX / VISA / MASTER CARD\* No.: \_\_\_\_\_

Credit Card CVV: \_\_\_\_\_ (3 digits for Master Card & Visa, 4 digits for Amex)

Signature: \_\_\_\_\_

Booth & Invoice No.: \_\_\_\_\_ Amount: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

No custom-built booth shall be permitted at the exhibition unless the Organizer has approved the plan and design proposals in writing. Booth construction without booth design approval will not be permitted in the Exhibition. The Organizer reserves the rights to request the exhibitor to alter their booth design if their booth construction and/ or design cause obstruction/ danger to other exhibitors and visitors. If drawings are not submitted before **17 September 2019**, custom design will not be allowed and a standard booth will be built by the Official Contractor at the expenses of the exhibitor.

**Booth No.:** \_\_\_\_\_

**Exhibitor Name:** \_\_\_\_\_

**Authorized Person:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Signature and Stamp:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Notes to Appointed Contractors

## 1. Construction Drawing and Site-Work Deposit Submission

- A. Exhibitors using NON-OFFICIAL CONTRACTORS must inform and obtain consent from the Organizer before any of their own contractors are permitted to work on-site. Exhibitors may appoint any competent local stand contractor to design and construct their booths. The Organizer reserves the right to reject any contractor and design they deem inappropriate.
- B. Exhibitors should submit the details of their contractors and construction drawing with full dimensions and materials to be used (including BOOTH DESIGN PLAN and LIGHTING DISTRIBUTION PLAN) to the Organizer and the Official Contractor for approval before **10 September 2019**.
- C. No alternation is allowed after the booth design is approved, unless prior written approval is obtained from the Organizer.
- D. All appointed contractors or exhibitors who construct their own booths must submit APPOINTED CONTRACTOR FORM with SITE-WORK DEPOSIT to the official contractor - Pico IES Group Ltd before **17 September 2019**.
- E. SHELL SCHEME BOOTH will be given basic furniture. All shell scheme booths must be constructed by the official contractor. No additional booth fitting display may be attached to the shell booth structure. The panels and its fixed structure must not be removed. Therefore, non-official contractor for shell scheme booth should only provide furniture and without altering the shell booth structure.
- F. Exhibitors who use Official Contractor for special booth design is also need to return the APPOINTED CONTRACTOR FORM, but no need to submit site-work deposit
- G. NO ADMISSION FOR APPOINTED CONTRACTORS IF THE SITE WORK DEPOSIT HAS NOT BEEN PAID OR IF THE PLANS FOR SUCH WORK HAVE NOT BEEN RECEIVED AND APPROVED.

## 2. General Construction Constrains and Regulations

- H. No part of any structure may extend beyond the boundaries of the booth area.
- I. All materials and fitting used in construction and decoration of the booth must be flame retardant and be in accordance with all applicable fire prevention and building regulations. For all construction with wooden materials involved, one functional fire extinguisher at a conspicuous spot within booth area is required during the construction period for safety reason.
- J. Paint spraying, welding and the use of electrical saw are strictly prohibited in the fairground.
- K. There is no storage space for empty crates, boxes or packing material in the exhibition halls. Non-official contractors are responsible for removing them. Any goods or packing material left at the corridor may be disposed without prior notice and extra removal charges will be incurred.
- L. No construction material and equipment can be placed at the loading area during the fair period. Any material left at the loading area may be disposed without prior notice and extra removal charges will be deducted from the deposit.
- M. Dismantlement of Stands: Booths structure should not be pulled-down directly, it should be dismantled properly to disposable size, otherwise the deposit will be fully deducted if found on-site.
- N. Non-official contractors have to follow any instruction given by the Organizer and Official Contractor.
- O. All Stands or Temporary Structures exceeding 3 meters in height must be constructed under the supervision of an Authorized Person / Registered Structural Engineer and submit a RSE report to the official contractor on the move in day.
- P. All Stands or Temporary Structures exceeding 4.5 meters in height need to submit a RSE report with structure calculation to the official contractor on the move in day.
- Q. According to the Fire Services Ordinance, no hard ceiling will be approved for booth design. All design proposals must be approved by Organizer and should conform to all statutory requirements. Detailed Drawings to scale with perspective and elevation views, must be submitted to Official Contractors by **10 September 2019**.