

RIDES & DEVICES WITH AUDIENCE PARTICIPATION
观众参与的骑乘及游戏装置

Any exhibitor that will be displaying an amusement device or ride (to be known herein as “ride”) that can carry, convey, or direct person(s) over or through a fixed or restricted course or within a defined area, for the primary purpose of amusement or entertainment is classified as Audience Participation. This includes arcade game machines with power driven seats/moving platforms and multi-axis chairs, as well as kiddie rides. (Note: Rides for display only (not moving) are excluded, but please inform IAAPA, as a modified permit is required for display only devices and rides.)

所有 2022 年 IAAPA 亚洲博览会的参展商请注意：以上乃观众参与的骑乘及游戏装置定义。如阁下计划展出的产品符合以上骑乘及游戏装置的定义便请留意。(如展出的骑乘及游戏装置只供观赏不会被启动的则包括在内，但也需要通知国际游乐园及景点协会 (IAAPA)，因为不被启动的骑乘及游戏装置也会因应不同的情况而需要向香港政府特别行政区机电工程署 (EMSD) 提出申请)。

如不确定展出的产品是否需要作出特别安排/ 申请机动游戏机使用及操作许可证，欢迎随时与我们联系。

Hong Kong requires Audience Participation rides obtain design approval from the Director of Electrical & Mechanical Services (EMSD) before equipment installation, and that a permit to use and operate it is obtained for each of the rides before the event commences. **Any amusement rides that are proposed to be exhibited and used at IAAPA Expo Asia 2022 fall under the purview of the Hong Kong [Amusement Rides \(Safety\) Ordinance Cap.449](#).** Please refer to the [Code of Practice for Amusement Rides](#) for further details.

香港特别行政区机电工程署 (EMSD) 作出声明，如将于 2022 年亚洲博览会展出可容观众参与的骑乘及游戏装置，必需申请机动游戏机使用及操作许可证。获设计批准后，才可在场内搭建。与此同时亦须当局在 6 月 7 日前发出使用及操作许可证才可在展馆内启动。

此展览会之骑乘或载人游戏机类别归纳于香港 [《机动游戏机\(安全\)条例》\(第 449 章\)](#)。详细内容请见 [机动游戏机实务守则](#)。

Because this is a unique process to Hong Kong, IAAPA will be managing the process on behalf of the exhibitors with Audience Participation, but please note, we will require your assistance to provide the relevant details in a timely manner. The process involves several steps, each with a specific deadline that must be completed in order to be approved to operate on-site. **Should you wish to exhibit with Audience Participation you must agree to the following...**

如阁下将展出此类型骑乘或载人游戏机，阁下便须要向香港有关当局申请许可证。国际游乐园及景点协会 (IAAPA) 全力辅助该项申请，但需要您的配合。如要确保展品顺利完成审批并如期展出，请同意下列四个申请程序：

1. Complete the enclosed *Contract Addendum* by **15 March 2022**. See details below.
3 月 15 日前签署及交回“合约附加条款 Contract Addendum”。请看下文注解。
2. Complete the online [Audience Participation Safety Form](#) by **15 March 2022**. RAR files will not be accepted. Information that must be provided includes:
在 **3 月 15 日前**在线上递交“[观众参与安全表格 Audience Participation Safety Form](#)”。另必须提交以下文件：
 - A. Name of Amusement Ride. 产品 / 骑乘名称
 - B. Reference Number/Serial Number. 产品编号
 - C. Brief Description of Amusement Ride. 产品简介
 - D. Picture of Ride and/or Brochure. 产品图片或产品介绍书
 - E. Technical Details of the Amusement Ride including the Ride Manual, Maintenance Manual, and Emergency Manual. 产品技术介绍；包括操作说明书、维修说明书、及紧急说明书等

- F. Booth Layout and Design showing the location of the amusement ride with Reference Number (see "b" above) within the contracted booth space. 展位设计图及指出该产品 (列出 B. 产品编号) 的位置
- G. Method and program of installation (including how it is designed to be a temporary attraction at IAAPA Expo Asia 2022). 安装程序 (包括在场内改装或安装说明书)

See the [Detailed Requirements of Design Document](#) for specific information you should include with your submission. 请参看 [Detailed Requirements of Design Document](#) 以了解更多具体信息。

3. Provide follow-up information requested by the EMSD. Once the initial form is submitted with the support material noted above, EMSD will likely require additional information and/or have technical questions. IAAPA asks that you have the manpower and support available leading up to IAAPA Expo Asia 2022 to provide these details as needed.
所有表格提交后, 机电工程署 (EMSD) 可能还需要附加信息或有其他技术问题而要求贵司提供相关文件, 敬请依期遵守递交。
国际游乐园及景点协会 (IAAPA) 可要求您在 2022 年 IAAPA 亚洲博览会之前提供有关人力资源及支持, 以便就以上文件提供这些详细信息。
4. Have the ride set-up and ready for testing on-site by **Monday, 6 June 15:00** or earlier. Please provide IAAPA with the move-in timeline necessary in order to meet this deadline to ensure we can accommodate your requirements. In addition, we will need a cell phone number for your on-site staff who can answer technical questions and be on-site during the testing period.
该项展出产品必须在 6 月 6 日下午 5 时或之前于展馆内完成搭建以便 EMSD 审批许可证。敬请向国际游乐园及景点协会 (IAAPA) 大会提供进场时间表以在截止时间前完成搭建。另请提供驻场工作人员之手提电话, 以便国际游乐园及景点协会 (IAAPA) 沟通有关 EMSD 现场审批时间。驻场工作人员需要驻场至机电工程署完成现场审批及解答 EMSD 提出的技术性问题。

CONTRACT ADDENDUM 合约附加条款

In order to expedite the permit process, the Hong Kong government officials have advised IAAPA to have all the permitting through IAAPA instead of the individual ride manufacturers.
Since IAAPA is not the manufacturer, exhibitor or operator of these attractions at IAAPA Expo Asia 2022, the Contract Addendum will authorize IAAPA to apply for your EMSD Hong Kong operating permits for the IAAPA Expo Asia 2022. This form is also quite clear in stating that you recognize IAAPA will have no responsibility or liability in conjunction with your attraction being assembled, operated or disassembled at IAAPA Expo Asia 2022.
After we receive your form, IAAPA will countersign and send you a copy of your files.

国际游乐园及景点协会 (IAAPA) 将代表各参展商办理所需许可证, 此 **合约附加条款** 需有关为展商签回及委托国际游乐园及景点协会 (IAAPA) 大会代办一切文件; 并注明国际游乐园及景点协会 (IAAPA) 对阁下的产品组装、启动及拆卸等都不含法律责任。

国际游乐园及景点协会 (IAAPA) 大会收到阁下表格后, 将发还 国际游乐园及景点协会 (IAAPA) 连署确认签收记录。

FEES 费用

There are several fees required for this process including application fees, permit fees, surveyor fees, testing fees, reports, and on-site management fees. IAAPA will absorb the costs for all the fees, but we ask for your assistance to provide the necessary information noted above in a *timely* manner. We hope this will help make this process easier for you!

国际游乐园及景点协会 (IAAPA) 将承担此申请之一切费用, 包括申请费、许可证费、测量员费、检测费、及现场管理费等。但我们希望得到您的合作, 依时递交所需文件。

ADDITIONAL REQUIREMENTS 附加所需文件

In addition to the EMSD permit requirements, IAAPA Safety Inspectors requires the following for all Audience Participation:

除香港机电工程署 (EMSD) 机动游戏机使用及操作许可证的要求外，国际游乐园及景点协会 (IAAPA) 安检员亦要求以下相关文件：

1. Include ASTM compliant fencing in the booth design. All exhibitors displaying amusement rides and devices shall comply with all applicable ASTM F-24 Group of Standards.
展位设计图须包括 ASTM 认可的围栏。所有展出的骑乘及游戏装置必需符合 ASTM F-24 Group of Standards。
2. Send a copy of a liability insurance form including a total combined aggregate policy of US\$3,000,000 and US\$2,000,000 per occurrence. Please see the [Contacts](#) document for insurance provider options should you need assistance.
必须提供一份第三者责任保险证书副本，内容须包含总保单总额美元 3,000,000 及每次事故限额美元 2,000,000。如有任何查询，请参阅保险供应商[联络](#)列表。
3. Provide operational standard procedures or guidelines including emergency and/or evacuation plan.
提供操作手册或指引，内容包括紧急及/或疏散措施。
4. Provide participant or rider requirements or limitations.
提供观众 / 使用者的限制或要求。
5. Supply copies, photos, rendering or descriptions of safety signs or audio spiels.
提供安全指示或音示之打印本，照片及内容。
6. Provide operator and attendant training records or verification of completed training.
提供操作人员 / 员工之训练记录或任何训练证明文件。
7. Provide a copy of the device or attraction opening inspection checklist.
提供该项装置之操作程序 - 开动检查列表。
8. Supply copies of prior government or private design, manufacturing or construction approvals. This would be from any private certification firm or engineering firm and also governmental approvals.
提供该项产品相关认证，如设计、生产或组装合格书或证书。有关的政府认证均可。
9. If the device or attraction is a prototype the required documentation extends to the major componentry. If the ride is a prototype a written history of the ride or its major componentry and the reasons why IAAPA should grant approval for its demonstration to the public must be included.
如该项产品是样板或试制模式，便须提供其主件或原件证明书。并向国际游乐园及景点协会 (IAAPA) 申请展出及解释此机组的过往记录作审批。
10. Supply any documents which would answer any questions by the Safety Consultant about safety concerns, inconsistencies with industry standards and applicable safety ordinances, codes and regulations relating to the construction of your exhibit and the demonstration of the device, attraction, game, product, service or promotion.
提供一切有关安装及操作的安全守则及文件。



The Attractions Industry's
Premier Event in Asia

Hong Kong SAR, China
Trade Show: 8-10 June 2022
Conference: 7-10 June 2022

**SUBMIT THE COMPLETED FORM, INSURANCE and DOCUMENTATION
ONLINE:**

请在网上提交所有填妥的表格、保险及所需文件:

[IAAPA Expo Asia 2022: Exhibitor Login \(a2zinc.net\)](https://a2zinc.net)

DEADLINE 截止申请日期: 15 MARCH 2022

QUESTIONS 查询 : exhibitors@IAAPA.org

**Due to the complexity of the Hong Kong Amusement Rides (Safety)
Ordinance, any forms received after 15 MARCH 2022 will NOT be accepted
and you will NOT be permitted to operate your ride during IAAPA Expo Asia
2022.**

由于申请程序烦复且需时，所有文件请于 3 月 15 日截止前提交。否则展品不能接
受申请亦不获准于展馆内启动及操作，只能作陈列品展出。

敬希留意!

以上内容以英文为准

**ADDENDUM TO:
IAAPA EXPO ASIA 2022 EXHIBIT CONTRACT
FOR TRADE SHOW SPACE & SERVICES**

This Addendum (the "Addendum") to the "IAAPA Expo Asia 2022 Exhibitor Contract for Trade Show Space & Services" (the "Contract") is entered into between the International Association of Amusement Parks and Attractions ("IAAPA"), Orlando, Florida, USA, and the Exhibitor identified below (the "Exhibitor") for mutual consideration, the receipt and adequacy of which are acknowledged by IAAPA and the Exhibitor, who agree:

1. **IAAPA Role.** The Government of the Hong Kong Special Administrative Region (the "Government"), site of IAAPA Expo Asia 2022 (the "Expo") at the Hong Kong Convention and Exhibition Centre, has required, as a condition of the Government permitting the operation of amusement rides during the Expo, that an authorized representative of the owner of each amusement ride must provide to the Government a "Submission of Designs, Specifications, Method and Programme of Installation of Amusement Ride" (the "Submission"). IAAPA will make that required Submission and serve as that authorized representative on behalf of the Exhibitor under the terms and conditions of this Addendum. IAAPA will also arrange at IAAPA's expense to pay whatever fees are required, to engage whatever services are required, and to otherwise take whatever steps are required by the Government in connection with the Submission.
2. **Exhibitor Role.** The Exhibitor grants IAAPA the right and authority to make the required Submission and serve as the authorized representative of the Exhibitor. The Exhibitor will provide, along with an executed copy of this Addendum, any additional information that IAAPA will need to make the Submission. The Exhibitor recognizes and accepts that failure to provide this authorization or the additional information will result in the Exhibitor being unable to operate any amusement ride at the Expo.
3. **Liability.** The provisions of Item 12 of the Contract, in which the Exhibitor expressly holds harmless and indemnifies IAAPA for any claims or actions arising in any way in connection with the Expo are incorporated by reference here, and will fully apply to this Addendum as if the Item 12 provisions were set out here in full, for any claim or suit arising in a way in connection with IAAPA serving as the authorized representative of the Exhibitor and making the Submission required by the Government.
4. **Other.** All other provisions of the Contract remain in full force and effect between IAAPA and the Exhibitor.

IAAPA _____

EXHIBITOR _____

By _____

By _____

Date _____

Date _____