

## NON-OFFICIAL / EXHIBITOR APPOINTED CONTRACTOR 非大会指定 / 参展商指定搭建商

A third-party company that is appointed by an exhibitor as an Exhibitor Appointed Contractor (EAC)/Non-Official Contractor for IAAPA Expo Asia must:

- Comply with all show guidelines noted on the [exhibit contract](#) and within the [Exhibitor Services Guide](#).
- [Submit](#) an insurance certificate to AMC prior to **29 April**.

由参展商指定为 IAAPA 亚洲博览会参展商指定承包商 (EAC) / 非官方承包商的第三方公司必须:

- 遵守[展览合同](#)和参展商服务指南中注明的所有[展览指南](#)。
- 请在 4 月 29 日之前向建同展览有限公司[提交](#)保险证明。

Official Contractor 大会搭建商:	AMC (Exhibits) Limited 建同展览有限公司	Submission Deadline 截止交表日期 29 April 2022 2022 年 4 月 29 日
Exhibition Halls 展馆:	Halls 展馆 5BCDE	
Contact Person 联络人:	Mr Decko Lee 李定亨先生 / Ms Ruby Yip 叶颖珊小姐	
Tel 电话:	(852) 3752 9003 / (852) 3752 9002	
Email 电邮:	<a href="mailto:Decko.lee@arconmarketing.com">Decko.lee@arconmarketing.com</a> / <a href="mailto:Ruby.Yip@arconmarketing.com">Ruby.Yip@arconmarketing.com</a>	
Fax 传真:	(852) 3585-6003	
Address 地址:	Unit AB, 8 <sup>th</sup> Floor, Tung Kin Factory Building, 196-202 Tsat Tsz Mui Road, North Point, Hong Kong 香港北角七姊妹道 196-202 号东建工厂大厦 8 楼 AB 室	

- Requirements are:
  - Workers Compensation Insurance – Minimum US\$1 million (or equivalent currency) per occurrence
  - Commercial General Liability General Aggregate – Minimum US\$2 million (or equivalent currency)
  - Automobile Liability (covering all owned, hired and non-owned vehicles) – Minimum US\$1 million (or equivalent currency) per occurrence

The policies for General Liability and Automobile Liability shall include the following wording:

**IAAPA, Hong Kong Convention & Exhibition Centre, AMC (Exhibits) Ltd., APT Showfreight Ltd, their entities, subsidiaries, agents, representatives, officers, staff, volunteers and employees, are additionally insured for IAAPA Expo Asia 2022, 4-11 June 2022.**

- 要求是:
  - 工伤赔偿保险 - 每次发生至少 100 万美元 (或等值货币)
  - 商业一般责任一般总额 – 至少 200 万美元 (或等值货币)
  - 汽车责任 (涵盖所有自有、租用和非自有车辆) - 少 100 万美元 (或等值货币)

一般责任和汽车责任的政策应包括以下措辞:

**IAAPA、香港会议展览中心、建同展览有限公司、安普特物流有限公司及其实体、子公司、代理、代表、高级职员、员工、志愿者和雇员, 为 2022 年 6 月 4 日至 11 日的 IAAPA 2022 年亚洲博览会额外投保。**

Insurance can be obtained from:

可以从以下渠道获得保险

**Lockton Companies (Hong Kong) Ltd.**

諾德保險經紀有限公司

**Contact (联系人):** Connie Cheng, Senior Account Manager

Kelvin Lee, Vice President

**Direct (直线)** +852 2250 2885

**Direct (直线)** +852 2250 2894

[Connie.Cheng@Lockton.com](mailto:Connie.Cheng@Lockton.com)

[Kelvin.Lee@Lockton.com](mailto:Kelvin.Lee@Lockton.com)

**Office (办公室)** +852 2250 2828 **Fax (传真)** +852 2250 2838

16/F Berkshire House, Taikoo Place, 25 Westlands Road, Quarry Bay, Hong Kong

香港鰂魚涌太古坊華蘭路 25 号柏克大厦 16 楼

[lockton-asia.com](http://lockton-asia.com)

A Member of the HKCIB □ □ CIB □ □

Licensed Insurance Broker Company 持牌保险经纪公司 (No. FB1055)

Licensed Technical Representative No. 授权技术代表编号 IA1342

- Complete the [Contractor Badges & Vehicle Pass form](#), and submit with the required refuse/damage deposit to AMC by **29 April**.
- Complete [Forms 11A, 11B, and 11C](#) and submit with the refundable contractor deposit (Form 11D) to AMC by **29 April**.
- Comply with the Hong Kong Green Card Scheme (8.14) guidelines shown below.
- 填写承包商徽章和车辆通行证表格, 并在 4 月 29 日之前将所需的废弃物/损坏押金提交给建同展览有限公司。
- 填写表格 11A、11B 和 11C, 并在 4 月 29 日之前连同可退还的承包商押金 (表格 11D) 一起提交给建同展览有限公司。
- 遵守以下香港强制性基本安全训练课程 (建筑工程) (建造业平安卡课程) 绿卡计划 (8.14) 指引。

**No EAC will be allowed to work on the show floor without submitting the required forms noted above.**

未提交上述所需表格, 任何参展商指定承包商都不得在展厅工作。

## 8.14 Green Card Scheme

- 8.14.1 Workers engaged in the erection and dismantling of Stands should possess adequate safety and health knowledge and awareness. With effect from 1 January 2010, HKECIA endorses the requirement for all workers to acquire a valid Green Card before they can be allowed to work in the venues.
- 8.14.2 Workers have to present their valid Green Cards before entering the venue for the erection or dismantling of Stands.
- 8.14.3 Workers who do not have valid Green Cards will be prohibited from the erection or dismantling of Stands in the venues.
- 8.14.4 Exemption will be granted to overseas workers who can show that they have undergone training of an equivalent standard to green card training in Hong Kong.

### **8.14 Green Card Scheme** 香港强制性基本安全训练课程（建筑工程）（建造业平安卡课程）绿卡计划

- 8.14.1 Workers engaged in the erection and dismantling of Stands should possess adequate safety and health knowledge and awareness. With effect from 1 January 2010, HKECIA endorses the requirement for all workers to acquire a valid green card before they can be allowed to work in the venues.

从事搭建和拆除展台的工人应具备足够的安全和健康知识和意识。由 2010 年 1 月 1 日起，HKECIA 批准所有工人必须获得有效绿卡才能获准在场地工作。

- 8.14.2 Workers have to present their valid Green Cards before entering the venue for the erection or dismantling of Stands.

工人必须在进入展台搭建或拆除展台前出示有效的绿卡。

- 8.14.3 Workers who do not have valid Green Cards will be prohibited from the erection or dismantling of Stands in the venues.

没有有效绿卡的工人将被禁止在场馆内搭建或拆除展台。

- 8.14.4 Exemption will be granted to overseas workers who can show that they have undergone training of an equivalent standard to green card training in Hong Kong.

能够证明其在香港接受过与绿卡培训同等标准的培训的海外工人将获得豁免。

The following will be the procedures during move in and out:

1. A security safety checkpoint will be setup, all workers are required to present both event badge and-Green Card (safety card) to obtain a wristband which serves as a permit to carry out stand building work.
2. For the contractor without Green Card, they just can act as a supervisor only to supervise booth construction instead of act as a builder. Another colour of wristband will be distributed, no construction work is allowed.

According to the Labour Department of Hong Kong, training in safety is mandatory for employment to carry out construction work or container handling in industrial undertakings. The requirement has come into operation since 1 May 2001. From 1 May 2001 onward, only persons who have been trained in basic safety and hold valid certificates (commonly known as "Green Card") are allowed to be employed to carry out the aforementioned activities. Meanwhile, a working visa is required for non-Hong Kong resident who carries out stand building work. Immigration Department may conduct onsite investigation for illegal worker irregularly, as they did in past few exhibitions.

For more details, please check with Immigration Department  
<http://www.immd.gov.hk/eng/services/index.html>

If you are an overseas company, you must apply for a working visa if you need to act as stand-builder or check with Hong Kong Immigration Department for details. Alternatively, you can work with the local official contractor (AMC (Exhibits) Ltd.) for construction work and you will act as supervisor to monitor the progress.

以下将是搭建和拆卸期间的程序：

1. 将设置安全安全检查站，所有工作人员必须同时出示活动胸牌和绿卡（平安卡），以获得作为进行展台搭建工作许可证的腕带。
2. 对于没有绿卡的搭建商，只能作为监工负责监督展位搭建，不能作为搭建商。将分发另一种颜色的腕带，不允许施工。

根据香港劳工处的资料，在工业经营中从事建筑工程或集装箱搬运工作的雇员必须接受安全培训。该规定自 2001 年 5 月 1 日起实施。自 2001 年 5 月 1 日起，只允许雇用经过基本安全培训并持有有效证书（俗称“绿卡”）的人员从事上述活动。同时，进行展台搭建工作的非香港居民需要工作签证。入境事务处可能会不定期对非法劳工进行实地调查，就像过去几届展会一样。

详情请向入境事务处查询  
<http://www.immd.gov.hk/eng/services/index.html>

如果您是海外公司，如需担任展台搭建商或向香港入境事务处查询详情，则必须申请工作签证。或者，您可以与当地官方承包商 (建同展览有限公司) 合作进行搭建工作，您将担任监督员来监督进度。