

BOOTH LAYOUT / DISPLAY GUIDELINES 展台设计规则

BOOTH LAYOUT/DESIGN SUBMISSION REQUIREMENTS

展位布置/ 设计图的提交要求

Raw/space only or special design exhibitors of any size, and exhibits displaying inflatables, **MUST** submit a drawing of the proposed layout to IAAPA Show Management for approval. Drawings must include all dimensions (front view, elevation, plan view), 3D perspective plan, and types of materials used. Please note that raw/space only exhibitors must provide a wall between their booth and any neighboring exhibitors that must be a minimum of 2.5m in height. 3m deep booths maximum height for walls and display components is 2.5m.

Booth design drawings must be submitted [online](#) to IAAPA Show Management by **22 April**. Once approved by IAAPA, the drawing will be sent to AMC/HKCEC for their review and approval. Any exhibitor attempting to build an exhibit without IAAPA or the building approval will not be permitted to set-up or will be forced to close their space until the design has been approved. In addition, late form submissions are subject to a fine and/or loss of seniority as outlined [here](#).

所有参展商必须提交[在线](#)展位设计图表格。所有光地或任何尺寸的特别设计参展商、展示气模及超过 36 平方米的标准摊位必须向国际游乐园及景点协会展会管理层提交拟议的展位布置图作审批。其中必须注明所有尺寸、展位正面整体效果图、俯视图、平面图及展台所用的材料。所有光地参展商必须与与隔邻展位中间搭建一幅至少 2.5 米高的墙壁。展位若是 3 米深，任何展示物品及墙壁限高 2.5 米。

展位设计图必须在 **2022 年 4 月 22 日**之前提交给国际游乐园及景点协会展会管理层审批。设计图经 IAAPA 批核后，该图纸将被发送至 AMC 建同展览有限公司 / HKCEC 会议展览中心进行审查和批核。未经国际游乐园及景点协会批准或未取得场地批准，参展商不得搭建展位。除非设计方案获准，否则，其展位将被迫关闭至设计图得到批核。

另外，逾期提交表格可能导致罚款以及/或者取消优先级别，详情请见[这里](#)

DISPLAY HEIGHT LIMITS 高度限制

The maximum height for Hall 5BC is 10.5m and for Hall 5E is 8.25m. However, exhibit fixtures, components, and attached identification signs are permitted to a **maximum height of 6m** for raw space booths 6m deep or above. Shell scheme booths and raw space booths 3m deep are limited to 2.5m height. Double-sided signs, logos, and graphics higher than 2.5m from the ground must be set back 3m from adjacent booths or be covered/finished on the side facing the adjacent booth.

Booths located under the Smoke Curtain in Hall 5BC are limited to 3m within 0.5m on either side (booths 600, 610, 616, 626, 632, and 642). All other 3m deep booths in this aisle are limited to 2.5m height.

展览厅 5BC 楼底最高为 10.5 米，展览厅 5E 楼底最高为 8.25 米。纵深在 6 米或以上的光地展台的展示装置、组件及附加指示牌的限高为 6 米。标准展台及纵深 3 米的光地展台限高为 2.5 米。双面指示牌、商标及图像必须与隔邻展位距离最少 3 米，面向隔离展位的一面不可以是光身或印有任何商标或图像。

如展位在展览厅 5BC 防火闸下，在两侧±0.5 米的范围内，展位高度限制为 3 米 (展位 600, 610, 616, 626, 632, 及 642)。所有纵深 3 米的光地展台限高为 2.5 米。

HEIGHT VARIANCES 高度差异申请

Exhibitors may request a variance to the height rule that are bringing product for product that extends beyond the height limit **from the floor** if neighboring site lines aren't blocked. Variances are reviewed and approved on a case-by-case basis. Please upload proposed layout [online](#) to IAAPA Show Management by **22 April**.

如参展商欲携带的产品超出规定之高度限制，参展商可提交高度差异申请。请注意超出规定之高度限制的展品必须放置在地面作展示并不阻挡旁边展位的视线。差异申请将按个别情况审阅及批准。请于 2022 年 4 月 22 日前向 IAAPA 展会管理团队在线提交展位设计图作审批之用。

HANGING SIGNS 吊点 (悬挂招牌)

Hanging Signs are permitted in booths that are 6mx6m and larger and can extend up to 7.5m from the top of the sign to the ground. All signage must be contained within the contracted booth space. Double-sided signage must be set back at least 3m from adjacent booths. Rigging is exclusive with HKCEC and can be arranged through AMC [here](#).

Signage that are supported from below (not hanging) should not exceed the maximum booth height noted under Display Height Limits above.

展台净面积须有 36 平方米或以上方可申请悬挂招牌，高度限制为 **7.5 米** (地面至招牌顶部计)；悬挂的招牌不可超出展台范围；双面的招牌必须与隔邻展位须保持 3 米或以上距离。吊点服务由 HKCEC 提供，请跟 AMC [订购](#)。

从地上立起的展示牌（非悬挂吊点）须遵循上述限高规定，不得超出展台限高。

COVERED EXHIBITS 展位封顶说明

Full Hard Cover Ceiling Booth

- Complete hard ceiling cover is prohibited in the venue

Partially Hard Cover Ceiling Booth

- If there is a need for hanging exhibit (light), ceiling cover should be in grid or stripe pattern which the max. width is 1.5m
- The covered/uncovered area must be evenly distributed
- Maximum coverage is 50% of the total ceiling area
- FS251 Certificate is required

Fabric Cover Ceiling Booth

- Maximum 100 sqm in total covered area
- Minimum 600mm gap between each 100 sqm covered area
- Fabric must be submitted to HKCEC for Flame Proof & Water Permeability Testing at least 1 month before the 1st license day
- FS251 Certificate is required

****Safety certificate should be provided on or before last move in day including but not limited to RSE Certificate & FS251**

硬顶全覆盖

- 展览厅不允许搭建全覆盖硬天花板展位。

硬顶部分覆盖

- 如需覆盖硬天花板 - 作为照明横梁、展位支架结构用途等，天花板可设计为格状或条状而边阔不能超过 1.5 米。
- 覆盖/不被覆盖的范围必须平均地分配
- 最大覆盖面积为总面积的百分之五十
- 需提交防火证书表格 FS251

织布封顶

- 物料覆盖面积最大为 100 平方米
- 每个覆盖范围之间至少需要 600 毫米的间隙
- 所有织布物覆盖必须具有阻燃性和透水性。织布物料样品必须在布展日期前一个月提交给香港会议展览中心，以测试阻燃性和透水性
- 需提交防火证书表格 FS251

**所有证书包括但不限于结构安全证明书 RSE 及防火证书表格 FS251 必须在 6 月 7 日当天提交。

STAY WITHIN YOUR BOOTH SPACE 展示要求

All display components must be contained within the contracted space. Nothing can extend into the aisle from the ground or hanging into aisle. This includes the distribution of materials. Exhibit staff should remain within your booth space. Please be sure your staff remain within the booth while handing out materials.

所有展位部件必须在合约范围中签订的展位面积内。任何物品不得延伸到过道上或悬于过道上方。这包括派发资料。请确保您的员工在展位内派发资料。

PRODUCT PRODUCING WASTE/FUMES 废弃物/烟雾

Exhibitors whose product produces fumes, gases or waste such as fog, confetti or bubbles, (but not limited to these examples,) must keep these emissions and products contained *within their booth!* This means that all emissions need to be vented, trapped or collected so as not to impact on any neighboring booths. Non-compliance will lead to your product being turned off and/or having your booth closed. IAAPA reserves the right in its sole judgment to prohibit or close any display or activity because of noise, odors, or other disturbing features, or which may be offensive to other exhibitors or attendees.

若展商的展品会产生废气烟雾、气体或其他废弃物包括但不限于雾气、纸屑、气泡等物，请务必将排放物和产品控制在其展台范围内！也就是说所有产生的物品都必须是可控的、可被收集起来的，且不会对周围的展位产生影响。如有违反，您的展品将被勒令关闭以及/或者您的展位将被关闭。IAAPA 国际游乐园及景点协会保留终止或关闭任何展位或活动的权利，包括但不限于因噪音、气味及其他令人不安的事物，或发生了可能冒犯其他参展商、观众的事件等。

75% RULE 75%规则

All booths, including inflatables, may only utilize 75% of contracted space leaving 25% of the footprint of their booth space free and clear and most of this open space should be open on the side of the closest or adjoining exhibitors. Please be sure there is adequate space for your staff and customers to stand within your booth so the aisles remain clear.

所有展台实际使用面积不可超过总面积的 75%（包括气模），至少留出 25% 的面积用作通道，其中大部分应设置在通往邻近展位的一侧。请确保在您的工作人员和顾客自由活动的空间外，还需预留足够的安全通道。

BLOWERS FOR INFLATABLE PRODUCTS 充气产品的鼓风机

All blowers must be turned off nightly after the daily trade show hours, including move-in, show hours, and move-out. If it is left on, it will be shut off after show floor hours by IAAPA safety inspectors immediately, without notice. IAAPA will not be responsible for any damage that may occur.

- All blowers used at any time must be clearly labeled as UL or ETL approved or carry a comparable acceptable designation. All blowers must have a built-in thermal overload protection. (IAAPA will have final decision rights on acceptance of comparable designations).
- All blowers are to be checked periodically throughout the day by the exhibitor.
- As per most manufacturer handbooks, blowers need to be plugged in to a GFCI outlet.
- IAAPA's trade show safety inspectors will be inspecting blowers daily to make sure there is adequate ventilation area around the blowers. All blowers must be kept free and clear of displays, boxes and anything that could restrict or impede the flow of air to the blower. No flammable material is to be under or next to a blower.
- Any box or device used to dampen the sound of the blower must have been designed and manufactured for this purpose and have adequate space and ventilation for the blower and must be free of anything else inside the case. No extension cords can be stored in the box. IAAPA safety inspectors have the right to reject any of these boxes or devices.

无论在搭建、展期或撤馆期间，每天闭馆后所有鼓风机必须关闭。若届时鼓风机未关闭，IAAPA 国际游乐园及景点协会的安全监督员会立即将其关闭，并不会提前通知展商。IAAPA 国际游乐园及景点协会不会对因此造成的损坏或损失负责。

- 任何时候使用的任何鼓风机必须明确标记为 UL 或 ETL 批准的，或具有其他认证机构认证。所有的鼓风机都必须具有内置的热过载保护装置。（IAAPA 国际游乐园及景点协会对认证标准持最终决定权）。

- 参展商应每天定期检查所有鼓风机。
- 根据大多数鼓风机制造商的说明书，鼓风机需要连接到 GFCI 插座中。
- IAAPA 国际游乐园及景点协会的安全监督员每天会对鼓风机进行巡查，确保鼓风机周围有足够的通风区域。所有鼓风机必须远离显示器、盒子和任何可能限制或阻碍向鼓风机流动的气流的东西，鼓风机下方或旁边不得摆放易燃材料。
- 任何用于抑制鼓风机声音的盒子或装置必须是为此目的，需要有足够的空间和通风空间，机箱内不能放置任何其他东西，该盒子中不能存储任何扩展线。IAAPA 国际游乐园及景点协会的安全监督员有权拒绝任何这样的盒子或设备。

CARPET/FLOOR COVERING 地毯

All booths must have carpet or some form of floor covering over their booth space with no exposed flooring. Carpet is included with Shell Scheme booths. See the [Carpet order form](#) to arrange booth carpet.

所有合约展位必须以地毯或其他形式的地板覆盖物覆盖整个展位。标准展位已包含地毯。请参见[地毯订购表](#)。

HEALTH AND SAFETY NOTES 健康和安全隐患

Make sure you design your booth layout to provide adequate physical distancing for staff and attendees visiting your booths. Consider plexiglass between booth staff and attendees. Provide electronic promotional material when possible. Use [lead retrieval](#) instead of collecting business card. IAAPA encourages a “no contact” policy to prevent the spread of germs, so please avoid handshaking, hugging, or touching others.

在展台设计时请确保您的展位中留出了足够的空间，以保障您的工作人员和到访您展位的观众可以保持足够的社交距离。我们建议您在展台工作人员和观众之间做一些隔断措施；使用[数据采集器](#)代替纸质名片；不交换纸质名片。基于 IAAPA 国际游乐园及景点协会提出的“无接触”政策，请不要握手、拥抱或接触他人。

BOOTH PLATFORMS 新规！地台

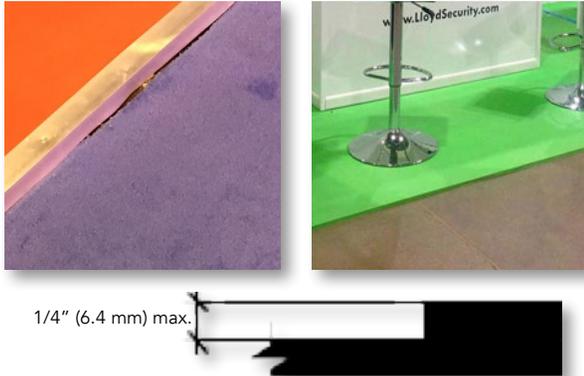
Please see the Booth Raised Floor Requirements on the following page.

请阅读以下展位地台规定及要求。

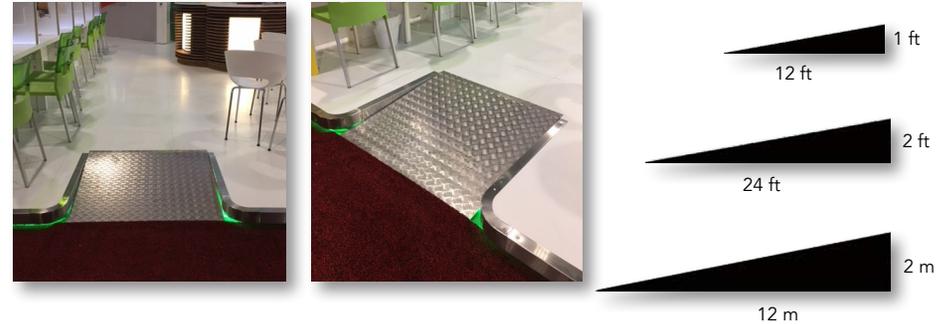
IAAPA EXHIBIT BOOTH RAISED FLOORING REGULATIONS

Raised flooring in exhibit booths is required to adhere to the following guidelines. Please note that a change in level is defined as the elevation of a walking surface.

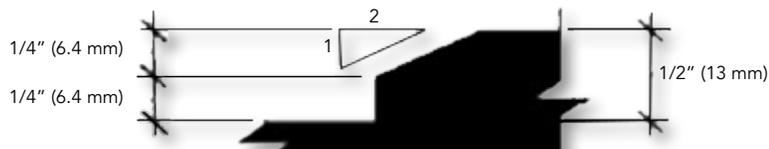
Changes in level up to 1/4" (6.4 mm) may be vertical and does not require a beveled or special edge treatment.



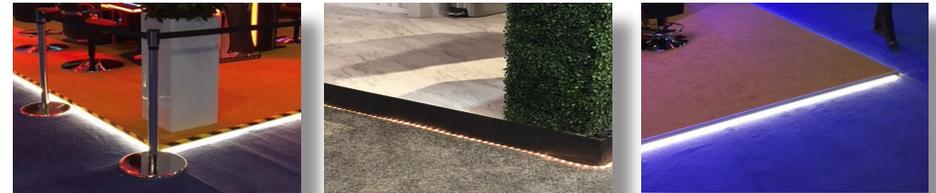
Changes in level greater than 1/2" (13 mm) are required to be ramped. To accommodate the widest range of users, ramps should have the least possible running slope, which may not be steeper than 1:12.



Changes in level greater than 1/4" (6.4 mm) high minimum and not more than 1/2" (13 mm) high maximum must be beveled with a slope not steeper than 1:2. A change in level of 1/2" (13 mm) is permitted to be 1/4" (6.4 mm) vertical plus 1/4" (6.4 mm) beveled. But, the combined change in level may not exceed 1/2" (13 mm). To prevent tripping, beveled slopes must be made of solid material.



In addition to beveled slopes and ramp requirements, further suggestions to clearly highlight a change in floor levels are shown below.



Corner plants, stanchions, lights, and hazard tape can help call additional attention to raised floors.

Examples of **unacceptable** raised flooring that does not comply with facility policies are shown below.

