Requirement and Specifications for
S+ Summit cum Expo 2024
Venue Decoration and Production

Function Name: *S+ Summit cum Expo 2024*
Date: *2-3 May 2024 (Thursday to Friday)*
Time: *9:00am – 6:00pm*
Venue: *S+ Summit -- Meeting Room S220 series*
        S+ Expo -- Hall 3FG (Old Wing),
        Hong Kong Convention and Exhibition Centre (HKCEC)

Regarding the contract for the S+ Summit cum Expo 2024 – Venue Decoration and Production, below shows the scope of work and specifications.

The Awarded Party shall provide all necessary goods, services and labor for the satisfactory co-ordination and completion of the installation to meet our below requirements.

The Proposal documents shall be inclusive of all labor, goods, equipment, services and other items necessary for the proper execution and timely completion of the works.

1) **Scope of Works**
    A. Floor planning
    B. Key art design and layout
    C. Hanging foamboard banner and related set up for Forums & Registration
    D. Exhibition booths production
    E. Stage and related set up for Ceremony
    F. HKCSS Zone
    G. Networking rooms
    H. Networking lounge
    I. Photo taking backdrops, Gimmick Area and other related set up
    J. Registration counters and related set up at Concourse
    K. Services for set up, dismantling and delivery
    L. Submit survey report and / or WR1 form for power consumption to HKCEC for special structure (if any)

2) **Specifications**
    A. **Floor planning**
        The Awarded Party should provide floor planning service base on requirements from the organiser with regards to the below items specified and regulations and provide the updated floor plan from time to time.

    B. **Key art design and layout**
        The Awarded Party should be responsible for designing the key art (with copy right and license) for the event & layout development for all the settings. The key art design will be applied to backdrops, signage and related set up, 3-4 layout versions will be required. Colour separations & digital proofs are required. The Organiser has the right to apply the key art design in any other promotion materials of the event and the Awarded Party should provide the source file of the key art for use accordingly.

S+ Summit

C. Hanging foamboard banner and related set up for Forums

A series of forums will be held in meeting room S220 series with around 1,000 participants who have pre-registered attend different forums whole day.

i. Forum in Room S221

Backdrop		
Item	**Specifications**	**Qty**
LED Wall *(Build-in LED by HKCEC)*	● Size: 9000mmW x 2500mmH ● P4, high resolution *Remarks: Press Stage and Tailor-made Stage Units to be provided by HKCEC*	1pc

Audio & Video System		
Item	**Specifications**	**Qty**
Video System	● Control /Playback System ● Monitor Speakers ● Other accessories: Video Capture Card, HDMI DA, Cables and Accessories, Pipe & drapes (black)	1 job Applicable
Audio System	● Full range speakers (for stage monitor) ● Wireless handheld mic w/ stands, Gooseneck mic for HKCEC podium ● Background / fanfare music for presentation and on-stage actions ● Sound box x 25 channels ● Wireless presenter w/ laser pointer ● Other accessories: PC splitter, DVD player, 19" LCD preview monitor, cables, Technician stand-by, Pipe & drapes (black)	4pcs 8pcs 10 tracks 1pc 1pc Applicable
Live broadcasting	● Video cameras (with 2x Videographers, 1x Director) ● Shooting and broadcasting of stage programme to other 3 meeting rooms (S223&S224, S225&S226, S227&S228) ● Video recording for whole day event and export full show video clip in mp4 or mov format	2pcs **(including 1 wireless)** 1 job 1 job

Others		
Item	**Specifications**	**Qty**
Mic Clip	Inkjet Matt Lam mount on 5mm foamboard ● Size: 140mmW x 50mmH	8pcs
Podium logo	Inkjet Matt Lam mount on 5mm foamboard ● Size: 813mmW x 430mmH X600mmD	1pc

Reference photos:

ii.   Forums in Room S223&224, S225&S226, S227&S228 (3 rooms in total)

Backdrop (per room)		
Item	**Specifications**	**Qty**
Hanging banner	Inkjet Matt Lam mount on 5mm foamboard ● Size: 6100mmW x 1200mmH ● Banner hook	1set

Audio & Video System (per room)		
Item	**Specifications**	**Qty**
Video System	● Projector and screen (provided by HKCEC) ● Control /Playback System ● Monitor Speakers ● Other accessories: Video Capture Card, HDMI DA, Cables and Accessories, Pipe & drapes (black)	1 job Applicable
Audio System	● Full range speakers (for stage monitor) ● Wireless handheld mic w/ stands, Podium mic ● Sound box x 25 channels ● Wireless presenter w/ laser pointer Other accessories: PC splitter, DVD player, 19" LCD preview monitor, cables, Technician stand-by, Pipe & drapes (black)	2pcs 6pcs 1pc 1pc Applicable
Video recording	● Video cameras (with 1x Videographer for each room) ● Video recording for whole day event and export full show video clip in mp4 or mov format ● 70''TV for S223-224 & S226-S227	1pc 1 job 1pc

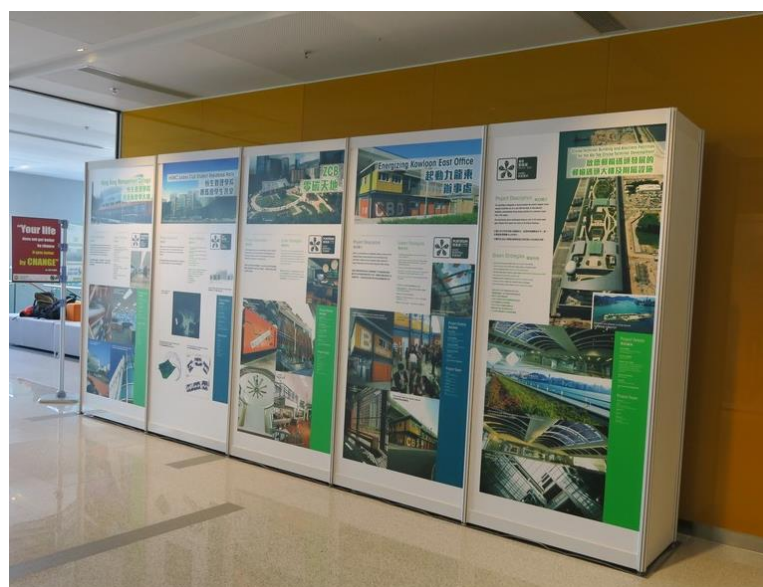| Others (per room)		
Item	**Specifications**	**Qty**
Mic Clip	Inkjet Matt Lam mount on 5mm foamboard ● Size: 140mmW x 50mmH	6pcs
Podium logo	Inkjet Matt Lam mount on 5mm foamboard ● Size: 813mmW x 430mmH X600mmD	1pc

Reference photos:

iii.   Mini Expo in Room S222

Backdrop		
Item	**Specifications**	**Qty**
Panel board	● Size of panel : 1000mmW x 2500mmH x 500mD ● Layout on panel system with inkjet matt mounted on 5mm foamboard Size: 1000mmW x 2500mmH	9sets

Reference photos:

iv.   Registration Counter at Foyer (Outside Room S221), S229&S230

Item	Specifications	Qty
Panel system with lockable cabinet at Foyer (for VIPs only)	• Size of panel: 9000mmW X 3000mmH • Layout and signage on panel system with inkjet matt mounted on 5mm foamboard • Size: 9000mmW X 3000mmH • Gilbert lamps	1pc 6pcs
Pre-Registration Counter with signage at S229 (6 counters)	System Structure with Inkjet Matt Lam mount on 5mm foamboard (8000mmW x 2400mmH) • Signage size: 8000mmW X 400mmH	1pc
On-site Registration Counter at S230 (4 counters)	System Structure with Inkjet Matt Lam mount on 5mm foamboard (4000mmW x 2400mmH) • Signage size: 4000mmW X 400mmH	1pc

Others		
Item	Specifications	Qty
Die Cut Props	Inkjet matt mounted on 5 mm foamboard Size: 1000mmL x 400mmH (8 versions)	28pcs
House rule	Inkjet Matt on 5mm foamboard • Size: 841mmW x 1189mH	6pcs

Reference photos:

D. **Exhibition booths production**

Around 132 booths (with 5 different sizes) will be set in Hall 3FG. Below shows the specifications of the booths:

Item	Specifications	Qty
Exhibition Booths	(i) Panel System (Panel size in 1mW, 2.5mH) ● 1 panel each (with floor mark) - 1 fascia - 1 small table - 1 folding chair - 1 spotlight - 1 socket	12 booths
	● 4 panels each (with floor mark) - 1 fascia - 1 small table - 2 folding chairs - 2 spotlights - 1 catalogue holder - 1 wastepaper basket	30 booths
	● 7 panels each (with floor mark) - 1 fascia - 1 small table - 1 lockable cabinet (moveable) - 4 folding chairs - 3 spotlights - 1 catalogue holder - 2 wastepaper baskets	35 booths
	(ii) Standard Booths (with floor mark) ● 3x3M^2 Booth (9sqm) - 2 fascia (3000mW X 370mmH) - 9 panels (Panel boards in 1mW, 2.5mH) - 1 small table - 1 lockable cabinet (moveable) - 3 folding chairs - 4 spotlights - 1 wastepaper basket	25 booths
	● 3x6M^2 Booth (18sqm) - 2 fascia (3000mmW X 370mmH & 6000mmW X 370mmH) - 12 panels (Panel boards in 1mW, 2.5mH) - 2 small tables	30 booths

	- 1 lockable cabinet (moveable) - 4 folding chairs - 6 spotlights - 2 wastepaper baskets	
Pavilion fascia/top	Special design on stand construction	18 sets
Manpower to set up thematic installations per zone	There will be 4-6 thematic installations provided by HKCSS/ selected exhibitors for each theme zone, the Official Contractor need help set up in the designated area, please advise the manpower cost with basic equipment. *Optional: please advise per head manpower cost with basic equipment for 4-hour*	6 zones

- ✧ Please advise the cost scale if there is increase / decrease in the number of booths for each size.
- ✧ Exhibitor may rent extra furniture / AV equipment / socket from contractor. The Awarded Party should provide the rental price list of furniture / AV equipment / socket. ***Awarded Party should handle all the coordination with all exhibitors on fascia production, extra furniture / AV equipment / socket rental / extra rental of electrical etc.***

Reference photos:

E. **Stage and related set up for** **Ceremony**
Ceremony area in black drapes or panel systems would be arranged in Hall 3FG.

Ceremonial event for around 400 guests would be organised on the day.

Audio & Video System, & Lighting		
Item	Specifications	Qty
Video System	● Control /Playback System ● Monitor Speakers ● Other accessories: Video Capture Card, HDMI DA, 19" LCD preview monitor, Cables and Accessories, Pipe & drapes (black) ●	1 job Applicable
Audio System	● Full range speakers ● Wireless handheld mic w/ stands, Gooseneck mic for HKCEC podium ● Background / fanfare music for award presentation and on-stage actions ● Sound box x 25 channels Other accessories: amp, mixer, CD & MD player, cables, Technician stand-by	6-10pcs 6-8pcs 10 tracks 1pc Applicable
Lighting	● Spot light with filter, wash & punch light ● Electric switcher box, dimmer, lighting control ● Rigging point for light truss Other accessories: CM lodestar electric chain hoist, multi-cable, surveyor report	8-10pcs 1pc 8 Applicable
Live broadcasting	● Video cameras (with 2x Videographers, 1x Director) ● Shooting and broadcasting of stage programme	2pcs(including 1 wireless) Applicable

Main Stage		
Item	Specifications	Qty
Main Stage Area	Area around 800 sqm for 400 pax in theatre seating ● Panel systems in black or white color (5mH) *Optional:* ● Rigging point for light truss ● Draping with truss ● Rigging point for draping ● Lighting system for the stage & ceremony	1set
LED Wall	● Size: 10000mmW x 3500mmH ● P4, high resolution	1pc
Disabled Ramp	● (to be provided by HKCEC)	1

Others		
Item	Specifications	Qty

Mic Clip	Inkjet Matt Lam mount on 5mm foamboard ● Size: 140mmW x 50mmH	6-8pcs
Podium Logo	Inkjet Matt Lam mount on 5mm foamboard ● Size: 813mmW x 430mmH X600mmD	1pc

Reference photos:

F. **HKCSS Zone**

Item	Specifications	Qty
Exhibition booth	● Panel system (2.5mWx2mH) ● Overhead fascia	6sets
32" TV	● 32" TV with wall-mounted panel	6pcs
Carpet	-9mx10m for the zone area -Grey color	1pc

Reference photos:

G. Networking rooms

Two separate networking rooms for around 50-80 guests would be assigned inside Hall 3FG for visitors to join the seminars or sharing sessions.   Apart from the Stage that will be composed of stage units provided by HKCEC, below shows the specifications per room:
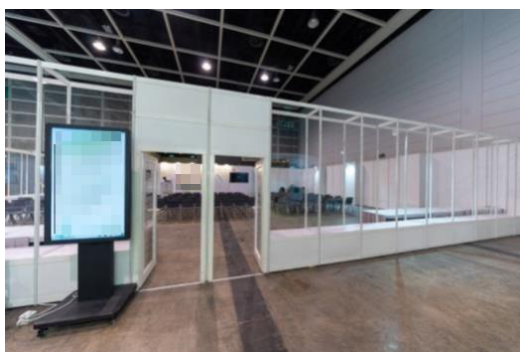
Networking room		
Item	**Specifications**	**Qty**
Stage size	Area around 1000L x 3000Hmm Panel system & acrylic panel with 0.5mH display cube (Size: 1000mmL x 3000mmH)	1 set
System backdrop	Inkjet Matt mount on 5mm foamboard ● Size: 8000L x 500D x 3000mmH 100W Gilbert lamp for backdrop	1pc 8pcs
Stage Unit	● To be provided by HKCEC ● 8'L x 6'W x 8'H	1
Podium	● (To be provided by HKCEC)	1
Room setting	● Chairs in theatre setting ● Glass door *(HKCEC chairs to be used)*	50-80 chairs 2

Audio & Video System		
Item	**Specifications**	**Qty**
Audio system	● Wireless handheld mic ● Gooseneck mic for HKCEC podium ● Audio Mixer ● Speaker & Stand	6pcs 1pc 1pc as required
Projector & Screen	● 8' Screen ● 10000 lumens projector	1pc
Laptop, wireless presenter w/laser pointer	NA	1pc

Others		
Item	**Specifications**	**Qty**
Mic Clip	Inkjet Matt Lam mount on 5mm foamboard ● Size: 140mmW x 50mmH	6pcs
Podium logo	Inkjet Matt Lam mount on 5mm foamboard ● Size: 810mmW x 430mmH X600mmD	1pc
Digital display for showing programme rundown	● ~55'	1pc
Socket (for all electrical		Kindly advise
Additional 500W Socket		2pcs
Power Consumption (exact cost to be charged by HKCEC)		1

Reference photos:

H. Networking lounge:

A separate area **(around 100 sqm)** would be assigned inside Hall 3FG for visitors to sit, chill and network with a setting similar to VIP lounge.

Networking Lounge		
Item	**Specifications**	**Qty**
Special Design (100 sqm)	● Area for resting with sofas and coffee tables ● Area for F&B (F&B provided by HKCEC) ● Carpet ● Partition and decoration ● Electricity (if necessary)	1

Reference photos:

I. **Photo taking backdrops, Gimmick Area and other related set-up**
There will be around 6 photo taking backdrops (with different layouts and sizes), different signage in Hall 3FG.   Specifications as below:

Exhibition at Hall 3FG		
Backdrops (Vinyl Mount)		
Item	Specifications	Qty
Wooden / System made Backdrop	Vinyl mount with <u>numbering</u> for each backdrop ● General Photo taking ✓ Size: 3.5mW x 0.5mD x 2.5mH (with 5 or above layouts) ✓ Carpet Size: 3.5m x 2m ✓ Numbering foamboard: 200mm x 200mm ✓ Gilbert lamps	5pcs 5pcs 5pcs 25pcs
	Vinyl mount with <u>numbering</u> for each backdrop ● Group photo taking ✓ Size: 6mW x 0.5mD x 3mH ✓ Carpet Size: 6m x 2m ✓ Provide steps for group photo taking ✓ Numbering foamboard: 200mm x 200mm ✓ Gilbert lamps	6pc 6pc 6set 6pcs 30pcs
	Vinyl mount with <u>numbering</u> for each backdrop ● Group photo taking (Patron's Club) ✓ Size: 6mW x 0.5mD x 3.5mH ✓ Carpet Size: 6m x 2m ✓ Provide steps for group photo taking ✓ Numbering foamboard: 200mm x 200mm ✓ Gilbert lamps	1pc 1pc 1set 1pc 5pcs
Die-cut Props for photo-taking	Inkjet Matt Lam mount on 5mm foramboard ✓ Size: 1000mmL x 400mmH ✓ 12 versions for 1set	144pcs

Reference photos:

Gimmick Area		
Item	**Specifications**	**Qty**
Special Design *(please advise)*	● Interactive construction for photo taking ● Par light & truss / electricity	1 job

Reference photos:

Digital Photo Mosaic wall

Signage & Decoration		
Item	**Specifications**	**Qty**
Directional Signage - Free Standing Sign	Material: System, KT board (1-side) ● Size: 500mmL x 500mmW x 2500mmH (whole) ● Size: 500mmL x 500mmW x 500mmH (bottom) ● Size: 750mmL x 500mmH (top) ● With die-cut arrow sticker	4pcs
Directional Signage	● Size: 750mmW x 1360mmH ● With die cut arrow sticker ● Single Side or Double Side – *please quote for both*	1pc

	Inkjet Vinyl with tubes & wires ● Size: 2440mmW x 2000mmH (with 6 different layouts) ● Single Side or Double Side – *please quote for both* Cost of installing banner should be included ● Genie to be provided by HKCEC with operator ● Track & drape to be provided by Vendor if required	
Hanging Banners		6pcs

Reference photos:

Others		
Item	**Specifications**	**Qty**
Partition	Partition Panels ● Panel System (Panel boards in 1m W) (To separate area for internal use)	90pcs

Reference photos:

J. **Registration Counters and related set up at Concourse:**

The registration counters will accommodate all participants attending forums and/or exhibition. Around 8 Pre-Registration Counters, 4 VIP Counters, 3 On-site Registration Counters, 2 Information Counters, and 2 Volunteer Counters are required. The Awarded Party should arrange power supply for the counters. Below shows the specifications:

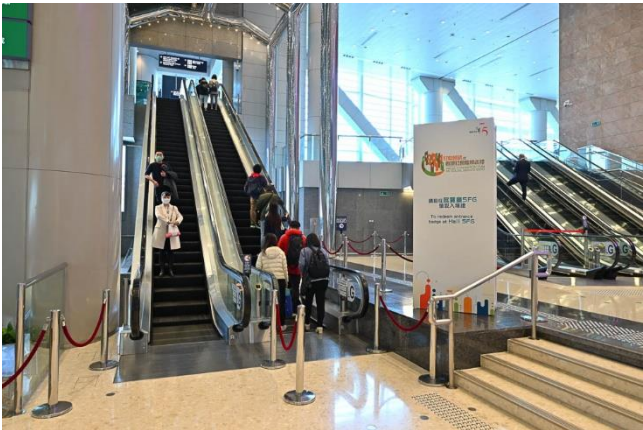| Registration Counter in Concourse		
Item	**Specifications**	**Qty**
Pre-Registration Counter with signage (8 counters)	System Structure with Inkjet Matt Lam mount on 5mm foamboard (8000mmW x 2400mmH) ● Signage size: 8000mmW X 400mmH	2pc
VIP Counter with signage (4 counters)	System Structure with Inkjet Matt Lam mount on 5mm foamboard (5000mmW x 2400mmH) ● Signage size: 5000mmW X 400mmH	1pc
Signage for On-site Registration Counter (3 counters)	Inkjet Matt Lam mount on 5mm foamboard ● Size: 5115mmW x 400mmH *Remarks: Counters to be provided by HKCEC*	1pc
Signage for Information Counter (2 counters)	Inkjet Matt Lam mount on 5mm foamboard ● Size: 3410mmW x 400mmH *Remarks: Counters to be provided by HKCEC*	1pc
Signage for Volunteer Counter (2 counters)	Inkjet Matt Lam mount on 5mm foamboard ● Size: 3410mmW x 400mmH *Remarks: Counters to be provided by HKCEC*	1pc
Floor sticker for Registration Counter	To indicate and guide participants to different registration areas ● Size: 4300mmL ● 5 different colours	1 job

Reference photos:

First Aid Room , Cloak Room & Offical Contractor Room in Concourse		
Item	**Specifications**	**Qty**
First Aid Room	Exhibition system ● Size: 3mW x 3mD x 2.5mH with fascia ● Fascia size: 3000mmW X 400mmH ● 40W fluorescent tube40W fluorescent tube	1 room
Cloak Room	Exhibition system (with lockable door) plus 20 shelves in 4 levels & in U-shape Size ● Size: 6mW x 3mD x 2.5mH with fascia ● Fascia size: 3000mmW X 400mmH	1 room
Official Contractor Room	Exhibition system ● Size: 3mW x 3mD x 2.5mH with fascia ● Fascia size: 3000mmW X 400mmH *(Cost to be absorbed by appointed Official Contractor)*	1 room

Signage & Decoration in Concourse		
Item	**Specifications**	**Qty**
Directory Backdrop	Directory (floor plan + rundown) backdrop ● Size: 6mW x 0.5mD x 2.5mH ● Gilbert lamps ● Wooden / System made Backdrop	1pc 5pcs
Welcome & Directional Signage	Inkjet Matt on 5mm foamboard at Harbour Road Entrance ● Size: 1mW x 2.5mH Panel System ● Size: 1mW x 0.5mD x 2.5mH	3pc 3set
Name Badge Collection	Digital print sticker mount on foamboard with system support ● Size: 2000mmH x 1000mmW ● Signage at back with size: 950mmW x 930mmH, with a hole at top of the box	2pcs
House rule	Inkjet Matt on 5mm foamboard ● Size: 841mmW x 1189mH	6pcs
Welcome signage foamboard at 3/F	Inkjet Matt on 5mm foamboard ● Size: 841mmW x 1189mH	4pc

Reference photos:

K. <u>**Services for set up, dismantling and delivery**</u>

All the set up and dismantling should be carried out between the below timeslots:

S+ Summit

Date	Purpose	Time *(TBC)*	Venue
1 May 2024* (Wednesday) (*public holiday)	Set up	08:00 - 24:00 hrs	Meeting Room S220 series
2 May 2024 (Thursday)	Dismantling	18:00 - 19:00 hrs	Meeting Room S220 series

S+ Expo

Date	Purpose	Time *(TBC)*	Venue
2 May 2024 (Thursday)	Early floor mark & Set up	06:00 - 24:00 hrs	Hall 3FG
3 May 2024 (Friday)	Dismantling	19:00 - 24:00 hrs	Hall 3FG

- Any work to be carried out beyond and specified time should be applied formally in writing to the organiser for approval.
- The Awarded Party should be responsible to arrange disposal of general waste disposed by organiser, exhibitors and contractors.

L. <u>**Submit survey report and / or WR1 form for power consumption to HKCEC for special structure (if any)**</u>

- Please advise pricing and proposal.

~ END ~