

Requirement and Specifications for
S+ Summit cum Expo 2025
Venue Decoration and Production

Function Name: *S+ Summit cum Expo 2025*
Date: *20 -21 May 2025 (Tuesday to Wednesday)*
Time: *9:00am – 6:00pm*
Venue: *S+ Summit -- Meeting Room S420 series*
S+ Expo -- Hall 3FG (Old Wing)
Hong Kong Convention and Exhibition Centre (HKCEC)

Regarding the contract for the S+ Summit cum Expo 2025 – 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. Set up for Forums
- D. Exhibition booths production
- E. Stage and related set up for Ceremony
- F. Mini stage and related set up
- G. Workshop room
- H. Interactive zone
- I. Networking lounge
- J. Photo taking backdrops, Gimmick Area and other related set up
- K. Registration Counters and related set up at Concourse
- L. Services for set up, dismantling and delivery
- M. 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 copyright 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. Set up for Forums

A series of forums will be held in meeting room S420 series with around 1,000 participants who have pre-registered to attend different forums whole day.

i. Forum in Room S421

Backdrop		
Item	Specifications	Qty
LED Wall (Build-in LED by HKCEC)	<ul style="list-style-type: none"> Size: 9000mmW x 2500mmH P4, high resolution <p><i>Remarks: Press Stage and Tailor-made Stage Units to be provided by HKCEC</i></p>	1pc

Audio & Video System		
Item	Specifications	Qty
Video System	<ul style="list-style-type: none"> Control /Playback System Monitor Speakers Other accessories: Video Capture Card, HDMI DA, Cables and Accessories, Pipe & drapes (black) 	1 job Applicable
Audio System	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Video cameras (with 2x Videographers, 1x Director) Video recording for whole day event and export full show video clip in mp4 or mov format Shooting and broadcasting of stage programme 	3pcs (including 1 wireless) 1 job 1 job
	<ul style="list-style-type: none"> Optional: Live Streaming of S421 programmes via Internet or Zoom webinar. Please quote the cost breakdown separately. 	1 job
	<ul style="list-style-type: none"> Live Panel: Video Mixer Live Production Server Time System Equipment (Notebook, 19" LCD Monitor, Timer Software) 42" Display Monitor for PowerPoint Display for speaker use HD Cam for Sign Language Interpretation 	1 1 job 1 job 1 job

Others		
Item	Specifications	Qty
Mic Box	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 S423&424, S425, S426&S427 (3 rooms in total)**

Audio & Video System (per room)		
Item	Specifications	Qty
Video System	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Full range speakers (for stage monitor) ● Wireless handheld mic w/ stands, Podium mic ● Sound box x 25 channels ● Wireless presenter w/ laser pointer <p>Other accessories: PC splitter, DVD player, 19" LCD preview monitor, cables, Technician stand-by, Pipe & drapes (black)</p>	2pcs 6pcs 1pc 1pc Applicable
Others	<ul style="list-style-type: none"> ● 70"TV for S423-S424 & S426-S427 	1pc

Others (per room)		
Item	Specifications	Qty
Mic Box	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:



Others		
Item	Specifications	Qty
Die Cut Props	Inkjet matt mounted on 5 mm foamboard Size: 1000mmL x 400mmH (8 versions)	52pcs
House rule	Inkjet Matt on 5mm foamboard ● Size: 841mmW x 1189mmH	5 pcs

Reference photos:



D. Exhibition booths production

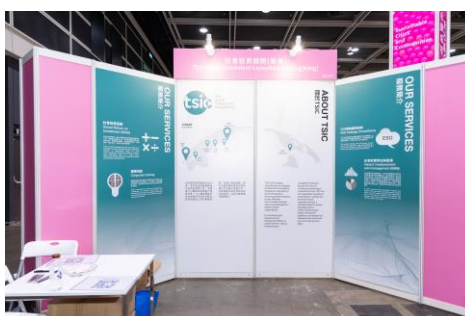
Around 184 booths (with 5 different sizes) will be set in Hall 3FG. Below shows the specifications of the booths:

Item	Specifications	Qty
Exhibition Booths	(i) Panel System (Panel size in 1mW, 2.5mH)	
	<ul style="list-style-type: none"> ● 1 panel each (with floor mark) <ul style="list-style-type: none"> - 1 fascia - 1 small table - 1 folding chair - 1 spotlight - 1 socket - 1 wastepaper basket 	66 booths
	<ul style="list-style-type: none"> ● 4 panels each (with floor mark) <ul style="list-style-type: none"> - 1 fascia - 1 small table - 2 folding chairs - 2 spotlights - 1 catalogue holder - 1 wastepaper basket 	16 booths
	<ul style="list-style-type: none"> ● 7 panels each (with floor mark) <ul style="list-style-type: none"> - 1 fascia - 1 small table - 1 lockable cabinet (moveable) - 4 folding chairs - 3 spotlights - 1 catalogue holder - 2 wastepaper baskets 	26 booths
	(ii) Standard Booths (with floor mark)	
	<ul style="list-style-type: none"> ● 3x3M² Booth (9sqm) <ul style="list-style-type: none"> - 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 	32 booths
	<ul style="list-style-type: none"> ● 3x6M² Booth (18sqm) <ul style="list-style-type: none"> - 2 fascia (3000mmW X 370mmH & 6000mmW X 370mmH) - 12 panels (Panel boards in 1mW, 2.5mH) 	40 booths

	<ul style="list-style-type: none"> - 2 small tables - 1 lockable cabinet (moveable) - 4 folding chairs - 6 spotlights - 2 wastepaper baskets 	
Raw Space	<ul style="list-style-type: none"> - Size: 3x6m or 3x9m - Floor mark of each raw space - 2 small tables - 1 lockable cabinet (moveable) - 4 folding chairs - 2 wastepaper baskets 	4 raw spaces
Pavilion fascia/top	Special design on stand construction	25 sets

- ✧ 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 300-400 guests would be organised on the day.

Audio & Video System, & Lighting		
Item	Specifications	Qty
Video System	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Spotlight 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 streaming	<ul style="list-style-type: none"> ● Video cameras (with 2x Videographers, 1x Director) ● Shooting and livestreaming of stage programme via Internet or Zoom webinar ● 42" Display Monitor for Powerpoint Display 	3pcs(including 1 wireless) Applicable 1
Time System Equipment	<ul style="list-style-type: none"> ● Notebook, 19" LCD Monitor, Timer Software 	1
Animation for stage programme	<ul style="list-style-type: none"> ● KV loop animation (1-min) 	1

Main Stage		
Item	Specifications	Qty
Main Stage Area	Area around 600 sqm for 300-400 pax in theatre seating <ul style="list-style-type: none"> ● Panel systems in black or white color (5mH) ● 2m Folding Door ● Lighting system for the stage & ceremony 	1 job 1
LED Wall	<ul style="list-style-type: none"> ● Size: 10000mmW x 3500mmH ● P4, high resolution 	1pc
	<ul style="list-style-type: none"> ● Optional: Size: 10000mmW x 4000mmH P4, high resolution 	1pc
Disabled Ramp	<ul style="list-style-type: none"> ● (to be provided by HKCEC) 	1

Others		
Item	Specifications	Qty
Mic Box	Inkjet Matt Lam mount on 5mm foamboard <ul style="list-style-type: none"> ● Size: 140mmW x 50mmH 	8pcs
Podium Logo	Inkjet Matt Lam mount on 5mm foamboard <ul style="list-style-type: none"> ● Size: 813mmW x 430mmH X600mmD 	1pc

Reference photos:



F. Mini Stage

A semi-open setting of mini stage that can cover 80-100 pax in Hall 3FG.

<u>Mini stage</u>		
Item	Specifications	Qty
LED Wall	<ul style="list-style-type: none"> ● Size: 4000mmW x 2500mmH P4, high resolution 	1pc
	<i>Optional: Projector screen</i> <ul style="list-style-type: none"> ● 8' Screen ● 10000 lumens projector 	1 pc
Stage unit	<ul style="list-style-type: none"> ● To be provided by HKCEC 8'L x 6'W x 8'H 	1
Podium	(To be provided by HKCEC)	1
Setting	<ul style="list-style-type: none"> ● Semi-open setting ● Chairs x80-100 ● Disabled ramp 	1 job

Audio & Video System		
Item	Specifications	Qty
Audio system	<ul style="list-style-type: none"> ● Wireless handheld mic ● Gooseneck mic for HKCEC podium ● Audio Mixer ● Speaker & Stand 	6pcs 1pc 1pc as required
Laptop, wireless presenter w/laser pointer	NA	1pc

Others		
Item	Specifications	Qty
Mic Box	Inkjet Matt Lam mount on 5mm foamboard <ul style="list-style-type: none"> ● Size: 140mmW x 50mmH 	6pcs
Podium logo	Inkjet Matt Lam mount on 5mm foamboard <ul style="list-style-type: none"> ● Size: 810mmW x 430mmH X600mmD 	1pc
Digital display for showing programme rundown	~55"	1pc
Bench/ Sofa	<ul style="list-style-type: none"> ● For accommodate 80-100 pax 	~20-30
Power Consumption (exact cost to be charged by HKCEC)		1

G. Workshop room

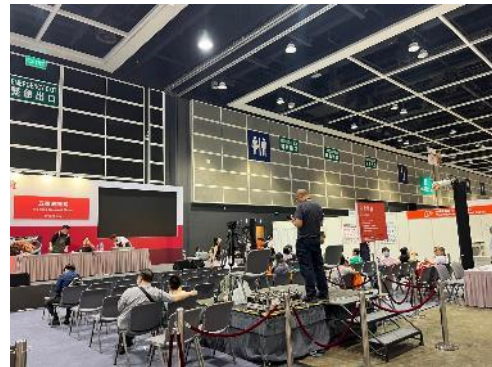
A separate networking room for around 100 guests would be assigned inside Hall 3FG for visitors to join the seminars or sharing sessions. Apart from the Stage that will be composed of stage units provided by HKCEC, below shows the specifications per room:

Workshop 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 <ul style="list-style-type: none">● Size: 8000L x 500D x 3000mmH● 100W Gilbert lamp for backdrop	1pc 8pcs
Stage Unit	<ul style="list-style-type: none">● To be provided by HKCEC● 8'L x 6'W x 8'H	1
Podium	<ul style="list-style-type: none">● (To be provided by HKCEC)	1
Room setting	<ul style="list-style-type: none">● Chairs in theatre setting● Glass door● 2m Folding door (HKCEC chairs to be used)	100chairs 1 1

Audio & Video System		
Item	Specifications	Qty
Audio system	<ul style="list-style-type: none">● Wireless handheld mic● Gooseneck mic for HKCEC podium● Audio Mixer● Speaker & Stand	6pcs 1pc 1pc as required
Projector & Screen	<ul style="list-style-type: none">● 8' Screen● 10000 lumens projector	1pc
Laptop, wireless presenter w/laser pointer	NA	1pc

Others		
Item	Specifications	Qty
Mic Box	Inkjet Matt Lam mount on 5mm foamboard <ul style="list-style-type: none">● Size: 140mmW x 50mmH	6pcs
Podium logo	Inkjet Matt Lam mount on 5mm foamboard <ul style="list-style-type: none">● Size: 810mmW x 430mmH X600mmD	1pc
Digital display for showing programme rundown	<ul style="list-style-type: none">● ~55"	1pc
Socket (for all electrical)		6
Additional 500W Socket		2pcs
Power Consumption (exact cost to be charged by HKCEC)		1

Reference photos:



H. Interactive Zone

Theme: Art & Sport

Area size: 300-500 sqm

Design Concept: *To be advised*

Message delivery:

- Demonstrate how projects in the arts, music and sports can support and promote SDGs through implementing innovative solutions (tbc)
Explain creative media and arts becoming a growing industry which youths can showcase their talents in this area and demonstrated youth upward mobility.

1. Art Demonstration

Creation area: Set up tables, chairs and materials so that visitors can participate in art creation (TBC)

2. Sport Area:

Public can experience some special sports in an open area

Sports challenge area / VR experience area / “Green” sports ground (TBC)

3. Music Area

- Set up AV system and chairs, visitors can listen music performance (TBC)

- Set up table and chairs for music tools workshop (TBC)

Design requirement:

- Design efficient routing to ensure smooth line up flow in experience area
- Raw space design and setup base on the projects and experience content showcased that will be confirmed at later stage

Reference photos:



I. Networking lounge

A separate area (around 80 sqm) would be assigned inside Hall 3FG for visitors to sit, chill and network, incorporated with Kiosk provided by HKCEC.

Networking Lounge		
Item	Specifications	Qty
Special Design (80 sqm)	<ul style="list-style-type: none"> ● 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
Benches or Sofa (White & Black)		14

Reference photos:



J. Photo taking backdrops, Gimmick Area and other related set-up

There will be around 3 photo taking backdrops and 1 LED backdrop (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	<ul style="list-style-type: none"> Group photo taking (15mL Backdrop) <ul style="list-style-type: none"> Size: 15000mmL x 500mmD x 4000mmH Gilbert lamps 	1 20 pcs
	Vinyl mount with <u>numbering</u> for each backdrop <ul style="list-style-type: none"> Group photo taking (Patron's Club) <ul style="list-style-type: none"> Size: 6000mmW x 500mmD x 3500mmH Gilbert lamps 	1pc 5pcs
	<ul style="list-style-type: none"> Group photo taking (CSS Backdrop) <ul style="list-style-type: none"> Size: 6000mmW x 500mmD x 3500mmH mounted in vinyl Gilbert lamb 	1 6 pcs
LED wall for photo taking	Size: 6000mmW x 3000mmH <ul style="list-style-type: none"> Video Panel Animations: Activation Video 	1
Die-cut Props for photo-taking	Inkjet Matt Lam mount on 5mm honeyboard <ul style="list-style-type: none"> Size: 1000mmL x 400mmH 12 versions for 1set 	108 pcs

Reference photo



Gimmick Area		
Item	Specifications	Qty
Special Design (please advise)	<ul style="list-style-type: none"> Interactive construction for photo taking Par light & truss / electricity 	1 job

Reference photo



Signage & Decoration		
Item	Specifications	Qty
Directional Signage - Free Standing Sign	Material: System, KT board (1-side) <ul style="list-style-type: none"> 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
Hanging Banners	Inkjet Vinyl with tubes & wires <ul style="list-style-type: none"> Size: 2440mmW x 2000mmH (with 6 different layouts) Single Side or Double Side – please quote for both Cost of installing banner should be included <ul style="list-style-type: none"> Genie to be provided by HKCEC with operator Track & drape to be provided by Vendor if required 	8 pcs
Floor Stickers inside Hall 3FG	<ul style="list-style-type: none"> Showing the overall floor plan in concourse to let public see their location clearly Floor sticker of different zoning in hall area to direct people to their places 	6-8 pcs

Reference photos:



K. Registration Counters and related set up at Concourse:

The registration counters will accommodate all participants attending forums and/or exhibition. Around 5 Pre-Registration Counters, 5 VIP Counters, 4 On-site Registration Counters, 2 Information Counters & guided tour 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
Signage for VIP Counter (5 counters)	Inkjet Matt Lam mount on 5mm foamboard ● Signage size: 8510mmW x 400mmH <i>Remarks: Counters provided by HKCEC</i>	1
Signage for Pre-Registration Counter (5 counters)	Inkjet Matt Lam mount on 5mm foamboard ● Signage size: 8510mmW x 400mmH <i>Remarks: Counters provided by HKCEC</i>	1
Signage for On-site Registration Counter (4 counters)	Inkjet Matt Lam mount on 5mm foamboard ● Signage size: 6808mmW x 400mmH <i>Remarks: Counters provided by HKCEC</i>	1
Signage for Information Counter & guided tour (2 counters)	Inkjet Matt Lam mount on 5mm foamboard ● Signage size: 1702mmW X 400mmH <i>Remarks: Counters provided by HKCEC</i>	2
Signage for Volunteer Counter (2 counters)	Inkjet Matt Lam mount on 5mm foamboard ● Size: 3404mmW x 400mmH <i>Remarks: Counters to be provided by HKCEC</i>	1
Floor sticker for Registration Counter	To indicate and guide participants to different registration areas ● Size: 4300mmL ● 5 different colours	1 job



First Aid Room , Cloak Room & Official Contractor Room in Concourse		
Item	Specifications	Qty
First Aid Room	Exhibition system <ul style="list-style-type: none"> ● Size: 3mW x 3mD x 2.5mH with fascia ● Fascia size: 3000mmW X 400mmH ● 40W fluorescent tube 	1 room
Cloak Room	Exhibition system (with lockable door) plus 20 shelves in 4 levels & in U-shape Size <ul style="list-style-type: none"> ● Size: 6mW x 3mD x 2.5mH with fascia ● Fascia size: 3000mmW X 400mmH 	1 room
Official Contractor Room	Exhibition system <ul style="list-style-type: none"> ● Size: 3mW x 3mD x 2.5mH with fascia ● Fascia size: 3000mmW X 400mmH <p><i>(Cost to be absorbed by appointed Official Contractor)</i></p>	1 room

Signage & Decoration in Concourse		
Item	Specifications	Qty
Directory Backdrop	Directory (floor plan + rundown) backdrop <ul style="list-style-type: none"> ● Size: 7mW x 0.5mD x 2.5mH ● Gilbert lamps ● Wooden / System made Backdrop 	1 job 6pcs 1 pc
Name Badge Collection	Digital print sticker mount on foamboard with system support <ul style="list-style-type: none"> ● Size: 2000mmH x 1000mmW ● Signage at back with size: 950mmW x 930mmH, with a hole at top of the box 	2pcs
Optional: <i>Digital display for showing and reaching Expo and exhibitors details in concourse</i>	<ul style="list-style-type: none"> ● <i>Size: ~55'</i> ● <i>Touch screen: public can look at and search the information of different programme/sessions</i> 	2 pc

Reference photos:



L. Services for set up, dismantling and delivery

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

S+ Summit

Date	Purpose	Time <i>(TBC)</i>	Venue
19 May 2025 (Monday)	Set up	08:00 - 24:00 hrs	Meeting Room S420 series
20 May 2025 (Tuesday)	Dismantling	18:00 - 19:00 hrs	Meeting Room S420 series

S+ Expo

Date	Purpose	Time <i>(TBC)</i>	Venue
19 May 2025 (Monday)	Early floor mark & Set up	06:00 - 24:00 hrs	Hall 3FG
21 May 2025 (Wednesday)	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.

M. Submit survey report and / or WR1 form for power consumption to HKCEC for special structure (if any)

- Please advise pricing and proposal.

~ END ~