## Requirement and Specifications for
## HKCSS Convention cum NGO Expo 2023
## Venue Decoration and Production

*Function Name:*          *HKCSS Convention cum NGO Expo 2023*
*Date:*                *15 Feb 2023 (Wednesday)*
*Time:*               *9:00am – 6:00pm*
*Venue:*             *HKCSS Convention -- Meeting Room S420 series*
                            *NGO Expo 2023 -- Hall 5FG (Old Wing),*
                            *Hong Kong Convention and Exhibition Centre (HKCEC)*

Regarding the contract for the HKCSS Convention cum NGO Expo 2023 – 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. Layouts with key art application
   C. Hanging foamboard banner and related set up for Forums
   D. Exhibition booths production
   E. Stage and related set up for Ceremony
   F. Networking room and related set up
   G. Photo taking backdrops, Gimmick Area and other related set up
   H. Registration counters and related set up at Concourse and/or foyer of S421
   I. Services for set up, dismantling and delivery
   J. 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.

*HKCSS Convention*

**C.** **Hanging foamboard banner and related 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 attend different forums whole day.

**i.** **Forum in Room S421**

| Backdrop | | |
|---|---|---|
| **Item** | **Specifications** | **Qty** |
| LED Wall | ● Size: 9100mmW x 2500mmH<br>● P4, high resolution<br><br>*Remarks: Press Stage and Tailor-made Stage Units to be provided by HKCEC* | 1pc |
| Other options: *(please quote separately)* | | |
| (Option 1) Wooden Backdrop | Vinyl mount on wooden structure with system support at the back (main backdrop)<br>● Size: 9100mmW x 2500mmH<br><br>*Remarks: Press Stage and Tailor-made Stage Units to be provided by HKCEC* | 1pc |
| (Option 2) Wooden Backdrop embedded LED Wall | Vinyl mount on wooden structure with system support at the back (main backdrop)<br>● Size: 9100mmW x 3000mmH<br>● LED Wall size: 6100mmW x 2500mmH<br><br>*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<br>● Monitor Speakers<br>● Other accessories: Video Capture Card, HDMI DA, Cables and Accessories, Pipe & drapes (black) | 1 job<br><br>Applicable |
| Audio System | ● Full range speakers (for stage monitor)<br>● Wireless handheld mic w/ stands, Podium mic<br>● Background / fanfare music for presentation and on-stage actions<br>● Sound box x 25 channels<br>● Wireless presenter w/ laser pointer<br>● Other accessories: PC splitter, DVD player, 19" LCD preview monitor, cables, Technician stand-by, Pipe & drapes (black) | 4pcs<br>4-6pcs<br>10 tracks<br><br>1pc<br>1pc<br>Applicable |
| Live broadcasting | ● Video cameras (with 2x Videographers, 1x Director)<br>● Shooting and broadcasting of stage programme to other 4 meeting rooms (S423&424, S425, S426&427, S428)<br>● Video recording for whole day event and export full show video clip in mp4 or mov format (if necessary) | 2pcs (including 1 wireless)<br>1 job<br><br><br>Applicable |

| Others | | |
|---|---|---|
| **Item** | **Specifications** | **Qty** |
| Mic Clip | Inkjet Matt Lam mount on 5mm foamboard<br>● Size: 140mmW x 50mmH | 6pcs |
| Podium logo | Inkjet Matt Lam mount on 5mm foamboard<br>● Size: 810mmW x 430mmH X600mmD | 1pc |

*Reference photos:*









ii.    **Forums in Room S423&424, S425, S426&427, S428 (4 rooms in total)**

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

| Audio & Video System (per room) | | |
|---|---|---|
| **Item** | **Specifications** | **Qty** |
| Video System | ● Projector and screen (provided by HKCEC)<br>● Control /Playback System<br>● Monitor Speakers<br>● Other accessories: Video Capture Card, HDMI DA, Cables and Accessories, Pipe & drapes (black) | 1 job<br><br>Applicable |
| Audio System | ● Full range speakers (for stage monitor)<br>● Wireless handheld mic w/ stands, Podium mic<br>● Sound box x 25 channels<br>● Wireless presenter w/ laser pointer | 2pcs<br>4pcs<br>1pc<br>1pc |

| | Other accessories: PC splitter, DVD player, 19" LCD preview monitor, cables, Technician stand-by, Pipe & drapes (black) | Applicable |
|---|---|---|
| Live broadcasting | • Video cameras (with 1x Videographer)<br>• Shooting and broadcasting of floor discussion session to S421<br>• Video recording for whole day event and export full show video clip in mp4 or mov format (if necessary) | 1pc<br>1 job<br><br>Applicable |

| Others (per room) | | |
|---|---|---|
| Item | Specifications | Qty |
| Mic Clip | Inkjet Matt Lam mount on 5mm foamboard<br>• Size: 140mmW x 50mmH | 5pcs |
| Podium logo | Inkjet Matt Lam mount on 5mm foamboard<br>• Size: 810mmW x 430mmH X600mmD | 1pc |

*Reference photos:*



### iii.    Foyer (Outside Room S421) and others

| Item | Specifications | Qty |
|---|---|---|
| Panel system with lockable cabinet | • Size of panel: 1mW X 3mH<br>• Size of lockerboard: 1mW X 0.5mD X0.75mH | 5nos. |
| Signage | Panel system with Inkjet Matt Lam mount on 5mm foamboard<br>• Size: 5mW X 2.22mH | 1pc |

| Others | | |
|---|---|---|
| Item | Specifications | Qty |
| Die Cut Props | Inkjet Matt Lam mounted on 5 mm foamboard<br>Size: 1000mmL x 400mmH (7 versions) | 14pcs |

*Reference photos:*

D. **Exhibition booths production**

Around 120 booths (with 5 different sizes) will be set in Hall 5FG. Below shows the specifications of the booths:

| Item | Specifications | Qty |
|---|---|---|
| Exhibition Booths | (i) Panel System (Panel boards in 1mW, 2.5mH), with floor mark<br><br>● 1 panel each<br>  - 1 fascia<br>  - 1 small table<br>  - 1 folding chair<br>  - 1 spotlight | 15 booths |
| | ● 4 panels each<br>  - 1 fascia<br>  - 1 small table<br>  - 2 folding chairs<br>  - 2 spotlights<br>  - 1 catalogue holder<br>  - 1 wastepaper basket | 40 booths |
| | ● 7 panels each<br>  - 1 fascia<br>  - 1 small table<br>  - 1 lockable cabinet (moveable)<br>  - 4 folding chairs<br>  - 3 spotlights<br>  - 1 catalogue holder<br>  - 2 wastepaper baskets | 40 booths |
| | (ii) Standard Booths (with floor mark)<br><br>● 3x3M$^2$ Booth (9sqm)<br>  - 1 fascia<br>  - 6 panels (Panel boards in 1mW, 2.5mH)<br>  - 1 small table<br>  - 1 lockable cabinet (moveable)<br>  - 3 folding chairs<br>  - 4 spotlights<br>  - 1 wastepaper basket | 15 booths |
| | ● 3x6M$^2$ Booth (18sqm)<br>  - 1 fascia<br>  - 9 panels (Panel boards in 1mW, 2.5mH)<br>  - 2 small tables<br>  - 1 lockable cabinet (moveable)<br>  - 4 folding chairs<br>  - 6 spotlights<br>  - 2 wastepaper baskets | 10 booths |

| Pavilion fascia/top | Special design on stand construction | 7-10 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 with transparent windows would be arranged in Hall 5FG. Ceremonial event for around 400 guests would be organised on the day.

| Audio & Video System, & Lighting | | |
|---|---|---|
| **Item** | **Specifications** | **Qty** |
| Video System | • Stage big screens w/ 15000ansi LCD projector Screen Size: 3048mmW x 1676mmH(10'W x 5.5'H) *(Applicable for Option 1 only – Wooden Backdrop of Main Stage)* | 2pcs<br>1-2pc(s) |
| | • Other accessories: Short throw lens, multi-switcher, PC splitter, DVD player, 19" LCD preview monitor, Pipe & drapes (black) | Applicable |
| Audio System | • Full range speakers (for stage monitor)<br>• Wireless handheld mic w/ stands, Podium mic<br>• Background / fanfare music for award presentation and on-stage actions<br>• Sound box x 25 channels | 6-10pcs<br>4-6pcs<br>10 tracks<br><br>1pc |
| | Other accessories: amp, mixer, CD & MD player, cables, Technician stand-by | Applicable |
| Lighting | • Spot light with filter, wash & punch light<br>• Electric switcher box, dimmer, lighting control<br>• Rigging point for light truss | 8-10pcs<br>1pc<br>8 |
| | Other accessories: CM lodestar electric chain hoist, multi-cable, surveyor report | Applicable |
| Live broadcasting | • 2 video cameras **(including 1 wireless)**<br>• Shooting and broadcasting of stage programme | Applicable |

| Main Stage | | |
|---|---|---|
| **Item** | **Specifications** | **Qty** |
| Main Stage Area | Area around 900 sqm for 400 pax in theatre seating (each seat with proper social distancing)<br>• Rigging point for light truss<br>• Draping with truss<br>• Rigging point for draping | 1set |
| LED Wall | • Size: 11000mmW x 3500mmH<br>• P4, high resolution | 1pc |
| Other option for backdrop: | | |
| (Option 1) Wooden Backdrop | Vinyl mount on wooden structure (main backdrop)<br>• Size: 11000mmW x 3500mmH<br><br>*Remarks: Stage units to be provided by HKCEC* | 1pc |

| Others | | |
|---|---|---|
| **Item** | **Specifications** | **Qty** |
| Photo Banner on Stage | Inkjet Matt Lam mount on 5mm foamboard<br>● Size: 3.5mW x 1mH (with bracket & can adjust angle onsite)<br>● With a stand on floor | 2pcs |
| Mic Clip | Inkjet Matt Lam mount on 5mm foamboard<br>● Size: 140mmW x 50mmH | 5-8pcs |
| Podium Logo | Inkjet Matt Lam mount on 5mm foamboard<br>● Size: 813mmW x 430mmH X600mmD | 1pc |

*Reference photos:*

## F. Networking room in Hall 5FG

A separate networking room for around 50-80 guests (with proper social distancing) would be assigned inside Hall 5FG 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:
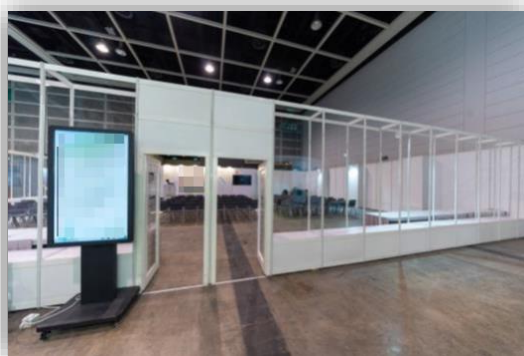
| Stage | | |
|---|---|---|
| **Item** | **Specifications** | **Qty** |
| Stage Area | Area around 1000L x 3000Hmm in theatre seating (each seat with proper social distancing)<br>● System panel & acrylic panel with 0.5mH display cube (Size: 1000mmL x 3000mmH)<br>● Glass door | 1 set<br><br><br>2 |
| System backdrop | Inkjet Matt Lam mount on 5mm foamboard<br>● Size: 8000L x 500D x 3000mmH<br>● 100W Gilbert lamp for backdrop | <br>1pc<br>8ocs |
| Stage Unit | ● To by provided by HKCEC<br>● 8'L x 6'W x 8'H | 1 |
| Disabled Ramp | ● 8'H (to be provided by HKCEC) | 1 |
| Podium | ● (To be provided by HKCEC) | 1 |
| Chairs | ● (HKCEC chairs to be used) | 50-80 |

| Audio & Video System | | |
|---|---|---|
| **Item** | **Specifications** | **Qty** |
| Audio system | ● Wireless handheld mic<br>● Gooseneck mic for HKCEC podium<br>● Audio Mixer<br>● Speaker & Stand | 4pcs<br>1pc<br>1pc<br>as required |
| Projector & Screen | ● 8' Screen<br>● 10000 lumens projector | 1pc |
| Laptop, wireless presenter w/laser pointer | | 1pc |

| Others | | |
|---|---|---|
| **Item** | **Specifications** | **Qty** |
| Mic Clip | Inkjet Matt Lam mount on 5mm foamboard<br>● Size: 140mmW x 50mmH | 5pcs |
| Podium logo | Inkjet Matt Lam mount on 5mm foamboard<br>● 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:*







**G.** **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 and Cert Collection Counter in Hall 5FG.   Specifications as below:

| **Exhibition at Hall 5FG** | | |
|---|---|---|
| **Backdrops (Vinyl Mount)** | | |
| **Item** | **Specifications** | **Qty** |
| Wooden / System made Backdrop | Vinyl mount with <u>numbering</u> for each backdrop<br>● General Photo taking<br> ✓ Size: 3.5mW x 0.5mD x 2.5mH (with 8 or above layouts)<br> ✓ Carpet Size: 3.5m x 2m<br> ✓ Numbering foamboard: 200mm x 200mm<br> ✓ Gilbert lamps | 3pcs<br><br>3pcs<br>3pcs<br>3pcs |
| | Vinyl mount with <u>numbering</u> for each backdrop<br>● Group photo taking<br> ✓ Size: 6mW x 0.5mD x 3mH<br> ✓ Carpet Size: 6m x 2m<br> ✓ Provide steps for group photo taking | 3pcs<br>3pcs<br>3sets |

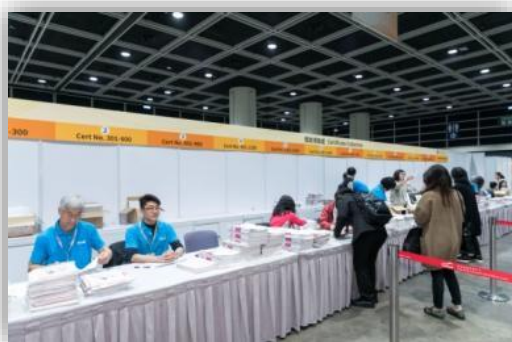| | | |
|---|---|---|
| | ✓ Numbering foamboard: 200mm x 200mm<br>✓ Gilbert lamps | 3pcs<br>15pcs |
| Die-cut Props for photo-taking | Inkjet Matt Lam mount on 5mm foramboard<br>✓ Size: 1000mmL x 400mmH<br>✓ 13 versions for 1set | 78pcs |

*Reference photos:*

| Signage & Decoration | | |
|---|---|---|
| **Item** | **Specifications** | **Qty** |
| Directional Signage - Free Standing Sign | Material: System, KT board (1-side)<br>● Size: 500mmL x 500mmW x 2500mmH (whole)<br>● Size: 500mmL x 500mmW x 500mmH (bottom)<br>● Size: 750mmL x 500mmH (top)<br>● With die cut arrow sticker | 10pcs |
| Directional Signage | ● Size: 750mmW x 1360mmH<br>● With die cut arrow sticker<br>● Single Side or Double Side – *please quote for both* | 4pcs |
| Hanging Banners | Inkjet Vinyl with tubes & wires<br>● Size: 2440mmW x 2000mmH (with 4 different layouts)<br>● Single Side or Double Side – *please quote for both*<br>Cost of installing banner should be included<br>● Genie to be provided by HKCEC with operator<br>● Track & drape to be provided by Vendor if required | 4pcs |

*Reference photos:*

## Cert Collection Counter

| Item | Specifications | Qty |
|---|---|---|
| Cert Collection Counter | 12 counters set by HKCEC tables & chairs with a 1m W Panel Systems (with lockerboard) at the back to indicate the numbering<br>● Tables and chairs to be provided by HKCEC<br>● Panel System with lockerboard (1mW x 2.5mH)<br><br>● Socket for laptop | 12 standalone counters<br><br>2pcs |
| Signage on Panel System for Cert Collection Counter | Inkjet Matt Lam mount on 5mm foamboard<br>● Size: 1mW x 350mmH | 12pcs |

*Reference photos:*



## Gimmick Area

| Item | Specifications | Qty |
|---|---|---|
| Special Design<br>*(please advise)* | ● Interactive construction for photo taking<br>● Par light & truss / electricity | 1 job |

## Others

| Item | Specifications | Qty |
|---|---|---|
| Partition | Partition Panels<br>● Panel System (Panel boards in 1m W)<br>(To separate area for internal use) | 50pcs |
| Resting Bench | ● 1200mmL x 420mmW x 450mmH<br>● Material could be leather or plastic<br>● Modern design in plain colour | 5pcs |

*Reference photos:*




**H.** **Registration Counters and related set up for Concourse:**
The registration counters will accommodate all participants attending forums and/or exhibition. Around 10 Pre-Registration Counters, 4 VIP Counters, 6 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 (10 counters) | System Structure with Inkjet Matt Lam mount on 5mm foamboard (10000mmW x 2400mmH) | 1pc |
| VIP Counter with signage (4 counters) | System Structure with Inkjet Matt Lam mount on 5mm foamboard (4000mmW x 2400mmH) | 1pc |
| Signage for On-site Registration Counter (6 counters) | Inkjet Matt Lam mount on 5mm foamboard<br>● Size: 10230mmW x 400mmH<br><br>*Remarks: Counters to be provided by HKCEC* | 1pc |
| Signage for Information Counter & Volunteer Counter (2 counters each) | Inkjet Matt Lam mount on 5mm foamboard<br>● Size: 3410mmW x 400mmH<br><br>*Remarks: Counters to be provided by HKCEC* | 2pcs |
| Floor sticker for Registration Counter | To indicate and guide participants to different registration areas<br>● Size: 4300mmL<br>● 5 different colours | 1 job |

*Reference photos:*









| First Aid Room & Cloak Room in Concourse | | |
|---|---|---|
| **Item** | **Specifications** | **Qty** |
| First Aid Room | Exhibition system<br>● Size: 3mW x 3mD x 2.5mH with fascia<br>● 40W fluorescent tube40W fluorescent tube | 1 room |
| Cloak Room | Exhibition system (with lockable door) plus 20 shelves in 4 levels & in U-shape Size<br>● Size 9mW x 3mD x 2.5mH with fascia | 1 room |

| Signage & Decoration in Concourse | | |
|---|---|---|
| **Item** | **Specifications** | **Qty** |
| Directory Backdrop | Directory (floor plan + rundown) backdrop<br>● Size 6mW x 0.5mD x 2.5mH<br>● Wooden / System made Backdrop | 1pc |
| Welcome & Directional Signage | Inkjet Matt on 5mm foamboard at Harbour Road Entrance<br>● Size: 1mW x 0.7mH<br>● Size: 1mW x 2.5mH<br><br>Panel System<br>● Size: 1mW x 0.5mD x 2.5mH | 1pc<br>2pcs<br><br><br>1set |
| Name Badge Collection | Digital print sticker mount on foamboard with system support<br>● Size: 2000mmH x 1000mmW<br>● Signage at back with size: 950mmW x 930mmH, with a hole at top of the box | 2pcs |

I. **Services for set up, dismantling and delivery Working Hours**
   All the set up and dismantling should be carried out between the below timeslots:

| Date | Purpose | Time *(TBC)* | Venue |
|---|---|---|---|
| 14 Feb 2023 (Tuesday) | Set up | 08:00 - 24:00 hrs | Hall 5FG & Meeting Room S420 series |
| 15 Feb 2023 (Wednesday) | Dismantling | 18:00 - 19:00 hrs | Meeting Room S420 series |
| | | 19:00 - 24:00 hrs | Hall 5FG |

- 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 responsible to arrange disposal of general waste by organizer and contractors.

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

- Please advise in the pricing and proposal.

**~ END ~**