



香港會議展覽中心  
Hong Kong Convention and Exhibition Centre



## **Addendum to HKCEC Rules and Regulations – Exhibition**

This document provides updated and supplementary Safety Rules and Regulations for the compliance of organisers licensed to hold events at the HKCEC; and organisers are responsible for ensuring compliance of such by all parties associated with the Scheduled Event.

<b>Updated Policy</b>	<b>Effective Date</b>
<p><u>Prohibition of Using Ladders for Work at height of 2m or More in Public Circulation Area</u> No ladder is allowed to be used for work at height of 2m or more in public circulation area (e.g. Foyers, Concourses, Harbour Road entrance, Expo Drive Entrance etc.) in the HKCEC.</p>	1 Jul 2017
<p><u>Training Certificate of Operating Material Handling Equipment</u> Documentary proof of competency is required by all persons operating material handling equipment at the HKCEC. The Certificate must be produced on demand to any HML staff. (All such certificates are issued to the person named only, and may not, under any circumstances, be used by any person other than the holder.)</p>	1 Jul 2018
<p><u>Emergency Aisles</u> Unobstructed aisles, of a dimension and location determined by the Event Manager must be identified and kept clear during the entire period of move-in.</p>	1 Jan 2019
<p><u>Safety Certificate of Ladders</u> Each and every ladder used in the HKCEC is required to have proof of compliance with recognized standards of safe design and construction and must be available for inspection by HML staff at all times. (The standards given in the Labour Department Guidelines are the minimum acceptable.)</p> <p>Please refer to pages 2 to 5 of the booklet: <a href="https://www.labour.gov.hk/text_alternative/pdf/eng/Ladder.pdf">https://www.labour.gov.hk/text_alternative/pdf/eng/Ladder.pdf</a></p> <p>Reference from Occupational Health &amp; Safety Council: <a href="http://www.safetydirectory.hk/info_list006_t.html">http://www.safetydirectory.hk/info_list006_t.html</a></p>	1 Jul 2019

Managed by Hong Kong Convention and Exhibition Centre (Management) Limited  
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Updated Policy	Effective Date
<u>Safety Officers</u> It is highly recommended that organisers appoint one or more safety officer(s) to liaise with exhibitors and assist HML staff with on-site safety inspections throughout the entire licensed period.	1 Jul 2017

For enquiries, please contact the Event Manager or Assistant Event Manager for more information.