

Hong Kong Flower Show 2015
Notice to Participating organizations of the Displays Section

Hong Kong Flower Show 2015 will be presented by the Leisure and Cultural Services Department at Victoria Park tentatively from 20 to 29 March 2015. The opening hours of the Show are from 9:00 am to 9:00 pm.

The Organizing Committee of the Show treasures very much the exquisite exhibits displayed by each of the participating organizations. While extending sincere gratitude for their contributions, the Organizing Committee of the Show would like to draw the attention of all participating organizations to the following services that may be made available to them and regulations that need to be observed.

1. Available facilities and services

- (a) Standard marquees with adequate lighting will be provided for housing indoor exhibits. A power socket of 13 amp. for each booth will be provided on request.
- (b) Standard display benches will also be provided for potted plant and floral display exhibits. For non-standard display benches, participating organizations may approach the Displays Sub-committee for necessary arrangement.
- (c) The Organizing Committee will provide 24-hour security guard service at the showground. However, the participating organizations shall be responsible for the safe custody of their exhibits and properties. The Organizing Committee shall not be responsible for any loss or damage to exhibits by accident or other means.
- (d) Watering services will be provided on request.
- (e) Entry permits will be issued to stewards of participating organizations for preparation and subsequent maintenance of their display during the Show.

2. Regulations to be observed

(a) Time for setting up displays

Participating organizations may start setting up their displays on 9 March 2015 by using their own transport and manpower. If organizations require starting earlier, please make prior arrangement with the Displays Sub-committee. All

construction and/or decoration work must be completed before 9:00 pm on 18 March 2015.

(b) Materials of displays

- (i) Plant exhibits shall constitute not less than 70% of a display.
- (ii) Unless prior agreement is obtained from the Organizing Committee, no artificial plants, branches, leaves, flowers, fruits etc. will be used as part of a display.
- (iii) Plant exhibits should be labelled for easy identification by visitors.

(c) Publicity materials

- (i) No commercial or profit-making elements shall appear in displays to be erected.
- (ii) The layout of display, including logos/flags/banners, etc. must be submitted to the Organizing Committee for vetting beforehand.

(d) Public safety and insurance

- (i) If an exhibit/display exceeds 1.7metres in height, it must be certified by a qualified surveyor or structural engineer that it is structurally sound for the sake of safety.
- (ii) If the exhibit/display involves structure of one (1) metre or above in height and visitors are allowed to walk on it, e.g. bridge, staircase and viewing platform etc., the exhibit must be certified by a qualified surveyor or structural engineer that it is structurally sound for use to ensure public safety.
- (iii) Participating organizations shall ensure that there is no leakage of water at their display, if applicable.
- (iv) All electrical appliances used in the display shall conform to the requirements and regulations imposed by the Director of Electrical and Mechanical Services.

(e) Replenishment of exhibits

- (i) Participating organizations shall at their own cost replenish the plant exhibits and take good care of their display.
- (ii) Replenishment work shall take place on Tuesday, 24 March 2015 from 9:00 am to 9:00 pm. As the Show will still be opened to the public during this period, the affected area must be cordoned off for safety and security reasons.

(f) Parking

All vehicles have to leave the Showground after loading and/or unloading. No parking spaces will be provided unless proven to be absolutely essential.

(g) Release of exhibits

- (i) All displays shall be dismantled and removed on 30 March 2015 from 9:00 am to 7:00 pm
- (ii) Participating organizations shall obtain gate passes from the duty officers when they remove their exhibits out of the Showground.

(h) Others

- (i) Selling activities are not allowed at the display area.
- (ii) Though exhibitors permitted to land as visitors are allowed to supervise construction of exhibition booths, they are not allowed to construct exhibition booths by themselves. They should employ lawfully employable persons to construct exhibition booths.

Remarks : In accordance with Regulation 2(1) of the Immigration Regulations (Chapter 115A), Laws of Hong Kong, permission given to a person to land in Hong Kong as a visitor shall be subject to the following conditions of stay -

- (a) he shall not take any employment, whether paid or unpaid;
- (b) he shall not establish or join in any business; and
- (c) he shall not become a student at a school, university or other educational institution.

- (i) Participating organizations shall provide a 150-word bilingual introductory brief covering the design concept, theme and highlights etc. of their exhibits to the Organizing Committee before 30 October 2014 for erection in front of their displays. The detailed carpentry layout, lighting and electricity requirements shall also be provided. If the carpentry layout, lighting and electricity requirements could not be provided before 30 October 2014, the organizing committee would not be able to provide the required materials.
- (ii) Participating organizations are welcomed to contact Mr KUN Chong-meng of Displays Sub-committee at telephone number 2723 6080; or mobile phone number 6826 6129 if more information is required.

Organizing Committee, Hong Kong Flower Show 2015
Ref: LCS 64/12/HQ 841/14

**Exhibition Registration Form for Displays Sub-Committee
Hong Kong Flower Show 2015**

To :

Mr TAI Sik-wah
Chairman, Displays Sub-Committee
Hong Kong Flower Show 2015
11th Floor, Leisure and Cultural Services Headquarters
1-3 Pai Tau Street, Sha Tin, Hong Kong

Tel: 2723 6080
Fax: 2367 0556

Our organization **will/ will not*** participate in the Hong Kong Flower Show 2015.

Name of Organization : (English) _____
(Chinese) _____

Chairman/ President *: (English) _____
(Chinese) _____

Contact Person : _____ Tel : _____ Fax : _____

Address : _____ e-mail address : _____

Exhibition Proposal

Please put a √ in the appropriate box-

- | | |
|---|---|
| <input type="checkbox"/> Landscape displays
(outdoor/under marquee*) | <input type="checkbox"/> Floral arrangement
(outdoor/under marquee*) |
| <input type="checkbox"/> Potted plants/ bonsai displays
(outdoor/under marquee*) | <input type="checkbox"/> Horticultural related exhibition
(outdoor/under marquee*) |
| <input type="checkbox"/> Others: (please specify) _____ | |

Materials required :

<u>Description</u>	<u>Quantities</u>
1. #Carpentry work (please provide sketch including bench, backdrop and colour requirement, etc)	Yes/ No (please provide sketch if yes)
2. #Spot lights (please provide sketch for installation position)	_____ no(s)
3. #Florescence tube (48", white)	_____ no(s)
4. #13 amp power socket	_____ no(s)
5. Sand	_____ m ³
6. Grit (white/grey /red/ black/ brown*) (40Kg/bag)	_____ bag
7. Pebble (white/grey/black*) (40Kg/bag)	_____ bag
8. Oasis (wet) (20 nos/box)	_____ box
9. Turf	_____ m ²

Please observe the regulations of Part (2)(h)(iii) of the attached Notice to Participating organizations.

* Delete where inappropriate